

# OFFICE OF THE SHERIFF CAMDEN COUNTY GENERAL ORDERS



## TABLE OF CONTENTS

ORDER#	NAME
96.00	<u><a href="#">Awards</a></u>
64.00	<u><a href="#">Bicycle Patrol Policy</a></u>
03.00	<u><a href="#">Change of Name, Address or Phone Number</a></u>
90.00	<u><a href="#">Body Armor</a></u>
91.00	<u><a href="#">Body Worn Cameras</a></u>
43.00	<u><a href="#">Civil Warrants</a></u>
46.00	<u><a href="#">Clerical Section/Civil Process</a></u>
16.00	<u><a href="#">Computer Security Plan</a></u>
56.00	<u><a href="#">Computerized Case Number Log</a></u>
82.00	<u><a href="#">Confidential Sources &amp; Criminal Informants</a></u>
88.00	<u><a href="#">Criminal Justice Information Security (CJIS) Policy</a></u>
23.00	<u><a href="#">Criminal Charges Arising from Official Duties</a></u>
52.00	<u><a href="#">Court Security Bureau / Job Descriptions and Responsibilities</a></u>
28.00	<u><a href="#">Crisis Negotiation Team (CNT)</a></u>
94.00	<u><a href="#">Critical Incident Stress Policy</a></u>
39.00	<u><a href="#">Daily Activity Logs</a></u>
12.00	<u><a href="#">Departmental Duty Officer System</a></u>
18.00	<u><a href="#">Firearms Policy</a></u>
11.00	<u><a href="#">Disciplinary Policy</a></u>
89.00	<u><a href="#">Disposal of Media Policy and Procedures</a></u>
63.00	<u><a href="#">Dissemination of Information</a></u>
40.00	<u><a href="#">Drug Testing or Applicants, Trainees &amp; Sworn LEA</a></u>
93.00	<u><a href="#">Early Intervention Policy</a></u>
42.00	<u><a href="#">Emergency Mobilization Plan / Civil Disorder</a></u>
05.00	<u><a href="#">Employee Evaluations</a></u>
36.00	<u><a href="#">Enhancement of Crime Scene Integrity</a></u>
33.00	<u><a href="#">Evidence (Found/Recovered Property)</a></u>
55.00	<u><a href="#">Evidence Control Log</a></u>
21.00	<u><a href="#">Exposure Control Plan</a></u>
59.00	<u><a href="#">Expungement Procedure</a></u>
09.00	<u><a href="#">Injuries On and Off Duty</a></u>
65.00	<u><a href="#">Mentorship Program</a></u>
54.00	<u><a href="#">Internal Affairs Unit</a></u>
74.00	<u><a href="#">Extraditions</a></u>
66.00	<u><a href="#">K-9 Unit</a></u>
44.00	<u><a href="#">Labor Disputes / Strike Force</a></u>
70.00	<u><a href="#">Leave of Absence</a></u>
86.00	<u><a href="#">Lockers</a></u>
71.00	<u><a href="#">Military Leave of Absence</a></u>
19.00	<u><a href="#">Missing Equipment</a></u>
75.00	<u><a href="#">Missing Persons</a></u>
67.00	<u><a href="#">Mobile Video &amp; Audio Recording Equipment</a></u>
95.00	<u><a href="#">Nasal Narcan Procedure</a></u>
84.00	<u><a href="#">Nondiscrimination Policy</a></u>

60.00	<u><a href="#">NJCIIS Security</a></u>
22.00	<u><a href="#">O.C. Spray</a></u>
85.00	<u><a href="#">Office Personnel Death</a></u>
31.00	<u><a href="#">Operation of Police Vehicles/Pursuit Policy</a></u>
47.00	<u><a href="#">Out of County Temporary Restraining Orders</a></u>
17.00	<u><a href="#">MOBILE ELECTRONIC MEDIA</a></u>
72.00	<u><a href="#">Payroll Procedures</a></u>
35.00	<u><a href="#">Perimeter Patrol</a></u>
01.00	<u><a href="#">Personal Grooming</a></u>
20.00	<u><a href="#">Personal Protection Equipment</a></u>
13.00	<u><a href="#">Petty Cash Procedures</a></u>
58.00	<u><a href="#">Processing Towed Vehicle Reports</a></u>
79.00	<u><a href="#">Project Lifesaver Policy &amp; Procedures</a></u>
15.00	<u><a href="#">Radio Rules and Procedures</a></u>
27.00	<u><a href="#">Receipt of Subpoenas</a></u>
25.00	<u><a href="#">Records Procedures</a></u>
62.00	<u><a href="#">Releases from the DOC</a></u>
61.00	<u><a href="#">Remands</a></u>
24.00	<u><a href="#">Reporting and Record Keeping</a></u>
87.00	<u><a href="#">Reporting Charges, Arrests Convictions, Revocation or Suspension of D. L.</a></u>
38.00	<u><a href="#">Requesting CJIS Information</a></u>
68.00	<u><a href="#">Requests for Leave</a></u>
04.00	<u><a href="#">Reviewing of Personnel Files</a></u>
14.00	<u><a href="#">Sale of Articles with Sheriff's Office Logo</a></u>
45.00	<u><a href="#">Services of Summons and Complaints</a></u>
06.00	<u><a href="#">Secondary and Extra-Duty Employment</a></u>
08.00	<u><a href="#">Sexual Harassment</a></u>
76.00	<u><a href="#">Sheriff's Emergency Response Team (S.E.R.T.)</a></u>
69.00	<u><a href="#">Sick Leave Policy and Procedure</a></u>
92.00	<u><a href="#">Social Media &amp; Social Networking</a></u>
81.00	<u><a href="#">Special Investigations Bureau</a></u>
73.00	<u><a href="#">Submission of Overtime</a></u>
83.00	<u><a href="#">Supplemental Patrol Unit</a></u>
77.00	<u><a href="#">Technical Services Unit (Bomb Squad)</a></u>
48.00	<u><a href="#">Temporary Restraining Orders</a></u>
49.00	<u><a href="#">Time Management System</a></u>
07.00	<u><a href="#">Transfers and Assignments</a></u>
78.00	<u><a href="#">Transportation Bureau</a></u>
02.00	<u><a href="#">Uniform Grooming Standards</a></u>
26.00	<u><a href="#">Uniform Traffic Tickets</a></u>
37.00	<u><a href="#">Use of Force/Deadly Force</a></u>
30.00	<u><a href="#">Vehicle Accidents/Incidents</a></u>
32.00	<u><a href="#">Vehicle Impoundment</a></u>
29.00	<u><a href="#">Vehicle Rules and Regulations</a></u>

<b>10.00</b>	<b><u><a href="#">Workman's Compensation Office</a></u></b>
<b>05.00</b>	<b><u><a href="#">Appendix General 05.00 EVALUATION</a></u></b>
<b>06.00</b>	<b><u><a href="#">Appendix General 06.00 OUTSIDE EMPLOYMENT</a></u></b>
<b>09.00</b>	<b><u><a href="#">Appendix General 09.00 OFF DUTY INJURY REPORT</a></u></b>
<b>12.00</b>	<b><u><a href="#">Appendix General 12.00 DUTY OFFICER'S LOG</a></u></b>
<b>22.00</b>	<b><u><a href="#">Appendix General 22.00 OLEORESIN CAPSICUM (OC) APPLICATION</a></u></b>
<b>30.00</b>	<b><u><a href="#">Appendix General 30.00 DAMAGE TO ANY PROPERTY</a></u></b>
<b>31.00</b>	<b><u><a href="#">Appendix General 31.00 VEHICULAR PURSUIT</a></u></b>
<b>36.00</b>	<b><u><a href="#">Appendix General 36.00 CRIME SCENE ENTRY LOG</a></u></b>
<b>39.00</b>	<b><u><a href="#">Appendix General 39.00 DAILY ACTIVITY LOG</a></u></b>
<b>40.00</b>	<b><u><a href="#">Appendix General 40.00 DRUG TESTING</a></u></b>
<b>68.00</b>	<b><u><a href="#">Appendix General 68.00 LEAVE PERMIT</a></u></b>
<b>72.00</b>	<b><u><a href="#">Appendix General 72.00 PAYROLL REQUEST FORM</a></u></b>
<b>82.00</b>	<b><u><a href="#">Appendix General 82.00 SOURCE IDENTIFICATION FILE</a></u></b>





Effective Date:	<b>2/28/2022</b>
Revised From:	<b>2/28/2017</b>
References	

Subject:	<b>PERSONAL GROOMING</b>	
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages <b>15</b>
<b>SHERIFF</b>		
<i>D. L. Whipker</i>		

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish grooming standards for sworn members of the Camden County Sheriff's Office.

**II. INTRODUCTION**

It is the policy of the Office of The Sheriff Camden County that sworn personnel be neat, clean, well-groomed, and present a professional appearance. To achieve the intent of this policy, reasonable grooming regulations have been established. These regulations take into consideration contemporary standards, uniformity, neatness, safety, and the quasi-military nature of the Camden County Sheriff's Office.

**III. MECHANICS**

**A.** Sworn Departmental personnel, while on duty or in uniform, shall maintain a neat, well-groomed appearance and shall adhere to the following standards:

**1.** Sworn Personnel (Male):

**a.** Hair:

## GENERAL 01.00

1. Shall be neatly trimmed, combed, or brushed.
2. Shall be cut to present a tapered appearance and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal posture.
3. Shall not interfere with the proper wearing of authorized uniform headgear.
4. The wearing of a wig or hair piece while in uniform or on duty is permissible. If worn, it shall conform to the standards set forth in this procedure.

b. Mustache:

1. May be worn by sworn personnel.
2. Shall be kept trimmed and clean.
3. No portion will fall below the line of the upper lip nor extend past the corners of the mouth
4. All facial hair shall be closely and neatly trimmed and worn in a manner that will not interfere with the wearing of any protective gear.

**Note: Recruits attending the academy will be PROHIBITED from having facial hair.**

c. Sideburns:

1. May be worn by sworn personnel.
2. Will not fall below the middle of the ear and no more than one inch in width
3. Shall be trimmed and neat in appearance.
4. The base shall be a clean shave horizontal line.

2. Sworn Personnel (Female):

a. Hair

1. The length or the bulk of the hair should conform to uniform standards while in uniform and officially on duty.
2. Shall be neatly maintained.
3. Shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture, while officially on duty and wearing the uniform.
4. Shall be groomed in front so that it does not fall below

## GENERAL 01.00

the band of properly worn uniform headgear

5. May be worn slightly over the ears, but the bulk or length of the hair shall not interfere with the proper wearing of the authorized uniform headgear.
6. Pony tails are not permitted, if they are worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture and interfere proper wearing of any authorized uniform headgear.
7. A bun or twist will be permitted on the top or back of the head provided it is worn in a manner that does not interfere with the wearing of uniform headgear.
8. No ribbons or ornaments shall be worn in the hair except for, inconspicuous bobby pins or conservative barrettes, which blend with the hair color.
9. The wearing of a wig or hairpiece, while in uniform or on duty is permissible. If worn, it shall conform to the standards set forth in this procedure.

### b. Cosmetics:

1. May be worn by sworn personnel.
2. If worn, cosmetics must reflect a professional appearance.
3. False eyelashes if worn shall not compromise the professionalism exhibited by the officer.

### 3. Jewelry:

1. Jewelry which detracts from the professional appearance of a sworn member or which constitutes a safety hazard is not permitted.
2. Wedding bands, watches, and a choice of one (1) military, school, or P.B.A. ring will be permitted.
3. Female officers with pierced ears in the lobe area may wear small, plain black stone or gold ball post type earrings. (No larger than 1/4 inch in diameter).
4. Male officers uniformed or non-uniformed, will not wear any type of earring without the express consent of the Sheriff or his designee.

5. No visible jewelry may be worn in pierced parts of the body above the shoulder while in uniform. (i.e. eyebrows, lips, nose, etc.)
  6. No necklaces or bracelets shall be worn with the uniform, unless covered by the uniform.
  7. The Sheriff's Office will not be responsible for lost or damaged jewelry nor will it be responsible for related injuries to persons resulting from violations of the foregoing.
4. Fingernails:
1. Shall be clean and trimmed while in uniform, not to exceed one half (1/2) inch from the tip of the finger
  2. Fingernail polish may be worn
  3. Nails will not be adorned with decorative items

5. Eyeglasses:

Eyeglasses worn by sworn Sheriff's Office personnel while on duty or in uniform, shall be conservative in design.

Glasses will not be carried with the earpiece in the shirt pocket nor will they be worn on the top of the head. Sunglasses will not be worn after sunset or before sunrise unless directed by a physician.

6. Civilian Clothing:

Civilian clothing worn by sworn Sheriff's Office personnel while on duty shall be appropriate to their assignment.

Civilian clothing worn by sworn Sheriff's Office personnel while traveling to and from their place of assignment, shall be neat, clean, and compliment the professional image of the Office of the Sheriff.

7. Courtroom Attire:

Sworn Sheriff's Office personnel, when wearing civilian clothing to court, shall present a professional, businesslike appearance.

Acceptable attire shall conform to the following:

1. Male personnel
  - a. A business suit or sport coat and trousers, with

dress shirt and necktie

**2.** Female personnel


- a. A dress, suit, or pants suit; or a skirt or pants with a blouse, sweater, or jacket.

**B.** The standards set forth in this procedure apply to all sworn Camden County Sheriff's Office personnel regardless of their assignment.

**C.** The Sheriff may waive all or part of these standards for certain members when operationally advisable.



Effective Date:	<b>01/01/21</b>
Revised From:	<b>08/31/15</b>
<b>GENERAL ORDER 02.00</b>	
References:  <i>Sheriff Gilbert "Whip" Wilson Uniform Change Approval January 1,2021</i>	

Subject:	<b>UNIFORM GROOMING STANDARDS</b>		
Distribution:	<b>ALL SWORN AND CIVILIAN PERSONNEL</b>	Pages	<b>6</b>
			<b>Sheriff</b>

## **GENERAL 02.00 UNIFORM GROOMING STANDARDS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the purpose of this order is to establish rules and regulations for the Camden County Sheriff's Office, relative to the type of uniform to be worn and when it will be worn. All articles herein are subject to change by the Sheriff or designee.

### **II. INTRODUCTION**

The uniform of the Camden County Sheriff's Office is symbolic of the dignity and pride we represent as members of the Sheriff's Office, and it is essential that the uniform be worn in a manner which will command respect and reflect honor and esteem towards the Camden County Sheriff's Office.

The specifications for wearing the uniform of the Camden County Sheriff's Office are adopted as a means by which members and employees are recognized by the general public. Member and employees are required to conduct themselves at all times, with the dignity and decorum which people expect of those who serve. When the uniform is worn, the wearer will maintain a clean and tidy appearance at all times, avoiding soiled or wrinkled uniforms. Shoes and leatherwear will be polished and metal uniform accessories will be clean.

When appearing at a court hearing, as a representative of the Camden County Sheriff's Office, in any court or other official hearing, males shall wear proper and acceptable attire, i.e., the Sheriff's Office uniform or slacks, sport coat/jacket with dress shirt and tie. Females will wear an appropriate dress or suit.

Members of the Camden County Sheriff's Office who have not been certified by the New Jersey Police Training Commission shall not wear any combinations of the uniform when in public off duty to include while in transit to report for duty and the conclusion of the duty day. Non PTC sworn officers will change from civilian attire into the proper Camden County Sheriff Office Uniform at work at the start of the shift and vice versa at the conclusion of the shift. This is an officer safety issue and will be adhered to as it is in the best interest of a non-trained, unarmed officer.

Members of the Camden County Sheriff's Office will not attend political meetings, public gatherings, places of amusement or part-time jobs while in uniform except in the line of duty or when specifically assigned by a commanding officer or when performing a police function while off duty with the consent of the Sheriff.

### **III. MECHANICS**

#### **A. Class "A" Uniform**

##### **1. Long Sleeve**

Uniform hat, long sleeved shirt, trousers, prescribed shoes and socks, prescribed leather gear and side arm. The Sheriff will designate an appropriate date between the first day of September and the last day of October to begin wearing the winter uniform, however, he may at his option, order winter uniforms to be worn earlier or later at his discretion.

a. Long Sleeve Shirts: The shirt collar may be worn opened at the neck. The sleeves will not be rolled up or under. The two pocket flaps and the epaulet flaps will be buttoned. Black pens will be carried in the left pocket in the place provided. A clean black crew neck T-shirt will be worn underneath the shirt and will be visible in the open collar. All sleeves buttons will be buttoned. (collar emblems and rank insignia, see attached diagrams)

b. Winter Coats: Only authorized winter coats will be worn. The coat will be kept neat and clean and in good repair. Two pocket flaps and the two epaulet flaps will be buttoned at all times. Winter coats will not be worn indoors without the approval of the shift supervisor. In inclement weather the authorized raincoat may be worn.

c. Sweaters: All personnel are authorized to wear a military type sweater. The sweater is not required but is a choice. The sweater



will not be an issued item. All sweaters purchased heretofore will be "V" neck type and color coordinated with the issued uniform.

1) Indoors: Sweaters may be worn as the outer garment and shall remain tucked in the pants.

2) Outdoors: Sweaters are to be utilized as an undergarment and will be covered by the issued winter jacket.  
(exceptions: FootPatrol)

d. Trousers: Only the authorized trousers as prescribed by the office will be worn. They will be in good condition, with no patches or other visible repairs. The waist shall fit snugly against the body to prevent bulges and discomfort. The seat of the trousers will not be allowed to drop or form a horizontal roll. The end of the trousers legs shall be worn without cuffs, but will extend to at least to the top of the low quartered shoes, but will not extend lower than the juncture of the heel and sole. All buttons on the pockets will be kept intact and buttoned.

e. Hats: Only authorized headgear as prescribed by prevailing office specifications will be worn. The hat will be worn well balanced on the head, front, back and side. The hat will not be crushed down or altered in any way. Hats will be worn at all times except when indoors or in a vehicle.

f. Footwear: Only plain smooth grain black leather footwear with laces will be worn with the uniform. Approved uniform footwear will consist of low quarter shoes or high-tops without buckles. The toe of the shoe will be plain, rounded, military type without stitching or perforations. Black crepe or sponge rubber sole is acceptable. All footwear will be equipped with rubber heels. Military boots (not jump boots) may be worn by those authorized.

1) Black socks shall be worn with the uniform. Personnel having problems wearing colored socks may be permitted an alternative by the Sheriff.

g. Outer ballistic vest carriers are prohibited while in the class A uniform.

## **B. Class "B" Uniform:**

1. Pants: Black cargo pocket trousers with gold stripe worn bloused above ankle. The lower side pockets will be free from clutter. Small items such as phones and keys are permissible; however, the pocket flap is to remain closed.

2. Boots: Officers will wear a boot with a minimum height of 6 inches. Sneakers

are not authorized. The boots will be 100% black. The boots will be clean and neat in appearance.

3. Long Sleeve Shirt: The shirt collar shall be worn opened at the neck. The sleeves will not be rolled up or under. A clean, plain black crew neck T-shirt will be worn underneath the shirt and will be visible in the open collar. Plain black mock turtlenecks are allowed, however, no turtlenecks where the neck is folded over will be approved.

4. Short Sleeve Shirt: The shirt collar shall be worn opened at the neck. The sleeves will not be rolled up or under. A clean black crew neck T-shirt will be worn underneath the shirt and will be visible in the open collar.

5. Baseball Hat: Uniform specified black baseball type hat with office logo. Baseball hats will be worn at all times except when indoors or in a vehicle.

6. Winter Hat: Plain black cotton hat, such as the Condor Brand.

7. Outer Carrier Vest: Prohibited. K9 Unit and Patrol are exempt.

8. Nylon Duty Gear: Prescribed approved nylon gear shall be worn while in class B uniform. Only authorized holster, ammunition case, OC Pouch, Radio Holder, handcuff cases and tourniquet will be worn. In accordance with job responsibilities an ASP may be carried while on duty however will not be issued. (as per qualification) The aforementioned equipment is the only equipment approved by the Camden County Sheriff's Office. The uses of any other equipment (i.e. nunchakus, sticks, blackjacks, metal claws, etc.) are strictly prohibited.

9. Holsters: Only issued holsters will be approved for wear. No personal holsters will be authorized. Drop leg holsters will not be authorized while in Class "B" uniform. K9 Unit exempt.

10. Only items approved by the Sheriff are to be utilized if not distributed by the department.

### **C. Equipment:**

1. Prescribed approved leather gear shall be worn while in class A uniform. Only authorized holster, ammunition case and handcuff cases will be worn. Ammunition clip holders will be worn on the left front. For left handed officer the opposite will apply.

2. In accordance with job responsibilities an ASP may be carried while on duty however will not be issued(as per qualification). The aforementioned equipment is the only equipment approved by the Camden County Sheriff's

Office. The uses of any other equipment (i.e. nunchucks, sticks, blackjacks, metal claws, etc.) are strictly prohibited.

3. Prescribed approved nylon gear may be worn while in the issued class B uniform.

4. The prescribed high visibility shirts may be worn when an officer is working traffic post or at the BB&T venue only. Such shirts will not be issued by the department. The approved Blauer high visibility shirt will be the only alternative to the Class B uniform. The shirt must be the outer most garment.

#### **D. Plain Clothes Officer:**

Only the approved outer ballistic vest carriers are authorized for use while in plain clothes.

Personnel assigned to plain clothes units shall maintain one completed uniform for emergency or reassignment.

All other aspects of this order remains in full effect.

#### **E. Badges:**

All personnel will wear the officially issued badge. The badge will be the Sheriff's seven point star and will be worn on the outermost garment over the left pocket at all times.

#### **F. Insignias:**

1. The insignia of rank shall consist of the following:

Captain - 2 Gold Bars Lieutenant - 1 Gold Bar  
Sergeant - Chevrons on both sleeves

a. The insignia rank in all cases except chevrons shall be worn on each shoulder of the uniform coat centered in the stitched down portion of the epaulet. The captains and lieutenants bars will have the long axis fore and aft. Officers shall wear insignias on the collar flap of class A shirts. Officers shall wear insignias embroidered on the epaulettes of the class B shirt. The insignia rank in all cases except chevrons.

b. Sergeants chevrons will be sewn on each sleeve of the shirt and jacket pointer up, centered under the epaulet located halfway between the shoulder and the elbow, but never less than (4-1/2) inches below the shoulder.

2. **Shoulder Emblems/Patches:** Will be worn on the left sleeve of the shirt and jacket. On the shirt, it shall be sewn on below the yoke at the shoulder, with the top of the patch being within (1/2) inch of the yoke seam.
  - a. Special shoulder patches, I.E. K9, shall be worn on the right sleeve of jackets and shirts. The patch will be centered at the shoulder (1/2) inch below the shoulder seam.
3. **Badge Numbers:** Badge Numbers will be worn centered over the right front pocket 1/8 inch on the shirt or jacket of the outermost garment. Badge Numbers shall be embroidered on the Class B Shirt.

#### **IV. RESPONSIBILITY**

It shall be the responsibility of all personnel to maintain their uniforms in order to present a neat and clean appearance. Pants or shirts that become worn or faded shall be unacceptable and must be replaced by Special Services or by the individual officer. The supervisor may determine if a uniform is unserviceable due to the neglect of the officer. All uniforms must be dry cleaned or laundered in accordance with factory recommendations.

All personnel will maintain a complete class "A" uniform on site. It shall be the supervisor's responsibility to inspect uniforms daily to ensure that all personnel meet the specifications outlined above.



Effective Date:	<b>10/01/2021</b>
Revised From:	<b>11/6/2000</b>
<b>GENERAL ORDER # 03.00</b>	
References: Appendix 03.00: Change Name, Address, or Phone Number Form	

Subject:	<b>CHANGE NAME, ADDRESS OR PHONE NUMBER</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>1</b>
		<b>Sheriff</b>	

**GENERAL 03.00 CHANGE NAME, ADDRESS OR PHONE NUMBER**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is hereby established for employees to report a change of name, address and/or telephone number.

**II. INTRODUCTION**

This policy shall outline the procedure that is to be followed by all Sheriff's Office personnel to report any change in their name, as through marriage or by court order, address, and/or telephone number.

**III. MECHANICS**

It shall be the responsibility of all Sheriff's Office employees to notify the Personnel Office and their immediate supervisor of all changes of name, address and/or telephone number.

The employee shall complete and submit a personnel information form within seventy-two (72) hours of such occurrence. The form shall be completed and signed by the employee, presented to their immediate supervisor for initialing, and then forwarded to the Personnel Office for appropriate action. The Personnel Office will update all Sheriff's Office records accordingly and forward these changes to the County Payroll and Human Resources Offices. Failure to comply may result in disciplinary action.

# CHANGE OF:

- LEGAL NAME
- ADDRESS
- EMERGENCY CONTACT INFORMATION
- TELEPHONE NUMBER(S)

To: Office of Personnel/Human Resources

From: \_\_\_\_\_

Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Please make the following changes to my personnel file:

New Home Address: \_\_\_\_\_

New Home Tel. #: \_\_\_\_\_

New Cell Phone: \_\_\_\_\_

New/Existing Emergency Email Address: \_\_\_\_\_

New Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Emergency Contact Address (if different from yours): \_\_\_\_\_

New Emergency Contact Telephone Number: \_\_\_\_\_

New Legal Name: \_\_\_\_\_

*(MANDATORY DOCUMENTATION: Copy of Marriage Lic., Certificate, or Court Order AND copy of new social security card.)*

Signature: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Section: \_\_\_\_\_

Supervisor's Initials: \_\_\_\_\_



Effective Date:	<b>10/18/2021</b>
Revised From:	<b>3/17/2006</b>
<b>GENERAL ORDER # 04.00</b>	
References:	

Subject:	<b>REVIEWING OF PERSONNEL FILES</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			<b>Sheriff</b>

## **GENERAL 04.00 REVIEWING OF PERSONNEL FILES**

### **I. AUTHORITY**

By the authority vested in the Camden County Office of the Sheriff, a policy is hereby established for the purpose of allowing Sheriff's Office employees to review their personnel files.

### **II. INTRODUCTION**

This policy shall outline the procedure that is to be followed by Sheriff's Office employees who wish to review their permanent Personnel Files. It is the intent of this policy to promote scheduling in advance for such reviews, for the convenience of the parties involved, and to avoid unnecessary disruptions in the flow and conduct of daily administrative functions.

### **III. MECHANICS**

- A. The requesting individual shall email a request to view their Personnel File, to the Personnel Officer. Upon receipt of the request, the Personnel Officer will contact the requesting individual and make proper arrangements for the review of their Personnel File.
- B. The Personnel Officer, or a designee, will stay with the requesting individual **at all times** during the review. The individual will not, under any circumstances, be left



alone with the file, at any time. To avoid any questions of file tampering, this step will be strictly adhered to.


C. If the individual wishes to have copies made of anything in the file, they will be subject to a standard per copy fee. Anything taken from the file for copying will be removed by the Personnel Officer, or a designee, and then likewise replaced.

D. Anyone requesting a review of their Personnel File will schedule the review on their own time, and not during their schedule work time. For example, the review should take place on an individual's regular day off, compensatory time, or vacation day.

**NOTE:** Personnel files are the property of the Camden County Office of the Sheriff and **not** the individual employee. The employee has no inherent right to the file or its contents.



Effective Date:	<b>2/1/19</b>
Revised From:	<b>3/17/06</b>
References	
Appendix General Order 05.00: Performance Evaluation Form	

Subject:	<b>EMPLOYEE EVALUATIONS</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>3</b>
		<b>SHERIFF</b>	

## **GENERAL 05.00 EMPLOYEE EVALUATIONS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this order is adopted to establish a departmental policy for periodic evaluation of employee job performance and to put an effective standardized evaluation in place.

### **II. INTRODUCTION**

- A. All temporary employees of this office shall be evaluated according to performance every thirty- (30) days.
- B. All permanent employees of this office shall be evaluated every six (6) months.
- C. All employees appointed to permanent titles are subject to a Working Test Period following appointment and will be evaluated every thirty (30) days prior to and during this period. The working test period is considered an extension of the examination process for the title, so the employee is not "permanent" until the satisfactory completion of the periods described below.

1. Sheriff's Officers: One (1) year after notification from the P.T.C. of successful completion of a police training course. Prior to attending a police academy, Sheriff's Officers will be evaluated every thirty (30) days as in section (1) above.
2. Promotions/Rank Advancements: Ninety (90) days from appointment date.
3. All other employees: Ninety days from appointment date.

### **III. MECHANICS**

A. All evaluations will be completed and passed on through the chain of command to the respective Unit Commander, or his designee, on the schedule as follows.

1. Monthly Evaluations:

All thirty (30) day evaluations will be due on the first of the month following the employee's respective evaluation period, regardless of the employee's anniversary date.

- a. The exception to the above will be for ninety (90) day Working Test Period. Because of the short period, evaluations for employees in this category will be due on the monthly anniversary of appointment date.

2. Semi-annual Evaluations:

All semi-annual evaluations will be due on July 1st and December 31st, respectively.

3. Transfers:

When individuals are transferred during scheduled monthly evaluation periods the responsibility for completing evaluations for these individuals shall fall on the person that supervised this individual for the greatest part of the month. Specifically, if the transfer occurs from the 1st to the 15th of the month, the new supervisor will do the evaluation. If the transfer occurs from the 16th to the end of the month, the former supervisor is responsible. All evaluations must be turned in to the Unit Supervisor, by no later than the 15th of each month as applicable.

4. Evaluation form will be utilized for evaluating all employees, regardless of title or position. (appendix attached).
5. The Performance Evaluation guidelines shall serve to aid the evaluator. Supervisors are encouraged to use their discretion for the individual's overall performance.

#### **IV. RESPONSIBILITY**

It is ultimately the responsibility of all supervisory personnel to track this system on their own level to assure compliance with this order. Failure to comply with this order may result in disciplinary action.

##### **A. First Line Supervisors:**

1. Responsible for the timely completion of evaluation forms.

##### **B. Reviewers:**

1. Responsible for the review of evaluations and the submission to the appropriate Unit Commander.
2. When an employee is approaching the end of the Working Test Period, it will be the responsibility of the shift/unit commander to notify the respective Chief, or his designee, in writing thirty (30) days prior to the expiration of this working test period.
3. Along with the final evaluation of the Working Test Period, the unit/shift commander will submit a report through Guardian Tracker, as to the acceptability of this employee for permanent appointment. This must be received no later than the last day of an employee's Working Test Period.

##### **C. Unit Commanders**


1. After completion and review by supervisors all evaluations will be reviewed, initialed, and dated by the respective Chief, or his designee, and passed on to the personnel office.

##### **D. Personnel Office**

1. Responsible for the filing and safekeeping of the completed evaluations.



Effective Date:	<b>May 10, 2019</b>
Revised From:	<b>September 18, 2013</b>
References	

Subject:	<b>SECONDARY AND EXTRA-DUTY EMPLOYMENT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>7</b>
		<b>SHERIFF</b>	

## **GENERAL 06.00 DUAL EMPLOYMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a means to evaluate and administer the type and extent of Secondary Employment, as well as Extra-Duty assignments, in which employees of the Camden County Sheriff's Office participate.

### **II. POLICY**

It is the policy of the Camden County Sheriff's Office to establish fair and equitable procedures for the assignment of sworn personnel to provide extra-duty police services to individuals, companies, or organizations, and to specify regulations governing the conduct of the personnel performing these services. It is also the policy of the Camden County Sheriff's Office to establish procedures for non-law enforcement secondary employment. Of paramount significance to all employees is the understanding that employment as a sworn law enforcement officer within this agency is the member's primary occupation. All personnel must receive permission from the Sheriff, or his designee, to engage in any and all types of secondary employment/extra-duty. The Sheriff has the sole discretion to authorize or deny all secondary employment and extra-duty details.

### III. DEFINITIONS:

- **Non-Law Enforcement Secondary Employment:** Any form of employment, including self-employment, during the hours when the employee is off duty, where the employment capacity is not predicated upon the employee's authority as a sheriff's officer, and where there is no law enforcement affiliation and/or function. This type of work includes, but not limited to, retail sales, any trades (roofer, plumber, mechanic, electrician, etc.) consulting, other professions (accounting, teacher, etc.) or in any self-employed capacity.

An officer, who accepts employment from a private entity and is placed on the entities' "payroll" and is remunerated via a W-2, is not subjected to the Private Detective Act of 1939, N.J.S.A. 45:19-8 et seq. Therefore, he/she now becomes an employee of that entity and is not acting in an official police capacity. They are also no longer "covered" by their Camden County Employment benefits.

It is vital to note that a sheriff's officer is prohibited by the Act from applying for or obtaining a "Private Detective License" while actively employed as a sheriff's officer.

- **Officer Extra-Duty Detail:** The employment of a sheriff's officer employee, at their own option, to perform additional duty for a separate or independent employer, during the hours when the employee is not on regular duty. In a capacity that requires the employee to wear the Camden County Sheriff's Office uniform, and/or in a capacity where the uniform is not worn but where the purpose of the extra-duty assignment is either predicated upon the employee's authority as a sheriff's officer or where employment is controlled by the guidelines promulgated by the Private Detective Act of 1939.
- **Extra Duty Coordinator:** The Sheriff's designee(s) shall administer Extra-Duty assignments by conducting certain functions to assure the efficiency and fairness of all Extra-Duty assignments. **Any and all sheriff's officers of the Camden County Sheriff's Office are prohibited from performing any Extra-Duty Details not directly assigned by the Sheriff of Camden County. Any officer violating this order will be subject to immediate disciplinary charges up to and including termination.**
- **The Extra-Duty Coordinator will perform the following duties:**
  1. To receive, review, and forward all requests for extra-duty details to the Sheriff/designee for final approval.
  2. Create and maintain an "Availability List" of all officers and superiors wishing to participate in extra-duty details.
  3. To review all extra-duty details and assign such details to personnel in a fair and equitable manner.
  4. Serve as a liaison between extra-duty employers and members of the sheriff's office participating in the extra-duty assignments and exercise administrative control.
  5. Review all requests for extra-duty to assure that officers shall not be assigned to any type of work that is prohibited.
  6. Monitor the extra-duty assignments, to ensure that established policy and procedures are followed, along with completing all relevant reports pertaining to extra-duty assignments.
  7. Report to the Sheriff on all matters concerning extra-duty assignments.

#### **IV. VOLUNTARY SIGN-IN**

Officers wishing to be eligible to work extra-duty assignments for the upcoming year, must submit a request in writing (email) to the secondary employment coordinator between December 15<sup>th</sup> and December 31<sup>st</sup> of the preceding year. Officers who do not request to work extra-duty assignments will be ineligible for the entire year. Officers submitting a request to work the forthcoming year acknowledge that their decision to work extra-duty assignments is binding for the entire year. Any officer who volunteers to work extra-duty assignments further acknowledges that they may be ordered to work an extra-duty assignment, if no officers apply for an open assignment(s). The secondary employment coordinator /designee will maintain an "Ordered Officers List," comprised only of officers who requested to be eligible to work extra-duty assignment. The ordered officers list will follow the seniority list, with the least senior officers appearing at the top of the list and descending according to seniority. Once an officer is ordered, their name will be rotated from the top of the list to the bottom of the list and they will not be ordered to work another extra-duty assignment until the entire list has been exhausted. Whenever possible, extra-duty assignments will be posted two weeks ahead of time and the ordering of officers to work extra-duty assignments will be made as soon as practicable. Additionally, all officers volunteering to work extra-duty acknowledge that they are required to answer their phones within 30 minutes whenever an emergent call is placed.

#### **V. ASSIGNMENTS**

All available extra-duty assignments will be posted to all eligible officers for their consideration to apply for the assignment(s). Eligible officers will voluntarily apply for the available positions through the scheduling software system. Assignments will be strictly awarded through the "fairness rotation" of the scheduling software system. Each officer will be responsible for removing themselves from the eligibility list if they decide that they are no longer interested in working an extra-duty detail; this only applies to the eligibility list and not assignment list. (see section X. 5 for withdraw from assignments)

- The aforementioned schedule list will operate as follows:
  1. All members will have their name depicted on said list with the office, including supervisors wishing to work extra-duty that do not distinguish between superiors and officers.
  2. Officer will complete an availability list depicting each day and the hours the officer is available for extra- duty assignments.
  3. Extra-Duty assignments will be assigned from the availability list in an equitable manner.
  4. Whenever possible, extra-duty assignments will be scheduled the week prior to the assignment.
  5. The assignment list will be posted and updated weekly.
  6. Superiors wishing to work extra-duty assignments that require supervision of sheriff's officers during the extra-duty assignment will have their own list separate from officers. Said list will operate exactly as the aforementioned list.
  7. Whenever a "short notice" extra-duty assignment arises, the scheduling officer(s) will make every attempt to utilize the next officer from the "Availability list."

The information to be entered shall include the date of assignment, officer's name, location of assignment, and actual hours worked. Officers shall be responsible for ensuring that the information contained on all forms/documents is accurate.

Any officer assigned an extra-duty detail shall complete all required paperwork and submit it to the Extra-Duty Coordinator on the next business day. The documents may be utilized by the County to generate payroll information and to accept, review, authorize and submit all pay vouchers to the finance division for payment for extra-duty details.



## **VI. PROCEDURES AND APPROVAL FOR SECONDARY EMPLOYMENT**

Any officer desiring to engage in secondary employment (non-law enforcement) shall submit a "Request for Secondary Employment" form through the regular Chain of Command. The "Request for Secondary Employment" shall include the employer/company's name, nature/type of work, and hours of operation. No officer will engage in secondary employment prior to receiving approval from the Sheriff/designee.

- The Sheriff/designee will then distribute the completed final "Request for Secondary Employment" forms as follows:
  1. Originals – to the applicant's personnel file
  2. First copy – to the applicant
  3. Second copy – to the applicant's Commanding Officer

## **VII. RESTRICTIONS**

Secondary employment/extra-duty is a privilege, not a right. As a condition to the granting or continuance of permission to engage in secondary employment/extra-duty, the officer must be performing his/her primary functions as a sheriff's officer in a satisfactory manner. Furthermore, the nature of the secondary employment/extra-duty, and the manner in which it is performed, must be such that it will not be, in any manner, detrimental to the effective operation of the Camden County Sheriff's Office or the performance of any of its functions.

Secondary employment/extra-duty request will be denied, or, if granted, will be terminated for any of the following reasons not limited to:

1. Where the member's physical/mental condition is such that it appears that he/she may be unable to perform satisfactorily his/her sheriff's office obligations together with or as a result of such secondary employment/extra-duty. Such indication may appear from the member's sick leave record or similar evidence of his/her physical/mental abilities or condition.
2. Where the secondary employment/extra-duty or the place where it is to be performed is such that it may impair the member's efficiency or capabilities as a member of the Camden County Sheriff's Office.
3. Where the secondary employment/extra-duty would require the member to avail himself/herself of sheriff's records, documents or files, or involve the service of civil process.
4. Where the secondary employment would involve the operation of a tavern or the transportation, distribution or sale of intoxicating liquor, or where the outside employment would require the member to act as a "bouncer."
5. Where the secondary employment would involve operation of any taxicab or other public passenger vehicle.
6. Where the secondary employment/extra-duty would require that the officer work continuously, including his/her primary Sheriff's Officer duties, for a period of 18 hours or more.
7. While on sick, FMLA, injured, suspended or light duty status.
8. Where the secondary employment/extra-duty would require the officer to work during any period while on duty with the department.
9. Private Investigative activities, escort, personnel (bodyguard) security, or any other police type services not authorized by the Sheriff.

10. Sheriff's Officers are not permitted to be employed by any attorney as an investigator, undercover agent or in any similar capacity as a private detective.
11. As a process server, re-possessor, bill collector, or any employment in which police powers can be used for private purposes of a civil nature.
12. In any gambling establishment.
13. In any occupation(s) that is regulated by, or that must be licensed through, the Sheriff's Office.
14. Any extra-duty assignment or police oriented secondary employment outside the borders of Camden County where the uniform of the Camden County Sheriff's Office is worn is **prohibited, unless authorized by the Sheriff.**
15. Officers working extra-duty assignments shall not be accompanied by friends, family or other persons. Persons outside of the department may deliver meals to post, but the person delivering the meals shall not remain with the officer.
16. Any secondary employment that the Sheriff determines to be a possible conflict of interest or could bring disrepute upon the Office of the Sheriff.
17. Officers may be prohibited from working secondary employment/extra-duty assignments if they are under investigation or have pending disciplinary charges.
18. Private employers retain the right to prohibit officers from working their extra-duty assignments.

**AT NO TIME WILL ANY OFFICER OR SUPERIOR RECEIVE CASH OR ANY FORM A COMPENSATION FOR ANY EXTRA-DUTY ASSIGNMENT. FAILURE TO ADHERE TO THIS STIPULATION WILL RESULT IN DISCIPLINARY MEASURES, INCLUDING POSSIBLE TERMINATION FROM THE OFFICE.**

#### **VIII. CONDITIONS OF PERMIT**

1. A request for Secondary employment that has been approved shall be valid from the date of approval to the end of the year. Members must seek re-approval during the month of December of each year.
2. Members will be granted work approval for secondary employment assignments which have been approved by the Sheriff or his designee only.
3. The Commander of each Division will periodically review each officers work record and the current secondary employment list to ensure members under his/her command are not in violations of the conditions or limitations of this order.
4. The Sheriff/designee may cancel a "Secondary Employment/Extra-duty Request" at any time.
5. All members are subject to call for emergencies, special assignments or overtime at any time. No secondary employment/extra-duty may infringe on this obligation.

#### **IX. GENERAL RESPONSIBILITIES OF OFFICERS PARTICIPATING IN EXTRA- DUTY ASSIGNMENTS**

Employees who desire to participate in the extra-duty assignments shall comply with the following guidelines:

1. Any officer participating in an extra-duty assignment is considered an on-duty member of the Camden County Sheriff's Office and is subject to discipline and control. Any officer performing an extra-duty assignment and violates office rules and regulations, or standard operating procedures, shall be disciplined. Each subsequent act shall result in progressive restrictions and or discipline.
2. All incidents arising from an extra-duty assignment will be reported on the appropriate Sheriff's Report and must be submitted in accordance to agency regulations.
3. Performance complaints made by a secondary employer may result in an officer being prohibited from

returning to a particular work assignment.

4. Prior to commencing an extra-duty work assignment, the officer is required to sign-on with Central Communications, unless the assignment is staffed with a Camden County Sheriff's Supervisor. Then it shall be the supervisor's responsibility to provide Central Communications with an assignment line-up.
5. Employees of the Camden County Sheriff's Office are strictly prohibited from soliciting police oriented extra-duty assignments. No officer is to accept an extra-duty assignment directly from a prospective employer.
6. Sheriff's Office employees are prohibited from engaging in any form of extra-duty detail or secondary employment while on duty, on sick, FMLA, injured, or light duty status.
7. If at any time an officer becomes aware of any condition, request, or hazard which would place their safety in jeopardy, or is asked to act in a manner which is in direct conflict with agency policy, rule or regulation, said officer will immediately cease the action and notify a Sheriff's Supervisor at the first available opportunity. The Sheriff will then review the report and may revoke the extra-duty assignment.
8. Unless specified otherwise, all officers reporting for extra-duty assignments shall report in proper uniform, along with any other equipment which may be necessary to properly carry out the assignment.
9. Officers are to report to the person in charge of the detail to advise them of their presence and for the purpose of receiving any additional instructions or information.
10. All officers assigned to traffic control details are required to use the appropriate traffic control apparel and equipment.
11. While working extra-duty details, all officers are required to maintain radio contact with Central Communications. If for some reason this is not practical, the officer will notify an on-duty supervisor and advise what means can be used to contact him/her should the need arise.
12. Officers are not permitted to work beyond 18 hours in any 24-hour period. The 18-hour period includes regular duty assignments. Officers must receive a minimum of 6 hours of consecutive rest in any 24-hour period. The 18-hour time period will commence at the conclusion of each 6 hours rest period.

## **X. ILLNESS, FAMILY EMERGENCY, FMLA, ASSIGNMENT WITHDRAWAL**


1. When an employee calls off sick, the employee is immediately ineligible from engaging in any type of extra-duty, secondary employment or overtime work until the employee physically returns to their regularly scheduled tour of duty and completes a full day of work. (Emergency activations and/or personnel ordered in may be an exception to this rule)
  - a. Unit Commanders/Supervisors are required to monitor their personnel to ensure compliance.
2. Officers are prohibited from working an extra-duty assignment and then calling out sick for their normal tour of duty.
3. In the event an officer becomes sick during an extra-duty assignment, he/she will immediately notify the current shift supervisor of the illness. The officer must supply a sick note from a physician prior to returning to work and/or an extra-duty assignment.
4. In the event an officer is sick and cannot work an extra-duty assignment, the sick officer must notify the Sheriff's Bureau of Criminal Identification one hour prior to the commencement of the extra-duty assignment.
5. Officers are prohibited from withdrawing from an extra-duty detail within 24 hours of the assignment. Except that officers may be required to withdraw from assignments to fulfill official Office of the Sheriff staffing shortages and/or emergency operations.

## **XI. EXTRA-DUTY SHERIFF'S OFFICE REPORTS AND ARRESTS**

- 1.** Although an officer is working an extra-duty assignment during his/her off duty hours, the officer will take all necessary law enforcement action. Any action which results in the use of law enforcement powers, injury to the officer or other, shall be documented with the appropriate Sheriff's Office report(s).
- 2.** Officers working extra-duty assignments are required to take Sheriff's Office reports for minor offenses, police information; self-initiated action and arrests (i.e., harassment, lewdness, simple assault, burglary into motor vehicle etc.). All enforcement actions which require a Sheriff's Office report shall immediately be reported to an on-duty supervisor. The supervisor will then notify the secondary employment Commander via e-mail.
- 3.** At all times every effort should be made to avoid removing an officer from an extra-duty assignment/location. The exception to this is when an officer has a direct involvement in the incident/arrest, or the officer has initiated the incident/arrest. If this situation occurs, and the absence of that officer creates a critical safety nature, then the shift commander/supervisor will make every attempt to have that position covered.



Effective Date:	<b>10/27/2021</b>
Revised From:	<b>10/12/2007</b>
References	

Subject:	<b>TRANSFERS AND ASSIGNMENTS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>
			<b>Sheriff</b>

**GENERAL 07.00 TRANSFERS AND ASSIGNMENTS**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following policy is hereby established with respect to transfers and assignments.

**II. INTRODUCTION**

When the Sheriff intends to fill a vacant position in a *non-biddable* position, the decision to assign or transfer personnel from one unit or bureau to another, consistent with their civil service classification, is a management prerogative and as such rests solely on the Sheriff as the Appointing Authority. The office, however, will nonetheless carefully consider all requests for transfer. (This will not preclude employees from voluntarily switching or swapping shift assignments with one another prior to the re-bid date. However, such switches of shift and assignments shall occur with the approval of the Sheriff or his designee).

**III. MECHANICS**

1. An employee requesting a shift or unit transfer, shall submit an email through their chain of command. The request should contain all pertinent information and must include his/her qualifications for the position.

## GENERAL 07.00

2. The supervisor or commander receiving the request, shall recommend the granting or denying of the request based on the following factors, and reasons for such decisions shall also be noted on the email chain:
  - a. The availability of an opening on the requested shift or position in the requested unit or division.
  - b. Overall staffing needs.
  - c. The effect on the employee's current shift or unit, including the necessity to replace him/her.
  - d. The endorsement from the employee's superiors.
  - e. The employee's performance evaluation entries.
  - f. The employee's attendance record.

The Sheriff shall then make the final decision based upon the recommendation of the appropriate Undersheriff or Chief.

If the request is granted, the employee shall be notified by way of email.

Whether granted or denied, the appropriate Undersheriff or Chief shall keep a file of all requests. The employee will receive written notice that it was received.

Any employee may be transferred from one shift to another, or assigned from one unit or bureau to another, consistent with his/her civil service classification, even if the individual has not made a request for such transfer or reassignment. Such employee shall be notified no less than one hundred and forty-four (144) hours prior to the date that the change takes effect and shall receive a "Change of Status" form, to confirm the action, and to provide special instructions for reporting to the new assignment, if any.



Effective Date:	11/22/00
Revised From:	
References	

Subject:	<b>SEXUAL HARASSMENT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>5</b>

## **GENERAL 08.00 SEXUALHARASSMENT**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, Title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10.5-1 et.seq.; N.J.S.A. 11A:1-1 et.seq.; and N.J.A.C. 4A:7-1.3.

### **II. INTRODUCTION**

The purpose of this policy is to develop and maintain an awareness of the personal dignity of others by fostering a work environment free of sexual harassment, and to establish procedures for dealing with sexual harassment when it occurs. All employees, female or male, have a right to a work environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship. Sexual harassment debilitates morale and interferes with work productivity and will not be tolerated. Any employee who engages in sexual harassment is subject to discipline, up to and including dismissal.



### III. MECHANICS

A. The following behavior is defined as sexual harassment and is prohibited.

1. Physical assaults of a sexual nature such as:
  - a. Sexual assault or criminal sexual contact, or the attempt to commit these offenses; or
  - b. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
2. Unwanted sexual advances, propositions or other sexual comments, such as:
  - a. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome; or
  - b. Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward, or
  - c. Subjecting, or threatening to subject, an employee to unwelcome sexual attention; or
  - d. Intentionally making performance or the employee's job more difficult because of that employee's sex.
3. Sexual or discriminatory displays or publications anywhere in the agency's workplace by the agency's employees, such as:
  - a. Displaying, or otherwise publicizing in the work environment, pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually revealing, sexually suggestive, sexually demeaning, or pornographic; or
  - b. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace, other than restrooms and similar semi-private locker/changing rooms.
4. Sexual or Discriminatory displays will not be sent through e-mail.
5. Retaliation for sexual harassment complaints, such as:

- a. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination or retaliation; or
  - b. Intentionally pressuring another person to give false information about an alleged incident of sexual harassment for the purpose of covering up such incident.
6. These categories of behavior are illustrative and should not be construed as an all inclusive list of prohibited acts under this policy.

**B. Procedure of reporting sexual harassment complaint:**

1. There are various ways in which employees may file discrimination complaints, including sexual harassment within the agency, either concurrently or sequentially by initiating action with the:
  - a. Internal Affairs Bureau
  - b. Supervisors in the employee's chain of command
    1. The complainant may initiate a sexual harassment or other discrimination complaint directly with a supervisor in their chain of command, up to the Sheriff, if filing the complaint with the Internal Affairs Bureau would pose a conflict of interest by virtue of the alleged harasser having any involvement in the intake, investigative or decision-making process.
  - c. Other Forums for Complaints:
    1. Superior Court of New Jersey.
    2. New Jersey Division on Civil Rights.
    3. Federal District Court.
    4. Equal Employment Opportunity Commission (EEOC).
    5. Union Contractual Grievance Procedure.

## **IV. RESPONSIBILITY**

### **A. Employees**

1. Employees subjected to sexual harassment are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question

is offensive and unwelcome. However, failure to do so does not preclude filing a complaint.

2. Employees subjected to sexual harassment are encouraged to promptly report all such incidents.
3. Employees who observe any behavior by another employee, which constitutes sexual harassment, shall promptly report the incident.

## **B. Managerial/Supervisory.**

1. In order to ensure the integrity of the work environment, managerial and/or supervisory personnel are required to ensure adherence to and compliance with this policy; and, upon becoming aware of possible sexual harassment, are required to:
  - a. Take appropriate immediate action to stop the harassing behavior.
  - b. Inform the employee of his/her right to file a discrimination complaint.

### **2. Informal Complaint:**

- a. This procedure may be used when the incident is minor and the offended individual does not wish to file a formal complaint or when a superior observes an incident and takes appropriate action on his or her own. This procedure is not a required first step for individuals who wish to file a formal complaint.
- b. The supervisor/manager will make a record of the informal incident for future reference and follow-up to determine the effect of the warning.

### **3. Formal Complaint:**

- a. This procedure will be used when an individual requests a formal complaint be filed. This procedure may also be filed by the superior/manager if an incident occurs in their presence and is of a nature to warrant a formal complaint.
- b. Internal Affairs must be notified of the incident and the action taken on all formal complaints.


### **C. Internal Affairs Bureau.**

1. All complaints will be addressed promptly and investigated thoroughly.
2. All parties to the complaint shall be afforded all of the protection as in any internal affairs investigation.

To the extent possible, the sexual harassment investigative proceedings will be conducted in a manner, which protects the confidentiality of the complainant, the alleged harasser and all witnesses. All parties involved in the proceedings will be advised to maintain strict confidentiality, from the initial meeting to the final agency decision, to safeguard the privacy and reputation of all involved.



Effective Date:	<b>12/23/21</b>
Revised From:	<b>3/17/06</b>
References	
Appendixes: 09.00 First Report of Injury Form Off Duty Injury Report	

Subject:	<b>INJURIES ON/OFF DUTY</b>		
Distribution:	<b>ALL SWORN / CIVILIAN PERSONNEL</b>	Pages	<b>4</b>
		<b>Sheriff</b>	

## GENERAL 09.00 INJURIES ON/OFF DUTY

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted regarding injuries on and off duty.

### II. INTRODUCTION

The purpose of this order is to establish guidelines for reporting injuries that occur either on or off duty. Reporting injuries will allow the Camden County Sheriff's Office to modify duties to reduce the possibility of further injury, increase officer safety and ensure the employee's right to worker's compensation.

Injured employees may be eligible to work light or modified duty. This, however, will be at the discretion of the Sheriff.

### III. MECHANICS

The following procedures shall be followed when reporting an injury:

#### A. Injured On Duty

- 1.** Whenever an employee receives a work-related injury, he/she shall immediately report that injury to his/her immediate supervisor.
- 2.** The supervisor shall cause a First Report of Injury Form to be filed with the Personnel Worker's Compensation Office as soon as possible and no later than 72 hours following the occurrence of the injury. The employee will complete the appropriate sections of the First Report of Injury Form, while the supervisor will complete their designated section ([APPENDIX](#) General 09.00).
  - a.** The supervisor's portion of the First Report of Injury Form shall be based on the supervisor's personal investigation of the incident, and not solely on what is reported to him by the injured employee.
- 3.** The injured employee shall contact the Personnel Worker's Compensation Office, either personally or by telephone, within the same 72 hours. That office will make whatever appointments are required with the insurance company approved doctor and advise the employee of the date and time of said appointment(s).
  - a.** Where an emergency exists and the injured employee requires immediate medical attention, the employee may seek treatment at a hospital. It is important that the employee inform the hospital, at the time of treatment, that the injury for which he/she is seeking treatment is work related.
  - b.** If the injured employee does go to a hospital for treatment of a work-related injury, he/she must contact the Personnel Worker's Compensation Office as soon as possible thereafter. He/she must not seek further medical treatment for his/her injuries, even if advised to do so by the attending hospital physician. The Personnel Worker's Compensation Office will arrange appointments for whatever additional medical care that may be required.
  - c.** Any employee who does not follow this procedure may be subject to loss of benefits under the Worker's Compensation policy.
  - d.** Failure to keep a doctor's appointment may subject the injured employee to loss of Worker's Compensation benefits.
  - e.** Medical appointments and progress will be monitored by the Personnel Worker's Compensation Office.

f. The injured employee may be required to visit another physician of the office's or insurance company's choice for a second opinion on the employee's condition.

4. If the insurance company approved doctor indicates that the employee is unable to work as a result of his/her injuries, it is the employee's responsibility to report him/herself out "Injured on Duty".

5. If the insurance company determines that the claim filed by an employee is not a compensable case, and if the employee is out on injured leave, he/she shall be immediately placed on sick leave and any prior time charged to injury leave will be changed to sick leave.

6. Where fraud is suspected, the Personnel Worker's Compensation Office will contact the insurance company and request an investigation.

**B. Injured On Duty Return to Work.**

1. The injured employee must present a doctor's note or certificate to his/her supervisor upon return to duty, stating the employee is able to return to work.

a. A copy of the return-to-work note is to be forwarded immediately to the Worker's Compensation Office.

**C. Injured Off Duty.**

Whenever an employee is injured off duty of a nature that may affect his/her job performance, or may require hospitalization he/she shall:

1. Immediately report that injury to his/her immediate supervisor.

2. Complete an Off-Duty Injury Form. ([APPENDIX](#) General 09.00).

a. If the employee is hospitalized or physically unable to complete the Off Duty Injury Report it shall be incumbent upon the contacted supervisor to have the report completed and forwarded through the chain of command.

3. Report any changes in his/her medical status to the supervisor.

**D. Injured Off Duty returns to work.**

1. Prior to returning to work, employees who have been absent for more than 5 working days, shall contact the appropriate Administrator for an appointment to review his/her medical status. It shall be the employee's responsibility to so contact the appropriate Administrator on the next business day following the employee's release from medical care. At the time of the appointment with the appropriate Administrator, the employee shall present a certificate from his treating physician stating the employee is medically able to resume his/her duties and the date of expected return. It shall be the Administrator's decision to allow the employee to resume work. The Administrator may request additional medical evidence or have the employee evaluated by a physician of the office's choosing if documentation is incomplete or missing.

#### **IV. RESPONSIBILITY**

- A. All employees injured on/off duty will be required to be at home during their tour of duty. If the employee must leave home, notification will be made to the Internal Affairs Office via email (IA@sheriffcc.com). The employee will only be excused for reasons relating to their injury. All employees are required to physically present themselves to the staff inspector or to any Sheriff's Office personnel authorized to inspect.
- B. Supervisors shall be responsible for the completion of their designated section of the First Report of Injury form.
- C. Employees shall be responsible for the completion of their portion of the First Report of Injury Form (part 1) or an Off Duty Injury Report.

NOTE: Family Medical Leave is applied to all employees who are out of work on workers Compensation, Disability, Medical or Maternity Leaves of Absence (provided they qualify) pursuant to Camden County Policy #301: Limits on Medical Leaves dated 12/18/09




**APPENDIX GENERAL 09.00  
OFFICE OF THE SHERIFF CAMDEN COUNTY  
OFF DUTY INJURY REPORT**

<b>LAST NAME</b>		<b>FIRST</b>	
<b>ASSIGNMENT</b>		<b>SHIFT</b>	
<b>ADDRESS</b>		<b>TITLE</b>	
<b>CITY</b>		<b>ST</b>	
		<b>ZIP</b>	
<b>PHONE</b>			
<b>DATE OF REPORT</b>			
<b>DATE &amp; TIME OF INJURY</b>			
<b>EXPLAIN IN DETAIL HOW INJURY OCCURRED</b>			
<b>WITNESS TO ACCIDENT</b>	NAME:	PHONE:	
	ADDRESS:		
	CITY:	STATE:	ZIP:
<b>NOTE: Use reverse side for additional witnesses or information.</b>			
<b>TREATMENT</b>	<b>ATTENDING PHYSICIAN:</b>		
	NAME:	PHONE:	
	ADDRESS:		
	CITY:	STATE:	ZIP:
	<b>LOCATION OF TREATMENT:</b>		
	NAME:	PHONE:	
	ADDRESS:		
	CITY:	STATE:	ZIP:
	<b>PHYSICIAN'S DIAGNOSES:</b>		
<b>DATE OF EXPECTED RETURN TO FULL DUTY</b>			
<b>EMPLOYEE'S SIGNATURE AND DATE</b>			



Effective Date:	<b>4/12/22</b>
Revised From:	<b>5/1/11</b>
References	

Subject:	<b>PERSONNEL/WORKMAN'S COMPENSATION OFFICE</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>4</b>
		<b>Sheriff</b>	

## **GENERAL 10.00 PERSONNEL/WORKMAN'S COMPENSATION OFFICE**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted for this department's Personnel/Workman's Compensation Office.

### **II. INTRODUCTION**

The Personnel/Workman's Compensation Office has been established to assist employees of the Camden County Sheriff's Office who are injured in the performance of their duties. The objective of this office is to provide prompt quality medical treatment and ensure compensation for time lost due to a work-related injury.

### **III. MECHANICS**

The following procedures shall be used as guidelines for the Personnel/Workman's Compensation Office.

## **1. Notification of Injury:**

All accidents or incidents must be reported to the Personnel/Workman's Compensation Office to protect the injured employee's future rights to compensation. Upon notification of injury, the Personnel/Workman's Compensation Officer will determine the severity of injury:

### **a. Serious Injury:**

1. send directly to nearest emergency room
2. contact Insurance Company
3. contact injured employee's supervisor
4. obtain employees and supervisor's reports
5. complete Division of Personnel/Workman's Compensation forms and forward to the Division of Insurance

### **b. Non-life threatening or not serious injury:**

1. call for appointment with authorized doctor
2. investigate how accident happened
3. advise injured employee of required "Employees Report"
4. contact supervisor and advise supervisor of situation, and request "Supervisor's Report"
5. complete Division of Personnel/Workman's Compensation forms and forward to the Division of Insurance

## **2. Appointments**

All appointments for doctor's visits, therapy, etc. must be preapproved and will be scheduled by the Camden County Division of Insurance, in conjunction with the Personnel/Workman's Compensation Officer.

1. Appointments will be scheduled to minimize time loss.
2. Employees may not alter appointments without the approval of the Personnel/Workman's Compensation Officer and the Division of Insurance.

## **3. Post Appointment/Post Treatment**

After the employee has been seen by a doctor the Personnel/Workman's Compensation Officer will:

1. Collect all paperwork and information about the injured employee's medical status.
2. Determine work status.
  - a. **Unable to work:**
    - 1) check for next appointment
    - 2) advise payroll of employee's pay status
    - 3) contact employee's supervisor and advise of status
  - b. **Light or Modified Duty:**
    - 1) make arrangement for light duty assignments
    - 2) make certain light duty assignments meet the physician's requirements
    - 3) contact employee's supervisor and advise of assignment change

#### **IV. RESPONSIBILITY**

- A. It shall be the responsibility of the Personnel/Workman's Compensation Officer to:
  - a. Secure and Complete all Required Forms
  - b. Employee's Report
  - c. Supervisor's Report
  - d. Division of Personnel/Workman's Compensation Report
  - e. Annual Public Employees Occupational Safety and Health Program Log and related OSHA reports
- B. Maintain Records
  - a. Each accident or injury will be maintained as a separate case.
  - b. Case records will be secured and archived.


- c.** Medical appointments and progress will be monitored by the department's Personnel/Workman's Compensation Office

**C.** Fraud

- a.** Where fraud is suspected the Personnel/Workman's Compensation Officer will immediately contact the Division of Insurance and request an investigation.
- b.** If fraud or delay in returning to work is evidenced, a recommendation may be made to the County that the employee's paycheck be withheld until the final disposition of the insurance company's investigation.



Effective Date:	<b>7/8/22</b>
Revised From:	<b>3/1/11</b>
References	
THE OFFICE OF THE SHERIFF <u>MANUAL OF RULES AND REGULATIONS - ARTICLE V DISCIPLINARY CODE</u>	

Subject:	<b>DISCIPLINARY POLICY</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>6</b>
			<b>SHERIFF</b>

## **GENERAL 11.00 DISCIPLINARY POLICY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County and the New Jersey Department of Personnel, the following policy is hereby adopted: The Sheriff of Camden County shall hold and exercise final review and authority for all office disciplinary actions with the exception of counseling reports (i.e., a written record of verbal warning).

### **II. INTRODUCTION**

This policy will set forth guidelines for the disciplinary action process. This policy applies to all employees of the Camden County Sheriff's Office at all locations.

### **III. POLICY**

It shall be the policy of the Camden County Sheriff's Office to administer discipline equitably and consistently in conformity with state statutes, the New Jersey Administrative Code and existing labor agreements. Supervisory personnel will be held accountable to maintain an appropriate standard of discipline within their commands. Disciplinary actions will be taken to maintain the efficiency and integrity of the Sheriff's Office.

The Disciplinary Policy will adhere to THE OFFICE OF THE SHERIFF MANUAL OF RULES AND REGULATIONS - ARTICLE V DISCIPLINARY CODE

## **IV. PURPOSE**

The Office of the Sheriff has established this disciplinary process as a means of achieving the below listed objectives through the reasonable and consistent application of discipline to address any violation(s) of Sheriff's Office Rules and Regulations, General Orders and Directives:

- A. Ensure the highest professional standards for law enforcement within the agency.
- B. Providing citizens with a fair and effective avenue for redress of their legitimate grievances against law enforcement officers.
- C. Protect employees from false charges of misconduct or wrongdoing and provide accused officers with due process safeguards.
- D. Monitoring employee's compliance with all Sheriff's Office Rules and Regulations, General Orders and Directives.
- E. Identifying problem areas which require training, retraining, or direction.

### **A. Review of Disciplinary Actions.**

To ensure fair and equitable administration of discipline, all disciplinary matters (except verbal reprimands) will be reviewed by the Sheriff. After reviewing the Sheriff may institute one of the following possible courses of action:

- 1. No action, file report.
- 2. Counseling report.
- 3. Request additional information.
- 4. Written Reprimand.
- 5. Request an Internal Affairs investigation.
- 6. Minor disciplinary action.
- 7. Major disciplinary action.

## **IV. MECHANICS**

### **A. Counseling Report.**

- 1. May be completed by front-line supervisors and above.
- 2. Counseling reports shall be entered in the Early Warning Tracking System and shall be attached to the employee's evaluation form for that evaluation period.

**B. Disciplinary Action Procedures.**

1. Whenever an incident or infraction occurs a written report shall be entered into the Sheriff's Office Early Warning Tracking System. This report will include:
  - a. The specific infraction or violation.
  - b. The recommended penalty or course of action.
  - c. Copies of all related reports.
2. The entry will be marked as confidential and sent to the Internal Affairs.
3. The Commander of Internal Affairs will review the entry with Admin and determine if the incident or infraction will be investigated by I.A. or forwarded to command level for disposition.
4. At the conclusion of any investigation the Sheriff may take one of the following actions from THE OFFICE OF THE SHERIFF MANUAL OF RULES AND REGULATIONS - ARTICLE V DISCIPLINARY CODE

**C. Written Reprimands.**

Whenever the course of action decided on is a written reprimand, it shall be issued by the Sheriff.

1. I.A. will:
  - a. Send the original to the employee.
  - b. Enter the Written Reprimand into the Early Warning Tracking System.
  - c. Retain a copy.

**D. Minor Disciplinary Actions -Fines or Suspensions (Five Days or Less).**

1. Whenever the course of action decided on is a minor disciplinary action, it will be issued by the Sheriff in consultation with counsel.
2. After the expiration of the appeal process (see Section I.1., Appeals) the Minor Notice of Disciplinary Action will be withdrawn or filed, as is, or with appropriate modifications.
  - a. Original forwarded to employee.
  - b. Copy retained by I.A.
  - c. Copy forwarded to Payroll.
  - d. Copy forwarded to Personnel.
  - e. Copy forwarded to the New Jersey Department of Personnel.
  - f. Entered into the Early Warning Tracking System

**E. Major Disciplinary Actions.**



1. Whenever major disciplinary action is contemplated the Internal Affairs Office will complete an investigative report outlining the facts and case particulars.
2. At the request of an employee(s) hearings will be provided for all major disciplinary actions.
3. At the direction of the Sheriff, I.A. will complete a Preliminary Notice of Disciplinary Action (31A) and serve the employee.
  - a. Original forwarded to employee.
  - b. Copy retained by I.A.
  - c. Copy forwarded to Payroll.
  - d. Copy forwarded to our Personnel Office.
  - e. Copy forwarded to the New Jersey Department of Personnel.
  - f. Entered into the Early Warning Tracking System
4. The duty status of the employee pending a departmental hearing shall be at the discretion of the Sheriff. (See section G. Suspensions).
5. If the employee desires a hearing, he/she must respond in writing to the Sheriff within five (5) working days after being served the Preliminary Notice of Disciplinary Action. (31A).
  - a. If no hearing is requested the hearing shall be deemed waived and a Notice of Final Disciplinary Action (31B) shall be issued by the Sheriff within twenty (20) working days of the scheduled hearing date.
    1. Penalty shall be determined by the Sheriff based upon the charges, specifications, and Internal Affairs reports.
      - a. Original forwarded to employee.
      - b. Copy retained by I.A.
      - c. Copy forwarded to Payroll.
      - d. Copy forwarded to Personnel Office.
      - e. Copy forwarded to the New Jersey Department of Personnel.
      - f. Entered into the Early Warning Tracker System.
    - b. In the event the employee requests a hearing, said hearing will be held within thirty (30) working days of the Preliminary Notice of Disciplinary Action unless waived by the employee or a later date is agreed to by the parties.
      1. The Final Notice of Disciplinary Action (31B) shall be issued by the Sheriff no more than twenty (20) working days after expiration of the appeal process (see Section I.2, Appeals) or within twenty (20) working days after the hearing if no appeal is taken.
        - a. Original forwarded to employee.
        - b. Copy retained by I.A.
        - c. Copy forwarded to Payroll.

- d. Copy forwarded to Personnel Office.
- e. Copy forwarded to the New Jersey Department of Personnel.
- f. Entered into the Early Warning Tracker System.

**F. Hearings.**

1. Hearings will not be provided in minor disciplinary actions.
2. Hearings will be provided for major disciplinary actions unless waived by employee.
  - a. County Counsel shall select a hearing officer
  - b. The employee may be represented by an attorney or an authorized union representative
  - c. All parties shall have the right to present and examine witnesses.
  - d. The employee is not required to testify, but an employee who testifies will be subject to cross-examination.
  - e. The burden of proof is upon the Sheriff's Office. The hearing officer shall utilize the preponderance of evidence standard of proof and will render a written recommendation to the Sheriff within five working days of the hearing's completion.
  - f. The recommendation will include:
    - 1). Time and date of hearing.
    - 2). Appearances by the employee, his/her counsel, office counsel, witnesses, etc.
    - 3). Disposition of charges as to guilt.
    - 4). Recommendation of penalty (if appropriate).
    - 5). Personnel record or previous charges if applicable.
  - g. A copy of the recommendation will be forwarded to the employee, his/her representative, and counsel.

**G. Suspensions.**

1. Whenever a member of this office violates rules and regulations, general orders, or directives and major disciplinary action is sought, the office reserves the right in accordance with N.J.A.C. Title 4A, to suspend pending the outcome of a departmental hearing. The criterion for pre-hearing suspension is whether the employee's continued presence on the job tends to have a deleterious effect on his performance and/or the department. The factors to be considered in determining whether this criterion has been met are:
  - a. The nature of the employee's duties and responsibilities.
  - b. The nature and seriousness of the rule violated.
  - c. The particular circumstances surrounding the underlying incident.
  - d. Whether the employee has also been charged with violation of the laws of the United States, the State of New Jersey, or a local jurisdiction.
  - e. Any mitigating or aggravating circumstances.
2. Employees on disciplinary suspension shall be granted entry to locations operated by the Camden County Sheriff's Office for official business only and only upon prior approval by the Sheriff or designee.

3. Employees on disciplinary suspension shall be relieved of their identification card, badge, and service weapon by the Internal Affairs Office.

**H. Fines.**

1. Fines will be subtracted one day per pay period until satisfied.
2. Employees shall be permitted to utilize their accrued compensatory time, vacation time and personal days to pay a fine, providing:
  - a. The employee must have ample accrued compensatory, vacation or personal time.
  - b. The payroll department has received a written request prior to the beginning of the payroll deduction.


**I. Appeals.**

1. Minor.
  - a. Disciplinary actions are grieved under the terms of the applicable collective bargaining agreement.
2. Major Discipline.
  - a. Upon receipt of the Hearing Officer's recommendation the employee shall have five working days to file a written exception to the recommendation. By filing a written exception, the employee waives the provisions of N.J.A.C for A:2-2.6(D) requiring the final notice of discipline action to be furnished the employee within twenty (20) working days of the hearing.
  - b. The Sheriff can accept, reject, or modify the recommendation of the Hearing Officer within ten (10) working days after receiving the written exception. If no exception is filed Internal Affairs will issue the appropriate final notice of discipline action pursuant to the Hearing Officer recommendation.
  - c. Internal Affairs will then issue the appropriate Final Notice of Disciplinary action pursuant to the Sheriff's final decision.
3. Appeals to Merit System Board.

All post-department appeals shall be in accordance with Title 4A of the New Jersey Administrative Code.



Effective Date:	<b>3/24/22</b>
Revised From:	<b>11/30/09</b>
References	
Appendix 12.00: Emergency Preparedness Form	

Subject:	<b>OFF-DUTY HOURS NOTIFICATIONS</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			<b>Sheriff</b>

## GENERAL 12.00 OFF-DUTY HOURS NOTIFICATIONS

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, an OFF- Duty notification process has been established.

### II. INTRODUCTION

To enhance communication between the Sheriff, members of the Office, and other appropriate authorities during other than scheduled working hours, and to provide the Sheriff with information to evaluate the efficiency and effectiveness of the office, the following system is hereby established:

### III. MECHANICS


- A. During non-business hours, weekends, and holidays, any emergencies, alerts, deaths or serious injuries to our members, events of great public interest that may affect this office, or other matters of importance that concern this office shall be directed via telephone to the Bureau of Criminal Identification (24-hour Unit). BCI shall make the appropriate notification to *Chief/Undersheriff or the Sheriff's designee*. If either is unavailable, then notify the *Sheriff*.

- B.** Emergency Preparedness Form: An EPF shall be completed by every member of this office and stored at BCI.
- C.** All information contained in EPF's will be strictly confidential.
- D.** Employees are responsible for maintaining updated EPF's.

*All changes will be made in accordance with the same timeframes listed in General Order 03.00, Changes of Names, Address, or Phone Numbers.*



Effective Date:	<b>4/15/21</b>
Revised From:	<b>3/16/06</b>
References	

Subject:	<b>PETTY CASH PROCEDURES</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>
			<b>SHERIFF</b>

## **GENERAL 13.00 PETTY CASH PROCEDURES**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff Camden County, the following procedures are hereby adopted for petty cash.

### **II. INTRODUCTION**

This order will establish standard rules for the control and distribution of petty cash funds by the Sheriff or his/her designee.

### **II. MECHANICS**

When requesting reimbursement for petty cash expenditures the following guidelines shall be followed:

- A.** Receipts shall be submitted to supervisors for initial approval.
- B.** Supervisors shall date and sign the receipt signifying approval if appropriate.


- C.** Approved receipts shall be forwarded to the “Petty Cash Officer” for reimbursement.
  - 1.** All receipts must:
    - a.** Be signed by a superior officer.
    - b.** Be clear to the petty cash officer what was purchased.
    - c.** The total of the receipt shall not exceed \$100.00.
- D.** Upon receiving an approved request, the petty cash officer shall log entries and prepare monies for disbursement.
  - 1.** All approved receipts shall be refunded within seven (7) working days.
    - a.** Because of budgetary reasons, disbursements for receipts that are submitted at the close of the fiscal year may be delayed up to 60 days.
  - 2.** No monies shall be disbursed without a supervisor’s approval.
  - 3.** The petty cash officer reserves the right to request additional information prior to approval.

## **VI. RESPONSIBILITY**

- A.** The petty cash officer shall be responsible for the control and care of all petty cash monies.
- B.** Supervisors must sign and date all receipts signifying his/her approval.



Effective Date:	4/29/21
Revised From:	3/16/06
References	

Subject:	SALE OF ARTICLES WITH SHERIFF'S OFFICE'S LOGO		
Distribution:	ALL PERSONNEL	Pages	1
			SHERIFF

## GENERAL 14.00 SALE OF ARTICLES WITH SHERIFF'S OFFICE LOGO

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established governing the Sale of Articles with Camden County Sheriff's Office Logo.

### II. INTRODUCTION

This order establishes the policy and procedure for sale of articles with the Camden County Sheriff's Office Logo.

### II. MECHANICS

Members of the Camden County Sheriff's Office are prohibited from offering for sale or giving away any item which has the Office's name or logo, without first obtaining permission from the Sheriff.


A. Permission may be obtained by forwarding a written request to the Sheriff including the following:

1. Reason for request
2. Description of the item
3. Distribution of item





Effective Date:	<b>03/28/22</b>
Revised From:	<b>01/01/05</b>
References	

Subject:	<b>RADIO RULES AND PROCEDURES</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>9</b>
			<b>SHERIFF</b>

## **GENERAL 15.00 RADIO RULES AND PROCEDURES**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff Camden County, this policy is adopted to establish guidelines for the use of departmental radios.

### **II. INTRODUCTION**

The purpose of this order is to outline Sheriff's radios, rules, and proper radio procedures and channel assignments.

### **III. MECHANICS**

#### **A. Primary Radio System**

The primary radio system consists of mobile, portable, and base station radios that operate in the ultra-high frequency (UHF) range.

##### **1. Channel Allocation**

###### **Operations Channel:**

The primary channel for the Office will be, "CC-REG-D." All units, with the exception of the Special Investigations Bureau, will utilize this channel for routine radio traffic.

###### **Investigations Channel:**

The primary channel for the Special Investigations Bureau will be, "CCSD-1."

**County and Other Channels:**

Sheriff's mobile and portable radios have also been programmed with the frequencies used by other agencies in the county. If the need to switch to another channel arises, units will advise Central Communications.

**Court Security Bureau Channel:**

The primary channel for the Court Security Bureau will be, "CC HOJ." This channel is for use in the Hall of Justice facility only.

**Probation Unit Channel:**

The primary channel for the Probation Unit will be, "CCSD-TAC." This channel is for use in the Camden County Probation Division facility only.

**Sheriff's Standard UHF Radio Channel Allocation (Primary System)**

Portable Radios (Bank A)		Mobile Radios	
1	CC-REG-D	1	CC REG-D
2	REG-D-SW	2	REG-D-SW
3	CCSD-1	3	CCSD-1
4	PROS-1	4	METRO-1
5	CC HOJ	5	METRO-3
6	HOJ B/U	6	METRO-4
7	CCSD-TAC	7	CCSD-TAC
8	CC TAC-1	8	CC HOJ
9	TAC-DIR	9	HOJ B/U
10	CC REG-A	10	CC REG-A
11	REG-A-SW	11	REG-A-SW
12	CC REG-B	12	CC REG-B
13	REG-B-SW	13	REG-B-SW
14	CC REG-C	14	CC REG-C
15	REG-C-SW	15	REG-C-SW
16	CC-REG-E	16	CC REG-E

**B. Base Station**

1. Bureau of Special Services (District 40)  
This base station is monitored on a limited basis.
2. Bureau of Criminal Identification (District 41)  
Sergeants assigned to the Bureau of Criminal Identification will monitor CC-REG-D, and CCSD-1, on a twenty-four-hour basis.
3. Transportation Bureau (District 42)  
The Transportation Bureau will operate on CC-REG-D. The Transportation Shift Supervisor will utilize the base station to maintain contact with the division field units. This base station is monitored on a limited basis.

4. Bureau of Special Investigations (District 46)  
This base station is monitored on a limited basis for investigators.

### **C. Digital Signaling**

The radio system has the capability of identifying each unit that is transmitting using a digital receiver identification (I.D.). Mobile and portable radios equipped with the Emergency Distress Button will transmit a digital alarm when the button is depressed. The alarm should be used only when the operator is unable to transmit a message verbally, as it disables all other functions of the radio. The radio must be reset by turning it off, then on again. Note that the emergency I.D. does NOT transmit your location, so it is imperative that Central knows your location before entering any potentially hazardous situation. Personnel assigned mobile and/or portable radios should be aware of the digital identification transmitted by their radio, in order to keep Central Communications advised of any changes.

## **IV. RESPONSIBILITY**

### **A. Objectives of the Sheriff's Radio System**

- Increase officer effectiveness through efficient communications and coordination
- Assure greater safety
- Provide for rapid response to calls for service and assistance to individuals in need

### **B. Using the Radio**

1. General broadcasting techniques:
  - Be accurate in presenting facts.
  - Speak clearly in well-modulated tone (avoid gum, and food while speaking)
  - Be brief
  - Be courteous
  - Profane language is prohibited
2. Specific Techniques:
  - Provide full & accurate information to dispatcher
  - Plan what you want to say
  - Be calm and impersonal
  - Use plain speech when transmitting
3. Using the Microphone:
  - Wait until you have an open, clear channel, before transmitting
  - Hold microphone 2 - 3 inches from mouth
  - After pressing button, wait until repeater clears before speaking
4. Receiving Messages:
  - Note important facts
  - Ask dispatcher to repeat if uncertain of message

5. Additional Considerations:

- Inform dispatcher of whereabouts when off the air
- Relay information to dispatcher before investigating incident
- Report description of any vehicle before approaching it

**C. Operation**

Operation of land-mobile two-way radios is governed by the Federal Communications Commission (FCC). Employees should exercise the highest degree of professionalism when operating departmental radio equipment as any improper radio procedure can have a negative impact on the image of the Office. The use of profanity and unauthorized codes as well as the transmission of confidential information is prohibited.

**D. Maintenance**

Employees shall forward all damage reports and requests for maintenance to their immediate supervisor who will forward the information to the Bureau of Special Services. If a unit is lost or stolen, the officer will make additional copies of the report for the Bureau of Criminal Identification for entry into the National Crime Information Center and a copy for the Bureau of Special Services.

Officers will not make any changes or alterations to their police radio unless authorized by the Sheriff or his designee.

**E. Miscellaneous**

All administrative changes for radio numbers and procedures will be coordinated through the Bureau of Special Services.

Any Radio number, prefix number, or designation that is attached to this General Order should be considered dated material and replaced with current information as it becomes available. Supervisors should contact the Bureau of Special Services if they believe their radio sheets are not current. Radio Numbers (CCSO). The Radio Number sheet identifies the general radio number designation for the Sheriff's Office.

# **CAMDEN COUNTY POLICE RADIO SYSTEM (UHF)**

## **Police Radio System**

Camden County Police Radio system has been designed exclusively for Law Enforcement agencies within Camden County. It is made up of 9 UHF radio frequencies. The system is primarily a repeater system designed to provide the best possible coverage for specific areas. Additionally, there are frequencies that provide coverage, county wide.

1. **Regional Channels:**  
There are nine (9) emergency dispatch channels spread throughout Camden County. Each channel is shared by a group of towns providing police services.
2. **Switch Over Channels:**  
These channels are designed to handle non-emergency communications, car to car, or base to car. There are nine (9) switch over channels spread throughout Camden County, each switch over channel is shared by a group of towns. Also, these channels are recognized as an alternate emergency channel if needed.

REGIONS

Region A

District	Town
1	Audubon
11	Collingswood
16	Haddon Twp.
26	Oaklyn
37	Woodlynne

Region B

District	Town
3	Barrington
17	Haddonfield
18	Haddon Heights
21	Lawnside
30	Runnemede

Region C

District	Town
4	Bellmawr
7	Brooklawn
14	Gloucester City
25	Mount Ephraim

Region D

District	Town
19	Hi-Nella
20	Laurel Springs
23	Magnolia
31	Somerdale
40	Camden County Sheriff's Office
64	Camden County Dept. of Corrections
89/90	Camden County Prosecutor's Office

Region E

District	Town
10	Clementon
22	Lindenwold
28	Pine Hill

Region F

District	Town
5	Berlin Boro
6	Berlin Township
9	Chesilhurst
35	Waterford Township

Region G

District	Town
13	Gibbsboro
34	Voorhees

Region H

District	Town
36	Winslow Township

Region I

District	Town
24	Merchantville
27	Pennsauken Township

## **OFFICE OF THE SHERIFF RADIO NUMBERS**

Sheriff	4001
Undersheriff	4002
Chief	4003
Chief Warrant Officer	4004

## **UNITS**

ID Bureau  
Transportation  
Civil Process  
S.I.U.  
Court Security Bureau

## **BASE STATION**

District 41  
District 42  
District 43  
District 46  
District 47

## **TEAMS**

Bomb	40X1; 40X2; 40X3; etc.
K-9	40K1, 40K2, 40K3, 40K4; etc.

## Use of Codes and Signals

Transmission over the emergency network must be in Plain English using the Associated Public Safety Communications Officers Phrase Word Brevity Code where appropriate.

Phrase word	English Meaning	Phrase word	English Meaning
Use Caution	Caution: dangerous condition is suspected to exist.	Disregard (Recall)	Cancel your present assignment.
Unreadable	Radio signal is too weak to receive	Off Radio	Unit is not capable of being contacted by radio but may be "available."
Out of Service	Unit vehicle or person is not working.	On Radio	Unit is capable of being contacted by radio, but not necessarily "available".
In Service	Unit vehicle or person is working but not necessarily "available" or "on radio".	Responding	Unit is in route to assigned location.
Available	Unit is in service ready to accept assignment, not necessarily by radio.	Under Control	Situation is under control when no further assistance is anticipated.
Not Available	Unit cannot accept another assignment but may be "on radio."	Telephone (No. or person)	Call by telephone specified number or person.
Prepare to Copy	Dispatcher is about to give lengthy message.	Priority	When transmitted, means that the following transmission must have immediate attention.
Go Ahead	You have been given clearance to transmit your message.	In Pursuit	Unit is chasing a vehicle and requires assistance from other units.
Roger (Received)	Message received and understood.	Traffic Stop	Unit is going to stop a motorist.
Say Again (Repeat)	Repeat your message.	Help Officer	Help me quick (emergency)
Stand By	Stop transmitting and wait for further instructions.	Affirmative	Yes

Other terms and phrases may also be used where appropriate.



# Phonetic Alphabet

Alpha  
Bravo  
Charlie  
Delta  
Echo  
Foxtrot  
Golf  
Hotel  
India  
Juliet  
Kilo  
Lima  
Mike  
November  
Oscar  
Papa  
Quebec  
Romeo  
Sierra  
Tango  
Uniform  
Victor  
Whiskey  
X-ray  
Yankee  
Zulu



Effective Date:	<b>3/16/06</b>
Revised From:	11/06/00
References	

Subject:	<b>COMPUTER SECURITY POLICY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>9</b>

**GENERAL 16.00 COMPUTER SECURITY POLICY**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff Camden County, this policy is adopted to establish security for all department computer systems and publish guidelines for use to prevent unauthorized access, insure the integrity of the system data, control system abuses, avoid down-time, and minimize the risk of loss of data through internal and external threats.

**II. INTRODUCTION**

This policy establishes the Computer Security Policy and applies to all Office of the Sheriff Camden County personnel accessing applications or computer systems owned or operated by the Office of the Sheriff Camden County. This security policy also applies to any computer information system resources owned by others, such as county, state, or federal government agencies. In these cases, a duty exists to protect these resources while in use by, or under the control of, the Office of the Sheriff Camden County, and it should be understood that this policy is designed as a supplement to, and does not supersede, the established policies of any aforementioned agencies.

### III. MECHANICS

It is the policy of the Office of the Sheriff Camden County that computerized information resources are valuable assets and that the unauthorized use, alteration, destruction, disclosure of sensitive information, or a breach of security in connection with these assets may be a computer-related crime, and punishable under New Jersey statutes and Federal laws. Attempting to circumvent security or administrative access controls for information resources or data is a serious violation of this policy. Assisting someone else or requesting someone else to circumvent security or administrative access controls is also a violation of this policy. Information resources, data, computer software and hardware may be used for **OFFICIAL PURPOSES ONLY**.

#### A. Physical Security

Every user of the Office of the Sheriff Camden County computer system has a responsibility to maintain physical security such as locking doors, setting alarms, and securing software.

#### B. Software Security

All networked computers have security software installed. Users shall have the responsibility to follow all of the security procedures outlined herein and issued by the system administrators. To avoid security breaches, employees must log out of the network or have their computer physically secured when left unattended.

#### C. Unauthorized Software

There will be absolutely no use of unauthorized software without prior approval of a system administrator. Unauthorized software shall be designated as any application or program that was not installed with the system when shipped or by a system administrator during or after installation. Any recordable media or media device not purchased by this department, or containing any data which did not originate from within this department, shall be considered as unauthorized software and must be examined by a system administrator prior to its use. Users with Internet and email access are expressly prohibited from downloading any programs without the consent of the system administrator and from running any programs from within an email.

#### D. Laptops

Personal laptops are prohibited from connecting to the Office of the Sheriff Camden County network and the Camden County network. Office of the Sheriff Camden County issued laptops is for Office of the Sheriff Camden County networks and the Bellmawr CDMA network only, they are not to be used in any other network environment, this includes but is not limited to home networks, wireless networks, etc.

**E. Requests for Internet and Email Access**

Employees that require internet and or email access are to make their request on a CCSO Administrative Report with a case number and justification for their need of access. The CCSO Administrative Report will be forwarded through the proper chain of command where the Sheriff or his designee will make the ultimate decision on approval or denial.

**F. Internet and E-mail Use**

It is at the Sheriff's discretion on who is afforded Internet and e-mail privileges. This service is provided to us through an outside agency. At the end of this order you will find a copy of the County's internet and e-mail usage policy. As stated in Section II of this General order, this policy does not supersede Camden County Policy and Procedure, Policy Number: 306 or Camden County Policy and Procedure, Policy Number 108.2, this is a supplement to the above policies. Internet and e-mail use is for Office of the Sheriff Camden County work related use only. Violations of this policy will not be tolerated. Violations will include but not be limited to loss of Internet/e-mail privileges; computer lock down; criminal prosecution; termination of employment.

**G. Computers Accessing the Garden State Network**

Computers and laptops with access to the NJSP Garden State Network are bound to the FBI CJIS Security Policy and Camden County Sheriff's Department Security Policy for CJIS Information System. It is the responsibility of the Terminal Agency Coordinator (TAC) to coordinate all training of agency personnel and to ensure adherence to NCIC and CJIS procedures and policies within this agency. If at any time there is question or concerns on the operation of these systems, you are to contact a TAC officer immediately.

**H. Violations**

Any violation of this security policy shall be documented on a departmental report and forwarded through the chain of command as outlined in General Order 02.00. Violators of this policy may be subject to disciplinary action, criminal charges, or both.

#### **IV. RESPONSIBILITY**

- A.** System Administrators are the managers of the department computer system, which includes servers, the network of workstations, all related hardware and software, and the data users or “end-users” of the system. System Administrator’s responsibilities include, but are not limited to:
  - 1. Implementing administrative and owner specified controls over the data.
  - 2. Providing a security access system, and appropriate written policy.
  - 3. Insuring employee compliance with established security policy and procedures.
  - 4. Monitoring system use to insure overall efficiency of operation.
  
- B.** Data Users, or “end-users,” are those who have been granted explicit authorization by a system administrator to access the system data or available system resources. This authorization must be granted according to established procedures, and the data user must:
  - 1. Use the data only for purposes specified by the originator, the owner, or system administrator.
  - 2. Comply with all security measures specified by the originators, owners, or system administrator.
  - 3. Not disclose information in the data, nor the access controls over the data, unless specifically authorized to do so, in writing, by the originator, owner, system administrator, or unit commander.
  - 4. Comply with all of the provisions of this Computer Security Policy.

**CAMDEN COUNTY**

<b>DEPARTMENT:</b>	<b>POLICY NUMBER: 306</b>
	<b>EFFECTIVE DATE: 4/15/04</b>
<b>SUBJECT: VOICE-MAIL, E-MAIL, INTERNET &amp; COMPUTER USE</b>	<b>SUPERCEDES POLICY DATED: 11/15/01</b>

**POLICY**

Camden County employees have the responsibility to ensure that their use of voice-mail, electronic mail, the internet, and other forms of electronic media (referred to hereinafter as computer technology) is appropriate and business related. Each employee, by use of such electronic media forums, has implicitly and knowingly consented to its monitoring and interception by the County to ensure that it complies with the within policy. The County reserves the right to review, audit, monitor, intercept and disclose all matters disseminated or stored by County electronic media forums or in its systems if deemed necessary or at the discretion of County officials. The County shall do so without any further notice to the employee.

**PROCEDURE**

**I. ACCEPTABLE USES OF CAMDEN COUNTY’S ELECTRONIC MEDIA**

Camden County provided voice-mail, E-Mail, Internet, and computer access is intended for business reasons only. While the County encourages the use of voice-mail, E-Mail to make communication more efficient and effective, voice-mail, E-Mail is the property of the County and its purpose is to facilitate County business. Every staff member has a responsibility to maintain and enhance the County’s public image and to use voice-mail, E-Mail in a productive manner. Likewise, Internet use and the general use of the County’s computers must be appropriate and County related. Any improper use of or access to the County’s voice-mail, E-Mail, Internet, or computers is not acceptable and may subject the offending employee to discipline.

**II. UNACCEPTABLE USES OF THE COUNTY’S VOICE-MAIL, E-MAIL AND COMPUTERS**

The County’s voice-mail, E-Mail and computers are the property of the County and, as such, may only be used for business/related purposes. Use of voice-mail, E-Mail or the computers for personal or non-business related purposes is discouraged. Further, the County’s voice-mail, E-Mail, computers or Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or materials that are obscene or X-rated or offensive. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual’s race, creed, color, national origin, sex, affectional or sexual orientation, age, marital status, religion, or disability are to be created, transmitted or stored. No abusive, profane or offensive language is to be transmitted or stored. Further, voice-mail, E-Mail, the computers or the Internet may not be used for any other purpose which is illegal or against County policy, or contrary to the County’s best interest.

### **III. COMMUNICATIONS AND USE**

Each employee is responsible for the content of all text, audio or images that they place on the County's computers or send over the County's voice-mail and/or E-Mail. No E-Mail may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on the County's E-Mail shall contain the employee's name. Each user is responsible for all transmissions sent under his/her password and identity.

### **IV. COPYRIGHT ISSUES**

Copyrighted material belonging to entities other than Camden County may not be transmitted by employees on the County's voice-mail and/or E-Mail. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy, for reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

### **V. SECURITY**

All messages and files created, sent or retrieved over the County's voice-mail and E-Mail or stored in the County's computers are the property of Camden County. Mere deletion of a message or file does not eliminate the employer's ability to receive and review it. Camden County reserves the right to access and monitor all messages and files on its computers and servers. Employees should not assume that communications on the County's voice-mail and/or E-Mail are totally private and should transmit highly confidential data in other ways. Password protection provided to the employee does not provide a special right to privacy to the employee. It is only used to prevent other employees from accessing the employee's communication.

### **VI. COPYRIGHT**

Employees are reminded that they are still subject to all copyright restrictions under law.

### **VII. VIOLATIONS**

Any employee who abuses the privilege of the County's facilitated access to voice-mail, E-Mail, computers or the Internet will be subject to disciplinary action up to and including termination. If necessary, Camden County also reserves its right to advise appropriate law enforcement officials of any illegal violations.

**CAMDEN COUNTY**

<b>DEPARTMENT: Administration</b>	<b>POLICY NUMBER: 108.2</b>
	<b>EFFECTIVE DATE: 4/15/04</b>
<b>SUBJECT: Computer Software, Hardware Maintenance, Voice-Mail, Electronic Mail, and Internet Access Policy</b>	<b>SUPERCEDES POLICY DATED: 5/22/03</b>

**POLICY**

It is the policy of the County of Camden to use only licensed, registered software on all computer systems within the County Organization. It is also the policy of the County of Camden to ensure that all computers and computer equipment be protected from damage caused by viruses and other means, and to ensure that all computers and computer equipment operate properly. It is the policy of the County of Camden that all computers and computer equipment shall be repaired and maintained by authorized personnel. It is the policy of the County of Camden to encourage employee use of County provided voice-mail, electronic mail and Internet access in furtherance of their job duties.

**PROCEDURE**

**I. SOFTWARE**

- A. The County of Camden licenses the use of computer software from a variety of third parties. The software developer normally copyrights such software and, unless expressly authorized to do so, all employees are strictly prohibited from making copies of the software except for backup or archival purposes. The purpose of this policy is to prevent a violation of relevant laws, and to protect the integrity of the Camden County computer environment from virus and other damage.
- B. Employees of the County of Camden may not duplicate any licensed software or related documentation for use in either County Offices or elsewhere unless the County of Camden is expressly authorized to do so by written agreement with the licensor. Unauthorized duplication of software may subject employees and/or the County of Camden to both civil and criminal penalties under various laws. Employees will also be subject to maximum disciplinary action, which may include termination of employment.
- C. Employees of the County of Camden may not give, lend or sell software to any outside clients, contractors, or agencies for which the County provides or contracts services.
- D. Employees using multiple machines belonging to the County of Camden, such as laptop computers etc., must use only the software provided to them in accordance with applicable license agreements.
- E. If an employee is required to use a computer belonging to Camden County at home or outside any of the offices of the County of Camden as part of his or her job function, only



software purchased, registered and/or approved by the County of Camden is to be loaded onto the computer in accordance with all applicable licensing agreements.

- F. Employees of the County of Camden may only use software provided to them by the County. No personal software (including but not limited to applications, games, screen savers, and scanned pictures) is to be installed on computers that are the property of the County of Camden.
- G. In order to ensure that all rules involving both copyright violations and systems compatibility issues are adhered to, the acquisition and purchase of all software must be coordinated through the Information Technology Department.
- H. When software is delivered, the registration card or on-line registration must immediately be completed and returned to the appropriate vendor. Software is to be licensed with the vendor in the name of Camden County and not in the name of the individual user. Copies of the completed registration form must be submitted to the Information Technology Department.

## **II. HARDWARE**

- A. Virus protection software is to be installed on all County owned computers, including laptops. This software shall be updated monthly or as recommended by the manufacturers via the Internet (if applicable and available) or by Information Technology personnel.
- B. It is the responsibility of the employee operating the computer to report any or all deficiencies to the Office of Information Technology.
- C. No employee shall attempt to repair any computer without the prior approval and/or guidance from the Office of Information Technology or from an approved member of the staff of the Division of Computerized Financial Services.
- D. No employee shall transfer computers or computer related equipment without completing the necessary forms, maintained and located in the Division of Finance.

## **III VOICE-MAIL, ELECTRONIC MAIL AND INTERNET ACCESS**

- A. The County of Camden has provided various employees with voice-mail, electronic mail and Internet access. This is done to further the performance of employee jobs and job functions. County voice-mail, electronic mail, and Internet systems and services are County property and any voice-mail, electronic mail or Internet address or account assigned to a County employee is the property of the County.
- B. The County encourages the use of voice-mail, electronic mail and Internet access in furtherance of County job functions. Nevertheless, the County may deny access to its voice-mail, electronic mail, and Internet services, and may inspect, monitor and disclose voice-mail, electronic mail and Internet use (i) when required by and consistent with law; (ii) when there is a substantial reason to believe that violations of law or of the policies listed herein have taken place; (iii) when there are compelling reasons; or (iv) under time-

dependent, critical operations circumstances.

C. Employees should be aware of the following:

1. Both the nature of voice-mail, electronic mail, the Internet use history and the public character of the County's business make voice-mail, electronic mail and Internet accessed sites less private than employees may anticipate.
2. Voice-mail, electronic mail and Internet accessed sites, whether or not created or stored on County equipment, may constitute a public record, subject to disclosure under applicable law.
3. Employees are strongly cautioned to use personal and professional courtesies and considerations in voice-mail and electronic mail as they would in other forms of communications.

D. Those employees who use County voice-mail, electronic mail and Internet services are expected to do so responsibly, that is, to comply with all applicable laws and this policy. No employee may use County voice-mail, electronic mail or Internet accesses for personal purposes, unless such use is incidental and not abused.

1. Incidental use shall be defined as use during an employee's break(s) or during non-working hours.
2. Incidental use shall not include accessing any inappropriate, offensive or hostile site, or any site that violates any laws and/or regulations.

E. If an employee is sending out any electronic mail from a County owned computer, whether it is located at home or away from County property, that communication sent by electronic mail must pertain to County business.

F. If an employee is using the Internet from a County owned computer, whether it is located at home or away from County property that use must pertain to County business.

G. If an employee is using a County Internet Service Provider from any computer or computer equipment away from the office, that use must pertain to County business.

H. Employees should never send voice-mail or electronic mail or other electronic communication that contain inappropriate, offensive or hostile comments. Only information, which serves a legitimate County purpose, shall be sent.

I. Access to County voice-mail, electronic mail and Internet access is a privilege that may be wholly or partially restricted by the County without prior notice and without the consent of the user.



Effective Date:	<b>4/20/2021</b>
Revised From:	
<b>GENERAL ORDER # 17.00</b>	
References:	

Subject:	<b>MOBILE ELECTRONIC MEDIA</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
		<b>Sheriff</b>	

*D. L. Whiting*

**GENERAL 17.00 MOBILE ELECTRONIC MEDIA POLICY**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish guidelines for the use of Sheriff’s Office issued mobile electronic media devices, to include cell phones and tablets.

**II. INTRODUCTION**

This policy establishes the Mobile Electronic Media Device (MEMD) policy and applies to all personnel assigned devices and the care of these devices. Specifically, personnel who access mobile applications (Apps) on phones, tablets, or laptops. This policy applies to any device or application owned by others, such as county, state, or federal government agencies. In these cases, a duty exists to protect these resources while in use by, or under the control of, the Office of the Sheriff Camden County, and this policy is designed as a supplement to, and does not supersede, the established policies of any agencies.

### **III. MECHANICS**

It is the policy of the Office of the Sheriff that mobile electronic media devices are valuable assets and that the unauthorized use, alteration, destruction, disclosure of sensitive information, or a breach of security in connection with these assets may be a computer-related crime, and punishable under New Jersey statutes and Federal laws. Attempting to circumvent security or administrative access controls for informational resources or data is a serious violation. Assisting someone else or requesting someone else to circumvent security or access controls is also a violation of this policy. Information resources, data, apps, and hardware may be used for **OFFICIAL PURPOSES ONLY**.

#### **A. Physical Security**

1. Devices should be properly charged daily using the provided charging equipment. If for any reason your device, charging cable or charging plug are not functioning properly, email the Information Technology (IT) Unit through the Helpdesk email, to have it replaced or repaired.
2. No other device, such as laptops, cell phones, tablets, external hard drives, USB drives, or computers may be connected to your device unless authorized by the Sheriff or their designee.

#### **B. Electronic Security**

1. Device user(s) shall have the responsibility to follow all the security procedures outlined herein and issued through other Camden County policies that may apply.
2. To avoid security breaches, users must not access any unauthorized wi-fi or network access points. Each device is equipped with access to the internet and required applications.
3. Office issued devices shall not be used for personal reasons. Personal email, non-work-related applications (Apps), program, video recording, photos, or internet browsing are not allowed unless authorized by the Sheriff or their designee.
4. Any request to download or install any software onto your Office issued device must be approved by the Sheriff or their designee.

### **IV. RESPONSIBILITY**

**A. Lost, missing, or broken devices.**

1. Report the incident at once to your immediate supervisor.
2. Complete an incident report, within twenty-four (24) hours of the incident.
3. Failure to make proper notification or complete an incident report as outlined above may result in disciplinary action.
4. If a replacement is required, you shall coordinate with the IT Unit.
5. Personnel shall be responsible for replacement of the device when negligence is apparent.

**B. Supervisors**

1. Will review any incident report.
2. Once the report is approved a copy of the incident report will be provided to the Internal Affairs Office.
3. Will enter the incident into the Sheriff's Office early intervention tracking software.

Failure to follow this policy may result in revoke of mobile electronic device privileges.



Effective Date:	9/1/21
Revised From:	3/16/06
References	

SUBJECT	<b>Firearms Policy</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>4</b>
		<b>SHERIFF</b>	

## **GENERAL 18.00 FIREARMS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following policy is hereby adopted regarding the policy of firearms both on and off duty.

### **II. INTRODUCTION**

This order establishes proper procedures for all sworn officers that carry agency issued firearm (s). It also creates a uniform set of standards for firearms requalification for all issued and off-duty approved firearms. The policy also, defines the acceptable standard of care for agency owned firearms. Lastly, to establish the safe handling, carrying, and storage requirements regarding all firearms, possessed and/or carried by officers of the Camden County Sheriff's Office.

- A. Officers shall carry/utilize only those firearms and ammunition that have been approved by the Sheriff or his designee. All agency owned, possessed, or approved firearms shall be subjected to periodic cleaning and maintenance.

### **III. POLICY FOR CARRYING AUTHORIZED WEAPONS AND FIREARMS ON AND OFF DUTY:**

- A. No weapon shall be issued without the express authorization of the Sheriff or his designee.

- B. Authorization to Carry Firearms: All full-time officers employed by this Office are granted the authority to carry a firearm by N.J.S.A. 2C:39-6.a(7)(a), provided they have completed the requisite training and qualifications in accordance with the provisions of the Attorney General's Directive.
- C. All officers shall carry the official service firearm while on-duty unless individualized permission is received from the Sheriff or his designee to carry an alternate weapon.
- D. Under no circumstances is the rail-mounted light to be used as a substitute for a handheld light while attached to the weapon. ***The rail-mounted light is to be used as directed for firearms purposes only.***
- E. All agency approved weapons and ammunition must be maintained in a state of operational readiness. Personnel are responsible for maintaining their assigned/approved weapons, ammunition, holsters, duty belt, and related accessories.
- F. Duty pistols shall be carried with a fully loaded magazine including one round in the chamber. All Office issued long guns shall be kept cruiser ready, meaning bolt closed on an empty chamber, loaded magazine on hand to be loaded and/or in the magazine well and the weapon on safe.
- G. Personnel are prohibited from modifying, altering, or enhancing any Office issued firearm, accessory, and/or ammunition in any way without the expressed permission of the Sheriff or his designee.
  - a. This requirement includes, but is not limited to grips, sights, magazines, magazine parts, trigger assemblies, barrel length, engravings, stickers, or extensions, etc.
- H. Off-duty officers of the Office may carry the official service firearm (or approved alternate firearm) or an off-duty firearm for which the officer has received prior authorization consistent with the provisions of this policy.
- I. Officers are required to carry official agency issued identification whenever they carry any firearm off-duty.
- J. Uniformed officers will wear only those holsters that have been approved and issued by the Office. Non-uniformed officers of the Office shall carry firearms in a holster approved by the Sheriff or his designee.
- K. All holsters shall be worn in a conventional manner on the officer's strong hand side. ***Cross draw is PROHIBITED.***
- L. To avoid the possibility of an accidental discharge and prevent unnecessary wear and/or damage to a firearm, no officer shall carry any firearm, on or off-duty, unless it is carried in an approved holster. This prohibition is meant to specifically include, but is not limited to, carrying a firearm in the waistband.
- M. Off-duty officers carrying the official service firearm, or an approved off-duty firearm shall do so in a holster approved by the Sheriff or his designee.
  - a. Approvals of holsters for off-duty firearms shall be granted at qualification sessions after the holster has been inspected by the supervising firearms instructor.
- N. When off-duty, all officers shall carry firearms in a concealed manner.
- O. Officers shall not carry any firearm/weapon into any Correctional Facility.
- P. It shall be the discretion of the Sheriff or his designee to secure any issued firearms for personnel who will be on extended leave for thirty (30) days or more.
- Q. If a Camden County Sheriff's Office Officer is under criminal investigation, he/she shall turn their issued firearm(s) to the armory.
- R. Officers who are suspended or have otherwise had their official service firearm removed from them for other reasons shall not carry a firearm at any time.
- S. Officers shall not carry a firearm while under the influence of alcoholic beverages.
- T. Officers shall not carry firearms in any foreign countries where such activity is prohibited.
- U. Damage, loss, or theft of any Office or off-duty authorized weapon or ammunition shall be immediately reported to a supervisor and, in the case of loss or theft, to the law enforcement jurisdiction where the loss or theft had occurred.

V. All permanent issued firearm(s) transfers shall be facilitated through the armory.

#### IV. LESS LETHAL WEAPONS

A. This agency will utilize the current qualification/requalification courses and guidelines established for all less lethal weapons by the New Jersey Attorney General in its entirety for New Jersey Law Enforcement.

#### V. SECURITY, CARE, AND STORAGE OF FIREARMS:

A. All officers issued firearms or possessing privately owned firearms are entrusted with the duty to provide for the safe storage of such weapons. Any theft or unauthorized usage of the firearm will be thoroughly investigated and if the incident resulted from inadequate security or carelessness, the officer **shall** be subject to disciplinary action.

1. Under the provisions of N.J.S.A. 2C:58-15, a person who knows or reasonably should know that a minor child is likely to gain access to a loaded firearm at a premises under the person's control commits a disorderly person offense if a minor gains access to the firearm, unless the person
  - a. Stores the firearm in a securely locked box or container.
  - b. Stores the firearm in a location which a reasonable person would believe to be secure; or
  - c. Secures the firearm with a trigger lock  
*(For purposes of this prohibition, a minor is defined as under the age of 16.)*
2. While in the Sheriff's Office or any annex under the control of the Sheriff's Office, Officer(s) shall secure their firearm(s) prior conducting any interview, interrogation, or processing of a prisoner. The firearm **shall** remain in the locker until such time as the assigned task has been completed and the prisoner/detainee is fully secured.
3. Any lost/stolen firearm, under any circumstances, regardless of whether the firearm is personally, or agency owned, shall require immediate notification to the law enforcement agency having jurisdiction over the area where the loss or theft occurred. The officer shall also notify Internal Affairs immediately.
4. Each officer is responsible for the cleaning of their respective firearms. Cleaning after qualifications **shall** be mandatory. As well as at periodic intervals between qualifications to ensure proper functioning.
  - a. Personnel are permitted to "field-strip" their issued firearms in order to perform regular maintenance. Anything beyond "field-stripping" is strictly prohibited and may only be completed by Sheriff's Office designated personnel or commercial trained armors that have been authorized by the Sheriff or his designee.
5. Any officer or supervisor discovering an agency firearm in need of repair shall notify the armory for the necessary repair.
  - a. Office firearms that cannot be immediately repaired by an armorer shall be removed from service and a spare firearm issued to the affected officer.
  - b. At no time and under any circumstances will any officer who is not a certified armorer for the weapon in question attempt or perform any repair or alteration to an agency owned or possessed firearm. This includes external and internal repairs and alterations.

#### VI. FIREARMS QUALIFICATIONS/ REQUALIFICATIONS:

A. This agency will utilize the current qualification/requalification courses and guidelines established for firearms by the New Jersey Attorney General's Office in its entirety for New Jersey Law Enforcement.



**VII. RETIRED LAW ENFORCEMENT OFFICERS QUALIFICATIONS:**


- A. Subject to the provisions and restrictions of N.J.S.A. 2C:39-6.1, qualified retired law enforcement officers are eligible to apply for a permit to carry a handgun.

**VII. RECORD KEEPING:**

- A. All weapons training, proficiency, and requalification shall be recorded and maintained as a normal business record (maintained for six years after separation or until death) by the supervising firearms instructor and/or his designee in accordance with the guidelines set forth by the New Jersey Attorney General. The supervising firearms instructor and/or his designee will review and keep all records upon completion of each requalification, training, or proficiency demonstration.



Effective Date:	5/5/2022
Revised From:	3/16/2006
References	

Subject:	<b>MISSING/DAMAGED EQUIPMENT</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			<b>SHERIFF</b>

## **GENERAL 19.00 MISSING/DAMAGED EQUIPMENT**

### **I. PURPOSE**

The purpose of this order is to outline procedures regarding missing equipment.

### **II. POLICY**

The Camden County Sheriff's Office provides all employees with the equipment needed to fulfill their duties. It is the responsibility of all employees to properly maintain all issued equipment provided to them from this office. The Camden County Sheriff's Office will not be responsible for replacement of any lost or missing equipment which is lost, or damaged through negligence or carelessness.

### **III. PROCEDURE**

#### **A. Loss or Damage of Equipment.**

1. When an employee becomes aware or is made aware that issued equipment is lost or damaged it is that employee's responsibility to report it as soon as practical to their immediate supervisor.
2. Complete an administrative report within twenty-four (24) hours.
3. Failure to make proper notification, or complete an Administrative Report as outlined above may result in disciplinary action.

4. After notification has been made coordinate with your supervisor to secure replacement equipment through Special Services.

**B. Supervisors**

1. Review the Administrative Report and forward through their chain of command.
2. Forward the information to the Internal Affairs Office and include the report case number.
3. Coordinate with Special Services to replace the officer's lost, or damaged equipment.

**C. Special Services**

1. The Commander of Special Services shall review each report of lost or damaged equipment.
2. Damaged equipment shall be inspected prior to issuance of a replacement.

## **IV. RESPONSIBILITIES**

**A. General Responsibilities**

1. Employees shall be responsible for properly maintaining all their equipment. An employee shall pay the replacement value of item(s) lost due to carelessness or negligence.


**B. Retirement/Transfer**

1. When an employee of the Sheriff's Office is scheduled to retire or transfer, they shall coordinate with Special Services to ensure that all their equipment is accounted for, prior to their last workday.

Failure to maintain any issued equipment may result in disciplinary action.



Effective Date:	<b>5/10/22</b>
Revised From:	<b>3/16/06</b>
References	

Subject:	<b>PERSONAL PROTECTION EQUIPMENT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>
			<b>Sheriff</b>

## **GENERAL 20.00 PERSONAL PROTECTION EQUIPMENT**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County procedures are hereby established for the use of personal protection equipment.

### **II. INTRODUCTION**

The Camden County Sheriff's Office is committed to provide a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the following protective measures shall be utilized in addition to the standard universal precautions received in training.

### **III. MECHANICS**

The proper use of personal protection equipment (PPE) can greatly reduce potential contamination via blood borne pathogens. PPE can be any equipment that provides a safe barrier from exposure to blood borne pathogens. Personal Protection Equipment includes but is not limited to latex gloves, masks, face shields, eye protection, and Tyvek suits. As a general rule, all employees using Personal Protection Equipment must observe the following precautions:

- A.** Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- B.** Remove PPE before leaving the work area.

- C. Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.
- D. Wear appropriate gloves when it can be reasonably anticipated that you may have contact with blood or other potentially infectious bodily fluids or materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised
- E. Following any contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucous membranes (eyes, mouth, etc.) with water.
- F. Never wash or decontaminate disposable gloves for reuse or before disposal.
- G. Wear appropriate face and eye protection such as a mask with glasses with solid side shields when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.
- H. To avoid contamination to clothes, employees should wear the provided Tyvek jump suits when necessary. In the event a splash suit becomes minimally contaminated, employees should remove the pullover splash suit in such a way to avoid contact with the outer surface and dispose of the contaminated suit as outlined in Section C.
- I. If an employee's uniform/clothing is contaminated, he/she should wash any exposed skin with soap and water and change into the Tyvek suit until such time appropriate clothing can be obtained.
- J. Whenever a Tyvek suit is used an Administrative Report and an Exposure Report must be filed. Replacement of the Tyvek suit will be provided by the Camden County Sheriff's Office Special Services Unit.

#### **IV. RESPONSIBILITY**

In an effort to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Blood borne Pathogens Standard, Title 29, Code of Federal Regulations 1910.1030, the Camden County Sheriff's Office will provide latex gloves for all vehicles and locations that have the potential for possible exposure.

- A. It shall be the responsibility of supervisors to perform periodic inspection of assigned vehicles to ensure PPE is available and in good condition.
- B. Employees who use any PPE will be responsible for replacing the equipment. Contact the Special Services Unit for replacement.



Effective Date:	<b>3/16/06</b>
Revised From:	
References	
OSHA Blood borne Pathogens Standard, Title 29, Code of Regulations 1910.1030 29 CFR 1910.20	

Subject:	<b>EXPOSURE CONTROL PLAN</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>10</b>

## **GENERAL 21.00 EXPOSURE CONTROL PLAN**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to provide a safe and healthful work environment for our entire staff.

### **II. INTRODUCTION**

The purpose of this order is to establish procedures for Sheriff's' Officers to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Blood borne Pathogens standard, title 29, code of federal regulations 1910.1030.

### **III. MECHANICS**

A. The ECP is a key document to assist our department in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

1. Employee exposure determination.
2. The procedures for evaluating the circumstances surrounding an exposure incident.
3. The schedule and method for implementing the specific sections of the standard, including:
  - a. Methods of compliance.
  - b. Hepatitis B vaccination and post exposure follow-up.

- c. Training and communication of hazards to employees.
- d. Record keeping.

**B. Employee Exposure Determination**

1. As part of the exposure determination section of our ECP, the following is a list of all job classifications at our department in which **all** employees have occupational exposure:
  - a. Sheriff's Officers and Sheriff's Officer Sergeant, Lieutenant and Captain when assigned to the following units; Fugitive Unit, Transportation Bureau, K-9 Unit, Task Force, and the Perimeter Hall of Justice.
2. The following is a list of job classifications in which **some** employees in our department have occupational exposure. Included are a list of tasks and procedures in which occupational exposure may occur for these individuals:
  - a. Sheriff's Officers and Sheriff's Officer Sergeant, Lieutenant, and Captain when assigned to the following units: Civil Process Bureau, Courtroom Security, Identification Bureau and the Administrative Units.
  - b. Note: All sworn law enforcement personnel may at **sometime** have exposure to blood borne pathogens in emergency situations on or off duty.

All exposure determinations for a and b were made without regard to the use of personal protective equipment (PPE).

**C. Effective Dates**

1. The blood borne pathogens standard was published in the New Jersey register on July 6, 1993. The standard, including universal precautions, becomes operative on October 4, 1993. The dates for completing the different parts of the standard are:
  - a. EXPOSURE CONTROL PLAN  
DECEMBER 3, 1993
  - b. RECORD KEEPING  
JANUARY 6, 1994
  - c. INFORMATION AND TRAINING  
JANUARY 6, 1994
  - d. METHODS OF COMPLIANCE  
(EXCEPT UNIVERSAL PRECAUTIONS)  
FEBRUARY 6, 1994
  - e. HEPATITIS B VACCINATION AND  
POST-EXPOSURE EVALUATION AND FOLLOW-UP  
FEBRUARY 6, 1994

**f. LABELS AND SIGNS**  
FEBRUARY 6, 1994

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this exposure control plan.

**D. Exposure Control Plan**

**1. Methods of implementation and control.**

**1.0 Universal precautions.**

**1.1** All employees shall utilize universal precautions. Universal precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV and other Blood borne Pathogens (see appendix A) and must be treated accordingly.

**2.0 Exposure Control Plan (ECP).**

**2.1** Employees covered by the Blood borne Pathogens standard will receive an explanation of this ECP during their initial training session. It shall also be reviewed in their annual refresher training. All employees shall have an opportunity to review this plan at any time during their work shifts by contacting their immediate supervisor. Employees seeking copies of the plan may contact the Training Unit. A copy of the plan will be made available free of charge and within 15 days of the request.

**2.2** The Training Unit shall also be responsible for reviewing and updating the ECP annually or sooner if necessary, to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

**3.0 Engineering controls and work practices.**

**3.1** Engineering controls and work practice controls shall be used to prevent or minimize exposure to blood borne pathogens. The specific engineering and work practice controls we will use and where they will be used are listed below.

- a.** Providing readily accessible hand washing facilities.
- b.** Washing hands immediately or as soon as feasible after removal of gloves.
- c.** At non fixed sites (i.e., emergency scenes/transport vans) which lack hand washing facilities, providing interim hand washing measures, such as antiseptic towels and paper towels. Employees can later wash their hands with soap and water as soon as feasible.
- d.** Pick up needles with tongs or other mechanical devices and use the provided sharp containers.
- e.** All attempts shall be made to minimize splashing or spraying of possible infectious materials. Potentially infectious materials will be placed in leak proof containers.
- f.** Labeling.



- g. Equipment decontamination.
- h. Prohibiting eating, drinking, smoking, etc. when in contact with prisoners.
- i. Examining equipment prior to return to service for possible contamination.

**4.0** Personal protective equipment (PPE).

**4.1** Personal protective equipment must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. Training shall be provided in the use of the appropriate personal protective equipment for employees' specific job classifications and tasks/procedures they will perform. Additional training shall be provided, whenever necessary, such as, if an employee takes a new position or if new duties are added to their current position. Appropriate personal protective equipment is required for the following tasks; the specific equipment to be used is listed after the task:

TASK	EQUIPMENT
GENERAL LAW ENFORCEMENT RESPONSIBILITIES TO INCLUDE BUT NOT LIMITED TO: PRISONER TRANSPORTATION, COURTHOUSE SECURITY, FUGITIVE APPREHENSION, K-9, TASK FORCE, ETC.	GLOVES, FACE MASK SHIELD, EYE PROTECTION, CPR MOUTH BARRIER RESUSCITATOR, POWDERED COAGULANT, DISINFECTING TOWELED, DISPOSABLE BIO-HAZARD BAG, ANTIMICROBIAL SKIN WIPE FOR HANDS.

**4.2** As a general rule all employees using PPE must observe the following precautions:

- a. Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- b. Remove PPE before leaving the work area, and after garment becomes contaminated.
- c. Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded. **All contaminated personal protection equipment will be discarded at the adult health center located at the Lakeland Complex.**
- d. Wear appropriate gloves when it can be reasonable anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised
- e. Following any contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucous membranes eyes, mouth, etc.) with water.
- f. Never wash or decontaminate disposable gloves for reuse or before disposal.
- g. Wear appropriate face and eye protection such as a mask with glasses with solid side shields when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.

- h.** If a garment is penetrated by blood and or other potentially infectious materials, the garment(s) must be removed immediately or as soon as feasible. If a pullover splash suit becomes minimally contaminated, employees should be trained to remove the pullover splash suit in such a way to avoid contact with the outer surface.
- i.** Any time a PPE kit is used a general incident report or an exposure report must be filed. Replacement of PPE will be provided by the Camden County Sheriff's Office.
- j.** To avoid contamination to clothes employees should wear the provided Tyvek jump suits when necessary. In the event a splash suit becomes minimally contaminated, employees should remove the pullover splash suit in such a way to avoid contact with the outer surface and dispose of the contaminated suit as outlined in Section C.
- k.** Whenever a Biohazard Kit or Tyvek suit is used an Incident Report or an Exposure Report must be filed. Replacement of the Biohazard Kit and/or Tyvek suit will be provided by the Camden County Sheriff's Office Special Services Unit.
- l.** All holding cells and transportation vans will be mist sprayed with Wavecide disinfectant and cleaned weekly. Written documentation will be maintained by the O.I.C using Appendix N of the Camden County Sheriff's Office Exposure Control Plan.

## **5.0** Training.

**5.1** All employees who have or are reasonably anticipated to have occupational exposure to blood borne pathogens shall receive training conducted on the epidemiology of blood borne pathogen diseases. OSHA pamphlet "occupational exposure to blood borne pathogens" and fact sheets, located in the appendix section and other training aids will be used to inform employees of the epidemiology, symptoms, and transmission of blood borne diseases. In addition, the training program will cover, at a minimum, the following elements:

- a.** A copy and explanation of the standard.
- b.** Epidemiology and symptoms of blood borne pathogens
- c.** Modes of transmission.
- d.** Our exposure control plan and how to obtain a copy.
- e.** Methods to recognize exposure tasks and other activities that may involve exposure to blood.
- f.** Use and limitations of engineering controls, work place practices and PPE.
- g.** PPE- types, use, location, removal, handling, decontamination, and disposal.
- h.** PPE - the basis for selection.
- i.** Hepatitis B Vaccine- offered free of charge. Training shall be given prior to vaccination on its safety; effectiveness, benefits, and method of administration (see Appendix O).
- j.** Emergency Procedures- for blood and other potentially infectious materials.
- k.** Exposure incident procedures.
- l.** Post exposure evaluation and follow-up.
- m.** Signs and Labels - and or color coding.

n. Questions and answer session.

Employee education and training record (see Appendix B) shall be completed for each employee upon completion of training. This document will be maintained by the records officer of the Camden County Sheriff's Office.

6.0 Hepatitis B Vaccination.

6.1 The Camden County Sheriff's Office shall provide information on Hepatitis B vaccinations addressing its safety, benefits, efficacy, and methods of administration and availability. A general overview of these considerations is given in Appendix L for view. The Hepatitis B vaccination series shall be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

- a. The employee has previously received the series,
- b. Antibody testing reveals that the employee is immune,
- c. Medical reasons prevent taking the vaccination; or
- d. The employee chooses not to participate.

All employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline HB vaccination, then the employee **must** sign a statement to this effect.

Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HB vaccination (see Appendix C1) will be kept in the employee's personnel records. Appendix C will be used to record the employee vaccination series information.

7.0 Post exposure evaluation and follow-up and procedures for reporting, documenting and evaluating the exposure.

7.1 Should an exposure incident occur, contact the immediate supervisor on duty. Each exposure must be documented by the employee on an "exposure report form" (see Appendix D). In addition, an employee's injury report and a supervisor's injury report should be filed with the department's Worker's Compensation Office as soon as possible and certainly no later than 72 hours following the occurrence. An immediate confidential medical evaluation and follow-up will be conducted by the recognized physician assigned by the Camden county insurance department. If you are unable to contact the Sheriff's Office workman's compensation officer then immediately proceed to the closest emergency room for medical attention. The following elements will be performed:

- a. Document the routes of exposure and how exposure occurred.
- b. Identify and document the source individual (see Appendix E), unless the employer can establish that identification is infeasible or prohibited by state or local law.
- c. Obtain consent and test source individuals' blood as soon as possible to determine HIV and HBV infectivity and document the source's blood test results.

- d. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- e. Provide the exposed employee with the source. Individuals test results and information about applicable exposure laws and regulations concerning the source identity and infectious status.
- f. After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
- g. If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.

The Administrative Undersheriff shall review the circumstances of the exposure incident to determine if procedures, protocols, and or training need to be revised.

## **8.0 Health Care Professionals.**

**8.1** The Workman's Compensation Officer shall ensure that all employees have access to a copy of the OSHA blood borne standard. He will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- a. A description of the employees job duties relevant to the exposure incident.
- b. Routes of exposure.
- c. Circumstances of exposure.
- d. If possible, results of the source individuals' blood test.
- e. Relevant employee medical records, including vaccination status.

## **8.2 Healthcare Professional Written Opinion.**

- a. The County Insurance Office shall provide the employee with a copy of the evaluating healthcare professionals' written opinion within 15 days after completion of the evaluation.
- b. For HB vaccinations, the healthcare professionals' written opinion shall be limited to whether the employee requires or has received the HB vaccination.
- c. The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.
- d. All other diagnoses must remain confidential and not be included in the written report to our department.

## **9.0 Housekeeping.**

**9.1** The Camden County Sheriff's Office has developed and implemented a written schedule for cleaning (see Appendix N) and decontaminating work surfaces as indicated by the standard.

- a. Cleaning will be administered by O.I.C. on duty or his designee.
- b. Cleaning shall be conducted of the work area after any possible contamination.

- c. Cleaning will be conducted periodically (at least weekly) even though not caused by contamination.
- d. Decontaminate work surfaces with an appropriate disinfectant after completion of procedures, immediately when overly contaminated, after any spill of blood or other potentially infectious materials.
- e. Remove and replace protective coverings when contaminated.
- f. Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and cans that have likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
- g. Always use mechanical means such as tongs, forceps, or a brush and a dustpan to pick up contaminated broken glassware; never pick up with hands even if gloves are worn.
- h. Place regulated waste in closable and labeled or color coded containers. When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage.

## 9.2 Laundry.

- a. The following contaminated articles will be laundered:
  - 1). Contaminated uniforms shall be turned over to the Special Services Unit. Laundering will be performed by the responsible officer. Employees are not permitted to take contaminated clothing home.
- b. The following requirements must be met, with respect to contaminated laundry:
  - 1). Handle contaminated laundry as little as possible and with a minimum of agitation.
  - 2). Use appropriate personal protective equipment when handling contaminated laundry.
  - 3). Place wet contaminated laundry in leak proof, labeled or color coded containers before transporting.
  - 4). Bag contaminated laundry at its location of use.
  - 5). Never sort or rinse contaminated laundry in areas of its use.

## 10.0 Labeling.

### 10.1 The following methods will be used at our facility.

- a. Color coded containers.
- b. Labels.  
The Training Unit shall ensure warning labels are affixed or redbags used as required. Employees are to notify the Training Unit if they discover unlabeled regulated waste containers.

## 11.0 Record Keeping.

## **11.1 Medical Records.**

- a.** Medical records are maintained for each employee with occupational exposure in accordance with 29CFR 1910.20. The Workman's Compensation Officer in conjunction with County Insurance is responsible for maintenance of the required medical records.

Note: Refer to appendix for copies of forms.

- b.** In addition to the requirements of 29 CFR 1910.20. The medical record will include:
  - 1).** the name and social security number of employee.
  - 2).** a copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
  - 3).** a copy of all results of examinations, medical testing.
  - 4).** a copy of all healthcare professionals written opinions as required by the standard.
- c.** All employee medical records shall be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.
- d.** Employee medical records shall be maintained for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.20.
- e.** Employee medical record shall be provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

## **11.2 Training Records.**

- a.** Blood borne pathogen training records will be maintained by the Training Unit (see Appendix B).
- b.** The training record shall include:
  - 1).** the dates of the training sessions
  - 2).** the contents or a summary of the training sessions
  - 3).** the names and qualifications of persons conducting the training
  - 4).** the names and job titles of all persons attending the training session
- c.** Training records shall be maintained for a minimum of three years from the date on which training occurred.
- d.** Employee training records shall be provided upon request to the employee or the employee's authorized representative within 15 working days.

## **11.3 Transfer of Records.**

- a.** If the Camden County Sheriff's Office ceases to do business and there is no successive employer to receive and retain the records for the prescribed period, the

employer shall notify the director of the national institute for occupational safety and health (NIOSH) at least three months prior to scheduled record disposal and prepare to transmit them to the director.

**12.0** First Aid Providers.

**12.1** All emergency medical technicians in the department are considered first aid providers, and shall be provided Vaccination and training.


#### **IV. RESPONSIBILITY**

- 1.** The Training Unit is responsible for the implementation of the ECP. They shall also maintain and update the written ECP at least annually or whenever necessary to include new or modified tasks and procedures.
- 2.** It shall be the responsibility of supervisors to perform periodic inspection of assigned vehicles to ensure PPE is available and in good condition.
- 3.** Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.
- 4.** The Administrative Undersheriff shall have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.
- 5.** Camden County Insurance, in conjunction with the Workman's Compensation Officer, shall be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.
- 6.** The Training Unit shall be responsible for training, documentation of training.
- 7.** The Training Unit shall make the written ECP available to employees, OSHA and NIOSH representatives.
- 8.** The Special Services Unit shall maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e.; sharps containers, etc.) labels, and red bags as required by the standard, and shall ensure that adequate supplies of the aforementioned equipment are available.

This exposure control plan is hereby adopted by the Camden County Sheriff's Office, Camden, New Jersey, on this date the 30th day of September, 1994.



Effective Date:	<b>1/11/22</b>
Revised From:	<b>11/29/21</b>
References:	

Subject:	<b>O.C. SPRAYS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	2
			<b>SHERIFF</b>

## **GENERAL 22.00 O.C. SPRAYS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this order is established to standardize the use of and the reporting of the use of O.C. Spray by Camden County Sheriff's Officers.

### **II. INTRODUCTION**

It shall be the policy of the Camden County Sheriff's Office that only departmentally approved, **non-flammable** O.C. Spray shall be utilized.

### **III. MECHANICS**

- A.** Camden County Sheriff's Officers will comply with the New Jersey Attorney General's guidelines on the use of force contingency when using O.C. Spray.
- B.** Whenever O.C. Spray is used, that officer shall when feasible provide clear instructions and warnings, stating the consequences of refusing to comply with the officer's commands, and give said person reasonable opportunity to comply.
- C.** O.C. Spray is authorized for use against persons whose behavior identifies them as Active Resisters, Threatening Assailants, or Active Assailants as defined in section 3.3 of the Attorney General Use of Force Policy.



- D.** When intending to use OC spray (or other chemical munitions) versus a crowd, officers must give the same stated warnings and opportunity to comply as stated above via bullhorn, public address, and/or other loud-speaker system. OC spray may NOT be used against peaceful demonstrators.

When deploying OC spray in a crowd the spray may only be used against single, targeted individuals, not indiscriminately and only against specific conduct. OC spray (or other chemical munitions) use against groups is only permitted when:

1. OC (or other chemical munition) use is approved by the Incident Commander.
2. Other options have been tried and were unsuccessful/ineffective.

- E.** Officers will also fill out any and all report forms required by both the Camden County Sheriff's Office and the New Jersey Attorney General's Office, to include but not limited to:

1. Info Share Incident Report.
2. Benchmark Use of Force (A.G.)

***NOTE:** See appendixes 1 & 2 enclosed.*

- F.** Once a suspect has been brought under control with the use of O.C. Spray by an officer, that officer will then administer decontamination procedures and any immediate first aid that is necessary. After which, the officer will attain medical assistance for the suspect and any other person or persons involved in the incident if medical assistance is needed.

#### **IV. RESPONSIBILITIES**

- A.** It is the responsibility of all unit commanders to ensure that all officers within their units are carrying only department approved, **non-flammable** O.C. Spray and has complied with the foregoing.
- B.** Approved OC Spray will be issued to sworn officers by Special Services personnel and shall also be collected by same in the event of termination of employment or expending the spray canister of all propellant and chemical agent.



Effective Date:	<b>04/26/06</b>
Revised From:	04/91
References	

Subject:	<b>CRIMINAL CHARGES ARISING FROM OFFICIAL DUTIES</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

**GENERAL 23.00 CRIMINAL CHARGES ARISING FROM OFFICIAL DUTIES**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted regarding notices of criminal charges by department personnel and the availability of legal representation in certain circumstances

**II. INTRODUCTION**

The purpose of this order is to establish a requirement of notice by office personnel who have been charged with criminal offense(s) arising from their official duties.

**III. MECHANICS**

- A. Under certain circumstances the Office of the Sheriff may provide legal representation to its personnel charged with criminal offenses arising from their official duties. Accordingly, it is important that notice of the criminal charge(s) be supplied immediately.

1. Anyone who is charged and wishes to have legal representation must forward a copy of the charge(s) directly to the Office of the Sheriff's legal advisor with a copy to the office's Undersheriff as soon as possible.
2. Personnel are free to obtain other counsel, however, the Office of the Sheriff will not pay or make reimbursement for substitute counsel in the absence of conflict.

**GENERAL 24.00**



Effective Date:	<b>12-01-15</b>
Revised:	<b>12-30-19</b>
References	

Subject:	<b>REPORTING AND RECORD KEEPING</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>7</b>
<i>J. L. Whop</i>			Sheriff

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to establish uniform reporting methods, report forms and record archiving for all employees.

**II. INTRODUCTION**

This policy will set forth the requirements for the generation of police reports to document the various types of incidents which the Camden County Sheriff's Office responds to. Officers should understand that the basic minimums are stated here. On any call for service or incident an officer may elect to prepare a higher level report than that which is detailed as being required here.

**III. POLICY**

It is the policy of the Camden County Sheriff's Office that officers will prepare an explanation, or report, of what police response the department made to each call for service or incident investigated. The report should be clear and concise and contain all relevant facts. The length of a report should be consistent with the incident it relates to and the time spent on the investigation. Each officer will be responsible to ensure that his reports are entered into the system. Each incident requires that the report be entered into the system and the names of all involved persons entered as well.

**IV. MECHANICS**

Officers of the Camden County Sheriff's Office are required to prepare reports for incidents they respond to. Officers should attempt to balance the amount of information in the report with the type of crime or incident which the report pertains to. Where possible, the officer should provide quotes as to what was said and document required actions such as handcuffing, searching, and reading of Miranda warnings. Police reports are also to contain information with regards to knowledge the officer gains by the use of his senses. Observations, odors, and general mannerisms of a subject and crime scene should be included.

Officers, responding to calls for service will obtain complete identification information from every person contacted with regards to the incident or crime. This information will include full name, complete address, work and home phone numbers, date of birth, social security number and driver's license number. Officers, when preparing reports are to begin at the time the call was dispatched to them or they become aware of an incident and begin to investigate. They are to continue with a narrative format explaining the incident fully to its conclusion.

A. Whenever it becomes necessary to write a report, the reporting officer shall properly document it using one of the following reports:

1. Arrest Report
2. Camden Canine Patrol Training Re-Evaluation Report
3. Canine Incident Report
4. CCSO Administrative Report - (old SO-8 Report)
5. Investigation Report
6. Juvenile Reports
7. Missing Person Report
8. Domestic Violence Report
9. Operations Report - *Incident with no arrest*
10. Police Pursuit Incident Report
11. Property Release Form
12. Property Report – *Use as Evidence and Tow Report*
13. Special Operation Report (SERT Report / CNT Training)
14. Supplemental Report
15. Use of Force Report

B. Each Report is to be prepared using the InfoShare RMSSystem.

**1. Arrest Report**

The Arrest Report shall be used to report arrests for the following:

## GENERAL 24.00

- a. Indictable offenses.
- b. All other offenses, except traffic.
- c. Juveniles, including runaways and loitering law violations.
- d. Service of a non-traffic summons after custody and/or processing, as required by law, has taken place.
- e. Superior Court Bench Warrants, Municipal Bench Warrants or Governor's Warrants.
- f. Domestic Relations Warrants.
- g. Extradition from out of state.

**NOTE:** In cases where no custody and/or processing has taken place, the arrest report will not be submitted until the person summoned is processed. Fresh Arrest Reports are to be submitted to your Supervisor within 48 hours. Supervisors are responsible for submitting each completed and approved Fresh Arrest Report Received to CJP no later than 72 hours after the Arrest has been made. Juvenile Complaint Forms as required must be filled out when applicable. ECDR complaints must be scanned in and added to the report in the Infoshare System. With the exception of active investigations all other reports shall be submitted within 96 hours.

### **2. Camden Canine Patrol Training Re-Evaluation Report**

- a. This Report is to be done at the time of a handler conducts a canine re-evaluations.

### **3. Canine Incident Report**

Canine Incident Report shall be utilized by members of the K-9 Unit only, for the following incidents:

- a. Tracking.
- b. Bomb Threats.
- c. Narcotics.
- d. Training, Seminars and Demonstrations.

### **4. CCSO Administrative Report (old S/O-8 Report)**

The CCSO Administrative Report shall be forwarded through the employee's chain of command.

- a. Disciplinary actions.
- b. Vehicle repairs, minor vehicle damage.
- c. Reporting of equipment damage, loss or missing.
- d. Request for Reassignment or Transfer.
- e. Request for Training.
- f. Request for Leave of Absence.
- g. Recommendation for Disciplinary Action.
- h. Recommendation for Commendation.

## GENERAL 24.00

- i. Internal Affairs Complaints.
- j. Internal Affairs Reports.
- k. Miscellaneous.

**NOTE:** There are two exceptions:

If an Internal Affairs Complaint of a criminal or administrative nature is received by a member of the Sheriff's Office, a CCSO Administrative Report shall be prepared and forwarded through the chain of command and directly to the Internal Affairs Unit Commander.

Administrative Reports detailing complaints of Sexual Harassment shall be forwarded to the Internal Affairs Unit in accordance with General Order 04.00.

### **5. Investigation Reports.**

An Investigation Report shall be used for, but not limited to, reporting the following Crimes/Incidents:

- a. Indictable crimes, founded or unfounded (except NJSA 2C:11-5 Death by Auto).
- b. Non-indictable crime which result in arrests.
- c. All thefts.
- d. All non-traffic and non-boating accidental deaths.
- e. All non-traffic and non-boating accidents which result in serious personal injury or serious property damage.
- f. Accidental shootings which result in personal injury.
- g. Unattended deaths (no physician is present).
- h. Undetermined deaths.
- i. Suicides and attempted suicides.
- j. Missing persons.
- k. Runaways (include state wards).
- l. Insane and demented cases which result in commitment.
- m. Juvenile motor vehicle violations when petition is signed.
- n. Violations of the New Jersey Domestic Violence Act.
- o. Incidents of a Bias Nature.

### **6. Juvenile Reports**

#### **a. Juvenile Complaint**

The Juvenile Complaint Form is required to be filled out when a juvenile petition is being filled out to charge a juvenile.

## GENERAL 24.00

- b. **Juvenile Custody Report**  
Will be completed when a juvenile is taken into custody and is to remain in a secure facility.
- c. **Juvenile Custody Release Form**  
The Juvenile Custody Release Form will be prepared each time a juvenile is arrested or otherwise taken into custody. The form will be signed by the parent or guardian receiving the juvenile from police custody.

### 7. **Missing Person's Report**

The Missing Person's report will be prepared anytime any person of any age is reported missing, lost, runaway, or kidnapped.

- a. The report must contain all information on the person who is reported missing and the relationship of the person making the report.
- b. In addition to the missing person report, the officer must complete an Investigation Report with the entry of all names.
- c. The NCIC Entry report must be signed by the person making the request.

### 8. **Domestic Violence Report**

The New Jersey Domestic Violence Report will be prepared in order to complete statistical information on a domestic violence incident.

### 9. **Operations Report**

The Operations Report will be used for all Incidents, requiring a report be submitted to a supervisor, which does not result in an arrest.

- a. Incidents of a criminal nature that will be shared by another Police Agency for follow-up investigation.
- b. Evictions.
- c. Any unusual occurrence (non-criminal) that requires a CCSO Case Number.

### 10. **Police Pursuit Incident Report**

The Police Pursuit Incident Report is required to be prepared anytime an officer engages in a vehicular pursuit.

### 11. **Property Release Form**

The Property Release Form is required anytime property is released, to include a motor vehicle.

### 12. **Property Report**

The Property Report will be filled out under the following incidents or circumstances:



## GENERAL 24.00

- a. When any property or evidence is taken in or recovered by the Sheriff's Office.
- b. When any stolen property or evidence is recovered by the department and either taken into evidence or returned to its owner.
- c. All incidents where any property or evidence is located and taken into Sheriff's Office Custody.
- d. When a vehicle is towed for, any applicable motor vehicle offenses, forfeiture, asset seizure, evidence, and abandonment.

### **Abandoned Vehicles**

Each phase of an abandoned vehicle will be documented but all phases should be under one and only one incident number.

1. Report Entry by the officer when the vehicle is tagged as abandoned.
2. Report Entry by the officer when the vehicle is removed or moved.
3. Report Entry by the officer when the vehicle is released.

**NOTE:** If the vehicle is being towed for Title 39 offenses only, and the operator is not being arrested, only a Property Report is required. If the vehicle is being towed subsequent to arrest, etc., all other appropriate reports shall be prepared, with the same CCSO Case number.

13. **Special Operations Report (Training / SERT / Bomb / CNT)**  
Will be prepared by a member of a technical service unit in order to record the actions taken during a deployment.
14. **Supplemental Report**  
The Supplemental Report will be completed for the following circumstances:
  - a. When additional information is to be added to an incident reported to an Investigation Report.
  - b. When information on the original report needs to be changed or modified.
  - c. Final investigations of cases reported on an Investigation Report.
15. **Use of Force Report**  
The Use of Force Report is required to be prepared anytime an officer uses force. The report must be completed prior to the officer leaving work that day.

**C. REPORT FLOW**

1. All reports shall be completed as outlined in this General Order.
2. All reports will receive two levels of approval prior to being complete. The rank of Lieutenant and above may approve a report twice.
3. Whenever an incident report contains any of the following:
  - a. Violation of Departmental Rules/Regulations.
  - b. M.V. Accidents/Vehicle Damage.
  - c. Equipment Loss/Damage.
  - d. Internal Theft, etc.

A copy of the original report shall be printed and delivered (or faxed, emailed) to the Internal Affairs Unit for review.

A copy of the original report for equipment lost/damaged shall be forwarded to Special Services.

4. All additional documents relative to any report will be scanned into the system under the case number.
5. All original documents, to include statements will be stored.

**D.** All Central Records files constitute the "ORIGINAL" document. It is incumbent upon each officer to insure that the ORIGINAL STATEMENT (if not required by the Prosecutor) of an accused, witness or victim, be forwarded to Central Records. No original or photocopy of Sheriff's Office series of reports or accident reports will be removed from Central Records and given to anyone without the express consent of the Administrative Undersheriff. (see Rules of Conduct –4.6 Dissemination of Information)


**V. RESPONSIBILITY**

**A.** Final approving authority will forward necessary reports to the Prosecutor's office and all records will be electronically maintained for future court purposes.

1. All subpoenas should be cleared through the Sheriff's Counsel before being released.
2. No original or copied report, unless subpoenaed. Is given to anyone without the express permission of the Undersheriff.



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Revised From:	1/1/15
References	

Subject:	<b>CENTRAL RECORDS PROCEDURES</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>3</b>
			<b>SHERIFF</b>

**GENERAL 25.00 CENTRAL RECORDS PROCEDURES**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established for the Special Services Bureau.

**II. INTRODUCTION**

It is the purpose of this order to establish guidelines for the Special Services Bureau, retention and disposal of archived records and keeping the database for the records/incident reports and traffic tickets.

**III. MECHANICS**

**A. Traffic Tickets**

1. Ticket books will be issued to the officer by a representative of Special Services; a receipt is completed and filed.
2. The **BLUE** copy of the written traffic ticket is forwarded to Special Services. The **WHITE** copy will be hand delivered by the issuing officer to the municipal court clerk in the municipality it was written in by the next business day.
3. Special Services will maintain a copy of all traffic tickets. They will be

filled in numerical order and kept in separate file for each calendar year.

4. Copies of Traffic Tickets shall be stored and disposed of in accordance with the New Jersey records retention schedule.
5. Issuing Officer will scan and upload the Traffic Ticket into RMS.

## **B. Special Complaint Tickets**

1. Ticket books will be issued to the officer by a representative of Special Services; a receipt is completed and filed.
2. The **WHITE** copy of the written Special Complaint ticket is forwarded to Special Services.  
The **BLUE** copy will be hand delivered by the issuing officer to the municipal court clerk in the municipality it was written in by the next business day.
3. Special Services will maintain a copy of all Special Complaint tickets. They will be filed in numerical order and kept in separate file for each calendar year.
4. Copies of Special Complaint Tickets shall be stored and disposed of in accordance with the New Jersey records retention Schedule.
5. Issuing officer will scan and upload the Special Complaint into RMS.

## **C. Record/Log Storage**

1. Inactive records shall be placed in an approved storage box only, which will be supplied to each unit by Special Services upon request.
2. The box of inactive records will be entered into the Camden County Records Information Management System (RIMS) by the unit commander or his designee.
3. The box of inactive records may be turned over to Special Services for proper storage upon the following:
  - a. It has been entered into inventory using the RIM System.
  - b. The request and authorization for record disposal form is routed, signed, and returned.
  - c. It its being turned over in approved storage box with the completed record disposal form attached.

#### **D. Record/Log Inventory**


1. Unit Commanders or their designee will review records once per year and alert the Special Services Bureau to which records can be destroyed in accordance with the New Jersey retention schedule.
2. A record inventory will be recorded in the countywide RIM System.
3. The record manager of each division shall have access and utilize the RIM System.
4. All of the required fields of the RIM System must be complete to include:
  - a. Unique identifier of the record, i.e., *courthouse logs January 2013 through June 2013.*
  - b. Location of the records.

#### **IV. RESPONSIBILITY**

- A. Once entered in RIMS and approved, placed in the proper storage box, labeled, and transported to the Special Services Bureau, the Special Services Bureau will then be responsible for the care and custody of all reports/records generated by Camden County Sheriff's Office. The Special Services Bureau also archives old records and destroys records according to the County & Municipal General Records Retention Schedule from the State of New Jersey and shall utilize the countywide electronic records management system.
- B. Commanders or their designee will ensure that employees assigned to their unit are trained to comply with Standard Operating Procedures. Commanding Officers of these units will continually monitor the performance of their subordinates for competency, accuracy, and compliance with procedures.
- C. Commanders or designee shall inventory all records/logs quarterly, in accordance with the requirements listed here in. Each Commander or designee shall nominate/assign a records management person(s) who shall be given their own username and password for the countywide RIM System.



Effective Date:	<b>5/5/2022</b>
Revised From:	<b>3/16/06</b>
References	
<b>APPENDIX 26.00:</b> -Example Uniform Traffic Ticket -Reverse side of Ticket (Hardy Copy) -Reverse side of Officer's Copy <i>-Administrative Office of the Courts Instructions and Procedures for revised Uniform Traffic Ticket (effective April 14, 2021)</i>	

Subject:	<b>UNIFORM TRAFFIC TICKETS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>7</b>
			<b>SHERIFF</b>

## **GENERAL 26.00 UNIFORM TRAFFIC TICKETS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to establish guidelines necessary for control and monitoring of traffic tickets.

### **II. INTRODUCTION**

This order establishes a written guideline for the issuing and filing of all traffic tickets issued by the Camden County Sheriff's Office.

### **III. MECHANICS**

The Special Services Bureau will maintain a record of traffic ticket books that are issued to personnel of the Sheriff's Office.

A ticket pad containing ten (10) Traffic Tickets will be referred to as the Uniform Traffic Ticket Book.

- A.** Procedures for completing traffic tickets: The following guide will be used when completing Traffic Tickets. A ballpoint pen must be used when filling out the ticket with sufficient force to ensure legibility of all copies.

- 1.** Court I.D.  
Enter the appropriate four-digit municipal code

EXAMPLE: Camden City 0408

2. Municipal Court.  
Enter name of municipal court.

**B.** Driver's License Number.  
Insert full driver's license number in blocks provided.

1. Expiration date.  
Enter the expiration date of driver's license as it is recorded on the driver's license.

EXAMPLE: Jan. 1, 1982, or 1-1-82.

2. STATE: Enter the state where driver's license was issued.

**C.** Name, Address, Telephone Number and Email address.  
This information shall be filled out in detail.

1. This information is required by the Court Clerk in case of a last-minute postponement.
2. If the violator refuses to give this information, the issuing officer will note this under "Officers Comments" on the back of the Officer's Copy and the Police Record Copy. (Yellow and blue)

**D.** Date of Birth: Enter the month, day, and year.

1. Eyes - code: enter the code number as indicated on the violator's license.
2. Sex - enter M (Male), F (Female) or X (Unspecified) as applicable.
3. Weight - code: enter the code number as indicated on the individual's license.
4. Height - code: enter as indicated on the individual's license.
5. Restricted - code: enter code number as indicated on the individual's license.

**E.** Non-resident licensed drivers.  
For non-resident drivers, enter the exact information as indicated on driver's license.

**F.** Did unlawfully (park - operate).  
Circle the word that is applicable.

**G.** Vehicle.  
Enter the make, year, body type and color of vehicle.

**H.** License plate number.  
Enter full registration number.

1. State: Enter state of registration.
2. Expiration date: Enter date registration expires.

**I.** Violation date: Enter the month, day, and year of violation.

1. Time/hour: Enter the proper time of day violation occurred and check AM. or P.M. block. **DO NOT USE MILITARY TIME.**

**J.** Location, Street, Direction, Municipality, County:

1. Enter Route Number and signify whether:  
Federal (I-80) State (S.H. 168).  
U.S. (U.S. 130) County (Co. 707).  
If no number, enter State, Township and Borough, then name of road.  
Enter direction of travel (N-S-E-W).

2. Immediately following Route Number or name of road, enter direction of travel and municipality where violation occurred.

**EXAMPLES:**

I-295 (S) Bellmawr.

U.S. 130 (N) Pennsauken.

S.H. 168 (E) Gloucester Township.

Co. 707 (W) Gloucester Township.

3. County: Enter name of county where violation occurred.

**K.** Traffic Violations.

Title 39: Check appropriate box for violation. Under no circumstances will an officer issue multiple violations on one ticket.

1. Speeding Violation.

- a. Enter the speed of the violation in the space provided immediately following the word "Speeding". The speed at which the violator is clocked shall be entered.
- b. The speed zone in which the violation occurred will be entered in the designated space.

2. Improper Parking- Check appropriate box for violation.

For parking violations not included in the pre-printed area, complete the "Other traffic/parking offense" section.

**EXAMPLES**

39:4-138A Within an intersection.

39:4-138B On a crosswalk.



39:4-138C	Safety (bus) zone.
39:4-138D	In front of a public.
39:4-138F	On a sidewalk.
39:4-138I	Within ten feet of a fire hydrant.

**L. Other Traffic Violations:**

Enter the appropriate statute number under the “Other traffic/parking offense” section. If the other violation is a statute, it should be entered in the space provided for "Statute". If the other violation is an ordinance, it should be entered in the space provided for "Ordinance Number".

**M. Date, Signature and Officer's I.D. #.**

1. Dates: Date of issuance.
2. Signatures: Title and Name of issuing officer will be inserted.
3. Officer's I.D. #: Officer will insert his/her badge number preceding with the number 6. Ex: 6001. The number 6 is our agency identifier.

**N. Court Appearance Required.**

1. Check appropriate block when the offense may not be disposed of in the Violations Bureau.

NOTE: The cover of each ticket book outlines which offenses require a court appearance.

- a. In addition to the offenses listed for appearance the officer may require the defendant to appear in court for any offense if he believes the circumstances of the violation merit review by the judge.
2. Officers must familiarize themselves with court schedules to effectively plan hearing dates.
  - a. Hearing dates will be scheduled at least five (5) days after the violation, but no longer than thirty (30) days.

NOTE: Camden City Municipal Court begins at 0830 hours

**O. Court Appearance and Address of Court.**

1. Enter the address/phone number on the reverse side of the defendant’s copy of the ticket.

**P. Conditions.**

1. Accident – Property Damage – Alcohol – Drugs – Bodily Injury – Death/Serious Bodily Injury
  - a. Check applicable blocks.

**2.** Area - Road - Traffic - Visibility.

- a.** Check applicable blocks.

**Q.** Reverse Side of Officer's Copy (see Appendix 26.00)

**1.** Disposition of case.

- a.** Adjudgments: Dates and reasons shall be entered in spaces provided.  
**b.** "Bail": Utilize when bond is posted.

"Officer Comments": Any circumstances surrounding the violation, which the officer feels may refresh his memory at a later court date, should be included on a yellow Officer's Copy only).

**2.** Reverse Side of Ticket (HARD COPY) (see Appendix 26.00)

- a.** Violation Bureau, etc. - Enter required information so it is legible, accurate, and complete.  
**b.** Appearance, Plea, Waiver - To be completed by violator, when applicable.

**R.** Upon issuance of ticket, the officer shall advise the violator to carefully read all instructions listed on the ticket.

**S.** Where a police record (blue copy) contains information which has been altered or when this copy is reported missing, a report must be submitted by the issuing officer outlining the circumstances and forwarded to the records section via the commanding officer.

**T.** Citizens Complaint.

The New Jersey Court Rule 7:6-1 (a) and Municipal Court Bulletin letter #76 outlines procedures for handling complaints by citizens in court.

For example, the traffic complaint is not a sworn complaint. The complaint may be made and signed by a law enforcement officer or by any other person, but the ticket shall be signed only by such officer, the judge or clerk of the court in which the complaint is to be filed. A ticket signed by a civilian is void. Each municipal court should supply tickets for citizens who wish to file traffic complaints. In such instances the court clerk should complete all information on all copies of the ticket except that the citizen should sign the "Signature of Complaint" box. His address should be included in the space for the officer's I.D. #. The court clerk should then sign and date the ticket itself because if the ticket is signed only by a civilian, it is void. It is suggested the court clerk sign the ticket to the right of the space provided for date issued.

- 1.** A citizen who witnesses a violation and reports this violation to an officer of the Camden County Sheriff's Office, this officer may issue a ticket providing he has received all necessary information.

- a. The witness must appear in court to testify.
- U. Court appearance of officers issuing the uniform traffic ticket.
  - 1. Officers shall appear in court at the specified date and time of the hearing when:
    - a. The defendant is required to appear by existing court rules.
  - 2. The court has notified the arresting officer that the defendant intends to plead "Not Guilty".
  - 3. When the court requires an appearance by the arresting officer for any reason.
- V. Officers shall submit a special report to headquarters, through channels in those areas whereby a complaint is dismissed due to the non-appearance of the issuing officer. This report shall be reviewed by the commanding officer.
- W. Commonly referred to as "Dismissed for Lack of Prosecution"
  - 1. A special report shall be accompanied by a cover letter from the commanding officer containing his comments and recommendations concerning such dismissal.

#### **IV. RESPONSIBILITY**

- A. The Special Services Bureau of the Camden County Sheriff's Office shall be responsible for the administration and distribution of all Uniform Traffic Tickets, and will:
  - 1. Periodically order new tickets when existing supplies are depleted.
  - 2. Provide for proper storage and security for completed tickets (blue police report copies) and tickets pending distribution.
  - 3. Perform periodic inspection and audits of the records and reports to ensure procedures are adhered to and records are being maintained as required.
  - 4. Maintain all records essential for accuracy and convenience in properly accounting of all traffic tickets issued.
  - 5. Carefully check all traffic tickets for any defects upon receiving a supply of uniform tickets.
  - 6. Record all books and serial numbers of each ticket into the uniform Traffic Control Database.
  - 7. Distribute the Traffic Ticket Books to the various units. This shall include the maintaining of records and receipts for the ticket books.
  - 8. Prepare reports as necessary.

**B. Unit Supervisors.**

- 1.** Supervisors shall be responsible for providing a secure area for blank tickets. Supervisors will make certain all ticket receipts are accounted for. All receipts shall be forwarded to the Special Services Bureau within 48 hours of issuance.
  - a.** Supervisors are to make sure complaints are filed with the appropriate municipal court within 48 hours of issuance.
- 2.** Supervisors shall inspect each ticket book prior to issuing the ticket books to the officers.
  - a.** All Police Report Copies (blue) shall be forwarded to the Special Services Bureau on a daily basis.
  - b.** All White copies shall be forwarded to the municipal court clerk that the ticket was written in.
    - 1.** If a change of ticket books between officers assigned to the same unit occurs, a receipt will be completed and forwarded to the Special Services Bureau who will note the appropriate changes.
    - 2.** Maintenance of Unit files shall be the responsibility of the Unit Supervisors.

**C. Completed Traffic Tickets.**


- 1.** Supervisors shall review all tickets issued and ensure all copies have been submitted along with any required reports.

**D. Voided/Destroyed/Lost Tickets.**

- 1.** Officers must submit written reports on tickets to be voided by the judge or tickets, which are lost/damaged. In the event an officer makes a mistake when completing a ticket, he should not erase or cross out any information, but make out a new ticket and file both complaints clipped together along with a signed statement giving the reason why the ticket should be voided. A copy of this statement will be forwarded to the Special Services Bureau.



Effective Date:	<b>6/13/22</b>
Revised From:	<b>3/16/06</b>
References	

Subject:	<b>RECEIPT OF SUBPOENA</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>1</b>
			<b>SHERIFF</b>

**GENERAL 27.00 RECEIPT OF SUBPOENA**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted regarding Sheriff's Officers receiving subpoenas or other process arising out of their official duties.

**II. INTRODUCTION**

This order is for the members of the Camden County Sheriff's Office who receive subpoenas.

**III. MECHANICS**

**A.** Members of the Camden County Sheriff's Office are instructed that when they receive a subpoena or other process arising out of their official duties which require an appearance before the court, or other constituted authority, immediate notification shall be made to their supervisor.

1. Notification shall include information as to the nature of the matter involved and the role of the individual who is being summoned to appear.
2. Should such appearance be a result of short notice, a verbal report should be made in the first instance by telephone and followed up with written confirmation.



Effective Date:	<b>03/24/06</b>
Revised From:	
References	

Subject:	<b>CRISIS NEGOTIATION TEAM</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>4</b>

**GENERAL 28.00 CRISIS NEGOTIATION TEAM**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby adopted to outline the permissible uses of the Crisis Negotiation Team (CNT).

**II. INTRODUCTION**

It shall be the policy of the Camden County Sheriff’s Office to maintain a specially trained team of negotiators for response to specific police emergencies directly related to the Camden County Sheriff’s Office and to lend support assistance to other police departments as requested. The CNT shall be composed of decentralized personnel from within the office who assemble for training or activation purposes.

**III. MECHANICS**

1. To establish a Crisis Negotiation Team, hereinafter, referred to as the (CNT), and to establish response procedures for specific police emergencies.

2. It is the purpose and objective of the CNT of the Camden County Sheriff's Office (CCSO) to resolve, through negotiation, any hostage/barricade incident with the foremost regard for the preservation of human life and public safety.
3. When the CNT is deployed in conjunction with a tactical team, the CNT will function in coordination with the Tactical Operations Commander and will act in concert to further the operational objectives established by the Tactical Operations Commander.
4. When a CNT is deployed alone, and not in conjunction with a tactical response team, the CNT will function in accordance with the objectives outlined by the CNT Team Leader, under the direction of the Critical Incident Commander.
5. Authorization for the CNT to respond to an incident site must be approved by the on call supervisor, or by the Tactical Commander of the SERT team or by his designee. The CNT will, on request for deployment, respond to the following type situations:
  - a. An incident where an individual is believed to be armed and is committing or has committed some criminal act, and the individual intends to unlawfully defend a fixed position against police entry.
  - b. An incident where an individual is believed to be armed and unlawfully holding a person for some known or unknown reason.
  - c. An incident where it is apparent that an individual intends to harm him/herself or others.

#### **IV. COMPOSITION**

1. The CNT is comprised of Camden County Sheriff's Officers. The Camden County Sheriff's Office CNT on call list will be posted at Central Communication and the ID Bureau.
2. A secondary support team of office personnel with special language skills maybe called upon as needed:
3. Both the CCSO CNT personnel and the secondary support team will assemble only for training or emergency activation purposes. The CNT during an emergency response, where the Camden County Sheriff's Office is lead agency, will take its direction from the Tactical Commander of the SERT team, or in his absence, the Tactical Operation Leader of the SERT team. When the CNT is requested to assist an outside police agency, the Critical Incident Commander on site is ultimately in charge of the emergency response site. The Tactical Commander of the SERT team, or in his absence, the Tactical Operation Leader of the SERT team will assist in the command of the CNT at the emergency site and will confer with the Critical Incident Commander for direction and deployment of the CCSO CNT personnel. The CNT personnel will staff positions during an emergency response as follows:
  - a. CNT OPERATIONS LEADER- The SERT Tactical Commander or his designee, in the absence of the Tactical Commander, will monitor the activities of the CNT and will assist and ultimately be responsible for the CCSO CNT personnel. The CNT operations leader will be responsible for disseminating the logistics and operational issues of the negotiating process.

- b. CNT TEAM LEADER- The CNT leader shall be a senior member of the CCSO CNT. This person may also be the primary or secondary negotiator and will be responsible for implementing the logistics and operational issues of the negotiating process.
- c. PRIMARY NEGOTIATOR- The primary negotiator will be in direct contact with the suspect involved in the incident. The primary negotiator will use the most appropriate communication tools available as the situation dictates.
- d. SECONDARY NEGOTIATOR- The secondary negotiator will work alongside the primary negotiator to aid in dealing with the suspect. The secondary negotiator will maintain a written log of all pertinent information regarding the ongoing negotiations between the primary negotiator and the suspect.
- e. RECORDER/INTELLIGENCE- This person will assist in the recording of significant events of negotiations. He/she will gather and record all information and intelligence on suspects and hostages as it becomes available and assist in the preparation of the post operations report.

## **V. CAMDEN COUNTY CENTRAL COMMUNICATIONS AND NOTIFICATION PROCEDURES**

1. If the Central Communications Center "Central" receives a request for assistance for members of the Camden County Sheriff's Office CNT, Central will contact the Tactical Commander or his designee or the Identification Bureau (ID Bureau). The ID Bureau will follow further instruction from the Tactical Commander or his designee.
2. The SERT Tactical Commander or his designee will communicate with the requesting police agency representative or person making such request to assess the critical incident situation.
3. Upon affirmative evaluation of the request, the SERT Tactical Commander or his designee will notify the on call team leader of the CNT and make the request for deployment of members of the CCSO CNT.
4. SERT Tactical Commander or his designee, prior to responding to the critical incident site, will immediately notify the on call supervisor listed on the weekly CCSO on call sheet and relay all information.
5. The on call supervisor will notify the Sheriff of the critical incident request and of the deployment of CCSO CNT personnel.

## **VI. TEAM FUNCTIONS AND RESPONSIBILITIES**

### **A. CNT Team Operations Leader**

1. Operational Function



a. Present at Command Post

- i. Facilitate information exchange between the Incident Commander and CNT Team Leader.
- ii. Provide negotiators with operational goals and objectives from the Incident Commander.

B. CNT Team Leader

1. Assign tasks and functions to the CNT.
2. Responsible to secure CNT equipment and set up for negotiations.
3. Responsible for negotiations strategy.
4. Coordinate and communicate with other field negotiators.
5. Prepare post operations report.
6. Maintain list of CNT members and current status.
7. Maintain training standards for CNT personnel.
8. Participate in post operations critique.

C. Primary Negotiator

1. Deal exclusively with subject.
2. Receive information and instructions from coaches.

D. Secondary Negotiator/Coach


1. Monitor Negotiations.
2. Monitor Primary Negotiator.
3. Relay information to and from Primary Negotiator to CNT leader.
4. Offer suggestions and provide feedback to primary negotiator,

E. Recorder/Intelligence Officer

1. Record significant events of negotiations.
2. Assist in the preparation of the post operations report.



Effective Date:	<b>5/12/22</b>
Revised From:	<b>11/10/05</b>
References	

Subject:	<b>VEHICLE RULES AND PROCEDURES</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
			<b>SHERIFF</b>

## **GENERAL 29.00 VEHICLE RULES AND PROCEDURES**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following rules and procedures are hereby adopted to outline the proper use and care of department vehicles.

### **II. INTRODUCTION**

The purpose of this order is to outline the proper use and care of department vehicles.

### **III. MECHANICS**

- A.** All vehicles assigned to the Camden County Sheriff's Office have been placed on a Preventive Maintenance Program (to minimize down time).
- B.** All accidents are to be reported as per General Order 30.00.
- C.** All vehicles are to be locked while unattended.
- D.** All vehicles are to be kept clean and waxed periodically (weather permitting).
- E.** All records on maintenance/vehicle logs and inventories shall be submitted to the Special Services Bureau weekly.

- F.** Employees assigned a Sheriff's vehicle to take home because of their management position, or for training or special assignments are only authorized to use the vehicle for work related purposes.
- G.** Drivers shall, at all times, set an example and obey all speed limits and other New Jersey Motor Vehicle Laws. Even in an emergency situation, they shall never drive in a manner that endangers lives or property.
- H.** Inmates transported in Camden County Sheriff's Office Vehicles shall not be permitted to smoke or eat while in the vehicle.
- I.** Drivers experiencing mechanical failures shall stop the vehicle immediately and contact their supervisor.
- J.** Repairs
  - 1.** Monday - Friday 0800-1600 hours.
    - a.** Email [fleet@sheriffcc.com](mailto:fleet@sheriffcc.com) and provide vehicle information, vehicle mileage, and description of problem.
    - b.** For immediate assistance, call Special Services at (856) 225-5538.
  - 2.** Off hours (emergency repairs).
    - a.** If the vehicle is deemed undriveable, contact the tow company directly and have vehicle brought to the garage at the Lakeland Facility.
    - b.** Email [fleet@sheriffcc.com](mailto:fleet@sheriffcc.com) and provide vehicle information, vehicle mileage, and description of problem.
  - 3.** Transportation
    - a.** Contact Supervisor, who will make arrangements for repairs/towing.
    - b.** Email [fleet@sheriffcc.com](mailto:fleet@sheriffcc.com) and provide vehicle information, vehicle mileage, and description of problem.
    - c.** For immediate assistance, call Special Services at (856) 225-5538.

#### **IV. RESPONSIBILITY**

- A.** Any person assigned a vehicle has the responsibility to care for and maintain that vehicle to ensure continuous service whenever possible and shall:
  - 1.** Inspect vehicle at beginning and end of shift, including fluids.
  - 2.** Maintain all fluids.

3. Maintain a minimum of one-quarter (1/4) tank of gas.
4. Complete a periodic tire inspection.
5. Maintain a valid registration, current inspection, and insurance identification card.

**B.** Supervisors shall:

1. Ensure all vehicle logs are completed correctly and submitted in a timely fashion.
2. Archive vehicle logs/records.
3. Perform periodic inspection of vehicles.



Effective Date:	<b>11/10/05</b>
Revised From:	11/06/00
References	

Subject:	<b>VEHICLE ACCIDENTS/INCIDENTS</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>4</b>

## **GENERAL 30.00 VEHICLE ACCIDENTS/INCIDENTS**

### **I. AUTHORITY**

The standardization of procedures for reporting departmental motor vehicle accidents and motor vehicle incidents involving sworn and civilian members of this department is instituted by the authority vested in the Office of the Sheriff of Camden County.

### **II. INTRODUCTION**

The following shall be the policy and standard operating procedure regarding accidents or incidents involving vehicles assigned to, owned or insured by the Office of the Sheriff.

### **III. MECHANICS**

#### **A. Departmental Vehicles.**

1. Every motor vehicle accident/incident resulting in damage, occurring on public or private property, involving sworn or civilian personnel while they are operating a vehicle on official business or in performance of their sworn duties shall be handled as a “departmental motor vehicle accident” or incident.”

**B. Notification Procedures.**

1. All departmental accidents shall be reported promptly to the Division Undersheriff through channels. All reports and related forms will be transmitted through channels as outlined in this order. (See reporting procedures)
2. All departmental accidents shall be reported promptly to the Bureau of Special Services who in turn will contact the insurance company.
3. All departmental accidents shall be reported promptly to the Internal Affairs Unit.
4. In accidents/incidents involving death, contact Prosecutor's Office as per N.J.S.A. 52:17B-87.

**C. Reporting Procedures.**

1. The operator of the departmental vehicle involved in an accident/incident shall promptly notify his shift/unit supervisor.
2. The operator shall complete an SO1 Incident Report within twenty-four hours (24). This will contain all the information, including the vehicles, area, road and weather conditions, persons involved in addition to the circumstance surrounding the incident.
3. Secure police/accident reports.
4. All original reports shall be forwarded, through channels, to the Division Undersheriff.
  - a. A copy of all related reports shall be forwarded to the Bureau of Special Services.
  - b. A copy of all related reports shall be forwarded to the Internal Affairs Unit.
5. The Internal Affairs Unit will maintain a file of all department vehicle accidents and recommend any remedial or disciplinary action to the Divisional Undersheriff.

**D. Repairs.**

1. It will be the responsibility of Special Services to coordinate the acquisition of three (3) estimates.
  - a. Contact the Bureau of Special Services for a list of authorized vendors.
2. The Unit Supervisor or designee shall forward these estimates to the Bureau of Special Services.
  - a. Copies of the estimates to the Internal Affairs Unit.
3. Radio and Ancillary Equipment.

- a. In the event of a motor vehicle accident or motor vehicle incident in which a departmental vehicle is involved, every effort shall be made to safeguard the Bureau's equipment.
- b. Radio and/or radar, lights, etc., shall be removed or disabled if:
  - 1) The vehicle is inoperable
  - 2) If vehicle is stored and the possibility exists that said equipment may be stolen or damaged (weather, etc.).
  - 3) Prior to transporting vehicle to an auto body repair shop.

**E. Insurance Surcharge Exemption.**

- 1. N.J.S.A. 17:29A-35 prevents a surcharge from being imposed on any driver whose own insurance company did not pay at least \$300 in property damage or make any payment for a bodily injury claim arising out of a private passenger automobile collision with a pedestrian.
- 2. As a result of this law, personnel involved in a departmental vehicle accident while on duty are surcharge exempt. (See Annex B)

## **IV. RESPONSIBILITY**

**A. Operators.**

- 1. Responsible for the completion of all associated reports and notification of the proper personnel.
- 2. Copies of reports to Special Services and I.A.B.
- 3. Securing estimates as required.

**B. Supervisors.**

- 1. Review of reports.
- 2. Forward reports through the chain of command.

**C. Bureau of Special Services.**

- 1. Collect all necessary information for insurance purposes.
- 2. Make arrangements for repair.
- 3. Take necessary actions to ensure the security and care of departmental equipment when being repaired.

**D.** Internal Affairs Unit.

1. Review reports, conduct interviews as necessary
2. Recommend disciplinary actions to the Divisional Undersheriff as required.
3. Maintain accident/incident files.





Effective Date:	1/3/23
Revised From:	4/11/22
References	
Attorney General's Directive 2022-4 Addendum B - Vehicular Pursuit Policy	

Subject:	<b>OPERATION OF POLICE VEHICLES/PURSUIT POLICY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	2
		<b>SHERIFF</b>	

## **GENERAL 31.00 OPERATION OF POLICE VEHICLES/PURSUIT POLICY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County and the Attorney General of the State of New Jersey the following procedures are hereby adopted for police vehicle use and police vehicular pursuit.

### **II. INTRODUCTION**

The purpose of this order is to establish guidelines for the proper and safe operation of police vehicles. An officer must be sensitive to public opinion while operating a police vehicle and shall operate his vehicle in a manner that shows consideration for his own safety, the safety of the person whom he seeks to apprehend, and above all, the safety of others who may be using the roadway. The primary concern of this office is to have the officer arrive safely at the scene in order to perform their duties in a professional manner.

### **III. MECHANICS**

#### **A. General Operation**

1. While operating a Sheriff's Office vehicle all traffic regulations, traffic signs, and posted speed limits shall be strictly adhered to by all officers. Operators shall at all times

set a good example for the public. Operators shall take all necessary precautions to avoid motor vehicle accidents, or injury involving officers or the public.

## **B. Responding to Emergencies**

- 1.** During emergency circumstances, where life is in jeopardy or there may be a severe loss of property, caution shall be taken. The increase of speed shall be commensurate with the nature of the emergency.
- 2.** Under no circumstances shall a traffic control device be ignored. The operator may proceed through the traffic control device only after determining it is safe. In the case of red traffic signals or stop signs, the operator shall come to a complete stop, make an observation of the intersection, and proceed with caution after determining it is safe.
- 3.** While responding to emergencies, emergency lights shall be activated. In addition, the siren shall be activated as necessary, especially when passing another vehicle, when attempting to gain the right of way, or to warn motorists and pedestrians of your approach.
- 4.** If a vehicles emergency lights or siren are not functioning an emergency response shall not be made. Instead, follow the general operation procedures.
- 5.** The siren shall not be used when approaching the scene of a crime in progress, or any life-threatening situation where the sound of the siren may jeopardize the lives of the persons at the scene or warn the perpetrator(s) of the arrival of the police vehicle.

## **C. Emergency Escorts**


**1.** New Jersey motor vehicle regulations permit authorized emergency vehicles to operate emergency signaling devices and exercise certain privileges under the law. There are no exemptions for other vehicles or for other vehicles to follow the emergency vehicle. Thus, escorting non-emergency vehicles through traffic is prohibited. If a person must be transported to a medical facility without awaiting the arrival of an ambulance, the officer should transport that person in the police vehicle. The driver of the other vehicle should also be transported in the police vehicle and shall be directed not to follow the police vehicle on its emergency endeavor.

## **D. Vehicular Pursuit Policy (April 2022). See Appendix 31.00**

**1.** All current Attorney General Directives shall be strictly enforced as part of the Sheriff's Office Pursuit Policy. Violations of any portion of this policy is subject to disciplinary action.



Effective Date:	<b>5/10/2022</b>
Revised From:	<b>11/06/00</b>
References	

Subject:	<b>VEHICLE IMPOUNDMENT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>
			<b>SHERIFF</b>

## **GENERAL 32.00 VEHICLE IMPOUNDMENT**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff Camden County, this policy is adopted to establish criteria for the impoundment of vehicles by members of this office.

### **II. INTRODUCTION**

This order establishes the conditions which must be met for a vehicle to be impounded and applies to all Camden County Sheriff's Office personnel when performing such an action.

### **III. MECHANICS**

Members of this office shall only impound vehicles under the following condition:

- A.** Probable cause exists to believe that the vehicle constitutes an instrumentality or fruit of a crime and that absent immediate impoundment, the vehicle will be removed by a third party.
- B.** Probable cause exists to believe that the vehicle contains evidence of a crime and that absent immediate impoundment; the evidence will be lost or destroyed.
- C.** When the vehicle is unregistered or uninsured.

- D.** The vehicle, if not removed, constitutes a danger to persons, property or the public safety and the driver cannot arrange for alternative means of removal.

#### **IV. RESPONSIBILITY**


It shall be the responsibility of the officer involved to ascertain that one of the above conditions exists prior to impounding the vehicle. A property report is to follow.

Whenever a vehicle is towed, the registered owner of the vehicle will be notified as soon as possible that their vehicle has been towed and the location where it is stored. If the officer who initiated the tow cannot make contact with the registered owner, then that officer will record this on the property report. This officer will also record, on the property report, what type of contact was attempted (e.g., visited owner's residence, left written message, phone call etc.) and if the attempt was successful or not. Furthermore, the officer will immediately send a certified letter to the registered owner with a return receipt requested. This letter will notify the owner where the vehicle can be located and what action is necessary to recover the vehicle. The officer will attach the returned portion of the return receipt request form to the case under the documents section in RMS. The officer will ensure that the registered letter with return receipt request is sent to the owner of the towed vehicle within 24 hours. The officer who initiates the tow will ensure that the property report and certified mail is completed without delay.

The Bureau of Criminal Identification (B.C.I) supervisor will implement a towed vehicle data base (RMS) that shall contain who requested a vehicle to be towed and when the vehicle was towed. It will also include when and how the registered owner was notified and when and to whom the vehicle was released. RMS will include where and for how many days the vehicle was impounded and whether the towed vehicle went to Sheriff's sale.



Effective Date:	<b>05/27/22</b>
Revised From:	<b>04/15/06</b>
References	

Subject:	<b>EVIDENCE (FOUND/RECOVERED PROPERTY)</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>4</b>
			<b>SHERIFF</b>

**GENERAL 33.00 EVIDENCE (FOUND/RECOVERED PROPERTY)**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby adopted to outline the duties of the Evidence Officer.

**II. INTRODUCTION**

This standard operating procedure shall establish procedural guidelines for the department's Evidence Officer.

**II. MECHANICS**

- A. The Sheriff shall select a Sheriff's Officer to serve as the Evidence Officer.
- B. The Sheriff shall also select an alternate to serve in the absence of the Evidence Officer.
- C. All Evidence recovered by this office shall be logged and secured by the Evidence Officer assuring that all evidence shall be always accounted for.
  - 1. Procedure for turning over evidence, contraband or found property is as follows:

Whenever any material or item is seized as evidence, contraband or found property, that material or item is to be in an appropriately marked envelope

with case number. The envelope shall be secured by utilizing the evidence drop box located in the Identification Bureau, Probation Unit, or Special Investigations Unit and the evidence control log filled out accordingly.

The Evidence Officer and Evidence Supervisor shall be immediately contacted by E-mail if firearms, currency, or biological evidence is seized.

2. All evidence or found property will have a corresponding evidence report in the Records Management System (Infoshare). Evidence reports are to be completed prior to the end of shift.
- D.** No evidence shall be destroyed by any member of this department without written authorization from the Camden County Prosecutor's Office unless in compliance with the Attorney General guidelines for evidence.
- E.** Procedures for Handling Specific Types of Evidence
1. Narcotics: Includes all controlled dangerous substances as defined in N.J.S.A. TITLE 24, CHAPTER 21.
    - a. Whenever testing is required a copy of the request for examination form shall be attached to the property inventory form and a second copy shall be placed in the case file.
    - b. When testing is completed a copy of the results shall be attached to the property inventory form and placed in the case file.
  2. Currency:

Includes all coins, paper money, casino chips, negotiable notes, and other mediums of exchange

    - a. Currency of an evidential value shall be secured by the Evidence Officer.
      - 1.) Turn over the currency to the Camden County Treasurer's Office within 48 hours.
      - 2.) Upload a copy of the Treasurer's receipt to RMS (Infoshare).
      - 3.) Attach the receipt from the Treasurer's Office to the property inventory form.
      - 4.) Fill out proper forms to begin procedure for forfeiture of the currency.
      - 5.) Document all currency seizures in the Camden County Prosecutor's Office Asset Forfeiture Portal.
    - b. Returning the currency to its rightful owner:
      - 1.) Any currency seized, confiscated, or surrendered and is to be returned to its rightful owner shall be returned by using a certified check or cashier's check.

- 2.) Prior to returning any money via mail the Evidence Officer shall contact the receiving body and verify the address.
- 3.) A copy of the check shall be attached to the property inventory form.

#### **IV. RESPONSIBILITY**

- A.** In order to ensure the integrity of the chain of custody the Evidence Officer shall:
1. Maintain an accurate evidence log.
  2. Maintain an evidence locker.
    - a. The evidence locker shall be subject to an inventory inspection by the Sheriff or his designee.
  3. Secure all evidence.
    - a. Identity and mark.
    - b. Tag and inventory all evidence stored in evidence locker
  4. Maintain all evidence receipts.
  5. Maintain all evidence disposal receipts.
  6. Evidence must be accounted for either by the physical evidence itself, a receipt of destruction, a receipt signifying that evidence is out of the locker for court, examination, or other valid reason.
  7. Transport all evidence to and from testing sites.
  8. Follow up on evidence submitted to lab for results.
  9. Prepare a semi-annual and yearly report (June-December) for the Undersheriff in charge of the Investigative Division.
  10. Document and destroy all evidence or contraband no longer needed for criminal prosecution using proper disposal methods.
  11. Ensure that evidence supplies, as well as narcotic test kits and blood draw kits are ordered and within expiration dates.
- B.** Destruction of Firearms:
1. It shall be the responsibility of the Evidence Officer to ensure that all firearms are disposed of properly utilizing the Attorney General Guidelines and with the approval of the Camden County Prosecutor's Office.
    - a. If a firearm is destroyed or returned to owner, the Bureau of Criminal Identification TAC Officer must be immediately notified.

## **V. FOUND PROPERTY AND SAFEKEEPING**

### **A. Found property and safekeeping guidelines**

- 1.** Found property and items kept for safekeeping that do not hold evidentiary value will be returned to owner if applicable. A certified letter will be sent to the owner with a 45-day window to contact Evidence Officer. If items are not claimed within 45 days, they will be destroyed pursuant to AG Guidelines.

## **VI. Body Worn Camera**

### **A. Body Worn Camera Classification and Dissemination**

- 1.** Ensure proper tagging of body worn cameras to include: location, case number, and category.
- 2.** Review and redact videos to be disseminated from Sheriff's Office.
  - a.** Disseminate videos to outside agencies to include CCPO and OPR requests.





Effective Date:	<b>3/16/06</b>		
Revised From:			
References			
N.J.S.A. 2A:161A-1 et seq.			

Subject:	<b>ATTORNEY GENERAL'S POLICY ON STRIP SEARCHES</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>5</b>

## **GENERAL 34.00 ATTORNEY GENERAL'S POLICY ON STRIP SEARCHES**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County and the Attorney General's Office of the State of New Jersey, the following policy is hereby adopted.

### **II. INTRODUCTION**

This policy will set forth guidelines for Strip Searches and Body Cavity Searches by Sheriff's Officers. This policy shall apply to all Sheriff's Office personnel.

### **III. MECHANICS**

It shall be the policy of the Camden County Sheriff's Office that all Strip Searches and/or Body Cavity Searches will be conducted in strict accordance with the attached Attorney General's guidelines issued February 1993, revised June 1995. No changes shall be made to this policy without the authorization of the Attorney General of the State of New Jersey and the Sheriff of Camden County.

Attorney General's Strip Search and Body Cavity Search  
Requirements and Procedures for Police Officers

N.J.S.A. 2A:161A-1 et seq.

**Definitions:**

**1. Strip Search.**

**A.** Removal or rearrangement of clothing to permit visual inspection of a person's:

1. Undergarments.
2. Buttocks.
3. Anus.
4. Genitals.
5. Breasts.

**B.** The following does not constitute a strip search:

1. Removal or rearranging of clothing reasonably required to render medical treatment or assistance, or
2. Removal of articles of outer clothing, such as coats, ties, belts or shoelaces.

**2. Body Cavity Search.**

**A.** Visual inspection or manual search of a person's :

1. Anal cavity.
2. Vaginal cavity.

**Search Requirements:**

**A.** Detention or arrest without custodial confinement.

**1. Strip Search.**

**a.** No exigent circumstances:

- 1). search warrant or consent, and
- 2). authorized by officer in charge of the stationhouse.

**b.** Exigent circumstances:

- 1). probable cause to believe that the person is concealing a weapon, contraband or evidence of crime, and
- 2). exigent circumstances prevent obtaining a search warrant or approval of officer in charge.

**A Body Cavity Search is not appropriate without custodial confinement.**

**B.** Custodial Confinement.

**1. Strip Search:**

- a. Officer in charge authorizes confinement in municipal detention facility or transfer to adult correctional facility, and
- b. Officer in charge authorizes search, and
- c. One of the following:
  - 1). search warrant, or
  - 2). consent, or
  - 3). reasonable suspicion to believe that the person is concealing a weapon, contraband or Controlled Dangerous Substances.

2. Body Cavity Search:

- a. Officer in charge authorizes confinement in municipal detention facility or transfer to adult correctional facility, and
- b. Officer in charge authorizes search, and
- c. One of the following:
  - 1). search warrant, or
  - 2). consent

C. Procedures.

1. Strip Search:

- a. Conducted by person of same sex, and
- b. Conducted in private, and
- c. Conducted under sanitary conditions, and
- d. Conducted in a professional and dignified manner, and
- e. In custodial confinement, conducted in accordance with Department of Corrections regulations.

2. Body Cavity Search.

- a. Conducted by licensed physician or registered nurse of same sex, and
- b. Conducted in private, and
- c. Conducted in a medically acceptable manner and environment, and
- d. Conducted under sanitary conditions, and
- e. Conducted in accordance with Department of Corrections regulations.

D. Reporting Requirements.

1. Officer who performs strip search or has body cavity search conducted must report the reason for this search on the record of arrest. The report must include:
  - a. A statement of facts indicating the reasonable suspicion or probable cause for the search.
  - b. A copy of the search warrant, if appropriate.
  - c. A copy of the consent form, if appropriate.

- d. The name of the officer in charge who authorized the search.
- e. The names of the persons conducting the search.
- f. An inventory of any items found during the search.

If exigent circumstances were the basis for the search, the officer who conducted the strip search must file a separate written report stating the reasons for the immediate search.

**E. Requirements and Procedures for Officer in Charge of Station House.**

- 1. The arrested person should be processed in accordance with R. 3:4-1, a summary of this court rule is attached, and, if applicable, with standard operating procedure adopted by the county prosecutor.
- 2. Where appropriate, a person arrested in accordance with R. 3:4-1 shall be released or have bail set without unnecessary delay but in no event later than 12 hours after arrest.
- 3. Unless authorized by search warrant or consent, a strip search should not be conducted if the arrested person will be released without custodial confinement or will soon be released on bail or own recognizance.
- 4. The officer in charge shall assure that a consent to a strip search or body cavity search is in writing whenever possible.
- 5. The officer in charge shall assure that all strip searches and body cavity searches are conducted in private and that these searches cannot be observed by persons not physically conducting the search.
- 6. When a body cavity search is conducted, the officer in charge shall request a sworn statement from the licensed physician or registered nurse who conducted the search stating that the body cavity search was conducted pursuant to statutory and medical requirements.
- 7. All reports pertaining to strip searches or body cavity searches are not public records. These reports shall be made available, upon request, only to the person searched, the county prosecutor, the Attorney General or the Commissioner of the Department of Corrections.

**F. Procedure for the Processing of Suspects Arrested without a Warrant**

- 1. Always consult with county prosecutor for local procedures.

**G. A Summary of New Jersey Court Rule 3:4-1:**

- 1. A person arrested without a warrant for any offense shall be taken to the police station where a complaint shall be prepared forthwith.

2. A person arrested without a warrant for one of the following criminal offenses: murder, kidnapping, aggravated manslaughter, manslaughter, robbery, aggravated sexual assault, sexual assault, aggravated criminal sexual contact, criminal sexual contact, second degree aggravated assault, aggravated arson, arson, burglary, violations of Chapter 35 of Title 2C that constitute first or second degree crimes, any crime involving the possession or use of a firearm, or conspiracies or attempts to commit such crimes, shall be taken to a police station. The police officer shall comply with the criteria of Paragraph 5 below.
3. A person arrested without a warrant for an offense not listed in Paragraph 2 above, shall be taken to the police station where the officer in charge shall:
  - a. Complete all post-arrest identification procedures required by law.
  - b. Prepare a complaint-summons (CDR-1).
  - c. Issue the complaint-summons to the person arrested, d. Release the arrested person in lieu of continued detention.
4. The officer in charge has discretion not to prepare a complaint summons if the officer determines that any of the following conditions exist:
  - a. The person has previously failed to respond to a summons;
  - b. The officer has reason to believe that the person is dangerous to himself, to others or to property;
  - c. There is one or more outstanding arrest warrants for the person;
  - d. The prosecution of the offense or offenses for which the person is arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person;
  - e. The person cannot be satisfactorily identified; or
  - f. The officer has reason to believe the person will not appear in response to a summons.
5. If the officer determines that one of the conditions in Paragraph 2 or 4 above applies, the officer shall:
  - a. Immediately prepare a complaint-warrant (CDR-2), and
  - b. Take the person arrested without unnecessary delay before the nearest available committing judge to have bail set. Bail shall be set no later than 12 hours after the arrest.
  - c. The officer shall present the matter to the appropriate judicial officer authorized to set bail who shall determine whether there is probable cause to believe that the defendant committed the offense.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>PERIMETER PATROL</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 35.00 PERIMETER PATROL**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this order is adopted to outline the duties and responsibilities of personnel assigned to perimeter patrol duties at the Criminal Justice Complex.

### **II. INTRODUCTION**

- A. It shall be policy to assign a Sheriff's Officer to perimeter patrol of the Criminal Justice Complex between 0800 and 2400 hours or as deemed necessary by the O.I.C. of the Special Service Bureau.
- B. Back-up for the Perimeter Patrol Officers shall be provided by the Bureau of Identification and/or K-9 Unit. Supervision would be provided by the OIC of the Special Service Bureau.

### **III. MECHANICS**

- A. Officers assigned to patrol shall concentrate, but not limit their patrol activity, to the entire Criminal Justice Complex, City Hall and the County Administration building.

- B.** Officers shall be alert to all activity that takes place on or around his/her post. This officer shall supervise and control all activities within the assigned area and enforce all laws, ordinances and regulations.
- C.** Officers shall complete and submit reports of crimes, motor vehicle accidents and other incidents in conformity with established procedures.
- D.** It is the responsibility of the assigned officer to conduct him/herself in a courteous and professional manner and to be in the proper uniform at all times. The uniform shall consist of the "class B" uniform, yellow golf shirt ( optional), black bike shorts (optional) for bike patrol and Class "A" when using a vehicle.
- E.** Officers shall confine basic patrol efforts to their assigned area of responsibility. If required to leave his/her assigned post for any reason, he/she shall contact his/her immediate supervisor prior to leaving. Anytime the patrol officer leaves his/her assigned area, it will be noted in the Officers Log.
- F.** Perimeter Patrol Officers shall radio Central Communications at the beginning of their tour of duty and when going off duty or out of service.
- G.** It is the patrol officer's responsibility to insure that his/her equipment is in good working order prior to his/her tour of duty.
- H.** The patrol officer shall be particularly vigilant on the 1600-2400 hour shift, especially when checking the Correctional Facility portion of the Justice Complex, paying particular attention to suspicious vehicles or persons that are in the area at unusual hours. Any unusual activity shall be noted on the officer's log.

#### **IV. RESPONSIBILITY**

- A.** The patrol officer shall maintain an accurate log of his/her activities during his/her tour of duty.
- B.** The patrol officer shall make at least (2) trips around the entire Justice Complex per hour. Any exception to routine patrol (mail run, escort etc.) will be noted in the officer's log.
- C.** The patrol officer shall assist the public in any manner consistent with his/her duties.
- D.** The primary method of transportation for this assignment shall be an officer on bicycle or on foot. The use of a motor vehicle for this assignment is prohibited without the express permission of the O.I.C. of the Special Service Bureau.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>ENHANCEMENT OF CRIME SCENE INTEGRITY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 36.00 ENHANCEMENT OF CRIME SCENE INTEGRITY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted regarding Crime Scene Integrity.

### **II. INTRODUCTION**

The purpose of this order is to establish guidelines for the Enhancement of Crime Scene Integrity as set forth in the Camden County Prosecutor's Memo # 011-98. It shall be the policy of the Camden County Sheriff's Office to submit to the Camden County Prosecutor's Office a completed Crime Scene Entry Log.

### **III. MECHANICS**

The following procedures shall be the duty and responsibility of the first officer arriving on the homicide crime scene.


- A. Crime Scene Entry log:



1. The first officer on the crime scene shall fill out a Crime Scene Entry Log. All entries are to be complete, accurate and legible.
2. The log will include the names of all officers present on the scene, their rank, their agency, their reason for entry and their time in and the time out of the area.
3. If relieved by another officer the log will be passed on to that officer until the crimescene has been declared open by the Prosecutor's Investigator or the ranking officer in charge.
4. This form shall be signed by the officer at the end of his tour of duty, reviewed, and forwarded to the Prosecutor's Office without delay.



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References	
AG Directive 2020-13: Use of Force Policy	

Subject:	<b>USE OF FORCE POLICY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>17</b>
			<b>Sheriff</b>

## **GENERAL 37.00 USE OF FORCE POLICY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County and the Attorney General of the State of New Jersey, procedures are hereby established to outline the permissible deployment in the use of force, including deadly force, the duty to mitigate excessive force, and de-escalation by law enforcement officers.

### **II. INTRODUCTION**

The provisions of this revised policy are a product of the collective efforts and judgment of the New Jersey Use of Force Advisory Committee. Throughout the deliberation process, each member of the committee worked conscientiously to reach a consensus in this area of critical importance to law enforcement officers and the citizens of this state. The New Jersey Use of Force Advisory Committee realized that the law alone could not achieve the goal of properly guiding the use of force by the police. The letter of the law needed to be supplemented with clear policy guidance designed to prepare officers to react appropriately when confronted with a use of force situation.

### **III. POLICY**

Sworn Sheriff's Officers have been granted the extraordinary authority to use force when necessary to accomplish lawful ends. That authority is grounded in the responsibility of every Sheriff's Officer to comply with the laws of the State of New Jersey, Attorney General Directives, and the provisions in this policy, regarding the use of force. Equally important, is law enforcement's obligation to prepare individual officers in the best way possible to exercise that authority.

Officers should generally not use force immediately when encountering noncompliance with verbal directions. Instead, whenever feasible, before using force, Officers should employ de-escalation techniques when feasible. Officers should consider, when feasible, an individual's mental, physical, developmental, intellectual disability, or other conditions, such as age of the suspect, that affect the person's ability to communicate or comply.

In situations where Sheriff's Officers are justified in using force, the utmost restraint should be exercised. The use of force should never be considered routine. In determining when to use force, the officer shall be guided by the core principles that the degree of force employed in any situation should be only that which is reasonably necessary. Sheriff's officers should exhaust all other reasonable means before resorting to the use of force. It is the policy of the Camden County Sheriff's Office that it's officers will use only that force which is objectively reasonable and necessary.

This policy reinforces the duty of every officer, regardless of rank, title, seniority, or status, has an affirmative duty to take steps to prevent any use of force that is illegal, excessive, or otherwise inconsistent with such policies, regulations, and laws, before a fellow officer uses excessive, illegal, or otherwise inappropriate force.

Any officer who observes or has knowledge of a use of force that is illegal, excessive, or otherwise inconsistent with this policy, must notify a supervisor as soon as possible and submit an individual written report to a supervisor before reporting off duty on the day the officer becomes aware of the misconduct. This policy sends a clear message to Sheriff's Officers that they share an obligation beyond the requirements of the law. Sheriff's Officers can serve each other and the public by simply saying or doing the right thing to prevent a fellow officer from resorting to force, illegally or inappropriately.

Deciding whether to utilize force when authorized in the conduct of official responsibilities is among the most critical decisions made by Sheriff's Officers. It is a decision, which can be irrevocable. It is a decision, which must be made quickly and under difficult, often unpredictable, and unique circumstances. Sound judgment and the appropriate exercise of discretion shall always be the foundation of a Sheriff's Officer's decision making in the broad range of possible use of force situations. It is not possible to entirely replace judgment and discretion with detailed policy provisions. Nonetheless, this policy is intended to provide the best guidance and direction possible to our officers when called upon to confront and address the most difficult of situations. Sheriff's Officers whose actions are consistent with the law and the provisions of this policy will be strongly supported by the law enforcement community in any subsequent review of their conduct regarding the use of force.

## DEFINITIONS

**Active Assailant.** A person who is using or imminently threatening the use of force, with or without a weapon, in an aggressive manner that poses a substantial risk of causing bodily injury to an officer or another person. A threatening assailant becomes an active assailant when the threat becomes imminent.

**Active Resistor.** A person who is uncooperative, fails to comply with directions from an officer, and instead actively attempts to avoid physical control. This type of resistance includes, but is not limited to, evasive movement of the arm, flailing arms, tensing arms beneath the body to avoid handcuffing, and flight.

**Bodily Injury.** Physical pain or temporary disfigurement, or any impairment of physical condition. Bodily harm and bodily injury have the same definition for the purposes of this Policy.

**Civil Disturbance.** An assembly of persons engaged in or creating an immediate threat of collective violence, destruction of property, looting, or other criminal acts. Such a gathering may also be referred to as a riot.

**Chokehold.** A technique that involves applying direct pressure to a person's trachea (windpipe) or airway (front of the neck) with the effect of reducing the intake of air. This includes a carotid restraint or any lateral neck restraint, where direct pressure is applied to the carotid artery restricting the flow of blood to the brain causing temporary loss of consciousness.

**Conducted Energy Device (CED).** A CED means any device approved by the Attorney General that is capable of firing darts/electrodes that transmit an electrical charge or current intended to temporarily disable a person.

**Constructive Authority.** Constructive authority is not considered a use of force because it does not involve physical contact with the subject. Rather, constructive authority involves the use of the officer's authority to exert control over a subject. Examples include verbal commands, gestures, warnings, and unholstering a weapon. Pointing a firearm at a subject is an example of constructive authority to be used only in appropriate circumstances.

**Cooperative Person.** A person who responds to and complies with an officer's directions.

**Critical Decision-Making Model.** The Critical Decision-Making Model is an organized way of making decisions about how an officer will act in any situation, including those that may involve potential uses of force.

**De-escalation.** De-escalation refers to the action of communicating verbally or non verbally in an attempt to reduce, stabilize, or eliminate the immediacy of a threat. De escalation may also be used to create the time needed to position additional resources to resolve the situation with the least amount of force necessary.

**Deadly Force.** Force that an officer uses with the purpose of causing, or that a reasonable officer knows creates a substantial risk of causing death or serious bodily injury. Discharging a firearm, constitutes deadly force, unless the discharge occurred during the course of a law enforcement training exercise, routine target practice at a firing range, a lawful animal hunt, or the humane killing of an injured animal. A threat to cause death or serious bodily injury by the display of a weapon or otherwise, so long as the officer's purpose is limited to creating an apprehension that deadly force will be used, if necessary, does not constitute deadly force.

**Feasible.** Reasonably capable of being accomplished or carried out, given the totality of the circumstances, in a manner that maintains the safety of the public and officers.

**Enhanced Mechanical Force.** An intermediate force option between mechanical force and deadly force, generally requiring a greater level of justification than that pertaining to physical or mechanical force, but a lower level of justification than that required for the use of deadly force. Unlike deadly force, enhanced mechanical force does not require an imminent threat of death or serious bodily injury. Examples include conducted energy devices and less-lethal devices and ammunition. Reasonably capable of being accomplished or carried out, given the totality of the circumstances, in a manner that maintains the safety of the public and officers.

**Imminent Danger.** Threatened actions or outcomes that are immediately likely to occur during an encounter absent action by the officer. The period of time involved is dependent on the circumstances and facts evident in each situation and is not the same in all situations. The threatened harm does not have to be instantaneous, for example, imminent danger may be present even if a subject is not at that instant pointing a weapon at the officer but is carrying a weapon and running for cover to gain a tactical advantage.

**Law Enforcement Executive.** The highest-ranking sworn law enforcement officer, the Sheriff. In situations where the highest-ranking officer is recused from a matter, then "law enforcement executive" refers to the next highest-ranking officer without conflict.

**Mechanical Force.** Mechanical force involves the use of a device or substance, other than a firearm, to overcome a subject's resistance to the exertion of the officer's authority. Examples include use of an asp, baton, or other object, oleoresin capsicum (OC) spray or the physical apprehension by canines.

**Passive Resistor.** A person who is non-compliant in that they fail to comply in a non movement way with verbal or other direction from an officer.

**Peaceful Demonstration.** A nonviolent assembly of persons organized primarily to engage in free speech activity. These may be scheduled events that allow for law enforcement planning or spontaneous. They include, but are not limited to, marches, protests, and other assemblies intended to attract attention.

**Physical Contact.** Physical contact involves routine or procedural contact with a subject necessary to effectively accomplish a legitimate law enforcement objective. Examples include guiding a subject into a police vehicle, holding the subject's arm while transporting, routinely handcuffing a subject, and maneuvering or securing a subject for a frisk. Physical contact alone does not constitute force.

**Physical Force.** Physical force involves contact with a subject beyond that which is generally used to effect an arrest or other law enforcement objective. Physical force is employed when necessary to overcome a subject's physical resistance to the exertion of the officer's authority, or to protect persons or property. Examples include taking a resisting subject to the ground, using wrist or arm locks, striking the subject with the hands or feet, or other similar methods of hand-to-hand confrontation, such as certain pain compliance techniques.

**Positional Asphyxiation.** Positional asphyxiation is insufficient intake of oxygen as a result of body position that interferes with the subject's ability to breathe. It can occur during the process of subduing and restraining a person by placing the person in a posture that prevents or impedes the mechanism of normal breathing. If the person cannot escape from the position, death may occur very rapidly. Restraint in the prone position presents a significant risk of asphyxia, particularly when a person is handcuffed and left in a face down position. As soon as handcuffed and restrained, the arrestee should be raised immediately to a seated or standing position that does not impede the mechanism of normal breathing.

**Proportional Force.** The minimum amount of force, of both type (e.g., physical, mechanical, enhanced mechanical, or deadly) and intensity, that is necessary to control a situation and achieve a legitimate law enforcement objective. The law permits officers to overcome unlawful force or resistance; thus, the term proportional force is not intended to mean a type and intensity of force that is exactly equal to the type and intensity of force being used by the subject. The term proportional force is intended to highlight that the level of force a law enforcement officer utilizes shall be no more than is necessary to overcome the unlawful force or resistance being confronted by the officer.

**Reasonable Belief.** A reasonable belief is an objective assessment based upon an evaluation of how a reasonable officer with comparable training and experience would react to, or draw inferences from, the facts and circumstances confronting and known by the officer at the scene. **Serious Bodily Injury.** Serious bodily injury means bodily injury which creates a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ. Serious bodily injury and serious bodily harm have the same definition the purposes of this Policy.

**Serious Bodily Injury.** Serious bodily injury means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ. Serious bodily injury and serious bodily harm have the same definition for the purposes of this Policy.

**Sheriff's Officer.** Any person who is employed as a sworn member of the Camden County Office of the Sheriff who are statutorily empowered to act for the detection, investigation, arrest, conviction, detention, or rehabilitation of persons violating the criminal laws of this State.

**Strategic Redeployment.** Repositioning by an officer to increase space and time to react to a subject. It includes gaining time to de-escalate by withdrawing from the immediate vicinity of the subject if doing so will not create a threat to the safety of the public or the officer in doing so.

**Tactical Communication.** Verbal communication techniques that are designed to avoid or minimize the use of force. Such techniques include giving clear, simple instructions or directions, using active listening techniques to engage the suspect, and explaining the consequences of failure to comply with directions or instructions, including that force may be used.

**Tactical Positioning.** Making advantageous uses of position, distance, and cover to reduce the risk of injury to an officer and avoid or reduce the need to use force.

**Tactical Team.** A group of officers who are specially selected, trained, and equipped to handle high-risk incidents, including, but not limited to, those involving snipers, barricaded persons, warrant services, apprehensions, act of terrorism, and other situations and activities as deemed necessary by command leadership

**Threatening Assailant.** A person who is threatening the use of force against an officer or another person, with or without a weapon, in an aggressive manner that may cause bodily injury. Examples may include a person armed with a weapon who fails to disarm, and an unarmed person who advances on an officer or any other person in a threatening manner thereby reducing the officer's time to react, putting the officer in reasonable fear of a physical attack.

**Time as a Tactic.** A method to avoid forcing an immediate resolution to a situation if it can be safely done, including establishing a zone of safety around a person that creates an opportunity for an assessment and action, when feasible, thereby decreasing the need to resort to force.

## IV. AUTHORIZATION AND LIMITATIONS

### A. Force as a Last Resort and Duty to De-Escalate.

Force shall only be used as a last resort when necessary to accomplish lawful objectives that cannot reasonably be achieved through verbal commands, critical decision making, tactical deployment or de-escalation techniques. Force shall never be used as a retaliatory or punitive measure.

1. **Authority to use force.** Officers are granted the unique authority to use force for lawful purposes, including, but not limited to, the following:
  - a. Effectuating a lawful arrest or detention
  - b. Carrying out a lawful search
  - c. Overcoming resistance directed at the officer or others
  - d. Preventing physical harm to the officer or to another person (including intervening in a suicide or other attempt of self-inflicted injury)
  - e. Protecting the officer or a third party from unlawful force; or
  - f. Preventing property damage or loss.
2. **Prohibitions on certain force.** Officers may not use or threaten to use force for any following reasons:
  - a. To punish a person or to retaliate against them for past conduct
  - b. As a lesson to prevent a person from resisting or fleeing in the future; or

- c. To resolve a situation more quickly, unless delay would risk the safety of the person involved, officers, or other
3. **Force as a last resort.** Officers shall exhaust all other reasonable means to gain compliance before resorting to force, if feasible. Thus, if a safe alternative would achieve law enforcement's objective, force shall not be used. Officers shall, therefore, use verbal commands, critical decision making, tactical deployment and de-escalation techniques to gain voluntary compliance, when feasible. Importantly, officers shall never engage in unnecessary, overly aggressive, or otherwise improper actions that create a situation where force becomes necessary.
4. **Critical decision making.** Critical decision-making and tactical deployment techniques include tactical communication and tactical positioning, such as strategic redeployment and time as a tactic. Critical decision-making and tactics require officers to do the following:
  - a. Begin critical assessment and planning prior to arriving at the scene
  - b. Collect available information
  - c. Assess situations, threats, and risks
  - d. Identify options for conflict resolution
  - e. Determine the best course of action; and
  - f. Act, review, and re-assess the situation as it evolves.
5. **De-escalation.** De-escalation is the action of communicating verbally or non-verbally in an attempt to reduce, stabilize, or eliminate the immediacy of a threat. De-escalation may also be used to create the time needed to allow the situation to resolve itself or to position additional resources to resolve the situation with the least amount of force necessary. Officers should employ de-escalation techniques when feasible, which include, but are not limited to, the following:
  - a. Communication techniques to calm an agitated subject (e.g., regulating tone and pitch, such as speaking slowly in a calm voice)
  - b. Techniques to promote rational decision making, such as ensuring that only one officer addresses the person, and the other officers remain detached as safety permits as to not escalate the situation; and splitting up individuals at the scene who may be arguing
  - c. Active listening techniques, such as sharing the officer's name, asking the subject their name, and exhibiting a genuine willingness to listen
  - d. slowing down the pace of the incident by taking deep breaths, slowing speech, and/or applying strategic or critical thinking
  - e. Using calming gestures and facial expressions (e.g., arms extended with palms out and avoid angry expressions)
  - f. Practicing procedural-justice techniques, such as explaining the officer's actions and responding to questions
  - g. Verbal persuasion and advisements (e.g., explaining, without threats, how the person would benefit from cooperation, and the subject's rights or what the officer wants the subject to do); and
  - h. Avoiding the unnecessary display of weapons, including firearms, Conducted Energy Devices (CEDs), batons, or OC Spray.
6. **Warning and opportunity to comply.** Officers should generally not use force immediately when encountering noncompliance with verbal directions. Instead, whenever feasible, before using force, officers shall:



- a. Provide clear instructions and warnings
- b. Attempt to determine whether the person has a special need, mental condition, physical limitation, developmental disability, or language barrier
- c. State the consequences of refusing to comply with a mandatory directive, including that force will be used unless the person complies; and
- d. Give the suspect a reasonable opportunity to comply.

**7. Dealing with persons in a behavioral or mental health crisis or other factors affecting compliance.** Officers should consider an individual's mental, physical, developmental, intellectual disability, or other conditions, such as age of the suspect, that affect the person's ability to communicate or comply.

This includes, when feasible, considering the following factors related to the individual: Behavioral or mental health crisis, drug interaction, medical condition, mental impairment, physical limitation, developmental disability, including autism spectrum disorder, cognitive impairment or intellectual disability, hearing loss or impairment, communication disorder, including speech impairment, language barrier, visual impairment, age, or other factors beyond the individual's control.

a. Whenever an officer determines that one of the above listed factors exists and is influencing the person's failure to comply with an officer's command, when feasible, the officer shall consider whether specific techniques or resources would help resolve the situation without the need to utilize force. Techniques for responding include, but are not limited to, the following:

- 1) Obtaining information about the person from available sources including family members, caregivers or others who know the individual
- 2) Decreasing exposure to the potential threat by moving to a safer position. This may involve creating distance, seeking cover, tactical repositioning, concealment, and/or placing barriers between an uncooperative person and the officer
- 3) Slowing down the pace of the incident by the officer slowing their speech, taking deep breaths, and/or applying strategic and critical thinking
- 4) Keeping the non-compliant person confined to a limited area and calling for a supervisor, back-up officers, and specially trained resources to assist in resolving the incident. These specially trained resources may include Crisis Intervention Team trained officers, behavioral or mental health care providers, negotiators, qualified bilingual officers, or officers equipped with less-lethal devices
- 5) Using time as a de-escalation strategy, thereby creating an opportunity to calm the non-compliant person
- 6) Using simplified speech and shorter verbal directions or instructions
- 7) Eliminating or reducing sensory distractions (bright flashing lights, sirens, or other loud noises); and
- 8) Any reasonable strategy that lessens the emotional anger, frustration, combativeness of a subject or others who may be present may be appropriate.

b. Importantly, officers should not default to attempting to resolve the incident immediately if slowing down the pace is viable and can be accomplished without creating an immediate threat to the public or placing officers in unreasonable danger.

## **B. Use of Force**

Officers should employ de-escalation techniques when feasible, before resorting to the use of force. Officers should consider an individual's mental, physical, developmental, intellectual disability, or other conditions, such as age of the suspect, that affect the person's ability to communicate or comply. Force shall only be used as a last resort when necessary to accomplish lawful objectives that cannot reasonably be achieved through verbal commands, critical decision making, tactical deployment or de-escalation techniques. Force shall never be used as a retaliatory or punitive measure.

**1.** Officers are granted the unique authority to use force for lawful purposes, including, but not limited to, the following:

- a.** Effectuating a lawful arrest or detention
- b.** Carrying out a lawful search
- c.** Overcoming resistance directed at the officer or others
- d.** Preventing physical harm to the officer or to another person (including intervening in a suicide or other attempt of self-inflicted injury)
- e.** Protecting the officer or a third party from unlawful force; or
- f.** Preventing property damage or loss.

**2.** Officers may not use or threaten to use force for any following reasons:

- a.** To punish a person or to retaliate against them for past conduct
- b.** As a lesson to prevent a person from resisting or fleeing in the future; or
- c.** To resolve a situation more quickly, unless delay would risk the safety of the person involved, officers, or others, or would significantly interfere with other legitimate law enforcement objectives.

**3. Limitations on use of force.** In situations where officers are justified in using force, officers shall use only that degree of force that is reasonable, necessary, and proportional considering the totality of the circumstances, including the subject's mental and physical condition, the nature of the offense, and most importantly the level of resistance or threat known to the officer at the time.

**4. Considerations when using force.** The decision to use force and the appropriate amount of force requires careful attention to the facts and circumstances of each incident. The officer must, as time permits and is feasible, consider the following non-exhaustive list of factors when determining whether and how much force to apply:

- a.** Immediacy and severity of the threat to officers or the public
- b.** The conduct of the individual being confronted, as reasonably perceived by the officer at the time
- c.** Characteristics of the officer and subject (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects)
- d.** The effects of drugs or alcohol
- e.** The individual's mental state or capacity
- f.** The proximity of weapons or dangerous improvised devices

- g. The degree to which the subject has been effectively restrained and their ability to resist despite being restrained
- h. The availability of other options and possible effectiveness
- i. The seriousness of the suspected offense or reason for contact with the individual. For example, in dealing with minor offenses, such as motor vehicle or and local ordinance violations practicing procedural-justice techniques, such as explaining the officer's actions and responding to questions before resorting to force, is particularly important
- j. The officer's training and experience; and
- k. The potential for injury to officers, suspects, and the public

It is important to note that law enforcement encounters are never static and rapidly evolve. Thus, officers must continuously assess the effectiveness, proportionality, and necessity of their actions, including their tactical positioning, in order to decrease the likelihood of force being needed for self-protection. Officers may increase the time available to evaluate the threat by positioning an object between themselves and the subject, being aware of their surroundings, and waiting for backup, when it is available.

**5. Level of Resistance.** The level of resistance that an officer encounters is a key factor in determining the appropriate amount of force that may be used in response. Although it is not possible to determine in advance what the appropriate level of force is for every encounter, one factor that is consistent is the amount of resistance the officer is facing at the time. The less resistance an officer faces, the less force the officer should use. Consistent with training, the following general rules apply in determining the appropriate level of force:

- a. **Cooperative Person.** When dealing with a cooperative person, officers may rely on police presence and/or verbal control techniques but **should not use force.**
- b. **Passive Resistor.** When dealing with a passive resistor, officers may rely on police presence, verbal control techniques, holding techniques, lifting/carrying, wrist locks and other manual pain compliance techniques. **Greater force, such as strikes, punches, CEDs, or less lethal devices shall not be used.**
- c. **Active Resistor.** When dealing with an active resistor, in addition to the options available for passive resisters, officers may use physical strikes with hands or feet, OC spray, batons or asps applied with non-impact pressure, and taking the person to the ground. Intentional strikes to the head or face, which are only allowed in an act of self-defense, are not permitted when dealing with an active resistor. **Police canines shall not be utilized against an active resistor.**
- d. **Threatening Assailant.** In general, when dealing with a threatening assailant, officers may use all types of force options other than deadly force. This includes striking with batons or asps, less lethal ammunition, and CEDs. Although a range of force options is generally available, the officer shall only use force that is proportional to the threat faced. Any strikes to the head or neck with a baton or asp are considered **deadly force and can only be used when deadly force is allowed.**
- e. **Active Assailant.** In general, when dealing with an active assailant, officers have all force options available, though **deadly force shall only be used as a last resort.**

An individual's status evolves from a resistor to an assailant when they use force, threaten to use force, or otherwise act in an aggressive manner that increases the likelihood that they may cause physical injury to an officer or to another person. However, flight from an officer does not, on its own, qualify a person as an assailant. When dealing with an individual who poses a threat to the officer, the individual could be considered either a

threatening assailant or an active assailant. To determine the individual's status for appropriate officer response, the officer must assess whether the threat poses an imminent danger. If the threat is imminent, then that individual is considered an active assailant and all use of force options are available with deadly force being an absolute last resort.

### **C. Less-lethal Use of Force**

Less-lethal devices and ammunition are forms of Enhanced Mechanical Force which may be utilized against a Threatening Assailant or an Active Assailant, but only within the parameters outlined in this Policy and in the Attorney General's Directive. Authorized less-lethal devices and ammunition shall not be utilized against a passive resistor or an active resistor. Officers shall always strive to use only that degree of force that is objectively reasonable, necessary, and proportional considering the totality of the circumstances

**1.** An officer authorized to use a less-lethal device pursuant to this Policy may fire, discharge the device during an actual operation only against:

- a.** An active assailant
- b.** A threatening assailant who will not voluntarily submit to custody after having been given a reasonable opportunity to do so considering the exigency of the situation
- c.** The immediacy of the need to employ law enforcement force
- d.** A person who is attempting to cause death or serious bodily injury to themselves
- e.** A fleeing suspect, if clear and convincing evidence exists to believe the suspect has committed a crime in which the suspect caused or attempted to cause death or serious bodily injury

**2.** Officers shall reevaluate the situation and reassess the need to use force before any second or subsequent firing or discharge or utilization of the device against the same person. Any second or subsequent firing or discharge of the device must be necessary and justified by the circumstances at that moment.

**3. Positional asphyxiation.** Officers must recognize the heightened risk of positional asphyxiation and compression asphyxiation during restraint and be alert to any actions that must be immediately taken to avoid or minimize the risk of asphyxiation. Positional asphyxia can occur when a person is restrained, handcuffed or left unattended in any position that impedes their ability to breathe normally, particularly in a prone position. If the person cannot escape from the position, death may occur very rapidly. Thus, in the course of using force officers shall be alert to the following heightened risk factors for positional asphyxiation:

- a.** Alcohol or drug intoxication
- b.** Possible mental health episode or incident
- c.** A substantially overweight individual
- d.** Possible suffering of respiratory muscle fatigue (exhaustion)
- e.** Possible airway obstruction; and
- f.** Unconsciousness.

Officers shall take the following actions to reduce the risk of positional asphyxiation:

- a. As soon as handcuffed and restrained, a person should be immediately rolled to the side and taken to an upright position that does not impede the mechanism of normal breathing. This requirement is especially important when the subject is handcuffed face down in the prone position
- b. Care should be taken not to put sustained pressure on the neck or back, as breathing can be restricted even if the person is placed in the recovery position. This includes sitting, kneeling, or standing on a person's chest, back, or neck for a prolonged period of time;
- c. Officers shall continuously monitor the person's condition while being restrained, as death can occur suddenly and develop beyond the point of viable resuscitation within seconds
- d. Whenever possible during team restraint, a "Safety Officer," with the responsibility to monitor the health and welfare of the person during restraint, should be designated
- e. The arrested person must not be transported in the prone position; and
- f. The arrested person should be monitored prior to, during, and at the conclusion of the transport

Officers shall continually monitor the condition of the subject(s) in their custody for the following warning signs of positional asphyxiation:

- a. Verbal complaints of being unable to breathe properly, although be aware that a person suffering breathing difficulties may not be able to complain about their crisis
- b. Visual signs that the subject is struggling or exhibiting increased effort to breathe
- c. Gurgling/gasping sounds with foam or mucus coming from the nose or mouth
- d. Display of a heightened level of aggression during restraint, which may be a physiological response to fighting for air, such that any increased resistance during restraint of a person should be regarded with caution
- e. Sudden behavioral changes, such as going from being violent and noisy to passive, quiet, and tranquil, or alternatively, suddenly becoming more aggressive
- f. Blue discoloration of facial skin (cyanosis)
- g. Swelling, redness or blood spots to the face or neck; and
- h. Any loss or a reduced level of consciousness.

#### **D. Exhibiting a Firearm**

Special requirements must be met before an officer may display a firearm. Unholstering or pointing a firearm are tactics that should be used with great caution. The presence of an officer's firearm, under the right circumstances, can discourage resistance and ensure officer safety in potentially dangerous situations without the need to resort to force. At the same time, however, unnecessarily, or prematurely drawing a firearm could limit an officer's options in controlling a situation, could create greater anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm.

1. **Pointing a firearm.** Consistent with training, officers may point a firearm at a person only when circumstances create a reasonable belief that it may be necessary for the officer to use deadly force. When the officer no longer reasonably believes that deadly force may be necessary, the officer shall, as soon as practicable, secure or holster the firearm.

2. **Reporting** the pointing of a firearm. Pointing a firearm, though **not a use of force**, constitutes a seizure that **must be reported as a Show of Force** on the Attorney General's Use of Force Reporting Portal

## **E. Use of Deadly Force**

**Deadly Force** is force that an officer uses with the purpose of causing, or that a reasonable officer knows creates a substantial risk of causing, death, or serious bodily injury. Discharging a firearm constitutes deadly force., unless the discharge occurred during the course of a law enforcement training exercise, routine target practice at a firing range, a lawful animal hunt or the humane killing of an injured animal.

Deadly force shall only be used as an absolute last resort and in strict compliance with this Policy. Other actions by officers that create a substantial risk of death or serious bodily injury must be avoided or employed only under the strictest of conditions.

1. A Sheriff's Officer may only use deadly force when the officer reasonably believes such action is immediately necessary to protect the officer or another person from imminent danger of death or serious bodily harm.

Deadly force also includes the following potentially lethal actions:

- g. Applying a chokehold, carotid artery restraint, or similar technique that involves pressure on the neck
- h. Sitting, kneeling, or standing on a person's chest, back, or neck for a prolonged period of time
- i. Intentionally driving a vehicle at or in the direction of a person with the intent to strike the individual; and
- j. Using a baton or other weapon to intentionally strike an individual in the head or neck area.

## **F. Requirements to use deadly force**

Strict requirements must be met before an officer may use deadly force. There are, however, occasions when deadly force is necessary to protect the public and officers. An officer may use deadly force only when the officer reasonably believes that such action is immediately necessary to protect the officer or another person from imminent danger of death or serious bodily injury. Officers must adhere to the following:

1. When feasible, officers shall attempt to de-escalate situations, issue verbal warnings, or use non-lethal force with the goal of resolving encounters without using deadly force
2. Officers shall not use deadly force if a reasonably available alternative will avert or eliminate an imminent danger of death or serious bodily injury and achieve the law enforcement purpose safely
3. When feasible, prior to using deadly force the officer shall identify themselves as a Sheriff's Officer and give a clear verbal warning to the suspect that the officer will use deadly force; and
4. Officers shall not use deadly force when the use of deadly force creates a substantial risk of injury to innocent persons.

## **G. Deadly force to apprehend a fleeing suspect**

An officer may only use deadly force to apprehend a fleeing suspect in the rare case when

the suspect's escape would create an imminent danger of death or serious bodily injury to the officer or a member of the public if the suspect is not immediately apprehended.

## **H. Prohibited use of deadly force**

There are specific circumstances in which the use of deadly force is prohibited. In general, officers may not discharge their weapons or use other deadly force in the following manner:

1. To signal for help
2. To issue a warning shot
3. To prevent property damage or loss
4. To prevent the destruction of evidence. For example, under no circumstances shall an officer use a chokehold, or any lesser contact with the neck area, in order to prevent the destruction of evidence by ingestion; or
5. Against a person who poses a threat only to themselves and not others.

## **I. Deadly force against individuals in a moving vehicle**

Strict additional requirements must be met before an officer may use deadly force against a driver or passenger of a moving vehicle. Moving vehicles create tremendous risk to officers engaged in enforcement operations, particularly officers attempting to arrest fleeing suspects. Officers must abide by the following:

1. During such operations, officers shall never intentionally position themselves in the path of a moving vehicle or a vehicle that is likely to move
2. Officers shall make every effort to move out of the path of a vehicle in order to maintain their safety
3. Officers shall not grab onto moving vehicles or the drivers or occupants of moving vehicles. If a vehicle begins to move while an officer is engaged with the driver or an occupant, the officer shall, if feasible, disengage from the contact with the driver or occupant to avoid being dragged, carried, or struck by the moving vehicle; and
4. While any firearm discharge entails some risk, discharging a firearm at a moving vehicle entails an even greater risk to innocent persons and passengers because of the risk that the fleeing suspect may lose control of the vehicle. Due to this greater risk, and considering that firearms are not generally effective in bringing moving vehicles to a rapid halt, an officer shall not fire at the driver or occupant of a moving vehicle, unless no other means are available at the time to avert or eliminate the danger and one of the following circumstances exists:
  - a. When there is imminent danger of death or serious bodily injury to the officer or another person, created by a person in the vehicle using means other than the vehicle, such as when shots are being fired from the vehicle; or
  - b. When the suspect is driving their vehicle toward persons other than the officer in a manner creating an imminent threat of death or serious bodily injury, such as in a terrorist attack; or
  - c. When the officer is being dragged or carried by the vehicle, cannot disengage from the vehicle, and is in imminent danger of death or serious bodily injury.

## **J. Shooting from a moving vehicle**

Strict additional requirements must be met before an officer may shoot from a moving vehicle. Every discharge of a firearm by an officer creates risk to the public and to other responding officers. Firearm(s) discharges from moving vehicles by law enforcement officers have proven to be inaccurate and ineffective, generally creating unacceptable levels of risk. Due to these risks, Sheriff's Officers shall not discharge a firearm from a moving vehicle except in the following extraordinarily rare circumstance:

1. When the suspect is driving a vehicle toward persons other than the officer in a manner creating an imminent threat of death or serious bodily injury, such as in a terrorist attack; and
2. No other means are available at that time to avert or eliminate the danger.

## **K. Limitations on Vehicle pursuits**

Vehicular pursuits present officers with difficult decisions that involve balancing the duty to enforce the law and apprehend violators with the risks created by pursuing motor vehicles, often being operated at high speeds by irresponsible drivers in densely populated areas. The decision to pursue a motor vehicle must be objectively justifiable after giving due consideration to a number of factors. Although impossible to create a policy that addresses every potential scenario, officers and supervisors shall conduct vehicular pursuits only within the parameters outlined in **General Order 31.00 – Vehicle Pursuit Policy**. Due to the risks to both officers and the public, supervisors are expected to exercise an enhanced level of control over vehicular pursuits.

## **L. Duty to render Medical Assistance**

After any use of force, and when the environment is safe, officers shall promptly render medical assistance to any injured person consistent with the officer's training and shall promptly request emergency medical assistance for that person, if needed or requested. Officers also have a duty to monitor individuals for potential medical intervention after any officer uses force.

## **V. DUTY TO INTERVENE AND REPORT**

Every officer, regardless of rank, title, seniority, or status, has an affirmative duty to take steps to prevent any use of force that is illegal, excessive, or otherwise inconsistent with such policies, regulations, and laws, if possible, before a fellow officer uses excessive, illegal, or otherwise inappropriate force. Every officer has a duty to immediately report any improper use of force.

### **A. Duty to Intervene**

A Sheriff's Officer's duty to intervene is rooted in the commitment to always protect public safety. Interventions that prevent improper use of force will lead to fewer citizen complaints, fewer officer disciplinary matters, higher morale, and a healthier working environment. Preventing misconduct preserves the integrity of all officers and the Sheriff's Office as a whole. Intervening to prevent improper use of force can assist fellow officers by preventing them from engaging in conduct that may be illegal, inappropriate, and in violation of this Policy.

Thus, all officers who observe another officer about to use force that is illegal, excessive, or otherwise, inconsistent with this Policy must, if feasible, do whatever they can to interrupt the flow of events before the fellow officer engages in an improper use of force. Officers can serve each other



and the public by simply saying or doing the right thing to prevent a fellow officer from resorting to force illegally or inappropriately.

Officers shall use signaling, verbal intervention, or physical intervention, if necessary, to stop any improper use of force. It is important to note that the duty to intervene does not stop at one officer. It is the responsibility of all officers to ensure use-of-force compliance. If officers observe a situation where another officer is attempting to intervene in an improper use of force, officers shall assist in that effort.

#### **B. Duty to report illegal and inappropriate uses of force by other officers.**

Any officer who observes or has knowledge of a use of force that is illegal, excessive, or otherwise inconsistent with this policy or the Attorney General's Directive 2020-13 must notify a supervisor as soon as possible and submit an individual written report to a supervisor before reporting off duty on the day the officer becomes aware of the misconduct.

The Sheriff's Office, supervisors, and officers are prohibited from retaliating in any form against an officer who intercedes in or reports illegal or inappropriate uses of force.

Reporting procedures must comply with Internal Affairs Policy & Procedures. See AG Directive 2020-7.

### **VI. USE OF FORCE REPORTING**

In all instances when force is used, or a vehicle pursuit is initiated, each officer who has employed such force shall complete

#### **A. Use of Force Reports**

1. A Use of Force, Show of Force, Vehicle Pursuit form, using the Use of Force Portal (Benchmark), within 24 hours of the incident.
2. Notification of the incident with a brief description of the facts will be forwarded to the Internal Affairs Office immediately.

#### **B. Report Review**

Every use of force must undergo the following procedures for a meaningful command level review

1. The meaningful command level review of the incident shall be undertaken by at least two levels of supervisors.
2. The review shall include an examination of all available sources of information about the incident, including any video of the incident, reports, officer or other witness statements, medical records, and records of injuries
3. After the review is completed, supervisory and/or training officers should examine and analyze the use of force incident, including any body-worn or other video evidence, with the officer as a training tool.

## VII. NOTIFICATION

### A. Immediate Notifications

1. Notification of fatal and serious bodily injury law enforcement incidents shall be made in accordance with AG Directive 2019-4. As soon as any member of the Sheriff's Office learns of a law enforcement incident as defined below, the Sheriff's Office shall immediately notify the Camden County Prosecutor's Office, who shall in turn immediately notify the Attorney General's Office of Public Integrity and Accountability (OPIA) Director or their designee.

#### a. Law enforcement incidents are defined as:

1. any use of force by an officer resulting in death;
2. any use of force by an officer resulting in serious bodily injury;
3. any use of deadly force (including the discharge of a firearm as defined in Section 4.1) by an officer, regardless of whether such force resulted in injury;
4. the death of any civilian during an encounter with an officer; and
5. the death of any civilian while in the custody of law enforcement.

2. All sworn personnel shall immediately notify their immediate supervisor when the use of physical, mechanical, or deadly force results in **death to any person**. If the supervisor is not available, the notification shall be made to the supervisor in the Bureau of Criminal Identification who will notify the Administration. Proper notifications will be made to the Camden County Prosecutor's Office through Central Communications.

3. All sworn personnel shall immediately notify their supervisor when the discharge of a firearm by a Sheriff's officer whether on or off duty which results in **any degree of injury to anyone**. If the supervisor is not available, the notification shall be made to the supervisor in the Bureau of Criminal Identification who will notify the Administration. Proper notification will be made to the Camden County Prosecutor's Office through Central Communications.

4. All sworn personnel shall notify the Internal Affairs Office when the use of force, other than firearms results in **serious bodily injury to any person**. The Internal Affairs Office will notify the Camden County Prosecutor's Office.


5. All sworn personnel shall immediately notify the Internal Affairs Office when an accidental or intentional discharge of a firearm by a law enforcement officer, whether on or off duty occurs **resulting in no injury to any person**. This excludes firing range activity. The Internal Affairs Office will notify the Administration and Camden County Prosecutor's Office within 24 hours or the start of the next business day.

6. In cases resulting in injury or death the following procedures must be followed:

- a. The fired weapon or weapons shall immediately be seized by the Internal Affairs Office for receipt of the investigating agency.
- b. The involved officer(s) shall not discuss the incident with anyone other than assigned members of the investigative staff from the Internal Affairs Office, Camden County Prosecutor's Office, or other assigned agency.



Effective Date:	<b>5/10/22</b>
Revised From:	<b>04/15/06</b>
References	

Subject:	<b>REQUESTING CJIS INFORMATION</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>4</b>
			<b>SHERIFF</b>

## **GENERAL 38.00 REQUESTING CJIS INFORMATION**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County and the New Jersey State Police the following guidelines have been established for requesting information from the Criminal Justice Information System (CJIS).

### **II. INTRODUCTION**

The CJIS is provided by the NJSP. It is an invaluable tool to the Office of the Sheriff, and it is essential that we take all precautions to protect this privilege. This document is designed to inform personnel of the civil and criminal liability they may incur when improperly requesting CJIS information. Outlining proper requesting procedures will significantly reduce the possibility that the requester, terminal operator, and the Office of the Sheriff could incur civil or criminal liabilities.

### **III. MECHANICS**

All members of the Camden County Sheriff's Office must be cognizant of the potential for criminal or civil liability inherent when requesting or disseminating information obtained via CJIS. Security and proper management of this information shall provide safeguards against the infringement of individual constitutional rights and civil litigation.

#### **A. Requests for Criminal Information**

To protect the CTO (CJIS Terminal Operator) from civil or criminal liability as a result of misuse of the CJIS by requesters, it is strongly encouraged that all requesters submit their requests in writing. However, it is understood that not all situations will permit the use of a written request. (Example motor vehicle stop, pursuit, and investigation where immediate information is required).

1. All requests for criminal information are limited to criminal justice purposes. Criminal justice purposes include, but are not limited to the following:
  - a. Detection.
  - b. Apprehension.
  - c. Pre-trial release.
  - d. Post trial release.
  - e. Prosecution.
  - f. Adjudication.
  - g. Correctional supervision or rehabilitation.
  - h. Criminal identification.
2. Written requests for criminal information submitted must include the reason for request.
  - a. Incomplete or improperly completed request shall be denied and returned to the requester with an explanation why the request was refused.
3. Telephonic or radio requests shall include a case number or a valid reason for request whenever possible.

**B. Refusals**

Any request for criminal information may be refused by a CTO if he/she determines that the request is not for a “criminal justice purpose.” Refusals shall be documented, and notification forwarded to the Terminal Agency Coordinator for review.

**C. Dissemination**

NJCJIS data is confidential and intended for use by authorized criminal justice agencies for criminal justice purposes. This information must be protected to ensure legal and efficient dissemination and use. All CJIS documents shall be destroyed by the recipient via shredding immediately after they have fulfilled their intended use.

## **IV. Responsibility**

### **A. Supervisors**

Supervisors shall enforce the above policy and will submit a written report whenever a violation occurs to the Internal Affairs Office and Undersheriff(s).

### **B. TAC Officers**

- 1.** Pursuant to an FBI NCIC mandate, the CTA has established a comprehensive program to biannually audit every terminal agency to ensure compliance with state and federal policies and procedures. Failure to comply with established standards shall result in implementation of the NJCJIS Noncompliance Sanction Plan.
- 2.** Audits will focus on the approved standing operating procedures associated with the NJCJIS and review the following:
  - a.** NCIC record validations.
  - b.** NCIC hit confirmation procedures.
  - c.** General policy statements.
  - d.** Security of terminal devices.
  - e.** Training of terminal agency personnel.
  - f.** Local/regional interface dispatch centers.
  - g.** MDT applications.
  - h.** NJCCH requirements.
  - i.** NCIC III requirements.
- 3.** In addition to the audits conducted by the CTA audit staff, the CTA will be audited by the FBI NCIC audit staff biennially. The purpose of the audit is to ensure CTA compliance with NCIC policies/procedures. A substantial part of the FBI audit shall consist of a local agency review of randomly selected NJCJIS Terminal agencies.
- 4.** TAC Officers shall be responsible for training and dissemination of information related to the NJCJIS and NCIC. TAC officers shall conduct regular audits of information request and will forward violations to the Internal Affairs Bureau.

### **C. CJIS Terminal Operators**

- 1.** Terminal operators must ensure that all requests for criminal information are for criminal justice purposes only. No CJIS information will be provided to unauthorized users, this includes warrant checks for civilians.
- 2.** Operators have a responsibility to question requesters as to the nature of the request.

3. Before disseminating NJCJIS information, an operator must ensure that the person/agency is authorized to receive such data. All CJIS information releases will be signed for and logged.
- 4 Operators shall immediately forward any potential violation to a Terminal Agency Coordinator.

**D. Internal Affairs Office**

The investigation authority for security violations shall be the Camden County Sheriff's Internal Affairs Office in conjunction with TAC for the Camden County Sheriff's Office, the New Jersey State Police, and/or the FBI. All agencies with access to the NJCJIS shall permit an inspection team, appointed by the CTA, to conduct appropriate inquiries into any allegations of security violations. For NCIC and III data security violations, permission will be extended to include an inspection team appointed by the FBI Criminal Justice Information Services Division, Advisory Policy Board. The inspection team will include at least one representative from the FBI NCIC. Results of the investigation shall be reported to the CTA and, if applicable, to the Advisory Policy Board with appropriate recommendations.

**E. Personnel**

All personnel shall be responsible for familiarization and compliance with the above guidelines.



Effective Date:	<b>3/16/06</b>		
Revised From:			
References			

Subject:	<b>DAILY ACTIVITY LOGS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 39.00 DAILY ACTIVITY LOGS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County the following guidelines have been established for daily activity logs.

### **II. INTRODUCTION**

In an effort to establish interdepartmental uniformity, the Office of the Sheriff has adopted a universal daily log. This log was developed by combining input from all Bureaus and Units within the Office of the Sheriff to create a universal daily log that can be used by all personnel.

### **III. MECHANICS**

All members of the Camden County Sheriff's Office that are required to submit a daily log will use the Daily Activity Log to document their actions during their tour of duty.

#### **A. TOP SECTION:**

This section includes basic information fields documenting officers, assignment date, working hours and vehicle.

1. Vehicle repairs.

All needed vehicle repairs and/or missing equipment shall be noted in this section. If additional space is required a CCSO Administrative Report can be attached.

## **B. ACTIVITIES:**

The starting and completion time shall be inserted in the appropriate fields, a description of the activity and related information should be placed in the two lines provided.

1. If additional space is needed the next two lines may be used to provide four lines of information. Note, whenever four or more lines of information are included, the times should be inserted in the upper left and the lower right as follows:

0805		
	0842	

## **C. UNIT/BUREAU SPECIFIC INFORMATION**

The last section includes fields for a particular Unit or Bureau and provides statistical data unique to that section. The Unit or Bureau Commander shall direct data entry for these fields.

# **IV. RESPONSIBILITY**

## **A. SUPERVISORS**

1. Supervisors shall be responsible for instructing subordinates how to properly complete Daily Activity Logs.
2. Supervisors shall review and sign all Daily Activity Logs and forward logs through the chain of command.

## **B. CENTRAL RECORDS**

1. Central Records shall be responsible for maintaining an accurate filing system for quick retrieval when requested.





Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>DRUG TESTING FOR APPLICANTS, TRAINEES &amp; SWORN LAW ENFORCEMENT OFFICERS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>14</b>

**GENERAL 40.00 DRUG TESTING FOR APPLICANTS, TRAINEES & SWORN LAW ENFORCEMENT OFFICERS**

**I. AUTHORITY AND PURPOSE**

This policy is established by the authority vested in the Office of the Sheriff and in accordance with the Attorney General’s Law Enforcement Drug Testing Policy. The purpose of this policy is to ensure that the citizens of Camden County are provided service by sworn personnel whose integrity and competence are beyond question; to ensure that the safety of our employees is not undermined by illicit drug use within their ranks and to maintain a zero tolerance regarding illegal drug use by sworn personnel.

**II. INTRODUCTION**

This policy applies to:

1. Applicants for a position as a law enforcement officer who, if appointed, will be responsible for the enforcement of the criminal laws of this State and will be authorized to carry a firearm under N.J.S.A. 2C:39-6.
2. Law Enforcement Officer Trainees subject to the Police Training Act while they attend a mandatory basic training course.

3. All Law Enforcement Officers responsible for the enforcement of the criminal laws of this state who come under the jurisdiction of Police Training Act and are authorized to carry a firearm under N.J.S.A. 2C:39-6.

### III. TYPES OF DRUG TESTING

- A. Applicants may be required to submit a urine specimen at any time prior to appointment.
- B. Law Enforcement Trainees:
  1. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training shall comply with rules and regulations established by the Police Training Commission.
  2. Individual trainees may also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the County Prosecutor, the Sheriff (or his designee), or the Academy Director.
- C. **Sworn Law Enforcement Officers:**
  1. Urine specimens shall be ordered from a sworn law enforcement officer when there exists reasonable suspicion to believe that the officer is illegally using drugs. Urine specimens shall not be ordered from an officer without the approval of the County Prosecutor, or Sheriff (or his designee).
  2. Urine specimens will be ordered from sworn law enforcement officers who have been randomly selected to submit to a drug test. Random selection shall be defined as a method of selection in which each and every sworn member of the law enforcement agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.
  3. Urine specimens may be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination. However, the collection and analysis of these specimens are not governed by this policy.

## **IV. NOTIFICATION OF DRUG TESTING PROCEDURES**

### **A. Applicants:**

1. Applicants shall be notified that the pre-employment process will include drug testing. The notification will also indicate that a negative result is a condition of employment and that a positive result will:
  - a. Result in the applicant being dropped from consideration for employment.
  - b. Cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police.
  - c. Preclude the applicant from being considered for future law enforcement employment for a period of two years. In addition, the notification shall indicate that if the applicant is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for illegal drug use, the officer's employing agency will be notified of the test results and the officer shall be terminated from employment and permanently barred from future law enforcement employment in New Jersey.

### **B. Trainees:**

1. All newly appointed law enforcement officers shall be informed that drug testing is mandatory during basic training. Newly appointed officers shall also be informed that a negative result is a condition of employment and that a positive result will effect:
  - a. The officer's termination from employment
  - b. Inclusion of the officer's name in the central drug registry maintained by the Division of State Police
  - c. The officer being permanently barred from future law enforcement employment in New Jersey.
2. Newly appointed officers shall be further informed that the refusal to submit to a drug test shall result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey.

### **C. Sworn Law Enforcement Officers – Reasonable Suspicion Testing:**

1. Individual law enforcement officers shall be ordered to submit to a drug test when there is a reasonable suspicion to believe that the officer is illegally using drugs.
2. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, a written report should be prepared which documents the basis for the reasonable suspicion. The report shall be reviewed by the County Prosecutor or the Sheriff (or his designee) before a reasonable suspicion test may be ordered. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.
3. A negative result is a condition of employment as a sworn officer and a positive result shall effect:
  - a. The officer's termination from employment
  - b. Inclusion of the officer's name in the central drug registry maintained by the Division of State Police.
  - c. The officer being permanently barred from future law enforcement employment in New Jersey.
4. Officers who refuse to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so are subject to the same penalties as those officers who test positive for the illegal use of drugs.

**D. Law Enforcement Officers – Random Drug Testing:**

1. A random drug testing program for sworn law enforcement officers is hereby implemented. The selection process will be carried out by the Internal Affairs Bureau.
2. All sworn members of this agency are eligible for random drug testing, regardless of rank or assignment.
3. Twenty percent (20%) of all eligible members will be selected each time random testing occurs.
4. Random selection shall be made by a computer program obtained specifically to ensure random sampling.
5. The selection process shall be documented to include the date of selection, selection method, witnesses present at the time of selection and the selection results.
6. The President or Vice President of the collective bargaining unit(s) shall be invited to witness the selection process.
7. Any member of this agency who discloses the identity of an officer selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to discipline.

8. Officers who refuse to submit to a drug test when randomly selected are subject to the same penalties as those officers who test positive for the illegal use of drugs.
9. Officers off duty, on vacation, injured, on medical or personal leave, who have been randomly selected shall be tested on the first day they return to duty.

## **V. SPECIMEN ACQUISITION PROCEDURE**

### **A. Preliminary Acquisition Procedures:**

1. The Sheriff shall designate a member of his staff to serve as monitor of the specimen acquisition process. The monitor shall always be the same sex as the individual being tested. In the event there is no member of the same sex available from the office, the office may request that a member of the same sex from another law enforcement agency serve as monitor of the process.
2. The monitor of the specimen acquisition process will be responsible for:
  - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
  - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen. The monitor will accompany the officer into the designated lavatory and shall remain there until the specimen is provided and the bottle is handed to the monitor. In the absence of circumstances that indicate an attempt to adulterate or otherwise compromise the integrity of the specimen, the monitor shall not directly observe the officer filling the specimen bottle. If there is reason to believe that the subject officer will adulterate or otherwise compromise the integrity of the test process, the Sheriff may direct the monitor to directly observe the officer filling the specimen bottle. The information that forms the basis of the belief shall be provided in a written report no less than 72 hours after the Sheriff authorizes direct observation.
  - c. Complying with the chain of custody procedures established for the collection of urine specimens and their subsequent submissions to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.
3. Prior to the submission of a specimen, an applicant for a law enforcement position shall execute a form consenting to a collection and analysis of

their urine for illegal drugs ([Attachment A](#)). The form shall also advise the applicant that a negative result is a condition of employment and that positive will:

- a. Result in the applicant being dropped from consideration for employment.
  - b. Cause the applicant's name to be reported to the Central Drug Registry maintained by the Division of State Police.
  - c. Preclude the applicant from being considered for future law enforcement employment for a period of two years. Applicants shall not complete a medical questionnaire ([Attachment B](#)) prior to the submission of a specimen unless they have already received a conditional offer of employment. However, applicants who have not received a conditional offer of employment can be required to complete a medical questionnaire, following the submission of their specimen to the State Toxicology Laboratory for analysis, and the Sheriff's Office receives a report indicating that the specimen tested positive for a controlled substance.
4. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form ([Attachment C](#)) advising the trainee that a negative result is a condition of employment and that a positive result will:
- a. Result in the trainee being dismissed from basic training.
  - b. Cause the trainee to be dismissed from employment as a law enforcement officer by his, or her appointing authority.
  - c. Cause the trainee's name to be reported to the Central Drug Registry maintained by the Division of State Police.
  - d. Cause the trainee to be permanently barred from future law enforcement employment in New Jersey. The form shall also advise trainees that the refusal to participate in the test process carries the same penalties as testing positive. Trainees shall also complete a medical questionnaire ([Attachment B](#)) which clearly describes all medication, both prescription and over the counter (non-prescription) that were ingested in the past 30 days.
5. Prior to submission of urine specimen, sworn law enforcement officers shall complete a medical questionnaire ([Attachment A](#)) which clearly

describes all medications, both prescription and over the counter (non-prescription), that were ingested in the past 30 days.

## **B. SPECIMEN COLLECTION**

1. Throughout the test process, the identity of individual applicants, trainees and sworn officers shall remain confidential. Individual specimens shall be identified throughout the process by the use of social security numbers. At no time shall an individual's name appear on any form or specimen container sent to the State Toxicology Laboratory.
2. Specimens will be collected utilizing equipment and supplies approved by the State Toxicology Laboratory. Under no circumstances may a specimen be collected and submitted for analysis in a specimen container that has not been approved by the State Toxicology Laboratory.
3. Urine specimens will be acquisitioned and processed in accordance with procedures established by the State Toxicology Laboratory.
  - a. After the monitor has inspected the appropriate forms for accuracy, the applicant, trainee or sworn officer shall void into the specimen collection container.
  - b. After a specimen has been produced, the individual shall seal the specimen container and deliver it to the monitor.
  - c. Once the monitor is satisfied that the required documentation is accurate and he/she has inspected the specimen container to determine that a specimen has been produced, the monitor shall take possession of the specimen and ensure that it is delivered to the State Toxicology Laboratory for analysis.
4. Individuals will void without the direct observation of the monitor unless there is a reason to believe that the individual will adulterate the specimen or otherwise compromise the integrity of the test process. Under these circumstances, the production of a specimen may be directly observed by the monitor. The Sheriff's Office must document the facts underlying their belief that an individual may adulterate a specimen or compromise the integrity of the test process.
5. Individuals that initially are unable to produce a urine specimen may remain under the supervision of the test monitor until the

monitor is satisfied that the individual cannot produce a specimen. While the individual is under supervision, the monitor may allow the individual to drink fluids in an attempt to induce the production of a specimen. If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

6. Trainees and sworn law enforcement officers shall have the option to provide the monitor with a second urine specimen at the same time the first specimen is collected.
  - a. The second specimen shall be collected in the same fashion as the first specimen. The monitor shall take possession of the second specimen and place it in a secured refrigerated storage area.
  - b. The Sheriff's Office shall maintain possession of the second specimen for a period of 60 days or until the agency receives notification from the State Toxicology Laboratory that the first specimen tested negative for the presence of controlled substance.
  - c. The second specimen shall be released by the Sheriff's Office under the following circumstances:
    - 1). the Sheriff's Office is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance.
    - 2). the Sheriff's Office is informed by the individual whose specimen tested positive that the individual wishes to have the specimen independently tested.
    - 3). the officer must designate a laboratory that is licensed as a clinical laboratory by the New Jersey Office of Health under the New Jersey Clinical Laboratory Improvement Act to conduct the independent test.
    - 4). a representative of the licensed clinical laboratory designated by the individual takes possession of the second specimen in accordance with accepted chain of custody procedures within 60 days of the date the specimen was produced.

## **VI. SUBMISSION OF SPECIMENS FOR ANALYSIS**

- A. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for the analysis of the Sheriff's Office



drug tests. Law enforcement agencies are not permitted to use any other facility or laboratory for purposes of analyzing urine specimens.

- B.** Urine specimens should be submitted to the State Toxicology Laboratory within one working day of their collection. In the event a specimen cannot be submitted to the Laboratory within one working day of its collection, the law enforcement agency shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
1. Submission of specimen to the State Toxicology Laboratory may be accomplished by personnel from the Camden County Office of the Sheriff or commercial courier.
  2. Should the Sheriff's Office choose to have specimen delivered to the State Toxicology Laboratory by courier, the following procedural safeguards must be taken:
    - a. All submissions must be by 'next day delivery.'
    - b. In addition to the sealed container, all submissions must be packaged in a manner that includes two additional seals to provide for the integrity of the specimen.
    - c. The State Toxicology Laboratory must reject specimen that it has reason to believe have been subject to tampering.

## **VII. ANALYSIS OF SPECIMENS**

- A.** The State Toxicology Laboratory will utilize the following test procedures to analyze urine specimens for the Camden County Office of the Sheriff.
1. All specimens will be subject to an initial test utilizing fluorescence polarization immunoassay analysis.
  2. Those specimens that test positive for a controlled substance following the fluorescence polarization immunoassay shall be subject to a gas chromatography/mass spectrophotometer analysis to confirm the presence of the controlled substance.
  3. In the event a specimen is confirmed to be positive for a controlled substance following the gas chromatography/mass spectrophotometer, a medical review officer at the laboratory shall compare the test results with the medical questionnaire submitted with the specimen to determine whether any substance listed on the questionnaire would explain the test result. The medical review officer may direct the Sheriff's Office to obtain further information from the individual being tested concerning the medications listed on the questionnaire. In the event the

questionnaire does not explain the test result, the medical review officer shall issue a report indicating that specimen tested positive.

4. The State Toxicology Laboratory shall analyze each specimen for the following substances and their metabolites:
  - a. Amphetamine/methamphetamine.
  - b. Barbiturates.
  - c. Benzodiazepine.
  - d. Cannabinoids.
  - e. Cocaine.
  - f. Methadone.
  - g. Phencyclidine.
  - h. Opiates
  
5. The analysis of each specimen shall be done in accordance with procedures adopted by the State Toxicology Laboratory. These procedures shall include but not be limited to security of the test specimens, chain of custody, metabolite cut-off levels and the issuance of test reports.

## VIII. DRUG TEST RESULTS

- A. The State Toxicology Laboratory shall notify the Sheriff's Office of any positive test results from the specimens submitted for analysis. All reports of positive test results shall be in writing and sent to the agency within 15 working days of the submission. The State Toxicology Laboratory will, *upon request*, provide the Sheriff's Office with written documentation that one or more specimens submitted for analysis tested negative.
  
- B. The State Toxicology Laboratory shall not report a specimen as having tested Positive for a controlled substance until the specimen has undergone a confirmatory test and the medical review officer has reviewed the results of the test with the medical questionnaire pertinent to that specimen.
  
- C. The Sheriff's Office shall notify the applicant, trainee or sworn officer of the results of a positive test result as soon as practical after receipt of the report from the State Toxicology Laboratory. *Upon request*, the individual may receive a copy of the laboratory report.

- D.** Under no circumstances may the Sheriff's Office or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be retested.

## **IX. CONSEQUENCES OF A POSITIVE TEST RESULT**

- A.** When an applicant tests positive for illegal drug use:

- 1.** The applicant shall be immediately removed from consideration for employment by the agency.
- 2.** The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the Sheriff's Office.
- 3.** The applicant shall be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years.
- 4.** Where the applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer shall be notified of the positive test result. Under these circumstances, the officer's current employer is required to dismiss the officer from employment and also report his or her name to the Central Drug Registry maintained by the Division of State Police.

- B.** When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:

- 1.** The trainee shall be immediately dismissed from basic training and suspended from employment by his or her appointing authority.
- 2.** The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority.
- 3.** The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police by his or her employer.
- 4.** The trainee shall be permanently barred from future law enforcement employment in New Jersey.

- C. When a sworn law enforcement officer tests positive for illegal drug use:
1. The officer shall be immediately suspended from all duties.
  2. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action.
  3. The officer shall be reported to Central Drug Registry maintained by the Division of State Police by the Sheriff's Office.
  4. The officer shall be permanently barred from future law enforcement in New Jersey.

**X. CONSEQUENCES OF A REFUSAL TO SUBMIT TO A DRUG TEST**

- A. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for a period of two years. In addition, the appointing authority shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- B. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- C. Sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon finding that the officer did in fact refuse to submit a sample, the officer shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall

forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

## **XI. RECORD KEEPING**

- A.** The Sheriff's Office Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.
  
- B.** The Sheriff's Office drug testing records shall include but not be limited to:
  - 1. For all drugtesting:
    - a.** The identity of those ordered to submit urine samples.
    - b.** The reason for that order.
    - c.** The date the urine was collected.
    - d.** The monitor of the collection process.
    - e.** The chain of custody of the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory.
    - f.** The results of the drug testing.
    - g.** Copies of notifications to the subject.
    - h.** Any positive result or refusal, appropriate documentation of disciplinary action.
  
  - 2. For random drug testing, the records will also include the following information:
    - a.** Description of the process used to randomly select officers for drug testing.
    - b.** The date selection was made.
    - c.** A copy of the document listing the identities of those selected for drug testing.
      - a.** A list of those who were actually tested.
      - b.** The date(s) those officers were tested.
  
- C.** Drug testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to the New Jersey Internal Affairs Policy and Procedures.

## **XII. CENTRAL DRUG REGISTRY**

- A.** Every law enforcement agency shall notify the Central Drug Registry maintained by the Division of State Police of the identity of applicants, trainees and sworn law enforcement officers who test positive for the illegal use of drugs or refuses an order to submit a urine sample.
1. Notifications to the Central Drug Registry shall include the following information as to each individual:
    - a. Name and address of the submitting agency.
    - b. Name of the individual who tested positive.
    - c. Last known address of the individual.
    - d. Date of birth.
    - e. Social Security number.
    - f. SBI number (if applicable).
    - g. Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample.
    - h. Date of dismissal from the agency.
    - i. Whether the individual was an applicant, trainee or sworn law enforcement officer.

**B. NOTIFICATIONS TO THE CENTRAL REGISTRY SHALL BE SENT TO:**

Records and Identification Section Division of State Police  
P.O. Box 7068 West Trenton,  
New Jersey 08628.

- C.** Information contained in the central registry may be released by the Division of State Police only under the following circumstances:
1. In response to an inquiry from a law enforcement agency as part of the background investigation process for prospective or newly appointed personnel.
  2. In response to a court order

**SEE [APPENDIX 40](#) FOR ALL FORMS PERTAINING TO THIS GENERAL ORDER**



Effective Date:	<b>04/11/06</b>
Revised From:	
References	

Subject:	<b>EMERGENCY MOBILIZATION PLAN</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>4</b>

**GENERAL 42.00 EMERGENCY MOBILIZATION PLAN**

**I. AUTHORITY**

By the authority vested in the office of the Sheriff of Camden County, this policy is to establish a procedure within the Camden County Sheriff’s Office for the recall and mobilization of off duty personnel in the event of a declared emergency.

**II. INTRODUCTION**

**The Camden County plan for civil disorder, phase III countywide assistance stage, calls for county enforcement agencies to provide assistance when requested. The responsibilities of the Sheriff’s Office are as outlined in Section #3, page 15 to 18 of this plan.**

**III. MECHANICS**

A. Initial Notification:

Camden County Central Communications shall notify the Shift Commander on-duty at the Bureau of Criminal Identification, when implementation of Phase III is requested by local law enforcement agencies.

B. The Shift Commander shall promptly notify the Mobilization Coordinator(s); the Undersheriff, who will then notify the Sheriff. The Undersheriffs shall initiate a recall of personnel in conformance with their respective areas of authority and responsibility.

#### **IV. RESPONSIBILITIES**

A. Notification of Personnel:

The Sheriff or his designee shall direct Mobilization Coordinators to initiate a recall of personnel in conformance with predetermined areas of responsibility.

1. Areas of Responsibility:

When an emergency has been declared, upon notification by the Mobilization Coordinators, command officers/supervisors shall initiate the recall of personnel in their respective command(s). Personnel recalled will report to the primary staging areas or other areas assigned and assume responsibilities as outlined within our established procedure.

a). UNIFORM DIVISION:

- 1). Transportation Bureau.
- 2). Hall of Justice/Courtroom Security.
- 3). K-9 Unit.
- 4). Specialized Unit; Hazardous Device Technicians (Bomb Squad).

b). INVESTIGATION DIVISION:

- 1). Special Investigation Bureau
- 2). Bureau of Criminal Investigation
- 3). Narcotics Task Force (If any)

c). ADMINISTRATIVE/CIVIL DIVISION:

- 1). Civil Process Section
- 2). Missing Persons Units
- 3). Bureau of Special Services
- 4). Personnel/Payroll



- 5). Armor/Training
- 6). Internal Affairs
- 7). Specialized Unit; Sheriff's Emergency Response Team (S.E.R.T.).

## **V. LOCATION OF STAGING AREAS**

1. The Coordinator(s) shall be responsible for establishing staging areas and a command post.
2. Primary and secondary locations have been pre-assigned.
3. Staging Areas:
  - a). Primary Location - Transportation Bureau, Cherry Hill, New Jersey.
  - b). Secondary Location: - City Hall, Camden, New Jersey.

## **VI. SUPERVISING AUTHORITY**

- A. The Chain of Command, as established by this department, shall be followed during emergency situations.
- B. The person in charge, at the time the emergency occurs, shall remain in charge until someone higher in the Chain of Command relieves him/her.
- C. The Sheriff or designated Undersheriff shall serve as the Chief Coordinator during emergency situations.
- D. Individual Commander and Division Supervisors shall be responsible for carrying out their assigned duties and informing the Chief Coordinator of their progress and/or problem areas.

## **VII. GENERAL RESPONSIBILITIES**

- A. It shall be the responsibility of each Superior Officer to maintain an updated list of telephone numbers and addresses of their subordinates.


- B. All Superior Officers shall designate another officer as an alternate in the event he/she is not available, i.e. vacation, etc.
  
- C. A complete telephone listing of all supervisors, alternates and officers shall be maintained by division/unit commanders and will be available for review.

## **VIII. UNIT RESPONSIBILITIES**

- A. Undersheriff Commanding – Court Security Bureau, Transportation Bureau:
  - 1. Court Security.
  - 2. Transportation of prisoners to the Camden County Correctional Facility or temporary detention facilities.
  
- B. Undersheriff Commanding – Sheriff's Emergency Response Team for tactical operation, K-9 Unit, Technical Services Unit (Bomb Squad) and Special Services Bureau for supplying of vehicles, equipment and supplies as directed by the Sheriff.
  
- C. Undersheriff Commanding – Special Investigations Bureau, Criminal Bureau of Investigation, Perimeter Patrol Unit.
  - 1. Processing arrestees.
  - 2. Crime scene processing.



Effective Date:	<b>7/14/22</b>
Revised From:	<b>04/15/06</b>
References	
<b>COURT RULE #6:7-1</b>	
“	“ #6:7-2

Subject:	<b>CIVIL WARRANTS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
			<b>Sheriff</b>

## **GENERAL 43.00 CIVIL WARRANTS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County procedures are hereby established for the arrest of defendants on a civil warrant issued from the Superior Court of New Jersey pursuant to Rule 6:7-1 and 6:7-2.

### **II. INTRODUCTION**

This order will outline the policy that shall be utilized with regard to the disposition of arrested individuals as well as the warrant itself.

### **III. MECHANICS**

- A.** The officer shall understand how to bring an individual arrested to the Court.
- B.** The officer shall respond to the issuer of the request for warrant (plaintiff's attorney) by calling the lawyer and bringing all parties before the Judge of the Superior Court.
- C.** The disposition of the warrant will conclude with the judge signing the warrant satisfied after the hearing, releasing defendant upon the judge hearing the case.
- D.** The officer remains with the defendant until the judge releases the parties involved.

## IV. SERVICE OF CIVIL ARREST WARRANTS

- A. 2A:10-8: Any court may issue a warrant for the arrest of any person subject to punishment for a contempt pursuant to the provisions of Chapter 10 of Title 2A of the N.J. Statutes, directed to any officer or person authorized by law to serve process, who shall be empowered to serve such warrant in ANY county of this state and to produce the person subject to punishment for contempt as herein provided before the judge of such court issuing said warrant.
- B. Each received warrant shall have several elements cited within the actual warrant, regarding times of day for execution of warrant, place, or places of execution allowable by authority of the issuance of said warrant, regarding place of abode, place of employment or ANY location, as long as it is clearly stated in the arrest warrant signed by a Judge of the Superior Court.
- C. Each warrant shall be accompanied by a letter of instruction that should, but not necessarily will, include data concerning the target of arrest (Date of Birth, Social Security Number, Height, Weight, Race, Last Known Address, Home, or Business) D.L. #, Tag #, vehicle description, etc.
- D. In order to assist in subsequent investigations, all inquiries, conversations, or contacts with the attorney's office must be documented. Every warrant will have a need for investigative skills and techniques. These are qualities that an officer must apply in apprehending the subjects of arrest. Conversations, contacts, or inquiries to the attorney's office that has requested the court's issuance of the warrant must be documented whenever the officer has questions concerning the target of arrest or subject matter contained in the warrant or letter of instruction that is not clear.
- E. The officer shall consult his/her supervisor before apprehending the target of arrest.
- F. There are clearly two (2) ways of handling subjects of arrest. Each warrant could include the "Warrant" or "Warrant for Arrest for Enforcing Litigants Rights."
  - 1. The first is a warrant that will clearly state "Contempt of Court." This warrant can only be satisfied by bringing the arrestee to court where the attorney will be required to state his case before the judge.
  - 2. The second way is to have the arrestee fill out an "individual informational subpoena", then sign and date the form. Before

releasing arrestee, contact the attorney and have lawyer and arrestee confirm over the phone. Upon lawyer approval, release arrestee, return the warrant marked “satisfied” and mail the informational subpoena to attorney, effectively canceling the warrant.

## **V. RESPONSIBILITIES**

- A.** The officer must remember to safeguard defendants’ civil rights during an arrest but remain cognizant of the officer’s safety.
- B.** It will be the responsibility of the officer to remain neutral in matters before the court.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>LABOR DISPUTES/STRIKE FORCE</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>5</b>

**GENERAL 44.00 LABOR DISPUTES/STRIKE FORCE**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established for labor disputes.

**II. INTRODUCTION**

This order shall outline the policy that will be utilized when responding, implementing and conducting a court directed function with regard to labor disputes.

**III. MECHANICS**

A. The Civil Process Personnel of the Camden County Sheriff’s Office shall be expected to know how to perform the court order injunction regarding labor disputes including:

1. Initial response.

2. Control tactics for labor disputes.
3. Emergency recall.
4. Laws to be enforced.

**B. Procedure**

**1. Initial Response**

The Civil Process supervisor will be in charge of the initial response. It shall be his/her responsibility to notify other divisions that they may be called on for manpower. Additionally, it is his/her responsibility to ensure manpower and supervisory personnel for 24-hour coverage if necessary.

- a. **Civil Orders:** When a civil order is received from the Superior Court, it shall be directed to the supervisor of the Civil Process Unit. The Civil Process Supervisor shall review said order with staff counsel, when possible, prior to implementation.
- b. **Personnel:** Sheriff's Officers assigned to a strike detail shall be drawn primarily from the Transportation Bureau and supplemented by officers from the Identification Bureau, Hall of Justice, Civil Division and volunteer personnel as needed.
- c. **Meeting with labor and Management Representatives:**
  - 1). One of the supervisor's first acts at the scene is to read the court order to any representatives of the defendant(s) named in the order.
  - 2). He/she should arrange a meeting with representatives of management and labor to discuss the provisions that both parties are expected to follow. He/she should emphasize that he/she is in a neutral position but that the strike must be conducted lawfully.
  - 3). He/she must also make it clear that any unlawful acts, i.e. damaging property, interfering with lawful business, or provoking incident by either side will not be tolerated.
- d. **Maintaining Impersonal Attitude:** The supervisor/officer in charge should instruct subordinates assigned to strike duty that they must not allow themselves to become personally involved in strike issues. They

must avoid over-reacting when they are subjected to taunts, insults and derision.

- e. Avoid Fraternalization: Fraternalization with the strikers, management, or any other act that might be interpreted as partiality must be avoided.

## 2. Control Tactics for Labor Disputes

- a. Pickets: Picket lines deployed to unlawfully block entrances and exits to businesses being struck must be broken by coordinated action of law enforcement personnel. Supervisors may utilize the following control tactics.

- 1). The pickets should be clearly warned prior to taking action to break a line.
- 2). Basic squad formations such as the skirmish line, wedge and diagonal, are flexible and can be modified to meet an existing situation.
- 3). Requests should be made initially to allow vehicles and employees to pass.
- 4). When passage is refused, the Supervisor/O.I.C. should direct his officers to affect an opening in the line using a squad formation.
- 5). Once an opening has been secured, pickets should be permitted to assume their line of march.
- 6). To remain impartial, officers should allow traffic to pass through an opening in a picket line on their own, rather than directing by usual hand signals.
- 7). Officers should face the pickets when a line must be broken to allow passage of vehicles or persons. Do not turn your back on the pickets.

## 3. Strike Scene Arrests: Force sufficient to accomplish indicated arrests should be reasonable at all times. Officers should not hesitate when violations justifying arrests occur.

- a. Blocking exits to keep a person inside a building against their will may constitute appropriate action to open such passageway or arrest of offenders might be justified.
- b. Should the pickets passively resist by lying on the ground and going limp, such action would constitute resistance to arrest and would justify their removal.



- c. Minor incidents would be best handled by meeting with the representative of the offending party(s). Specific violations of a court order will be handled by documenting the action fully on departmental reports including as much information as possible including actors involved. This will then be reported to the Superior Court Judge issuing the court order, who will then issue any Contempt of Court arrest warrants. However, arrests for destruction of property or any other violations of the Criminal Justice Code should be made as in other cases.

4. Transportation of Arrests.

- a. Under normal circumstances, arrested persons should be transported to the local police department for processing.
- b. Should mass arrest be required, the Sheriff's Office's bus should be utilized.

5. Detention for Processing

- a. In the event that the local police cannot accommodate the number of persons arrested, a temporary detention center shall be established.
- b. The Hall of Justice tunnel and lower level cells could be utilized for that purpose. A temporary processing center would be established and used to handle detention and related paperwork.
- c. After processing arrested persons, those charged on a warrant will be remanded to the Camden County Department of Corrections.

C. Emergency Recall of Personnel

Should it become necessary to recall or mobilize off-duty personnel, the shift commander shall promptly notify the Mobilization Coordinate as outlined in Supervisor's Directive #92-1.


## IV. RESPONSIBILITIES

- A. Personnel assigned to the Labor Dispute will be responsible for enforcing the court injunction and to enforce 2C Laws of the N.J.S.A.

- B.** Each officer that is assigned a stationary position will remain until relieved by another officer.
- C.** All officers shall remain impartial with no fraternization with either side of the dispute.
- D.** All officers shall respond to Superior Officers commands when and if the situation becomes volatile, i.e. skirmish lines, wedge, diagonal formations to suppress, open or quelling a violation of the court order.
- E.** Supervisors:
  - 1.** The supervisor from the Civil Process Unit will meet with labor dispute managers and read the court injunction and hand out copies of said order.
  - 2.** The supervisor will answer questions labor may have about the injunction.
  - 3.** Supervisors shall maintain control at all times of the situation by stationing enough officers at the strike site, if needed.



Effective Date:	<b>07/15/22</b>
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References	

Subject:	<b>SERVICE OF CIVIL SUMMONS &amp; COMPLAINTS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>6</b>
		<b>Sheriff</b>	

**GENERAL 45.00 SERVICES OF SUMMONS & COMPLAINTS**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are adopted to establish guidelines for the serving of summons and complaints, orders, and subpoenas.

**II. INTRODUCTION**

This order shall outline the policy that will be utilized when executing services for summons and complaints, orders, and subpoenas.

**III. MECHANICS**

- A.** The purpose of this order is to ensure the prompt service of Civil Summons' and Complaints.
- B.** Personnel shall become aware of how and why certain court documents are being served to defendants or plaintiffs regarding a matter documented in Superior Court. The officer shall be directed to perform some type of investigation

with each summons and complaint by asking questions of the defendant, plaintiff's attorney, or other sources in attempting to complete the service. The officer shall also become proficient in filling out an Affidavit of Service in accordance with Court Rule 4:4-1.

- C.** The officer is to read the attorney's cover letter. It may contain special instructions regarding service to the defendant. All summons and complaints shall not be held any longer than thirty (30) days.
- D.** You shall make a minimum of five (5) attempts to serve the defendant. Leave a yellow doorknocker card with the appropriate information on it to instruct the defendant or occupant to contact the office.
  - 1.** The time of service shall be at the discretion of the officer and the following guidelines carried out:
    - a.** Three (3) attempts shall be made Monday through Friday between the hours of 0730 to 1700 hours and one attempt after 1700 hours.
    - b.** At least one of your attempts shall be made on a Saturday or Sunday.
    - c.** When serving papers on holidays, use your own judgment. The Rules of the Court state that a person/business can be served seven (7) days a week, three hundred and sixty-five (365) days a year.
  - 2.** After your fifth (5) attempt and you are still unsuccessful, you shall record the dates and times of your attempts on the Civil Process Service Logs. The summons and complaint will then be turned in as a non-service and complete return. All attempted dates and times are to be written clearly on the affidavit of service.
  - 3.** The following types of services shall take precedence and must be served as soon as possible due to time constraints on these services:
    - a.** Deadline Dated Papers.
    - b.** Foreclosure Sale Notices (Postings).
    - c.** Bank Levies.
    - d.** Third Party Levies (monies due, rents due, and owing)
    - e.** TRO's.
    - f.** Subpoenas.
    - g.** Orders of the Court.
    - h.** Labor Disputes (injunctions)
  - 4.** No abbreviation shall be acceptable.
    - a.** Summons and Complaints shall be in print only.
    - b.** It is very important that the officer, when serving a summons and complaint, get a physical description of the person being served and

any remarks that the defendant may make to the officer while the service is made.

5. Do not serve papers on a landlord, neighbors of defendant nor other tenants that may reside on other floors of a multi-dwelling complex where defendant may reside. Person accepting service must be a member of the defendant's household.
6. Should the officer encounter a hostile service that he/she is serving, and he/she verifies that they are the defendant or a member of the household of the defendant, and have visible contact, leave papers securely in the door. Indicate HOSTILE SERVICE in "COMMENT" section and complete the "DESCRIPTION" section of the Affidavit of Service (A.O.S.).
7. When serving a member of the household, get first name as well as last name of person accepting service. In absence of first name or first and last name, the Rules of the Court require a description. Complete the "DESCRIPTION" section of the A.O.S.
8. Obtain first name of defendant, if not provided by attorney.  
For example: Should the officer be directed to serve two (2) defendants; namely,
  - a. RALPH JONES
  - b. MRS. RALPH JONESGet first name of Mrs. Jones. If unable, fill in "DESCRIPTION" section of A.O.S.
  - c. JOHN DOE
  - d. JANE DOE
9. Should defendant(s) have a fictitious name, go to address directed and obtain legal name of defendant(s). If unable and person you are speaking to refuses to give name, indicate HOSTILE SERVICE in "COMMENT" section and complete "DESCRIPTION" section A.O.S.
10. Do not serve papers by leaving in the mailbox, in doorway, screen window, etc. This is not a legal service.  
  
If you establish a defendant has moved to another address, complete the A.O.S. as "UNSERVED" by stating:  
  
IT HAS BEEN REPORTED BY < insert person revealing information >  
THAT DEFENDANT < insert information revealed to you. >.
11. Record all dates and times of attempted service on A.O.S. When you are satisfied that the defendant is evading service or you are returning the paper as "UNSERVED," on the A.O.S. indicate the reason why A.O.S.

is being returned.

- 12.** Print name on all copies of the A.O.S. with your name and badge number.

NOTE: If you are serving out of state papers, the A.O.S. requires a notary, which will be handled by the civilian section.

- a.** “Signature” on the A.O.S. must be the identical to the one you printed on the form. Initial of your first name is not acceptable.
  - b.** Bank - “Business DEFENDANT.” at the Business Address.
    - 1).** Serve: “An Officer” (President; Vice President; Treasurer or Secretary, Managing Agent, Branch Manager), indicate first and last name of person accepting service and their specific title.
- 13.** When serving an “Individual Defendant” at his/her residence, personally or to a member of the household (anyone of the age of fourteen (14) years or over residing with the defendant), the officer must indicate first and last name of person accepting service and their relationship to the defendant.
- 14.** When serving an “INDIVIDUAL DEFENDANT.” at his/her place of employment/business personally, do not serve a co-employee or defendant’s supervisor.
- 15.** “BUSINESS DEFENDANT.” at the residence of an officer or Managing Agent:
- a.** Serve: An “Officer” or “Managing Agent”.  
Indicate “at residence of <name of Officer/Agent>, <title>”.  
Indicate first and last name of person accepting service or if none of the titles apply, indicate first and last name of person accepting service and their title in the business.
  - b.** Serve: “Member of Household” of the Officer/Managing Agent fourteen (14) years or over residing with the Officer/Managing Agent.  
Indicate “at residence of <name of Officer/Agent>, <title>”.  
Indicate first and last name of person accepting service; their relationship to the Officer/Managing Agent; the first and last name of the Officer/Managing Agent; title designation. Include competent member of household.
- 16.** “BUSINESS DEFENDANT” operating the business out of his/her residence: (Address for service is residence of an Officer as well as the address of the business.)
- a.** Serve: An “Officer” or “Managing Agent”
  - b.** Indicate first and last name of person accepting service, or if none of

the titles apply, indicate first and last name of person accepting service and their title in the business.

- c. Serve: “Member of Household” of the Officer/Managing Agent fourteen (14) years or over residing with the Officer/Managing Agent. Indicate first and last name of person accepting service; their relationship to the Officer/Managing Agent; the first and last name of the Officer/Managing Agent and title designation.

17. “BUSINESS DEFENDANT.” at the Business Address:

- a. Serve: “Person in Charge” of business. Indicate first and last name of person accepting service or if none of the titles apply, indicate first and last name of person accepting service and their title in the business.

18. “BUSINESS DEFENDANT.” By serving a Registered Agent (RA) at Office of RA:

- a. Serve: “RA” Personally. Indicated “at office of Registered Agent, <name of RA>” Registered Agent and indicate first and last name of the RA.
- b. Serve: “Person in Charge of Office of RA”. Indicate “at office of Registered Agent, <name of RA>.” Person in Charge at the Registered Office of the Corporation and indicate first and last name of person accepting service.

19. “BUSINESS DEFENDANT.” by serving a Registered Agent (RA) at the residence of the RA:

- a. Serve: “Personally on RA”. Indicate ‘at residence of Registered Agent, <name of RA>.’ Registered Agent and indicate first and last name of RA.
- b. Serve: “Member of Household” of RA. (Anyone fourteen (14) years of age or over residing with the RA). Indicate “at residence of Registered Agent, <name of RA>, person in charge at the Registered Office of the Corporation and indicate first and last name of person accepting service, as well as their relationship to the RA and the first and last name of the RA. It is important to state that the person accepting service is a competent member of the household of RA over the age of fourteen (14) years residing with RA.

20. Do not “cross out” on the A.O.S. under any circumstances. If a mistake is made, obtain a new A.O.S. and complete new A.O.S.

21. Keep appropriate cover letter with appropriate A.O.S. and other accompanying papers.

22. When serving a paper, record your information on the attorney's cover letter and fill in the A.O.S. in your car using a clip board or at home or in the office. You are accountable for every paper you are assigned.
23. Officers who serve papers on a part time basis and are assigned a "Business Defendant" that can only be served during the day hours, and you are unable to serve it on weekends, are to bring the papers back to the office. Do not write anything on the A.O.S. Do not complete the A.O.S. as "UNSERVED." Indicate your message on the attorney's cover letter and advise the Civil Process Supervisor.
24. When attempting to process a legal document at a defendant or plaintiff's address, and there is no answer, the officer shall leave a "door knocker" (see example) indicating the name you are looking for, the address and town, type of action will be marked indicating what papers are, date, time, officer, and his number. Place this "door knocker" on doorknob or inside the storm door or in a place that will be seen by the resident of the house.

#### **IV. RESPONSIBILITIES**


- A. The officer shall fill out the Affidavit of Service completely and legibly print on the form stating what took place at the address of service.
- B. The officer is responsible to keep the service a minimum of thirty (30) days with five (5) attempts at service, including day, night, holiday, and weekend, if necessary.
- C. Supervisors:
  1. Shall review every service that is turned in for completeness and accuracy.
  2. Defective service will be returned to the officer to be modified as needed.

The supervisor shall deliver the completed returns to the clerical staff of the Civil Process Unit.





Effective Date:	<b>05/06/21</b>
Revised From:	<b>04/15/06</b>
References	

Subject:	<b>CLERICAL SECTION/CIVIL PROCESS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>6</b>
		<b>Sheriff</b>	

## **GENERAL 46.00 CLERICAL SECTION/CIVIL PROCESS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to establish procedures for the clerical processing of civil court papers.

### **II. INTRODUCTION**

This order will establish procedures for the processing of documents by the Clerical Section of the Civil Process Division. The Clerical Section of the Civil Process Division receives and processes for service, court documents submitted by attorneys and pro-se plaintiffs. The section is also responsible for scheduling and conducting foreclosure sales and sales of property seized by virtue of various court orders and writs. Fees and commissions are collected for these services and are remitted to the County Treasury.

### **III. MECHANICS**

The Clerical Section is divided into five separate departments: Bookkeeping, Foreclosure, Writs, Wage Garnishments and Summons and Complaints.

## **A. Summons and Complaint Department**

1. Receiving documents submitted for service:
  - a. Ensure that the proper fee and documentation has been submitted.
  - b. Create a new file by inputting the required information in the computer system and apply payment for service.
  - c. Print a copy of the Affidavit of Service.
  - d. Route the Affidavit and the document to the Uniformed Section for service.
  - e. (Upon return from the Uniformed Section) Input the information supplied from the Affidavit of Service.
  - f. Distribute copies of the Affidavit of Service.
    1. Original to Court of Venue.
    2. One copy to file.
    3. One copy to plaintiff's attorney or pro-se plaintiff.
  - g. Hand in all checks with report daily to bookkeeping to be deposited.
  - h. Box up all closed/completed files to be sent to storage.

## **B. Wage Garnishment Department**

1. Receiving a Writ for Wage Garnishment:
  - a. Ensure that the proper fee and documentation has been submitted.
  - b. Create a new file by inputting the required information in the computer system and apply payment for service.
  - c. Print a copy of the Affidavit of Service.
  - d. Route the affidavit, a letter of instructions and a copy of the writ to the Uniformed Section for service.
  - e. Create a hard copy file and file the original writ and any correspondence.
  - f. (Upon return from the Uniformed Section) Input the information supplied from the Affidavit of Service.
  - g. Distribute copies of the Affidavit of Service.
    1. Original to file.
    2. One copy to plaintiff's attorney.
  - h. Hand in all checks daily to bookkeeping to be deposited.

2. Receiving garnishment payments:
  - a. Apply the payment to the proper account.
  - b. Disburse funds to plaintiff's attorney (twice monthly).
3. Closing an account for inactivity or completion:
  - a. Generate a Statement of Account.
  - b. File with the Court of Venue, the original writ, original Affidavit of Service, and the Statement of Account.
  - c. Box up all closed/completed files to be sent to storage.

### **C. General Writs Department**

1. Receiving a writ and a request for service:
  - a. Ensure that the proper fee and documentation has been submitted.
  - b. Create a new file by inputting the required information in the computer system and apply payment for service.
  - c. Print an Affidavit of Service.
  - d. Route the Affidavit, letter of instructions and Writ to the Uniformed Section for service.
  - e. Create a hard copy file and file the original Writ and any correspondence.
  - f. (Upon return from the Uniformed Section) Input the information supplied from the Affidavit of Service.
  - g. Send a Notice of Levy to the defendant.
  - h. Send a copy of the completed Affidavit of Service to plaintiff's attorney.
  - i. File all documents.
  - j. Hand in all checks, daily, to bookkeeping to be deposited.
  - k. Box up all closed/completed files to be sent to storage.
2. Receiving a request to schedule an Appraisal or Sale of Goods and Chattels:
  - a. Ensure that the proper fee and documentation has been submitted.
  - b. Arrange a date for Appraisal or Sale with the requesting attorney.
  - c. Prepare a package containing all documents pertaining to the sale or appraisal and route the package to the Uniformed Section for Service.
  - d. (Upon return from the Uniformed Section) Input the results of the action.

- e. Disburse any funds received as a result of the action.

## **D. Foreclosures**

1. Receiving a Writ of Execution and a request for Foreclosure Sale:
  - a. Ensure that the proper fee and documentation has been submitted.
  - b. Create a new file by imputing the required information in the computer system and apply payment for service.
  - c. Schedule a Foreclosure Sale.
  - d. Submit a Notice of Sale to the primary newspaper for advertisement.
  - e. Distribute copies of the Notice of Sale.
    1. Copies to Plaintiff's attorney with pre-sale upset recap report.
    2. One copy to the Public Viewing Book.
    3. Email one copy of AD with cover sheet to secondary newspaper for advertising.
  - f. Route a Posting Notice of property description to the Uniformed Section for posting along with notice to residential tenants of rights during foreclosure.
  - g. File copies of all notices for public record.
2. Conducting Sheriff's (Foreclosure) Sales:
  - a. Prior to sale review all files for cancellations (i.e., bankruptcies, adjournments).
  - b. Announce the Sheriff's Conditions of sale.
  - c. Conduct open bidding (auction type) for each property listed in the sale session.
  - d. Collect all fees and necessary signatures from successful bidders.
  - e. Record all transactions in the computer system.
  - f. Submit all fees with report for deposit to bookkeeping.
3. Completing Property Transfers:
  - a. Plaintiffs' attorney submits the deed after the sale. Review prior to being submitted to Sheriff and county counsel for signature.
  - b. Collect any outstanding funds.
  - c. Release the deed to the purchaser.

- d. Disburse funds to Plaintiff's Attorney.
- e. Return the Writ to the Court of Venue.
- f. Box up all closed/completed files, at the end of the year, to be sent to storage.

## **E. Bookkeeping**

- 1. Receiving checks and payments:
  - a. Collect all checks and payments that are turned in from each section and prepare a daily bank deposit.
- 2. Disbursing Funds:
  - a. Run disbursement report for each section upon request.
  - b. On receipt of a Disbursement Report, disburse funds as requested by that section.
  - c. Prepare and process any refunds indicated from the various departments or detected through account reconciliation.
- 3. Financial Statements and Reports:
  - a. Prepare and reconcile a monthly report and a trial balance report for each department.
  - b. Prepare a monthly financial statement indicating income, disbursements and account balances.
    - 1. Remit to the Treasurer of Camden County a check for any fees and commissions earned along with a copy of the statement.
  - c. Reconcile the checking account balance.

## **IV. RESPONSIBILITY**


- A. Each employee assigned to a particular task is responsible for completing assignments as directed by these procedures, unless otherwise directed by their supervisor. Any questions or requests for deviation should be brought to the attention of the appropriate supervisor.
- B. Department Heads will ensure that employees assigned to their respective

departments are trained to comply with these procedures. Department Heads will continually monitor the performance of their subordinates for competency, accuracy, and compliance with these procedures.

- C.** The Supervisor of the Clerical Section is responsible for compliance, by the assigned staff, of these procedures. Periodic reviews will be scheduled to ensure compliance with and evaluate the efficiency of these procedures.



Effective Date:	<b>04/28/21</b>
Revised From:	<b>04/15/06</b>
References	

Subject:	<b>OUT OF COUNTY/OUT OF STATE TEMPORARY RESTRAINING ORDERS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
		<b>SHERIFF</b>	

**GENERAL 47.00 OUT OF COUNTY TEMPORARY RESTRAINING ORDERS**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to establish procedures for retrieving, logging, disseminating, and returning the temporary restraining orders (TRO) from other counties for service during normal business hours and at night and on weekends.

**II. INTRODUCTION**

This order establishes the Out of County Temporary Restraining Orders Policy and applies to all Camden County Sheriff's Office personnel that would serve out of county temporary restraining orders pursuant to the New Jersey guidelines on police response procedures in domestic violence cases under the Attorney Generals Directive of June 2004. This policy is designed as a supplement to, and does not supersede, the established policies of any governmental agency such as the State of New Jersey or Camden County Prosecutor's Office.

**III. MECHANICS**

The purpose of this order is to ensure the prompt service of Out of County Restraining Orders for service within Camden County 24 hours a day by doing the following functions:

## **A. RESTRAINING ORDERS RECEIVED AFTER 1600 HOURS**

- 1.** The Bureau of Criminal Identification shall serve as the receiving station for all Out of County Restraining Orders after 1600 hours, Friday through 0800 hours Monday. Any restraining orders received after hours shall be redirected to the local police department via fax for service by the local police departments.
- 2.** The Identification Bureau shall complete the affidavit return of service portion of the restraining order and return it to the sending agency indicating the order was sent to the local police department. Additionally, for all NJ issued restraining orders, after the order is sent to the local police department or the defendant is served the restraining order, service will be updated in the pending court processing section of NJ Courts.

All successful services will be documented in the records management system by creating a case number and scanning in all documents under same case number.

- 3.** If there is an emergent nature or a weapon involved in the restraining order, the shift supervisor of the Bureau of Criminal Identification shall contact Central to have the local police call the Bureau of Criminal Identification and if necessary, discuss pertinent details of the restraining order if clarification is needed.

Under no circumstances are any weapons to be received or taken into custody pertaining to the service of any restraining order including Out of County Restraining Orders.



## **B. RESTRAINING ORDERS RECEIVED BETWEEN 0800-1600 HOURS**

4. The Civil Process Unit will serve all Out of County Restraining Orders faxed to Civil Process Unit during the period Monday thru Friday 0800-1600 hours.
5. The Civil Process Officer shall complete the affidavit return of service portion of the restraining order after making proper service on the defendant and then return to the sending agency. Additionally, for all NJ issued restraining orders, after the defendant is served their restraining order, service will be updated in the pending court processing section of NJCourts. All successful services will be documented in the records management system by creating a case number and scanning in all documents under same case number.

## **IV. RESPONSIBILITY**

The shift supervisor of the Bureau of Criminal Identification shall fax the Out of County to the local police municipality when it becomes necessary after normal business hours.

The shift sergeant of the Civil Process Unit shall be responsible for ensuring that affidavits received by the Civil Process Unit during normal business hours are completed and faxed back to the originating agency that faxed the order for service.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>TEMPORARY RESTRAINING ORDER</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>4</b>

## **GENERAL 48.00 TEMPORARY RESTRAINING ORDER**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to establish procedures for retrieving, logging disseminating and returning the temporary restraining orders (TRO's) to the courts.

### **II. INTRODUCTION**

This order establishes the TRO Policy and applies to all Camden County Sheriff's Office personnel that would serve temporary restraining orders pursuant to the New Jersey Guidelines on Police Response Procedures in Domestic Violence cases under the Camden County Prosecutor's Office's Directive (12-30-91). It should be understood that this policy is designed as a supplement to, and does not supersede, the established policies of any governmental agency such as the State of New Jersey, or Camden County Prosecutor's Office.

### **III. MECHANICS**

It is the policy of the Camden County Sheriff's Office that the service of temporary restraining orders is a very important function of the Civil Process Unit that assists the Family Court of Camden County. The function of these services will be completed on a daily basis with an emphasis on service before the court date on the temporary restraining order service as follows:

The Sergeants are responsible for training, assigning, designing, and following up on all outstanding services as well as the deposition of the services completed.

#### **A. Retrieval and drop off of TRO's.**

1. Each morning before 0900 - 2nd floor of Hall of Justice.
2. Pick up new TRO's in Domestic Violence Unit and drop off the completed TRO's from the daybefore.
3. Dispense TRO's to officers in designated areas of responsibility.
4. Log in each TRO in Control Book.

#### **B. Court dates and weapons check.**

1. Each officer should check court date of TRO being served to make sure court date is still valid.
2. Check TRO for violence type committed for officer's protection.
3. Weapons involved should be identified by officer (handgun, knife, machete, etc.).
4. Fax TRO with weapon involved to local police department for service as well as calling local police department to ascertain intelligence on defendant or status of TRO served by local police department.
5. If TRO was served by local police department, serve TRO from Superior Court directly to defendant or defendants household, if not, consult police department as to their assisting our officer in service of TRO.

### **C. Weapons Confiscation**

1. It is strictly forbidden for any officer to confiscate any firearm, weapon etc. from the defendant by order of the Sheriff.
2. The local police department should be contacted by the sheriff's officer before attempting service and have that local police department officer assist you in confiscating the weapons. The weapons are to remain with the local police authority.

### **D. Completion and disposition of TRO's**

1. Return completed TRO's to sergeant of Civil Process.
2. Sergeant will log completed TRO's in Control Log.
3. He or his designee will return completed TRO to Hall of Justice - 2nd floor for Court Processing.

## **IV. RESPONSIBILITY**

### **A. Supervisors:**

1. Will retrieve or delegate the function of picking up the restraining orders on a daily basis from the Hall of Justice.
2. Log each restraining order, review its contents and disperse restraining to the officer who serves process in his/her designated territory within Camden County.
3. The supervisor shall follow up on status of these TRO's with the officer on a daily basis to make sure that service was attempted or made on defendant.
4. Upon completion of a restraining order, the supervisor will log the restraining as "served" or "unable to serve" and have the restraining orders delivered to the court on a daily basis.

### **B. Line Officers:**

1. Will receive the restraining order from the Sergeant or his/her designee.

2. Each officer shall review the restraining order, note the court date, and make as many attempts as possible before the courtdate.
3. Each officer shall fill out the affidavit as served and turn over the court's copy to the Sergeant or his designee for review.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>TIME MANAGEMENT SYSTEM</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 49.00 TIME MANAGEMENT SYSTEM**

### **I. PURPOSE**

The purpose of this order is to establish guidelines to ensure maximum benefit is obtained from the new Time Management System.

### **II. POLICY**


All employees of the Camden County Sheriff's Office will clock in and out as required:

- A. Any employee who fails to clock in or out as required more and then three times in one month or more than eight times in one year will be subject to disciplinary action.
- B. Any employee who loses his/her swipe card will immediately contact his/her supervisor and complete a Missing Equipment Report as per General Order #19.00. The employee will be responsible for replacement cost.

1. The replacement cost for a swipe cord is currently \$5.00.
2. Acceptable payment will be in the form of a check or money order payable to the County of Camden.
3. Payment will be accepted by the Special Services Unit. (8:30 – 4:30 Monday through Friday)
4. Any employee who fails to take the appropriate action to obtain a replacement swipe card within a reasonable time will be subject to disciplinary action.



Effective Date:	4/15/2021
Revised From:	
<b>GENERAL ORDER 50.00</b>	
References:	

Subject:	<b>GPS LOCATION</b>		
Distribution:	<b>ALL SWORN AND CIVILIAN PERSONNEL</b>	Pages	<b>2</b>
			<b>Sheriff</b>

## **GENERAL 50.00 GPS LOCATION**

### **I. AUTHORITY:**

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted for GPS.

### **II. INTRODUCTION:**

This policy will be administered in accordance with other general orders and rules and regulations of the Camden County Sheriff's Office regarding the operation of police vehicles in the performance of the official duties of all Sheriff's Office personnel.

### **III. MECHANICS**

- A.** GPS devices have been placed in the majority of the Sheriff's Office's vehicles. The devices have the ability to track several things, including but not limited to location, speed, and vehicle history.
- B.** Supervisors have the ability to observe a live view of all Sheriff's Office vehicles equipped with GPS devices. Unless an emergency situation arises, supervisors are encouraged to utilize the live view of only vehicles assigned to their unit or detail.
- C.** GPS technology is used by the Office of the Sheriff for a variety of purposes, e.g. officer safety, mapping, call for service location and directions, closest car assignments by field supervisors, general location history, and to enhance general operational activities.




- D. GPS data will be collected for all investigations involving the use of an Office vehicle.
- E. GPS data collected shall be retained for (60) sixty days, with the exception of data retained for office investigations

#### **IV. RESPONSIBILITY**

- A. Sheriff's Office personnel have an obligation to perform their duties in a safe manner and reasonably execute responsibilities in accordance with established policy, rules, and regulations. All sworn officers shall be familiar with and shall comply with all sections of the state laws which apply to the operation of emergency vehicles.
- B. Vehicles owned or leased by the Sheriff's Office are equipped with GPS tracking devices. Operation of a Sheriff's Office vehicle is deemed acknowledgement and acceptance of the Sheriff's Office policy of tracking the location of its motor vehicles.
- C. Such GPS devices are Sheriff's Office equipment, subject to the provisions of this policy and may not be tampered with, removed or disabled.



Effective Date:	4/15/2021
Revised From:	
<b>GENERAL ORDER 51.00</b>	
References:	

Subject:	<b>“Order-In” Policy</b>		
Distribution:	<b>ALL SWORN AND CIVILIAN PERSONNEL</b>	Pages	<b>2</b>
		<b>Sheriff</b>	

## General 51.00 “Order-In” Policy

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish an “Order-In” policy for sworn members of the Camden County Sheriff’s Office.

### II. INTRODUCTION

This policy will be administered in accordance with other general orders and rules and regulations of the Camden County Sheriff’s Office regarding attendance.

### III. MECHANICS

**A.** A single office order list will be maintained via a shared Excel spreadsheet accessible by all supervisors and command staff. This list will be used to order-in staff to fill either extra duty or regular office details. The list will be set up according to seniority and the first officer ordered in will be the least senior. When an officer is ordered in, the date, time, detail they were ordered in to work, and the ordering supervisor will be documented on the list. The list resets January 1<sup>st</sup> of each year.

**B.** Officers that have opted out of working extra duty details for the calendar year will be exempt from being ordered in to work an extra duty detail. If an officer that has opted out is next up on the list, and the detail that needs to be filled is extra duty, this officer will be skipped. The officer that is skipped will remain on the list and will be next to be ordered in for a regular office detail.

C. Officers must be given as much notice as allowable when being ordered in. Example: If there is a concert scheduled and at a week prior there are still several positions not filled, officers should be notified that they have been ordered to work, unless another officer volunteers.

1. Officers names **do not** move on this list until they have worked an ordered shift.

## IV. RESPONSIBILITY

### A. Hospital Details/Medical Runs:

1. The supervisors of the unit that the hospital detail originated from are responsible for setting up coverage if the supervisors are working at the time. BCI sergeants may need to assist when hospital details either occur after normal hours or changes are needed to hospital shifts that have already been set up.

2. The unit staff that the hospital detail originated from will have to cover the detail until other arrangements have been made. Note: **All personnel, regardless of assignment, will be responsible to assist with hospital details.** The unit's officers from where the detail originated must initiate the assignment, but are not solely responsible for filling/covering all shifts. Reliefs for hospital runs must be arranged in such a way to ensure coverage overnight or through the weekend until the originating unit's next regular duty shift arrives.

3. The shifts will first be entered into KRONOS and a text blast will be sent out detailing the available shifts. The text blast will contain, at a minimum: the shift times, location, and what time the shift will be awarded. For late hospital details, any officer that puts in for and is awarded the detail through the fairness rotation will be guaranteed one hour of overtime. If the detail is not cancelled and the officer physically reports for the detail, the officer is guaranteed a minimum of two hours of overtime regardless of when the detail ends. This is for late hospital details only.

4. If no officer signs up for the detail, the order-in list will then be used. It is permissible to call the next officers on the order in list, prior to the text blast being sent, and give them notice that they are ordered in to work until another officer signs up for the detail. Supervisors must respect the fact that on late hospital details officers need time to adjust their schedules and rest. Therefore, the detail must be awarded as soon as possible.


**B.** When ordering an officer to work a detail or shift, supervisors must be aware and certain that the officer being ordered in can still work their regular shift and not need the six hour rest minimum. All conflicts must be passed on to the officer's unit supervisors immediately.

1. It is the responsibility of the officer to notify the ordering supervisor if at any time during the overtime shift they will go over 16 consecutive regular duty hours or 18 consecutive hours including extra duty.

2. Regular duty assignments are priority over extra duty assignments. Therefore, it may be necessary to reassign an ordered officer's extra duty assignment to fill a regular duty assignment.



Effective Date:	<b>3/13/23</b>
Revised From:	<b>5/19/11</b>
References	
11/06/00 11/10/05	

Subject:	<b>COURT SECURITY BUREAU / JOB DESCRIPTIONS &amp; RESPONSIBILITIES</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>15</b>
		Sheriff	

**GENERAL 52.00 COURT SECURITY BUREAU / JOB DESCRIPTIONS & RESPONSIBILITIES**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to maintain a clear delineation of duties performed by Sheriff's Officers assigned to the Hall of Justice, to encompass the protection of the integrity of court procedures, deterrence of those who would take violent action against the court or it's participants and to maintain the decorum of the court.

**II. INTRODUCTION**

To establish and provide a manual to assist and direct Sheriff's Officers in the performance of their duties. To establish procedures, outlining job duties and responsibilities, to provide, in a professional manner, a safe and orderly environment at the Hall of Justice. The written directives contained in this manual are to be issued to all officers assigned to the function of Court Security and such members shall **KEEP THIS MANUAL IMMEDIATELY AVAILABLE**.

**III. MECHANICS**

- A. Secured Area:** That area in the building that is used for the specific purpose of; containing inmates in holding areas, staging area, private corridors for officer and civilian staff, landings, and sally port.
- B. Personal Conduct:** The Sheriff is mandated by law to either attend all court sessions or appoint an officer instead. Sheriff's Officers shall fulfill this obligation in a professional and efficient manner. The Camden County Sheriff's Manual sections on policy and rules of conduct shall serve to be the standard of conduct for all Sheriff's Officers. Individual preference will be considered only to the extent they do not diminish effectiveness.

**C. Bureau Commander:** Under the general direction of the Sheriff or his Designee, the Commander (Captain and or Lieutenant) supervises the activities of the Sheriff's Officers assigned to courtrooms in preparing said courtrooms for hearings, as well as sheriff's officers assigned to building security in the maintenance of order within the Hall of Justice. The Commander is also responsible for the oversight of investigations regarding judicial threats, as well as all crimes/incidents committed on campus.

1. The Bureau Commander schedules, directs, reviews, and evaluates the work of subordinates and is responsible for all their activities during their tour of duty.
2. Observes job performance, assists with on-the-job training.
3. The Bureau Commander assures that the security of all persons within the Hall of Justice is maintained.
4. Immediately advises the Sheriff, or designee, of all major incidents occurring in court facilities.
5. The Sheriff's designee acts as Court Liaison between the Assignment Judge and the Sheriff.

**D. Supervisors:**

1. Report directly to the Court Security Bureau Lieutenant and or Captain.
2. Supervises and is responsible for all activities of subordinate officers during their tour of duty.
3. Directs the personnel from the Camden County Government Services Division assigned to the Hall of Justice.
4. Ensures operational efficiency by supervising, directing, and if needed, participating in the functions of a Sheriff's Officer.
5. Directs and participates in the transportation of prisoners and defendants.
6. Ensures the isolation of the jurors by preventing tampering and/or intimidation.
7. Monitors the opening and closing of courtrooms.
8. Directs the preparation of court security forms and related materials.
9. Assists and, if needed, functions in place of the Court Security Bureau Commander.
10. Assigns personnel to posts within his/her respective area of responsibility.
11. Schedules, directs, reviews, and evaluates work of subordinates.
12. Meets with Court Security and/or Sheriff's Officers to discuss specific problems/concerns regarding Court business.

13. Assists, reviews, approves and/or authors incident/investigative reports when necessary. Submits same to the Court Security Bureau Commander.
14. Communicates critical information to staff (Sheriff's and/or Court) on a need-to-know basis.
15. Supervises response and responds to all duress alarms, emergencies, and or incidents.
16. Must respond to deaths, criminal activities, any life-threatening situation or upon request of any sheriff's officer.
17. Makes arrests when required.
18. Supervises and participates in the physical security of the Hall of Justice.
19. Acts to prevent incidents that may cause injury to an individual or disruption of the Court Security Bureau.
20. Supervises and participates in emergency exercises/drills such as active shooter/hostile events, fire, or bomb threats.
21. Ensures that first aid equipment is in proper working order in coordination with the EMT assigned to the Hall of Justice.
22. Ensures all lawful orders issued by the Sheriff, Undersheriff, Chief or Court Security Bureau Commander are executed in a safe and efficient manner.
23. Ensures all active posts are staffed appropriately and personnel are properly briefed on assignments, on a need-to-know basis.
24. Responsible to assist the Trial Court Administrator, Building Operations Manager and/or any other designated staff of the AOC, with approval of the Bureau Commander.
25. Responsible to brief all critical information to all officers exempt from line-up.

**E. Sheriff's Officers and Special Law Enforcement Officers (SLEO's):**

Under the direct supervision of the Sheriff's Officer Sergeant a Sheriff's Officer assigned to a courtroom shall:

1. Unless otherwise required by the duties of assignment, the regular hours of service for Court Security Bureau personnel shall be from 0830 hrs. to 1630 hrs. Monday through Friday. However, all Court Security Bureau personnel shall be subject to call to duty in cases of emergency. No Court Security Bureau personnel shall leave the courthouse without first obtaining permission to do so from his or her supervisor.
2. All Court Security Bureau Officers will stand line-up inspection of their uniforms and equipment at the designated starting time every working day, at a location determined by their immediate supervisor, who will conduct said inspection.

3. The only exception to the above shall be those personnel assigned to the Juvenile Holding Area, security rotation, and other positions as designated by the supervisor. They will be permitted to proceed directly to their assignments.
4. Court Security Bureau personnel coming into possession of any kind of evidence pertaining to any investigation or case shall immediately secure the evidence. As soon as practicable, report such evidence to their supervisor. Mark, log, and secure all evidence in the temporary evidence safe. Notify the evidence officer.
5. While court is in session or recess, an officer will be stationed at the entrance to the courtroom or at the very minimum, always have the entrance under surveillance, standing ready to assist any unidentified person entering the courtroom, and have personal knowledge of why anyone is in the room.
6. Officers shall promptly notify their respective supervisor when their courtrooms are no longer active, or when any other assignment has been completed. This will facilitate reassignment of the officers.
7. Court Security Bureau Officers assigned to guard a defendant in a courtroom, will always keep the defendant under observation, and will not permit their attention to be distracted by verbal exchanges between participants in the proceeding. All officers are to remain standing while the defendant is standing, unless directed otherwise by the Judge or a supervisor.
8. Court Security Bureau Officers assigned to guard a defendant in a courtroom shall not leave their post if an altercation not involving the defendant develops in another part of the courtroom. They shall remove the prisoner to the holding area until the altercation is resolved.
9. Every active courtroom shall be kept under surveillance.
10. Furniture should not be moved from one courtroom to another unless a particular judge request it and the appropriate court administrator is advised. This rule also applies to all rooms which are used by the court system.
11. The front entrance door to all courtrooms must be locked at the end of each court day.
12. Officers must not repeat to anyone, conversations overheard in chambers between the court, attorneys, and administrative personnel.
13. All unusual incidents which occur in the courtroom or in the corridors immediately adjacent to the courtroom should be reported immediately to a supervisor, who will then advise the trial judge as conveniently as possible.
  - a. Any other unusual circumstances or occurrences which take place during the tour of duty should be reported at once to the supervisor, who will be responsible to forward the information through the chain of command and determine the necessity for a formal report.
14. Officers should not engage in conversation with Petit or Grand Jurors, witnesses, or litigants concerning court decisions, tactics of attorneys, or any other matter which might conceivably give the jurors a misconception of their responsibility or duty and

influence their decisions. This does not refer to questions concerning a juror's convenience.

15. Defendants, whether appearing for entry of plea or sentence, will sit or stand at counsel table, as the situation requires. Unless requested by the judge, no defendant will be brought directly before the judge's bench.
16. Generally, prisoners are prohibited from being transported in the public elevators. Only under extreme emergency will prisoners be escorted on public elevators and only with direct permission from the Bureau Commander.
17. When a defendant is given a custodial sentence, he or she will be secured immediately and escorted to the holding cell. Once inside the holding cell, the subject will be appropriately searched for weapons and contraband and then escorted to jail admissions, along with all necessary paperwork. This will apply in all cases including those where a defendant is to serve the sentence on weekends. It also applies to a situation where the start of a sentence is to be delayed.
18. Perform specialized responsibilities, if required.
19. Maintain order and decorum in a courtroom. The Sheriff's Officer shall sit or stand in a position that will enable the officer to monitor all persons, including court staff that is in the courtroom.
20. Not be armed while assigned to work in a courtroom unless directed by Supervisor or Unit Commander.
21. Carry out all lawful orders issued by the Sheriff, Undersheriff, Chief, Unit Commander, Supervisor or Judge.
22. Open and close court.
23. Generally, the Sheriff's Officers assigned to run the courtrooms shall report directly from lineup. The courtroom and chambers, all anterooms and related conference rooms, shall be inspected and a notation made on the post log at the beginning of each day to determine if communication equipment locks, lighting, heating, plumbing, air conditioning and other mechanical equipment are operational. In the event defects are discovered, follow the maintenance request procedures. In the event of an emergency, contact a supervisor directly via the radio.
24. The entire courtroom area including conference rooms, closets, and hallways, chambers, holding cells, jury rooms and lavatories shall be inspected for contraband and other suspicious or potentially harmful objects. Upon location of any such item, the Sheriff's Officer assigned to the courtroom shall not remove the object but shall immediately notify the supervisor.
25. If the object is a suspected explosive device, the Sheriff's Officer shall **NOT USE THE PORTABLE RADIO OR CELL PHONE, USE A LANDLINE PHONE TO NOTIFY SUPERVISOR. The officer must clear and secure the courtroom as well as all adjacent rooms and courtrooms.** If suspected explosive device is located on the exterior perimeter, or an open area, a minimum of 300' perimeter must be established.



26. The Sheriff's Officer shall thoroughly familiarize himself/herself with the duties of which he/she is expected to perform.
27. The courtroom shall be opened to the public anytime a judge is on the bench. At least one Sheriff's Officer shall remain in the courtroom continuously thereafter.
28. As persons enter the courtroom, the officer shall ensure no food or beverage is brought into the courtroom.
29. Sheriff's Officers will not drink any soda, coffee, or other liquids or eat any food while in any courtroom.
30. Monitoring those entering to identify persons who may need assistance, either informational or physical.
31. Advising the judge of the existence of any fact which may interfere with the proper functioning of the court, including the identity of persons who may be intoxicated or unruly.
32. When the court is set to convene, the officer shall be alert for the presence of the judge.
33. When court business has been completed, the designated officer(s) shall examine all areas of the Hall of Justice. These areas include, but are not limited to hallways, stairs, lavatories, conference rooms, chambers, and jury rooms.
34. After a complete inspection, the courtroom shall be secured. Prior to leaving, the officer shall check with the judge and/or the judge's staff to see if he/she is needed for anything further, then promptly report to their immediate supervisor, via radio or in person, their status.
35. Always remain in the courtroom while court is in session, or when the courtroom is unlocked. Sheriff's Officers shall be responsible to complete all required Sheriff's Office forms and reports. Sheriff's Officers are strictly prohibited from preparing or altering any court documents with the exception of obtaining signatures on subpoenas.
36. Sheriff's Officers shall maintain proper order and decorum in the courthouse. Officers are required to always remain vigilant and are prohibited from non-essential conversations, reading or cell phone usage. Officers are to ensure the public does not engage in any activity that effects or distracts court proceedings in anyway.
37. If a disruption occurs within the courtroom, the officer shall take immediate action to control the situation. The officer shall utilize the radio to contact the immediate supervisor and/or back-up for assistance or to report an emergency. The officer may activate the duress alarm in the event of an actual emergency.
38. In the event a visitor appears to see a judge, obtain the name of the visitor and nature of the visit and report this information to the judge or his/her staff and await further instruction. The judge or staff will provide further instruction.

39. If a school group or a group from another organization enters the courtroom to observe, the officer shall assist in seating them and advise the Judge of the name of the group and the name of the person(s) in charge of the group.
40. No video or audio equipment of any kind shall be allowed to be turned on in a courtroom without the approval of the Assignment Judge. Such equipment includes but is not limited to: still cameras, video cameras, cell phone cameras and tape or cassette recording devices. **NO PORTABLE PHONES SHALL BE USED IN THE COURTROOM.** Personal pagers may be used in the vibrating or silent position.
41. In the event the officers discover an individual entering a courtroom with a transmitting or recording device, other than a phone, the officer shall notify his supervisor and have individual surrender it for security purposes at the front entrance.
42. Take proper action regarding jurors, witnesses, trial participants and evidence as required.
43. No Sheriff's Officer will leave his/her post until properly relieved.
44. Sheriff's Officer's will not use cellular phones while in public areas or courtrooms except in emergent situations. Cellular phones may be used discretely in areas not visible to the public, so long as they do not disrupt any official business of the courts or of the Sheriff's Office.
45. Sheriff's Officer's or Special Law Enforcement Officers (SLEO's) may be designated as the Point/Primary Officer in any courtroom. The point/primary officers' responsibilities are:
  - a. Responsible to complete daily log (If deemed necessary by a supervisor).
  - b. Coordinate and communicate with court staff and/or judge, when necessary.
  - c. Coordinate daily case load with co-workers.
  - d. Promptly apprise supervisors of the court status changes as well as any concerning issues.
  - e. Maintaining control of the safety, security, and orderly operation of the courtroom

#### **A. Jury Management during a Trial**

One of the most important duties of a Sheriff's Officer is the security of the jury. The term security encompasses both physical security as well as protection against contamination or prejudicing of the jurors. The jurors shall be protected against overhearing or accidentally seeing anything pertinent to the trial that may not be properly brought before the court. The jurors shall be protected against anything which may bias the juror(s) opinion. Breach of this security may result in a mistrial. The officer shall be aware of this and use all means to

prevent its occurrence. If an incident occurs, the officer shall immediately notify a supervisor, who shall notify the judge.

1. When discharged for the day, jurors shall be instructed where and when to report for duty the following day.
2. Jurors shall be advised that once they report to the jury room they may not wander through the private hallway or staff offices.
3. When witnesses are excluded from listening to the on-going trial, the officer shall direct them to wait in the specific location until they are called to testify.
4. The Sheriff's Officer shall ensure that no person testifying is chewing gum or chewing tobacco.
5. No one shall be permitted to discuss the case or the juror's service with the jurors during meals or at any time while the trial is in progress.
6. During a court recess jurors shall be escorted to the jury deliberation room with the door to that room kept closed.
7. When returning the jury back to the courtroom after a recess, it is necessary that the jurors return to the same seats unless otherwise directed by the judge.
8. Immediately prior to escorting the jurors to the jury room, the sheriff's officer shall examine the room to ensure that no extraneous material such as law books, court files or newspapers are located therein.
9. When the Judge begins to read the instructions to the jury, the public entrance shall be locked when so ordered by the Judge.
10. After the instructions have been read, the judge will ask the clerk to swear in the sheriff's officer. The officer shall approach the bench, raise their right hand and be sworn.
11. After being sworn, the officer shall obtain the original set of instructions from the judge, and then take the jury and instructions to the jury deliberation room.
12. While deliberating, the jury must be kept together. The sheriff's officer sworn out with the jury shall accompany any juror who needs to leave the company of the other jurors for any reason.
13. Upon arrival to the jury room, the jurors shall be advised that if they have a question, the fore person should put it in writing, date and sign it and then get the attention of the sheriff's officer who will then advise the point officer that a question is pending.
14. The sheriff's officer shall keep all persons away from the jury room.
15. The sheriff's officer shall be positioned during deliberations to be able to observe the jury room door.
16. The sheriff's officer shall not discuss the case with the jury nor permit others to do so.

17. The sheriff's officer shall notify their immediate supervisor if a trial is deliberating into the evening and give the names of the attorneys and relevant parties.
18. The sheriff's officer shall make arrangements with their immediate supervisor to escort any jurors to their cars if requested to do so.
19. When advised by the fore person that there is a verdict, the sheriff's officer shall advise the fore person that there will be a short wait while the parties assemble.
20. Advise the judge, their immediate supervisor, court reporter, clerk and attorneys that a verdict has been reached.
21. The sheriff's officer shall gather the instructions and exhibits and place them in the courtroom.
22. After the judge discharges the jury, they should be escorted to the jury room to gather their belongings then dismissed for the day.
23. The Sheriff's Officer shall maintain custody of jurors during prolonged trials, maintain isolation of jurors and handle juror(s) communication.
  - a. In the event a jury is sequestered the following shall apply:
    1. Sequestered jurors shall be transported to and from the hotel.
    2. The Sheriff's Office shall arrange transportation with the jury commission.
    3. All vehicles shall be searched for newspapers and other contraband prior to boarding jurors.
    4. Commercial broadcast radios in the transporting vehicle shall be turned off during jury transportation.
    5. The management of the hotel shall be instructed that the jurors are not to be contacted directly by any employee.
    6. All radio and television sets in juror's room shall be removed or otherwise disconnected.
    7. Jurors shall not be permitted to make or receive calls unless authorized by the Judge.
    8. Telephone calls to jurors shall be diverted at the switchboard and given to the Sheriff's Officer.
    9. Sequestered jurors shall, where practical, receive meals in a separate dining area. The sheriff's officer shall seat themselves in such a way as to monitor any contact with non-jurors.
    10. The sheriff's officer shall establish an emergency evacuation procedure for the swift and safe movement of jurors from the motel.

11. If authorized by the judge, the jurors may be allowed to assemble in a lounge area or in one of the juror's rooms to visit.
12. In the event a juror is in need of personal items from his/her residence, the sheriff's officer will make arrangements with other household members for an officer to pick the items up.
13. Jurors may purchase necessary items (not including newspapers) at the hotel or restaurant as long as the purchase is in the presence of the sheriff's officer.

#### **G. Prisoner Management:**

1. It shall be the policy of the Court Security Bureau that there will be appropriate sheriff's staffing in each courtroom based on the daily threat assessment and workload. (The Bureau Commander has the responsibility to determine appropriate staffing levels).
2. During trials, the inmate(s) will be restrained using a leg brace that will be placed under the inmate's clothing. (*The leg brace is a restraining device that is placed under the clothing of the inmate. The device allows freedom of movement unless the inmate attempts to run. If an attempt is made the device will lock out and prevent the inmate from running*).
3. The leg brace(s) will be returned to the Lower Level officer at the end of each day.
4. The aforementioned policy is also applicable to all juveniles regardless of gender when waived up to adult court.
  - a. All prisoners entering the Hall of Justice shall be properly restrained. If the inmate is in the custody of another agency, they will be restrained using that agency's equipment, if available.
  - b. All inmates shall be restrained using the restraining chains provided.
5. The waist chain shall be adjusted to prevent the chain from being pulled down or falling.
6. The loose end of the waist chain shall be secured in the handcuff.
7. The handcuffs shall be double locked.
8. Exceptions to this policy may occur due to medical conditions of the inmates that may prevent the inmate from being restrained in the usual methods (i.e.-pregnant females, casts or broken bones, missing limbs, etc.). If exceptions arise, the inmate will be secured using alternative methods (i.e.-shackles, cuffing to wheelchairs, etc.)
9. Shackles shall be used in addition to handcuffs if the prisoner presents as a security risk or disciplinary problem.
10. All inmates shall be housed in a holding cell whenever possible.
11. Sheriff's Officer(s) shall escort inmates from the prisoner staging area in the tunnel and to and from the court each day.

12. Sheriff's Officer(s) will also escort inmates from one courtroom to another when required.
13. Supervisors shall determine the appropriate number of officers required to facilitate escorts of inmates based on threat levels, workload, and officers' experience/ability.
14. In the event a prisoner from an outside jurisdiction or mental health patient is required to appear before court, they shall be directed to enter the building through the sally port, where an officer will escort them from the sally port to the courtroom.
15. It shall be the responsibility of the Sheriff's Officers to move all inmates in a safe and orderly fashion.
16. At least one Sheriff's Officer will remain on duty in the sally port until all prisoners have been escorted back to the staging area, the jail, or the sally port, and it is unlikely that a person will be remanded into our custody. The latter shall be determined by the supervisor(s) on duty.
17. Should problems arise in the secured hallway involving prisoners, the transporting officer(s) shall notify their immediate supervisor.

## **H. Specialized Responsibilities**

1. All sheriff's personnel have specific assignments during a "Lock-down" situation. "Lock-down" assignments are specific to each officer (post) and it is their responsibility to know their assignments at all times. (See appendix)
2. Adhere to the Body Worn Camera Policy at all times.
3. All personnel are required to complete the daily paperwork (logs) for each respective post, where required, to which they are assigned in the Hall of Justice including ensuring that any equipment (keys, radios, bwc's, etc...) are signed in and out when retrieved and returned.

## **I. Entrance Security Officers**

1. Sheriff's Officers shall follow all policies and procedures as directed in the Policy and Procedure Manual.
2. The Sheriff's Officer operating the screening devices shall:
  - a. Have knowledge of all the equipment used in screening procedures and be able to work all post assignments.
  - b. Report any problems to the immediate supervisor.
  - c. Only officers assigned to the Security Rotation will operate the x-ray equipment.
3. The public will always be treated with courtesy and respect even if they are verbally abusive to the officer.

4. Items such as weapons, drugs and other contraband shall not be discussed in a light or humorous manner with the public.
5. If a member of the public is in line, Sheriff's Officers will immediately cease all private conversations and screen the person in line.
6. Sheriff's Officers assigned to screening will not engage in personal conversations with citizens or with other departmental members except for the exchange of information relating to their assignment.
7. Sheriff's Officers will not shout across the lobby or down the hallway unless there is some urgent duty reason to do so.
8. If someone indicates that they do not want to go through the magnetometer because of a pacemaker or any other reason, allow them to go around the equipment and pat them down by hand. The reason shall be verified before doing this. Generally, persons with pacemakers will have an ID Card stating that fact.
9. Sheriff's Officers shall not permit any recording devices or photographic equipment without approval from the assignment judge.
10. Persons entering the Hall of Justice will be notified that should they have any prohibited item(s) on their person, they are to return those items to their vehicle or surrender them in the designated drop box.
  - a. Prohibited items include but are not limited to the following:
    1. Recording devices
    2. Cameras
    3. Tools
    4. Pepper spray
    5. Handcuff keys
    6. Any item deemed dangerous or that can be used as a weapon.
  - b. Any questions as to whether an item is prohibited shall be directed to the officer's immediate supervisor.
12. When someone returns an item to their vehicle, they are to repeat the full security screening process upon their return.
13. Will ensure that outside agencies do not bring prisoners through the front door. They will direct them to the sally port.

#### **J. Screening Post Assignments and Responsibilities**

1. **X-Ray Post:** Before proceeding through the walk thru detector, all persons shall be directed to place all hand carried items such as purses and brief cases on the conveyor belt that moves through the x-ray machine. All objects are subject to being opened and the contents visually inspected. Phones, calculators, etc. shall be verified simply by being turned on.

## 2. **Magnetometer Post:**

- a. All persons to be scanned shall be directed to remove all metal objects from their persons and place them on the conveyor belt.
- b. The person being scanned will be directed to proceed through the walk-thru detector.
- c. If a negative reading results, the individual shall collect his/her property and be permitted to proceed.
- d. If a positive reading results, the individual shall be re-screened and reminded that all metal objects are to be removed from their persons and placed on the conveyor belt for screening. They will then be required to re-scan through the walk-thru detector.
- e. After a second positive reading the individual is to be thoroughly scanned using a handheld metal detector to ascertain the source of the positive alert.
- f. If the officer develops reasonable suspicion to believe that the person attempting to gain entry has a prohibited item on their person, they will detain the individual, take them to the lower-level secure area, notify a supervisor, and conduct a pat search for weapons.
- g. If, as a result of a hand scanner search a metallic object is located, it will, if possible, be removed.
- h. In all cases where a metallic object is located after a handheld wand search, another complete search with the handheld detector shall be done, as the person may have more than one metallic object.
- i. If, as a result of the search, an item of contraband is discovered, a supervisor shall be notified, and appropriate action shall be taken.

## **K. Monitor Room Officers**

The position of Monitor Room officer duties includes but are not limited to:

1. Testing every security/panic alarm at the Hall of Justice. Each courtroom security/panic alarm at the Court Security Bureau shall be tested monthly or as determined by the Unit Commander. The security/panic alarm activators located in other areas shall also be tested weekly.
2. Schedules the courtroom testing of security/panic alarms and distributes schedule to all participants; verifies and records the results.
3. Schedules weekly testing of security panic activators located in all other areas:

Stair Towers 1, 2, 3 on all Floors  
Room 600 (Judge's area)  
Courtroom 60 Judge's Bench



6<sup>th</sup> Floor Operations Room (3 buttons)  
Suite 150 (1<sup>st</sup> Floor –old County Clerk’s Office)  
Bail Unit Alarm #1  
Holding Cells (Floors 2 thru 6 and Lower Level)  
Courtroom 600  
Courtroom 60 (Clerk’s Desk)  
Courtroom 61  
Courtroom 62 (Judge’s Bench)  
Courtroom 62 (Judge’s Chambers)  
Courtrooms 51, 52, 53, 55, 56  
Rooms 530 A&B; 540 A&B; 570 A&B  
TASC Offices (5<sup>th</sup> Floor)  
Courtrooms 41, 42, 43, 44, 45, 46  
Bail Unit Alarm #2  
Courtroom 31, 32, 33, 34, 35, 36  
Rooms 310 A; 340 A&B; 370 A&B  
Courtrooms 21, 22, 23, 24, 25  
Rooms 220 A&B; 260 A&B; 270  
2<sup>nd</sup> Floor Window  
Jury Assembly  
Courtrooms 11, 12  
Room 120 A&B

4. In the event of an alarm malfunction, the Monitor Room officers shall notify their supervisor and the supervisor will immediately notify the Sheriff’s IT Unit as well as the Bureau Commander and will track the resolution of the problem.
5. Assumes the responsibility to test any unoccupied courtroom or chambers. In the event that it is clear that a security/panic alarm is malfunctioning, the Monitor Room officers shall investigate and follow up with the report to their supervisor.
6. The Monitor Room officers shall be responsible for all reports, including GHOST alarms and accidental activations, and shall file the appropriate Sheriff’s Office reports and forward copies to Court Operations.
7. The Monitor Room officers are also responsible for viewing all cameras in the Hall of Justice and reporting incidents or activity to the supervisor.
8. The Monitor Room officers are responsible for creating CDs/DVDs of incidents when directed by a supervisor.
9. Officers assigned to the monitor room must maintain confidentiality when incidents are viewed on cameras or when directed to provide CDs/DVDs of those incidents.

**L. Weapons Policy**

1. Other than law enforcement officers, no one is permitted to carry a firearm in the Hall of Justice.
2. Sheriff’s Officers
  - a. Criminal Court Rooms

- i. The Point Officer (Sheriff's Officer in charge of designated courtroom) may be permitted to carry their issued firearm in the courtroom but will not escort inmates or be in the immediate vicinity of inmates or defendants while armed. The supervisor shall be responsible for determining the need for and which officer(s) should be armed in all courtrooms.
    - ii. Additional officers assigned to courtrooms may be armed or not armed as designated by their immediate supervisor, provided they are not in the vicinity of inmates.
  - b. Holding Cell Area and Inmate Escort Officers
    - i. Officers assigned to escort inmates or enter holding areas will not be permitted to carry firearms during those duties.
    - ii. Gun boxes will be strategically placed in the secure hallway in a locked utility closet. All gun boxes on the Criminal Court Room floors will be in the vicinity of Courtrooms 36, 46, and 56. The second-floor gun boxes are located adjacent to Suite 260.
    - iii. Only Sheriff's Office personnel will have access to the locked utility closets.
    - iv. Another officer may be assigned to carry their issued firearm and may be posted, after inmate pickup, to the area outside of the vestibule of the courtroom.
  - c. Family/Juvenile/Civil Courtrooms
    - i. Officers assigned to these Courtrooms may carry their issued firearm, at the direction of the supervisor. Officers will not enter holding cells without first securing their weapons.
    - ii. If the officers are needed to assist with inmate escorts or arrests, they will secure their weapons in a designated gun locker.
  - d. Security Posts
    - i. All officers will remain armed unless assigned to assist with inmate escorts.
  - e. In instances where Sheriff's Officers are required to be unarmed, their weapon shall be secured in a designated gun box located on the floor on which they are assigned.
- 3. Other Law Enforcement Officers
  - a. All uniformed and non-uniformed officers must check in and provide identification to the officers working in the monitoring room so they can be placed onto the gun log.
  - b. All uniformed law enforcement officers will be permitted to carry weapons in the Hall of Justice when on official business (i.e. when appearing as a witness or reporting for grand jury.)
  - c. Non-uniformed officers must report to the security office on the first floor and obtain an identification badge indicating that they are on official business.
  - d. At no time will any officer be permitted to carry a weapon when conducting personal business or when they are a litigant in a case. In these circumstances, the officer will secure their weapon in a gun locker located in the monitoring room on the first floor.

#### **M. Juvenile Detention Policy**

- 1. Personnel assigned to the Juvenile Holding Area will be responsible to complete all necessary paperwork daily.
- 2. Juveniles awaiting court will be housed in the second-floor juvenile only holding area.





Effective Date:	<b>10/29/14</b>
Revised From:	
References	
Internal Affairs Directive I.A.B. #95-1 (09-29-95)	

Subject:	<b>INTERNAL AFFAIRS UNIT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
<i>Charles Hyatt</i>			

**GENERAL 54.00 INTERNAL AFFAIRS UNIT**

**I. AUTHORITY**

An Internal Affairs Unit is hereby established with the Administrative division of the Camden County Sheriff’s Office by authority vested in the Sheriff. Personnel assigned the Internal Affairs function shall be directly responsible to the Sheriff or designated Undersheriff.

**II. INTRODUCTION**

This organization is committed to providing law enforcement and civil administrative services that are fair, effective, and impartially applied. Toward that end, sworn and civilian personnel are held to the highest standards of official conduct. Office of the Sheriff’s personnel is expected to respect the rights of all people. Personnel’s adherence to these standards, motivated by a moral and professional obligation to perform their duties to the best of their ability, is the ultimate objective of this agency. It is the responsibility of the Internal Affairs Unit to assure that sworn and civilian personnel meet the highest standards of integrity and ethical performance. The Unit shall conduct thorough and objective investigations regarding complaints or allegations of unethical or unprofessional

conduct. Investigations, which produce evidence of wrongdoing, will enable the Sheriff to take appropriate administrative disciplinary action, or criminal prosecution to preserve the high standards of integrity required for Sheriff's Office service. Equally, thorough and objective investigations will enable the department to defend lawful and proper conduct of its personnel against unwarranted charges or misinformed criticism.

### **III. RESPONSIBILITY**

The Internal Affairs Unit (IAU) has responsibility over the following:

#### **A. Internal Investigation Duties**

##### **1. Investigative Duties Delineated:**

- a.** The Internal Affairs Unit is responsible for the investigation and review of all allegations of misconduct by members of this agency. Misconduct is defined as the following:
  - 1)** Commission of a crime or an offense; or,
  - 2)** Violation of departmental rules, and regulations; or
  - 3)** Conduct, which adversely reflects upon the personnel or the department
- b.** Process all complaints or allegations of corruption or misconduct against members of the Department, and /or determine the proper level of command at which an investigation will be conducted.
- c.** Investigate all allegations pertaining to violations of civil rights.
- d.** Investigate and/or coordinate all incidents involving the discharge of firearms by department personnel.
- e.** Internal Affairs shall be responsible for any other investigation as directed by the Sheriff.
- f.** Internal Affairs sworn personnel may conduct an internal investigation on their own initiative upon notice to, or at the direction of the Sheriff or Undersheriff, or the Internal Affairs commander.
- g.** IAU shall maintain a register for recording all complaints received against members of the Department.
- h.** Review and/or follow-up all investigations, internal and command level, including interviews of complainants, to assure integrity and thoroughness, and return for additional investigation those deficient in any area.
- i.** Prepare annually reports summarizing the nature and disposition of all misconduct complaints received by the Office of the Sheriff, for forwarding to their county prosecutor.

- j. The progress of internal investigations and all supporting materials are considered confidential information. IAU staff shall maintain files necessary for IAU operation.

## **B. Staff inspection Duties**

### **1. Inspection Duties Delineated:**

- a. Conduct inspections to assure the activities of the department are conducted in accordance with its policies and procedures, rules and regulations, and orders.
- b. Conduct periodic audit inspections of department operations to ensure compliance with policies and procedures.
- c. Assist in providing counseling on a department wide basis regarding documented deficiencies in work product or performance, and/or pronounced changes in the counselee's demeanor and/or attitude towards his/her supervisors, peers, and /or the general public.



Effective Date:	
Revised From:	
References	

Subject:	<b>EVIDENCE CONTROL LOG</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 55.00 EVIDENCE CONTROL LOG**

### **I. AUTHORITY**

By the authority vested in the Office of the Camden County Sheriff’s Office this policy is adopted to establish procedures in regards to the evidence control log.

### **II. INTRODUCTION**

This order shall establish policy and procedures for completing the evidence log sheet and maintaining the chain of evidence within the Bureau of Criminal Identification (B.C.I.).

### **III. MECHANICS**

#### **A. Evidence Control Log**

Whenever an officer from the department places evidence in the drop safe the evidence package is to include a copy of his report and a completed property inventory card with a case number listed. The evidence control log is to be filled

out by whoever makes the actual drop (to maintain the chain) into the safe. In the event the evidence is too large to deposit in the safe the evidence officer is to be contacted. The officer will advise the supervisor on duty of said drop. The supervisor will then note that a drop was made on his daily supervisor's log.

If needed, there are evidence bags, envelopes, and syringe tubes in a box under the safe. In the event you run out, contact one of the evidence officers for more supplies.

#### **IV. RESPONSIBILITY**

The responsibility for the completion of the evidence control log is on the officer who places the evidence in the safe.

The supervisor is responsible for checking the log during his tour of duty and making note on the daily log if a drop was made.





Effective Date:	<b>04/15/06</b>		
Revised From:			
References			

Subject:	<b>COMPUTERIZED CASE NUMBER LOG</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 56.00 COMPUTERIZED CASE NUMBER LOG**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County this policy is adopted to establish the issuing of case numbers and the recording of personnel calling out sick.

### **VI. INTRODUCTION**

This order establishes a Computerized Case Log which will allow access and retrieval of case numbers through a database. This Central Case Log shall be maintained in the Bureau of Criminal Identification (B.C.I.).

### **VII. MECHANICS**

- A.** Whenever a report is required or requested, it shall be entered in the computerized case log. If the user has access he/she will record the Case Number assigned, date/time, requesting officer, type of report, nature of incident/investigation, name(s)

of arrested. If the user does not have computer access he/she will contact the BCI for a case number.


- B.** There will only be one (1) case number issued per incident or arrest. For example, whenever multiple units or officers are involved in an incident/arrest (K-9, Bomb Squad, and Dive Team) the initial case number assigned will be used followed by A, B, C etc. For example if the original case was 1140, additional reports will be entered as 1140A, 1140B, etc.
- C.** The Identification Bureau shall record all call-ins. They will record the date/time, requesting employee, nature of call, and the name of the I.D. officer assigning.
  - 1.** When reporting Death in Family include name and relationship in the notes section.
  - 2.** The recording Identification Officer shall give the caller the computer recording number for a confirmation number.

#### **IV. RESPONSIBILITY**

- A.** Officers entering data into the computerized case log shall be responsible for ensuring the case log is correct and complete.
- B.** The Identification Bureau Shift Supervisors shall review the case log prior to the termination of their tour of duty.
- C.** The B.C.I. Shift Commander shall be responsible for periodic review of the case log to maintain compliance with this order.



Effective Date:	<b>10/1/2022</b>
Revised From:	
References:	<i>ADOPTED PURSUANT TO CAMDEN COUNTY BOARD OF COMMISSIONERS MEETING RESOLUTION #93 July 21, 2022.</i>

Subject:	<b>MARIJUANA/CANNABIS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
			<b>Sheriff</b>

**GENERAL 57.00 MARIJUANA/CANNABIS USE POLICY**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish marijuana/cannabis use standards for sworn members of the office.

**II. INTRODUCTION**

It is the policy of this Office that sworn personnel be of clear mind and sound judgement while in the line of duty. To achieve the intent of this policy, reasonable regulations have been established. These regulations take into consideration the safety, law, and the quasi-military nature of the Camden County Sheriff’s Office.

**III. DEFINITIONS**

According to 21 U.S.C. § 802 (16)(A):

**Marijuana** – Means all parts of the plant Cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin.

**Synthetic marijuana** [cannabis] – Is considered to be a Schedule I drug according to the Federal Controlled Substances Act and the Synthetic Drug Abuse Prevention Act of 2012. Synthetic cannabinoids are human-made mind-altering chemicals that are either sprayed on dried, shredded plant material so they can be smoked or sold as liquids to be vaporized and inhaled in e-cigarettes and other devices.

#### **IV. MECHANICS**

- A.** Due to the recent change in New Jersey legislation regarding the recreational use of Marijuana/Cannabis, it will be the policy of the Camden County Sheriff's Office to adhere to federal regulations that prohibits all use of Marijuana or any related substances by sworn personnel. The Camden County Sheriff's Office will continue to abide by the Law Enforcement Drug Testing Policy, Volume 2 Chapter 20 and hold all sworn personnel accountable.
- B.** Marijuana is and remains classified as a Scheduled I controlled substance under the Controlled Substance Act (21 U.S.C. § 812). Additionally, the federal firearms provisions (18 U.S.C. § 922(g)(3)) specifies that no person "who is an unlawful user of or addicted to any controlled substances" may "possess...or...receive any firearm or ammunition." One of the essential job functions of a sheriff's officer is to lawfully possess and use a firearm and ammunition, and federal law prohibits a person from using marijuana (legal or otherwise) and possessing a firearm.

#### **V. RESPONSIBILITY**

- A.** Due to the recent change in New Jersey legislation regarding the recreational use of Marijuana/Cannabis, it is the policy of the Office of the Sheriff to adhere to federal regulations that prohibit all use of Marijuana/Cannabis or any related intoxicating, potentially mind-altering substances by sworn members. The Office of the Sheriff will continue to abide by the office's Law Enforcement Drug Testing Policy, Volume 2, Chapter 20, and hold sworn personnel accountable for behavior contrary to office policy.
- B.** Marijuana/cannabis is and remains classified as a Schedule I controlled substance under the Controlled Substance Act (21 U.S.C. § 812). Additionally, the provisions of the federal firearms statute (18 U.S.C. § 922(g)(3)) specify that no person "who is an unlawful user of or addicted to any controlled substances" may "possess ... or receive any firearm or ammunition." One of the essential job functions of a police officer is to lawfully possess and use a firearm and ammunition, and federal law prohibits a person from using Marijuana/Cannabis (legal or otherwise) and possessing a firearm.

C. All sworn personnel are responsible for adhering to the requirements of this written policy until rescinded or amended by written Order of the Sheriff. Employees have an ongoing and continuous responsibility to seek guidance and verify their understanding of this and all policies, including orders, directives, procedures, and rules. This policy shall take effect **October 1, 2022, 0001 Hours**, and remains in force and effect unless and until it is canceled, amended, or superseded by Order of the Sheriff.

The provisions of this policy shall be severable. If any phrase, clause, sentence, or provision of this policy is declared by a court of competent jurisdiction to be invalid, the remainder of the policy shall not be affected.

Non-enforceability by third parties. This policy is issued pursuant to the Sheriff's authority to ensure the uniform and efficient enforcement of the laws and administration of criminal justice by sworn members of the office. This policy imposes limitations that may be more restrictive than the limitations imposed under the United States and New Jersey Constitutions and federal and state statutes and regulations. Nothing in this policy shall be construed in any way to create any substantive right that may be enforced by any third party.



Effective Date:	<b>04/15/06</b>
Revised From:	03/25/02
References	

Subject:	<b>PROCESSING TOWED VEHICLE REPORTS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>

## **GENERAL 58.00 PROCESSING TOWED VEHICLE REPORTS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is established for the filing, tracking and releasing of impounded vehicles.

### **II. INTRODUCTION**

This policy shall be for Bureau of Criminal Identification (B.C.I.) personnel in addition to the Standard Operating Procedure set forth in the General Orders for Sheriff's Officers.

### **III. MECHANICS**

#### **A. Towed/Impounded Vehicle Reports (SD#4)**

1. The officer who has the vehicle towed shall complete the Towed Vehicle Report as per the instructions in the report writing manual. The following steps will also be performed by the B.C.I.

2. Authorization for towing at the request of owner/operator is to be completed and signed by the officer making the report. The report is to be reviewed by the supervisor on shift (or an O.I.C.) for its accuracy. Attached to the report will be a computer printout showing a check of the vin # and the name of the current owner. Once this is completed the supervisor will designate an officer to enter the vehicle in the NLETS NATIONAL AUTO THEFT BUREAU (NATB) impounded vehicle file.

## **B. S.O.P. for Reports**

1. The towed vehicle report is to be either typed or printed legibly.
2. List the driver's name, if known.
3. List the owner's name. If you do not know the owner's name, research the computer using the vin #, reg #, dl #, etc., for the vehicle's owner.
4. All tow reports must be entered in the logbook.
5. The yellow copy of the tow report will remain in BCI until vehicle is released.
6. A copy of the report will be forwarded to Central Records to be filed.
7. Log the information in the vehicle impound book as per heading at the top of the page. In the remarks section, log any notes that the impounding officer has on the report, such as, vehicle must be towed, contact S.I.U. before releasing, contact impounding officer, has active warrants, etc.

## **C. Releasing of Vehicles**

1. To obtain release of the vehicle, it must be the owner, with proof of ownership, and also a form of identification.
2. Vehicle can be released with title only if owner information is correct, but the vehicle must be towed.
3. When releasing a vehicle you are to complete the required information in receipt for vehicle, signature of person the vehicle is being released to, date and time. On back of form fill in the bottom: date, time, shift and where the vehicle was towed.

4. Officer shall log the date and name of the officer releasing the vehicle in the logbook. Make a copy of all paperwork involved in this transaction; vehicle report, title, registration, insurance card, drivers lic, etc, and attach to original tow sheet. Fill out the vehicle release receipt at the bottom of the original report and give this to the owner of the impounded vehicle. If vehicle must be towed, you will note that onthe release form.
  
5. The original (yellow copy) will be forwarded to CentralRecords.
  
6. A copy ofthe tow sheet (only) will be placed in the file drawer marked releases.





Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>EXPUNGEMENT PROCEDURE</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 59.00 EXPUNGEMENT PROCEDURE**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to permit the Camden County Sheriff's Office Bureau of Criminal Identification (B.C.I.) to remove existing records, either expunged or sealed by the courts as per New Jersey Criminal Code 2C:52-1.

### **II. INTRODUCTION**

This order shall establish policy and procedure for the expungement and/or sealing of any records by court order.

### **III. MECHANICS**

#### **A. Expunged or Sealed Records**

The following shall be standard policy for the removal of an expunged or sealed record from within the Camden County Bureau of Criminal Identification.

1. The only acceptable documentation to expunge or to seal a record is by court order.
2. A notice of "Petition for Expungement" is not a court order, it is only an application made to the court.
3. The only arrest record to expunge or seal is the one specified in the order, do not purge any other arrest records on the subject.
4. Retrieve all existing records and photos pertaining to that specific arrest and merge into one file package, using a 9" x 12" envelope for filing purposes.

**B.** Example of what should be in the envelope:

1. Order to expunge or seal the record.
2. Fingerprint cards.
3. Mic cards/ Mugshot Profile sheet.
4. Photos.

**C.** Label the outside of the envelope with:

1. Subject's Name: (last) (first).
2. Processed by.
3. Date processed.
4. Reviewed by: (Shift Supervisor's Signature).

#### **IV. RESPONSIBILITY**

**A.** The responsibility for processing of expungements will be assigned by the Bureau Commander.

**B.** When an expungement is completed, it is to be reviewed by the shift Supervisor and that record must be removed from the B.C.I. database.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>NJCJIS SECURITY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>15</b>

## **GENERAL 60.00 NJCJIS SECURITY**

### **I. AUTHORITY**

By the authority vested in the New Jersey Criminal Justice Information System, the New Jersey State Police and the Office of the Sheriff of Camden County the following guidelines have been established to protect data held in the NJCJIS.

### **II. INTRODUCTION**

In order to provide a viable communications system that supports the needs of the criminal justice community, security and confidentiality of information must not be compromised. Security has been a major concern throughout the history of the New Jersey Criminal Justice Information System (NJCJIS), therefore, the Camden County Sheriff's Office, in conjunction with the New Jersey State Police Criminal Justice Information System Control Unit (CJIS Control Unit), has developed a Security Policy in accordance with existing NJCJIS and National Crime Information Center (NCIC) policies, procedures, and regulations.

Many of the security measures outlined in this document, whether inherently designed into the system, established security policies, or dissemination regulations, have been extracted from various NJCJIS and NCIC publications. The experience and expertise, in the area of security and violations of security, gained by the Federal Bureau of Investigation (FBI), the New Jersey State Police, acting in its capacity as the Control Terminal Agency (CTA) and the Camden County Sheriff's Office, have been incorporated into this document. Although this document comprehensively addresses all current security features, impending and future system developments may require additional security considerations.

The continuous quest to better serve the communication needs of the criminal justice community requires the exploration of new or enhanced communication technology. This search may, on occasion, produce a product that does not fully meet the security specifications of the NJCJIS. Therefore, prior to the design, development, or implementation of any new NJCJIS related application, participant members must submit such proposals to the NJCJIS management for review and approval.

Policies, procedures, and regulations presented in this document are intended to serve as a security requirement for the Bureau of Criminal Identification and do not preclude the Camden County Sheriff's Office from invoking additional security policy measures outlined in the Department's Rules and Regulations Manual. Every officer authorized to be a NJCJIS participant member shall retain a copy of this document for their personal reference.

All members of the Camden County Sheriff's Office must be cognizant of the potential for civil liability inherent in the dissemination of all information obtained via NJCJIS. Security and proper management of this information provide safeguards against the infringement of individual constitutional rights and civil litigation. All precautions, coupled with proper handling of NJCJIS data, should be standing operating procedure.

### **III. MECHANICS**

#### **A. Personnel Security**

##### **1. Background Screening:**

Pursuant to a security policy update, approved by the NCIC Advisory Policy Board on June 3, 1992, appropriate background, investigations must be conducted on all terminal operators accessing the NCIC and hired after June 3, 1992. This investigation will include completed state and federal applicant fingerprint cards submitted to the State Bureau of Identification (SBI). The

CTA and the Camden County Sheriff's Office has adopted this policy and expanded it to include all telecommunication systems accessed through the New Jersey Criminal Justice Information System. Procedural guidelines for conducting background checks on prospective NJCJIS terminal operators are listed below.

- a.** The Camden County Sheriff's Office must check the following state and national arrest and fugitive files prior to the submission of state and federal applicant fingerprintcards.

  - 1).** New Jersey Computerized Criminal History (NJCCH)
  - 2).** State Crime Information Center (SCIC) Wanted Person File
  - 3).** NCIC Interstate Identification Index (III)
  - 4).** NCIC Wanted Person File
  - 5).** National Law Enforcement Telecommunication System (NLETS) Criminal History Record information (CHRI) for non III participantstates
- b.** If a record of any kind is found, pursuant to the remote terminal checks listed above, access will not be granted by the Camden County Sheriff's Office. Access shall be contingent upon further investigative review of arrest and/or fugitive records by the Internal Affairs Unit of the Camden County Sheriff's Office, positive identification by both FBI and SBI fingerprint comparison, and verification of the disqualifying information.
- c.** After positive identification of the applicant, potential disqualifying information shall be forwarded to the Camden County Sheriff's Office. If the applicant is confirmed to be a fugitive from justice or has been convicted of an indictable offense, the applicant shall be denied NJCJIS terminal operator access/certification by the employing agency.
- d.** Disorderly person's convictions shall not be an absolute bar to terminal operator access/certification. The Internal Affairs Unit supervisor shall review each case and make the determination to grant NJCJIS access. Access shall be denied by the Sheriff if deemed not to be in the public interest.
- e.** Although expunged records may continue to provide a disability to criminal justice employment, in accordance with N.J.S.A., 2C:52-27c, the expunged record shall not be utilized to deny terminal operator access/certification. For example-if the Camden County Sheriff's Office hires an officer with an expunged record, the expunged record will not be used to deny NJCJIS access.

- f. The Sheriff may allow a current NJCJIS terminal operator who has been charged with an offense to remain in that capacity until resolution of the charge.
- g. Sheriff's Officers who are denied NJCJIS terminal operator access/certification by the Camden County Sheriff's Office are not prohibited from requesting and receiving NJCJIS record information from a certified terminal operator in the performance of their duties.
- h. CJIS terminal operators employed by the Camden County Sheriff's Office with convictions prior to July 13, 1994, are not subject to the disabilities outlined above. The Sheriff's Office Terminal Agency Administrator, however, reserves the right to deny terminal operator access for prior convictions. Subsequent indictable offense convictions will terminate operator access. Subsequent disorderly person's convictions shall be reviewed by the Sheriff to determine continued access.
- i. Mobile Data Terminals (MDTS) do not access the New Jersey Computerized Criminal History (NJCCH) database, the NCIC Interstate Identification Index, or the NLETS criminal history record information. Therefore, Sheriff's Officers who are denied NJCJIS terminal access/certification due to NJCJIS Security Policy disqualifiers shall not be denied MDT access while in the performance of their authorized duties. Thorough background checks must be completed and documented prior to employment.

## 2. Discipline of Security Policy Violator

All operators must adhere to the Security Policy established by the New Jersey State Police and the Camden County Sheriff's Office.

- a. Violators of the Security Policy shall be subject to criminal and civil penalties as well as department charges.
- b. The Camden County Sheriff's Office shall not assume responsibility for the actions of personnel who access CJIS information for anything other than a criminal justice purpose.
- c. Pursuant to the New Jersey Criminal Justice Information System Security Policy (dated 01-31-95), the investigation authority for security violations shall be the Internal Affairs Unit of the Camden County Sheriff's Office in conjunction with TAC for the Camden County Sheriff's Office, the New Jersey State Police, and/or the FBI.

## B. Physical and Visual Security

The Camden County Sheriff's Office must assume responsibility for, and enforce, system security. These responsibilities also extend to any agency furnished NJCJIS services by that the Camden County Sheriff's Office. The Camden County Sheriff's Office must comply with specific physical and visual security standards before a terminal/computer will be permitted NJCJIS access. Therefore, prior to installation, NJCJIS management must inspect and approve all potential terminal site locations/relocation's of computers, printers, and video display units, hereinafter "terminal devices" that access the NJCJIS. This includes a base station terminal device that services a mobile data terminal (MDT) network (MDTS are excluded from site inspections but are subject to the same stringent security measures that pertain to base station operations).

## 1. Site Inspections

All site inspection requests submitted to the CJIS Control Unit must include the following information:

- a. Agency name
- b. Physical address.
- c. County.
- d. NCIC originating agency identifier (ORI).
- e. Contact person.
- f. Telephone number.
- g. Type of inspection (initial, additional device(s), relocation) terminal device(s) make, model, and level of access.

## 2. Terminal Devices

The following visual and physical security standards are applicable to all terminal devices:

- a. Terminal Site
  - 1). the terminal device must be kept in a secure area with a lockable entrance.
  - 2). a terminal device site must afford adequate physical security to prevent access by unauthorized personnel.
  - 3). the terminal device must be positioned within the' physically secured area to prevent visual access from an unsecured area by unauthorized personnel.

- 4). MDTs must be "logged off" NJCJIS when unattended by authorized personnel.
- 5). passengers in MDT equipped vehicles, who are not authorized NJCJIS participants, shall not be permitted visual or physical access.
- 6). additional MDT security-measures are outlined in the NJCJIS User Agreement, dated 10-1-94.
- 7). terminal Device and Printers are not to be relocated without permission from NJCJIS Control Unit and the Terminal Agency Coordinators. Once these security standards are achieved, they must be constantly monitored and enforced to prevent any breach of security.

**b. Visitors**

- 1). all visitors entering a terminal device area must be escorted by authorized terminal agency personnel.

**c. Authorized Personnel**

- 1). terminal operators must be screened pursuant to specified guidelines (Section A. Personnel Security).
- 2). access to the terminal device area must be restricted to the minimum number of authorized employees needed to accomplish the task.
- 3). terminal operators are restricted to the NJCJIS applications they are authorized to access.
- 4). the control terminal agency shall monitor all security policies and procedures through the NJCJIS audit program.
- 5). logon and passwords will be deleted only at the direction of the Terminal Agency Coordinator. Password violations and password changes are to be completed by the TAC assigned by the Camden County Sheriff's Department.
- 6). any officer reassigned from the Bureau of Criminal Identification may continue to have CJIS privileges by maintaining with the current training and reviewing the Newsletters outlining changes to the system.

**C. User Authorization**

1. Originating Agency Identifier



- a. The NCIC originating Agency identifier (ORI) is a nine-character alphanumeric identifier that provides an authorized criminal justice agency, hereinafter "User," (a criminal justice agency as defined by New Jersey Administrative Code 13:59-1.1 and the Code of Federal Regulations, Title 28 - Judicial Administration, Chapter 1 - Department of Justice, Part 20 - Criminal Justice Information Systems (CJIS), Section 20.3(c) "criminal justice agency," and further delineated in Section 20.3(d) "administration of criminal justice") access to the NJCJIS. Once an agency has been authenticated by the CTA, the FBI shall assign that agency a unique ORI. Assignment of an ORI is based on the FBI NCIC ORI Policy approved by the NCIC Advisory Policy Board on June 17, 1981. This policy established qualifying criteria for various levels of access which can be controlled by the ORI configuration.
- b. The ORI must be used in each NCIC transaction and thereby serves to ensure the proper level of access for each transaction. At the initial submission of a transaction into the NCIC System, the CTA ensures that the ORI is in fact originating from the assigned location within the state. Furthermore, at the national level, the ORI is automatically referenced to the relevant state telecommunications circuit. This access program prevents one agency from masquerading as another and ensures that only the entering agency may modify or clear/cancel an NCIC record.
- c. New Jersey ORIs are also entered into the NLETS ORION File for routing NLETS messages. ORIs, in conjunction, with terminal identifiers and netnames, provide NJLETS with a secure message routing environment.
- d. To ensure ORI integrity, the CTA is responsible for monitoring ORI assignment and application. In addition, all ORIs are validated biennially to ensure that the information associated with that ORI is valid, accurate, and complete.

## 2. NJCJIS User Agreement

- a. The Camden County Sheriff's Office administrator must sign a written agreement with the New Jersey State Police and the Office of Telecommunications Information Services (OTIS), to delineate the responsibilities of the signatory agencies.
- b. The agreement includes the standards and sanctions governing utilization of the NJCJIS. The following documents, subject matter,

policies, and procedures are incorporated by reference and made part of the User Agreement:

- 1). SCIC/NCIC operating Manual.
  - 2). NCIC Code Manual.
  - 3). NJLETS Guide.
  - 4). NLETS Guide.
  - 5). NJ Division of Motor Vehicle Services Guide.
  - 6). NJCJIS Validation Policy/Procedure Guide.
  - 7). New Jersey Administrative Code 13:59-1.1 through 1.6.
  - 8). CCH/ANI operating Manual.
  - 9). NJCJIS Security Policy.
  - 10). Memorandums and other communication.
  - 11). NCIC Policy Paper, November 17, 1986.
  - 13). Department of Justice CCH.
  - 14). Title 28 - Judicial Administration.
  - 15). Chapter 1 - Department of Justice.
  - 16). Part 20 - Criminal Justice.
  - 17). Information Systems.
  - 18). Established NJCJIS policies and procedures.
  - 19). R&I Newsletters.
  - 20). NJCJIS Noncompliance sanction Plan.
- c. The agreement delineates an agency's access level to the NJCJIS/NCIC databases and requires the terminal agency to comply with the following:
- 1). timeliness of-record entry.
  - 2). quality assurance.
  - 3). validation of SCIC/NCIC records.
  - 4). SCIC/NCIC hit confirmation procedures.
  - 5). security of terminal devices.
  - 6). dissemination of computer generated data.
  - 7). biennial audit of standing operating procedures by FBI/State Police personnel.
  - 8). training of agency-personnel.
  - 9). pre-employment screening.
  - 10). logging of NJCJIS transactions.

### 3. Management Control

- a. All computers, electronic switches, and manual terminals interfaced directly with the NJCJIS must be under the management and control of a criminal justice agency. Similarly, satellite computers and manual terminals accessing NJCJIS through a control terminal agency computer must be under the management and control of a criminal justice agency.
- b. Management control is defined as the authority to set and enforce:
  - 1). priorities.
  - 2). standards for the selection, supervision, and termination of personnel.
  - 3). policy governing the operation of computers, circuits and telecommunications terminals used to process criminal justice information insofar as the equipment is used to process, store, or transmit criminal justice information.
- c. Management control includes, but is not limited to, the supervision of equipment, systems design, programming, and operating procedures necessary for the development and implementation of a criminal justice information system. Therefore, a criminal Justice agency must have a written Management Control Agreement (NJCJIS 11-6) with the non-criminal justice agency operating a data center.
- d. In addition to providing management control of a non-criminal justice agency operating a data/communications center, the criminal justice agency administrator shall appoint a sworn officer as the TAC to ensure compliance with approved NJCJIS policies and procedures. New management control agreements must be executed when the administrator of the criminal justice agency or the non-criminal Justice agency is replaced.
- e. The management and the control of the CJIS equipment is the responsibility of the Camden County Sheriff's Office and to achieve this goal the Department has appointed sworn officers to serve as TAC (terminal Agency Coordinators).

### D. Technical Security

Adequate security measures are crucial to maintaining the confidentiality and security of the system. The ultimate decision for approving and establishing security measures for NJCJIS use will be made by the CTA.

## 1. User Authentication

- a. Authentication is the security measure(s) designed to verify the identity of the user and establish that person's eligibility to receive information. The NJCJIS employs the Access Control Facility 2 (ACF-2) application program which utilizes a logon identification (ID) and password mechanism to authenticate user identities. In addition to established policy, certain customized programs and inherently designed features with expansion capabilities were incorporated into the ACF-2.' The programs and policies outlined in this section provide the necessary access security safeguards for the NJCJIS.
- b. Only the TAC will be programmatically authorized by the CJIS Control Unit to assign, update, or delete logon identifications and reset erroneous password violations for agency personnel at a terminal site. This program, including an invisible typed password, will restrict system access to authorized terminal equipment operators and prevent visual password compromise.
- c. Through agency audits and ACF-2 maintenance programs, NJCJIS management will verify that only qualified personnel, who have received the proper training, are assigned logon identifications. If administered properly, and with the mutual cooperation of all, system participants, the ACF-2 software application will provide a significant measure of security.

## 2. Terminal Device Authentication

- a. Before a terminal device can be used to access the NJCJIS, it must be assigned an ORI, a unique terminal ID/netname, and be entered into the appropriate software tables managed by NJCJIS personnel. Any access attempt from a terminal device not identified or authenticated by the NJCJIS Central Processing Unit (CPU) will be denied with a caveat transmitted to the unauthorized terminal device attempting access. Therefore, all NJCJIS applications and terminal device access requests must be submitted to the CJIS Control Unit for processing.
- b. Most data exchanged between the CPU and the terminal device is transmitted via dedicated telecommunications lines. During this exchange, the CPU verifies and records which terminal device is being used and its location.

- c. User authentication and security measures employing dedicated telecommunications lines ensure the integrity of the system by preventing access from unauthorized terminal devices.

### 3. Encryption

- a. Radio wave transmitted -messages, because of the nature of the transmitting medium, can be intercepted by any receiver operating on the same frequency. At present, all radio wave transmitted NJCJIS messages use assigned police frequencies. The rapidly increasing number of microwave transmitting terminal devices (MDT), especially MDTS, has caused the demand for these frequencies to exceed the supply. Therefore, public network frequencies (cellular) have been authorized as a viable solution to this problem. Because these frequencies are also used by non-criminal justice agencies, they present a security risk. Consequently, to preserve security and confidentiality, any transmission of criminal justice information sent via a public network frequency must be encrypted.
- b. Encryption protects the confidentiality of information passing over the communications link by making it unintelligible to unauthorized reception. When combined with an authentication technique, encryption can be used to protect the integrity of messages and allow tampering or transmission errors to be identified.
- c. The uniqueness of the encryption key shared by the sender and receiver enforces an extremely high degree of user identification.
- d. Use of public network frequencies for NJCJIS transactions must be approved by the CJIS Control Unit to ensure security safeguards prior to installation. User agencies and vendors must make a detailed written request for approval. Such requests may require the vendor to make a demonstration/presentation to the CJIS Control Unit.

### 4. Message Authentication

- a. In message authentication, selected fields in a message, or alternatively the entire message, are authenticated to ensure that the content of the message has not changed during transmission.
- b. Data entry field editing is currently employed by the CPU for message authentication when a message is received at the CPU for processing, information in the data entry fields is compared with existing state edits. Incompatible data in these fields will result in message rejection.

- c. A number of publications, which assist system users with the construction of messages, have been distributed by the CJIS Control Unit to all NJCJIS terminal agencies. These publications should be kept in a secured environment at the terminal site.
- d. A security application that is not currently in use, but may be adopted for future NJCJIS message applications, involves a message authentication code (MAC). A MAC is calculated as a cryptographic function of the clear text message. The MAC is then appended to the clear text message to serve as a cryptographic cipher. The MAC may then be checked by the recipient by duplicating the original MAC generation process.
- e. These safeguards will help to preserve message security, integrity, and ensure that only authorized messages are transmitted via the NJCJIS.

## 5. Logging

- a. Logging is a recording process which captures data from a message transaction and maintains it on file (automated log) for an extended period of time. This information can be utilized to supplement existing NJCJIS security monitoring programs by providing certain identifying data unique to a terminal equipment operator and a terminal device. Data retrieved from the automated log can be used by NJCJIS management to investigate suspected security or dissemination violations.
- b. All SCIC/NCIC "Hot File," New Jersey Computerized Criminal History, and Interstate Identification Index transactions originating from terminal devices will be maintained on the automated log. The hot file segment of this log will be maintained for a minimum of six months; the III and NJCCH segment will be maintained for seven years.
- c. When an III or NJCCH message is generated from a terminal device, the automated log will capture the following identifying data:
  - 1). transaction Code
  - 2). purpose
  - 3). code
  - 4). requesting ORI
  - 5). terminal Netname
  - 6). request
  - 7). date
  - 8). requesting Logon ID

- 9). request Time
- 10). request Name
- 11). receiving ORI
- 12). operator ID
- 13). comments
- 14). FBI Number (III only)
- 15). State Bureau of Identification Number

- d. The entire SCIC/INCIC "Hot File" transaction will be recorded on the automated log.

## **E. Dissemination**

### **1. General Dissemination**

- a. NJCJIS data is confidential and intended for use by authorized criminal justice agencies for criminal justice purposes. This data is documented criminal justice information which must be protected to ensure legal and efficient dissemination and use. Unauthorized requests or receipt of material via the NJCJIS may result in criminal prosecution.
- b. Before disseminating NJCJIS information, an individual must ensure that the person/agency is authorized to receive such data. When one agency provides or dispenses NJCJIS services to another criminal justice agency, a service agreement must be enacted between the agencies.

### **2. NJCCH, NLETS CHRI, and III Dissemination**

To prevent unauthorized access or use Of NJCCH, NLETS CHRI, and III data received through the NJCJIS, copies of such data must be afforded maximum security. All NJCCH, NLETS CHRI, and III Records will be destroyed immediately after they have served their intended and authorized purpose pursuant to state and federal regulations (only the cover page, containing the subject's personal identifiers, may be retained).

### **3. JCCH, NLETS CHRI, and III Record Disposition /Destruction**

Final disposition of NJCCH, NLETS CHRI, and III records will be accomplished in a secure manner to preclude unauthorized access/use (shredding is preferable).

## **F. Audit**

### **1. Audit Commitment**

- a.** Pursuant to a FBI NCIC mandate the CTA has established a comprehensive program to biennially audit every terminal agency to ensure compliance with state and federal policies and procedures. Failure to comply with established standards will result in implementation of the NJCJIS Noncompliance Sanction Plan.
- b.** Audits will focus on the approved standing operating procedures associated with the NJCJIS and review the following:
  - 1). SCIC/NCIC record validations
  - 2). SCIC/NCIC hit confirmation procedures
  - 3). general policy statements
  - 4). security of terminal devices
  - 5). training of terminal agency personnel
  - 6). local/regional interface dispatch centers
  - 7). MDT applications
  - 8). NJCCH requirements
  - 9). NCIC III requirements
- c.** In addition to the audits conducted by the CTA audit staff, the CTA will be audited by the FBI NCIC audit staff biennially. The purpose of the audit is to ensure CTA compliance with NCIC policies/procedures. A substantial part of the FBI audit will consist of a local agency review of randomly selected NJCJIS Terminal agencies.

### **2. Investigative Authority for Security Violation**

All agencies with access to the NJCJIS shall permit an inspection team, appointed by the CTA, to conduct appropriate inquiries into any allegations of security violations. For NCIC and III data security violations, permission will be extended to include an inspection team appointed by the FBI Criminal Justice Information Services Division, Advisory Policy Board. The inspection team will include at least one representative from the FBI NCIC. Results of the investigation shall be reported to the CTA and, if applicable, to the Advisory Policy Board with appropriate recommendations.

## **Disciplinary Guidelines**



**1. Minor Infractions:**

Minor Fractions shall include but will not be limited to:

- a.** Failure to properly log off or leaving a CJIS station unattended.
- b.** Failure to answer Hit Confirmation within the specified time requirements.
- c.** Failure to complete “comments field” as required.
- d.** Failure to properly “pack” the warrant and retain source documentation.

**2. Major Violations:**

- a.** Any violation of the dissemination guidelines outline in Section E.
- b.** Accessing CJIS for a non-law enforcement purpose.

## **IV. RESPONSIBILITY**

### **A. Supervisors**

Supervisors shall enforce the above policy and shall submit written report whenever a violation occurs to the Internal Affairs Unit and Undersheriffs.

### **B. TAC Officers**

Shall be responsible for training and dissemination of information related to the NJCJIS

### **C. Internal Affairs Unit**

The investigation authority for security violations shall be the Internal Affairs Unit of the Camden County Sheriff’s Office in conjunction with TAC for the Camden County Sheriff’s Office, the New Jersey State Police, and/or the FBI.

### **D. Identification Personnel**

Shall be responsible for familiarization and compliance with the above guidelines



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>REMANDS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>

## **GENERAL 61.00 REMANDS**

### **I. AUTHORITY**

The standardization of procedures for processing remands incarcerated in the Camden County Correctional Facility is instituted by the authority vested in the Office of the Sheriff of Camden County.

### **II. INTRODUCTION**

The following shall be the policy and standard operating procedure for processing inmates remanded to the Camden County Correctional Facility.

### **III. MECHANICS**

One of the primary purposes of the remand process is to establish a subject's positive identification. A positive identification is made using fingerprints. All other sources of information may serve to enforce identification but fingerprints are the only acceptable method. To accomplish this task the identification officer may take several avenues of research but will ultimately arrive at fingerprints to make a positive identification. The following steps are based on a logical progression of likely success. At any search step when it is possible to make a positive identification utilizing fingerprints the remaining steps may be discontinued, however, it is prohibited to assume a subject is unidentifiable until all search methods have been exhausted:

- A. Establish Positive Identification:
1. Check Photo-imaging using an enhanced search:
    - a. Search by name.
    - b. Search by SS#.
    - c. Search by DOB.
    - d. Search by physical appearances.
    - e. Search by SBI, (State Bureau of Investigation), FBI (Federal Bureau of Investigation) numbers and the fingerprint classification.  
**Positive Result:** classify prints and compare classification for positive identification.
  2. Manual check of MIC cardfile.
    - a. Search by name and aka's.
    - b. Check against SS#'s.
    - c. Check against DOB's.  
**Positive Result:** classify prints and compare classification for positive identification.
  3. Check the CJIS (Criminal Justice Information System) check GNRQ and GNC1 (Master name index and Interstate Identification Index):
    - a. Search by name and DOB.
    - b. Search by SS#.  
**Positive Result:** classify prints and compare classification for positive identification.
  4. Check DMV (Division of Motor Vehicle) for Driver's license and Social Security information:
    - a. Search by name (in state and out of state).
    - b. Search by DL# (Driver's license number) using MVSL DISPATCH (2 SPACES) ENTER number then Count back 18 spaces for SS#.  
**Positive Result:** Using CJIS run GNCI, classify prints and compare classification for positive identification.
- B. If you are unable to establish identity using the above information sources:
1. Classify fingerprints (by an Officer certified in fingerprint classification):
    - a. Enter ten print into AFIS and compare results
    - b. Check the classification in the fingerprint search file for a match.
  2. Still unable to establish identify using the above information sources:
    - a. Fax fingerprints to NJSP (New Jersey State Police) and request run through AFIS (Automated Fingerprint Identification System).
  3. If you are still unable to identify the subject through the NJSP:
    - a. Enlarge fingerprints and fax to the FBI.
    - b. Fax to Phila. PD.

- c. Fax to Penn. State Police.
    - 4. If you have exhausted all of the above steps and still have not positively identified the subject, then the subject shall be reclassified as a new remand and assigned a new BCI number.
  - C. When a positive identification is established or the subject has been classified as a new remand:
    - 1. Check subject through the CJIS computer system for outstanding warrants.
      - a. When county warrants are found:
        - 1). pull warrants from BCI files.
        - 2). change Warrant Status in Imaging System to “satisfied.”
        - 3). locate” Parole and CCPO warrants.
        - 4). “clear” county bench warrants (Domestic relations and Probation).
        - 5). take copy of warrants to Jail Admissions.
        - 6). return original (signed and dated) to SIB (all county warrants).
      - b. When out of county warrants are found:
        - 1). send out of county agency “hit confirmation” to confirm warrant status.
        - 2). upon receiving a positive response, send “locate” to agency holding warrant.
        - 3). take the teletype to Jail Admissions. Teletype will serve as a detainer.
      - c. When out of State warrants are found:
        - 1). send out of county agency “hit confirmation” to confirm warrant status and extradition.
        - 2). upon receiving a positive response, send “locate” to agency holding warrant.
      - d. Check subject through the ATS (Automated traffic system) and ACS (Automated Complaint System). These systems carry both traffic warrants and criminal warrants issued by municipal courts. Also check Juvenile bench warrant listing for outstanding juvenile warrants When an ATS/ACS warrant is found:
        - 1). print warrant from ATS/ACS computer system and take to Jail Admissions.
      - e. Update information systems:
        - 1). update photo-imaging system.
        - 2). using the CCIS (County Corrections Information System) enter the SBI (State Bureau of Investigation), FBI (Federal Bureau of Investigation), BCI numbers and the fingerprint classification.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>RELEASES FROM THE DOC</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

**GENERAL 62.00 RELEASES FROM THE DOC**

**I. AUTHORITY**

The standardization of procedures for clearing of subjects incarcerated in the Department of Corrections is instituted by the authority vested in the Office of the Sheriff of Camden County.

**II. INTRODUCTION**

The following shall be the policy and standard operating procedure for the clearing of subjects remanded in the Department of Corrections.

**III. MECHANICS**

In order to accomplish this task the following steps shall be taken:

- A. Establish positive identification as outlined in Bureau of Criminal Identification (B.C.I.) 07.00 (Remands).

1. No subject is to be cleared for release from the Department of Corrections unless positive identification is established.
- B.** Once you have made positive identification:
1. Check subject through the SCIC/NCIC computer system for outstanding warrants.
  2. Using the NCIC terminal, log off of NCIC and log on to the AOC (Administrator of the court) system. Check subject through the ATS (Automated Traffic System) and ACS (Automated Criminal System). These systems carry both traffic warrants and criminal warrants issued by municipal courts. Also check subject through juvenile files for any outstanding juvenile warrants.
  3. Attempt to verify and confirm the status of all warrants before lodging detainer.
  4. Once you have confirmed the subject has no active warrants, contact the admissions department and inform them the subject is clear for release.
- C.** Anytime the NCIC computer is down for an extended period of time and a clearance is requested you are to:
1. Notify the admissions office that NCIC is down for an extended period.
  2. That the subject cannot be cleared by B.C.I. and the decision to hold or release the subject shall be determined by the Admissions Supervisor.



Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>DISSEMINATION OF INFORMATION</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 63.00 DISSEMINATION OF INFORMATION**

### **I. AUTHORITY**

The standardization of procedures for dissemination of information is instituted by the authority vested in the Office of the Sheriff of Camden County.

### **II. INTRODUCTION**

The following shall be the policy and standard operating procedure for the dissemination of information, photographs and information retained by the Camden County Sheriff's Office Bureau of Criminal Identification.

### **III. MECHANICS**

The following Records of Police Departments Executive Order # 09 Section 3 (e) issued by Governor Richard Hughes in 1963 and amended by Executive Order # 123 issued by Governor Thomas H. Kean in November 1985 and amended by Executive Order # 69 issued by Governor Christine Todd Whitman in May 1997 states:

- A. The following records shall not be deemed to be public records subject to inspection and examination and available for copying pursuant to the provisions of Chapter 73, P.L. 1963.

1. Fingerprint cards, plates and photographs and similar criminal investigation records which are required to be made, maintained or kept by any State or local government agency except that the following information shall be made available to the public as soon as practicable unless it shall appear that the release of such information will jeopardize the safety of any person or an investigation in progress or be otherwise inappropriate. For the purpose of this order, the term “as soon as practicable” shall generally be understood to mean within 24 hours.
2. The Attorney General, as Chief Law Enforcement Officer of the State, or his designee, or where appropriate, the County Prosecutor as Chief Law Enforcement Officer of the county, shall promptly resolve all disputes as to whether or not the release of records would be “otherwise inappropriate” between the custodian of any records referred to herein and any person seeking access thereto. Where the Attorney General or the County Prosecutor determines that the release of records would be “otherwise inappropriate” he shall issue a brief statement explaining his decision.

**B. Criminal Information:**

1. The releasing of Criminal information (criminal histories, warrant information, etc.) shall follow ID Bureau 06.00/ G.O. 60.00 (NJ CJIS Security) and Department of Criminal Justice Law Enforcement Guidelines

**C. Photographs/ Line-ups.**

1. Photographs and/or line-ups shall only be given to law enforcement agencies having an NCIC Originating Agency Identifier (ORI).
2. Requests made by agencies other than law enforcement shall be decided on a case by case basis.

**D. Employee Information.**

1. The releasing of any employee information is restricted to telephone number only and only to personnel of this department.





Effective Date:	<b>04/15/06</b>
Revised From:	
References	

Subject:	<b>BICYCLE PATROL POLICY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 64.00 BICYCLE PATROL POLICY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is adopted to establish procedures in regards to the Bicycle Patrol Unit.

### **II. INTRODUCTION**

This order shall establish policy and procedures for personnel assigned to the Bicycle Patrol Unit within the Bureau of Criminal Identification.

### **III. MECHANICS**

#### **A. Bicycle Patrol Unit**

Officers assigned to the Bicycle Patrol Unit shall provide routine patrol of the Justice Complex, which includes, but is not limited to, areas such as the Hall of Justice, City Hall and the Correctional Facility. Additionally, bike patrol units will

conduct security checks of designated Camden City parking lots. This unit shall also assist the K-9 Unit and Special Investigations Bureau when necessary.

**B. Uniforms**

Officers assigned to the Bicycle Unit, while patrolling on the bicycle, shall wear the uniform and equipment issued by the department for bicycle duty. This includes a yellow bike patrol polo shirt or approved shirt, bike patrol shorts or pants, bike helmet, bike gloves, black footwear, web utility belt and approved weapon. If the officer is patrolling in a vehicle or working inside the Identification Bureau he/she shall wear the uniform of the day. Officers will wear a Class "A" uniform when appearing in court.

**C. Training**

Officers assigned to the Bicycle Unit shall be required to attend an approved bicycle training school. Topics covered by this program shall include, but will not be limited to:


1. Proper balancetechniques.
2. Climbing and descending steps.
3. Hand signals.
4. Take down methods
5. Gathering evidence while chasing assuspect.

**IV. RESPONSIBILITY**

Officers assigned to the Bicycle Unit will be under the command of the Bureau of Criminal Identification shift commander. Officers shall patrol on the bicycle at all times unless otherwise directed by the shift commander. Due to the possibility of assignment changes from bicycle to car, it will be necessary for the officer to have a Class "A" uniform available at all times. All bike patrol units shall complete a patrol log of their daily activity, which shall be reviewed by his/her immediate supervisor.



Effective Date:	<b>01/04/23</b>
Revised From:	<b>03/17/06</b>
References	

Subject:	<b>OFFICER MENTORSHIP PROGRAM</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>4</b>
			

## **GENERAL 65.00 OFFICER MENTORSHIP PROGRAM**

### **I. INTRODUCTION**

The purpose of the mentorship program is to facilitate uniform agency training for newly hired officers and police academy graduates. The program will ensure that each Sheriff's Officer receives the necessary instruction and guidance to meet the standards of the Camden County Office of the Sheriff. Additionally, each officer will develop awareness of the operations of each bureau and unit.

### **II. OBJECTIVES**

- a. To produce a highly trained and motivated officer that can meet the standards of performance required by the Camden County Office of the Sheriff.
- b. To provide standardized training to all newly hired officers and provide remedial training if deficiencies are identified.

- c. To build on the foundational training provided by the police academy.
- d. To allow officers to develop new skills and increase proficiency in skills learned at the academy.
- e. To increase the efficiency and effectiveness of the Camden County Office of the Sheriff by enhancing officer professionalism and competency.
- f. To provide each officer with a broad awareness of the Office's operations.

### **III. MECHANICS**

- a. The Sheriff or his designee will select experienced Sheriff's Officers to serve as mentors.
- b. The mentorship program will commence immediately upon each officer's appointment and will minimally include the following:

#### **Phase I (Pre-Academy)**

- i. one week of agency training to include instruction on:
  - 1. Required PTC agency training for new officers
  - 2. Camden County Office of the Sheriff General Orders, Rules and Regulations, and Directives.
  - 3. Proper radio communications
  - 4. The Camden County Infoshare RMS system, Kronos, Guardian Tracker, and Power DMS.
  - 5. Report writing
  - 6. Domestic Violence training within 90 days for officers who transfer from other agencies.
- ii. One week of training at the Hall of Justice to include instruction on:
  - 1. Efficient operation of Criminal, Family and Civil Courtrooms.
  - 2. Security post procedures
  - 3. Prisoner escort procedures
  - 4. Security screening

## **Phase II (Post-Academy)**


- i. One month of training in the Special Investigations Unit to include instruction on:
  1. Basic warrant service
  2. Warrant workups
  3. ECDR complaint generation
  4. Officer safety and approach techniques
  5. Livescan procedures
  
- ii. One month of training in the Transportation Bureau to include instruction on:
  1. Transportation van operations
  2. Physical locations of local police departments and correctional facilities
  3. Required paperwork
  4. Transportation/management of single and multiple prisoners.
  5. Local extradition procedures and required documentation
  
- iii. One week of training at the Probation Unit to include instruction on:
  1. Post locations and operations
  2. Security screening
  
- iv. Skill-building training in the Special Investigation Bureau, with the training unit, and/or with the Sheriff's Emergency Response Team to include instruction on:
  1. Active shooter response
  2. Barricaded subjects
  3. Bomb threats and Improvised Explosive Device (IED) awareness
  4. Motor vehicle stops
  5. Probable cause and consent searches
  
- v. Awareness training in the Bureau of Criminal Identification to include instruction on:
  1. Ink rolled fingerprints.

2. NCIC/AOC/Promis Gavel, warrant checks, and facial recognition

vi. Awareness training in the Civil Process Unit



Effective Date:	12/31/21
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References	
<b>AG Directive 2021-14: Use of Force Policy</b>	

Subject:	K-9 UNIT		
Distribution:	ALL K-9 PERSONNEL	Pages	12
			SHERIFF

## GENERAL 66.00 K-9 UNIT

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby adopted to outline the permissible uses of a police canine and clearly define prohibited uses and activities.

### II. INTRODUCTION

This policy shall establish procedural guidelines for all police canines to be trained, deployed, and used only as expressly authorized by the provisions of this order.

#### A. Canine Handler Qualification and Training

1. Candidates must be willing to commit to remain with the canine unit for a minimum of five years, or for the working life of his or her canine partner.
2. The candidate must demonstrate a strong desire to work with canines in a law enforcement setting.
3. The candidate must be willing to care for and house the canine at the officer's residence which must have a secure outdoor area or home kennel for the canine. Likewise, the candidate must be willing to continually care for, maintain, and train the canine.



#### **4. Minimum Entrance Requirements:**

- a. At least three years of experience with the Camden County Sheriff's Office and/or any other law enforcement agency with N.J. Police Training Commission Certification. Law enforcement experience may be substituted with military experience. The Canine Unit Supervisor and/or Commander will determine sufficient military training/experience on a case-by-case basis.
  - b. No significant disciplinary actions within the past two years or currently under investigation.
  - c. Be in excellent physical condition and pass a physical fitness test.
  - d. Keen alertness and intelligence.
  - e. Ability to follow orders and think under pressure.
  - f. An officer must be willing to respond on a twenty-four-hour basis upon activation.
5. Candidates meeting the above requirements must submit a resume and memo requesting assignment to the Canine Unit when a tryout is announced. The resume and memo must be submitted to the Canine Unit Commander via the chain of command. Upon receipt of the request by the Canine Unit Commander, an application with instructions shall be forwarded to the candidate. The process shall consist of the following phases:
- a. Physical fitness test
  - b. Canine apprehension training
  - c. Writing sample
  - d. Interview
  - e. Any other phases determined by the Canine Unit Commander

#### **B. Selection of Canine Handler Candidates:**

The selection of candidates for Sheriff's Officer Canine Handler will be made by the Sheriff or his/her designee and may include the Commander of the Canine Unit.

1. In evaluating each candidate, the Sheriff or his/her designee will review the candidate's performance evaluations, as well as any awards, citations, or additional achievements of the candidate.



2. The Sheriff or his/her designee shall also consider the frequency and nature of any complaints involving the candidate especially any related to the excessive use of force.
3. The candidate's most recent supervisor will be interviewed with respect to the candidate's qualification for the position of canine handler.
4. In evaluating the candidate, the Sheriff or his/her designee will also consider any complaints regarding the candidate's careless handling of issued equipment.

### **C. Certified Training Course: Standards and Requirements**

1. Certification and re-certification for canine handlers shall be in accordance with the "K-9 Training Standards and Qualification Requirements for New Jersey Law Enforcement" (Revised July 2002) as outlined by the Attorney General of the State of New Jersey.
2. Only certified canine handlers are authorized to participate in criminal apprehension training without authorization from a canine trainer.
3. The canine unit supervisor and/or commander shall schedule all required initial and in-service training.
4. The canine unit supervisor shall maintain all necessary records on all canine teams, including all basic and in-service training records.
5. Canine handlers shall be permitted and expected to perform all necessary training with their canine during their regular shift hours.

## **III. MECHANICS**

### **A. Canine Use**

**While the use of a police canine may be deemed an available force option, force should only be utilized as a last resort. Warning and opportunity to surrender should be given when feasible. Flight only does not elevate a resistor to an assailant. Properly trained canines may be used:**

1. To assist in the arrest of persons who meet the Level of Resistance of Threatening Assailant or Active Assailant per the Use of Force Policy issued by the Attorney General of New Jersey. (Use of Force Policy Issued December 2021).

2. To protect members of the public or law enforcement officers from the imminent risk of serious bodily injury and/or death.
3. To track criminal suspects while ensuring passive resisters and active resisters are not subject to a canine apprehension.
4. To locate lost or missing persons.
5. To search for evidence, including hidden instrumentalities of crime, controlled dangerous substance and explosive devices.

#### **B. Prohibition against Use of Canine**

1. A canine shall not be utilized to apprehend a Cooperative Person, Passive Resistor or an Active Resistor.
2. A canine shall not be deployed against a crowd, except to respond to a threat of death or serious bodily injury to a member of the public or to an officer.
3. The visible presence or deployment of canines for crowd control purposes is prohibited at peaceful demonstrations. Canines may be used for explosive detection or similar security sweeps at such gatherings.
4. A canine shall not be deployed or used in circumstances which would be reasonably likely to intimidate, coerce or instill fear in lawabiding citizens.

#### **C. Discretion of Handler to Refuse to Deploy Canine**

1. A canine handler shall always have the authority to refuse a deployment if, in the judgment of the canine handler, the canine is not suitable for the individual assignment or the canine cannot be safely deployed in a controlled manner. This is due to the handler's particular intimate knowledge of his/her canine's capabilities or limitations.

*Upon a refusal, the canine unit supervisor and/or commander may request the reason for refusal, in writing, from the canine handler for evaluation of the incident.*

#### **D. Single Handler**

1. All canines trained to affect physical apprehension shall be maintained by only one handler. If the canine's handler is sick or unavailable for duty, that canine shall not be used by another handler for any other purpose.

## **E. Prohibition Against Canine Use During Interrogations**

1. Police canines shall not be used during the interrogation of a criminal suspect.

## **F. Response to Emergent Life-Threatening Situations**

1. A police canine may be used when necessary to protect a police officer or other person from the risk of imminent death or serious bodily injury. A canine should only be utilized to make a physical apprehension when the suspect is a Threatening Assailant or Active Assailant as defined by the Use of Force Policy issued by the Attorney General of New Jersey. (Use of Force Policy Issued December 2021).

**a. Special Tactical Consideration** - Under no circumstances shall a canine team conduct a building search for a barricaded suspect or hostage taker without the authorization of the Incident Commander.

## **G. Tracking**

1. A police canine may be used to track for missing persons and criminal suspects.
2. Tracks shall be conducted on-lead and the canine handler shall ensure that missing persons, passive resistors and/or active resistors are not subjected to a canine apprehension.
3. Off-lead searches for missing persons, passive resistors and active resistors are strictly prohibited.
4. Tracking Missing Children:
  - a. If the use of a patrol trained canine is necessary to track a missing child, the risk to the missing child shall first be explained by the canine handler, canine unit supervisor or an officer from the primary police department to the missing child's parents, guardian or next of kin.
  - b. Approval from the child's parent, guardian or next of kin must be obtained prior to deploying a patrol trained canine. Consent does not need be obtained prior when there is reason to believe that an abduction has occurred, or when serious bodily injury or death is imminent without the use of the patrol trained canine.



## H. Building and Area Searches

1. As of December 31, 2021, no building or area searches for criminal suspects will be conducted per the Use of Force Policy issued by the Attorney General of New Jersey.
2. Criminals who are hiding, within a structure or area, to evade arrest are now deemed passive resistors and canine utilization is strictly prohibited.
3. In an effort to gain a peaceful surrender, a patrol canine team may assist officers that believe a suspect is hiding within a structure or area, but are limited to a canine warning announcement with no release of their canine to search. The warning announcement will be as follows:

**“THIS IS THE POLICE! YOU’RE UNDER ARREST! I  
HAVE A TRAINED POLICE DOG! MAKE YOURSELF  
KNOWN AND SURRENDER!”**

## I. Criminal Apprehension

1. Patrol trained canine teams are authorized to make physical apprehensions of suspects that are deemed a threatening assailant or active assailant per the Use of Force Policy issued by the Attorney General of New Jersey. (Use of Force Policy Issued December 2021).
  - a. **Threatening Assailant** - A person who is threatening the use of force against an officer or another person, with or without a weapon, in an aggressive manner that may cause bodily injury. Examples may include a person armed with a weapon who fails to disarm, and an unarmed person who advances on an officer or any other person in a threatening manner thereby reducing the officer’s time to react, putting the officer in reasonable fear of a physical attack.
  - b. **Active Assailant** - A person who is using or imminently threatening the use of force, with or without a weapon, in an aggressive manner that poses a substantial risk of causing bodily injury to an officer or another person. A threatening assailant becomes an active assailant when the threat becomes imminent.
2. Apprehensions may be made either on-lead or off-lead as circumstances and tactical considerations dictate. Whenever feasible, the canine handler shall allow the suspect(s) to surrender by giving the following

warning announcement prior to releasing his/her canine partner for the purpose of making a physical apprehension. The following is an example of the warning announcement that should be given:

**“POLICE! YOU’RE UNDER ARREST!  
STOP OR I’LL SEND MY DOG, WHO WILL  
BITE YOU!”**

3. If the suspect surrenders, there shall be no physical canine apprehension and the suspect shall be handcuffed and searched.
4. Under no circumstances shall police personnel, other than the canine handler, interfere with or attempt to assist the canine once it has been deployed for an apprehension unless specifically directed to do so by the canine handler.
5. Once the canine has made the apprehension, the canine handler shall immediately begin issuing appropriate orders / commands to the suspect to further facilitate the suspect’s arrest.
6. Once the suspect has complied with the canine handler’s orders and submits to arrest, the canine handler shall immediately command his/her canine partner to release from the apprehension.
7. If assisting officers are on the scene, they shall be summoned by the canine handler to handcuff and search the suspect. In the event backup officers are unavailable, the canine handler may command his canine partner to guard the suspect while he/she handcuffs and searches.
8. Once the suspect has been successfully handcuffed and searched, the K-9 handler shall ensure that the suspect is provided immediate medical Attention. This includes transportation to a hospital or other appropriate medical facility for treatment of any injury the suspect may have sustained during his apprehension and arrest.
  - a. Once the suspect has received appropriate medical treatment, photographs of any injuries sustained shall be taken and submitted into the Sheriff’s Office report system.
  - b. If the suspect refuses medical attention at the hospital, the canine handler shall document it in their report.
  - c. Medical treatment shall be documented in the canine handler’s report.



- d. Canine handlers will complete all reports as outlined in the office's standard operating procedures. This will include any medical release paperwork issued by the hospital.
9. The canine handler shall notify the Canine Unit Supervisor and/or Commander of the physical apprehension as soon as possible.

## **J. Off-Lead Apprehensions**

1. Off-lead apprehensions may be necessary to subdue a threatening assailant or active assailant. The canine handler must consider the following factors prior to releasing his/her canine which include but not limited to:
  - a. Innocent persons on scene,
  - b. Officers on scene and,
  - c. The likelihood of the apprehension based on distance from the canine handler.
2. If feasible, a canine warning announcement should be given prior to the release of the canine for the apprehension. The following is an example of the warning announcement that should be given:

**“POLICE! YOU’RE UNDER ARREST!  
STOP OR I’LL SEND MY DOG, WHO WILL BITE YOU!”**

3. The canine handler will ensure that the canine has had the opportunity to observe the suspect prior to releasing him/her for the apprehension.
4. The canine handler shall maintain visual contact with the canine throughout the foot pursuit. If during the foot pursuit the canine handler loses visual contact with the canine, the officer handler shall immediately recall the canine.

## **K. Release from Apprehension**

1. After a canine has effected a physical apprehension, the canine must be released from the subject upon being subdued or secured in handcuffs.

## **L. Article / Evidence Searches**

1. Canine teams are authorized to conduct searches for articles when the canine handler reasonably believes that an article may have evidentiary value or present a danger to the public. Articles include, but are not limited to contraband, weapons, stolen property, clothing, or any other

item that may have evidentiary value.

## **IV. RESPONSIBILITIES**

### **A. On Scene of Canine Apprehension or Accidental Bite**

#### **1. Required Procedures in the Event of a Physical Apprehension or Accidental Bite.**

(May be completed with the assistance of additional officers on scene)

- a. Evaluate the seriousness of the injury and render first-aid.
- b. Ensure medical personnel are dispatched to the scene.
- c. Notification to the Canine Unit Supervisor or Commander as soon as possible.
- d. Arrested Subjects – must be taken to the hospital for further medical evaluation and clearance.
- e. If the subject of an accidental bite refuses medical treatment, the canine handler will ensure he/she gathers the information medical personnel on scene of the refusal.

### **B. Reports and Notifications**

1. As soon as practical, Internal Affairs Office of Compliance & Accountability shall be notified of all physical apprehensions and accidental bites by the canine handler, supervisor, or commander.
2. The canine handler shall complete a Canine Incident Report and Use of Force Report within 24 hours of any physical apprehension of a criminal suspect. A Canine Incident Report shall be completed for any accidental bite. The reports shall be sent to the Canine Unit Supervisor and/or Commander for review. The canine handler will also ensure all pertinent medical forms and pictures are uploaded to the case file in the reports database.
3. Canine incident reports shall include the following information:
  - a. A detailed description of all the facts and circumstances surrounding the incident and deployment of the canine.
  - b. Whether a warning announcement was provided by the canine handler, and if not, why not.
  - c. The language of the **warning announcement** given to the subject, along with any response made by the subject.
  - d. Whether the canine was deployed on-lead or off-lead when the

criminal apprehension occurred.

- e. The approximate time that elapsed between the warning or warnings given and the release off-lead of the canine.
- f. If the canine was released off-lead in order to effectuate the physical apprehension, the approximate time elapsed from the release of the canine until the canine apprehended the subject.
- g. If the canine apprehension occurred during an off-lead deployment, the report must include whether the officer had visual contact with the canine and/or the subject throughout the foot pursuit, as well as the approximate distance involved in the foot pursuit.
- h. All pertinent information for the subject.
- i. What medical treatment was rendered to the subject and by whom.
- j. A complete description and placement of the injuries sustained from the canine apprehension as well as any pre-existing injuries on the subject.
- k. Whether or not photographs were taken of the canine apprehension.
- l. If the subject refused medical treatment at the hospital, the name of the doctor which accepted the refusal.

## **C. Training, Vehicle Maintenance and Veterinary Care**

### **1. Training and Vehicle Maintenance**

- a. Canine handlers shall be permitted and expected to perform all necessary training of their canine partner(s) during their regular shift hours.
- b. Canine handlers shall be permitted and expected to perform all necessary cleaning and care of their assigned County vehicle during regular shift hours.
- c. Canine handlers shall be permitted and expected to perform all necessary routine checks, maintenance inspections and have mechanics perform all routine or needed maintenance on the vehicle during regular shift hours.
- d. In the event an officer works on the evening or midnight shift and the officer's assigned vehicle needs maintenance or repair work, the officer shall notify the Canine Unit Supervisor or Commander. The officer's schedule shall be revised to enable him/her to keep the



appointment during shift hours.

## 2. Veterinary Appointments and Canine Care

- a. Canine handlers shall be permitted to have five (5) hours less on-duty shift time per week in accordance with FLSA U.S.C. 201 (Garcia Rule). This time shall be managed by the Canine Unit Supervisor and/or Commander. The purpose of this time is to enable the officer to perform canine functions. Those functions include but are not limited to; the care, maintenance, feeding and grooming of their canine partner(s) or their respective kennel at the officer's home.
- b. All veterinarian care for the canines shall be scheduled to take place during the officer's regular scheduled shift.
- c. Any illness or injury to an assigned canine shall be reported to the Canine Unit Supervisor and/or Commander as soon as possible, who shall ensure that the canine receives proper medical treatment.
- d. If a canine is injured during their performance of duty, that injury shall be documented in the Canine Incident Report.
- e. Upon a canine having a medical procedure or surgery, the canine handler may need administrative time off to care for their partner. The time off request will be submitted to the Sheriff or his/her designee for consideration.
- f. If a canine perishes while actively employed, the canine handler shall be given four (4) days off for bereavement. If a canine partner has since retired, the canine handler will be given two (2) day off for bereavement upon their canine partner's demise.

## D. Miscellaneous

1. No officer shall participate in any demonstration of the capabilities of the Canine Unit other than during his/her regularly assigned shift unless prior approval for a demonstration is obtained by the Canine Unit Supervisor or Commander.
2. No handler shall respond to an out of county request for a Canine Unit unless such request has been approved by a Supervisor or Commander from the Sheriff's Office.
3. Police canines, when on duty shall be kept on-lead except when necessary to affect a criminal apprehension or training exercise.

4. Abuse of an assigned canine, in any fashion, is a violation of New Jersey law (4:22-17, Animal Cruelty) and will not be tolerated. Any canine handler who strikes, kicks, whips or otherwise punishes his/her canine partner by any inhumane method shall be dismissed from the Canine Unit immediately and subject to disciplinary action.
5. All Canine Incident reports shall be reviewed by the Canine Unit Supervisor or Commander.
6. During warm or cold weather, canine handlers shall leave their assigned vehicles running to maintain a suitable climate for their canine partner(s). Officers will ensure their "Hot-n-Pop" system is operating properly by conducting daily checks. If there is a problem with the system, the canine handler will immediately notify the Canine Unit Supervisor and Fleet Maintenance.
7. Canine handlers shall perform regular checks of their vehicle to ensure the safety of their canine.
8. The Canine Unit Supervisor and/or Commander shall make periodic inspections of the canine handlers' assigned vehicles and outdoor residential kennels.
9. Upon a canine retiring, a Canine Retirement Agreement - Sale of Canine and Wavier of Liability Agreement will be presented to the handler by the Sheriff or his/her designee.
10. The handler of a retired canine may utilize the current veterinarian hospital which the Sheriff's Office has a contract with for a yearly examine and vaccines. These services will be paid for by the Sheriff's Office. The handler must notify the Canine Unit's Supervisor and/or Commander of the appointments upon making them. Additional elective and other services will be at the handler's expense.
11. The handler of a retired canine will be permitted to utilize the current dog food vendor which the Sheriff's Office has a contract with to get food. The receipt will be submitted, the next business day, to the Canine Unit's Supervisor and/or Commander for submission to the finance department.
12. When a retired canine perishes, the handler can utilize the current veterinarian hospital which the Sheriff's Office has a contract with for cremation. The handler may also utilize the same veterinarian hospital if the retired canine has to be euthanized. These services will be paid for by the Sheriff's Office.

4. All officers shall be permitted to have one (1) hour less on-duty shift time per working day. The purpose of this reduction is to enable the officer to perform canine functions. Those functions include the care, maintenance, feeding and grooming of the dogs and/or the dog kennel at the officer's home.
5. No officer shall participate in any demonstration of the capabilities of the K-9 Unit other than during his/her regularly assigned shift, unless prior advance approval for such a demonstration is obtained by the unit coordinator.
6. No officer shall respond to an out of county request for K-9 Unit assistance unless such response action has been approved by either the Sheriff or his designee.
7. All veterinarian regular check-ups for the dogs shall be scheduled to take place during the officer's regular scheduled shift. In the event an officer works on an evening or midnight shift and the officer's assigned dog needs to visit the veterinarian, the officer shall notify the Unit Coordinator. The Unit coordinator shall revise the officer's schedule to enable him/her to keep the appointment during regular shift hours. Any illness or injury to an assigned canine shall be reported to the K-9 coordinator as soon as possible, who shall ensure that the canine receives proper medical treatment. Injuries sustained by police canines in the performance of duty shall be documented in an official report. (S.O.6)
8. Police canines, when on duty shall be kept on lead except when necessary to affect an apprehension, to conduct a building or area search, to apprehend a criminal suspect or to prevent imminent death or serious bodily injury to a police officer or citizen.
9. Abuse of an assigned canine in any fashion is a violation of New Jersey law and will not be tolerated. Any K-9 handler who strikes, kicks, whips or otherwise punishes his/her canine partner by any inhumane method shall be dismissed from the K-9 unit immediately.
10. All canine incident reports shall be reviewed by the department's Canine Unit Coordinator. These reports shall also be reviewed by a designated member of the Camden County Sheriff's Office
11. During warm or cold weather, K-9 handlers shall, at all times, leave the motor running and air conditioner or heater (as applicable) of their K-9 vehicle running whenever their assigned canine is inside the vehicle and is left unattended. K-9 handlers shall, in such instances, perform regular checks of their vehicle to ensure the safety of the canine housed within it

12. K-9 handlers shall carry their issued pagers at all times for request for K-9 support as required.
13. K-9 coordinator shall make periodic inspection of the outdoor kennel in which assigned canines are housed

#### Policy Review

This standard operating procedure shall be reviewed periodically for the purpose of making necessary revisions.



Effective Date:	<b>03/17/06</b>
Revised From:	
References	

Subject:	<b>MOBILE VIDEO AND AUDIO RECORDING EQUIPMENT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>7</b>

## **GENERAL 67.00 MOBILE VIDEO AND RECORDING EQUIPMENT**

### **I. AUTHORITY**

By the authority vested in the office of the Sheriff of Camden County and the New Jersey Department of Personnel, procedures are hereby established governing the use of mobile video and audio recording equipment.

### **II. PURPOSE**

- A.** The purpose of this regulation is to establish policy and procedures for the proper use of mobile video and audio recording equipment by all members during the course of patrol. The proper use of said equipment will provide protection to all members and maintain as an internal record tape recorded information related to motorist contacts and other patrol related activities. In addition, the said equipment will provide valuable instructional material to be utilized during in-service training in basic police practices and procedures. While evidence may be captured on recordings, the use of video and audio recording equipment by members primarily assigned to general police activities is not intended as a device to document all



evidentiary material relevant to court proceedings. Any evidence obtained is a by-product of the primary purpose for the installation of said equipment.

- B.** The Canine Patrol Division has adopted the use of MVR equipment in order to accomplish several goals, including:
1. Augmentation of the Division's ability to review the basic police practices and procedures utilized by members and interactions between members and the general public. The MVR equipment affords the Division the opportunity to positively impact on a member's individual interpersonal skills, public contact, and the safety of the public and officers through the ability of review.
  2. Enhancement of the Division's ability to train members in proper police procedures. Use of the MVR equipment will allow the Division to review and evaluate practices currently in use. The resulting recordings may be used in both pre-service and in-service training to demonstrate both acceptable and unacceptable practices.
  3. Accurate documentation of events, actions, conditions, and statements during arrests and critical incidents, and to corroborate reports.

### **III. MECHANICS**

#### **A. Pre-operational procedures**

1. Training: Officers assigned to vehicles with MVR equipment installed shall not use the equipment until they have received training in its use and the provisions of this regulation.
2. Inspection, maintenance and repair:
  - a. The Unit Commander shall ensure that MVR equipment is operated in accordance with the manufacturer's recommendations, and the provisions of this regulation.
  - b. Officers assigned to MVR equipped vehicles shall insure that all required pre-operational checks are performed in accordance with the manufacturer's recommendations.
  - c. Operational problems with MVR equipment shall be reported to an immediate supervisor for corrective action. MVR equipment shall be adjusted or repaired only by MVR radio technicians who have been

specifically trained and authorized to conduct such adjustments / repairs.

- d. Damage to MVR equipment shall be immediately reported to an immediate supervisor.

## **B. Operations**

### **1. Equipment procedures:**

- a. Utilization of the MVR equipment installed in vehicles is the responsibility of the officer assigned to that vehicle and shall be operated according to the manufacture's recommendations and Departments policy.
- b. Prior to each shift, officers shall determine whether their MVR equipment is working satisfactorily and shall bring any problems at this or any other time to the attention of their immediate supervisor. The function test shall include both audio and video components.
- c. At the start of each shift, officers shall determine that the MVR is in proper working condition.
  - 1). officer will turn "ON" power switch.
  - 2). officer will obtain remote transmitter and attach same to Garrison belt, weak side nearest to the buckle. Microphone will be attached in the area in relation to a tietack.
  - 3). officer will momentarily activate system with the overheads, remote transmitter and "REC" button to ensure proper operation.
  - 4). officers will indicate on the Daily Patrol Log "MVR Check -OK. Tape Start-0:00". Tape end reading will be noted at the end of each shift, and remote transmitter placed back in the vehicle.

### **2. Recording Incidents:**

Product specification for the MVR equipment provides for a number of recording features useful for law enforcement.

- a. The record function of MVR equipment is automatically initiated when the patrol vehicle's emergency lights are activated or the wireless microphone is turned on. Whenever the video recording has been activated, officers shall ensure that the audio portion is also activated. Video recording may not completely document the events as they occur

therefore; officers are encouraged to provide narration as the events are occurring.

- b.** An officer may manually activate the system by depressing a record button. This feature allows a recording to be made without alerting a potential violator with emergency lights.
- c.** When the recording function is activated to document an incident, it should not be deactivated until the incident has been completed. A justification for halting a recording shall be verbally recorded, on tape prior to turning it off.
- d.** Should the tape countdown display reach (30) minutes, the officer shall bring it to the attention of a supervisor.
- e.** Officers who capture evidence or critical incidents on tape will bring it to the attention of the unit Commander who will also notify Internal Affairs as soon as possible.

### **3. Types Of Incidents To Record**

Officers using MVR equipped patrol vehicles shall record the following situations/scenes whenever possible:

- a.** Traffic and criminal enforcement stops.
- b.** In-progress vehicle or criminal code violations.
- c.** Police pursuits.
- d.** Fatal accident or major crime scenes.
- e.** Situations, which arise, wherein the operator by reason of their training and experience determines that the incident should be documented on video tape.
- f.** Any applicable special project that should be documented on video tape.

### **4. Supervisory Responsibilities**

Supervisory personnel who manage officers operating vehicles equipped with MVR equipment shall ensure that:

- a.** All officers follow established procedures for the use and operation of MVR equipment.
- b.** Determine whether MVR equipment is being fully and properly used and identify material that may be appropriate for training.
- c.** Document requests for repairs and replacement of damaged or non-functional MVR equipment.



- d. MVR tape control procedures as outlined below are followed.

## C. MVR Tape Control

### 1. MVR Tapes

- a. Only Department issued tapes specifically approved for MVR use shall be used.
- b. Immediate supervisors shall ensure that a functioning tape is either installed or already in proper playing position in an MVR unit at the beginning of each shift.
- c. Members, except for the authorized MVR maintenance officer under the conditions specified in this S.O.P., shall not erase, reuse, copy or alter MVR tapes in any manner.
- d. Tapes, which record only routine events, shall remain in the MVR until 30 minutes of actual recording time remains on the tape. At this time the officers shall notify his supervisor of a need for a replacement video cassette. The Unit Commander shall then remove the existing cassette and replace with a blank cassette tape.
  - 1). tapes that record criminal activity shall be removed and retained until the criminal case is close.
  - 2). the Unit Commander or his designee under the guiding authority of the Internal Affairs Division shall be responsible for inventory and control as well as security and accountability of all tapes.
- e. Tapes shall be removed by the Unit Commander who shall ensure that the tape is placed into the department MVR tapelocker.
- f. All activity associated tapes shall be entered into the Unit tapelog.
  - 1). unit, officer the tape is assigned to.
  - 2). loading of blank tape (date, by whom).
  - 3). unloading full tape (enter 90 day retention date).
  - 4). tape Erasure - only authorized sworn personnel shall perform erasure activities.
    - a). tapes meeting retention period or case requirement shall be erased. Tapes will then be stored in Tape Locker for reuse in their assigned vehicles.
    - b). if erasure constitutes the fifth use of a tape as indicated on the Unit Log, it will be discarded.

## **2. Tape Identification**

The supervisor installing the tape shall mark the tape with the date, time, his name and badge number. The supervisor removing the tape shall mark the tape in the same manner upon its removal.

## **3. MVR Tape Storage**

- a.** Any unit assigned MVR equipped patrol or transportation vehicles shall maintain an MVR tape locker in a secure area.
- b.** The MVR locker shall remain locked and access is restricted to supervisory personnel.
- c.** Recorded MVR tapes shall be logged on the MVR unit tape log and placed in the MVR locker. Tapes shall be maintained in a manner that allows for efficient identification and retrieval. When it is necessary to remove or return a tape from the locker, the MVR record shall be updated to document the action. Upon completion of the purpose for which the tape is removed, the tape shall be returned to the locker.
- d.** Tapes which record evidence of criminal activity shall be removed and retained until the criminal case is closed, or the Unit Commander or Internal Affairs deems the tape is no longer needed.
- e.** Except for tapes retained under the above provisions, all other tapes shall be retained for a minimum of 90 days. At the end of 90 days, the MVR maintenance officer shall erase the tape for reuse. If at the request of the officer, a supervisor believes that the tape should be retained for a longer period, it may be retained for an additional 90 days. Extensions of a longer period shall be authorized by the unit commander. When a demand is made upon the Camden County Office of the Sheriff for a MVR tape by a municipal, county prosecutor or Deputy Attorney General, the tape will be removed from the MVR tape locker, the record protection tabs will be removed and the tape will be logged in as evidence in the department evidence locker, the Internal Affairs Unit will be notified of the request and disposition of the tape.

## **D. Authorized Tape Review**

### **1. Supervisory Officer Review**


- a.** Supervisors shall ensure that officers follow established procedures for the operation of MVR equipment and are encouraged to do so by periodic tapereview.
- b.** Unit Commander shall require that a random review of videotapes and recordings are periodically performed.

**2. Sheriff and Undersheriff Review**

The Sheriff, Undersheriff or his designee may periodically review and assess the training needs of the unit and to ensure compliance with existing safety precautions, which have been established.



Effective Date:	<b>07/05/22</b>
Revised From:	<b>04/02/07</b>
References	

Subject:	<b>REQUEST FOR LEAVE</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			<b>Sheriff</b>

## **GENERAL 68.00 REQUEST FOR LEAVE**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established for requesting leave.

### **II. INTRODUCTION**

This order shall outline the procedure which will be used when requesting leave.

### **III. MECHANICS**

- A.** Requests for leave shall be submitted forty-eight (48) hours prior to the first day of the requested leave to the immediate supervisor utilizing the office scheduling system.
- B.** Requests will be approved or denied by supervisors/commanders within the scheduling system according to operational needs.

- C.** Emergency Leave.  
Requests for Emergency Leave shall be made directly to the shift commander or his designee, or in the case of civilian employees, the immediate supervisor. The commander, designee, or supervisor will determine if the request is truly of an emergent nature and approve or deny the request. If the request is denied the employee must report to work or may suffer the loss of pay and/or disciplinary action.

#### **IV. RESPONSIBILITY**

- A.** It shall be the requesting employee's responsibility to make certain he/she has been approved for the requested leave and has the accrued time available.
- B.** Employees who request time off without having available time shall be carried as no-pay and will be subject to progressive discipline.
- C.** Supervisors shall be responsible for ensuring that operational needs can be met before request are approved.
- D.** Employees who are absent without an authorized approval shall be carried as Absent Without Leave and will be subject to disciplinary action.



Effective Date:	<b>3/4/20</b>
Revised From:	2/14/20
<b>GENERAL ORDER 69.00</b>	
References:	

Subject:	<b>SICK LEAVE POLICY AND PROCEDURE</b>		
Distribution:	<b>ALL SWORN AND CIVILIAN PERSONNEL</b>	Pages	<b>6</b>
<i>D. L. Whipker</i>			<b>Sheriff</b>

**GENERAL ORDER #69.00 -- SICK LEAVE POLICY AND PROCEDURE**

**I. AUTHORITY**

**By the authority vested in the Office of the Sheriff of Camden County, this order shall establish the policy in use of sick leave. The following procedures conform to all Office and Civil Service Rules as well as all contractual obligations.**

**II. INTRODUCTION**

The purpose of this policy is to establish a standardized procedure for the use of sick leave as well as to establish a process to verify that an employee is using sick leave for its intended purpose. Managing absences is a legitimate necessity and a basic management obligation. In public safety, managing absences is especially important due to the nature of the work and consistent need to provide vital public safety services.

Sick leave cannot be used for purposes other than those permitted by law. Chronic use of sick leave may be symptomatic of an employee's non-fitness for duty. Management shall take preventive and corrective action when appropriate to protect the employee, other employees and the public good. All public laws, regulations and applicable negotiable provisions in collective bargaining agreements related to sick leave shall be followed. Employees determined to have violated the sick leave policy, abuse of sick leave and/or are determined to be chronic sick leave abusers shall be subject to appropriate discipline.

### III. DEFINITIONS

- A. Authorized Sick Leave – An employee that is not available for regularly scheduled duties due to a personal illness, medical procedure or to care for an immediate family member who is ill. Employees must call out of work at least one hour prior to the start of their shift.
- B. Unauthorized Absence - An employee is absent in an improper manner. In this situation, the employee shall be subject to disciplinary action. Unauthorized absence occurs when an employee:
- 1) Feigns illness or injury
  - 2) Deceives or attempts to deceive a physician in any way as to their true condition
  - 3) Violates any provisions concerning reporting of sickness or injury
  - 4) Fails to report for scheduled duty without authorization
  - 5) Sick leave without medical documentation (after an employee has been advised that medical documentation is required for all future sick absences)
  - 6) Any other means not permitted by law or covered by this policy
- C. Absent Without Leave – An employee failed to appear for duty at the date, time and place specified without consent of competent authority. Any employee that is absent without leave shall be subject to disciplinary action.
- 1) Any employee who is absent from duty without just cause or leave of absence for a continuous period of five (5) days shall cease to be a member of this Sheriff's Office (N.J.A.C. 4A:2-6.2.)
  - 2) Absent without available leave applies to any employee who calls out of their assigned shift using time which they have not available. Employees who are absent without available sick leave may be subject to disciplinary action and may be subject to forfeiture of pay commensurate with time absent.
- D. Illness- Shall mean sickness, injury, physical conditions or maladies, which render an employee unable to perform their essential duties. It shall also include any disabling injuries suffered while in an off-duty capacity.
- E. Immediate Family- Shall mean an employee's spouse, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, or mother-in-law as defined in the current collective bargaining agreements.
- F. Place of Recovery- The specific location an employee will remain during their scheduled shift when out sick or utilizing intermittent FMLA/NJFLA.
- G. Primary Residence- The place where an employee normally abides, their home, their one true domicile.
- H. Sick Leave Occurrence- An unscheduled absence of one or more scheduled days without interruption. Should a regularly scheduled day off (RDO) fall during the period of time an employee is out, it shall not be deemed an interruption for the purpose of this policy. Three incidences of lateness and/or early departures in any 6 month period equals one occurrence. One unscheduled absence equals one occurrence:
1. Not working more than one-half of a scheduled shift = 1 occurrence
  2. 3 incidents of lateness = 1 occurrence
  3. 3 early departures = 1 occurrence
  4. 3 Late arrivals = 1 occurrence
  5. 2 lateness + 1 early departure = 1 occurrence
  6. 1 lateness + 2 early departures = 1 occurrence

- I. Proof of Illness- A certificate provided from an in-person visit, by a licensed physician excusing an employee for a specified period of time
- J. Pattern (Hook-up)- A pattern is defined as sick leave, repeatedly taken, adjacent to days off, holidays, vacation, compensatory, after working an overtime/extra-duty detail, adjacent to training days, or a regular and intelligible sequence discernible by frequent or widespread incidences.
- K. Official Notification- means direct communication either in person or via telephone conversation or via office email

## IV. POLICY

### A. General:

1. Sick leave shall be granted to employees who are ill or to employees who are physically attending an immediate family member who is ill.
2. Any employee who uses three (3) consecutive days of sick leave during any one occurrence shall be required to submit a physician's certificate on the day he or she returns to work (Council 10 employees will be required to submit a physician's certificate after using five (5) consecutive days of sick leave).
3. Any employee who is absent for more than three (3) occurrences in any six-month time period shall be required to submit a physician's certificate from an in person visit to a certified physician. The certificate must be presented to their unit commander immediately upon return to work. (Council 10 employees will be required to submit a physician's certificate after using five (5) consecutive days of sick leave).
4. Sheriff reserves the right to require a physician's certificate for any employee, regardless of occurrences, upon prior notification that future sick absences will require a physician's certification, this in accordance with current collective bargaining agreement.
5. Employees may not substitute vacation leave, compensatory time or administrative leave in lieu of sick time without the express approval, in writing, of the Sheriff or his designee. Where approval is not granted, the employee shall be carried as no pay. Any employee who is on a no pay status for more than five (5) consecutive working days shall be deemed to have involuntarily resigned his/her employment (see N.J.A.C. 4A: 2-6.), unless prior to the sixth consecutive day of sick absence, he or she has requested and been granted a leave of absence. Requests for leaves of absence must be made pursuant to **Leave of Absence. G.O. 70.00**
6. Any employee, who has been denied a vacation day, compensatory day or administrative day and thereafter calls out sick for the date requested, shall be required to submit a doctor's certificate for that day upon returning to work.
7. Whenever an employee is required to produce a physician's certificate in accordance with this order, and fails to do so, said employee shall have his or her sick leave denied and will be subject to disciplinary action for violation of procedure. The certificate shall be due the first day the employee returns to work, prior to the commencement of their scheduled shift.
8. When an employee calls off sick, the employee is immediately prevented from engaging in any type of extra-duty, secondary employment or overtime work until the employee physically returns to their regularly scheduled tour of duty and completes a full day of work. (emergency activations may be an exception to this rule)



a) It shall be the responsibility of the employee to immediately notify their unit commander and/or BCI supervisor they called off sick and will not be available to work any assigned overtime and/or extra -duty assignment(s) until they complete their next full tour of regularly scheduled duty on (specify date of anticipated return).

## **B. Abuse of Sick Leave**

1. Any employee who is absent for more than three (3) occurrences in any six (6) month time period shall be required to present a physician's certificate, from an in person visit, for any additional sick leave taken during the next six (6) month timeframe.
2. After three (3) occurrences in any six (6) month timeframe employees will receive a counseling notification through the Guardian Tracker System.
3. An employee who is absent for more than seven (7) occurrences in any twelve (12) month period may be subject to disciplinary action
4. Any employee who abuses sick leave by setting a pattern shall be required to submit a physician's certificate for any additional sick leave for the next twelve (12) months.
  - a. When a pattern of abuse exceeds three (3) times in any six (6) month period the employee may be subject to disciplinary action.
5. Employees determined to have abused sick leave may have all extra-duty privileges suspended until the employee has completed six (6) months of sick leave compliance

## **V. MECHANICS**

### **A. General**

1. All personnel must either call the Camden County Sheriff's Bureau of Identification, at least one hour prior to the beginning of their shift, when reporting out sick; or directly enter a notification of sick leave into Sheriff's Office scheduling application at least one hour prior to the beginning of their shift. Additionally, all employees must make official notification to their supervisors or the supervisor on duty, stating that they will be out sick for their assigned shift (notification may be via email, text or posting in the Kronos' note field).
2. All personnel must note the nature of their absence, (i.e. sick, care for sick daughter, etc.), as well as the location and telephone number where he or she will be confined during the employee's scheduled tour of duty.
3. Personnel may not leave their place of confinement during their scheduled tour of duty except for the purpose of:
  - a. Seeking medical attention.
  - b. Securing a prescription.
  - c. Emergencies, including family emergencies. Provided this information is relayed to the proper authority beforehand and such outings are for and limited to the intended purpose
4. Personnel leaving their place of confinement, for above listed approved purposes, must make official notification to the Internal Affairs Bureau prior to leaving. Emailing IAB@sheriffcc.com

## **B. Verification Procedures**

1. The Internal Affairs Bureau/employee's supervisor or any member designated by the Sheriff may contact any employee out sick, at any time during the employees scheduled shift
2. It is the responsibility of the employee who called out of work on sick leave, to personally speak on the phone or in person whenever contact is attempted. Not hearing the phone or door is NOT a plausible excuse for failing to respond during the employee's scheduled tour of duty. In the event that a personal or telephone contact could not be made, the employee out on sick leave is required to respond to the person who initiated the contact within one (1) hour.
3. Call forwarding is strictly prohibited, and no employee is permitted to use a pager or answering machine to screen calls to circumvent these procedures
4. The Internal Affairs Bureau, employee's supervisor or any person designated by the Sheriff may perform in person verification
5. The Internal Affairs Bureau, or any member designated by the Sheriff may require the employee to report to an approved designated medical facility for medical evaluation
6. The office may request proof of illness of family member(s) when sick time is being utilized care for a family member

## **C. Returning from a Sick Leave of ten (10) days or more**

Prior to return to duty, the employee shall request to schedule an appointment with appropriate Chief or Undersheriff, through their assigned chain of command, to review his/her return to duty status. It shall be the employee's responsibility to make the contact on the next business day following his/her release from care.

1. At the time of the appointment with the appropriate Chief or Undersheriff, the employee shall present a certificate from his treating physician stating the employee is medically able to resume full duty without restriction, and as of what date.
2. It shall be the appropriate Chiefs' or Undersheriffs' decision to allow the employee to resume work.
3. The Chief or Undersheriff may request additional medical information before allowing the employee to return to work, or have the employee evaluated by a physician of the Office's choosing.
4. When the employee is allowed to return to work, he/she shall be given a copy of the treating physician's certificate, which shall be countersigned by the appropriate Chief or Undersheriff.
5. Shift commanders shall accept the countersigned certificate as acceptable medical evidence that the employee is fit to resume work.

**NOTE:** In the event an employee's return to work date is scheduled on a weekend, he/she may not be able to make an appointment with the Chief or Undersheriff. The employee will contact his/her supervisor, who will in turn call the appropriate Chief or Undersheriff and receive verbal authorization. The appropriate Chief or Undersheriff, upon his/her first day to return to his regular scheduled workday, will then generate the necessary document to support his/her verbal approval given, and disseminate the same to the proper commands.

## **VI. RESPONSIBILITY**

- A.** It shall be the responsibility of the supervising personnel to monitor the sick time use of personnel under his/her command. The unit commander or designee is responsible to enter all sick absences in the guardian tracker system.
  
- B.** Supervisors who observe abuse of this policy will be responsible for the following:
  - 1.** Counseling of employees who are approaching sick leave abuse.
  
  - 2.** Preparing appropriate documentation and recommending disciplinary action for violation of this policy.
    - a.** All documentation must be entered in the guardian tracker system



Effective Date:	<b>4/15/06</b>
Revised From:	
References	

Subject:	<b>LEAVE OF ABSENCE</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>3</b>

## **GENERAL 70.00 LEAVE OF ABSENCE**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established for requesting a leave of absence.

### **II. INTRODUCTION**

This order shall outline the procedure which will be utilized with regard to requests for leaves of absence without pay.

### **III. MECHANICS**

Personnel of this department may request leaves of absence without pay for medical or personal reasons for periods of thirty (30) days, sixty (60) days, ninety (90) days and one hundred and eighty (180) days. Extensions may be granted by the Sheriff or his designee on a case by case basis as circumstances dictate, but in no instance shall the aggregate amount of leave exceed one (1) year.

## Requests for Leave

Requests for a Leave of Absence must be in writing.

Request shall be directed to the Undersheriff in the requesting employee's chain of command.

The request must state the reason for the leave of absence, the duration of the leave and be signed by the employee.

If the request is for medical reasons, it must be accompanied by acceptable medical evidence.

## Receipt of Request

Upon receipt of a request for leave by the Undersheriff, the Undersheriff shall make a recommendation to the Sheriff either to grant or deny the request. The decision of the Sheriff with regard to the request will be final.

## Approval of Leave

The granting of a Leave of Absence shall be valid only upon written approval by the Sheriff and will run from the date of said approval until the expiration date noted in the approval letter.

Once a leave is granted for a particular time period, an employee shall not be allowed to return to work until the day after the expiration date noted in the approval letter without permission from the approving Undersheriff.

### **D.** Surrendering Weapons While on Leave

**1.** Personnel issued a departmental weapon shall be required to surrender same together with holster, magazines and ammunition to armor should a leave of absence extend beyond thirty (30) days.

### **E.** Extensions.

**1.** Requests for extensions must be received by the appropriate Undersheriff no later than seven (7) days prior to the expiration of the initial leave. Requests for

extensions and approval of same shall be handled in the same manner as noted above for initial requests.

**NOTE:** Approval of initial leaves and extensions are completely within the discretion of the sheriff and will be based upon the need of the requesting employee and the good of the department.

**F. Returning for Leave.**

**1.** Prior to return to duty the employee shall contact the appropriate Undersheriff for an appointment to review his/her medical status. It shall be the employee's responsibility to so contact the appropriate Undersheriff prior to the end of the approved leave.

**a.** At the time of the appointment with the appropriate Undersheriff, the employee shall present to the Undersheriff a certificate from his treating physician stating the employee is medically able to resume his duties and as of what date.

**b.** It shall be the appropriate Undersheriff's decision to allow the employee to resume work.

**c.** The Undersheriff may request additional medical information before allowing the employee to return to work, or have the employee evaluated by a physician of the Department's choosing.



Effective Date:	<b>4/15/06</b>
Revised From:	
References	

Subject:	<b>MILITARY LEAVE OF ABSENCE</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>3</b>

## **GENERAL 71.00 MILITARY LEAVE OF ABSENCE**

### **I. AUTHORITY**

By the authority of the Sheriff of Camden County, procedures are hereby established governing military leaves of absence.

### **II. INTRODUCTION**

This order shall establish the policy and guidelines for Military Leaves of Absence. These guidelines are in compliance with the Civil Service Personnel Manual (Local Jurisdiction) Subpart 17-3.101, with regard to military leaves of absence.

### **III. MECHANICS**

#### **A. Submission of Training Schedule.**

1. Employees, who are members of the National Guard or a Reserve component, shall immediately submit, directly to the appropriate Undersheriff a schedule of

their drills signed by their military commanding officer covering the remainder of the year.

- a. Schedules shall be forwarded thereafter for each succeeding year as soon as available.
2. Requesting employees shall also submit copies of approved schedules to the department's personnel office and payroll and supervisor

### 3. Definitions:

- a. A drill is defined as inactive duty training on a regular periodic basis.
- b. Members of National Guard.  
In accordance with Civil Service Regulations, the appropriate Undersheriff shall schedule the hours and/or days of work of those employees who are members of the National Guard in order to enable these employees to meet their responsibilities without the need for additional time off. 17.3.1010 (1)
- c. Reservists.

Employees who are members of a reserve component of the United States Army, Navy, Air Force, Marine Corps or Coast Guard shall not be given time off to attend drills.

Employees may use a vacation compensatory or administrative time. Those employees who elect not to use their own time shall be marked as "no pay". (See 17.3.1010 (2))

- d. Annual Active Duty Training.

Reservists and guardsmen shall be granted leaves of absence with pay when required to attend annual or active duty training in accordance with Subpart 17.3.102.

### B. Surrendering Weapons While On Leave

1. Personnel issued a departmental weapon shall be required to surrender same together with holster, magazines and ammunition to armor should leave of absence extend beyond his/her 30th day of leave of absence.

## IV. RESPONSIBILITIES

### A. Employee Requesting Leave.

1. Submission of schedule to appropriate Undersheriff.



2. Submission of approved schedule to personnel office, payroll and supervisor.

**B.** Personnel Office.

1. Issue orders outlining employee's military leave.

**C.** Payroll Office.

1. Adjust payroll as necessary.



Effective Date:	<b>3/27/06</b>
Revised From:	
References	

Subject:	<b>PAYROLL PROCEDURES</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 72.00 PAYROLL PROCEDURES**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, Camden County Finance Department, P.B.A. 277 and Council 10 unions the following procedures are hereby established for departmental payroll.

### **II. INTRODUCTION**

This order shall outline the payroll procedures and guidelines.

### **III. MECHANICS**

- A.** Each unit or location will maintain an accurate sign-in sheet.
- B.** All employees shall be required to sign-in and out documenting exact time of arrival and departure according to their assigned schedules. (Note: Civilians sign in and out for lunch breaks).

- C. Employees are prohibited from modifying or altering time sheets. All changes to sign in sheets shall be made by the appropriate supervisor who will place his/her initials next to the change.
- D. Supervisors shall verify the accuracy and completeness of the sign-in sheets and forward them to the timekeeper with the following when applicable:
  - 1. Request for Leave slips.
  - 2. Overtime Permits.
  - 3. Doctor's Notes.
  - 4. Approval for Schools/Training.
  - 5. P.B.A. Meetings Approvals.
  - 6. Special Assignments.
  - 7. Any and all documentation which would modify an employee's work schedule.
- E. Payroll time sheets and other documents, which are found to be inaccurate or incomplete, shall not be processed and shall be returned to the appropriate supervisor.

All requests for payroll information shall be submitted to the timekeeper using a Personnel/Payroll Request Form. (*See APPENDIX GENERAL 72.00*)

#### **IV. RESPONSIBILITY**

- A. Employees shall be held responsible for the accuracy of their sign in, sign out times and submission of payroll documentation as outlined above.
- B. Supervisors shall ensure the accuracy and completeness of all payroll documentation and will forward same to the timekeeper in a timely fashion.
- C. All payroll documentation requires employee badgenumbers.



Effective Date:	<b>3/27/06</b>
Revised From:	
References	

Subject:	<b>SUBMISSION OF OVERTIME</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>3</b>

## **GENERAL 73.00 SUBMISSION OF OVERTIME**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, Camden County Finance Department, P.B.A. 277 and Council 10 Unions, the following procedures are hereby established for submission of overtime.

### **II. INTRODUCTION**

This order shall outline procedures for overtime submission

### **III. MECHANICS**

All request for overtime shall require the following prior to being processed by payroll.

1. Requesting employee's badge number and signature.
2. Date of overtime.
3. Number and hours of overtime worked.

4. Reason for overtime clearly stated (i.e. courtsecurity).

NOTE: Comp time is given, in lieu of cash, for attendance at training sessions in the following manner:

- a. Shift officers who report to the range to qualify will be given 2 hours comp time.
- b. Officers training on paid holidays are given 8 hours comp time (to take another day off). This includes attendance at the Camden County Police Academy where classes are held on contract holidays. \*

\*Training is not regularly scheduled work and cannot be considered for regular overtime.

5. Choice of payment (comp time or cash). A choice will be made in all instances except for special details when a proper accounting for reimbursement purposes is necessary. In this event only cash will be paid.
6. Signatures by the appropriate supervisors or authorities for approval and review.
7. Initialed by the appropriate Undersheriff.

**B.** Overtime permits shall proceed as follows:


1. The requesting employee shall complete an Overtime Permit and submit the completed form to the supervisors or appropriate approving authority.
2. The Overtime Permit shall then be processed through the chain of command stopping with the Division Undersheriff who will complete the final review, initial, and forward to the timekeeper for processing.
3. Overtime Permits, **which are found to be inaccurate or incomplete**, shall not be processed and shall be returned to the appropriate supervisor or approving authority

**IV. RESPONSIBILITY**

- A. Requesting employees shall be responsible for the proper completion of Overtime Permits.
- B. The appropriate supervisor or approving authority shall be responsible for approval/review of Overtime Permits and forwarding through the chain of command.
- C. Undersheriff's will review, initial and forward Overtime Permits to the timekeeper.
- D. The timekeeper will enter the overtime payments.
- E. For standardization only, the attached form will be accepted and processed by the timekeeper.



Effective Date:	1/25/22
Revised From:	4/15/06
References	

Subject:	<b>EXTRADITIONS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>
			<b>Sheriff</b>

**GENERAL 74.00 EXTRADITIONS**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established for the Transportation Unit of the Camden County Sheriff's Office.

**II. INTRODUCTION**

The purpose of this order is to establish guidelines for extradition procedures.

**III. MECHANICS**

**Extraditions**

A. Camden County Prosecutor's Office Fugitive Unit or Camden County Probation Department will fax all paperwork for an extradition pickup to the designated Extradition Unit, as determined by the Sheriff or his designee. The assigned Unit Supervisor/Commander will ensure all paperwork is in order, and should include the following:

1. Copy of Bench Warrant
2. Acceptable types of forms of waiver
  - a. Signed Waiver of Extradition,
  - b. Interstate Agreement on Form 6 (returning for trial)
  - c. Pre-signed Extradition Waiver (for VOP'S only, which must include the VOP agreement.)
  - d. Governor's Warrant (refused to sign waiver)

- e. Judgment of Conviction or Order for Commitment (returning to finish a sentence in NJ) Interstate Active Detainer (IAD) return
  3. Sheriff's Bureau of Criminal Identification will be responsible to ensure the Confirmation of Identity Form is completed. (Mugshot Profile, Confirming ID of subject)
  4. Medical Transcripts from holding facility.
  5. Victim Notification, depending on the charges.
- B. Ensure paperwork has a contact person and a telephone number of the County/State Prison Institution holding prisoner.
1. Check deadline pickup date (no later than date), usually you have 10-days from the date that the prisoner signed Waiver of Extradition.
  2. Create a folder that contains all extradition paperwork and include a Mugshot Profile Photo from PictureLink.
  3. Any extradition over 250 miles needs to be worked up and quoted through Prisoner Transport Services (PTS) and quoted through the transportation unit conducting the extradition. Those quotes will be presented to the administration for final approval on scheduling.
  4. Select date for extradition pickup and put on schedule calendar. If pickup is from a Pennsylvania State Prison, a 2-days advance notice will be needed because prisoner must be out-processed from the institution.
  5. On date of pickup, issue extradition team petty cash for inmate meal, fuel, and tolls.
  6. Telephone facility before extradition team departs to ensure that inmate is cleared for pickup and will be ready when team arrives at the institution.
  7. When extradition team returns, ensure that all petty cash is accounted for and receipts are in order, scan in all receipts and attach them to the file.
  8. Ensure that the extradition team completes an arrest report or operations report. Use the operations report for inmates being returned to the institution where their sentence is being served.
  9. Complete an extradition reimbursement voucher to include all receipts for monies to be reimbursed to petty cash to County Finance. Make a copy for extradition file.

## **PRISONER TRANSPORT SERVICES EXTRADITIONS**

1. Follow steps 1 through 3 of the Transportation Extraditions
2. Go to the PTS website and fill in the transportation request form. [www.pts.activetrac.net](http://www.pts.activetrac.net) utilize the case number assigned.
3. When Prisoner arrives at CCCF, assign case number, and have Officers complete an arrest report or operation report for an IAD return.



## **EXTRADITIONS FROM / TO SAN JUAN, PUERTO RICO**

1. Follow steps 1 through 3 of the Transportation Extraditions.
2. Assign Transportation personnel for trip; one officer should have prior experience in performing extraditions from San Juan, PR.
  - a. Ensure pre-covid clearance protocols have been accomplished prior to booking and travel.
3. Contact the District Attorney of San Juan, PR requesting extradition of inmate and provide the following information:
  - a. Names of Officers
  - b. Name/Names of prisoner
  - c. Date of departure
  - d. Return Date.
4. Ensure the holding facility has been contacted with same information, Officers should be aware that inmates will not have personal clothing when being released from Puerto Rico Prisons.
5. Ensure extradition team has all equipment such as shackles/handcuffs and have an assigned vehicle.
6. Extradition team will park at the Philadelphia Airport Police Department parking lot. Officers must contact their headquarters at least 24hours prior for approval. Upon return, complete Arrest Report or operations report for IAD.



Effective Date:	<b>4/15/06</b>
Revised From:	
References	
Attorney General's Policy of Missing and Unidentified Persons Investigations  (Issued June 1984) (Revised December 1995)	

Subject:	<b>MISSING PERSONS UNIT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>5</b>

## **GENERAL 75.00 MISSING PERSONS UNIT**

### **I AUTHORITY**

The Camden County Sheriff's Office, in compliance with the Policy of the Attorney General Regarding Missing and Unidentified Persons Investigations, issued June 1984, revised December 1987, has established procedures to be followed in the investigation of missing persons. (Appendix 1)

### **II INTRODUCTION**

The Sheriff's Office's Missing Persons Unit's mission is to assist municipalities throughout Camden County, as well as various County, State, and Federal agencies in locating missing children and adults.

### **III MECHANICS**

The purpose of this order is to establish guidelines for departmental response to a request for assistance in missing person's investigations. It is also the intent of this order to communicate to all Camden County police agencies the resources available from the Camden County Sheriff's Office. Additionally, it will serve to inform all Police Agencies that local authority and responsibility will be respected at all times. The services of the Sheriff's Office will only be dispatched at the request of the local police authority and after approval of the Sheriff's Office liaison.

**A.** The investigation of a missing person is one of the few non-criminal investigations conducted by law enforcement agencies. It is not a crime to be a missing person. Therefore, the Federal Bureau of Investigation has established specific categories wherein adults may be entered in the NCIC Missing Person's File. NCIC lists four categories for reporting Missing Persons.

- 1. DISABILITY** - A person of any age who is missing and under proven physical/medical disability or is senile, thereby subjecting himself/herself to personal and immeditatedanger.
- 2. ENDANGERED** - A person of any age who is missing under circumstances indicating that his/her physical safety is in danger.
- 3. INVOLUNTARY** - A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping.
- 4. VICTIM** - A person of any age who is missing after a disaster(Explosion, fire, plane crash, flood, hurricane, etc.).

#### **IV RESPONSIBILITY**

##### **A. Render assistance to an outside agency:**

- 1.** The Identification Bureau shall forward all NCIC bulletins of missing persons pertaining to Camden County to the Missing Persons Unit.
- 2.** The Missing Persons Unit Investigator, will obtain and review, on a daily basis, the NCIC Missing Personsbulletins.
- 3.** If a possibility exist that the missing person can be located in the Camden County area, the local enforcement agency reporting the missing person shall be contacted and offered assistance.
- 4.** If a law enforcement agencyrequires assistance, follow the procedures described in section(C).

##### **B. Complaint of a missingperson:**

1. Upon receipt of a complaint involving a missing person by this department, the complainant shall be referred to the local law enforcement agency having jurisdiction.
2. Upon receipt of a request for assistance from a Municipal, County, State or Federal Agency, the missing person's investigator shall determine which manpower classification the request meets.

**C. Response:**

1. In accordance with the Attorney General's policy regarding Missing and Unidentified Persons Investigations, the following procedures are to be followed:
  - a. Obtain related information regarding the missing person.
    - 1). copy of the missing person report.
    - 2). File #8 teletype (NCIC missing person bulletin).
    - 3). obtain a photograph.
  - b. Notify the Undersheriff in charge of the Investigative Division.
  - c. Assist the local law enforcement command post or if necessary, establish a command post location.
  - d. Evaluate resources available according to classification section described in section (D).

Examples:

- 1). lost child in a wooded area (utilize K-9, SIU and Transportation Bureau).
- 2). lost child near a river (utilize Underwater Search and Recovery Team, K-9 Unit).
- 3). lost child in the city (utilize SIU, I.D. and Transportation Bureau).

**D. Classification for manpower responses:**

1. Juvenile - under eight years of age; utilize the following resources.
  - a. Missing Persons Unit
  - b. Special Investigations Bureau
  - c. K-9 Unit

- d. Transportation Bureau
        - e. Civil Process Unit
        - f. Hall of Justice
        - h. Sheriff's Emergency Response Team
        - i. Underwater Search and Recovery Team
- 2. Juvenile - over eight, but under fourteen years of age; utilize the following resources:
  - a. Missing Persons Unit.
  - b. Special Investigations Bureau.
  - c. K-9 Unit.
- 3. Juvenile - over fourteen years of age; utilize the following resources:
  - a. Missing Persons Unit.
  - b. Special Investigations Bureau.
- 4. Adult - no mental/medical impairment reported; utilize the following resources:
  - a. Missing Persons Unit.
  - b. Special Investigations Bureau.
- 5. Adult - mental/medical impairment reported; utilize the following resources:
  - a. Missing Persons Unit.
  - b. Special Investigations Bureau.
  - c. K-9 Unit.
- 6. Elderly - mental/medical impairment reported; utilize the following resources:
  - a. Missing Persons Unit.
  - b. Special Investigations Unit.
- 7. Juvenile/Adult - Involuntary; utilize the following resources:
  - a. Missing Persons Unit.
  - b. Special Investigations Bureau.

8. Juvenile/Adult - Disaster Victim, utilize the following resource:

a. The Emergency Coordinator.

**E. Investigator's Duties:**


1. File #8 teletype (NCIC missing person bulletin) received from the Identification Bureau will be reviewed daily for victims missing from or believed to be in the Camden County area.
2. Contact will be made with the reporting law enforcement agency to ascertain if they require the department's assistance.
3. A departmental Missing Persons Log Book will be maintained, containing the following:
  - a. Case number.
  - b. Requesting agency.
  - c. Name of the missing person.
  - d. Investigator assigned.
  - e. Initiation date.
  - f. Completion date.
4. A case file will be maintained with:
  - a. File #8 teletype (NCIC missing person bulletin)
  - b. Copy of missing person report generated by local law enforcement agency.
  - c. Department's investigation report.
  - d. Photo of missing person.
  - e. If there is an indication of suicide, release of Medical Record Forms signed by the next of kin or legal guardian shall be maintained if available.

**F. Case Termination:**

1. Upon locating the missing person, notify the appropriate law enforcement agencies.
2. Notify the complainant listed on the Missing Person Report.
3. Receive copy of NCIC cancellation message from Identification Bureau for case file.



Effective Date:	<b>1/5/21</b>
Revised From:	<b>4/15/06</b>
References	

Subject:	<b>BOMB SQUAD</b>		
Distribution:	<b>SWORN PERSONNEL</b>	Pages	<b>7</b>
			<b>Sheriff</b>

## **GENERAL 77.00 BOMB SQUAD**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted for the Bomb Squad.

### **II. INTRODUCTION**

This standard operating procedure shall establish guidelines for all Hazardous Device Technicians to be trained, deployed, and used as expressly authorized by the provisions of this order.

### **III. MECHANICS**

#### **A. Selection of Bomb Squad Candidates:**

The selection of candidates for the Bomb Squad shall be made by the Sheriff in conjunction with the commander of the unit. The commander of the unit shall be a qualified bomb technician.

#### **1. Minimum Entrance Requirements:**

- a. At least three years of experience with the Camden County Sheriff's Office and/or any other law enforcement agency with N.J. Police Training Commission Certification. Experience with the law enforcement may be substituted with military special operations

training or related military experience. The Bomb Squad Commander will determine sufficient military training/experience on a case-by-case basis.

- b.** No significant disciplinary actions within the past two years or currently under investigation.
- c.** Be in excellent physical condition and pass a physical fitness test.
- d.** Keen alertness and intelligence.
- e.** Ability to follow orders and think under pressure.
- f.** An officer must be willing to respond on a twenty-four-hour basis upon activation.
- g.** Candidates meeting the above requirements must submit a memo requesting assignment to the Sheriff's Emergency Response Team Bomb Squad when a tryout is announced. The memo must be submitted to the Bomb Squad Commander via the chain of command. Upon receipt of the request by the Bomb Squad Commander, an application with instructions shall be forwarded to the candidate. The process shall consist of the following phases:

1. Physical fitness test
2. Bomb Suit Practical Test
3. Internal screening
4. Interview
5. Any other phases determined by the Bomb Squad Commander

2. In evaluating each candidate, the Sheriff will review the candidate's work performance appraisals as well as awards, citations, or additional achievements of the candidate.
3. The Sheriff should also consider the frequency and nature of any citizen's complaints involving the candidate, particularly complaints related to domestic violence and excessive force.
4. The candidate's most recent job supervisor shall be interviewed with respect to the candidate's qualifications for the Bomb Squad.
5. Candidate shall agree to be placed on an on-call duty roster and understand that he may not participate in any other activity that would hamper his response to a call.
6. In evaluating the candidate, the Sheriff shall also consider any complaints regarding the candidate's handling of issued equipment.



## **B. Candidates for Bomb Squad**

- 1.** Candidates shall have at least three years of experience with the Camden County Sheriff's Office and/or any other law enforcement agency with N.J. Police Training Commission Certification. Experience with the law enforcement may be substituted with military special operations training or combat experience. Candidates shall have satisfactory work performance evaluations, disciplinary records, and medical records. Candidate, upon successful completion of basic course, must remain on the bomb squad for a minimum of five (5) years at the Sheriff's discretion.
- 2.** Candidates shall undergo an additional background check by the FBI.
- 3.** Candidates must pass a complete physical exam administered by a qualified physician. Candidates must also be able to wear the unit's bomb suit (100 lbs.) while carrying unit's disrupter (40 lbs.) and unit's x-ray (40 lbs.) for a minimum of 600 feet. Candidate must meet requirements set forth by the FBI standards - body weight cannot exceed 22% blood pressure under 140/90, and acceptable EKG reading.

## **C. Training.**

### **A. Mandatory**

- a.** Training Prerequisite for Hazardous Devices School (HDS)
  - 1.** Complete Hazardous Materials Technician training that meets requirements set forth in the Occupational Safety & Health Administration (OSHA, Code 29) Code of Federal Regulations (CFR) 1910.120(q)(6)(iii).
  - 2.** Complete Incident Command System (ICS) and National Incident Management (NIMS) courses ICS-100, ICS-200, IS-700, and IS-800.
- b.** Candidates for the Bomb Squad shall complete a five (5) week basic course (FBI Hazardous Device School) located in Huntsville, Alabama.
- c.** Mandatory training of every member of the Bomb Squad to attend the FBI recertification course every three (3) years.

### **2. Recommended Training**

- a.** Basic Post Blast Investigation
- b.** HME Awareness Level (FBI NIEF/HDS EMRTC)

- c. Threat Assessment
- d. Basic/Intermediate Electronics
- e. Advanced Explosive Disposal (AEDT)
- f. Advanced Explosive Threat Training (Person Borne / Vehicle Borne)
- g. Advanced Render Safe Training (FBI ADETS / ATF E-3)
- h. HME Operator Level (ATF HME IPD)
- i. Advanced Electronics
- j. Manual Techniques
- k. Explosive Breaching
- l. FBI HDS Recertification
- m. Basic SWAT

3. Recommended for every member to maintain an up-to-date file of received literature:

- a. FBI BDC Bulletins, Investigator's Information Bulletins and Special Technicians Bulletins.
- b. BATF Special Bulletins.
- c. Training Bulletins from neighboring Bomb Squads.
- d. U.S. Army EOD Training Bulletins.
- e. International Association of Bomb Technicians and Investigators membership and publication, "The Detonator."

#### **D. Use**

1. Hazardous Device Technicians may be used for the following:

- a. To provide a front-line response to incidents involving, or suspected of involving, bombs, explosives, and shock related matters in such a manner with current accepted practices.
  - i. On-scene technicians shall access each assignment and evaluate it on its own merit. Should additional personnel be required, the on-scene technicians shall have the discretion to call for additional technicians after alerting the Undersheriff/Duty Officer of the circumstances.
  - ii. Technicians shall adopt and adhere to FBI Standards requiring a minimum of two (2) certified technicians to respond to any suspected or found device.

b. SERT Tactical Operations

**2. Responses:**

- a.** Technicians shall render safe, and/or remove suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals (as currently defined by the Bureau of Alcohol, Tobacco, and Firearms) and ammunition.
- b.** Provide for legal, proper, and safe transportation, disposal and storage of explosives, and other items referred to above.
- c.** Conduct post blast crime scene investigations, collect, and preserve evidence, and provide technical support to special operations.
- d.** Request for mutual aid to agencies outside this jurisdiction shall be authorized by the department head through formal mutual aid agreements with bona fide law enforcement, fire departments and federal agencies.
- e.** Bomb threats - Technicians shall respond to the following:
  - i.** Federal, state, county, and city buildings (where a written agreement has been made), while in the accompaniment of a K-9 handler and an explosive detection canine.
  - ii.** Hospitals and high-risk companies - for example, chemical plants, nuclear plants in the accompaniment of a K-9 handler and an explosive detection canine.
  - iii.** Schools and other private sector buildings - first response is the responsibility of a K-9 handler and explosives detection canine. Should a suspicious device be located, technicians will respond.
- f.** Technicians shall respond to a bomb threat of a building/school in the private sector with K-9 when:
  - i.** The threat is directed towards a hospital and K-9's search is limited.
  - ii.** In the case of multiple structured building where K-9 will tire out.
  - iii.** When a device is already found, K-9 shall not be called out to check for secondary devices until the device is rendered safe.
- g.** VIP sweeps - Technicians working in conjunction with K-9 for federal, state, and local agencies to sweep area where dignitaries will visit.

## **IV. RESPONSIBILITY**

### **A. Notifications**

1. It shall be the responsibility of the technicians responding to an assignment to notify the Sheriff's Designee via phone or by radio. In the event the particular Sheriff's Designee is not available, notification shall be made to one of the other Chiefs. If still unsuccessful, technicians shall contact the Sheriff
  - a. The Sheriff's Designee shall be notified at the onset and the completion of the assignment as to all the particulars of the assignment.
  - b. A brief synopsis shall be sent via email or text message to the Chief in charge of the Bomb Squad.

### **B. Duties**

1. Maintain and remain familiar with a technical library of Bomb Data Center publications and other explosive related materials.
2. Maintain professional liaison with municipal, county, state, military Explosive Ordinance Disposal (EOD) Units, federal agencies, and professional associations.
3. Compile and report technical data on explosive devices and incidents.
  - a. Camden County Sheriff's Office activation reports
  - b. FBI BDC incident reports
  - c. BATF explosive incident reports
4. Develop agency emergency response plans for a bomb threat, an improvised explosive device, and a bomb/post blast scene.
5. Develop bomb threat awareness and safety programs for public and private organizations.
6. Dignitary protection.
  - a. To provide a uniform method of coordinating a protection plan for the arrival of visiting dignitaries. Upon notification of a visiting dignitary, technicians shall coordinate with local, state, and federal agencies concerning search requirements, K-9 requirements, and stand-by requirements for the visit.

7. Fireworks:

- a.** Technicians are required to safely compile, transport, and destroy fireworks in a manner prescribed by the FBI and ATF's requirements.

8. Services support:

- a.** SWAT Teams - when specialized equipment is needed
- b.** Arson/suspicious fires.


9. Servicing equipment.

- a.** It shall be the responsibility of every Bomb Squad member to maintain all unit equipment

10. It shall be the responsibility of all HD Technicians to adhere to the provisions of this directive. Any previous special orders affecting the Bomb Squad is hereby rescinded.



Effective Date:	9/1/21
Revised From:	4/15/06
References	
Camden County Standard Operating Procedures for Critical Incidents and High-Risk Entry Services	

Subject:	<b>SHERIFF'S EMERGENCY RESPONSE TEAM</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>15</b>
		SHERIFF	

## GENERAL 76.00 SHERIFFS EMERGENCY RESPONSE TEAM

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby adopted to outline the permissible uses of the Sheriff's Emergency Response Team (S.E.R.T.).

### II. INTRODUCTION

The Camden County Sheriff's Office has established standard operating procedure and guidelines for all Tactical Officers to be selected, retained, trained, deployed, and used only as expressly authorized by the provisions of this order and within guidelines set by the Camden County Special Weapons and Tactics Policy. All SERT members serve at the pleasure of the Sheriff and can be removed at any time. This policy shall be reviewed annually by the SERT Commander or his/her designee.

- A. The Sheriff's Emergency Response Team comprised of sworn personnel from the Camden County Sheriff's Office, the Camden County Prosecutor's Office, and any other agency the Sheriff authorizes. SERT may be full-time, part-time, collateral duty or a hybrid unit of the Sheriff's Office. Assigned SERT members assemble for training, activation, or assignment. The Sheriff's Emergency Response Team consists of a commander and sufficient members to adequately staff an effective inner-perimeter, entry element, and all additional tactical assignments as determined by the SERT Commander.

## ANNEX A

### GLOSSARY

#### CRITICAL INCIDENT

Any event that has a stressful impact sufficient enough to overwhelm the normal effective coping skills of an individual. Critical incidents are abrupt, powerful events that fall outside the range of ordinary human experiences. These events can have a strong emotional impact on all involved.

#### INCIDENT COMMANDER (I.C.)

The agency's highest-ranking officer or designee, of the agency having primary jurisdiction of a critical incident. The incident commander shall have overall control of personnel involved in the resolution of the critical incident.

#### TACTICAL OPERATIONS COMMANDER (T.O.C.)

Reports directly to the Incident Commander. Is the person in command of all tactical personnel at the scene of a critical incident. He/she will assist the team leader(s) in the formulation of any tactical plans and will coordinate a course of action that will resolve the critical incident.

#### PROSECUTOR'S SPECIAL ADVISOR

Will furnish a legal interpretation or guidance regarding the sufficiency of negotiated agreements and will advise regarding the appropriate use of deadly force and any other legal problem which may arise in connection with maintaining safe control in these cases.

#### COMMAND POST (C.P.)

A site, vehicle or location that is utilized for the purpose of centralizing all operational communications, operational briefings, and debriefing sessions.

#### INNER PERIMETER (I.P.)

A containment perimeter in the immediate area of the crisis where exposure to hostile fire is likely and anticipated. Evacuation of civilians will be accomplished as found necessary. The inner perimeter is to be staffed with specially trained personnel only. It will be controlled by a Tactical Team Supervisor and possess an inner perimeter Command Post, also known as the "Hot Zone."

#### OUTER PERIMETER (O.P.)

A containment perimeter established roughly on a radius around the crisis area allowing safe movement around and denying access beyond it. An outer perimeter supervisor will be identified and charged with providing a buffer zone between the crisis area and the public so resources can be deployed without being hindered and the public protected in the surrounding area, also known as the "Cold Zone."

#### STAGING AREAS

A temporary location at an incident where personnel and equipment are kept while awaiting tactical assignment.

#### INTELLIGENCE GATHERING

Intelligence information should be gathered by all initial responding units. This information will be provided to teams' personnel and to the Crisis Negotiations Team (C.N.T.) responsible for gathering and developing background and intelligence information that is relevant to the operation.

## **INCIDENT ACTION PLAN (I.A.P.)**

The incident action plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period.

## **INCIDENT OBJECTIVES**

Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

## **TACTICAL OBJECTIVES**

The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

## **BARRICADE INCIDENT**

An incident where an individual is believed to be armed and is committing, or has committed, some criminal act: or intends to harm himself/herself or others and it is apparent the individual intends to defend a fixed position against police entry.

## **HOSTAGE INCIDENT**

An incident where an individual is believed to be armed and unlawfully holding a person in return for some kind or unknown consideration.

An incident where an assailant is stationary, or nearly so, is believed to be armed and has shot at or intends to shoot at targets of opportunity.

## **SERT Specific Definitions:**

### **SERT COMMANDER**

The SERT Commander must be a veteran tactical officer with sufficient knowledge of managing tactical operations. The Commander must have served with the SERT team for a minimum of three years, acted as a team leader or assistance team leader for minimum of one year and attained a minimal rank of sergeant. The SERT Commander will be appointed by the Sheriff or his designee and will serve as commander at the pleasure of the Sheriff. During tactical deployments, the SERT Commander reports directly to the Incident Commander/Affiant. The commander is responsible for supervising all SERT personnel on scene and coordinating the actions of the Tactical Operations Team Leader, Crisis Negotiations Team, Bomb Team, and all additional support personnel that report to the scene on behalf of the Sheriff's SERT Team. All tactics and tactical operations must be approved/authorized by the SERT Commander.

In the absence of the SERT Commander during an assignment, a SERT Team leader will serve as the Acting Commander and will have all the responsibilities of the SERT Commander during the assignment(s).

### **TACTICAL OPERATIONS TEAM LEADER**

Staffed by a senior member of the team, or as designated by the SERT Commander. Is responsible for the supervision of the tactical personnel and directing their deployment. Along with Team Leaders, Bomb Team and CNT formulate tactical options to present to the SERT Commander. The Tactical Operations Team Leader answers directly to the SERT Commander.

### **TEAM LEADER**

The Team Leader acts as assistant to the Tactical Operations Team Leader and assuring the implementation of tactical plans as well as personnel deployment.



## **ASSISTANT TEAM LEADER**

The Assistant Team Leader acts as assistant to the Team Leaders and assuring the proper deployment of personnel.

## **TEAM MEMBERS**

All other assigned officers who are cross-trained and equipped to perform duties necessary to resolve incidents that exceed the capabilities of traditional law enforcement and first responders.

## **DESIGNATED MARKSMAN/OBSERVER (DM/O)**

The designated marksman observer is specifically trained in the proficient use of a high-powered scoped rifle. DM/O duties include, but are not limited to, observation of the inner-perimeter, observation of the critical incident location, protection of civilian and police personnel and will mitigate the loss of innocent lives with precision shot placement

## **OTHER POSITIONS**

Including Less Lethal, Hazmat, breacher, specially trained Noise Flash Diversionary Devices (NFDDs) and/or launchable chemical munitions, Armored Response Vehicle (ARV) operator, Immediate Response Team (IRT) and any other tactical assignment positions shall be staffed at the discretion of the SERT Commander or Tactical Operations Team Leader. Each member of the Sheriff Emergency Response Team will be cross trained in additional tactical duties/assignments.

Comprised of the SERT Commander, team leaders and other qualified members of the SERT team. Tasked with developing, maintaining, and conducting SERT trainings.

### III. MECHANICS

(Inner perimeter, Outer perimeter, Chemical agent, IRT, Breaching, DMO, ARV, Other tactical equipment - see Annex B, C and D)

#### A. Selection Process

##### 1. Minimum Entrance Requirements:

- a. At least three years of experience with the Camden County Sheriff's Office and/or any other law enforcement agency with N.J. Police Training Commission Certification. Experience with the law enforcement may be substituted with military special operations training or combat experience. The SERT Commander will determine sufficient military training/experience on a case-by-case basis.
- b. Shooting will be assessed during the tryout and weapons safety will be a priority.
- c. No significant disciplinary actions within the past two years or currently under investigation.
- d. Be in excellent physical condition and pass a physical fitness test.
- e. Keen alertness and intelligence.
- f. Ability to follow orders and think under pressure.
- g. An officer must be willing to respond on a twenty-four-hour basis upon activation.
- h. Candidates meeting the above requirements must submit a memo requesting assignment to the Sheriff's Emergency Response Team when a tryout is announced. The memo must be submitted to the SERT Commander via the chain of command. Upon receipt of the request by the SERT Commander, an application with instructions shall be forwarded to the candidate. The process shall consist of the following phases:

1. Physical fitness test
2. Shooting and stress course
3. Internal screening
4. Interview
5. Any other phases determined by the SERT Commander

#### B. Training

1. Initial and continued training which stresses re-emphasis of basic and advanced methods and techniques is paramount to the efficient operation of the Sheriff's Emergency Response Team. The following training is mandatory for all officers assigned to the Sheriff's Emergency Response Team:
  - a. Basic Training (SERT Basic SWAT Class):

This training consists of at least forty hours of intensified training with both practical and classroom instruction. The following subject/skills shall be covered:

    1. Entries (Deliberate and Dynamic) Shoot/No Shoot
    2. Perimeter Techniques
    3. Reconnaissance
    4. Briefings
    5. First Aid
    6. Vehicle Assaults
    7. Officer Rescue Drills
    8. Less Lethal/Taser/Chemical Munitions
    9. Breaching
    10. Ballistic Shields

11. Command Post Operations
12. Case Law/Use of Force/De-escalation
13. Barricaded Persons and Hostage Rescue
14. Crisis Negotiations (CNT)
15. Designated Markman Observers (DM/O)
16. Bomb Squad Integration
17. Full Practical Scenarios
18. Review of Tactical Operations/Considerations

**b. In-Service Training:**

1. The SERT team will train minimum sixteen hours per month. This training will be designed to maintain and develop the special skills required for effective SERT operations. Specific blocks of training shall be scheduled as appropriate by the SERT training committee.
2. All training is mandatory and each SERT member must attend a minimum of 90% of all annual training, as promulgated by the Camden County Prosecutor's Directive. In addition to the monthly training sessions, forty hours of annual full team training is required. This training shall include full scale scenarios, Bomb squad and CNT integration.
3. In addition to the monthly training sessions, forty hours of annual full team training is required. This training shall include full scale scenarios, Bomb squad integration and CNT involvement.

**c. Specialized Training:**

Specialized training, i.e., DMO shall be scheduled as necessary for officers assigned to such specialty positions on the team.

2. Records shall be maintained of all Sheriff's Emergency Response Team training. All training reports shall be completed in the appropriated designated Sheriff's records management system (RMS).

**C. Membership Status**

**1. SERT Team Candidate:**

SERT Candidate are those officers who have met the minimum entrance requirements, satisfactorily completed the selection process, and have been assigned to the Sheriff's Emergency Response Team Probationary Period. This designation allows the officer to receive specialized issued equipment and to receive training during SERT in-service sessions. Candidates shall be authorized to function during an actual SERT activation at the discretion of the SERT Commander or his/her designee. A SERT Candidate must fulfill the following requirements prior to being elevated to member status:

- a. undergo a probationary period with the Tactical Team as designated by the Commander.
- b. Must continue to meet all requirements necessary for participant status.
- c. Satisfactorily completed the prescribed basic training course or other recognized Basic Swat course.
- d. Satisfactorily completed not less than 96 hours of in-service training.

- e. Evaluations shall be conducted throughout the participant period and prior to acceptance to member status. Unsatisfactory performance as determined by the SERT Commander or team leaders during any evaluation period may eliminate any participant from the SERT team.
- f. Completion of the above requirements certifies the officer has reached an acceptable level of proficiency for effective performance as a Sheriff's Emergency Response Team member.

#### **D. Evaluations**

1. All SERT members will be continually evaluated during each training session and after each assignment. The evaluations will be conducted by the SERT Commander, Team Leaders, Assistant Team Leaders, Trainers and/or senior members of the team. All observed deficiencies will be immediately addressed through the appropriate actions as determined by the Commander/Team leader. Serious or repeated deficiencies will be documented on the training report and the Commander and/or Team Leader will take the appropriate actions to remediate the deficient team member(s). This may include training/retraining, stand-down status, suspension from the team, removal from the team or any other action necessary to address the deficient member(s). The purpose of evaluations is to provide a means of evaluation of members of the Sheriff's Emergency Response Team. The evaluation of overall performance promotes integrity in the ability of the Sheriff's Emergency Response Team members. To meet mandated responsibilities and identifies areas where additional training is necessary.
2. The purpose of evaluations is to provide a means of evaluation of members of the Sheriff's Emergency Response Team. The evaluation of overall performance promotes integrity in the ability of the Sheriff's Emergency Response Team members. To meet mandated responsibilities and identifies areas where additional training is necessary.

#### **E. Activation Process:**

1. The Sheriff's Emergency Response Team can be activated for response to the following situations:
  - a. **Active Shooter**
  - b. **CBRN/Terrorist**
  - c. **Hostage Incident**
  - d. **Barricade w/ IEDs**
  - e. **Barricade Incident**
  - f. **U/C Extraction/Protection**
  - g. **Protection Detail/Special Detail**
  - h. **High Risk Warrants**
  - i. **Extraordinary police operations, where the team has the resources and capabilities to effectively respond.**
2. Sheriff's Emergency Response Team members responding to a request for assistance would comply with guidelines set forth in the Camden County Special Weapons and Tactics Policy.

**F. Equipment:**

Personnel assigned to the SERT Team shall be issued specialized equipment (Tactical Vests, Helmets, Communications Equipment, Etc.). The assigned equipment is to be maintained in proper working order by each assigned member. Lost/stolen or damaged equipment is to be reported immediately to the team Commander, through the chain of command. All assigned equipment will be documented on an inventory list. The inventory list shall be maintained by the designated tactical team leader(s) or his/her designee for audit and review purpose upon request. Special weapons and ammunition are assigned to the Sheriff's Emergency Response Team for the purpose of training and tactical responses. These weapons are to be used exclusively by the qualified members of the Sheriff's Emergency Response Team. All members of the SERT are only to use issued ammunition in all assigned weapons.

1. Team equipment will be stored in one of the SERT Utility vehicles or may be assigned to specific team members. The SERT Commander will approve all "team equipment" assignments/storage.
2. A detailed equipment inventory log will be maintained for all equipment assigned to the SERT Team. The inventory log will track where each piece of equipment will be stored/assigned, the status of the equipment (In-service, Out of Service (reason), Decommissioned, Lost/Stolen), a maintenance schedule (when necessary), who is responsible for each piece of equipment,
3. SERT members are to immediately report any lost/stolen or damaged equipment and the appropriate RMS report will be submitted

**G. Training Committee:**

The SERT Commander, team leaders, assistant team leaders shall schedule and monitor training, levels of expertise and the discipline of teams.

**IV. RESPONSIBILITY**

- A. To assist Federal, State, County, and Local law enforcement with high-risk operations:
  1. Active Shooter
  2. CBRN/Terrorist
  3. Hostage incidents
  4. Barricade w/ IEDs
  5. Barricade Incident
  6. U/C Extraction/Protection
  7. Protection Detail/Special Detail
  8. High-Risk warrant service
  9. Extraordinary police operations, where the team has the resources and capabilities to effectively respond.
- B. The SERT Team shall document all assignments and training through on the appropriate designated reports and shall be stored in the appropriate designated RMS system of the Camden County Sheriff's Office.
- C. The SERT Commander or his designee shall be responsible for determining the appropriate tactics for each assignment. All tactics must meet industry standards and must have been incorporated/trained in prior SERT training(s).

- D.** Briefings provide all tactical and command staff with basic information about the incident, resources available and current tactical objectives. When applicable briefings shall be held prior to any tactical deployment.
- E.** Detailed debriefings shall be conducted following all assignments and training. The debriefings shall include each member's assignment and each member will relay their actions throughout each assignment, including their observations. Debriefings shall be candid and nonjudgmental. The purpose of the debriefings is to:

  - 1. Provide situational awareness to all team members
  - 2. Identify operational deficiencies
  - 3. Provide training on a case-by-case basis
  - 4. Facilitate clear communication
  - 5. Any operational deficiency's will be shared with the team
- F.** It shall be the responsibility of the SERT commander, supervisors, and members, to adhere to the provisions of this order.

## **ANNEX B**

### **INNER PERIMETER STRUCTURE**

#### **I. INNER PERIMETER**

1. The inner perimeter will be the responsibility of the Tactical Operation Team Leaders.
2. The Tactical Operations Team Leader will be responsible to and respond to the direction of the Tactical Commander and/or Incident Commander only. When possible, a direct secure communications link should be established between the command post and the inner perimeter.
3. Responding team members will report to the Staging area for assignment as needed. No team member is to report to the inner perimeter unless specifically ordered to do so by the Tactical Operations Team Leader.
4. When deployed to the inner perimeter, team leaders will report to the Tactical Operations Team Leader to ensure, a unity of command and an effective communications network

#### **II. INNER PERIMETER FUNCTIONS**

1. The Tactical Operations Team Leader will establish an inner perimeter which will deny ingress and egress of suspects, subjects, or civilians around the incident location.
2. Perimeter units will relay their positions to the Tactical Operations Team Leader once they are in place.
3. The Tactical Operations Team Leader will organize and staff an Immediate Response Team (IRT) as soon as reasonably possible.
4. The IRT will establishment contingency plans to meet anticipated or unexpected events, (i.e., a gas plan, sudden surrender, emergency entry). When practicable rehearsal for hostage rescue.
5. The Tactical Operations Team Leader will plan the deployment and implementation, of specialty units such as the Armored Response Vehicle (ARV) DM/O's, gas team, explosive experts, or the introduction of other equipment, items, or personnel into the inner perimeter.
6. Perimeter and IRT team will relay any pertinent information back to the Tactical Operations Team Leader (pictures of the suspect residence, movement inside the residence, contact with suspect or victims).

## ANNEX C

### OUTER PERIMETER STRUCTURE

The purpose of the outer perimeter in police operations is to:

1. Provide a buffer zone between the crisis area and the public within which crisis management resources and apparatus can be marshaled and deployed in an unhindered manner (i.e., police, fire, medical emergency and utility support personnel and equipment, and the on-scene incident command post).
2. Protect the surrounding public.
3. The parameters of the outer perimeter will relate to the range of the threat and the surrounding terrain. The perimeter must be configured so as to provide safety to the public. If it will not assure public safety, persons who are vulnerable must be evacuated.
4. There should be established checkpoints through which authorized traffic will be permitted to flow; and blocking forces should be positioned to observe and intercept any persons attempting to enter. Due to the relatively large areas covered by outer perimeters, these blocking forces will normally be mobile.
5. There should be provisions in the on-scene incident command post to monitor outer perimeter communications.
6. The control of the outer perimeter will not be a responsibility of the tactical commander. A ranking uniformed officer will be designated as the outer perimeter control supervisor reporting directly to the assistant incident commander



## ANNEX D

### USE OF CHEMICAL AGENTS

Chemical agents will only be used at the direction of the Tactical Commander once approval has been obtained from the Incident Commander.

#### **The purpose of chemical agent use is as follows:**

1. Flushing out a barricaded suspect. A means of inducing barricaded suspects to surrender, and no other viable options or alternatives are present, then chemical agents would be used to flush out barricaded suspects.
2. To deny access to specific areas to prevent a suspect(s) from gaining a tactical advantage, accessing weapons, accessing critical areas, protecting vulnerable areas
3. In support of the Civil Disturbance Team during riots or unlawful gatherings where a threat of violence or series crimes is imminent.
4. Providing additional cover when it has been determined to be necessary to enter a location, it may be necessary to use chemical agents to include smoke (HC) for the purpose of masking entry or arrest operations.
5. Prior to using chemical agents all law enforcement officers who will be in the affected area will be required to wear a gas mask.

#### **Precautions**

Prior to authorizing the use of chemical agents, it must be determined if the use of these agents will worsen the existing crisis or hamper future operations.

1. Should further evacuation be warranted?
2. Will the use of chemical agents create a fire hazard? (Recommend the use of non-burning projectile type)
3. Has fire apparatus been made available in the event of a fire hazard?
4. Establish first aid measures to treat those who are affected by the chemical agents?
5. Will the use of chemical agents only serve to heighten the risk of injury to innocent Persons, or create unnecessary damage to the property of the innocent?
6. When necessary, prior to authorizing the use of chemical agents, arrangements will be made through the fire department and emergency medical service to have equipment placed in specific staging areas in the event either or both services may be needed after the use of chemical agents.

#### **Decontamination**

Assign a specialist to oversee the decontamination operations.

## **SERT Team Minimum Skill Sets:**

**For hostage rescue operations SERT members must be competent in the following areas:**

- Threat assessment
- Intelligence gathering techniques
- Reconnaissance technique
- Floor plans, photographs
- Containment and surveillance
- Breach point analysis (mechanical, explosive, thermal, ballistic)
- Tactical communication procedures
- Tactical planning (timing and transition of crisis, deliberate, contingency phases)
- Compromise procedures
- Medical threat assessment
- Tactics (Dynamic, deliberate)
- Diversionary device tactics
- Arrest and control procedures
- Post Incident documentation
- Unusual incidents (damage, use-of-force, injuries)
- Integration of negotiators
- Sniper support roles
- Use of ARV and other specialized vehicles
- Less - lethal applications
- Window/Wall porting
- Vehicle takedowns
- Technology support (robotics, electronic surveillance)
- Integration of Explosives Technicians (Hand-Entry Techniques)
- Explosive Breaching
- Failed breach tactics

**For barricaded gunman operations SERT members must be competent in the following areas:**

- Threat assessment
- Intelligence gathering techniques
- Reconnaissance techniques
- Floor plans, photographs
- Containment and surveillance
- Breach point analysis (mechanical, explosive, thermal, ballistic)
- Tactical communication procedures
- Tactical planning (timing transition of crisis, deliberate, contingency phases)
- Compromise procedures
- Medical threat assessment
- Tactics (Dynamic, deliberate)
- Diversionary device tactics
- Arrest and control procedures
- Post Incident documentation
- Unusual incidents (damage, use-of-force, injuries)
- Integration of negotiators
- Sniper support roles
- Use of ARV and other specialized vehicles
- Less - lethal applications

Window/Wall porting  
Vehicle takedowns  
Technology support (robotics, electronic surveillance)

**For high-risk warrant service SERT members must be competent in the following areas:**

Threat assessment  
Intelligence gathering techniques  
Reconnaissance techniques  
Floor plans, photographs  
Containment and surveillance  
Breach point analysis (mechanical, explosive, thermal, ballistic)  
Tactical communication procedures  
Tactical planning (timing and transition of crisis, deliberate, contingency phases)  
Compromise procedures  
Medical threat assessment  
Tactics (Dynamic, deliberate)  
Diversionary device tactics  
Arrest and control procedures  
Post incident documentation  
Unusual incidents (damage, use-of-force, injuries)

**For terrorism response SERT members must be competent in the following areas:**

Threat assessment  
Intelligence gathering techniques  
Reconnaissance techniques  
Floorplans, photographs  
Containment and surveillance  
Breach point analysis (mechanical, explosive, thermal, ballistic)  
Tactical communication procedures  
Tactical planning (timing and transition of crisis, deliberate, contingency phases)  
Compromise procedures  
Medical threat assessment  
Tactics (Dynamic, deliberate)  
Diversionary device tactics  
Arrest and control procedures  
Post Incident documentation  
Unusual incidents (damage, use-of-force, injuries)  
Integration of negotiators  
Sniper support roles  
Use of ARV and other specialized vehicles  
Less - lethal applications  
Window/Wall porting  
Vehicle takedowns  
Technology support (robotics, electronic surveillance)  
Integration of Explosives Technicians (Hand-Entry Techniques)  
Explosive Breaching  
Failed breach tactics  
Personal Protective Equipment (PPE) selection, use, nomenclature, donning, doffing and decontamination procedures  
Familiarization of OSHA 1910.132 and 1910.120 (or State equivalent), as well as NFPA

4T2Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents

Familiarization of the NIOSH Emergency Response Resource Guides

(<http://www.cdc.gov/niosh/topics/emres/ppe.html>)

Incident Command System and multi-level integration of line level supervisors and managers into a larger command structure

**SERT DM/O's must be competent in the following areas:**

Firearm nomenclature and capabilities

Environmental influences on shot placement

Shooting through mediums, i.e., glass and wood

Concealment and camouflage techniques


Data books and record keeping

Urban versus rural operations

Surveillance and communication



Effective Date:	<b>8/19/21</b>
Revised From:	<b>4/15/06</b>
References	

Subject:	<b>TRANSPORTATION BUREAU</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>11</b>
		<b>SHERIFF</b>	

## **GENERAL 78.00 TRANSPORTATION BUREAU**

### **I. AUTHORITY**

By the authority vested in the office of the Sheriff of Camden County, the following procedures are hereby adopted regarding the operation of the Transportation Bureau.

### **II. INTRODUCTION**

The purpose of this order is to establish the policies and procedures for the Transportation Bureau. All assignments contained herein are considered two officer assignments unless specifically ordered otherwise by a supervisor or higher authority. All Transportation Units shall maintain a safe and acceptable speed as mandated by New Jersey State traffic laws during operation of Sheriff's Office vehicles.

#### **A. Mission Outline**

1. To conduct all Superior Court ordered transports of subjects held in custody of any Federal, State or County facility.
2. Supplement any/all units of the Camden County Sheriff's Office as instructed by the Sheriff or his designee.
3. Community Caretaking and Enforcing all New Jersey laws when necessary.
4. When feasible, provide supplemental support services to all municipal police departments in Camden County by:

- a. Transporting all persons lawfully arrested by Camden County municipal law enforcement agencies being remanded to the Camden County Department of Corrections.
- b. Transporting prisoners remanded to the custody of the Camden County Department of Corrections to municipal courts throughout Camden County as requested by the individual municipal courts.
- c. Transporting juvenile detainees lawfully arrested by Camden County municipal law enforcement agencies to the custody of the Camden County Youth Center.
- d. Transporting prisoners remanded to the custody of the Camden County Department of Corrections to State Prison Reception, writs, court orders, to medical treatments and any other transports approved by the Sheriff or his designee.
- e. Responding to, and assisting, any Federal, State, County, or local agency/officer(s) upon request, or as immediately necessary.
- f. Performing community policing and law enforcement services, to include patrolling of all local, County and State Roads.

### **III. MECHANICS**

#### **A. Remands.**

Upon receipt of a requesting authority's notification, the Camden County Sheriff's Office Transportation Bureau shall dispatch a unit to that authority's location for the lawful transport of all prisoners for incarceration in the Camden County Department of Corrections. Prior to assuming custody of any arrestees/inmates; Sheriff's Officer(s) shall ensure that all required paperwork is properly completed and accompanies the subjects being transported. Transporting Officers must confirm the identity of individuals prior to assuming custody. When there is a question as to a subject's identity, the Camden County Sheriff's Bureau of Criminal Identification must be notified and will be responsible to confirm the subject's identity prior to transportation.

1. Prisoners requiring medical attention must have medical documentation which clearly states "cleared for incarceration" or "medically cleared" before being remanded into this agency's custody.

#### **B. Writ/Court Appearances:**

1. The Transportation Unit shall provide transportation services for all State Superior Court orders/writs on persons in custody of the Camden County Corrections Department.
2. Transportation Units may provide transportation services to municipal courts in Camden County provided the following conditions are adhered to:

- a. The Transportation Unit should be notified at the earliest possible time to ensure scheduling of Municipal Court subjects, but no later than 24 hours ahead of scheduled court appearance.
- b. Transportation shall not be provided to prisoners lodged in any other institution other than the Camden County Department of Corrections unless commanded by a Superior Court Judge's written order.
- c. The Transportation Bureau shall not, under any circumstances, transport any prisoner for the purpose of processing or interviewing for any municipality. If a municipality does not wish to interview a subject in the Correctional Facility, then that municipality must provide transportation to and from that municipality.
- d. Transportation may be provided for subjects returning from Municipal courts in Camden County, staffing permitting. Transportation officers are not to accept Municipal court returnees without the properly completed court documents.

**C. Commitment to all state hospitals:**

Transportation shall be provided for all subjects to all state hospitals provided the following conditions are adhered to:

1. A written Superior Court Order has been prepared or received.
2. All emergency transports must be evaluated by the Crisis Center. Once the evaluation is completed, the Crisis Center shall notify the Transportation Bureau to either transport the subject to the State Hospital, or to the Department of Corrections.
3. The subject must have criminal charges (warrant) pending and be classified for detention under the current bail reform law or order for commitment by a Superior Court Judge.

**D. Transports to the Correctional Facility from out-of-county agencies:**

The Transportation Units shall be provided for subjects from outside of Camden County to the Camden County Department of Corrections then under the following conditions:

1. There must be a detainer or active warrant(s) lodged against the subject by an agency in Camden County.
2. The warrant and accompanying commitment must be received by the Transportation Bureau prior to transport.
3. All necessary paperwork must be completed prior to the time of pick-up.

4. All active warrants in the custodial county and/or pending charges must be adjudicated before a prisoner will be transported to the Camden County Department of Corrections.
5. Generally, transportation for Municipal warrants will be limited to when we are already at the facility picking up prisoners on county charges or detainers.
6. Remands arrested on Camden County Superior Court bench warrants by out of county agencies will be transported from all counties located in the State of New Jersey.

#### **E. Extraditions**

1. Extraditions greater than 200 miles are typically handled by the preapproved outside contractor. However, the Transportation Bureau may facilitate the transport of prisoners who are located outside the 200-mile radius if staffing allows.
2. Extraditions within 200-miles will be scheduled and completed by the Transportation Bureau with the following paperwork:
  - a. Warrant and Promis Gavel paperwork.
  - b. Copy of Waiver of Extradition paperwork.
  - c. Medical paperwork from releasing Correctional Facility.
  - d. Picture-link and/or photo-aids in identifying the individual.
  - e. BCI has confirmed the subject's identity as well as their wanted status.

#### **F. Medical and Clinic Runs:**

Medical and clinic runs shall be scheduled at the request of the Camden County Department of Corrections but must adhere to the following guideline

1. The jail will provide a mugshot profile and charge summary sheet from OMS for every clinic run.
2. If we need a female Sheriff's Officer for the run and Transportation does not have one on a particular day, we will request assistance from other units.
3. ***The Camden County Office of the Sheriff's policy is to handcuff (belly chain), shackle and double lock all transports (pregnant females will receive handcuffs instead of belly chain).***
4. Sheriff's Officer(s) must also always maintain control and custody of the inmate when out of the Transportation vehicle, this means that you will in some manner hold onto the inmate (i.e., belly chain or arm, to guide them to and from the facility).
5. The Sheriff's Officer(s) BWC must also be activated just before you open the door to retrieve the inmate from the rear of your vehicle until the time you reach the door of the facility.



6. Once inside the facility you may stop recording, however, if there is a need to reactivate your camera for an incident you must do so.
7. Discretion is allowed based on what you are presented when you do the pickup from CCCF, however, the Sheriff's Officer(s) must notify a supervisor should the need to drastically deviate from Camden County General Order 78.00 occur. Please be aware of the subsection (F) of the General Order. This explains when deviation is allowed (i.e., Pregnant females, in stages of advance pregnancy, would allow for alternative restraints). Use your best judgement on this and contact your supervisor to notify of a deviation from the policy.
8. When arriving at the medical facility:
  - a. One Sheriff's Officer(s) must proceed into the facility and advise that an inmate has arrived for an appointment.
  - b. Ask to secure the area that the inmate will be taken.
  - c. Conduct a search of the area to clear of any potential safety issue(s) and retrieve the inmate from the transport vehicle.
9. At medical facilities:
  1. If a treating physician requests that an inmate's restraints be removed:
    - a. The Sheriff's Officer(s) may do so but shall maintain a visual observation of the inmate.
    - b. For the belly chains- only remove the cuff on the hand needed as needed and close and double lock the unused cuff.
    - c. Should you be requested to remove the restraints completely, clear and secure the area the inmate will be in for their procedure.
    - d. Always keep line of sight on the inmate. If they are receiving a test where you cannot be in the room (i.e., an MRI, Xray, etc.,) the facility must allow the Sheriff's Officer(s) in an area where you can keep line of sight and/or secure all means of exit from the room and secure the room.
    - e. If there is more than one doorway you will need to secure each doorway. If you need more Sheriff's Officers request them through the Sgt./Lt. at Transportation headquarters and make the physicians wait until you can secure the room. This should be annotated on your log once the inmate is returned and secured in the Transportation vehicle.
  2. Should the inmate undergo anesthesia, other than local, the Sheriff's Officer(s) must keep line of sight during the entire procedure. The facility should provide you with an area to visibly watch the inmate or, at minimum, secure every doorway in and out of the room. This should be annotated on your log once the inmate is returned to and secured in the Transportation vehicle.
    - a. Operating Room Procedures:
      1. Should an inmate under your control require a medical procedure such as an operation, the Sheriff's Officer(s) will escort the inmate to the operating area/room.

2. Hospital staff will initiate sedation of the inmate to incapacitate prior to arrival at the operating area. The inmate will not be unconscious but will be incapacitated.
3. During the transport to the operating area/room, the inmate shall remain handcuffed and shackled unless the medical authorization has been provided to the contrary.
4. Sheriff's Officer(s) shall dress in the protective clothing (coveralls) provided by the hospital. Maintaining safety protocols of the hospital in relation to disease control management.
5. One Sheriff's Officer shall position themselves at the entrance to the operating area, maintaining visual observation of the operating area via the window. Additional Sheriff's Officer(s) shall position themselves near any access point from the operating area to impede escape.
6. Sheriff's Officer(s) shall always maintain visual observation of the inmate.
7. Sheriff's Officer(s) shall handcuff and shackle the inmate immediately upon leaving the operating area unless a written medical authorization to the contrary has been received.

#### **G. Custody Procedures:**

1. Camden County Sheriff's Officer(s) assuming custody of subjects for transportation purposes are to ensure the safety of all personnel in their custody.
2. All prisoners placed into the custody of the Camden County Sheriff's Office Transportation Bureau shall be handcuffed and shackled at all times. Whenever transporting any emotionally disturbed patient/prisoner (EDP), either from a mental health facility to the jail or from the jail to a mental health facility, the prisoner/patient shall wear a restraining belt with cuffs attached and shall remain shackled during the transport. The officer in the passenger seat shall maintain a close watch on the prisoner/patient at all times.
3. Prisoners that have physical disabilities/limitations or obvious physical limitations will be secured by alternative means. In some cases, such as advanced pregnancy, it may be necessary to transport prisoners without restraints. In all such cases, the immediate supervisor must be notified prior to the transport and approve the alternative measures.
4. Remands charged with drug offenses may be striped searched, per Attorney General's Guidelines, before being taken into our custody. It is suggested that whenever time and circumstances permit, a strip search be made when the prisoner or inmate has a history of weapons offenses. If the prisoner is the opposite sex as the transporting Sheriff's Officer(s), then the officer(s) shall make every effort to locate an officer of the same sex to conduct the search prior to transportation. ***If no officer is available, a cursory search will be conducted (shoes, socks and shake out clothing while still worn to include***

- bra*). When unable to conduct a thorough search, the transporting officer(s) shall immediately, upon arrival at the institution of incarceration, notify the proper authority that a full search has not been conducted. If a strip search was already conducted by the arresting authorities, then a second strip is prohibited.
5. Only personal items admissible for entry into the Correctional Facility shall be accepted. All other items shall be left at the arresting jurisdiction's location for appropriate disposition. Currency and other portable, valuable items (i.e., jewelry) will be returned to the remand's custody, as long as they cannot be used as a weapon or implement of escape.
  6. When a Transportation Officer locates contraband during a pre-transport search, the officer(s) must:
    - a. Immediately seize the contraband
    - b. Notify the local agency of the contraband.
    - c. Notify the local agency that the locating officer will be preparing a detailed report.
    - d. May turn the contraband over to the local agency as long as the chain of custody is properly documented. Otherwise, the officer must prepare an evidence form and secure the evidence in the Transportation Bureau's temporary evidence safe.
    - e. Prepare the appropriate ECDR charges.
  7. All handbags / backpacks are to be searched while at the arresting agency. Such items will not be returned to the prisoners during transport, but will be secured in the transporting vehicle, out of reach of the prisoners and will be turned over to the jail admissions personnel upon arrival. Jail admissions personnel will be advised that the remand's money/ jewelry is on his/ her person upon arrival at the jail.
  8. While at the arresting agency, all prescription medicines shall be taken from the remand and checked to ensure the name matches the person arrested, contents are correct as listed on the container, correct date, and in the proper legal container. If the prescription passes inspection, the transporting officer(s) will secure the medicine and turn it over to the Correctional Facility nurse upon arrival at the jail: Narcotics are not accepted at CCCF. At no time will prisoners be permitted to retain their prescription medicine during custody/transport.
  9. Prisoners with out-of-county writs shall remain in the immediate custody of the Camden County Sheriff's Transportation Officers at all times unless otherwise remanded to alternate custody by the presiding judicial authority.
  10. Prisoners must be separated and secured according to gender. There will be no mixing of genders during transportation.
  11. Juveniles shall not be transported in the immediate company of adults.

## **H. Funeral Transports:**

1. The Warden of the Department of Corrections, who has granted an inmate permission to attend a relative's funeral or viewing, shall be responsible for notifying the Transportation Bureau's commanding officer and the appropriate shift commander of the Department of Corrections as to the date and time of the viewing and/or funeral. At least 24 hours advance notice is recommended in order to allow for proper staffing.
2. The supervisor of the Transportation Bureau shall contact the funeral director and schedule the funeral detail. The detail must be scheduled as a private viewing. Arrival at the location will be planned for a time prior to the start of the viewing/funeral.
3. The supervising officer of the Transportation Bureau shall arrange necessary transportation and appropriate security for the prisoner.
  - a. Supervisors must conduct a threat assessment on each prisoner prior to scheduling the funeral detail.
  - b. The threat assessment shall include criminal history, current charges, escape probability, gang affiliation/status, etc.
  - c. Appropriate security measures (SERT, K-9, etc.) will be provided upon review of the threat assessment
4. Upon arrival at the funeral home, at least one officer will remain with the prisoner while another officer(s) conducts a security sweep of the funeral home. The security sweep must include an advanced cursory search of the casket and immediate area. Once the venue has been deemed safe and secure, then the inmate may be brought in for the private viewing.
5. Immediately after the visit, prior to the start of the viewing, the prisoner shall be transported back to the Department of Corrections. Contact between the prisoner and his/her family shall be strictly forbidden. No visit between the prisoner and his/her family is authorized.

## **I. Juvenile Transports:**

1. Sheriff's Officers will ensure all appropriate paperwork and notifications have been made prior to assuming custody of juveniles.
2. All Juveniles will be thoroughly searched prior to transports.
3. Juveniles are to be handcuffed and shackled during all transports.
4. Juvenile daytime warrants must be transported to the Hall of Justice by the arresting agency.
5. The Transportation Unit may pick up juveniles within the State of New Jersey. This service is available during normal work hours but is dependent on available staffing. The requesting agency must be able to show that:
  - a. The juvenile is legally detained.
  - b. The agency has a signed Superior Court Order to transport.
  - c. Prior coordination or notification has been completed and all necessary paperwork has been provided to the Transportation Bureau.

## **J. Accepting Ill or Injured Prisoners:**

1. If upon arrival at any agency or institution for the purpose of picking up a prisoner for transportation to the Camden County Department of Corrections the subject to be transported appears to be in obvious physical distress, injured, or in need of medical attention, or if the subject requests medical attention for an injury, the officer shall:
  - a. Determine if the subject has been medically cleared for incarceration
  - b. If no medical clearance has been obtained; then the officer(s) shall contact the Camden County Jail medical staff and attempt to get a verbal authorization of acceptance. Notify the agency of the medical staff's determination and document same on the daily log, specifying the medical personnel making the determination
  - c. If a prisoner in sheriff's custody is going to be admitted to the hospital, call CCCF admissions as soon as possible to coordinate and arrange relief for Sheriff's Office personnel. CCCF personnel are obligated to take custody after the remand is admitted to the hospital.
2. In the event of a medical emergency, contact Central Communications and request EMS to respond.
3. Document all correspondences with the jail medical staff on the daily logs.
4. Any pregnant female with a history of drug use and/or complaints- contact jail medical staff for determination

## **K. Reports:**

1. An operations report shall be submitted whenever a departmental vehicle is towed due to mechanical failure. Forward a copy to Special Services Unit
2. Whenever an incident occurs while prisoners are in custody, in the course of official duties or whenever a report must be given a case number for tracking purposes, an operations report shall be prepared.
3. An email will be generated and sent to Fleet and supervisor when vehicle maintenance is needed.
4. Vehicle logs are to be completed each tour of duty and are to be neat, accurate and shall include the primary charge of transported subjects, location of the arresting agency, the time the remand is placed into the Sheriff's Office custody, the type of transport, and the name of the subject.
5. The passenger compartments are to be inspected at the beginning and end of each shift and documented on the daily log.
6. All video camera equipment shall be inspected at the beginning and end of each shift to ensure it is operational and that it is recording acceptable views in the prisoner insert compartments. Each inspection is to be documented on the daily log.

## **L. Transportation of Females**

1. Whenever a female is transported, the mileage at the beginning and the end of the transport shall be noted on the log and called into Central Communications.

## **M. Motor Vehicle Stops**

1. The primary responsibility of personnel assigned to the Transportation Bureau is the safe and secure transportation of prisoners to their ultimate destination.
2. It shall be the policy of this office to refrain from conducting motor vehicle stops while prisoners are in the transport vehicle except under emergency conditions.
3. All motor vehicle stops must be called in to Central Communications.
4. In the event of a motor vehicle stop or disabled vehicle assist is unavoidable while transporting prisoners:
  - a. Central Communications must be notified of the stop and location
  - b. The transportation vehicle must be positioned to provide maximum protection to the prisoners
  - c. One officer must always remain with the prisoners.
5. Under no circumstances are officers permitted to engage in any vehicle pursuits while in the process of transporting prisoners.

## **N. Motor Vehicle Accidents & Avoidance Procedures**

1. If an accident occurs with inmates in a transportation vehicle, all inmates, remands, and juveniles must be taken to a hospital for medical clearance. If that transporting vehicle is unable to do so from damage caused by the accident, then another unit will be dispatched by the supervisor to pick up the prisoner(s) and take them for medical clearance. If inmates are required to be transported by ambulance, a second unit will follow the ambulance to the hospital and stay with the inmate(s).

## **IV. RESPONSIBILITY**

### **A. Shift Supervisor**

1. Shift Supervisors shall conduct line-ups prior to the beginning of each shift and shall be responsible for each officer and all assignments under their supervision.
2. Supervisors will ensure all personnel are: wearing the proper uniform, groomed according to policy, equipped with all assigned gear (including bullet proof vests), and all gear is in proper working order
3. The Shift Supervisor shall coordinate, supervise, and direct all activities that occur during his/ her tour of duty.


4. The supervisor shall ensure the accuracy of the activity log.
5. The supervisor shall ensure all appropriate reports/forms are generated whenever necessary and in accordance with general orders, standard operating procedures and/or directives.
  - a. Towed vehicles
  - b. Arrest / Investigations
  - c. Accidents
  - d. Injuries (inmates/prisoners, civilians, officers)
  - e. Use of Force
  - f. Complaints
6. All circumstances that could result in complaints, legal action, Tort claim, witness statements, etc.
7. Supervisors may be required to assist/supervise personnel in other units when necessary.

**B. Bureau Commander**

1. The Bureau Commander has overall responsibility for the orderly operation of the entire Transportation Bureau.
2. The commander shall supervise and direct all activities of supervisors and officers in this action. He/she shall ensure all department policies and procedures are adhered to at all times.



Effective Date:	<b>6/2/22</b>
Revised From:	<b>3/25/06</b>
References	
Project Lifesaver International National Alzheimer's Association	

Subject:	<b>PROJECT LIFESAVER PROGRAM</b>		
Distribution:	<b>ALL ASSIGNED PERSONNEL</b>	Pages	<b>6</b>
			<b>Sheriff</b>

## **GENERAL 79.00 PROJECT LIFESAVER PROGRAM**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following policies and procedures are hereby adopted for the Project Lifesaver Program.

### **II. INTRODUCTION**

The Camden County Sheriff's Office has established standard operating procedures and guidelines for all personnel involved in the Project Lifesaver Program.

The Project Lifesaver program is a radio frequency tracking system that assists in locating missing adults/wanderers who suffer from Alzheimer's disease or a related dementia disorder. As well as children with Autism or other developmentally delayed individual that are prone to wandering.

The primary purpose of the Office of the Sheriff in the Project Lifesaver mission is to assist caregivers, families, and local emergency personnel by supplying a specially trained team and assets to quickly locate and return wandering adults or children.

The secondary functions include administering and tracking the program for the Camden County Senior Services Division, and providing training and education for caregivers, families, and emergency personnel.



### **III. MECHANICS**

#### **HOW THE PROJECT WORKS:**

Alzheimer's disease and related dementia disorder individuals are at risk of becoming victims to memory and cognitive changes that may occur due to their illness. Participants in the Project Lifesaver Program wear a special transmitter that can assist local law enforcement in locating them utilizing a special tracking device.

- a. The program application must be completed and submitted by the legal primary family caregiver or a relative, with a physician's confirmed diagnosis of Alzheimer's disease, related dementia disorders, or children with Autism/developmentally delayed.
- b. Once the application has been submitted and approved, a Sheriff's Project Lifesaver representative installs the unit and instructs the family/caregiver on how the unit and program works.
- c. The Sheriff's Project Lifesaver representative develops a schedule and trains the family/caregiver on procedures for routine maintenance.
- d. When an individual is discovered to be missing, the family/caregiver places a call immediately to their local police and then to the Sheriff's Office ID Bureau to request assistance locating a Project Lifesaver client. Search procedures will then be activated to aid in locating the client.

#### **A. STANDARD OPERATING PROCEDURE MANUAL**

1. The policies and procedures contained in this manual are issued by the authority of the Project Lifesaver Program Supervisor.
2. The manual is not intended to be all-inclusive and will be supplemented by other unit procedures and Office of the Sheriff regulations.
3. The manual shall be updated as necessary. All personnel are encouraged to suggest revisions that will further the safe and professional operations of the program. The coordinator shall review the manual annually to assure it is up to date and relevant to current operations.
4. A copy of the manual shall be issued to all personnel having Project Lifesaver responsibilities.

## **B. ORGANIZATIONS**

1. The Office of the Sheriff Project Lifesaver Program shall be comprised of a supervisor, a coordinator, and response team members. Personnel may be assigned additional duties as necessary.

2. The Project Lifesaver Program is under the supervision of both the Camden County Senior Services Division and the Office of the Sheriff

### **3. Personnel:**

#### **A. SHERIFF**

#### **B. PROGRAM SUPERVISOR**

a. The supervisor has overall responsibility for the program and reports directly to the Sheriff.

#### **C. PROGRAM COORDINATOR**

a. The coordinator is responsible for day-to-day operations of the program and reports directly to the program supervisor.

b. The coordinator shall maintain all files, binders, and records associated with the program.

c. The coordinator, or his designee, will act as a liaison between the Office of the Sheriff, the Senior Services Division, Project Lifesaver, program clients and families, and local emergency response organizations.

d. The coordinator is responsible for the maintenance and upkeep of program equipment. Also coordinates and documents the initial and recurrent training of response personnel in the proper use of that equipment.

#### **D. RESPONSE TEAM MEMBERS**

a. Team members are the primary responders when there is a Project Lifesaver activation.

b. Team members train and maintain proficiency with program equipment.

c. Team members interact with other emergency responders to coordinate a concentrated effort to locate missing/wandering people.

d. Team members are selected based on the following conditions:

1. They must be sworn members of the Sheriff's Office and have completed their probationary period.

2. They must be capable of prolonged physical activity.
  3. They must be willing to respond on a twenty-four-hour basis.
- e. A member may be removed from the program at any time by the supervisor for reasons including performance, proficiency, physical condition, certification problems, etc. Should this become necessary, the member will be notified verbally and in writing of the reason, and of any further action to be taken

#### **IV. TRAINING**

1. Initial and continued training, which stresses emphasis of basic advanced methods and techniques, is paramount to the efficient operation of the Sheriff's Project Lifesaver Program. Re-certification must be done once every 24 calendar months. The following training is mandatory for all personnel assigned to the Sheriff's Project Lifesaver Response Team:

- a. Basic Training:

This training consists of at least 16 hours of training outlined by Project Lifesaver International. The following subject/skills shall be covered:

2. Completion of basic PLI-3000 training course per lesson plans.

- b. Re-certification Training:

Any certified operator of the PLI – 3000S, in the Project Lifesaver program, must demonstrate proficiency with that equipment every 24-months, following the procedures set forth below:

1. Participate in 2 actual searches as an operator of the CTR-1000s

**Or**

2. Successfully complete 2 scenario searches as an operator of the PLI-3000

3. Each search must cover a minimum of ½ mile in distance

- c. In-Service Training:

Eight (8) hours of in-service training will be scheduled by the Program coordinator and/or his/her designee to be conducted by a certified instructor for all members of the Project Lifesaver Response Team semi-annually. This training will be designated to maintain and develop the skills required for effective operations.

d. Specialized Training:

Any specialized training will be coordinated through the Project Lifesaver Response Team Program coordinator and/or his/her designee as necessary for officers assigned to such specialty positions on the team.

## **V. RECORD KEEPING**

2. The Program Coordinator shall maintain all client, search, and equipment records. Current client information will be maintained in the Project Lifesaver International Database.
3. Records shall be maintained on all Project Lifesaver Response Team training. These records shall be kept on file in Guardian Tracker. Upon re-certification, one copy of the sheet showing documentation should be kept on file and a copy sent to:

Project Lifesaver International,  
815 Battlefield Blvd.  
South Chesapeake, VA 23323

## **VI. OPERATIONS**

### **B. REQUESTS FOR ASSISTANCE**

1. The Identification Bureau shall be the initial point of contact for a request for assistance. The client's caregivers are instructed to contact their local police and then the Identification Bureau as soon as a client is found to be missing.
2. The Identification Bureau will record all relevant information about the client such as follows:
  1. Last location the client was seen.
  2. Approximate time frame the client has been missing.
  3. Clothing description.
  4. Last known locations the client has wandered in the past.

That information will be immediately forwarded to the following units/Response Teams;

- a. Program Coordinator
- b. Program Supervisor
- c. On-duty/On-call K-9 Unit

3. If the above units are unavailable or need to be supplemented, additional trained personnel may be available in the Identification Bureau and Transportation Bureau.

### **C. RESPONSE PROCEDURES**

1. Upon receipt of a request, Response Team members will either proceed to pick-up a receiver or directly to the scene if they have the receiver with them. In route to the scene, members should coordinate with other team members to ensure the widest possible search area. Once on scene, personnel shall contact local police to obtain a current briefing and assist in conducting a thorough search of the area.
2. Once a Project Lifesaver search has been initiated, the search will continue until the client has been found or the Project Supervisor or Duty Officer decides that further search is not justified.
3. Upon completion of the search, the ranking on-duty officer shall compile sufficient information to acquire a case number and complete a detailed Operations Report.
4. The completed Operations Report will be forwarded to the Project Coordinator, who will log the case and complete all required after-action paperwork.

## **VII. EQUIPMENT/RESPONSIBILITY**

The Project Lifesaver Coordinator and/or his designee will keep an accurate inventory of the equipment issued to the team members. He will be responsible to ensure the equipment is in good working condition. All equipment failures or broken equipment will be reported using an Operations Report and will be submitted to the Program coordinator as soon as possible. The equipment includes but is not limited to the items below:

PLI Receiver Model PLI-3000 with case and A/C D/C Charger  
Transmitter assemblies, including batteries, wrist bands, and testers  
Omni-Directional antenna with case  
Magnetic mounted antenna and cable  
Headsets

The Project Lifesaver Coordinator and/or his designee will keep an accurate inventory of the equipment issued to the team members. He will be responsible to ensure the equipment is in good working condition. All equipment failures or broken equipment will be reported using a SO8 and will be submitted to the Program coordinator as soon as possible. The equipment includes but is not limited to the items below:

Care Trak Mobile Receivers, Model 1000s with case and A/C D/C Charger  
Transmitter assemblies, including batteries, wrist bands, and testers  
R/F Filter and cable  
Omni-Directional antenna with case  
Magnetic mounted antenna and cable  
Headsets



Effective Date:	<b>03/06/06</b>
Revised From:	
References	

Subject:	<b>SPECIAL INVESTIGATIONS BUREAU</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>3</b>

## **GENERAL 81.00 SPECIAL INVESTIGATIONS BUREAU**

### **I. AUTHORITY**

The Office of the Sheriff of Camden County is authorized to establish a Special Investigations Bureau.

### **II. INTRODUCTION**

The purpose of this order is to establish Standard Operating Procedures for the execution of warrants.

### **III. MECHANICS**

Warrants are received by the Special Investigations Bureau (SIB) commanding the arrests of fugitives. These warrants are issued by the Superior Court of New Jersey and the New Jersey State Parole Board.

- A. Receive a criminal warrant package from the Bureau of Criminal Identification (BCI):
  - 1. Create a criminal file to include the warrant, photo of the fugitive, prior arrest information and motor vehicle history if available.

2. Enter warrant into the Warrant Database.
  3. Assign warrant to an arrest team.
- B.** Receive a Domestic Relations warrant from the Camden County Probation Department:
1. Follow the performance standards set forth in the FFY (Federal Fiscal Year) Cooperative Agreement between the State's Division of Family Development and Camden County Sheriff's Office.
  2. Ascertain if the defendant is incarcerated in the Camden County Correctional Facility by utilizing a Camden County Correctional Facility daily population report.
    - a. If the defendant is incarcerated, serve the warrant at the Camden County Correctional Facility.
  3. Forward one copy of the domestic relation's warrant and the State Crime Information Center (SCIC) wanted person sheet to the BCI.
  4. Enter warrant into the Warrant Database and create a domestic relation's file to include the warrant, photo of the defendant, any prior arrest information and motor vehicle history if available.
  5. Assign the warrant to an SIB arrest team.
- C.** Executing an arrest warrant the SIB arrest team shall:
1. Review the warrant file.
    - a. Ascertain the validity of the warrant before attempting service.
    - b. Add any information gained from an in-office investigation.
  2. Conduct a field investigation.
    - a. All personnel will identify themselves as members of the Camden County Sheriff's Office.
    - b. Two officers must be present for all interviews and arrest attempts.
    - c. Advise Central Communications of the location when attempting an inquiry or an arrest.



- d. Obtain supervisory approval prior to any forced entry.
  - 1). Request the presence of a uniform officer when attempting a forced entry.
  - 2). Have supervisor present, if available.
- e. Document all activity and information received on appropriate daily log and update warrantfile.

3. Apprehension offugitive:

- a. Secure and search thefugitive.
- b. Inform Central Communications of the arrest and request a check for additionalwarrants.
- c. Transport fugitive to appropriate venue.
- d. Complete necessary paperwork to transfer custody.
- e. Complete all reports as directed in the Report and Record Keeping General Order (24.00).
- f. Submit a completed warrant file including a copy of the warrant, arrest report and warrant service sheet to the supervisor for review and file.

- D. Daily briefing shall be conducted by unit supervisors to disseminate information, critique activities and share intelligence regarding fugitives.

#### IV. RESPONSIBILITY

- A. It shall be the responsibility of every assigned officer to have the knowledge of and to comply withthese procedures.
- B. SIB Supervisors will monitor the performance of their personnel for competency, accuracy and compliance of these procedures.
- C. Written reports shall be made of all situations when dealing with fugitives who have active warrants, e.g. arrest report and/or patrol log.



Effective Date:	<b>4/15/06</b>		
Revised From:			
References			

Subject:	<b>SPECIAL INVESTIGATIONS BUREAU</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>6</b>

## **GENERAL 82.00 CONFIDENTIAL SOURCES & CRIMINAL INFORMANTS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish a procedure within the Camden County Sheriff's Office for confidential sources and criminal informants.

### **II. INTRODUCTION**

The purpose of this order is to establish procedures for confidential sources and criminal informants for the sworn officers of the Sheriff's Office.

### **III. MECHANICS**

#### **A. Criminal Informants (C.I.):**

1. A person who provides information regarding criminal activity in which he/she is personally involved.
2. A person providing information regarding criminal activity who associates with those persons involved in criminal activity.
3. A person providing information regarding criminal activity who has direct knowledge of that information.

**B. Assignment Code:**

All confidential sources and criminal informants shall be assigned a code and identified by this code. This assignment code shall be created using the following method.

CS	045	01
Use either CI criminal informant or CS confidential source	Officer's 3 digit badge number	2 digit sequential number

1. The code will always start either of the following two letter prefixes:
  - a. C.I. Criminal Informant.
  - b. C.S. Confidential Source.
2. Following the prefix will be the officer's badge number in three digit form. (Example: 003-125-etc.)
3. Sequential numbers in two digit form will complete the assignment code. Sequential numbers shall not be repeated. (Example: if an officer's first source of information was a Confidential Source the code would be CS-045-01, if the next source was a Criminal Informant the code would be CI-045-02).

**B. Source Identification File:**

1. Shall be filled out for each source as completely as possible (see attached).
2. Officers will conduct a criminal and background investigation for each of his/her Criminal Informants (C.I.). The following information should be included:
  - a. Employment history.
  - b. Past activities, criminal or criminally associated.
  - c. F.B.I. #, State # and local ID number. Attach a copy of State, local or F.B.I. criminal record, if available.
  - d. Brief resume of past information furnished.
    - 1). was it reliable?
    - 2). date and value of information.
    - 3). did informant testify in court?

- 4). other agencies the informant may be supplying with information.
- 5). a statement as to whether the informant has shown any indication of emotional instability, unreliability, or furnishing false information.
- 6). financial arrangements.

C. Results of the background investigation shall be reported in memorandum form and submitted with the source identification card and a photograph if available to the Undersheriff in charge of the Investigative Bureau, who shall place the information in a restricted file.

1. Whenever possible a second officer should be aware of the informants identify and be able to work with that informant.
2. Prior to contacting or utilizing an informant, officers shall seek approval from the Undersheriff in charge of the Investigative Bureau.

D. Policy:

1. When using a paid criminal informant, officers shall secure a signed agreement and waiver of liability detailing limitations of expenses and informant's activities. (See attached).
2. Identification of a criminal informant or confidential source will not be revealed without the written permission of the Undersheriff in charge of the Investigative Bureau. A copy of this authorization will be attached to the source's identification card.
3. The identity of a confidential source or criminal information shall be kept strictly confidential unless:
  - a. The informant chooses an open role.
  - b. He/she participates in a violation that precludes anonymity.
4. Officers should exercise caution when using an informant with a criminal record, especially when it is perjury.
5. Relations with criminal informants require the utmost discretion. The officer must make certain they are using the informant, rather than the reverse. Care must be taken to avoid any allegations of undue influence.
6. All criminal informants shall be advised that they are not employees of the Camden County Sheriff's Office. All criminal informants shall be advised they are not to commit crimes in obtaining information.

7. Criminal informants may be compensated with money for delivery of information or evidence to the Camden County Sheriff's Office. All payments must be approved by the Undersheriff in charge of the Investigative Bureau.
8. When an informant is a defendant in a criminal matter, officers are limited to advising the prosecutor/courts at the appropriate time, as to what the defendant has done to assist law enforcement. All results to judges, prosecutors for dismissal or leniency will be channeled through the chain of command to the Undersheriff in charge of the Investigative Bureau.
9. Officers of the Camden County Sheriff's Office are not precluded from making informant arrangements for other law enforcement agencies, but actual exchanges of monies will not be completed for other agencies.
10. Whenever a C.S. or C.I. show signs of emotional instability, unreliability or has willfully furnished false information, the Undersheriff in charge of the Investigative Bureau shall be informed immediately. It shall be the decision of the Undersheriff in charge of the Investigative Division whether to amend the source identification card.
11. When it becomes necessary to terminate the services of a source, the assigned officer shall submit a report to the Undersheriff in charge of the Investigative Bureau outlining the reasons for termination. Following termination of the C.S. or C.I. the source identification card will be removed from the active file, and the code number will never be used again.

**E. Policy for the use of Parolees/Probationers as Criminal Informants.**

1. No parolee or probationer shall serve as a criminal informant without prior approval of the appropriate parole board or probation office.
2. If permission is received to use a parolee, a detained progress report must be forwarded to the Parole Board every ninety days and must include the following:
  - a. The extent of cooperation during the reporting period.
  - b. A summary of adjustment of the individual during that period.
  - c. Any activity outside the scope permitted for which approval has not been given.
  - d. Any change in utilization of the individual for which approval has not been given.

3. Failure to provide progress reports may result in the board rescinding approval, and may jeopardize any future cooperative efforts.
4. When the parolee's services are no longer required for an approved activity, the parole board should be notified immediately. The Camden County Sheriff's Office shall submit in addition to the ninety day progress reports, a summary report which will outline the results of the parolee's cooperation. This summary report shall include:
  - a. Indictments.
  - b. Value of goods found.
  - c. Amount and value of drugs involved.

**F. Procedure for Obtaining Source Funds:**

1. To obtain funds the investigating officer shall complete a request for Source Funds.
2. All requests for Source Funds forms shall be forwarded through the chain of command, and will be reviewed at each level for approval. The Undersheriff in charge of the Investigative Bureau shall make final approval.
3. When approval is granted the Undersheriff in charge of the Investigative Bureau shall:
  - a. Issue the monies.
  - b. Place the request for Source Funds in the C.I. or C.S. file.
  - c. Complete an entry in the Source Expense Voucher.
4. The officer receiving the funds shall:
  - a. Complete an Informant Fee Receipt and forward that receipt through the chain of command to the Undersheriff in charge of the Investigative Bureau.
  - b. Complete a detailed report outlining the results of the source's information and forward this report through the chain of command to the Undersheriff in charge of the Investigative Bureau.

**IV. RESPONSIBILITY**

- A. It shall be the responsibility of every assigned officer to have the knowledge of and to comply with these procedures.

- B.** SIB Supervisors will monitor the performance of their personnel for competency, accuracy and compliance of these procedures.

***NOTE: SEE APPENDIX 82 FOR ALL INTELLIGENCE FORMS***



Effective Date:	<b>4/15/06</b>		
Revised From:			
References			

Subject:	<b>SUPPLEMENTAL PATROL UNIT</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 83.00 SUPPLEMENTAL PATROL UNIT**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish a Supplemental Patrol Unit within the Camden County Sheriff's Office.

### **II. INTRODUCTION**

The purpose of this order is to outline procedure for the creation of a supplemental police patrol unit.

### **III. MECHANICS**

- A. The supplemental patrol unit will, upon written request, assist local police departments in the event they encounter temporary shortages in human resources.
- B. Due to the nature of this assignment strict criteria will be utilized to select personnel for this specialized unit. Selection will be based upon experience, training, special skills and work record, including job performance and attendance.

### **IV. DUTIES AND RESPONSIBILITIES**

- A. The supplemental patrol unit is charged with performing all primary police functions, including but not limited to the following:



1. Protection of life, property and individual liberties
2. Prevention and suppression of criminal activity and disturbances.
3. Recovery and return of stolen and lost property.
4. Apprehension of offenders and assistance in their prosecution.
5. Prevention of accidents and the regulation of traffic.
6. Preservation of peace.
7. Provision of called-for service required for the good of the community.
8. Other services to the public as requested or necessary.

## **V. RESPONSIBILITY**

Personnel selected for supplemental patrol duties will adhere to the policies and procedures of the requesting police department.



Effective Date:	<b>8/29/05</b>		
Revised From:			
References			

Subject:	<b>NON-DISCRIMINATION POLICY</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>2</b>

## **GENERAL 84.00 NON-DISCRIMINATION POLICY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County the following policy is hereby adopted regarding nondiscrimination.

### **II. INTRODUCTION**

This order is pursuant to the New Jersey Attorney General's Directive # 2005-1 and shall remain in effect and consistent to the provisions of N.J.S.A. 2C:C30-6 & 7.

### **III. MECHANICS**

All sworn officers and civilians of this agency are prohibited from engaging in or tolerating any practice or act constituting racially-influenced policing.

A sworn officer or civilian employee of the Sheriff's Office acting under the authority of the laws of the State of New Jersey shall not consider a person's race or ethnicity as a factor in drawing an inference or conclusion that a person may be involved in criminal activity, or as a factor in exercising police discretion as to how to stop or otherwise treat the person, except when responding to a suspect specific or investigative specific situation.

Existing officers and civilians will receive training on “Racially Influenced Policing”

New officers will receive this training at the police academy

Any sworn officer or civilian who knowingly violates this rule shall be subject to disciplinary action



Effective Date:	<b>3/15/06</b>
Revised From:	02/18/04
References	

Subject:	<b>OFFICER PERSONNEL DEATH</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>5</b>

## **GENERAL 85.00 OFFICER PERSONNEL DEATH**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff Camden County, this policy is will be followed concerning sworn/civilian personnel deaths regardless of duty status.

### **II. INTRODUCTION**

- A. Deceased Sheriff's Officer, active or retired, will be offered when appropriate, suitable honors. The next of kin will be informed, and upon request, these services will be rendered.
- B. The Sheriff's Office policy does not permit for provision of escorts, pallbearers or honor guard for personnel who have died as a result of their own criminal acts.
- C. Whenever an officer on active duty dies, the Sheriff will be advised of the circumstances surrounding the death and will make the final determination as to what honors will be bestowed.

### **III. MECHANICS**

#### **A. DUTY RELATED DEATHS**

1. The commanding officer, or in his/her absence, an officer of command rank, upon notification of the death of a sworn officer under his/her command will:
  - a. Notify the Sheriff, \* the appropriate Undersheriff and Duty Officer as soon as possible.
  - b. Inform the Sheriff that you (Commanding Officer) will notify next of kin in person unless advised otherwise by the Sheriff.
  - c. Notify the next of kin in person preferably with an officer/member of clergy known to the family.  
(\*Appropriate Undersheriff is that division where the deceased was assigned.)
  - d. Submit SO8 containing:
    - (1) Name, rank and residence.
    - (2) Date, cause of death and location.
    - (3) Indicate if deceased was a member of an organization affiliated with law enforcement e.g. PBA, FOP.
    - (4) Marital status and number of dependents (names and ages).  
Distribution:  
  
Original – Central Records  
1<sup>st</sup> copy – Sheriff  
2<sup>nd</sup> copy – Deceased officer's Undersheriff  
3<sup>rd</sup> copy – Commanding Officer Special Services  
4<sup>th</sup> copy – File
2. Deceased Officer's Undersheriff
  - a. Make all necessary funeral arrangements in cooperation with the family of the deceased.
  - b. Ensure notification of Central Communication via Bureau of Criminal Identification (BCI)
  - c. Arrange for transmittal of inter/intrastate computer messages concerning funeral arrangements of officer killed in the line of duty through BCI.
    - (1) A computer message or other means of communications will be sent. (Broadcast by Central Communications)
    - (2) If outside police agencies desire to send representatives to the funeral, they may contact the Undersheriff of deceased officer.
    - (3) Notify off-duty sworn personnel that they may attend the funeral in uniform and participate in funeral escort on a voluntary basis without compensation.
  - d. Command all police activities concerned with the viewing, services, and interment.

- (1) Make necessary arrangements for members of Sheriff's Office to act as pallbearers and provide an honor guard of two officers at the bier for viewing, if desired by the family.
  - (2) Make necessary arrangements for members of the Office to act as color guard, when requested by the family.
  - (3) Instruct funeral personnel to return to their regularly scheduled assignment, upon completion of funeral services if not a voluntary status.
- e. Traffic central, vehicular escorts, residence security and necessary transportation will be submitted to the Sheriff or his designee for approval.
  - f. Upon completion of all funeral arrangements, submit to the Sheriff a memorandum outlining the arrangements.
    - (1) Distribution of Memorandum
      - Original – Sheriff
      - 1<sup>st</sup> copy – Undersheriff – Administration
      - 2<sup>nd</sup> copy – Undersheriff – Uniform
      - 3<sup>rd</sup> copy – Undersheriff – Investigation
      - 4<sup>th</sup> copy – Chief Warrant Officer
      - 5<sup>th</sup> copy – Deceased Officer's Commanding Officer
      - 6<sup>th</sup> copy – Commanding Officer Special Services
      - 7<sup>th</sup> copy – Commanding Officer Personnel
      - 8<sup>th</sup> copy – File
  - g. When outside police agencies attend funeral services, ensure that a list containing the names of the agencies, the names and proper addresses of their Chiefs, is obtained and forwarded to the Sheriff.
  - h. With approval of the Sheriff, prepare memorandum notifying sworn personnel to wear mourning crepes on their badges for 30 days.
3. Formation of Escort
    - a. All Sheriff's personnel in the funeral escort will wear prescribed uniform of the day.
    - b. Formation and Personnel
      - (1) Normally the escort will be formed to face the house of the deceased, funeral home or church as outlined below. However, the Undersheriff assigned may alter the formation to fit the situation and the location.
      - (2) The assigned Undersheriff will be the funeral escort commander, and upon appearance of the casket, shall command "Present Arms" (Hand Salute). (Personnel in civilian dress shall come to attention, uncover and hold hat or hand over left breast.) The band will play an appropriate melody. When the casket has been placed in the hearse, the escort commander will command "Order Arms."

## **B. NON-DUTY RELATED DEATHS**

1. The Commanding Officer, upon official notification of the death of active sworn officer under his/her command, will:
  - a. Notify Sheriff, appropriate Undersheriff and Duty Officer if after normal hours.
  - b. Submit SO8 containing:
    - (1) Name, rank and residence,
    - (2) Date, cause of death and location.
    - (3) Marital status with names of spouse and children.
    - (4) Date, time and place of viewing, religious services and place of internment.
    - (5) Indicate if deceased was a member of any police affiliated organization
    - (6) Distribution  
Original – Central Records  
1<sup>st</sup> copy – Sheriff  
2<sup>nd</sup> copy – Appropriate Undersheriff  
3<sup>rd</sup> copy – Commanding Officer Special Services  
4<sup>th</sup> copy – Commanding Officer Personnel  
5<sup>th</sup> copy – File
  - c. Consult with Sheriff to ascertain if escort, pallbearers, is appropriate for this ceremony and if the family is in agreement.
    - (1) If Sheriff's Officers are requested as pallbearers, they will be from the decedent's unit, if possible on a voluntary basis with no compensation.
  - d. Contact Commanding Officer Special Services to make necessary arrangements for coverage by personnel for the viewing, services, and escort of the funeral cortege to the cemetery.
2. The appropriate Undersheriff will decide on all procedural matters pertaining to the funeral and will arrange for the honor guard, if requested.

**C. PENSIONED PERSONNEL**

1. Commanding Officer Special Services shall confer with the Sheriff and make the necessary arrangements for coverage by personnel for the viewing, services and escort of the funeral cortege to the cemetery upon request of the family.

**D. OTHER JURISDICTION LAW ENFORCEMENT PERSONNEL KILLED IN THE PERFORMANCE OF DUTY.**

1. Upon receipt of an inter/intrastate computer message concerning a Law Enforcement officer killed in the line of duty, the Commanding Officer Bureau of Criminal Identification will ensure prompt notification to the Sheriff.
  - a. Sheriff will decide if any sworn personnel from the office will attend the service. (Distance will be considered)
  - b. A marked unit and 2 officers in uniform of the day will attend the service if approved by the sheriff.

**E. DEATH OF IMMEDIATE FAMILY MEMBER OF ACTIVE PERSONNEL.**

1. When immediate family of an active sworn officer dies, his/her Commanding Officer will be the office representative and attend viewing and notify all personnel through a memorandum.
2. If there is no viewing, then the Commanding Officer or his designee will attend the funeral services.

**F. DEATH OF CIVILIAN EMPLOYEE OF THE SHERIFF'S OFFICE ACTIVE OR RETIRED OR A MEMBER OF HIS/HER IMMEDIATE FAMILY (SPOUSE, CHILDREN)**

1. When a civilian employee or immediate family member dies, the Sheriff, Undersheriff for that Division and Duty Officer will be notified by the civilian employee's supervisor.

All pertinent information will be provided to the Sheriff detailing:


- a. Cause of Death
- b. Marital status with name of spouse and children.
- c. Arrangements for viewing/funeral, if known.
- d. Family's request for Sheriff's escort on day of funeral, if desired. (Distance and location will be a consideration.)
- e. Commanding Officer or designee will attend viewing/funeral of employee.
- f. Commanding Officer will circulate a memorandum throughout the office notifying personnel of the death and viewing/funeral arrangements.

If the employee dies while working his/her immediate supervisor with the appropriate Undersheriff will inform the next of kin in person of the death after conferring with the Sheriff.





Effective Date:	<b>1/4/08</b>
Revised From:	<b>3/27/06</b>
References	

Subject:	<b>LOCKERS</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>3</b>
			

## **GENERAL 86.00 LOCKERS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10.5-1 et.seq.; N.J.S.A. 11A:1-1 et.seq.; and N.J.A.C. 4A:7-13.

### **II. INTRODUCTION**

The purpose of this policy is to develop and maintain an awareness of the personal dignity of others by fostering a safe work environment, free of questionable materials, which may adversely affect others.

### **III. PURPOSE**

To develop a policy for the posting of materials on or in lockers, bulletin boards or property owned or operated by the Camden County Sheriff's Office and a policy for locker inspections and searches.

### **IV. POLICY**

It is the policy of the Camden County Sheriff's Office not to post anything on the lockers, walls, windows, bulletins boards, etc. or within the confines or grounds of

any building owned, used, or operated by the Sheriff's Office without the express approval of the Sheriff. Locker inspections will be at the discretion of the Sheriff.


## **V. OFFICERS LOCKERS**

- a. Officers are forbidden to post materials on or in the County's lockers without prior authorization from the Department. Officer's lockers are subject to search. They will be randomly inspected twice a year. Only locks issued by the Camden County Sheriff's Office will be permitted on the lockers. All others will be removed.
- b. The shift commanders will be responsible for the entry of an officer's locker who no longer is employed by the Camden County Sheriff's Office or who is suspended and equipment has been ordered retrieved. The entry will be documented and witnessed, including the reason for the entry. An itemized list will be made by the Shift Commander and signed by the Shift Commander and witnessed. The Shift Commander, along with the itemized list, will secure any item(s) in the locker, until proper disposal can be made.
  1. Inspection of lockers;
    - a. The Sheriff will issue the order when lockers are to be inspected.
    - b. The Shift Commander along with Internal Affairs will notify the locksmith to attempt to gain entry. If unable, the Shift Commander will give the order to remove the lock.
    - c. The removed lock and entry is to be witnessed by a union representative, when available, or a supervisor or both,
    - d. Upon entry, the Shift Commander and Internal Affairs will inspect the locker and contents with the union representative, when available, or a supervisor or both.
    - e. Upon completion, the locker will be secured and the entry is to be documented, along with a list of those present and comments.
  2. Entering an officer's locker who no longer is employed or who is suspended and equipment has been ordered retrieved.
    - a. When the Shift Commander determines there is a need to enter a locker the Shift Commander will make a reasonable effort to have the officer present or a union representative.

- b. If the officer is no longer employed, or is unavailable to be present, the Shift Commander will notify Internal Affairs of the need to center the locker.
- c. The removal of the lock and entry is to be witnessed by a union representative, when available, or a supervisor or both.
- d. When entry is made, the Shift Commander will remove the contents of the locker making an itemized list in front of the union representative and a supervisor. The Shift Commander will sign the itemized list and the union representative and the supervisor will co-sign the list if available.
- e. Personal item(s) removed from the locker will be secured by the Shift Commander for proper disposal. Items belonging to the department, for those no longer employed, will be turned over to Internal Affairs. The itemized list will be placed with the personal items and stored in a safe area.
- f. The incident (entry), upon completion, is to be documented, along with a list of those present, and a copy of the itemized list will be attached.
- g. When the officer whose locker was inspected receives the item(s), the officer will sign the itemized list as having received the listed items.
- h. The itemized list with all signatures attached will be given to personnel to be placed in the officer's personnel file.



Effective Date:	1/1/15
Revised From:	
References	

Subject:	<b>Reporting Charges, Arrests Convictions, Revocation or Suspension of Drivers License</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			

**GENERAL 87.00 Reporting Charges, Arrests Convictions, Revocation or Suspension of Driver's License**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, to establish the notification process staff is to follow when involved with the criminal justice system.

**II. POLICY**

It is the policy of the Office of the Sheriff of Camden County to implement notification guidelines regarding staff involvement with the criminal justice system, ensuring no loss of confidence by the public and to remove any potential conflict of interest, county employees within the Office of the Sheriff are required to report any involvement with the criminal justice system, including arrest, for themselves, immediate family members or other resident(s) of their home. An exception would be a traffic violation(s) in which no formal action was taken.

**III. DEFINITIONS:**

**Criminal Justice System:** The collective institutions through which an accused offender passes until the accusations have been disposed of or the assessed punishment concluded. The system is composed of three components: Law enforcement, courts, and corrections.

**Duty:** A legal obligation that entail mandatory conduct or performance.

#### **IV. PROCEDURES:**

1. Immediate family member is defined as spouse, brother, sister, parent, or child.
2. Employees with the Office of the Sheriff must be viewed, by the public and the employer, to be fit for duty at all times. In order to ensure no loss of confidence by the public
3. The employee **must** complete the CCSO Administrative Report within twenty-four (24) hours of any incident. The employee **must** forward the report to the Internal Affairs Unit even if they are not scheduled to work within the twenty-four (24) hour period.
4. Once the report has been signed by the employee and their shift commander, it is forwarded to the Internal Affairs Unit even if they are not scheduled to work within the twenty-four (24) hour period.
5. The CCSO Administrative Report will not be placed in the personnel file of the employee unless part of a formal disciplinary action.
6. It is the duty of all employees to report any involvement with the criminal justice system. Employees who do not report involvement with the criminal justice system within the designated time frame may be found in violation of The Office of the Sheriff Manual of Rules and Regulation which may result in disciplinary action.

#### **Criminal Charges Arising from Official Duties**

This department provides legal representation to its personnel who have been charged with criminal offenses arising from their official duties. However, in order to provide that representation, it is important that notice of the criminal charges be supplied immediately. Accordingly, anyone so charged, who wishes to have such representation must forward a copy of the charges directly to the Internal Affairs Unit as soon as possible. Personnel are, of course, free to retain other counsel, however, the department will not pay or make reimbursement for other counsel.

- a. The itemized list with all signatures attached will be given to personnel to be placed in the officer's personnel file.



Effective Date:	<b>1/1/15</b>
Revised From:	
References	
FBI's <i>CJIS Security Policy</i> 5.1 dated July 13, 2012	

Subject:	<b>CRIMINAL JUSTICE INFORMATION SECURITY (CJIS) POLICY</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>12</b>

**GENERAL 88.00 CRIMINAL JUSTICE INFORMATION SECURITY (CJIS) POLICY**

**I. AUTHORITY**

**By the authority vested in the Office of the Sheriff of Camden County the following policy is hereby adopted regarding Physical Protection.**

**II. PURPOSE**

The purpose of this policy is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical, and electronic protection of Criminal Justice Information (CJI). All physical, logical, and electronic access must be properly documented, authorized and controlled on devices that store, process, or transmit unencrypted CJI. This Physical Protection Policy focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.

This Physical Protection Policy was developed using the FBI's *CJIS Security Policy* 5.1 dated July 13, 2012. The intended target audience is Camden County Sheriff's Office personnel, support personnel, and private contractor/vendors with access to CJI whether logically or physically. The local agency may complement this policy with a local policy; however, the *CJIS Security Policy* shall always be the minimum standard and local policy may augment, or increase the standards, but shall not detract from the *CJIS Security Policy* standards.

### **III. PHYSICALLY SECURE LOCATION**

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured. Restricted non-public areas in the Camden County Sheriff's Office shall be identified with a sign at the entrance.

### **IV. VISITORS ACCESS**

Visitors shall:

1. Check in before entering a physically secure location by:
  - a. Completing the visitor access log, which includes: name and visitor's agency, purpose for the visit, date of visit, time of arrival and departure, name and agency of person visited, and form of identification used to authenticate visitor.
  - b. Document badge number on visitor log if visitor badge issued. If Camden County Sheriff's Office issues visitor badges, the visitor badge shall be worn on approved visitor's outer clothing and collected by the agency at the end of the visit.
  - c. Planning to check or sign-in multiple times if visiting multiple physically secured locations and/or building facilities that are not adjacent or bordering each other that each has their own individual perimeter security to protect CJI.
2. Be accompanied by a Camden County Sheriff's Office escort at all times to include delivery or service personnel. An escort is defined as an authorized personnel who accompanies a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.
3. Show Camden County Sheriff's Office personnel a valid form of photo identification.
4. Follow Camden County Sheriff's Office policy for authorized unescorted access.
  - a. Noncriminal Justice Agency (NCJA) like city or county IT who require frequent unescorted access to restricted area(s) will be required to establish a Management Control Agreement between the Camden County Sheriff's Office and NCJA. Each NCJA employee with CJI access will appropriately have state and national fingerprint-based record background check prior to this restricted area access being granted.
  - b. Private contractors/vendors who require frequent unescorted access to restricted area(s) will be required to establish a Security Addendum between the Camden County Sheriff's Office and each private contractor personnel. Each private contractor personnel will appropriately have state and
5. Not be allowed to view screen information mitigating shoulder surfing.
6. Individuals not having any legitimate business in a restricted area shall be courteously escorted to a public area of the facility. Strangers in physically secure areas without an

escort should be challenged. If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified or call 911.

7. Not be allowed to sponsor another visitor.
8. Not enter into a secure area with electronic devices unless approved by the Camden County Sheriff's Office Local Area Security Officer (LASO) to include cameras and mobile devices. Photographs are not allowed without permission of the Camden County Sheriff's Office assigned personnel.
9. All requests by groups for tours of the Camden County Sheriff's Office facility will be referred to the proper agency point of contact for scheduling. In most cases, these groups will be handled by a single form, to be signed by a designated group leader or representative. Remaining visitor rules apply for each visitor within the group. The group leader will provide a list of names to front desk personnel for instances of emergency evacuation and accountability of each visitor while on agency premises.

## V. PHYSICAL AND VISUAL SECURITY

The Camden County Sheriff's Office must assume responsibility for, and enforce, system security. These responsibilities also extend to any agency furnished NJCJIS services by that the Camden County Sheriff's Office.

The Camden County Sheriff's Office must comply with specific physical and visual security standards before a terminal/computer will be permitted NJCJIS access.

Therefore, prior to installation, NJCJIS management must inspect and approve all potential terminal site locations/relocation's of computers, printers, and video display units, hereinafter "terminal devices" that access the NJCJIS. This includes a base station terminal device that services a mobile data terminal (MDT) network (MDTS are excluded from site inspections but are subject to the same stringent security measures that pertain to base station operations).

### 1. Site Inspections

All site inspection requests submitted to the CJIS Control Unit must include the following information:

- a. Agency name
- b. Physical address
- c. County
- d. NCIC originating agency identifier (ORI).
- e. Contact person.
- f. Telephone number.
- g. Type of inspection (initial, additional device(s), relocation) terminal device(s) make, model, and level of access.



## 2. Terminal Devices

The following visual and physical security standards are applicable to all terminal devices:

### a. Terminal Site

1. the terminal device must be kept in a secure area with a lockable entrance.
2. a terminal device site must afford adequate physical security to prevent access by unauthorized personnel.
3. the terminal device must be positioned within the physically secured area to prevent visual access from an unsecured area by unauthorized personnel.
4. MDTs must be "logged off" NJCJIS when unattended by authorized personnel.
5. passengers in MDT equipped vehicles, who are not authorized NJCJIS participants, shall not be permitted visual or physical access.
6. additional MDT security-measures are outlined in the NJCJIS User Agreement, dated 10-1-94.
7. terminal Device and Printers are not to be relocated without permission from NJCJIS Control Unit and the Terminal Agency Coordinators. Once these security standards are achieved, they must be constantly monitored and enforced to prevent any breach of security.

### b. Visitors

1. all visitors entering a terminal device area must be escorted by authorized terminal agency personnel.

### c. Authorized Personnel

1. terminal operators must be screened pursuant to specified guidelines (Section A. Personnel Security).
2. access to the terminal device area must be restricted to the minimum number of authorized employees needed to accomplish the task.
3. terminal operators are restricted to the NJCJIS applications they are authorized to access.
4. the control terminal agency shall monitor all security policies and procedures through the NJCJIS audit program.
5. logon and passwords will be deleted only at the direction of the Terminal Agency Coordinator. Password violations and password changes are to be completed by the TAC assigned by the Camden County Sheriff's Department.
6. any officer reassigned from the Bureau of Criminal Identification may continue to have CJIS privileges by maintaining with the current training and reviewing the Newsletters outlining changes to the system.

## VI. USER AUTHORIZATION

### 1. Originating Agency Identifier

- a. The NCIC originating Agency identifier (ORI) is a nine-character alphanumeric identifier that provides an authorized criminal justice agency, hereinafter "User," (a criminal justice agency as defined by New Jersey Administrative Code 13:59-1.1 and the Code of Federal Regulations, Title 28 - Judicial Administration, Chapter 1 - Department of Justice, Part 20 - Criminal Justice Information Systems (CJIS), Section 20.3(c) "criminal justice agency," and further delineated in Section 20.3(d) "administration of criminal justice") access to the NJCJIS. Once an agency has been authenticated by the CTA, the FBI shall assign that agency a unique ORI. Assignment of an ORI is based on the FBI NCIC ORI Policy approved by the NCIC Advisory Policy Board on June 17, 1981. This policy established qualifying criteria for various levels of access which can be controlled by the ORI configuration.
- b. The ORI must be used in each NCIC transaction and thereby serves to ensure the proper level of access for each transaction. At the initial submission of a transaction into the NCIC System, the CTA ensures that the ORI is in fact originating from the assigned location within the state. Furthermore, at the national level, the ORI is automatically referenced to the relevant state telecommunications circuit. This access program prevents one agency from masquerading as another and ensures that only the entering agency may modify or clear/cancel an NCIC record.
- c. New Jersey ORIs are also entered into the NLETS ORION File for routing NLETS messages. ORIs, in conjunction, with terminal identifiers and netnames, provide NJLETS with a secure message routing environment.
- d. To ensure ORI integrity, the CTA is responsible for monitoring ORI assignment and application. In addition, all ORIs are validated biennially to ensure that the information associated with that ORI is valid, accurate, and complete.

### 2. NJCJIS User Agreement

- a. The Camden County Sheriff's Office administrator must sign a written agreement with the New Jersey State Police and the Office of Telecommunications Information Services (OTIS), to delineate the responsibilities of the signatory agencies.
- b. The agreement includes the standards and sanctions governing utilization of the NJCJIS. The following documents, subject matter, policies and procedures are incorporated by reference and made part of the User Agreement:

1. SCIC/NCIC operating Manual.
  2. NCIC Code Manual.
  3. NJLETS Guide.
  4. NLETS Guide.
  5. NJ Division of Motor Vehicle Services Guide.
  6. NJCJIS Validation Policy/Procedure Guide.
  7. New Jersey Administrative Code 13:59-1.1 through 1.6.
  8. CCH/ANI operating Manual.
  9. NJCJIS Security Policy.
  10. Memorandums and other communication.
  11. NCIC Policy Paper, November 17, 1986. Department of Justice CCH.
  12. Title 28 - Judicial Administration.
  13. Chapter 1 - Department of Justice.
  14. Part 20 - Criminal Justice.
  15. Information Systems.
  16. Established NJCJIS policies and procedures.
  17. R&I Newsletters.
  18. NJCJIS Noncompliance sanction Plan.
- c. The agreement delineates an agency's access level to the NJCJIS/NCIC databases and requires the terminal agency to comply with the following:
1. timeliness of-record entry.
  2. quality assurance.
  3. validation of SCIC/NCIC records.
  4. SCIC/NCIC hit confirmation procedures.
  5. security of terminal devices.
  6. dissemination of computer generated data.
  7. biennial audit of standing operating procedures by FBI/State Police personnel.
  8. training of agency-personnel.
  9. pre-employment screening.
  10. logging of NJCJIS transactions.

### 3. Management Control

- a. All computers, electronic switches, and manual terminals interfaced directly with the NJCJIS must be under the management and
- b. Control of a criminal justice agency. Similarly, satellite computers and manual terminals accessing NJCJIS through a control terminal agency computer must be under the management and control of a criminal justice agency.
- c. Management control is defined as the authority to set and enforce:

1. priorities.
  2. standards for the selection, supervision, and termination of personnel.
  3. policy governing the operation of computers, circuits and telecommunications terminals used to process criminal justice information insofar as the equipment is used to process, store, or transmit criminal justice information.
- d. Management control includes, but is not limited to, the supervision of equipment, systems design, programming, and operating procedures necessary for the development and implementation of a criminal justice information system. Therefore, a criminal Justice agency must have a written Management Control Agreement (NJCJIS 11-6) with the non-criminal justice agency operating a datacenter.
  - e. In addition to providing management control of a non-criminal justice agency operating a data/communications center, the criminal justice agency administrator shall appoint a sworn officer as the TAC to ensure compliance with approved NJCJIS policies and procedures. New management control agreements must be executed when the administrator of the criminal justice agency or the non-criminal Justice agency is replaced.
  - f. The management and the control of the CJIS equipment is the responsibility of the Camden County Sheriff's Office and to achieve this goal the Department has appointed sworn officers to serve as TAC (terminal Agency Coordinators).

## **VII. TECHNICAL SECURITY**

Adequate security measures are crucial to maintaining the confidentiality and security of the system. The ultimate decision for approving and establishing security measures for NJCJIS use will be made by the CTA.

1. User Authentication
  - a Authentication is the security measure(s) designed to verify the identity of the user and establish that person's eligibility to receive information. The NJCJIS employs the Access Control Facility 2 (ACF-2) application program which utilizes a logon identification (ID) and password mechanism to authenticate user identities. In addition to established policy, certain customized programs and inherently designed features with expansion capabilities were incorporated into the ACF-2.' The programs and policies outlined in this section provide the necessary access security safeguards for the NJCJIS.
  - b Only the TAC will be programmatically authorized by the CJIS Control Unit to assign, update, or delete logon identifications and reset erroneous password violations for agency personnel at a terminal site. This program, including an invisible typed password, will restrict system access to

authorized terminal equipment operators and prevent visual password compromise.

- c Through agency audits and ACF-2 maintenance programs, NJCJIS management will verify that only qualified personnel, who have received the proper training, are assigned logon identifications. If administered properly, and with the mutual cooperation of all, system participants, the ACF-2 software application will provide a significant measure of security.

## 2. Terminal Device Authentication

- a Before a terminal device can be used to access the NJCJIS, it must be assigned an ORI, a unique terminal ID/netname, and be entered into the appropriate software tables managed by NJCJIS personnel. Any access attempt from a terminal device not identified or authenticated by the NJCJIS Central Processing Unit (CPU) will be denied with a caveat transmitted to the unauthorized terminal device attempting access. Therefore, all NJCJIS applications and terminal device access requests must be submitted to the CJIS Control Unit for processing.
- b Most data exchanged between the CPU and the terminal device is transmitted via dedicated telecommunications lines. During this exchange, the CPU verifies and records which terminal device is being used and its location.
- c User authentication and security measures employing dedicated telecommunications lines ensure the integrity of the system by preventing access from unauthorized terminal devices.

## 3. Encryption

- a Radio wave transmitted -messages, because of the nature of the transmitting medium, can be intercepted by any receiver operating on the same frequency. At present, all radio wave transmitted NJCJIS messages use assigned police frequencies. The rapidly increasing number of microwave transmitting terminal devices (MDT), especially MDTS, have caused the demand for these frequencies to exceed the supply. Therefore, public network frequencies (cellular) have been authorized as a viable solution to this problem. Because these frequencies are also used by non-criminal justice agencies, they present a security risk. Consequently, to preserve security and confidentiality, any transmission of criminal justice information sent via a public network frequency must be encrypted.
- b Encryption protects the confidentiality of information passing over the communications link by making it unintelligible to unauthorized reception. When combined with an authentication technique, encryption can be used to protect the integrity of messages and allow tampering or transmission errors to be identified.

- c The uniqueness of the encryption key shared by the sender and receiver enforces an extremely high degree of user identification.
- d Use of public network frequencies for NJCJIS transactions must be approved by the CJIS Control Unit to ensure security safeguards prior to installation. User agencies and vendors must make a detailed written request for approval. Such requests may require the vendor to make a demonstration/presentation to the CJIS Control Unit.

#### 4. Message Authentication

- a In message authentication, selected fields in a message, or alternatively the entire message, are authenticated to ensure that the content of the message has not changed during transmission.
- b Data entry field editing is currently employed by the CPU for message authentication. When a message is received at the CPU for processing, information in the data entry fields is compared with existing state edits. Incompatible data in these fields will result in message rejection.
- c A number of publications, which assist system users with the construction of messages, have been distributed by the CJIS Control Unit to all NJCJIS terminal agencies. These publications should be kept in a secured environment at the terminal site.
- d A security application that is not currently in use, but may be adopted for future NJCJIS message applications, involves a message authentication code (MAC). A MAC is calculated as a cryptographic function of the clear text message. The MAC is then appended to the clear text message to serve as a cryptographic cipher. The MAC may then be checked by the recipient by duplicating the original MAC generation process.
- e These safeguards will help to preserve message security, integrity, and ensure that only authorized messages are transmitted via the NJCJIS.

#### 5. Logging

- a Logging is a recording process which captures data from a message transaction and maintains it on file (automated log) for an extended period of time. This information can be utilized to supplement existing NJCJIS security monitoring programs by providing certain identifying data unique to a terminal equipment operator and a terminal device. Data retrieved from the automated log can be used by NJCJIS management to investigate suspected security or dissemination violations.
- b All SCIC/NCIC "Hot File," New Jersey Computerized Criminal History, and Interstate Identification Index transactions originating from terminal devices will be maintained on the automated log. The hot file segment of this log will be maintained for a minimum of six months; the III and NJCCH segment will be maintained for seven years.
- c When an III or NJCCH message is generated from a terminal device, the automated log will capture the following identifying data:

1. transaction Code
2. purpose
3. code
4. requesting ORI
5. terminal Netname
6. request
7. date
8. requesting Logon ID
9. request Time
10. request Name
11. receiving ORI
12. operator ID
13. comments
14. FBI Number (III only)
15. State Bureau of Identification Number

d The entire SCIC/INCIC "Hot File" transaction will be recorded on the automated log.

## **VIII. DISSEMINATION**

### **1. General Dissemination**

- a NJCJIS data is confidential and intended for use by authorized criminal justice agencies for criminal justice purposes. This data is documented criminal justice information which must be protected to ensure legal and efficient dissemination and use. Unauthorized requests or receipt of material via the NJCJIS may result in criminal prosecution.
- b Before disseminating NJCJIS information, an individual must ensure that the person/agency is authorized to receive such data. When one agency provides or dispenses NJCJIS services to another criminal justice agency, a service agreement must be enacted between the agencies.

### **2. NJCCH, NLETS CHRI, and III Dissemination**

To prevent unauthorized access or use Of NJCCH, NLETS CHRI, and III data received through the NJCJIS, copies of such data must be afforded maximum security. All NJCCH, NLETS CHRI, and III Records will be destroyed immediately after they have served their intended and authorized purpose pursuant to state and federal regulations (only the cover page, containing the subject's personal identifiers, may be retained).

### **3. JCCH, NLETS CHRI, and III Record Disposition /Destruction**

Final disposition of NJCCH, NLETS CHRI, and III records will be accomplished in a secure manner to preclude unauthorized access/use (shredding is preferable).

## **IX. AUDIT**

### **1. Audit Commitment**

- a** Pursuant to a FBI NCIC mandate the CTA has established a comprehensive program to biennially audit every terminal agency to ensure compliance with state and federal policies and procedures. Failure to comply with established standards will result in implementation of the NJCJIS Noncompliance Sanction Plan.
- b** Audits will focus on the approved standing operating procedures associated with the NJCJIS and review the following:
  - 1. SCIC/NCIC record validations
  - 2. SCIC/NCIC hit confirmation procedures
  - 3. general policy statements
  - 4. security of terminal devices
  - 5. training of terminal agency personnel
  - 6. local/regional interface dispatch centers
  - 7. MDT applications
  - 8. NJCCH requirements
  - 9. NCIC III requirements
- c** In addition to the audits conducted by the CTA audit staff, the CTA will be audited by the FBI NCIC audit staff biennially. The purpose of the audit is to ensure CTA compliance with NCIC policies/procedures. A substantial part of the FBI audit will consist of a local agency review of randomly selected NJCJIS Terminal agencies.

### **2. Investigative Authority for Security Violation**

All agencies with access to the NJCJIS shall permit an inspection team, appointed by the CTA, to conduct appropriate inquiries into any allegations of security violations. For NCIC and III data security violations, permission will be extended to include an inspection team appointed by the FBI Criminal Justice Information Services Division, Advisory Policy Board. The inspection team will include at least one representative from the FBI NCIC. Results of the investigation shall be reported to the CTA and, if applicable, to the Advisory Policy Board with appropriate recommendations.



## **X. DISCIPLINARY GUIDELINES**

### **1. Minor Infractions:**

Minor Fractions shall include but will not be limited to:

- a Failure to properly log off or leaving a CJIS station unattended.
- b Failure to answer Hit Confirmation within the specified time requirements.
- c Failure to complete “comments field” as required.
- d Failure to properly “pack” the warrant and retain source documentation.

### **2. Major Violations:**

- a Any violation of the dissemination guidelines outline in Section E.
- b Accessing CJIS for a non-law enforcement purpose.

## **IX. RESPONSIBILITY**

### **1. Supervisors**

Supervisors shall enforce the above policy and shall submit written report whenever a violation occurs to the Internal Affairs Unit and Undersheriffs.

### **2. TAC Officers**

Shall be responsible for training and dissemination of information related to the NJCJIS.

### **3. Internal Affairs Unit**


The investigation authority for security violations shall be the Internal Affairs Unit of the Camden County Sheriff’s Office in conjunction with TAC for the Camden County Sheriff’s Office, the New Jersey State Police, and/or the FBI.

### **4. Identification Personnel**

Shall be responsible for familiarization and compliance with the above guidelines.



Effective Date:	1/1/15
Revised From:	
References	

Subject:	<b>DISPOSAL OF MEDIA POLICY AND PROCEDURES</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			

**GENERAL 89.00 DISPOSAL OF MEDIA POLICY AND PROCEDURES**

**I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County the following policy is hereby adopted regarding Disposal of Media Policy and Procedures.

**II. INTRODUCTION**

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at Camden County Sheriff’s Office. These rules are in place to protect sensitive and classified information, employees and Camden County Sheriff’s Office. Inappropriate disposal of Camden County Sheriff’s Office and FBI Criminal Justice Information (CJI) and media may put employees, Camden County Sheriff’s Office and the FBI at risk.

This policy applies to all Camden County Sheriff’s Office employees, contractors, temporary staff, and other workers at Camden County Sheriff’s Office, with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by Camden County Sheriff’s Office.

**III. MECHANICS**

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies,

print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by Camden County Sheriff's Office.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

1. shredding using Camden County Sheriff's Office issued shredders.
2. placed in locked shredding bins for [private contractor name] to come on-site and shred, witnessed by Camden County Sheriff's Office personnel throughout the entire process.
3. incineration using Camden County Sheriff's Office incinerators or witnessed by Camden County Sheriff's Office personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) shall be disposed of by one of the Camden County Sheriff's Office methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.


IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Camden County Sheriff's Office's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

#### **IV. ENFORCEMENT**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.



Effective Date:	<b>4/30/15</b>
Revised From:	
References	

Subject:	<b>BODY ARMOR</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			

**GENERAL 90.00 BODY ARMOR**

**I. AUTHORITY**

A. By the authority vested in the Office of the Sheriff of Camden County the following policy is hereby adopted regarding BodyArmor.

**II. INTRODUCTION**

B. The intention of this policy is to foster safety and establish procedures requiring officers to wear body armor during situations, in which they have contact with the public, are readily identifiable as Sheriff’s officers, or are extending law enforcement services to the public.

**III. DEFINITION**

- A. **Soft Body Armor:** Bullet-resistant ballistic vest designed to be worn underneath or over the shirt.
- B. **Heightened-Risk Operations:** Law enforcement operations including but not limited to warrant service, prisoner transport, vehicle takedowns, mobile fieldforce, sting operations, any situation where the detention or arrest of violators is likely, and/or any other law enforcement activity.

- C. **Regular Duty:** Conducting patrol activity, responding to calls or engaged in law enforcement activities.
- D. **Off Duty/Extra Duty Employment:** The extension of law enforcement service while performing work outside of normal office employment or any other law enforcement duties.

#### IV. PROCEDURE


- A. Soft body armor will be worn at all times by officers engaged in any of the following:
  - 1. Wearing the Department uniform.
  - 2. Regular duty.
  - 3. Off Duty/Extra-duty employment or overtime assignments.
  - 4. During Heightened-Risk Operations, regardless of uniform.
  - 5. Personnel engaged in covert operations may choose not to wear soft body armor if wearing it would compromise their mission. Personnel engaged in these activities must first obtain permission from their supervisor.
  - 6. Officers in training or attending training shall wear soft body armor during all live fire and/or range exercises. Wearing body armor for all other training will be at the discretion of the instructor.

#### V. SPOT CHECKS / CLEANLINESS / REPLACEMENT

- A. All officers will comply with this directive. Periodic spot checks will be accomplished by supervisors and/or the administration to ensure vests are being worn according to this directive. Violators will be subject to review and discipline.
- B. All officers will follow the suggested manufacturer's instructions to keep their vest in a safe serviceable condition at all times.
- C. Any conditions that degrade the body armor or are related to an unsafe or unsanitary condition will be immediately reported on an SO8 and forwarded through their chain of command.



Effective Date:	<b>1/25/2022</b>
Revised From:	<b>2/01/2017</b>
References: Appendix 91.00 Attorney General Law Enforcement Directive #2022-1 (Body Worn Camera Policy)	

Subject:	<b>BODY WORN CAMERAS</b>		
Distribution:	<b>ALL SWORN PERSONNEL</b>	Pages	<b>10</b>
			<b>Sheriff</b>

## GENERAL 91.00 BODY WORN CAMERAS

### I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established governing the use of body worn cameras (BWC).

### II. PURPOSE

- A. In order to maintain consistency with the Attorney General Directive Number 2021-5, Law Enforcement Directive Regarding Police Body Worn Cameras (BWC) and Stored BWC Recordings, this General Order establishes the policies surrounding the use of BWCs. The purpose of using BWCs is to record encounters that occur between sworn officers and civilians in order to assist in preserving accurate depictions of these encounters. These devices can also serve to deter both officers and civilians from misconduct. Additionally, potential evidence will automatically be secured for future investigative purposes. BWC recordings should not be viewed as the complete depiction of an incident, but rather as a supplement to witness statements, testimony, and other pertinent physical evidence.
- B. The Sheriff's Office provides diverse police services for civilians, and on behalf of other police agencies throughout the county. Mindful of these services, BWCs shall be deployed in:
1. All uniformed patrol officers while acting in the performance of official duties. This shall include uniformed officers assigned to traffic law enforcement, as well as Class II Special Law Enforcement Officers (SLEO IIs) assigned to patrol or traffic law enforcement duties.
  2. All officers assigned to tactical teams as defined in this Policy. Tactical Teams shall include S.W.A.T. (Special Weapons and Tactics), S.R.T. (Special Response Team), T.E.A.M.S.

(Technical Emergency and Mission Specialists), Entry Teams, Rapid Deployment, Fugitive or similar units with the exception of Technical Services Bomb Response Team (BOMB).

3. All officers assigned to proactive enforcement teams, Special Investigation Bureau (SIB).
4. All officers assigned to canine units (K9).
5. All officers whose assigned duties include regular interaction with members of the public, which reasonably may give rise to an arrest situation or use of force.
6. All officers assigned to a pre-planned search warrant execution or a pre-planned arrest.
7. All uniformed officers assigned to duties at demonstrations or potential civil disturbances.
8. At various assigned police security details, such as Camden Waterfront, extra duty or any other assignments the Sheriff deems appropriate.

### III.MECHANICS

#### A. AUTHORIZATION

**A sworn Sheriff's Officer may only use a BWC for official use and only use a device issued and approved by the Sheriff.**

1. A BWC shall be used only in the performance of official police duties, as authorized by the Sheriff, or his designee.
2. A BWC shall only be used to record incidents, investigations, and police-civilian encounters, and shall not be activated while the officer is on break or not otherwise performing law enforcement functions, as well as when engaged in police union business, or during conversations involving counseling, personnel evaluations, or other similar supervisory interaction.
3. No officer shall attempt to tamper with, change, or delete a recording.
4. No BWC recording shall be accessed, copied, or disseminated by sworn officers or civilian employees except for official Sheriff's Office purposes. Sharing a BWC with another police agency will only occur when that agency makes a formal request to the supervisor of Internal Affairs and approval is granted by the Camden County Prosecutor's Office.
5. All recording media and audio/video recordings are the property of the Sheriff's Office. Unauthorized use, duplication, and/or distribution of recorded device files are prohibited.
6. Any sworn or civilian employee who knowingly violates this order shall be subject to disciplinary action. All Sheriff's Officers are required to familiarize themselves with current Attorney General Directives on body worn cameras.
7. In the event a BWC captures an accidental incident, the recording will be tagged and treated as an accidental recording. A supervisor shall be advised immediately and access to the recording will be limited to Internal Affairs and the Sheriff for review.

## **B. PRE-OPERATIONAL PROCEDURES**

1. Training: Officers assigned to utilize a BWC shall not use the equipment until they have received training in its use and the provisions of this regulation.
2. Inspection, maintenance and repair:
  - a. A supervisor shall ensure that issued BWCs are operated in accordance with the manufacturer's recommendations, and the provisions of this regulation.
  - b. Officers assigned to use BWCs shall ensure that all required pre-operational checks are performed in accordance with training and the manufacturer's recommendations.
  - c. Operational problems with BWCs shall be reported to an immediate supervisor, and taken out of service. BWCs shall be adjusted or repaired only by a technician who has been trained and authorized to conduct such repairs.
  - d. Damage to a BWC shall be immediately reported to an immediate supervisor.

## **C. OPERATION PROCEDURES**

### **1. Equipment Procedures**

- a. Utilization of the BWC is the responsibility of the officer assigned to ensure the use of the device is in accordance to the manufacture's recommendations and this regulation.
- b. Prior to each shift, officers shall determine whether their BWC is working satisfactorily and shall report any malfunctions to their direct supervisor immediately. If operationally feasible, personnel shall always begin their shift with a freshly charged battery.
- c. A supervisor must assign a BWC to an individual officer prior to it being used. When there is no supervisor available the officer will follow proper procedures to assign it to themselves, prior to starting a shift.
- d. For uniformed officers, the BWC shall be worn as close to the center of mass on the officer's body. Uniformed officers shall attach the BWC to the uniform shirt with one of the magnetic clips supplied by the Sheriff's Office. BWCs shall be placed so that it maximizes the camera's ability to capture video footage of the officer's activities. This may include placement on helmets, vests or other such location so long as the device is secured properly and will maximize the device's recordation function. Officers wearing a jacket or other outer garment shall not cover or obstruct the view of their BWC.
- e. In the event a BWC is muted for tactics/officer direction, the officer shall verbalize why such action is being taken before muting the BWC, and note the reason in their report.
- f. Placing a BWC in stealth mode is prohibited unless permission is given by the Camden County Prosecutor's Office or Division of Criminal Justice.
- g. After duty, officers shall sync the BWC into a docking station to allow for data to upload to a cloud-based system, wiping of the hard drive, and to recharge the battery of the device.



- h.** Recharging of batteries can ONLY be accomplished using the issued AC adapter. This activity should only be performed by Sheriff's Officers who are permanently assigned devices.
- i.** Officers who are assigned a BWC during an extra duty assignment, or other side job detail are required, upon completion of the detail, to place the BWC into a docking station for battery charging and data upload to the cloud storage. Those officers independently assigned a BWC should make every effort to ensure that all data (containing critical footage) has been uploaded to cloud storage via docking stations, prior to the end of their shift or side job detail. However, if not feasible, the officer is responsible to ensure this data is uploaded the very next day, or at least during their next shift. Failure to reasonably upload data to the cloud storage may result in the officer's discipline.

## **2. Recording Incidents**

- a.** Prior to activating the BWC, reasonable attempts must be made to notify the individual that they are being recorded.
- b.** If it is unsafe, or unreasonable, to provide notification, the officer shall, when safe, inform the subject of the recording they are being recorded. The officer shall document the reason in a report or narrate the reason directly into the recording device.
- c.** When a BWC has been activated to document an incident, it shall not be deactivated until the incident has been completed. A justification for halting a recording shall be verbally recorded, prior to turning it off.
- d.** When interacting with an apparent crime victim, a law enforcement officer shall, as soon as practicable, notify the apparent crime victim that he or she is being recorded by the BWC and, if the apparent crime victim requests the officer to discontinue use of the BWC, the officer shall immediately discontinue use of the BWC. A request to discontinue the use of a BWC made to a law enforcement officer pursuant to this Section and the response to the request shall be recorded by the recording system prior to discontinuing use of the recording system.
- e.** If an individual asks whether the officer is equipped with a BWC, the officer shall answer truthfully, unless they have received prior authorization from the Camden County Prosecutor's Office or Division of Criminal Justice to conduct covert electronic recordings.
- f.** If an individual, requests not to be recorded, the officer can deactivate the device if it is reasonably certain that the incident no longer falls under section C3 of this policy. The officer will narrate the announcement of deactivation as well as the reason(s) for deactivation. The officer will reactivate their device if an incident later becomes a type to be recorded. An officer cannot advise an individual he is no longer being recorded, when in fact he is.
- g.** During a medical assist, an officer may de-activate a BWC when a person, other than an arrestee, is seeking emergency medical services for themselves, or another and requests that the BWC be de-activated. The officer shall consider the privacy interest of the person requesting de-activation and the person in need of medical assistance.

- h. Sheriff's Officers shall narrate the activation, muting, and deactivation of the device.
- i. Officers are expected to deactivate a device within a school, medical treatment facility or place of worship unless they reasonably believe they are engaged in a criminal investigation, responding to an emergency, or may be required to utilize constructive or physical force. Other incidents where an officer should not record include: within close proximity to a police undercover, within close proximity to an alcohol breath testing device, and during courtroom proceedings (unless authorized by a judge); or when present during privileged conversations (i.e. attorney/client, clergy, spouse, etc.).
- j. Officers who capture evidence or critical incidents on a recording shall bring it to the attention of their supervisor, prior to the end of the shift. In the event a supervisor recognizes an officer has potentially violated a law, General Order, or Rules ad Regluatios, the supervisor will notify Internal Affairs as soon as possible.
- k. In situations involving a task force, team or unit composed of officers from multiple agencies, the chief law enforcement officer of the agency overseeing the task force, team or unit shall make the determination concerning the deployment/use of BWCs. This shall be the County Prosecutor in the case of a countywide task force.
- l. Officers who capture evidence or critical incidents must properly tag their evidence for reviewing and auditing purposes. Failure to tag evidence in a timely manner could result in disciplinary action against the officer. The officers are required to enter specific metadata (information) for each downloaded BWC video:
  - 1) **Video ID** – The incident number (example: 2020-00025). All non-incident recordings (to include recalled or unfounded incidents) are to receive five zeros (beginning with the current year, i.e. 2020-00000). This applies for all regular shifts, details and events.
  - 2) **Category** – Selected from the drop-down list in Evidence.com
  - 3) **Title** – Officers must enter a title of the event which will include a detailed description of the location (Example: 123 Main Street, Camden, N.J. 08102). Titles should be as detailed as possible and are not required by the manufacturer, but are required, as per this Order.
  - 4) **Tags** - Provisions to identify (“Tag”) recordings that raise Special Privacy or Safety issues:
    - a) Captures the image of a victim of a criminal offense.
    - b) Captures the image of a child.
    - c) Was made in a residential premises (e.g., a home, apartment, college dormitory room, hotel/motel room, etc.), a school or youth facility, a healthcare facility or medical office, a substance abuse or mental health treatment facility, or a place of worship.
    - d) Captures a conversation with a person whose request to de-activate the BWC was declined.

- e) Captures a special operations event or execution of an arrest and/or search warrant where confidential tactical information (e.g., verbal codes and hand signals used to give direction to officers, techniques for interior movements and clearing rooms during execution of a warrant, techniques for convincing persons to open doors during warrant execution, etc.) may have been recorded.
- f) Captures the image of an undercover officer or confidential informant.
- g) Captures the screen of a police computer monitor that is displaying confidential personal or law enforcement sensitive information.
- h) Any time a BWC captures the image of a patient in a substance abuse treatment facility.

### **3. Required Incidents to Record**

Officers using BWCs must record the following situations/scenes:

- a. The officer initiates an investigative detention.
- b. The officer is responding to a call for service, and is at, or near the location to which the officer has been dispatched.
- c. The officer is conducting a motorist aid, or a community caretaking check.
- d. The officer is interviewing a witness in the course of investigating a criminal offense.
- e. The officer is conducting a custodial interrogation of a suspect.
- f. The officer is making an arrest.
- g. The officer is conducting a protective frisk for weapons.
- h. The officer is conducting any kind of search (consensual or otherwise).
- i. The officer is engaged in a police response to any type of civil disorder in circumstances where the officer is engaged with, or in the presence of civilians, and the officer or any other officer on the scene may be required to employ constructive authority or force.
- j. The officer uses constructive authority or force, or reasonably believes that constructive authority or force may be used in any encounter or situation not otherwise listed based on specific and articulable facts warranting heightened caution that are documented by narration on the recording and/or in any investigation or incident report.
- k. The officer is transporting an arrestee to a police station, county jail, or other place of confinement, or a hospital or other medical care or mental health facility.
- l. The officer reasonably believes that any other officer on the scene has undertaken or is engaged in any of the foregoing police actions/activities.
- m. Any other incident deemed appropriate by the Sheriff or his designee.

#### 4. Supervisory Responsibilities

Supervisory personnel who manage officers operating BWCs shall ensure that:

- a. All officers follow established procedures for the use and operation of BWCs.
- b. Ensure that a device is encoded to each officer prior to duty.
- c. Ensure all BWCs are placed into a docking station immediately following a duty assignment, in order to upload data to the network server, wipe the hard drive, and recharge the battery.
- d. Document requests for repairs and replacement of damaged or non-functional BWC equipment.
- e. Provide necessary repair information to Special Services, Information Technology, for the purpose of making noted repairs.
- f. Determine whether BWCs are being fully and properly used and identify material that may be appropriate for training.

#### D. PRESERVATION AND RETENTION OF RECORDS

1. **Minimum 180-Day Retention Period.** A BWC recording shall be retained for 180 days from the date it was recorded, but may be subject to additional retention periods.
2. A BWC recording shall automatically be retained for three years if it captures images involving an encounter that a complaint has been made by a subject of the BWC recording.
3. A BWC recording shall be retained for three years if voluntarily requested by:
  - a. Law enforcement officer whose BWC made the video recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value.
  - b. A law enforcement officer who is a subject of the BWC recording, if that officer reasonably asserts the recording has evidentiary or exculpatory value.
  - c. Any immediate supervisor of a law enforcement officer whose BWC made the recording or who is a subject of the BWC recording, if that immediate supervisor reasonably asserts the recording has evidentiary or exculpatory value.
  - d. Any law enforcement officer, if the BWC recording is being retained solely and exclusively for police training purposes.
  - e. Any member of the public who is a subject of the BWC recording.
  - f. Any parent or legal guardian of a minor who is a subject of the BWC recording.
  - g. A deceased subject's next of kin or legally authorized designee.

*To effectuate subparagraphs (e), (f), and (g), a member of the public, parent or legal guardian, or next of kin or designee shall be permitted to review the BWC recording to determine whether to request a three-year retention period, in accordance with the provisions of the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., to determine whether to request a three-year retention period.*

- 4.** A BWC recording may be subject to the following additional retention requirements:
  - a.** When a BWC recording pertains to a criminal investigation or otherwise records information that may be subject to discovery in a prosecution, the recording shall be treated as evidence and shall be kept in accordance with the retention period for evidence in a criminal prosecution.
  - b.** When a BWC records an arrest that did not result in an ongoing prosecution, or records the use of police force, the recording shall be kept until the expiration of the statute of limitations for filing a civil complaint against the officer or the employing law enforcement agency.
  - c.** When a BWC records an incident that is the subject of an internal affairs complaint, the recording shall be kept pending final resolution of the internal affairs investigation and any resulting administrative action.
- 5.** Each separate recording, as well as the cloud-based system will maintain an automated log filing system that will record all events relative to the development, viewing, storage and duplication of the recording. The manufacturer's software will be configured to prohibit editing, overwriting or deleting all recordings and log files.
- 6.** In the event a BWC has captured an incident that raises special privacy issues, the recording will be tagged and treated as a sensitive matter, by limiting access to Internal Affairs and the Sheriff.
- 7.** No recording or copy of a recording will be released by way of a subpoena, court order or Open Public Records Act request, or other law enforcement agency request unless approved by the Camden County Prosecutor. Notice of such a request will be provided to the Prosecutor within one day of its receipt.

## **E. AUTHORIZED REVIEW**

### **1. Officer Review**

- a.** A Sheriff's Officer shall be permitted to review or receive an accounting of a BWC recording prior to creating any required substantive initial reports, providing a statement, or submitting to an interview regarding the recorded event, except under the following circumstances:
- 1) The incident involves the use of force by the officer, where the officer knows or should know that the use of force resulted in significant or serious bodily injury or death
  - 2) The incident involves the discharge of a firearm or any other use of deadly force by the law enforcement officer
  - 3) The incident involves the death of a person while in law enforcement custody
  - 4) The incident involves the death of a person during an encounter with a law enforcement officer
  - 5) An incident that the officer knows or has been advised is or will be the subject of an internal affairs complaint relating to the officer's use of force, bias, or dishonesty
  - 6) An incident that the officer knows or has been advised is or will be the subject of a citizen complaint relating to the officer's use of force, bias, or dishonesty.

Whenever a Sheriff's Officer reviews or receives an accounting of a BWC recording prior to the creation of any report, statement, or interview, the officer shall acknowledge that prior review or receipt of an accounting of the BWC recording either verbally or in writing within each such report, statement, or interview. The officer shall document each BWC recording that was reviewed and the date of the review. If the officer received an accounting of a BWC recording, the officer shall document the name of each person who provided an accounting of the BWC recording, the date of the accounting and the specific BWC recording for which an accounting was provided.

- b.** BWC video shall not be reviewed unless it is for Official Use Only.
- c.** A BWC recording tagged shall not be accessed, viewed, copied, disseminated, or otherwise used without first obtaining the permission of the Camden County Prosecutor's Office, or the Division of Criminal Justice. The County Prosecutor or Director may authorize the Sheriff, and one or more superior officers or duty positions (*e.g.*, head of the detective bureau) identified by the Sheriff, to grant permission pursuant to this Section to access, view, copy, disseminate, or otherwise use BWC recordings tagged.

- d. If disclosure of a BWC recording as part of the State's discovery obligations in a prosecution might present a danger to any officer or civilian (*e.g.*, reveal an undercover officer, confidential informant, surveillance site, etc.), or might reveal confidential tactical information the disclosure of which might jeopardize future operations or officer safety (*e.g.*, verbal codes or hand signals used to communicate information or instructions, techniques for interior movements and clearing rooms during execution of warrant, techniques for convincing persons to open doors during warrant execution, etc.), the Camden County Prosecutor's Office, or the Division of Criminal Justice in cases prosecuted by the DCJ, shall, in the exercise of sound prosecutorial discretion, take such steps as are appropriate and authorized by law and/or Court Rule to protect the information from disclosure, such as by seeking a protective order from the court.

## **2. Supervisory Officer Review**

- a. Supervisors shall ensure that officers follow established procedures for the operation of BWC equipment and are encouraged to do so by periodic recording reviews.
- b. Supervisors shall ensure all videos are properly labeled and tagged.
- c. Unit Commanders shall require a random review of video recordings on a periodic basis.


## **3. Sheriff's Review**

- a. The Sheriff, or his designee, may periodically review recordings to assess overall training needs and ensure compliance to this order.

- F. If an officer fails to adhere to the recording or retention requirements contained in this Policy, intentionally interferes with a BWC's ability to accurately capture audio or video recordings, or violates any other provision of this policy, the officer shall be subject to appropriate disciplinary action, in addition to any judicial consequences outlined in the law.



Effective Date:	<b>12/16/2017</b>
Revised Date:	<b>01/15/2020</b>
<b>GENERAL ORDER 92.00</b>	
References:	

Subject:	<b>SOCIAL MEDIA AND SOCIAL NETWORKING</b>		
Distribution:	<b>ALL SWORN AND CIVILIAN PERSONNEL</b>	Pages	<b>8</b>
Reviewed by County Counsel (07-14-2017)			
			<b>Sheriff</b>

## I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, this policy is to establish a Social Media and Social Networking Policy for sworn and civilian members of the Office of the Sheriff Camden County.

## II. INTRODUCTION

It is the policy of the Office of the Sheriff of Camden County to establish a policy regarding the use of social media and social networking by sworn and civilian members of the Office of the Sheriff Camden County.

The Office of the Sheriff Camden County endorses the secure use of social media and social networking to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity.

## III. PURPOSE

This policy establishes this office's position on the utility and management of social media and social networking, and provides guidance on its management, administration, and oversight.

This policy is not meant to address one form of social media rather social media in general, as advances in technology will occur and new tools will emerge.



## IV. POLICY

Social media provides a new and potential valuable means of assisting the Office of the Sheriff of Camden County and its personnel in meeting the needs of the citizenry of Camden County, the State of New Jersey, as well as numerous federal law enforcement agencies. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel.

The Office of the Sheriff of Camden County also recognizes the role that these tools play in the personal lives of sworn as well as civilian personnel. The personal use of social media can have bearing on personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media and social networking by departmental personnel.

Rules and Regulations and any General Orders that govern on and off duty conduct are applicable to conduct associated with social media and social networking. Moreover, as law enforcement personnel and government employees, on all levels are necessarily held to a higher standard than the public. The on-line activities of employees of the Office of the Sheriff Camden County shall reflect such professional expectations and standards.

All personnel shall use internet resources, social media and social networking sites in a responsible, professional, ethical, and lawful manner. Conduct of sheriff officers and civilian employees off duty has a reflection on this office. This policy is intended to guide all personnel's conduct as it relates to their representations of employment through the numerous social networking venues.

For the purpose of this policy, social networking sites are those that use internet services to allow individuals to construct a public or semi-public profile within the system and include comments posted on the sites. The type of networking and its design varies from site to site. Examples of internet – based social networking sites include: **Social Media, Social Networks, Blog, Page, Wiki, Speech, Web 2.0, and Profile**. The absence of, or lack of explicit reference to, a specific site does not limit the extent of application of this policy.

## V. DEFINITIONS

**Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, My-Space), microblogging sites (Twitter, Nixle), photo- and video sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

**Social Networks:** Online platforms where the users can create profiles, share information, and socialize with others using a range of technologies.

**Blog:** Self-published diary or commentary on a topic that may allow visitors to post responses, reactions, or comments. The term is short for “*Web log*.”

**Page:** The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

**Wiki:** Web page(s) that can be edited collaboratively.

**Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

**Web 2.0:** The second generation of the World Wide Web focused on sharable, user-generated content rather than static web pages. Some use this term interchangeably with social media.

**Profile:** Information that a user provides about himself or herself on a social media site.

**Post:** Content an individual provides or receives on a social media site or the act of publishing content on a site.

## VI. AUTHORIZED BY SHERIFF- USE OF SOCIAL MEDIA

The Office of The Sheriff Camden County authorized use of social media is defined as the employment of such instruments for the specific purpose of assisting the Office of the Sheriff Camden County and its personnel in community outreach, problem-solving, investigation, crime prevention, and other county related objectives.

During duty hours employees are not to access social networking sites for personal use. Sites may only be accessed for official business purposes, such as for conducting investigations.

When off-duty, employees who access or use social networking sites for personal use shall comply with the criteria in this policy.

In addition to the Rules and Regulations and the General Orders, the following provisions shall apply to the Office of the Sheriff Camden County authorized use of social media:

Office of the Sheriff Camden County employees seeking to represent the office via social media outlets (e.g. individual or unit web page, Facebook, Twitter, Myspace, etc.) shall obtain expressed written permission from the Sheriff or designee, prior to engaging in such activity.

Upon obtaining authorization, when engaging in social media networking employees shall:

- Properly identify themselves as a member of the Office of the Sheriff Camden County (Instances whereby proper identification poses a risk to officer safety or may impede the progress of a criminal investigation, employees, with permission from the Sheriff or designee may exclude sheriff officer membership from their profiles).
- At all times, conduct themselves as representatives of the Office of the Sheriff Camden County and accordingly, adhere to all department policies and standards of conduct, and observe conventionally accepted protocol and proper decorum.
- Employee shall not post any materials on a social media networking site that reflects negatively on this office or members of this office, whether on or off duty. They must also remember that any information transmitted electronically is subject to interception and shall act accordingly. For example, comments made on a social media networking site could be used by an attorney to attack or impeach a witness in court. This in turn could influence employment with the Office of the Sheriff Camden County.
- Employees must recognize that they are legally liable for anything they write or present online. Employees can be disciplined for negative commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. An employee can also be sued by other office employees or any individual who view any negative commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

- Employees are cautioned that photos posted on sites may be used for negative purposes, such as: placement on anti-police web sites, to identify officers working undercover assignments, and to identify and accuse an officer of misconduct.
- Photos taken while officially on duty at crime scenes or on police related calls and events are the property of the Office of the Sheriff Camden County and shall not be posted on social network sites. As stated elsewhere in this policy, no photos will be taken, printed, downloaded, or distributed for any sheriff officer's personal use and/or beyond the scope of a sheriff officer's official capacity.
- Employees must take proper care not to purposefully or inadvertently disclose any information that is confidential or law enforcement sensitive, without the written authorization of the Sheriff or designee.
- Employees should use common sense in all communications, particularly on a website or social networking sites accessible to anyone.
- Employees may use personal social networking sites while off-duty. Their use in violation of this policy, Rules and Regulation or General Orders will have consequences. What an employee said or post on a site or what an employee allows someone else to say or post on their site is potentially grounds for disciplinary action.

## **VII. PERSONAL USE OF SOCIAL MEDIA:**

Personal use of social media is defined as engagement or participation in any personal social networking platform, including but not limited to, personally- owned sites, the sites of others (both known and unknown to the employee), news media pages, professional sites, unaffiliated with the Office of the Sheriff Camden County, or other information exchange forums.

In addition to the Rules and Regulation and General Orders, the following provisions shall apply to personal use of social media while off-duty and using privately- owned property:

- Employees shall never express nor imply that they are speaking or acting on the behalf of the Office of the Sheriff Camden County.
- That they are representing or presenting the interest of the Office of the Sheriff Camden County.
- Employees shall not use their rank, title, or position in a manner that would suggest that they are representing the interests or official position of the Office of the Sheriff Camden County.
- Employees shall not post any depiction or illustration of the Official Seal or Badge of the Office of the Sheriff Camden County or their badge, logo, patch, or sheriff's vehicle, to give the appearance of an official site of the Office of the Sheriff Camden County.
- In addition to the above listed provisions, when engaging in personal use of social media, employees shall not post any text, photograph, audio, video, illustration, or any other multimedia file related to, or depicting any of the following:
  1. Current, past, or pending departmental investigation.
  2. Criminal or civil proceeding pertaining to or arising from any matter involving the Office of the Sheriff, including allegations of misconduct.

3. Brandishing of any weaponry (County-owned or privately-owned; actual or simulated), or any contraband (actual or simulated).
4. Brandishing of tactical instruments (both county-owned and privately-owned) including but not limited to Firearms, ASP, Baton, OC Spray, Electronic Control Weapon, and Mechanical Restraints.

## **VIII. NO RIGHT OF PRIVACY IN DATA ON THE I.T. SYSTEM**

The County of Camden respects the individual privacy of its employees. However, data, including any communications (by employees or others) transmitted on or through the I.T. System are not private to the individual. All communications, transmissions and all data and stored information transmitted over or through, received by or contained in or placed in storage in such I.T. System is the property of and may be monitored and reviewed by the County of Camden.

The County of Camden reserves the absolute right to access, review, audit and disclose all data entered, sent over, received by, contained in, transmitted over or through or placed in storage in the I.T. System. Mere deletion of a message, document or file does not affect the County's ownership of or right or ability to retrieve and review it. By using the I.T. System, employees accept having such use monitored and accessed at any time, with or without notice, by County of Camden personnel.

## **IX. PUBLIC RECORDS NATURE OF DATA**

All electronic media, including but not limited to email (including attachments), voicemails, facsimile transmission (in and out), internet messages (including any technology – based messaging) and all data stored or captured on the I.T. System are official records subject to the provisions of the Open Public Records Act (NJSA 47:1A-1) (OPRA), the regulations promulgated thereunder and the common law right to know.

Employees are required to use the assigned county email account for all County of Camden business and correspondence. Accessing private email accounts on any part of the I.T. System for any purpose is strictly prohibited and, in addition to any disciplinary consequences, such as may expose such private account to disclosure under an Open Records Act application.

## **X. SOCIAL MEDIA/ EMAIL**

The County of Camden encourages employees to share information with co- workers and with those outside the County of Camden, for gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the County of Camden. Social media provides inexpensive, informal and timely ways to participate in an exchange of ideas and information.

However, information posted on a website is available to the public and employees must adhere to the following guidelines for their participation in social media.

Employees may engage in social media activity during work time with the I.T. System provided it is directly related to their work, is approved by the supervisor, and is following this policy.

To the extent employees use social media outside of their employment and in so doing they discuss matters related to the County of Camden on a social media site, employees must identify themselves as County of Camden employees and add a disclaimer on the front page, stating that he or she does not express the views of the County of Camden, and the employee is expressing only his/her personal views. For example, **“the views expressed on this website/web blog are mine alone and do not necessarily reflect the views of my employer.”**

Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the County of Camden or the County of Camden business. Employees must keep in mind that, if they post information on a social media site, in violation of County of Camden policy, federal, state or local laws the disclaimer will not shield them from disciplinary action.

County personnel involved in considering a job applicant or the promotion of a current employee may access the public portion of social media as part of such process. The dissemination of information obtained in this fashion is limited to those involved in the hiring/promotion process and is not to be disclosed following completion of that process. Those involved in such review and decision making may not use the information so discovered to discriminate against the applicant/employee. The information may be considered, however, about discussions regarding concerns with anticipated or potential liability or litigation for negligent hiring or retention.

## **XI. PERSONAL USE OF ELECTRONIC EQUIPMENT**

Limited personal use of Camden County Electronic Equipment for non-work related email and Social Media is permitted under the following conditions, **BUT IS SUBJECT TO MONITORING AND THE RESULTING DATA ARE RETRIVABLE BY THE COUNTY AND SUBJECT TO DISCLOSURE AS PUBLIC RECORDS.**

Restrict your use to scheduled breaks and lunch times. Follow same use and behavior rules as set out above for business use. Do not access any inappropriate, offensive or hostile website or any site which violates any law or regulation.

The County reserves the right to monitor personal use for, at a minimum, dates and times of access in addition to any other rights stated or reserved elsewhere in this policy or in other county policies.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. County of Camden employees have the right to engage in or refrain from such activities.

An employee who believes him or herself to be subject of harassment, sexual harassment, discrimination or animus, or who believes a hostile work environment is being created, in whole or in part using social media- either in the work place or in settings which may be related to the workplace- should immediately report such concerns to his/ her immediate supervisor and Human Resources. The county will investigate all such reports and take appropriate action concerning any violation of this or any other county policy.

## **XII. PUBLIC RECORDS NATURE OF DATA**

All electronic media, including but not limited to email (including attachments), voicemails, facsimile transmission (in and out), internet messages (including any technology-based messaging) and all data stored or captured on the I.T. System are official records subject to the provisions of the Open Public Records Act (NJSA 47:1A-1) (OPRA), the regulation promulgated thereunder and the common law right to know.

Employees are required to use the assigned county email account for all County of Camden business and correspondence. Accessing private email accounts on any part of the I.T. System for any purpose is strictly prohibited and, in addition to any disciplinary consequences, such as any expose such private account to disclose under an Open Records Act Application.

## **XIII. SOCIAL MEDIA/ EMAIL -COUNTY OF CAMDEN**

The County of Camden encourages employees to share information with co-workers and with those outside the County of Camden for the purposes of gathering information, generating new ideas and learning from them.

## **XIV. REMOVAL OF POSTINGS AND ASSOCIATIONS**

As a networking tool, social networking accounts have tremendous benefit of being able to provide feedback from the community on the postings the Office of the Sheriff Camden County creates. This ability provides for not only positive, but also negative feedback.

The Office of the Sheriff Camden County or his designee shall review postings or remarks made by citizens, as well as the people associating themselves with the Office of the Sheriff Camden County. The Office of the Sheriff Camden County or designee will ensure the feedback posted by the community reflects the values of the Office of the Sheriff Camden County and ensure there is no offensive language or other inappropriate content which would reflect negatively on the office.

## **GENERAL ORDER 92.00**

The Office of the Sheriff Camden County or designee will also review the associations made, commonly referred to as “followers” or “fans,” to ensure these associations do not bring discredit to this office.

If offensive material or postings are discovered, they shall be immediately removed from the accounts’ postings, by the Office of the Sheriff Camden County or designee. If an association is made or attempted which would bring discredit to the office, the Office of the Sheriff Camden County or designee will take steps to remove the association.

The Office of the Sheriff Camden County or designee will provide the public with disclaimers making them aware that the office does not condone any offensive postings made by the public and reserves the right to remove any postings or associations.

### **XV. REPORTING VIOLATIONS**

Any sworn or civilian member of the Office of the Sheriff Camden County who becomes aware of or having knowledge of a posting or of any website or web page in violation of the provision(s) of this General Order shall immediately notify his/ or her immediate supervisor or notify the Sheriff or his designee or Internal Affairs.

### **XVI. VIOLATION**

Any violation of this General Order will be considered a serious breach of discipline, resulting in disciplinary action.



Effective Date:	<b>May1, 2018</b>
Revised From:	
References: <b>AG Directive 2018-3</b>	

Subject:	<b>Early Intervention Policy</b>		
Distribution:	<b>All Personnel</b>	Pages	<b>8</b>
		<b>Sheriff</b>	
<i>D. L. Whipple</i>			

## **GENERAL 93.00 EARLY INTERVENTION POLICY**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, the following rules and procedures are hereby adopted to outline the policy and procedures for administering a personnel early warning policy.

### **II. INTRODUCTION**

It is the policy of the Office of the Sheriff of Camden County to utilize an early warning policy for tracking and reviewing the indicators of increased risk and provide timely, nonpunitive intervention consistent with best practices to augment the Performance Evaluation System. (CALEA Standard 35.1.9)

### **III. SPECIFICATIONS**

- A. The Early Warning Policy is designed to detect patterns and trends before the conduct escalates into more serious problems. The primary intent is to address potential problems through the use of appropriate management intervention strategies before negative discipline becomes necessary.
- B. All levels of supervision, especially first line supervisors, are expected to recognize potential troublesome employees, identify training needs, and provide professional



support in a consistent and fair manner. Emphasis should be placed on anticipating employee problems before it results in improper performance or conduct.

- C. Many different measures of employee performance can be regularly examined for patterns or practices that may indicate potential problems. These performance measures include, but are not limited to, the following documented indicators:
1. Internal complaints, whether initiated by another officer or by a member of the public.
  2. Any use of force by the officer that is formally determined or adjudicated (for example, internal affairs or grand jury) to have been excessive, unjustified, or unreasonable.
  3. Civil action filed against the officer.
  4. Domestic Violence investigations in which the officer is an alleged subject.
  5. An arrest of an officer, including on a driving under the influence charge.
  6. Sexual Harassment/ Hostile Work Environment claim against the officer.
  7. Vehicular collisions involving the officers that are formally determined to have been the fault of the officer.
  8. A positive drug test by the officer.
  9. Cases or arrests by the officer that are rejected or dismissed by the court.
  10. Cases in which evidence obtained by an officer is suppressed by a court.
  11. Insubordination by the officer.
  12. Neglect of duty by the office.
  13. Claims of duty-related injury.
  14. Criminal investigations of or complaints against the officer.
  15. Unexcused absences by the officer
  16. Any other unacceptable behavior, deemed by the Sheriff, which negligently impacts the Office of the Sheriff.
- D. The Early Warning Policy is primarily the responsibility of the Sheriff, but all supervisors are required to initiate the early warning process based upon their own observations.
- E. The Sheriff or his designee shall conduct an annual evaluation of the Early Warning Policy, to assess its effectiveness. The Sheriff or his designee shall prepare a written report by February 1<sup>st</sup> of the prevailing year, noting the previous year's participants and results. Modification to this process should be implemented at the earliest opportunity.
- F. An employee's first line supervisor is usually the first member of the Office of the Sheriff to encounter and document specific incident(s) that affect an employee. It is essential for the supervisor to speak with the employee (depending upon the nature of the matter) and document the incident(s) and report findings to the unit commander.
- G. Supervisors shall forward all documentation required by the Early Warning Policy pursuant to the chain of Command: Use of Force, Internal Affairs Complaints,

Investigating and Reporting Damage to Police Vehicles, any violation(s) of Personnel Policies and Procedures, Vehicle Pursuit Reports, Sick Leave and Tardiness.

- H. Supervisors will have input on recommendations affecting their employees, such as requiring remedial training, counseling services through the Employee Assistance Program and referral for disciplinary action.
- I. Referrals to the Employee Assistance Program shall be made in accordance with the Employee Assistance Protocols. Personal problems may adversely affect an employee's personal and professional well-being and job performance. The most effective means of handling these problems may be through this program.

#### **IV. Guardian Tracking Software**

- A. This office will utilize Guardian Tracking software in order to manage, track and trigger alerts with respect to the Early Warning Policy. Guardian Tracking is an employee behavioral monitoring and early intervention system. In no way, does it excuse a supervisor or any other employee from following the procedures mandated in this office's Internal Affairs directive.
- B. All supervisors shall have access to the Guardian Tracking system via an assigned login and personal password. Employees who have not been issued a login are not authorized to access the system.
- C. It is the responsibility of all supervisors to enter all incidents listed below for each of their subordinates. Supervisors who fail to document incidents as required by this directive will be subjected to disciplinary action.
- D. The Unit Commander or designee shall supply a memo to an employee's immediate supervisor whenever evidence is suppressed, a case is dismissed, or prosecution rejected.
- E. The following shall serve as a guide to the incident categories contained with Guardian Tracker.

#### **V. Definitions**

1. Accepts Supervision- To be used with regards to an employee's ability or inability to accept supervision or constructive criticism.
2. Appearance- To be used when an employee's appearance is not in compliance with the Office of the Sheriff policy.
3. Application of Leadership Skills- To be used when an employee demonstrates or exhibits commendable actions that indicate his/her knowledge of job responsibilities.

4. Attendance- To be used when an employee has an unscheduled absence. Prescheduled sick leave utilized for tests, scheduled surgery/procedure or any cause covered under contract and/or policy does not qualify under this category.
5. Attitude/Officer Bearing- To be used whenever a supervisor observes, or a citizen initiates, a formal or informal complaint regarding an employee's demeanor.
6. Award Nomination- To be used when an employee's actions on or off duty warrant recognition.
7. Case Procedure- To be used when an employee has or has not used proper case procedure.
8. Citizen's Complaint- To be used when a citizen makes a complaint either formal or informal about an employee other than demeanor complaints.
9. Commitment to Agency Goals- To be used when an employee exemplifies or fails to commit to office goals.
10. Computer/ Typing Skills- To be used when an employee fails to possess the ability to navigate computer software to complete daily assignments and knowledge of simple word processing skills.
11. Counseling- To be used when an employee receives counseling as the result of job performance.
12. Crime Scene Protection- To be used when an employee does an outstanding job in protecting a crime scene or fails to protect a crime scene
13. Initiative and Growth- To be used when an employee demonstrates a willingness to initiate and complete projects and progress within their assignments.
14. Interviewing Skills- To be used when an employee has the ability of inability to elicit required information from suspects, victims, witnesses and associates.
15. Insubordination- To be used when an employee is insubordinate as defined by the Rules and Regulation.
16. Investigative Skills- To be used when an employee has the ability or inability to conduct a proper investigation.
17. Job Knowledge- To be used to indicate an employee's level of knowledge relative to their length of service to perform satisfactory on their assigned duties.

18. Meeting Deadlines- To be used to indicate the employee's ability or inability to complete an assignment or project in a designated time period.
19. Motor Vehicle Crashes — To be used when an employee is involved in a motor vehicle crash.
20. Officer Safety- To be used to indicate the employee's ability or inability to use basic officer safety concepts.
21. Policy Violation- To be used to indicate office policy and other categories do not apply.
22. Problem Solving and Judgement- To be used to indicate the employee's ability or inability to arrive at sound conclusions and make proper decisions based upon training and experience.
23. Pursuits- To be used any times a pursuit report is filed. The entry must include the incident/ case number.
24. Quality of Work/Report Writing- To be used to indicate the employee's ability or inability to utilize office forms to accomplish the task and accurately prepare reports that reflect the situation in a detailed and organized manner.
25. Radio Procedure- To be used whenever an employee utilizes radio procedure that is contrary to the office policy or FCC regulations.
26. Rater Responsibility- To be used to indicate the extent to which the supervisor, serving as a rater or reviewing officer, conducted, or required other to conduct accurate, uninflated, and timely evaluations
27. Tardiness- To be used whenever an employee reports for work after the time set forth by his/her schedule in accordance with office policy.
28. Use and Care of Equipment- To be used when an employee fails to properly care for or damage department equipment.
29. Use of Force- To be used whenever an employee utilizes physical, mechanical, or deadly force. An entry in this category does not presuppose that the employee acted improperly or contrary to policy procedure.
30. Written Reprimand- To be used when an employee receives disciplinary action constituting a reprimand.

## VI. Remedial Action

- A. If the early Warning Policy reveals a potential problem through the presence of a flag in the Guardian Tracking software or as identified by a supervisor, the employee's unit commander or designee will gather all relevant information from the system. A separate incident will be generated in the Guardian Tracking software utilizing the appropriate Early Warning Policy incident category.
- B. The employee's unit commander will implement a review of the data provided, along with more detailed information available from office records. If the review reveals that the employee has engaged in conduct that indicates a lack of understanding or inability to comply with accepted procedures, the unit commander shall recommend the appropriate course of remedial action. All action taken will be documented in the Guardian Tracker software under the previously created Early Warning Policy incident category.
- C. If the review reveals that an employee has violated directives, the employee's unit commander may proceed with an internal investigation. If the review reveals that the employee has engaged in conduct that indicates a lack of understanding or inability to comply with accepted procedures, the unit commander shall recommend the appropriate course of remedial action. All action taken will be documented in the Guardian Tracker software under the previously created Early Warning Policy incident category.
- D. Remedial Intervention may include, but is not limited to:
1. Training
  2. Retraining
  3. Counseling
  4. Intensive Supervision
  5. Fitness for Duty examination
  6. Employee Assistance Program
  7. Peer Counseling
  8. Any other appropriate remedial or corrective action
- E. Internal disciplinary action, remedial action and fitness for duty examinations will be initiated after consultation, and with the approval of the Sheriff or designee.
- F. When remedial action has been undertaken, the unit commander shall ensure that such actions are documented in writing. No entry should be made in the employee's personnel files unless the action results in a sustained complaint. If the remedial action is a training program, attendance and successful completion of that program should be noted in the employee's training record.
- G. The unit commander shall cause a review of any individual employee's history anytime a new complaint is made. Using this information, the unit commander or

designee may be able to identify employees who may need counseling, training or other remedial action even before such is indicated by the Early Warning system's ongoing data review.

H. In general, the following indicators will prompt early intervention:

Early Intervention Flag (3 in 365 days)

- Internal complaints, whether initiated by another officer or by a member of the public.
  - Any use of force by the officer that is formally determined or adjudicated (for example, by internal affairs or grand jury) to have been excessive, unjustified, or unreasonable.
  - Civil actions filed against the officer.
  - Domestic Violence investigation in which the officer is an alleged subject.
  - An arrest of an officer, including on a driving under the influence charge.
  - Sexual harassment claims against an officer
  - Vehicular collision involving the officers that are formally determined to have been the fault of the officer. • A positive drug test by the officer.
  - Cases or arrest by the officer that are rejected or dismissed.
  - Insubordination by the officer • Neglect of Duty by the officer
  - Claims of duty related injury
  - Criminal investigations of or complaints against the officer.
  - Unexcused absences by the officer.
  - Any other indicators, as determined by the Sheriff or designee.
- I. Personnel will remain under intensive monitoring and supervision for a minimum of three (3) months, or a reasonable time period, until the supervisor concludes that the officer's behavior has been remediated (whichever is longer).
- J. When under early intervention system monitoring, the employee's direct supervisor shall meet with the employee to discuss the situation in depth to:
1. Identify problems or potential problems.
  2. Determine short and long- term goals for improvement.
  3. Come to a consensus on a plan for long-term improved performance.
  4. Advise of the monitoring process and the repercussions of future sustained transgressions
- K. All employee-supervisor meetings shall be thoroughly documented in the Guardian Tracking software, which will automatically be forwarded to the sheriff or designee. The affected employee and supervisor shall meet on a regular basis, minimally monthly, to discuss progress towards the agreed upon goals and objectives.
- L. All regular monthly progress/status reports shall be submitted via the Guardian Tracking software.


- M. An additional three (3) months of documented monitoring is required following removal from the early intervention system. Monthly monitoring reports from the direct supervisor are required.
- N. All reports shall be forwarded to the Sheriff through the Guardian Tracking software for review. These reports have the same confidential status as Internal Affairs documents and are subjected to the same disclosure and retention regulations and guidelines.

## **Responsibility**

It shall be the responsibility of all personnel, sworn and civilian, to adhere to this General Order.



Effective Date:	<b>May 1, 2018</b>
Revised From:	
References:	

Subject:	<b>Critical Incident Stress Procedures</b>		
Distribution:	<b>All Personal</b>	Pages	<b>7</b>
			<b>Sheriff</b>

**PURPOSE**

To establish uniform post critical incident procedures intended to minimize the chances that members involved in traumatic or critical incidents will develop or suffer from post-traumatic stress disorder or other similar conditions.

The duties and responsibilities inherent in law enforcement can often expose members to an enhanced susceptibility for experiencing stress and related emotional difficulties. It has been found that officer(s) involved shootings resulting in death or serious bodily injury may precipitate stress disorders. It has also been found that police officers can develop stress disorders from various sources, such as responding to critical incidents and/or repeated exposure to trauma. The office shall endeavor to provide all members with access to mental health services after involvement in any situation that may tend to elevate the member's stress and/ or decrease the member's emotional stability as a result of actions taken or situations encountered in conjunction with their employment. The office has great concern for their membership's overall wellness and attention to the mental and emotional health of their individual members is paramount.

**I. Definitions:**

- A. Post-Traumatic Stress Disorder: an anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and milder stress and is diagnosed as such if the symptoms persist after 30 days.
- B. Officer Involved Shooting: a line-of-duty incident where shooting causes death or serious bodily injury to an officer or other person.
- C. Critical Incident: An incident that is unusual, violent, and involves a perceived threat to, or actual loss of, human life that may overwhelm an individual's normal coping mechanisms and cause extreme psychological distress.



- D. Critical Incident Stress: Stress caused by any event that was enough to overwhelm the usual effective coping skills of an individual.
- E. Acute Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and occurs within (30) days of the exposure.
- F. Critical Incident Stress Management: A formal process used to assist an individual who has been Involved in a traumatic event to return to or maintain an effective level of functioning.
- G. Critical Incident Stress Debriefings: A formal one-on-one or group discussion conducted by a qualified mental health professional and, where possible, an appropriately trained peer support officer that is designed to assist participants in understanding their emotions and strengthening their coping mechanisms following a critical incident.
- H. Qualified Mental Health Professional: A licensed professional counselor, psychotherapist, psychologist or psychiatrist who has an in-depth understanding of the law enforcement culture.
- I. Involved Personnel: Any employee who is directly affected by a critical incident. This may include officers who are on the scene at the time of the incident, those individuals who respond to the scene immediately following the incident, and/or support personnel participating in the response to the incident.

## **II. Critical Incident Procedures:**

### **A. Immediate Response Following Critical Incidents:**

1. During any period where it is reasonable to believe that involved personnel may experience physical, cognitive, emotional, and/or behavioral reactions to a critical incident, the office shall provide personnel with the proper mental health resources.
2. Where possible, the supervisor shall briefly meet with the involved personnel to:
  - Ask supportive questions concerning the critical incident;
  - Discuss any standard investigation that will occur concerning the incident; and
  - Advise the involved personnel that they may seek legal counsel if necessary.
3. At all times, when at the scene of an incident, the supervisor should interact with all involved personnel in a manner that acknowledges the potential stress caused by the incident and refrain from passing judgment regarding the critical incident or the reactions of individuals.
4. While officer involved shooting incidents are the most commonly recognized source of traumatic stress onset, these procedures can be adapted to any situation involving a member that may lead to such stress. When warranted, this would include:

- Motor vehicle accidents involving serious injury or death.
- Sudden death of a department member.
- Incident involving the death or serious injury to a child or other person
- Any traumatic event that can overwhelm the member's normal coping skills.
- Any event or series of events that manifests signs of Acute Stress Disorder.

### **III. Officer Involved Shooting Incidents:**

- A. It shall be the responsibility of department supervisors to respond to the scene of any officer involved shooting incident to assume command of the scene and provide care for the members involved.
  1. Necessary arrangements relating to medical care for involved members shall take priority.
- B. Supervisors shall make a concerted effort to acknowledge the stress and emotional burden felt by members involved in these incidents and should conduct themselves accordingly when interacting with members immediately after any such incident.
- C. Any member involved in a shooting incident shall be relieved of all responsibilities as soon as possible and shall be directed to a location away from the scene at the earliest opportunity.
  1. If an involved member must remain at the incident scene for a period of time, such member shall be taken to a quiet and secure location.
- D. The duty shift commander or other competent authority shall meet with all members involved in a shooting incident as soon as possible to reinforce the office's commitment to the members and explain the process that will follow.
  1. The involved members shall be transported from the scene of the shooting to a local hospital for a physical evaluation directed at their reactions to stress from the critical incident. Members should be accompanied by a peer counselor or fellow member to provide emotional support as needed. Members given this assignment shall refrain from discussing the actual incident with the involved member to whatever degree possible.
  2. Members should be discouraged from ingesting caffeine. Other stimulants, depressants or anti-anxiety medications shall only be administered by competent medical personnel.
  3. Advise all involved about the investigative process that will follow and inform them that no discussions about the incident should occur with anyone other than a personal or department attorney, union representative, or authorized law enforcement investigator until the preliminary investigation has been concluded.

4. Advise the member of his/her right to seek legal counsel. The supervisor shall advise the involved member that they should refrain from discussing the details of the incident with anyone other than an attorney or Qualified Mental Health Provider, as the discussion with others is not privileged conversation.
- E. While the involved member is being treated at the hospital the supervisor shall arrange for the involved members' weapon, duty belt, body worn camera, and uniform to be secured for investigative purposes, this shall be done discretely. The supervisor shall, if possible, have the involved member(s) photographed in uniform prior to the collecting the above items for evidence. The office will obtain replacement clothing to provide to the involved member when they are discharged from the hospital. The re-arming of the involved member shall only occur upon approval of the Sheriff or his designee, after consultation with the Camden County Prosecutor's Office.
  - F. Members involved in shooting incidents should be permitted to contact family members at their earliest convenience.
    1. In a situation where a member is incapable of making such notification due to personal injury or death, the supervisor shall immediately notify an Administrative Staff member (Sheriff, Undersheriff, Chief Sheriff's Officer or Chief Warrant Officer). The Administrative Staff will select specific personnel to make personal notification to next of kin and will provide support and/or assist in facilitating transportation to the hospital where the member is located.

#### **IV. Post Incident Procedures Following any Critical Incident:**

- A. The supervisor shall notify the Unit Commander as soon as practicable of the member(s) exposure to a Critical Incident. The Unit Commander will immediately advise the Administrative Staff so that a Critical Incident Debriefing can be scheduled in a one-on-one or group setting. If available, members of the Police Chaplain group, Peer Counselors, or a Qualified Mental Health Provider maybe requested to attend the debriefing to provide a support system for the exposed members.
  1. The debriefing shall also include a detailed explanation of the services provided and available under the County Employee Assistance Program.
- B. The Unit Commander and/or his designee will assess the Critical Incident and the respective member's reactions to stress and will recommend if the member should be scheduled to see a Qualified Mental Health Provider. This assessment can be made at any time after the incident, but whenever practicable, within three to seven days. If the Unit Commander and/or his designee recommends a member for a meeting with a Qualified Mental Health Provider he/she will forward the recommendation in writing to the Administrative Staff.
- C. If the Sheriff decides that a Critical Incident Debrief with a qualified mental health care provider is appropriate, then the officer(s) involved will be required to attend the debrief session(s).
- D. Follow up counseling services shall be made available to every individual who was involved in the critical incident.

E. In order to promote trust and encourage the use of Critical Incident Stress Management services, all one-on-one debriefings and counseling sessions shall be kept strictly confidential and shall not have any bearing on the involved member's fitness for duty. The Qualified Medical Health Provider involved in the Critical Incident Stress debriefing is prohibited from conducting future fitness for duty examinations for the involved member(s).

F. This office strongly encourages the families of the involved members to take advantage of any available department mental health/counseling services. It recommends that family/relationship joint counseling services be offered to the involved members and their families and significant others whenever possible.

G. Any investigation of the incident shall be conducted as soon as practical. This office shall make every effort to expedite the completion of any administrative or criminal investigations with the understanding that it can decrease the negative distress reactions that the involved member may experience.

H. The Sheriff or his designee will determine if officers involved in a critical incident shall be assigned to modified duty, administrative leave, or any other appropriate assignments until the Critical Incident Debrief(s) has been completed. This shall be determined on a case by case basis.

#### **V. Post Incident Procedures following a Police Shooting:**

A. Members involved in shootings shall be relieved from line duties but shall remain available to fulfill administrative and investigative responsibilities.

i. The Sheriff shall determine the appropriate course of immediate action to include administrative reassignment or administrative leave.

B. The Sheriff or his designee shall refer involved members to a qualified mental health professional for a Critical Incident Debrief as soon as practicable.

C. The families of involved members shall be encouraged to participate in counseling sessions to better understand the stress and/ or grief felt and to assist in the full recovery from such conditions.

D. In an effort to avoid unnecessary stress, the involved members whose names have been publicized should be advised to have their home phones answered by another person for a period of time after the incident is reported to the public.

i. This is done to prevent harassing, abusive and crank phone calls and unwanted inquiries from the press.

## **VI. Investigation:**

- A. Post incident investigations shall be conducted as soon and as quickly as possible.
  - 1. The developments and results of an on-going investigation shall be disclosed to the affected member prior to being released to the press whenever possible.
  - 2. Members shall not have any direct communication with the press nor release any statements without expressed approval from the Sheriff.
    - Press inquiries shall be referred to the Camden County Prosecutor's Office as appropriate.

## **VII. Stress Recognition:**

- A. The physical, cognitive, emotional and behavioral reactions to stress may not appear for a period of time and supervisors having charge over members involved in critical incidents shall be responsible for monitoring the behavior of such members in an attempt to uncover related problems at the earliest opportunity.
- B. If a supervisor suspects that a member is suffering from stress or emotional difficulties, regardless of the cause, a special report shall be submitted through the chain of command to the Sheriff detailing the factual basis for such belief.

## **VIII. Critical Incident Stress Management:**

- A. The office is committed to providing a safe and healthy work environment where employees feel supported and their wellness is maintained.
- B. The office's commitment to the mental health wellness of its membership is ongoing through monitoring, attention, positive stress relief, peer-support, organizational support and a referral system for Qualified Mental Health Providers.
- C. Nothing in this policy shall prohibit members from seeking mental health assistance through the county Employee Assistance Program (EAP)
  - 1. The EAP is strictly confidential; between the member and the Mental Health Provider.
  - 2. Members are not required to seek permission to the EAP
  - 3. The EAP Provider does not supply any information to the office, including whether or not a member has attended or scheduled EAP sessions.

## **IX. Police Suicide:**

A. Each year, more law enforcement officers die because of suicide than are killed in the line of duty. Suicide is preventable, if you are struggling with thoughts of suicide, there is help and hope.

1. New Jersey's 24/7 Peer Support & Suicide Prevention Hotline 1-855-654-6735
2. Cop2Cop 1-800-969-5300
3. Law Enforcement Wellness Partner 1-855-997-6542



Effective Date:	<b>3/8/2017</b>
Revised From:	
References	

<b>Subject:</b>	<b>NASAL NARCAN POLICY</b>		
<b>Distribution:</b>	<b>ALL SWORN PERSONNEL</b>	<b>Pages</b>	<b>4</b>

**PURPOSE:** To establish guidelines and regulations governing utilization of the Nasal Narcan administered by the Camden County Office of the Sheriff. The objective is to treat opioid overdoses and reduce fatal opioid overdoses.

\*Narcan is used interchangeably with Naloxone Hydrochloride.

**POLICY:** It is the policy of the Camden County Office of the Sheriff that any officer who will be administering Nasal Narcan is properly trained in the use and deployment of the Nasal Narcan according to the laws of the State of New Jersey.

**PROCEDURES:**

A. The Camden County Office of the Sheriff will deploy the Nasal Narcan kit in the following primary locations:

- Probation/Transportation
- Hall of Justice
- Special Operations Bureau (Investigations and K-9)
- Civil Process
- Special Services

**NOTE:** Nasal Narcan may be damaged by extreme temperatures, both high and low. Due to this fact, consideration should be given to storing the Narcan in the interior of a patrol car when these conditions exist during your shift and taking the Narcan from the vehicle and storing it inside your unit headquarters after your shift is completed. Nasal Narcan will be stored in a secure room that remains at room temperature.

**B. Nasal Narcan Coordinator:** The Nasal Narcan Coordinator shall be responsible for the following:

1. Ensuring the Nasal Narcan is current and not expired.
2. Proper and efficient deployment of Nasal Narcan for patrol.
3. Replacement of any Nasal Narcan that is either damaged, unusable, expired or deployed.
4. Ensuring all personnel that will be using Nasal Narcan has received appropriate training in such.
5. Ensuring that any deployment of Nasal Narcan to a subject will have a corresponding report documenting such deployment.
6. Report to the County Prosecutor within 24 hours (County Nasal Narcan Coordinator) any use of Nasal Narcan on the Camden County Nasal Narcan Deployment Form. A copy of this report will accompany your CCSO Operations Report.

**C. Nasal Narcan use:**

When using the Nasal Narcan kit, officers will maintain universal precautions, perform patient assessment, and determine unresponsiveness, absence of breathing and/or pulse. Officer(s) should update their communications dispatcher that the patient is in a potential overdose state. A dispatcher will then notify the local EMS and Paramedic Unit. Officers shall follow the protocol as outlined in the Nasal Narcan training.

1. Officer Nasal Narcan Deployment Protocol:

- Identify and assess victim for responsiveness, pulse, and status of breathing
- If no pulse, notify incoming EMS
- If pulse is present and the victim is unconscious, assess breathing status
  - If breathing is adequate (>8 per minute, no cyanosis) and no signs of trauma, place in the recovery position
  - If breathing is decreased or the subject shows signs of low oxygen (cyanosis) and overdose is suspected, (based on history, evidence of scene, bystander reports, physical examination) then proceed with the narcan administration
- Retrieve Narcan Kit
- Assemble kit
- Adults - Administer a maximum of 1mg in each nostril for a total of 2mg, using the mucosal atomizer device
- Children - Administer a maximum of 1mg in one nostril for a total of 1mg, using the mucosal atomizer device
- Initiate breathing support with pocket mask, bag-valve-mask and oxygen if available
- If no response after 3-5 minutes and a second dose of Naloxone is available, repeat the administration
- Continue to monitor breathing and pulse – if breathing increases and there is no evidence of trauma, place in the recovery position



- Keep responding EMS advised of patient status when able to do so
- Give full report to EMS when they arrive
- Complete documentation and internal department procedures for restocking and notification

**NOTE:** When an officer deploys nasal Narcan and it results in a resuscitation of an overdose victim, that officer should ensure the person receives appropriate follow-up care. The effects of Narcan only last for a limited period of time and the person may experience another opiate overdose when the effects of the Narcan wear off. As such, every effort should be made to encourage that person to be transported to the hospital for additional care. If the person refuses additional care, police should ensure the person is taken to a medical facility by ambulance. Furthermore, the officer should accompany the ambulance personnel for their safety. Local police and EMT procedures should not be otherwise circumvented as a result of this protocol.

SEE: Barna v. City of Perth Amboy, 42 F.3d 809, 820 (3<sup>rd</sup> Cir. 1994) (citing Terry v Ohio, 392 U.S. 1, 16 (1968)) and State v. Edmonds, 211 N.J. 117, 132 (2012)(citing State v. Frankel, 179 N.J. 586, 599 (2004)) which stated “(1) the officer had ‘an objectively reasonable basis to believe that an emergency requires that he provide immediate assistance to protect or preserve life, or to prevent serious injury’ and (2) there was a ‘reasonable nexus between the emergency and the area or places to be searched.’ Also, SEE: Morey v Palmer, 232 N.J.Super. 144, 153 (App. Div. 1989); Barna, supra, 42 F.3d at 820 which held that when a person is so “intoxicated” that they appear to the officer to be “incapacitated,” the officer not only has the discretion but the duty to transport the incapacitated person to a hospital<sup>1</sup> with reference to N.J.S.A. 26:2B-16.

#### **D. Maintenance / Replacement**

- a) An inspection of the Nasal Narcan kit shall be the responsibility of the personnel assigned the equipment and will be conducted at the beginning of each shift.
- b) Missing or damaged Nasal Narcan kit(s) will be reported directly to the officer’s supervisor, who shall notify the Department’s Nasal Narcan Coordinator.
- c) Where any condition that necessitates the Nasal Narcan kit to be taken off line or be submitted for replacement, this information shall be directed to the Department’s Nasal Narcan Coordinator. It should be noted that Narcan has an expiration date per the manufacturer. As such, all personnel assigned Narcan shall be responsible for checking the expiration date of the product. If expired, the Department’s Coordinator shall be notified as soon as possible.
- d) Replacement: The Department’s Nasal Narcan Coordinator shall be responsible for replacing the Nasal Narcan and ensure the department has an adequate supply available for officer use.

#### **E. Documentation / Nasal Narcan Report:**

Upon completing the medical assist, the officer shall submit the Camden County Nasal Narcan Deployment report detailing the nature of the incident, the care the patient

## **GENERAL 95.00**

received, and the fact that the Nasal Narcan was deployed. The report will be forwarded to the Department's Nasal Narcan Coordinator and, after approval, forwarded to the Camden County Prosecutor's Office Nasal Narcan Coordinator. These records must be completed for statistical value and tracking of the Nasal Narcan deployments by law enforcement personnel.



Effective Date:	<b>2/14/23</b>
Revised From:	<b>1/04/23</b>
References:	

Subject:	<b>AWARDS</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>5</b>
			<b>Sheriff</b>

## **GENERAL 96.00 AWARDS**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff Camden County, the following procedures are hereby adopted for Sheriff's Office Awards.

### **II. INTRODUCTION**

The purpose of this order is to establish policy for awarding recognition medals and certificates to members of the Sheriff's Office and public who distinguish themselves by exceptional action, meritorious service, or commendable performances.

### **III. MECHANICS**

A. Any employee of the Sheriff's Office can submit a nomination for an award.

1. Nominations will be sent, via email, through the employee's chain of command to their Unit Commander or through the Guardian Tracker System.
2. Once an award nomination is received by a Unit Commander and deemed appropriate, he or she will propose it to the Administration via a confidential Guardian Tracker entry.
3. Award nominations received by the Administration will require two levels of approval by the Chief Warrant Officer, Chief Sheriff's Officer, Undersheriff, or Sheriff.
4. Certificates for awards will be presented at a scheduled Awards Ceremony.

5. Following the Awards Ceremony, employees will scan and email a copy of their certificate to their immediate supervisor for documentation into Guardian Tracker under the appropriate awards category.
6. Upon retirement, employees will be presented with a shadow box containing all of their accommodation bars that were earned during the course of their employment. Appurtenance Stars, gold in color, will be awarded in lieu of a second award.

#### **B. Awards Coordinator**

1. The awards coordinator ensures the continuity of the awards process and is assigned to the Special Services Bureau. The awards coordinator is responsible for:
  - a. Accepting, reviewing, and preparing all awards for the awards committee to review
  - b. Coordinating all award ceremonies with the Chief of Staff
  - c. Serving as a liaison between the Sheriff's Office and all outside agencies
  - d. Collects and presents all retirees awards to Awards Committee for approval of "Shadow Box" assemble
  - e. Coordinates the assemble and presentation of "Shadow Box."

#### **C. Awards Committee**

The Awards Committee (hereinafter referred to as the Committee) is composed of a chairperson, cochair person, four-unit commanders, two sergeants, two officers, two civilian employees and one PBA official (13 total members). All members, except the PBA official, shall be appointed by the Sheriff or his designee. The PBA official shall be selected by a process determined by the PBA. All other committee members serve at the pleasure of the Sheriff.

The Committee shall meet quarterly to review all award nominations. The Committee shall be guided solely by the criteria listed in this General Order for each award category. Members shall make a decision as a group whether each nomination meets the criteria specifically for each award.

The Awards Committee shall review and approve all awards for retirees Shadow Box

#### **D. Office Awards**

##### *1. Medal of Honor*

- a. The Medal of Honor may be presented to officers who judiciously performed voluntary acts of conspicuous gallantry and extraordinary heroism, above and beyond the call of duty, knowing that taking such action presented a clear threat to their lives.

b. The Medal of Honor may be presented posthumously.

2. *Meritorious Service Award*

- a. The Meritorious Service Award may be presented to officers who acted judiciously in the line of duty and performed acts upholding the high standards of the law enforcement profession while engaging in hostile confrontations with suspects armed with deadly weapons or
- b. The Meritorious Service Award may be presented to officers who have distinguished themselves during a criminal investigation or law enforcement action by demonstrating a high level of courage or by their actions resulting in the apprehension of a felon under dangerous or unusual circumstances.

3. *Honorable Service Award*

- a. The Honorable Service Award may be presented to officers/employees who have distinguished themselves during a law enforcement action or criminal investigation where their actions resulted in or significantly contributed to, the apprehension and/or identification of a suspect(s) or
- b. The Honorable Service Award may be presented to officers/employees who under unusual circumstances, showing initiative and dedication to duty, took lifesaving action or rendered exceptional first aid or conducted a successful rescue of imperiled persons, or
- c. The Honorable Service Award may be presented to officers/employees for distinguished command as demonstrated by the following:
  - 1. Exceptional and courageous command during a critical incident which required extraordinary law enforcement services or
  - 2. Clearly exceptional command and leadership of an extremely difficult or hazardous task or project which was highly successful or brought great recognition to the Office or law enforcement or
  - 3. Clearly exceptional command and leadership which have been consistently demonstrated over an extended period of time, or
  - 4. The Honorable Service Award may be presented to officers/employees for any of the below listed distinguished actions:
    - a. Demonstrated a high degree of professionalism and excellence or initiative through the success of starting, developing, improving, or implementing difficult projects, programs, or investigations, or
    - b. Demonstrated a superior commitment to quality or caring service in the community or office, or
    - c. Provided volunteer community service, which results in favorable recognition to the office, or

- d. Actions that go beyond the expected duties and responsibilities of the employee's job description, or
- e. Performed a voluntary act of donating time, physical effort, financial support, or special talent that promotes the safety, health, education, or welfare of the community.

#### *4. Unit Citation*

- a. The Unit Citation may be awarded to three or more employees who performed an act or series of acts over a period of time, that demonstrated exceptional bravery or outstanding service to the office or community. Their combined efforts as a functioning team must have resulted in the attainment of an office goal and increased the office's effectiveness and efficiency. Employees and other agency members of special programs, initiatives, or task forces are also eligible to receive the Unit Citation.

#### *5. Employee of the Month Award*

- a. Throughout the month, the nominee must have fostered a positive work environment on a consistent basis.
- b. Throughout the month, the nominee should have demonstrated that they have been a team player and worked toward furthering the goals and objectives of the Bureau or Unit and/or the entire Sheriff's Office on a consistent basis.
- c. Nominees must not be sick time abusers. However, a single sick occurrence during the month does not automatic eliminate an otherwise qualified employee.
- d. A single positive event may be factored, but only if **ALL** of the above criteria is met (It is not necessary to have an exceptional event to be submitted for employee of the month. Those types of events should be submitted separately EVERY time they occur.)

#### *6. Civilian Service Medal*

- a. The Civilian Service Award may be presented to a nonoffice individual who acted in the circumstances requiring unusual courage or heroism while assisting members of the Sheriff's Office or other citizens.

#### *7. Martha F. Wilson Humanitarian Award*


- a. The Martha F. Wilson Humanitarian Award shall be presented to an employee who has distinguished themselves through volunteer community service, whose benevolent actions have improved the community through volunteer programs,

social groups, outreach programs, sports programs, medical care, after school groups or any other worthy cause.

- b. Employees are not eligible if there were any personal gain, financial compensation, special services, or privileges in exchange for the act(s).
- c. The recipient of this award will be selected by the Sheriff's designee.



Effective Date:	<b>2/23/2023</b>
Revised From:	
References	

Subject:	<b>NEPOTISM/CONFLICT OF INTEREST</b>		
Distribution:	<b>ALL PERSONNEL</b>	Pages	<b>2</b>
			<b>SHERIFF</b>

## **GENERAL 98.00 NEPOTISM/CONFLICT OF INTEREST**

### **I. AUTHORITY**

By the authority vested in the Office of the Sheriff of Camden County, this policy is established in accordance with P.L. 2021, Chapter 406. No relative of the current Camden County Sheriff is permitted to be hired as an employee of the Camden County Sheriff's Office.

### **II. INTRODUCTION**

This policy shall apply to all hiring and promotions with the Camden County Sheriff's Office. The only exception to this rule is if the hire is required by Civil Service Certification.

### **III. MECHANICS**

#### **A. Hiring of New Employees**

1. The term "relative" shall be defined as parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, in-law or step-



relative, domestic partner or cohabitant, first and second cousin or a person with whom a significant personal relationship exists in the same household.

2. When an individual seeks employment with the Camden County Sheriff's Office in any capacity, the applicant will be asked on the application form if he/she has any relatives currently employed at the Camden County Sheriff's Office.
3. If an applicant for a position in the Camden County Sheriff's Office responds that he/she is a relative of the Sheriff, he/she will be disqualified from further consideration. *The only exception to this rule is if the hire is required by Civil Service Certification.* If the response is negative, evaluation of a candidate will proceed.
4. If it is found an employee made a false statement in the application process, he/she will be subject to termination.
5. This policy shall operate prospectively and shall not affect the employment, termination, promotion, or demotion of any person presently employed by the Camden County Sheriff's Office.

**B. Supervision Practices**

1. If relatives of current Camden County Sheriff' Office employees are considered for employment, it is necessary for the Sheriff or his/her designee to certify that the hire of such individual will not result in one relative supervising another relative.
2. Related employees on the payroll shall not report to a relative during regularly scheduled shifts. This prohibition does not apply to occasional assignments, overtime, or specialized teams.
3. Supervision shall include permanent shift commanders in 24-hour operations

APPENDIX A  
**OFFICE OF THE SHERIFF CAMDEN COUNTY**  
**APPLICATION FOR AUTHORIZATION TO HIRE OFF-DUTY CAMDEN COUNTY**  
**SHERIFF'S OFFICERS UNDER RESOLUTION # 27**

NAME OF FIRM OR COMPANY: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS OF FIRM OR COMPANY: \_\_\_\_\_

\_\_\_\_\_  
PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF PERSON REQUESTING PERMISSION TO HIRE OFF-DUTY SHERIFF'S OFFICER:

\_\_\_\_\_  
POSITION OR TITLE OF PERSON DOING THE HIRING: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS WHERE OFFICER (S) WILL BE WORKING (IF DIFFERENT FROM ABOVE):

\_\_\_\_\_  
NATURE OR TYPE OF BUSINESS THE EMPLOYING FIRM DOES: \_\_\_\_\_

\_\_\_\_\_  
NATURE OR TYPE OF WORK TO BE PERFORMED BY OFF-DUTY OFFICER (S): \_\_\_\_\_

\_\_\_\_\_  
NUMBER OF OFFICERS NEEDED: \_\_\_\_\_

SCHEDULE THEY WILL WORK: \_\_\_\_\_

\_\_\_\_\_  
ARE THESE OFFICER (S) REQUIRED TO BE ARMED? \_\_\_\_\_

ARE THESE OFFICER (S) REQUIRED TO BE IN THE UNIFORM OF THE CAMDEN COUNTY  
SHERIFF'S DEPARTMENT? \_\_\_\_\_.

TYPE OF LEVEL OF EMPLOYMENT REQUESTED? \_\_\_\_\_.

Level# 1 Employment: Inside protective services, churches, synagogues, and non-profit organizations.  
Level# 2 Employment: Outside non-traffic protective services.  
Level# 3 Employment: Traffic direction and control assignment.

HAVE YOU BEEN PROVIDED WITH THE HOURLY RATES ASSOCIATED WITH EACH  
RESPECTIVE LEVEL OF EMPLOYMENT REQUESTED? \_\_\_\_\_.

HAS THE MANNER IN WHICH YOU ARE REQUIRED TO PAY FOR THE SERVICES  
PROVIDED THROUGH THE ESTABLISHED INVOICE SYSTEM BEEN EXPLAINED  
TO YOU IN DETAIL? YES: \_\_\_\_\_ NO: \_\_\_\_\_

REQUESTED STARTING DATE FOR THIS DUAL EMPLOYMENT ASSIGNMENT? \_\_\_\_\_  
\_\_\_\_\_

ANTICIPATED TERMINATION DATE: \_\_\_\_\_

NAME OF CCSD SCHEDULE COORDINATOR: \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

PRINTED NAME & SIGNATURE OF CCSD PERSON RECEIVING REQUEST:

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

**REVIEW & ENDORSEMENTS**

INVESTIGATING IAB OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

IAB COMMANDER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

STAFF ATTORNEY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

SHERIFF OR DESIGNEE \_\_\_\_\_

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**A COPY OF APPROVED REQUEST WILL BE FORWARDED TO THE CAMDEN**

**COUNTY SHERIFF'S DEPARTMENT PERSONNEL DEPARTMENT**

**APPENDIX B**  
**OFFICE OF THE SHERIFF CAMDEN COUNTY**  
**REQUEST FOR AUTHORIZATION FOR OUTSIDE EMPLOYMENT**

NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_ SHIFT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF FIRM OR COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF EMPLOYER (PERSON HIRING YOU): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS WHERE YOU WILL BE WORKING (IF DIFFERENT FROM ABOVE):

\_\_\_\_\_ PHONE: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

SCHEDULE YOU WILL WORK: \_\_\_\_\_

ARE YOU REQUIRED TO BE ARMED?: \_\_\_\_\_

IF YES, WILL YOU UTILIZE YOUR DEPARTMENT ISSUED FIREARM: \_\_\_\_\_

IF UTILIZING YOUR PERSONAL FIREARM:

\_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ SERIAL # \_\_\_\_\_ CALIBER

ARE YOU REQUIRED TO BE IN UNIFORM? \_\_\_\_\_

ARE YOU REQUIRED TO BE IN THE UNIFORM OF THE C.C.S.O.?: \_\_\_\_\_

NATURE OF WORK TO BE PERFORMED: \_\_\_\_\_

IS UNION MEMBERSHIP REQUIRED?: YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF YES, NAME OF UNION: \_\_\_\_\_

PROTECTION PROVIDED BY EMPLOYER: SS: \_\_\_\_\_

WORKMEN'S COMP: \_\_\_\_\_

HEALTH/ACCIDENT: \_\_\_\_\_ LIABILITY COVERAGE: \_\_\_\_\_

HOURLY RATE OR SALARY YOU WILL BE PAID \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ ANTICIPATED TERM DATE: \_\_\_\_\_

**ENDORSEMENTS**

SUPERVISOR: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

IAB COMMANDER: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

SHERIFF: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

**I HAVE RECEIVED A COPY OF THE STANDARD OPERATING PROCEDURE.**

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**UPON COMPLETION THE EMPLOYEE WILL FORWARD THIS APPLICATION TO THE INTERNAL AFFAIRS BUREAU.**

APPENDIX C

**REQUEST TO WEAR THE FOLLOWING UNIFORM OR PLAIN CLOTHES:**

**1. DESCRIPTION OF UNIFORM:**

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**2. REASON TO WEAR REQUESTED UNIFORM:**

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Approval: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

SHERIFF: \_\_\_\_\_



# APPENDIX D

## **OFFICE OF THE SHERIFF CAMDEN COUNTY** **REQUEST FOR AUTHORIZATION FOR OUTSIDE EMPLOYMENT UNDER RESOLUTION #27**

NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

NAME OF FIRM OR COMPANY: \_\_\_\_\_

ADDRESS OF FIRM OR COMPANY: \_\_\_\_\_

\_\_\_\_\_ PHONE#: \_\_\_\_\_

NAME OF PERSON HIRING YOU: \_\_\_\_\_

POSITION OR TITLE OF PERSON HIRING YOU: \_\_\_\_\_

ADDRESS WHERE YOU WILL BE WORKING (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

\_\_\_\_\_

NATURE OF THE EMPLOYING FIRM: \_\_\_\_\_

NATURE OF WORK TO BE PERFORMED: \_\_\_\_\_

SCHEDULE YOU WILL WORK: \_\_\_\_\_

DUAL EMPLOYMENT COORDINATOR: \_\_\_\_\_

ARE YOU REQUIRED TO BE ARMED?: \_\_\_\_\_

IF YES, WILL YOU UTILIZE YOUR DEPARTMENT ISSUED FIREARM: \_\_\_\_\_

IF UTILIZING YOUR PERSONAL FIREARM, DATE QUALIFIED: \_\_\_\_\_

\_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ SERIAL # \_\_\_\_\_ CALIBER \_\_\_\_\_

WILL YOU BE REQUIRED TO WORK IN UNIFORM? \_\_\_\_\_

DUAL EMPLOYMENT LEVEL RATING: \_\_\_\_\_

DUAL EMPLOYMENT STARTING DATE: \_\_\_\_\_

ANTICIPATED TERMINATION DATE: \_\_\_\_\_

I HAVE RECEIVED A COPY OF THE DUAL EMPLOYMENT STANDARD OPERATING PROCEDURE AS OUTLINED IN GENERAL ORDER# 06.00

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee Forward Through Chain of Command for Endorsements and Submission to IAB

**ENDORSEMENTS:** (Note any Disciplinary or Attendance Issues in Comments)

IMMEDIATE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
BUREAU COMMANDER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
IAB COMMANDER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
SHERIFF: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

\_\_\_\_\_

APPENDIX E

Camden County Office of the Sheriff

Dual Employment TimeSheet

**(Print)**

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Employee Name/Badge#: \_\_\_\_\_

DATES WORKED	# OF HOURS WORKED	RATE OF PAY	\$ SUB-TOTAL

(-) Minus Admin Fee: \_\_\_\_\_

(Grand Total \$): \_\_\_\_\_

Due Officer

The hours worked and rates of pay submitted for the employee referenced above has been checked and is hereby verified as being correct.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COORDINATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(For Administrative Use Only)

IAB Invoice # Assigned: \_\_\_\_\_ Date Received: \_\_\_\_\_ IAB Inv: \_\_\_\_\_

Forwarded to Payroll: \_\_\_\_\_ Received @ Payroll by: \_\_\_\_\_

Invoice Sent For Payment by IAB Inv: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received By IAB Inv: \_\_\_\_\_ Date Rcvd: \_\_\_\_\_

Payment Forwarded To Treasurer by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received @ Treasurer's Office By: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX GENERAL 09.00  
OFFICE OF THE SHERIFF CAMDEN COUNTY  
OFF DUTY INJURY REPORT**

<b>LAST NAME</b>		<b>FIRST</b>	
<b>ASSIGNMENT</b>		<b>SHIFT</b>	
<b>ADDRESS</b>		<b>TITLE</b>	
<b>CITY</b>		<b>ST</b>	
		<b>ZIP</b>	
<b>DATE OF REPORT</b>			
<b>DATE &amp; TIME OF INJURY</b>			
<b>EXPLAIN IN DETAIL HOW INJURY OCCURRED</b>			
<b>WITNESS TO ACCIDENT</b>	NAME:	PHONE:	
	ADDRESS:		
	CITY:	STATE:	ZIP:
<b>NOTE: Use reverse side for additional witnesses or information.</b>			
<b>TREATMENT</b>	<b>ATTENDING PHYSICIAN:</b>		
	NAME:	PHONE:	
	ADDRESS:		
	CITY:	STATE:	ZIP:
	<b>LOCATION OF TREATMENT:</b>		
	NAME:	PHONE:	
	ADDRESS:		
	CITY:	STATE:	ZIP:
	<b>PHYSICIAN'S DIAGNOSES:</b>		
<b>DATE OF EXPECTED RETURN TO FULL DUTY</b>			
<b>EMPLOYEE'S SIGNATURE AND DATE</b>			



Gilbert L. "Whip" Wilson  
Sheriff

New Jersey

APPENDIX 12.00 EMERGENCY

PREPAREDNESS FORM

Employee Name/Badge #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1)Emergency Contact Name: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

2)Emergency Contact Name: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

List two (2) Officers you would prefer to make notification to family and or emergency contact in the event of an emergency.

Officer (1): \_\_\_\_\_ Phone: \_\_\_\_\_

Officer (2): \_\_\_\_\_ Phone: \_\_\_\_\_

List any Allergies/ Medical conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Religious Preference: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# GENERAL 22.00 APPENDIXES

## CAMDEN COUNTY SHERIFF'S OFFICE OLEORESIN CAPSICUM (OC) APPLICATION REPORT

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SHERIFF'S OFFICER: \_\_\_\_\_ BADGE NUMBER: \_\_\_\_\_  
UNIT: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_  
DATE: \_\_\_\_\_ CCSO FILE NO.: \_\_\_\_\_

TIME OF INCIDENT: \_\_\_\_\_ AGE: \_\_\_\_\_

NAME OF SUBJECT SPRAYED: \_\_\_\_\_

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**1. EFFECTIVENESS OF SPRAY:**

- IMMEDIATE                       IN LIEU OF GREATER MEANS OF FORCE
- INEFFECTIVE (EXPLAIN)       OTHER (EXPLAIN)

**2. DEPARTMENT PERSONNEL WHO WERE:**

- INJURED                               ALONE
- UNINJURED                           WITH OTHERS INCIDENTLY EXPOSED  
(EXPLAIN)
- KILLED (EXPLAIN)

**3. SUBJECT/SUBJECTS WAS:**

- INJURED                               KILLED (EXPLAIN)
- UNINJURED                           WITH OTHER INCIDENTLY EXPOSED  
(EXPLAIN)

**4. DESCRIPTION OF SUBJECT:**

- MALE              RACE:       CAUCASIAN       HISPANIC       ASIAN
- FEMALE               BLACK       AMERICAN INDIAN       OTHER

**5. FIRST AID:**

- REQUIRED (EXPLAIN)       NOT REQUIRED (EXPLAIN)

**6. PRE-EXISTING MEDICAL CONDITION OF SUBJECT AND DEPARTMENT PERSONNEL IF KNOWN:**

- KNOWN (EXPLAIN)       UNKNOWN (EXPLAIN)

**CAMDEN COUNTY SHERIFF'S OFFICE  
OLEORESIN CAPSICUM (OC) APPLICATION REPORT**

1. DEPARTMENT PERSONNEL WHO WERE INJURED/KILLED:

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2. SUBJECT OR SUBJECTS INJURED/KILLED:

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3. FIRST AID GIVEN:

SUBJECT:

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4. PRE-EXISTING MEDICAL CONDITIONS:

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5. ADDITIONAL COMMENTS:

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TO:

FROM:

DATE:

RE: O.C. APPLICATION ANNUALREPORT

**Sir:**

**Below is a total number of O.C. Applications applied by Camden County Sheriff's Officers in the performance of their duties to include any and all injuries as a direct result of those applications.**

**NUMBER OF APPLICATIONS:** \_\_\_\_\_

**NUMBER OF INJURIES:** \_\_\_\_\_

**O.C. INSTRUCTOR'S SIGNATURE:**

\_\_\_\_\_

**RANK:**

\_\_\_\_\_

**DEPARTMENT:**

\_\_\_\_\_

# OFFICE OF THE SHERIFF CAMDEN COUNTY

## Appendix 26.00:

Example Uniform Traffic Ticket  
Reverse side of Ticket (Hardy Copy)  
Reverse side of Officer's Copy

*Administrative Office of the Courts Instructions and Procedures for  
revised Uniform Traffic Ticket (effective April 14, 2021)*



COURT I.D.	PREFIX	TICKET NUMBER	Municipal Court of Anytown 123 Main Street Anytown, NJ 00000				
<b>YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED:</b>							
Driver's Lic. No.							
				Exp. Date	State	<input type="checkbox"/> Commercial License	
<b>THE UNDERSIGNED CERTIFIES THAT</b>							
Name	First	Initial	Last	(Please Print)			
Address							
City	State	Zip Code	Telephone	<input type="checkbox"/> Check if cell phone			
Email Address					Restrictions		
Birth Date	Eyes	Sex	Height	Ethnicity	Race		
<b>DID UNLAWFULLY (PARK) (OPERATE) A</b>							
Make of Vehicle	Year	Body Type	Color	<input type="checkbox"/> Commercial Vehicle			
				<input type="checkbox"/> Omnibus			
License Plate No.	State	Exp. Date	<input type="checkbox"/> Hazardous Material				
			<input type="checkbox"/> Out of Service				
Offense Date	Month	Day	Year	Time	:	AM PM	
LOCATION OF OFFENSE	C	O	D	E	Describe Location		
Municipality	County		Mun. Code (Offense)				
<b>AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE (ONE CHARGE PER COMPLAINT)</b>							
TRAFFIC OFFENSES – (Check One) – TITLE 39							
<input type="checkbox"/> 3-4 Unregistered vehicle	<input type="checkbox"/> 3-74 Obstruction of windshield						
<input type="checkbox"/> 6B-2 No liability insurance coverage	<input type="checkbox"/> 3-76.2f Failure to wear seatbelt						
<input type="checkbox"/> 3-29 Failure to exhibit documents	<input type="checkbox"/> 4-81 Failure to observe signal						
<input type="checkbox"/> D.L. or <input type="checkbox"/> REG. or <input type="checkbox"/> INS.	<input type="checkbox"/> 4-97 Careless driving						
<input type="checkbox"/> 3-33 Unclear plates	<input type="checkbox"/> 4-97.3 Use of hand-held device						
<input type="checkbox"/> 3-40 Driving after DL/Reg Suspended	<input type="checkbox"/> 4-144 Failure to stop or yield						
<input type="checkbox"/> 3-66 Maintenance of Lamps	<input type="checkbox"/> 8-1 Failure to inspect						
<input type="checkbox"/> 4-98 Speeding _____ MPH in a _____ MPH Zone							
IN EXCESS OF SPEED LIMIT BY:							
<input type="checkbox"/> 1-9 MPH	<input type="checkbox"/> 10-14 MPH	<input type="checkbox"/> 15-19 MPH	<input type="checkbox"/> 20-24 MPH	<input type="checkbox"/> 25-29 MPH	<input type="checkbox"/> 30-34 MPH		
<input type="checkbox"/> 65 MPH Zone	<input type="checkbox"/> Safe Corridor	<input type="checkbox"/> Construction Zone					
PARKING OFFENSE							
<input type="checkbox"/> Overtime Meter No.	<input type="checkbox"/> Prohibited Area	<input type="checkbox"/> Double					
OTHER TRAFFIC/PARKING OFFENSE (Describe)							
Statute No.			Ordinance/Code No.				
The undersigned further states that there are just and reasonable grounds to believe that you committed the above offense and will file this complaint in this court charging you with that offense.					Month	Day	Year
Signature of Complaining Witness				Officer's ID No.			
<b>NOTICE TO APPEAR</b>							
<input type="checkbox"/> COURT APPEARANCE REQUIRED	Court Date	Month	Day	Year	Time	:	AM PM
<input type="checkbox"/> Accident <input type="checkbox"/> Prop. Damage <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Bodily Injury <input type="checkbox"/> Death/Serious Bodily Injury							
CONDITIONS	AREA	<input type="checkbox"/> Business	<input type="checkbox"/> School	<input type="checkbox"/> Residential	<input type="checkbox"/> Rural		
	ROAD	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Snow	<input type="checkbox"/> Ice		
	TRAFFIC VISIBILITY	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy			
		<input type="checkbox"/> Clear	<input type="checkbox"/> Rain	<input type="checkbox"/> Snow	<input type="checkbox"/> Fog		
Equipment	<input type="checkbox"/> Speed Measurement Device <input type="checkbox"/> Pace <input type="checkbox"/> DRE <input type="checkbox"/> EBDT <input type="checkbox"/> Blood Test <input type="checkbox"/> Urine Test						
Equipment Operator's Name			Operator ID No.	Unit Code			

**1. PLEA OF NOT GUILTY**

If you wish to plead not guilty, you must notify the court at the address and telephone number as shown below at least 5 days prior to the court date listed on the front of this ticket. **Please confirm with the court your contact information including your email address and telephone number.** If you fail to notify the court, it may be necessary for you to make additional court appearances.

**2. PAYMENT AND GUILTY PLEA**

You may plead guilty and pay the penalty if the check box "Court Appearance Required" has not been checked on the reverse side and the offense is payable without the necessity of a court appearance. Go to [www.NJMCdirect.com](http://www.NJMCdirect.com) to determine if the offense is payable and the amount of the penalty. You may plead guilty and pay this ticket online through that website. You may also plead guilty and pay the penalty at the court or you may mail this ticket, together with payment in the amount of the penalty, to the court at the address indicated below. **Payments must be made prior to the court date displayed on the front of this ticket.**

Payments by mail are to be made by check or money order payable to this Municipal Court. **Do not send cash.** Please print the ticket number on the front of the check or money order. If payment is received by the court after your court date, you may be assessed additional penalties. A receipt will be sent to you only if your payment is accompanied by a self-addressed, stamped envelope.

If you wish to plead guilty, but are unable to pay your fines and costs in full, go to [www.NJMCdirect.com](http://www.NJMCdirect.com) or contact the court for more information.

**3. OFFENSE IS NOT PAYABLE OR COURT APPEARANCE REQUIRED**

If the offense charged on the reverse is not payable, or if "Court Appearance Required" is checked (see check box on reverse side), you must appear on the date and time indicated even if you wish to plead guilty. Contact the court to confirm your appearance, email address, and telephone number. The court may schedule you to appear in person or by video. You may also be able to resolve your matter online (see section 4 below).

**4. ONLINE PLEA OPTIONS**

Please visit [www.NJMCdirect.com](http://www.NJMCdirect.com) for information on how to resolve matters online without having to appear in court. You may be able to submit a request through the online Municipal Case Resolution system to, among other things, plead guilty or not guilty to the offense charged on the front of this ticket or to submit a request for a lesser charge to the municipal prosecutor.

**For more information on any of the above or to pay online go to:**

[www.NJMCdirect.com](http://www.NJMCdirect.com)

or

**You may contact the Municipal Court directly at:**

**NOTICE**

Except for a parking ticket, a record of this conviction will be sent to the Motor Vehicle Commission (MVC) that issued your license. If you hold a commercial driver's license and you are convicted of two or more serious traffic violations, the MVC may, depending on your record, suspend your commercial driving privileges *even if the violations were committed in a non-commercial motor vehicle.* For more information, visit the official MVC web site at [www.NJMVC.gov](http://www.NJMVC.gov).

Send payment to:

Hours of operation

PLEASE NOTIFY THE COURT OF DISABILITY ACCOMMODATION NEEDS





## ADMINISTRATIVE OFFICE OF THE COURTS

### INSTRUCTIONS AND PROCEDURES FOR THE REVISED UNIFORM TRAFFIC TICKET (UTT-1) EFFECTIVE APRIL 14, 2021.

To: Judges, Directors and Administrators of  
The Municipal Courts:

Attached are samples of the revised form of the Uniform Traffic Ticket with accompanying instructions that are prescribed, **effective April 14, 2021** pursuant to Rule 7:2-1.

**Effective August 1, 2021, only the attached revised form of the Uniform Traffic Ticket (designated UTT-1) are authorized for use in all parking and other traffic matters. The UTT eliminated the listing of payable amounts and provides guidance to defendants that they may either go to [www.NJMCdirect.com](http://www.NJMCdirect.com) or contact the municipal court to determine if the offense is payable and, if so, the payable amount.**

The following INSTRUCTIONS TO MUNICIPAL COURT JUDGES are intended to facilitate the procurement and standardized use of this Uniform Traffic Ticket. These instructions are an integral part of this prescribed Uniform Traffic Ticket.

#### INSTRUCTIONS TO MUNICIPAL COURT JUDGES

##### I. USE OF THE UNIFORM TRAFFIC TICKET

Pursuant to R. 7:2-1, this revised form of the Uniform Traffic Ticket is intended for use in all parking and other traffic matters committed on and after April 14, 2021.

**Special Note:** The Uniform Traffic Ticket is not to be used when a private citizen is the complaining witness for complaints charging any parking or traffic offense. Rather, the Special Form of Complaint and Summons is to be used.

##### II. CONTROL, RESPONSIBILITY, PURCHASE AND INVENTORY

###### 1. Municipal Courts

Each municipal court judge is responsible for the control of all Uniform Traffic Tickets used by local law enforcement officers, R. 7:2-1(f)(3). This includes

Uniform Traffic Tickets issued by local agencies, such as parking authorities. Each municipal court judge (or court director or court administrator under the direction of the judge) shall arrange for the acquisition of the needed supply of the Uniform Traffic Tickets in accordance with county or municipal purchasing procedures. Upon delivery, the judge (court director or court administrator under the direction of the judge) shall inspect the tickets for correctness and note in the traffic ticket control record the date of receipt, the number of tickets received, and the first and last ticket number. Uniform Traffic Tickets are to be stored in a safe place, under the exclusive control of the court, until distributed for use by local law enforcement officers.

###### 2. State, County, Local or Other Authorized Agencies

With the written authorization of and in the manner prescribed by the Administrative Director of the Courts, the head of any State, county, local or other authorized agency having law enforcement responsibilities may purchase, maintain records and control the distribution and use of this Uniform Traffic Ticket by their law enforcement officers.

###### 3. Ticket Inventory

To assist the judge in periodically determining the quantity of forms to order, the appropriate officials of the county, municipality or other authorized agency responsible for law enforcement should be requested to project the number of forms that will be necessary for a three month period. In anticipation of future changes in the form of this Uniform Traffic Ticket, it is recommended that a municipal court, State, county, local or other authorized agency not maintain more than a three month supply.

##### III. SPECIFICATIONS AND PRINTING

###### 1. General

The Uniform Traffic Ticket, in the form of the attached sample, is to be top bound, numbered consecutively (alpha prefixes

and suffixes are optional but recommended) and contain the following four parts: (1) the court's original copy, (2) the police copy, (3) the officer's copy, and (4) the defendant's copy. The "Court I.D." number should be pre-printed unless a modification is approved for multiple jurisdiction law enforcement agencies or other good cause in accordance with paragraph "i" below.

The following additional requirements also apply:

- a) The color of each part and the top to bottom binding sequence are as follows:
  1. Court's original copy – White
  2. Police copy – Blue
  3. Officer's copy – Yellow
  4. Defendant's copy (hard copy) – Beige
- b) The text of each part of this form is to be printed in black ink, except as noted in subsections c) and d) below. The shaded and bold text portions of the sample are to be duplicated on all parts of the printed form.
- c) The following material is to be printed in red ink:
  1. The outline of the box labeled "License Plate No." is to be outlined in red;
  2. The phrases "65 MPH Zone," "Safe Corridor" and "Construction Zone" and their corresponding check boxes located in the "TRAFFIC OFFENSES" section on the front of the Complaint-Summons;
  3. The words "Complaint-Summons" (Court's Copy), "Police Record," "Officer's Copy" and "Complaint Summons" (Defendant's Copy) at the top and bottom of the front of each copy of the Complaint-Summons;
  4. "COURT APPEARANCE REQUIRED" (language and check box) located in the NOTICE TO APPEAR section on the front of the Complaint-Summons;
  5. The text "Death/Serious Injury" should be bold red text.
  6. The text (not including the title)

under NOTICE located on the back of the defendant's copy; and

7. The language and box on the defendant's copy pertaining to NJMCDirect.com and all references to www.NJMCdirect.com on the back of the defendant's copy must also be in red.

- d) The consecutive ticket numbers and court identification number on the face of this Uniform Traffic Ticket may be printed in either red or black ink.
- e) The size of the forms shall be 4"x 9" (plus ½" for top binding into books).
- f) All tickets must be numbered consecutively. They should be bound in books of at least ten. It is also permissible for the municipal court to maintain a limited supply of unbound tickets that may, when necessary, be issued to law enforcement officers.
- g) Use only "No Carbon Required" paper.
- h) Modifications: No modifications or deviations may be made to the Uniform Traffic Ticket without the express written approval of the Administrative Director of the Courts. Any proposed changes should be submitted in writing to the Administrative Director of the Courts for review and approval.

## 2. **OUTSIDE COVER INFORMATION**

The following information must be printed on the back of the outside cover of each book of Uniform Traffic Tickets:

**INSTRUCTIONS TO OFFICERS** (provided by the New Jersey Office of the Attorney General)

### **A. GENERAL**

1. At all times be COURTEOUS, FAIR and HONEST. Remember that public opinion of traffic enforcement is judged almost entirely by your conduct.
2. When issuing every Uniform Traffic Ticket:
  - Introduce yourself to the driver by saying, "I am (give your rank, name and the name of the enforcement

## **B. ERRORS/MISTAKES**

If the officer notes that an error has been made in writing the ticket, the officer should immediately stop writing the ticket. The officer may not cross out or erase any erroneous information. In these instances, the officer is to follow the procedures outlined in the Court's Administrative Directive #2-08, entitled "Procedures for the Dismissal of Municipal Court Complaints and Voiding Uniform Traffic Tickets and Special Forms of Complaints." With the exception of superseded tickets, the officer's request to void or dismiss these Uniform Traffic Tickets will require completion of the "Request to Dismiss or Void Complaint" form. Officers may obtain a copy of the Directive and/or form from their local municipal court.

The officer should then write a new ticket and file both with the court. Both tickets should be submitted to the court together, along with the "Request to Dismiss or Void Complaint" form explaining why the original ticket should be voided by the court. Therefore, no person may make any changes whatsoever in any part of the Uniform Traffic Ticket after the officer has started to fill it out. Amendments to tickets are within the sole province of the judge acting in open court.

## **C. ADDITIONAL INFORMATION (OPTIONAL)**

Additional information may be approved by the municipal court judge, State, county, local or other authorized agency head for printing on the top of the flap of each Uniform Traffic Ticket Book. Appropriate information might include:

- Calendar
- Emergency telephone numbers
- Other useful information for convenient reference

## **IV. COMMENTS OR SUGGESTIONS**

Any comments concerning the contents of this form or suggestions for its improvement will be welcomed and are encouraged. They may be forwarded to the:

**ADMINISTRATIVE OFFICE OF THE COURTS  
R.J. Hughes Justice Complex  
Municipal Court Services Division  
P.O. Box 986  
Trenton, New Jersey 08625**

/s/ Glenn A. Grant

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Glenn A. Grant, J.A.D.  
Acting Administrative Director of the  
Courts

DATE: April 14, 2021

**APPENDIX GENERAL 30.00**

To Whom It May Concern:

The purpose of this letter is to inform you that N.J.S.A. 17:29-A states:

No surcharges for damage to any property shall be imposed on or after the operative date of this act, unless there is an accident within a three year period immediately preceding the effective date of coverage which results in payments by \_\_\_\_\_ the insurer of at least \$300.00 property damage liability claim or any payment by \_\_\_\_\_ the insurer of a bodily injury claim arising out of a collision of a private \_\_\_\_\_ passenger automobile with a pedestrian.

Therefore, according to this law, your insurance firm may not assess an accident surcharge on your policy holder

\_\_\_\_\_ for accident report number \_\_\_\_\_ dated

\_\_\_\_\_ because the vehicle involved in this accident was insured by the State of New Jersey.

Sincerely,

\_\_\_\_\_  
Undersheriff, Camden County



# Use of Force Policy Addendum B

## Vehicular Pursuit Policy

### Contents

1	Purpose of Policy.....	1
2	Definitions.....	2
3	Deciding Whether to Pursue.....	4
4	Role of the Pursuing Officer.....	7
5	Vehicular Pursuit Restrictions.....	8
6	Authorized Tire Deflation Devices.....	10
7	Role of the Supervisor.....	12
8	Role of Police Communications.....	13
9	Reinstating Pursuits.....	13
10	Interjurisdictional Pursuits.....	13
11	Vehicular Pursuit Reporting.....	14
12	Vehicular Pursuit Review.....	15
13	Training.....	16
14	Individual Agency Policies.....	16

# 1 Purpose of Policy

- 1.1 The primary purpose of this policy is to secure a balance between the protection of the lives and safety of the public and police officers, and law enforcement's duty to enforce the law and apprehend violators. This Policy is intended to guide the circumstances under which officers may engage in vehicular pursuits. High-speed vehicular pursuits create a substantial risk of injury and fatalities. Over 10% of vehicular pursuits end up in accidents resulting in injuries or fatalities, including to officers, innocent third parties in vehicles unrelated to the pursuit, and pedestrians.
- 1.2 The pursuit policy was last updated in 2009. The policy succeeded initially in reducing the number of pursuits, injuries, and fatalities associated with them. However, after an initial decline, the number of pursuits has been increasing steadily since 2014. Since the policy was updated there have been almost 4,200 accidents during pursuits that resulted in over 2,800 injuries, including injuries to 625 law enforcement officers, 682 victims in third party vehicles, and 52 pedestrians. In that same period, there have been 59 fatalities associated with pursuits, including an officer, four third-party drivers, and eight pedestrians.
- 1.3 In recognition of this data and the substantial human costs associated with high-speed vehicular pursuits, this Policy further restricts the circumstances under which pursuits can be undertaken. The offenses for which officers may pursue suspects has been limited to only the most serious crimes. Significantly, both auto theft and most drug offenses have been removed from the list of crimes authorizing the initiation of a pursuit. This Policy creates a strong presumption against the initiation of pursuits for traffic violations and prohibits continuation of a pursuit based on the risk created by the speed or evasive driving of the fleeing suspect during the pursuit itself. It also requires greater oversight by supervisors, and mandates that a pursuit be terminated unless a supervisor affirmatively authorizes it to be continued.
- 1.4 Deciding whether to pursue a motor vehicle is among the most critical decisions made by law enforcement officers. It is a decision which must be made quickly and under difficult, often unpredictable circumstances. In recognition of the potential risk to public and officer safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for a decision not to engage in a vehicular pursuit or to terminate an ongoing vehicular pursuit based on the risk involved, even in circumstances where this Policy would permit the commencement or continuation of the pursuit. Likewise, officers who conduct pursuits consistent with this Policy will be strongly supported by the law enforcement community in any subsequent review of such actions.

## 2 Definitions

- 2.1 Authorized Tire Deflation Device.** A device designed and intended to produce a controlled deflation of one or more tires of a pursued vehicle and capable of operation consistent with criteria established in this Policy.
- 2.2 Boxing In.** The surrounding of a violator's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the violator's vehicle.
- 2.3 Divided Highway.** A road which includes a physical barrier between traffic traveling in opposite directions.
- 2.4 Heading Off.** An attempt to terminate a pursuit by pulling ahead of, behind, or toward a violator's moving vehicle to force it to the side of the road or to otherwise come to a stop.
- 2.5 Law Enforcement Officer.** Any person who is employed as a sworn member of any State, county, or municipal law enforcement agency, department, or division of those governments who is statutorily empowered to act for the detection, investigation, arrest, conviction, detention, or rehabilitation of persons violating the criminal laws of this State. The term law enforcement officer shall include sworn members of the New Jersey State Police, the Division of Criminal Justice and the Juvenile Justice Commission. It shall include State Correctional Police Officers pursuant to N.J.S.A. 2A:154-4, County Correctional Police Officers pursuant to N.J.S.A. 2A:154-3, Special Law Enforcement Officers of all classes pursuant to N.J.S.A. 40A:14-146.8 et seq., Humane Law Enforcement Officers appointed pursuant to N.J.S.A. 4:22-14.1 or 4:22-14.4, Auxiliary Police Officers appointed pursuant to N.J.S.A. App.A:9-45(c), and Constables appointed pursuant to N.J.S.A. 40A:9-120. For purposes of this policy, the terms law enforcement officer, police officer and officer shall have the same meaning.
- 2.6 Paralleling.** Street Paralleling is driving a police vehicle on a street parallel to a street on which a pursuit is occurring. Vehicle Paralleling is a deliberate offensive tactic by one or more patrol vehicles to drive alongside the pursued vehicle while it is in motion.
- 2.7 Pursuit Driving.** Pursuit driving is an active attempt by a law enforcement officer operating a motor vehicle and utilizing emergency warning lights and an audible device to apprehend one or more occupants of another moving vehicle when the officer reasonably believes that the driver of the fleeing vehicle is aware of the officer's attempt to stop the vehicle and is resisting apprehension by increasing vehicle speed, committing traffic violations or otherwise attempting to elude the officer. It shall not constitute pursuit driving if the fleeing vehicle follows all traffic regulations after the officer activates the emergency warning lights and audible device (siren).



- 2.8 Pursuit Vehicles.** A Primary Unit is the police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect). A Secondary Unit is any police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- 2.9 Roadblock.** A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effectuate the apprehension of a violator. An avenue of escape is a gap in a roadblock which requires the violator to decrease the vehicle's speed to permit the violator to bypass the roadblock. A blocking vehicle is a motor vehicle, often a law enforcement vehicle, which is placed perpendicular to a roadway or angled in such a way as to create a roadblock.
- 2.10 Supervisor.** A police officer who, by virtue of rank or assignment, is responsible for the direction or supervision of the activities of other police officers.
- 2.11 Vehicle Contact Action.** Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle.
- 2.12 Violator.** Any person who an officer reasonably believes (1) has committed, or is engaged in a conspiracy or attempt to commit, any crime of the first degree or one of the violent or serious crimes of the second degree enumerated in Section 3.2 of this policy, or (2) poses an imminent threat to the safety of the public or other police officers, as that threat is defined in Section 3.2 of this policy, set forth below.

## 3 Deciding Whether to Pursue

**3.1** A law enforcement officer has the authority, at all times, to attempt the stop of any person suspected of having committed any criminal offense or traffic violation. When the violator does not submit to the officer's lawful authority and bring the vehicle to a stop, the officer must determine whether to pursue that violator by continuing to attempt to stop the violator utilizing pursuit driving as defined herein. The officer's decision to pursue should always be undertaken with an awareness of the degree of risk to which the officer exposes law enforcement and the community by engaging in a vehicular pursuit. The officer must always weigh the need for immediate apprehension against the risk created by the pursuit.

**3.2** A law enforcement officer may only pursue under the circumstances described in subparagraph A or subparagraph B:

(a) when the officer reasonably believes that the violator has committed, or is engaged in a conspiracy or attempt to commit, any crime of the first degree or one of the following violent or serious crimes of the second degree:

- (1) Manslaughter, N.J.S.A. 2C:11-4;
- (2) Vehicular Homicide, N.J.S.A. 2C:11-5;
- (3) Aggravated Assault, N.J.S.A. 2C:12-1(b);
- (4) Disarming a Law Enforcement Officer, N.J.S.A. 2C:12-11;
- (5) Kidnapping, N.J.S.A. 2C:13-1;
- (6) Luring/Enticing a Child, N.J.S.A. 2C:13-6;
- (7) Human Trafficking, N.J.S.A. 2C:13-8;
- (8) Sexual Assault, N.J.S.A. 2C:14-2;
- (9) Robbery, N.J.S.A. 2C:15-1;
- (10) Arson, N.J.S.A. 2C:17-1;
- (11) Burglary, N.J.S.A. 2C:18-2;
- (12) Escape, N.J.S.A. 2C:29-5.

(b) when an officer reasonably believes that the violator poses an imminent threat to the safety of the public or other officers. This determination shall be made based upon the violator's actions or operation of the vehicle prior to the initiation of the attempted motor vehicle stop. The violator's subsequent actions, including speeding or evasive driving during the pursuit itself, although often supporting the criminal charge of Eluding, N.J.S.A. 2C:29-2(b), shall not constitute an authorization to initiate or continue a pursuit.

**3.2.1** Pursuit for motor vehicle offenses is not authorized under Paragraph 3.2 unless the violator's vehicle is being operated so as to pose an imminent threat to the safety of the public or other officers and that threat is based on the violator's actions or operation of the vehicle prior to the initiation of the attempted motor vehicle stop. There shall be a strong

presumption against the initiation of vehicular pursuits based solely on motor vehicle violations. Both supervisors and officers shall ensure that only in rare cases will a vehicular pursuit be initiated or continued for motor vehicle violations.

**3.3** In the event that one of the authorization requirements is satisfied, a pursuit shall not be automatically undertaken. An officer must still consider the following factors:

- (a) likelihood of successful apprehension;
- (b) whether the identity of the violator is known so that later apprehension is possible;
- (c) degree of risk created by pursuit:
  - (1) volume, type, speed and direction of vehicular traffic;
  - (2) nature of the area (residential, commercial, school zone, open highway, etc.);
  - (3) population density and volume of pedestrian traffic;
  - (4) environmental factors, such as weather and darkness; and
  - (5) road conditions (construction, poor repair, extreme curves, intersections controlled by traffic signals or signs, ice, etc.); and
- (d) police officer characteristics:
  - (1) driving skills;
  - (2) familiarity with roads; and
  - (3) condition of police vehicle.

**3.4** The pursuing officer shall terminate the pursuit under the following circumstances:

- (a) if instructed to do so by a supervisor;
- (b) if a supervisor has not affirmatively authorized the continuation of the pursuit after being notified and given an opportunity to assess the situation;
- (c) if the officer believes that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the violator;
- (d) if the violator's identity is established to the point where later apprehension may be accomplished and where there is no imminent threat to the safety of the public or police officers;
- (e) if the pursued vehicle's location is no longer known or the distance between the pursuing vehicles and the violator's vehicle becomes so great that further pursuit is futile;
- (f) if there is a person injured during the pursuit and there are no police or medical personnel able to render assistance;
- (g) if there is a clear and unreasonable danger to the police officer or the public. A clear and unreasonable danger exists when the pursuit requires that the vehicle be driven at excessive speeds or in any other manner which exceeds the performance capabilities of the pursuing vehicles or police officers involved in a pursuit; or

(h) if advised of any unanticipated condition, event, or circumstance that substantially increases the risk to public safety inherent in the pursuit.

**3.5** When a vehicular pursuit is terminated, officers shall immediately cease all emergency vehicle operations, including turning off all emergency warning lights and audible devices (sirens), and disengaging from the violator's vehicle.



## 4 Role of the Pursuing Officer

- 4.1** The decision to initiate and/or continue a vehicular pursuit requires weighing the need to immediately apprehend the violator against the degree of risk to which the officer and others are exposed as a result of the pursuit.
- 4.2** Upon the initiation of a pursuit, the pursuing officer shall immediately activate all emergency lights, siren, headlights, motor vehicle recorder (MVR), if equipped, and body worn camera (BWC), if equipped.
- 4.3** Once the pursuit has been initiated, the primary unit must immediately notify communications and a supervisor, providing as much of the following information as is known:
- (a) reason for the pursuit;
  - (b) direction of travel and designation and location of the roadway;
  - (c) traffic conditions;
  - (d) presence of pedestrians;
  - (e) identification of the violator's vehicle (year, make, model, color, vehicle registration number, and other identifying characteristics);
  - (f) information on the identity of the driver, if known;
  - (g) number of occupants;
  - (h) the speed of the pursued vehicle; and
  - (i) other information that may be helpful in deciding whether to terminate the pursuit or in resolving the incident.
- 4.4** The pursuing officer shall have a continuing duty to update the supervisor and communications on the above information as the incident develops.



## 5 Vehicular Pursuit Restrictions

- 5.1** No pursuit shall be conducted under the following circumstances:
- (a) in a direction opposite to the flow of traffic on a divided highway or a one-way street; or
  - (b) in a police vehicle in which an individual who is not a law enforcement officer is either the driver or passenger.
- 5.2** There shall be a strong presumption against the initiation or continuation of vehicular pursuits in areas where pedestrians are located or in areas of high density vehicular traffic.
- 5.3** No more than two police vehicles (primary unit and secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.
- 5.4** A motorcycle officer may initiate a pursuit, but will relinquish primary unit status immediately upon the participation of a marked police vehicle.
- 5.5** An unmarked police vehicle will not participate in a vehicular pursuit unless it is equipped with an emergency light and an audible device. The unmarked car shall relinquish primary unit status immediately upon the participation of a marked police vehicle.
- 5.6** To diminish the likelihood of a pursuit, an officer intending to stop a vehicle for any violation of the law shall, when possible and without creating a threat to public safety, close the distance between the two vehicles prior to activating emergency lights and an audible device. Officers shall recognize that, while attempting to close the distance and prior to the initiation of a pursuit and the activation of emergency lights and an audible device, they are subject to all motor vehicle laws governing the right of way (e.g., N.J.S.A. 39:4-91 and -92).
- 5.7** Throughout the course of a vehicular pursuit, pursuing officers shall not attempt to overtake or pass the violator's moving vehicle.
- 5.8** During the course of a pursuit and when approaching an intersection controlled by traffic signals or signs, or any other location at which there is a substantially increased likelihood of collision, the operator of any pursuit vehicle shall, prior to entering the intersection, reduce the vehicle's speed and control the vehicle so as to avoid collision with another vehicle or pedestrian. The officer shall observe that the way is clear before cautiously proceeding through the intersection. At all other times including an attempt to close the distance prior to the initiation of a pursuit and upon the termination of a pursuit, officers shall observe the applicable laws governing the right of way at intersections and other locations.

- 5.9** Officers involved in a pursuit shall not engage in vehicle paralleling.
- 5.10** There shall be no street paralleling along the route unless the pursuit passes through a patrol's assigned area. A patrol that is parallel-street-pursuing shall not join or interfere with a pursuit and shall stop all pursuit-related activity at the boundary of its assigned area.
- 5.11** Boxing-in or heading-off a violator's moving vehicle is permitted only under extraordinary circumstances. These tactics substantially increase the risk inherent in the pursuit and shall only be employed:
- (a) at low speeds; and
  - (b) with the approval of a supervisor; or
  - (c) in response to an imminent threat to the safety of the public or a police officer.
- 5.12** Roadblocks must only be employed as a last resort in circumstances where deadly force would otherwise be justified.
- (a) the use of a roadblock must be authorized by a supervisor;
  - (b) at no time will a roadblock be established until all pursuing police vehicles are made aware of the roadblock and its location and have acknowledged this awareness;
- 5.12.1** Once a roadblock has been established and a vehicle or barricade has been positioned in the roadway, there shall be:
- (a) adequate distance to see the roadblock;
  - (b) an avenue of escape; and
  - (c) no one in the blocking vehicle(s).
- 5.13** Officers involved in a pursuit shall not engage in any vehicle contact action except as a last resort to prevent imminent death or serious injury to the officer or another person where deadly force would otherwise be justified.
- 5.14** Officers shall not discharge a firearm against the driver or passenger of a moving vehicle except in the limited situations permitted under Section 4.6 of the Attorney General's Use of Force Policy.
- 5.15** Officers shall not discharge a firearm from a moving vehicle except in the limited situations permitted under Section 4.7 of the Attorney General's Use of Force Policy.

## 6 Authorized Tire Deflation Devices

- 6.1** Law enforcement agencies may choose to utilize authorized tire deflation devices during the course of a vehicular pursuit. Agencies that choose to employ this strategy may only utilize devices authorized by this Policy. As with all operational decisions made during the conduct of a vehicular pursuit, the use of such devices is subject to the assessment of inherent risk balanced against the need to apprehend a fleeing offender.
- 6.2** To be authorized for deployment and use under the vehicular pursuit policy, the tire deflation device shall:
- (a) producing a controlled deflation of one or more tires of a pursued vehicle;
  - (b) being deployed or activated immediately before the pursued vehicle drives over it, and removed or deactivated immediately after the pursued vehicle drives over it; and
  - (c) allowing the officer to remain a safe distance from the roadway at the time of deployment or activation.
- 6.3** Prior to the deployment and use of an authorized tire deflation device, the law enforcement agency shall to the following:
- (a) modify its vehicular pursuit policy to provide for the proper use of the authorized tire deflation device; and
  - (b) train all officers in the use of the authorized tire deflation device, which training must include practical, hands-on operation of the authorized tire deflation device.
- 6.4** The following are circumstances under which an authorized tire deflation device may be deployed:
- (a) an authorized tire deflation device may be utilized only after supervisory approval;
  - (b) an authorized tire deflation device shall not be used to stop motorcycles, mopeds, or similar vehicles;
  - (c) the authorized tire deflation device should not be used in locations where specific geographic features (e.g., sharp curves, alongside of rivers, steep embankments, etc.) increase the risk of serious injury to the officer, violator, or public;
  - (d) deployment locations should have reasonably good sight distances to enable the officer to observe the pursuit and other traffic as it approaches; and
  - (e) the officer deploying the authorized tire deflation device should not attempt to overtake and pass a high-speed pursuit in order to position the device.
- 6.5** Procedures for deployment of the authorized tire deflation device:
- (a) the officer deploying the authorized tire deflation device should do so from a position of safety;



- (b) the officer deploying the authorized tire deflation device should be in position to allow sufficient time for deployment;
- (c) the supervisor must coordinate the efforts of all law enforcement units involved in the pursuit;
- (d) the communications operator shall notify all units of the location of the authorized tire deflation device deployment;
- (e) the officer operating the authorized tire deflation device should take a position of safety as the pursued vehicle approaches;
- (f) the officer shall deploy or activate the authorized tire deflation device immediately before the pursued vehicle arrives at the point where it would impact the device;
- (g) the officer shall remove or deactivate the device immediately after the pursued vehicle goes over the authorized tire deflation device; and
- (h) the officer should immediately notify communications if the pursued vehicle impacted the authorized tire deflation device, if the officer observed any signs of deflation, and the direction and operation of the pursued vehicle after the impact.

**6.6** The use of an authorized tire deflation device shall be reported on a Vehicular Pursuit Report in the Attorney General’s Use of Force Reporting Portal.

## 7 Role of the Supervisor

- 7.1** Upon being notified or becoming aware of the pursuit, the supervisor shall decide as quickly as possible whether or not the pursuit shall be permitted to continue and shall broadcast that decision over the police radio channel by declaring “pursuit authorized” or “terminate pursuit.” In addition, if the supervisor decides to authorize the pursuit, the supervisor shall broadcast the underlying reason for authorizing the pursuit (e.g., “Pursuit authorized for armed robbery suspect.”).
- 7.2** The supervisor shall permit a pursuit to continue only under the following circumstances:
- (a) There is a reasonable belief that the violator has committed, or is engaged in a conspiracy or attempt to commit, any crime of the first degree or one of the violent or serious crimes of the second degree enumerated in Section 3.2 of this Policy; or
  - (b) There is a reasonable belief that violator poses an imminent threat to safety of the public or other police officers. This determination shall be made based upon the violator’s actions or operation of the vehicle prior to the initiation of the attempted motor vehicle stop. The violator’s subsequent actions, although often supporting the criminal charge of Eluding, N.J.S.A. 2C:29-2(b), shall not constitute an authorization to initiate or continue a pursuit.
- 7.3** The supervisor shall order a pursuit terminated at any time if he or she concludes that the danger to the pursuing officer(s) or the public outweighs the necessity for immediate apprehension of the violator.
- 7.4** The supervisor shall order the pursuit terminated if the suspect’s identity is established to the point where later apprehension may be accomplished and where there is no imminent threat to public safety.
- 7.5** In recognition of the overall population density and volume of vehicular traffic in this State, and the increased risk attendant to prolonged vehicular pursuits, a supervisor shall order the termination of any pursuit of protracted duration unless the supervisor determines that further pursuit is justified to respond to an imminent threat to public safety.
- 7.6** The supervisor shall ensure, for the duration of the pursuit, that this Policy and agency procedures are followed by all officers.

## 8 Role of Police Communications

- 8.1** The communications operator shall do the following during a vehicular pursuit:
- (a) immediately notify a police supervisor of a pursuit in progress if a supervisor has not already been otherwise notified;
  - (b) keep the supervisor apprised of the duration and progress of the pursuit; and
  - (c) obtain from the pursuing officer any information listed in Section 4.3 of this Policy that was not initially provided by the pursuing officer.
- 8.2** When possible, a police supervisor shall determine whether there is a need to assume control over and coordinate pursuit related communications.
- 8.3** All law enforcement agencies shall establish procedures to ensure that radio channels remain open for pursuit related transmissions and that all necessary information is made available to officers involved in the pursuit.

## 9 Reinstating Pursuits

- 9.1** Reinstatement of any previously terminated pursuit shall be undertaken consistent with the authorization criteria for originally initiating a pursuit.

## 10 Interjurisdictional Pursuits

- 10.1** The original pursuing jurisdiction shall provide timely notification of a pursuit in progress to any other jurisdiction into which the pursuit enters. Notifying another jurisdiction that a pursuit is in progress is not a request to join the pursuit. The pursuing agency shall advise if assistance is necessary. Whenever the pursuing officers are unfamiliar with the roadways and terrain of the jurisdiction into which the pursuit has entered, the pursuing agency shall, when possible, seek the assistance of, and be prepared to relinquish the pursuit to, the other agency.

## 11 Vehicular Pursuit Reporting

- 11.1** All law enforcement officers who operate law enforcement vehicles in vehicular pursuit situations shall complete a report in the Attorney General's Use of Force Reporting Portal. The report shall be completed by the officer within 24 hours of the vehicular pursuit and preferably before the end the shift in which the pursuit occurred. If the officer involved in the pursuit is unable to complete the report within 24 hours, it should be completed as soon the officer is able to do so, or by a supervising officer within 48 hours in accordance with a written policy to be established by the department or agency.
- 11.2** Vehicular pursuits resulting in the death or serious bodily injury of any civilian shall be handled in accordance with Attorney General Law Enforcement Directive 2019-4. As soon as any local, county, or state law enforcement agency learns of a vehicular pursuit that resulted in death or serious bodily injury to a civilian, the agency shall immediately notify the County Prosecutor's Office for the county in which the incident occurred, who shall in turn immediately notify the Attorney General's Office of Public Integrity and Accountability (OPIA) Director or their designee.



## 12 Vehicular Pursuit Review

- 12.1** Thorough and meaningful review of vehicular pursuit incidents is vital to ensuring the safety of law enforcement officers and the public. Every vehicular pursuit must undergo the following procedures for a meaningful command-level review pursuant to a written policy established by the law enforcement executive:
- (a) The meaningful command-level review of the incident shall be undertaken by at least two levels of supervisors. These levels may include the immediate supervisor, internal affairs, training officers, or command staff. At least one reviewer must be two levels or more above the officer who engaged in the vehicular pursuit;
  - (b) The review shall include an examination of all available sources of information about the incident, including any video of the incident, recordings of 911 calls and police radio transmissions, reports, officer or other witness statements, medical records, or records of injuries;
  - (c) The reviewing supervisors shall make a recommendation of what action, if any, should be undertaken, including policy changes, remedial training, disciplinary action, administrative action, or, if appropriate, referral for criminal prosecution; and
  - (d) The law enforcement executive, or a command level officer no more than one rank below the law enforcement executive for departments with more than 100 officers, shall review each vehicular pursuit investigation and approve or reject the recommendations of the supervisors who conducted the review. The law enforcement executive's decision, or the decision of the designee, shall be memorialized and retained in the vehicular pursuit investigative file.
- 12.2** The law enforcement executive shall conduct an annual review of all vehicular pursuit incidents in their department. The review shall include, at a minimum, the following:
- (a) analytical reports from the Attorney General's Use of Force Reporting Portal;
  - (b) an audit of BWCs and other videos on a risk-based and randomly selected basis;
  - (c) any internal affairs complaints; and
  - (d) an analysis of vehicular pursuits to ensure that they are being conducted without discrimination based on race, ethnicity, nationality, religion, disability, gender, gender identity, sexual orientation, or any other protected characteristic.
- 12.3** Based on that thorough review, the law enforcement executive shall determine whether changes in departmental structure, policy, training, or equipment are appropriate. The law enforcement executive shall then provide a written report documenting the annual review to the County Prosecutor for that department. Each County Prosecutor's Office and each statewide law enforcement agency shall make its report to the Attorney General's Office of Public Integrity and Accountability (OPIA).



## 13 Training

- 13.1 The Division of Criminal Justice, by June 21, 2021, shall develop a training program to explain the requirements of this Policy as they pertain to state, county, and local law enforcement agencies and officers. Such program shall be made available through the NJ Learn System or by other electronic means.
- 13.2 All state, county, and local law enforcement agencies shall provide training to all officers regarding the provisions of this policy before December 31, 2021.
- 13.3 All officers shall attend in-service vehicular pursuit training annually.
- 13.4 Vehicular pursuit training shall consist of knowledge of applicable statutes, familiarization with statewide police pursuit policy and departmental procedures, decision making skills, and the use of an authorized tire deflation device if employed by the agency.

## 14 Individual Agency Policies

- 14.1 Nothing in this policy prohibits state, county and municipal law enforcement agencies from adopting policies that impose additional restrictions on vehicular pursuits or that impose more extensive training or reporting requirements.

# OFFICE OF THE SHERIFF CAMDEN COUNTY

## Vehicular Pursuit Policy Appendix 31.00



# Use of Force Policy Addendum B

## Vehicular Pursuit Policy

### Contents

1	Purpose of Policy.....	1
2	Definitions.....	2
3	Deciding Whether to Pursue.....	4
4	Role of the Pursuing Officer.....	7
5	Vehicular Pursuit Restrictions.....	8
6	Authorized Tire Deflation Devices.....	10
7	Role of the Supervisor.....	12
8	Role of Police Communications.....	13
9	Reinstating Pursuits.....	13
10	Interjurisdictional Pursuits.....	13
11	Vehicular Pursuit Reporting.....	14
12	Vehicular Pursuit Review.....	15
13	Training.....	17
14	Individual Agency Policies.....	17

# 1 Purpose of Policy

- 1.1** The primary purpose of this policy is to secure a balance between the protection of the lives and safety of the public and police officers, and law enforcement's duty to enforce the law and apprehend violators. This Policy is intended to guide the circumstances under which officers may engage in vehicular pursuits. High-speed vehicular pursuits create a substantial risk of injury and fatalities. Over 10% of vehicular pursuits end up in accidents resulting in injuries or fatalities, including to officers, innocent third parties in vehicles unrelated to the pursuit, and pedestrians.
- 1.2** The pursuit policy was last updated in 2009. The policy succeeded initially in reducing the number of pursuits, injuries, and fatalities associated with them. However, after an initial decline, the number of pursuits has been increasing steadily since 2014. Since the policy was updated there have been almost 4,200 accidents during pursuits that resulted in over 2,800 injuries, including injuries to 625 law enforcement officers, 682 victims in third party vehicles, and 52 pedestrians. In that same period, there have been 59 fatalities associated with pursuits, including an officer, four third-party drivers, and eight pedestrians.
- 1.3** In recognition of this data and the substantial human costs associated with high-speed vehicular pursuits, this Policy further restricts the circumstances under which pursuits can be undertaken. The offenses for which officers may pursue suspects has been limited to only the most serious crimes. Significantly, most drug offenses have been removed from the list of crimes authorizing the initiation of a pursuit. This Policy creates a strong presumption against the initiation of pursuits for traffic violations and prohibits continuation of a pursuit based on the risk created by the speed or evasive driving of the fleeing suspect during the pursuit itself. It also requires greater oversight by supervisors, and mandates that a pursuit be terminated unless a supervisor affirmatively authorizes it to be continued.
- 1.4** Deciding whether to pursue a motor vehicle is among the most critical decisions made by law enforcement officers. It is a decision which must be made quickly and under difficult, often unpredictable circumstances. In recognition of the potential risk to public and officer safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for a decision not to engage in a vehicular pursuit or to terminate an ongoing vehicular pursuit based on the risk involved, even in circumstances where this Policy would permit the commencement or continuation of the pursuit. Likewise, officers who conduct pursuits consistent with this Policy will be strongly supported by the law enforcement community in any subsequent review of such actions.

## 2 Definitions

- 2.1** **Authorized Tire Deflation Device.** A device designed and intended to produce a controlled deflation of one or more tires of a pursued vehicle and capable of operation consistent with criteria established in this Policy.
- 2.2** **Boxing In.** The surrounding of a violator's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the violator's vehicle.
- 2.3** **Divided Highway.** A road which includes a physical barrier between traffic traveling in opposite directions.
- 2.4** **Heading Off.** An attempt to terminate a pursuit by pulling ahead of, behind, or toward a violator's moving vehicle to force it to the side of the road or to otherwise come to a stop.
- 2.5** **Law Enforcement Officer.** Any person who is employed as a sworn member of any State, county, or municipal law enforcement agency, department, or division of those governments who is statutorily empowered to act for the detection, investigation, arrest, conviction, detention, or rehabilitation of persons violating the criminal laws of this State. The term law enforcement officer shall include sworn members of the New Jersey State Police, the Division of Criminal Justice and the Juvenile Justice Commission. It shall include State Correctional Police Officers pursuant to N.J.S.A. 2A:154-4, County Correctional Police Officers pursuant to N.J.S.A. 2A:154-3, Special Law Enforcement Officers of all classes pursuant to N.J.S.A. 40A:14-146.8 et seq., Humane Law Enforcement Officers appointed pursuant to N.J.S.A. 4:22-14.1 or 4:22-14.4, Auxiliary Police Officers appointed pursuant to N.J.S.A. App.A:9-45(c), and Constables appointed pursuant to N.J.S.A. 40A:9-120. For purposes of this policy, the terms law enforcement officer, police officer and officer shall have the same meaning.
- 2.6** **Paralleling.** Street Paralleling is driving a police vehicle on a street parallel to a street on which a pursuit is occurring. Vehicle Paralleling is a deliberate offensive tactic by one or more patrol vehicles to drive alongside the pursued vehicle while it is in motion.
- 2.7** **Pursuit Driving.** Pursuit driving is an active attempt by a law enforcement officer operating a motor vehicle and utilizing emergency warning lights and an audible device to apprehend one or more occupants of another moving vehicle when the officer reasonably believes that the driver of the fleeing vehicle is aware of the officer's attempt to stop the vehicle and is resisting apprehension by increasing vehicle speed, committing traffic violations or otherwise attempting to elude the officer. It shall not constitute pursuit driving if the fleeing vehicle follows all traffic regulations after the officer activates the emergency warning lights and audible device (siren).

- 2.8** Pursuit Vehicles. A Primary Unit is the police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect). A Secondary Unit is any police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- 2.9** Roadblock. A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effectuate the apprehension of a violator. An avenue of escape is a gap in a roadblock which requires the violator to decrease the vehicle's speed to permit the violator to bypass the roadblock. A blocking vehicle is a motor vehicle, often a law enforcement vehicle, which is placed perpendicular to a roadway or angled in such a way as to create a roadblock.
- 2.10** Supervisor. A police officer who, by virtue of rank or assignment, is responsible for the direction or supervision of the activities of other police officers.
- 2.11** Vehicle Contact Action. Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle.
- 2.12** Violator. Any person who an officer reasonably believes (1) has committed, or is engaged in a conspiracy or attempt to commit, any crime of the first degree or one of the violent or serious crimes of the second degree enumerated in Section 3.2 of this policy, or (2) poses an imminent threat to the safety of the public or other police officers, as that threat is defined in Section 3.2 of this policy, set forth below.

### 3 Deciding Whether to Pursue

- 3.1** A law enforcement officer has the authority, at all times, to attempt the stop of any person suspected of having committed any criminal offense or traffic violation. When the violator does not submit to the officer's lawful authority and bring the vehicle to a stop, the officer must determine whether to pursue that violator by continuing to attempt to stop the violator utilizing pursuit driving as defined herein. The officer's decision to pursue should always be undertaken with an awareness of the degree of risk to which the officer exposes law enforcement and the community by engaging in a vehicular pursuit. The officer must always weigh the need for immediate apprehension against the risk created by the pursuit.
- 3.2** A law enforcement officer may only pursue under the circumstances described in subparagraph (a) or subparagraph (b):
- (a) when the officer reasonably believes that the violator has committed, or is engaged in a conspiracy or attempt to commit:
    - (1) any crime of the first degree, or
    - (2) one of the following violent or serious crimes of the second degree:
      - a. Manslaughter, N.J.S.A. 2C:11-4;
      - b. Vehicular Homicide, N.J.S.A. 2C:11-5;
      - c. Aggravated Assault, N.J.S.A. 2C:12-1(b);
      - d. Disarming a Law Enforcement Officer, N.J.S.A. 2C:12-11;
      - e. Kidnapping, N.J.S.A. 2C:13-1;
      - f. Luring/Enticing a Child, N.J.S.A. 2C:13-6;
      - g. Human Trafficking, N.J.S.A. 2C:13-8;
      - h. Sexual Assault, N.J.S.A. 2C:14-2;
      - i. Robbery, N.J.S.A. 2C:15-1;
      - j. Arson, N.J.S.A. 2C:17-1;
      - k. Burglary, N.J.S.A. 2C:18-2;
      - l. Escape, N.J.S.A. 2C:29-5;
      - m. Possession of a Firearm, Explosive or Destructive Device for an Unlawful Purpose, N.J.S.A. 2C:39-4(a) through (c);
      - n. Unlawful Possession of a Weapon (Machine Guns and Handguns), N.J.S.A. 2C:39-5(a) and (b); or
  - (3) one of the following other crimes:
    - a. Burglary of a Dwelling, N.J.S.A. 2C:18-2.  
Vehicular pursuits are authorized for the burglary of a dwelling. Vehicular pursuits are not authorized for the burglary of a commercial building,

- (b) whether the identity of the violator is known so that later apprehension is possible;
- (c) degree of risk created by pursuit:
  - (1) volume, type, speed and direction of vehicular traffic;
  - (2) nature of the area (residential, commercial, school zone, open highway, etc.);
  - (3) population density and volume of pedestrian traffic;
  - (4) environmental factors, such as weather and darkness; and
  - (5) road conditions (construction, poor repair, extreme curves, intersections controlled by traffic signals or signs, ice, etc.); and
- (d) police officer characteristics:
  - (1) driving skills;
  - (2) familiarity with roads; and
  - (3) condition of police vehicle.

**3.4** The pursuing officer shall terminate the pursuit under the following circumstances:

- (a) if instructed to do so by a supervisor;
- (b) if a supervisor has not affirmatively authorized the continuation of the pursuit after being notified and given an opportunity to assess the situation;
- (c) if the officer believes that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the violator;
- (d) if the violator's identity is established to the point where later apprehension may be accomplished and where there is no imminent threat to the safety of the public or police officers;
- (e) if the pursued vehicle's location is no longer known or the distance between the pursuing vehicles and the violator's vehicle becomes so great that further pursuit is futile;
- (f) if there is a person injured during the pursuit and there are no police or medical personnel able to render assistance;
- (g) if there is a clear and unreasonable danger to the police officer or the public. A clear and unreasonable danger exists when the pursuit requires that the vehicle be driven at excessive speeds or in any other manner which exceeds the performance capabilities of the pursuing vehicles or police officers involved in a pursuit; or
- (h) if advised of any unanticipated condition, event, or circumstance that substantially increases the risk to public safety inherent in the pursuit.

**3.5** When a vehicular pursuit is terminated, officers shall immediately cease all emergency vehicle operations, including turning off all emergency warning lights and audible devices (sirens), and disengaging from the violator's vehicle.



motor vehicle, shed or any other structure described in N.J.S.A. 2C:18-1. Vehicular pursuits shall continue to be authorized for any burglary during which the actor is armed with a weapon or injures a victim (second degree burglaries). See Section 3.2(a)(2)(k);

- b. Theft of a Motor Vehicle, N.J.S.A. 2C:20-3; N.J.S.A. 2C:20-2(b)(2)(b).  
This Policy authorizes vehicular pursuits for theft of a motor vehicle until at least December 31, 2022. The Office of Public Integrity & Accountability has been directed to review the available data as of that date, including stolen vehicle trends, effectiveness of pursuits, and resulting accidents, and determine whether this provision should remain or be modified. Absent additional action, this provision will remain in force after December 31, 2022;
- c. Receiving Stolen Property (Motor Vehicle Only), N.J.S.A. 2C:20-7; N.J.S.A. 2C:20-2(b)(2)(b). This Policy authorizes vehicular pursuits for receiving stolen property (motor vehicle) until at least December 31, 2022. The Office of Public Integrity & Accountability has been directed to review the available data as of that date, including stolen vehicle trends, effectiveness of pursuits, and resulting accidents, and determine whether this provision should remain or be modified. Absent additional action, this provision will remain in force after December 31, 2022;
- d. Bias Intimidation, N.J.S.A. 2C:16-1.

- (b) when an officer reasonably believes that the violator poses an imminent threat to the safety of the public or other officers. An imminent threat exists when an officer reasonably believes that the actions of the violator are immediately likely to result in death or serious bodily injury to another person absent action by the officer. This determination shall be made based upon the violator's actions or operation of the vehicle prior to the initiation of the attempted motor vehicle stop. The violator's subsequent actions, including speeding or evasive driving during the pursuit itself, although often supporting the criminal charge of Eluding, N.J.S.A. 2C:29-2(b), shall not constitute an authorization to initiate or continue a pursuit.

**3.2.1** Pursuit for motor vehicle offenses is not authorized under Paragraph 3.2 unless the violator's vehicle is being operated so as to pose an imminent threat to the safety of the public or other officers and that threat is based on the violator's actions or operation of the vehicle prior to the initiation of the attempted motor vehicle stop. There shall be a strong presumption against the initiation of vehicular pursuits based solely on motor vehicle violations. Both supervisors and officers shall ensure that only in rare cases will a vehicular pursuit be initiated or continued for motor vehicle violations.

**3.3** In the event that one of the authorization requirements is satisfied, a pursuit shall not be automatically undertaken. An officer must still consider the following factors:

- (a) likelihood of successful apprehension;

## 4 Role of the Pursuing Officer

- 4.1** The decision to initiate and/or continue a vehicular pursuit requires weighing the need to immediately apprehend the violator against the degree of risk to which the officer and others are exposed as a result of the pursuit.
- 4.2** Upon the initiation of a pursuit, the pursuing officer shall immediately activate all emergency lights, siren, headlights, motor vehicle recorder (MVR), if equipped, and body worn camera (BWC), if equipped.
- 4.3** Once the pursuit has been initiated, the primary unit must immediately notify communications and a supervisor, providing as much of the following information as is known:
- (a) reason for the pursuit;
  - (b) direction of travel and designation and location of the roadway;
  - (c) traffic conditions;
  - (d) presence of pedestrians;
  - (e) identification of the violator's vehicle (year, make, model, color, vehicle registration number, and other identifying characteristics);
  - (f) information on the identity of the driver, if known;
  - (g) number of occupants;
  - (h) the speed of the pursued vehicle; and
  - (i) other information that may be helpful in deciding whether to terminate the pursuit or in resolving the incident.
- 4.4** The pursuing officer shall have a continuing duty to update the supervisor and communications on the above information as the incident develops.

## 5 Vehicular Pursuit Restrictions

- 5.1** No pursuit shall be conducted under the following circumstances:
- (a) in a direction opposite to the flow of traffic on a divided highway or a one-way street;  
or
  - (b) in a police vehicle in which an individual who is not a law enforcement officer is either the driver or passenger.
- 5.2** There shall be a strong presumption against the initiation or continuation of vehicular pursuits in areas where pedestrians are located or in areas of high density vehicular traffic.
- 5.3** No more than two police vehicles (primary unit and secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.
- 5.4** A motorcycle officer may initiate a pursuit, but will relinquish primary unit status immediately upon the participation of a marked police vehicle.
- 5.5** An unmarked police vehicle will not participate in a vehicular pursuit unless it is equipped with an emergency light and an audible device. The unmarked car shall relinquish primary unit status immediately upon the participation of a marked police vehicle.
- 5.6** To diminish the likelihood of a pursuit, an officer intending to stop a vehicle for any violation of the law shall, when possible and without creating a threat to public safety, close the distance between the two vehicles prior to activating emergency lights and an audible device. Officers shall recognize that, while attempting to close the distance and prior to the initiation of a pursuit and the activation of emergency lights and an audible device, they are subject to all motor vehicle laws governing the right of way (e.g., N.J.S.A. 39:4-91 and -92). While closing the distance between the two vehicles, officers shall activate the motor vehicle recorder (MVR) and body worn camera (BWC), if equipped and activation is possible without activating emergency lights.
- 5.7** Throughout the course of a vehicular pursuit, pursuing officers shall not attempt to overtake or pass the violator's moving vehicle.
- 5.8** During the course of a pursuit and when approaching an intersection controlled by traffic signals or signs, or any other location at which there is a substantially increased likelihood of collision, the operator of any pursuit vehicle shall, prior to entering the intersection, reduce the vehicle's speed and control the vehicle so as to avoid collision with another vehicle or pedestrian. The officer shall observe that the way is clear before cautiously proceeding through the intersection. At all other times including an attempt to close the distance prior to the initiation of a pursuit and upon the termination of a pursuit, officers

shall observe the applicable laws governing the right of way at intersections and other locations.

- 5.9** Officers involved in a pursuit shall not engage in vehicle paralleling.
- 5.10** There shall be no street paralleling along the route unless the pursuit passes through a patrol's assigned area. A patrol that is parallel-street-pursuing shall not join or interfere with a pursuit and shall stop all pursuit-related activity at the boundary of its assigned area.
- 5.11** Boxing-in or heading-off a violator's moving vehicle is permitted only under extraordinary circumstances. These tactics substantially increase the risk inherent in the pursuit and shall only be employed:
  - (a) at low speeds; and
  - (b) with the approval of a supervisor; or
  - (c) in response to an imminent threat to the safety of the public or a police officer.
- 5.12** Roadblocks must only be employed as a last resort in circumstances where deadly force would otherwise be justified.
  - (a) the use of a roadblock must be authorized by a supervisor;
  - (b) at no time will a roadblock be established until all pursuing police vehicles are made aware of the roadblock and its location and have acknowledged this awareness;
- 5.12.1** Once a roadblock has been established and a vehicle or barricade has been positioned in the roadway, there shall be:
  - (a) adequate distance to see the roadblock;
  - (b) an avenue of escape; and
  - (c) no one in the blocking vehicle(s).
- 5.13** Officers involved in a pursuit shall not engage in any vehicle contact action except as a last resort to prevent imminent death or serious injury to the officer or another person where deadly force would otherwise be justified.
- 5.14** Officers shall not discharge a firearm against the driver or passenger of a moving vehicle except in the limited situations permitted under Section 4.6 of the Attorney General's Use of Force Policy.
- 5.15** Officers shall not discharge a firearm from a moving vehicle except in the limited situations permitted under Section 4.7 of the Attorney General's Use of Force Policy.

## 6 Authorized Tire Deflation Devices

- 6.1** Law enforcement agencies may choose to utilize authorized tire deflation devices during the course of a vehicular pursuit. Agencies that choose to employ this strategy may only utilize devices authorized by this Policy. As with all operational decisions made during the conduct of a vehicular pursuit, the use of such devices is subject to the assessment of inherent risk balanced against the need to apprehend a fleeing offender.
- 6.2** To be authorized for deployment and use under the vehicular pursuit policy, the tire deflation device must be capable of the following:
- (a) producing a controlled deflation of one or more tires of a pursued vehicle;
  - (b) being deployed or activated immediately before the pursued vehicle drives over it, and removed or deactivated immediately after the pursued vehicle drives over it; and
  - (c) allowing the officer to remain a safe distance from the roadway at the time of deployment or activation.
- 6.3** Prior to the deployment and use of an authorized tire deflation device, the law enforcement agency shall do the following:
- (a) modify its vehicular pursuit policy to provide for the proper use of the authorized tire deflation device; and
  - (b) train all officers in the use of the authorized tire deflation device, which training must include practical, hands-on operation of the authorized tire deflation device.
- 6.4** The following are circumstances under which an authorized tire deflation device may be deployed:
- (a) an authorized tire deflation device may be utilized only after supervisory approval;
  - (b) an authorized tire deflation device shall not be used to stop motorcycles, mopeds, or similar vehicles;
  - (c) the authorized tire deflation device should not be used in locations where specific geographic features (e.g., sharp curves, alongside of rivers, steep embankments, etc.) increase the risk of serious injury to the officer, violator, or public;
  - (d) deployment locations should have reasonably good sight distances to enable the officer to observe the pursuit and other traffic as it approaches; and
  - (e) the officer deploying the authorized tire deflation device should not attempt to overtake and pass a high-speed pursuit in order to position the device.
- 6.5** Procedures for deployment of the authorized tire deflation device:
- (a) the officer deploying the authorized tire deflation device should do so from a position of safety;

- (b) the officer deploying the authorized tire deflation device should be in position to allow sufficient time for deployment;
- (c) the supervisor must coordinate the efforts of all law enforcement units involved in the pursuit;
- (d) the communications operator shall notify all units of the location of the authorized tire deflation device deployment;
- (e) the officer operating the authorized tire deflation device should take a position of safety as the pursued vehicle approaches;
- (f) the officer shall deploy or activate the authorized tire deflation device immediately before the pursued vehicle arrives at the point where it would impact the device;
- (g) the officer shall remove or deactivate the device immediately after the pursued vehicle goes over the authorized tire deflation device; and
- (h) the officer should immediately notify communications if the pursued vehicle impacted the authorized tire deflation device, if the officer observed any signs of deflation, and the direction and operation of the pursued vehicle after the impact.

**6.6** The use of an authorized tire deflation device shall be reported on a Vehicular Pursuit Report in the Attorney General's Use of Force Reporting Portal.

## 7 Role of the Supervisor

- 7.1** Upon being notified or becoming aware of the pursuit, the supervisor shall decide as quickly as possible whether or not the pursuit shall be permitted to continue and shall broadcast that decision over the police radio channel by declaring “pursuit authorized” or “terminate pursuit.” In addition, if the supervisor decides to authorize the pursuit, the supervisor shall broadcast the underlying reason for authorizing the pursuit (e.g., “Pursuit authorized for armed robbery suspect.”).
- 7.2** The supervisor shall permit a pursuit to continue only under the following circumstances:
- (a) There is a reasonable belief that the violator has committed, or is engaged in a conspiracy or attempt to commit, any crime enumerated in Section 3.2 of this Policy; or
  - (b) There is a reasonable belief that violator poses an imminent threat to safety of the public or other police officers. This determination shall be made based upon the violator’s actions or operation of the vehicle prior to the initiation of the attempted motor vehicle stop. The violator’s subsequent actions, although often supporting the criminal charge of Eluding, N.J.S.A. 2C:29-2(b), shall not constitute an authorization to initiate or continue a pursuit. See Section 3.2(b) of this Policy.
- 7.3** The supervisor shall order a pursuit terminated at any time if he or she concludes that the danger to the pursuing officer(s) or the public outweighs the necessity for immediate apprehension of the violator.
- 7.4** The supervisor shall order the pursuit terminated if the suspect’s identity is established to the point where later apprehension may be accomplished and where there is no imminent threat to public safety.
- 7.5** In recognition of the overall population density and volume of vehicular traffic in this State, and the increased risk attendant to prolonged vehicular pursuits, a supervisor shall order the termination of any pursuit of protracted duration unless the supervisor determines that further pursuit is justified to respond to an imminent threat to public safety.
- 7.6** The supervisor shall ensure, for the duration of the pursuit, that this Policy and agency procedures are followed by all officers.

## 8 Role of Police Communications

- 8.1** The communications operator shall do the following during a vehicular pursuit:
- (a) immediately notify a police supervisor of a pursuit in progress if a supervisor has not already been otherwise notified;
  - (b) keep the supervisor apprised of the duration and progress of the pursuit; and
  - (c) obtain from the pursuing officer any information listed in Section 4.3 of this Policy that was not initially provided by the pursuing officer.
- 8.2** When possible, a police supervisor shall determine whether there is a need to assume control over and coordinate pursuit related communications.
- 8.3** All law enforcement agencies shall establish procedures to ensure that radio channels remain open for pursuit related transmissions and that all necessary information is made available to officers involved in the pursuit.

## 9 Reinstating Pursuits

- 9.1** Reinstatement of any previously terminated pursuit shall be undertaken consistent with the authorization criteria for originally initiating a pursuit.

## 10 Interjurisdictional Pursuits

- 10.1** The original pursuing jurisdiction shall provide timely notification of a pursuit in progress to any other jurisdiction into which the pursuit enters. Notifying another jurisdiction that a pursuit is in progress is not a request to join the pursuit. The pursuing agency shall advise if assistance is necessary. Whenever the pursuing officers are unfamiliar with the roadways and terrain of the jurisdiction into which the pursuit has entered, the pursuing agency shall, when possible, seek the assistance of, and be prepared to relinquish the pursuit to, the other agency.



# 11 Vehicular Pursuit Reporting

- 11.1** All law enforcement officers who operate law enforcement vehicles in vehicular pursuit situations shall complete a report in the Attorney General's Use of Force Reporting Portal. The report shall be completed by the officer within 24 hours of the vehicular pursuit and preferably before the end the shift in which the pursuit occurred. If the officer involved in the pursuit is unable to complete the report within 24 hours, it should be completed as soon the officer is able to do so, or by a supervising officer within 48 hours in accordance with a written policy to be established by the department or agency.
  
- 11.2** Vehicular pursuits resulting in the death or serious bodily injury of any civilian shall be handled in accordance with Attorney General Law Enforcement Directive 2019-4. As soon as any local, county, or state law enforcement agency learns of a vehicular pursuit that resulted in death or serious bodily injury to a civilian, the agency shall immediately notify the County Prosecutor's Office for the county in which the incident occurred, who shall in turn immediately notify the Attorney General's Office of Public Integrity and Accountability (OPIA) Director or their designee.

## 12 Vehicular Pursuit Review

**12.1** Thorough and meaningful review of vehicular pursuit incidents is vital to ensuring the safety of law enforcement officers and the public. Every vehicular pursuit must undergo the following procedures for a meaningful command-level review pursuant to a written policy established by the law enforcement executive:

- (a) The meaningful command-level review of the incident shall be undertaken by at least two levels of supervisors. These levels may include the immediate supervisor, internal affairs, training officers, or command staff. At least one reviewer must be two levels or more above the officer who engaged in the vehicular pursuit;
- (b) The review shall include an examination of all available sources of information about the incident, including any video of the incident, recordings of 911 calls and police radio transmissions, reports, officer or other witness statements, medical records, or records of injuries;
- (c) The reviewing supervisors shall make a recommendation of what action, if any, should be undertaken, including policy changes, remedial training, disciplinary action, administrative action, or, if appropriate, referral for criminal prosecution; and
- (d) The law enforcement executive, or a command level officer no more than one rank below the law enforcement executive for departments with more than 100 officers, shall review each vehicular pursuit investigation and approve or reject the recommendations of the supervisors who conducted the review. The law enforcement executive's decision, or the decision of the designee, shall be memorialized and retained in the vehicular pursuit investigative file.
- (e) Vehicular pursuits that are determined to not be in compliance with the Attorney General's Use of Force Policy, or agency policy, shall be forwarded quarterly by municipal and county agencies to the County Prosecutor's Office for review. The reports shall be forwarded within 30 days of the end of each quarter. Vehicular pursuits involving statewide law enforcement agencies, or county prosecutor's office personnel, that are determined to not be in compliance with the Attorney General's Use of Force Policy, or agency policy, shall be forwarded quarterly to the Director of the Office of Public Integrity and Accountability or their designee for review. The reports shall be forwarded within 30 days of the end of each quarter.

**12.2** The law enforcement executive shall conduct an annual review of all vehicular pursuit incidents in their department. The review shall include, at a minimum, the following:

- (a) analytical reports from the Attorney General's Use of Force Reporting Portal;
- (b) an audit of BWCs and other videos on a risk-based and randomly selected basis;
- (c) any internal affairs complaints; and
- (d) an analysis of vehicular pursuits to ensure that they are being conducted without discrimination based on race, ethnicity, nationality, religion, disability, gender, gender identity, sexual orientation, or any other protected characteristic.

- (e) an analysis of all pursuits determined to not be in compliance with the Attorney General's Use of Force Policy, or agency policy, and the steps taken to address the non-compliance.

**12.3** Based on that thorough review, the law enforcement executive shall determine whether changes in departmental structure, policy, training, or equipment are appropriate. The law enforcement executive shall then provide a written report documenting the annual review to the County Prosecutor for that department. Each County Prosecutor's Office and each statewide law enforcement agency shall make its report to the Attorney General's Office of Public Integrity and Accountability (OPIA).

## 13 Training

- 13.1** The Division of Criminal Justice, by June 21, 2021, shall develop a training program to explain the requirements of this Policy as they pertain to state, county, and local law enforcement agencies and officers. Such program shall be made available through the NJ Learn System or by other electronic means.
- 13.2** All state, county, and local law enforcement agencies shall provide training to all officers regarding the provisions of this policy before December 31, 2021.
- 13.3** All officers shall attend in-service vehicular pursuit training annually.
- 13.4** Vehicular pursuit training shall consist of knowledge of applicable statutes, familiarization with statewide police pursuit policy and departmental procedures, decision making skills, and the use of an authorized tire deflation device if employed by the agency.

## 14 Individual Agency Policies

- 14.1** Nothing in this policy prohibits state, county and municipal law enforcement agencies from adopting policies that impose additional restrictions on vehicular pursuits or that impose more extensive training or reporting requirements.

# APPENDIX GENERAL 36.00

## Camden County Sheriff's Office Crime Scene Entry Log

Page: \_\_\_\_\_

Location of Crime: \_\_\_\_\_

DATE: \_\_\_\_\_

Crime: \_\_\_\_\_

Log Officer: \_\_\_\_\_

NAME:	AGENCY	RANK	TIME IN	TIME OUT	REASON FOR ENTRY

OFFICER'S SIGNATURE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_



## APPENDIX GENERAL 39.00

	TIME ON	TIME OFF	ACTIVITY
<b>SIB</b>	<b>Arrests</b>	<b>Served</b>	<b>Attempts</b>
Narcotic Searches			
D/R Warrants			
K-9	Non K-9 Assists		
Narcotic Searches		S.S.A.R. Assists	
Bomb Searches		M.V. Stops	
Arrests		M.V. Summons	
Warrants		M.V. Impounds	
County Bldg. Checks		M.V. Recovery	
Camden Parking Lots		N.J. Transit Stops	

# APPENDIX GENERAL 40.00 ATTACHMENT A

## DRUG TESTING APPLICANT NOTICE AND ACKNOWLEDGMENT

I \_\_\_\_\_, understand that as part of the pre-employment process, the Camden County Office of the Sheriff will, conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as part of this process, I will undergo drug testing through urinalysis.

I understand that if I refuse to undergo the testing, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to law enforcement employment.

I understand that if I produce a positive test result for illegal drug use and I am not currently employed as a sworn law enforcement officer, I will be barred from future law enforcement employment in New Jersey for two years. After this two year period, the positive test result may be considered in evaluating my fitness for future law enforcement employment.

I understand that if I am currently employed as a sworn law enforcement officer and I produce a positive test result for illegal drug use, my current law enforcement employer will be notified of the positive test result. In addition, I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the pre-employment process.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**



**ATTACHMENT B**

**DRUG TESTING  
MEDICATION INFORMATION**

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last thirty (30) days. Please carefully complete the information below.

Check all that apply:

**A.** During the past 30 days I have taken the following medications prescribed by a physician:

<b>Name of Medication</b>	<b>Prescribing Physician</b>	<b>Date Last Taken</b>
1.		
2.		
3.		

**B.** During the past 30 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements, etc.)

<b>Non-Prescription Medication</b>	<b>Date Last Taken</b>
1.	
2.	
3.	

**C.** During the past 30 days, I have taken **NO** prescription or non-prescription medications.

\_\_\_\_\_  
**Social Security Number  
& Initials**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**

## ATTACHMENT C

### DRUG TESTING TRAINEE NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the program of training at the Camden County Office of the Sheriff, I will undergo unannounced drug testing by urinalysis during the training period.

I understand that a negative result is a condition of my continued attendance at the academy.

I understand that I can refuse to undergo the testing. I understand that if I refuse, I will be dismissed from the academy and from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use, I will be dismissed from the academy.

I understand that if I produce a positive test result for illegal drug use, the academy will notify my employer of the positive test result. In addition, I will be permanently dismissed from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to law enforcement employment.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from serving as a law enforcement officer in New Jersey.

I have read and I understand the information contained on this "Trainee Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**

# APPENDIX GENERAL 68.00



## Camden County Sheriff's Office LEAVE PERMIT



**NAME:** \_\_\_\_\_ **BADGE #** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**UNIT/BUREAU:** \_\_\_\_\_

**REQUESTED DATES OFF:** \_\_\_\_\_

**RETURN TO WORK:** \_\_\_\_\_

**TOTAL NO. OF DAYS / HRS** \_\_\_\_\_ ( **CIRCLE → ONE** ) **VAC** **COMP** **PERS**

**REQUESTING EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISAPPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# APPENDIX GENERAL 82.00

Camden County Sheriff's Office

Investigative Bureau

## A. SOURCE IDENTIFICATION FILE

<b>DATE:</b>		<b>Assignment Code:</b>	
<b>Code Name:</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>D.O.B.:</b>		<b>SSN#:</b>	
<b>F.B.I. #:</b>			
<b>Past Criminal Activities:</b> (attach copies)			
<b>Occupation Address:</b>			
<b>Employment History:</b>			
<b>Scars, tattoos, identifying marks, etc.:</b>			



**Camden County Sheriff's Office  
Investigative Bureau  
INFORMANT FEE RECEIPT**

DATE: \_\_\_\_\_

On this date, I \_\_\_\_\_ received the sum of \_\_\_\_\_  
dollars (\$ \_\_\_\_\_) from Investigator \_\_\_\_\_ of the Camden County  
Sheriff's Office for services rendered in an investigation in the County of Camden.

Signature: \_\_\_\_\_ C.I. /C.S. \_\_\_\_\_

Witness: \_\_\_\_\_

Unit: \_\_\_\_\_

Case: \_\_\_\_\_

**Camden County Sheriff's Office  
Investigative Bureau  
REQUEST FOR SOURCE FUNDS**

(Please print or type)

**DATE:** \_\_\_\_\_

**REQUESTING OFFICER(S):** \_\_\_\_\_

**AMOUNT REQUESTED: \$** \_\_\_\_\_

**SOURCE ASSIGNMENT CODE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**REASON FOR REQUEST OF FUNDS:**

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**EXPECTED RESULTS:**

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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_





**APPROVAL STATUS**

**Signature**

**(circle one)**

**Date**

**A. Sergeant:** \_\_\_\_\_

\_\_\_\_\_

**APPROVED DENIED**

**Lieutenant:** \_\_\_\_\_

\_\_\_\_\_

**APPROVED DENIED**

**C.S.O.:** \_\_\_\_\_

\_\_\_\_\_

**APPROVED DENIED**

**Investigative Bureau Undersheriff:**

\_\_\_\_\_

\_\_\_\_\_

**APPROVED DENIED**

**ASSIGNMENT CODE:**

\_\_\_\_\_

**CAMDEN COUNTY SHERIFF'S OFFICE**  
**INFORMANT AGREEMENT**

During my association with the Camden County Sheriff's Office, I agree to be bound by the following conditions and procedures:

1. I have no police power under the State of New Jersey or any local government subdivision and have no authority to carry a weapon while performing my activity.
2. All reporting of income is my responsibility.
3. I am working as an independent contractor. I am not entitled to Workman's Compensation or Unemployment Compensation from the State of New Jersey and I shall not hold Camden County liable for any injuries or damage incurred by reason of my association with the Camden County Sheriff's Office.
4. I will not use the Camden County Sheriff's Office or any of its officers as credit references or employment references.
5. My association with the Camden County Sheriff's Office does not afford me any special privileges.
6. After making purchase of anything of evidentiary value, I will contact the investigator with whom I am associated as soon as possible for delivery of such evidence to him/her. I will only make such purchases at the request of the investigator.
7. Any money provided to me by an investigator for the purchase of drugs (buy money) or for purchasing other items, will be kept separate from other money I have in my possession. I will be responsible for returning this money if unused or any unused portion of it.
8. I will immediately advise the investigator I am working with if I am arrested for any reason whatsoever at any location. I will also advise the investigator if I am indicted in any jurisdiction.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, OF 20 \_\_\_\_\_

---

INFORMANT

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INVESTIGATOR