

OFFICE OF THE SHERIFF CAMDEN COUNTY GENERAL ORDERS



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Revised December 15, 2015
Revised February 1, 2017
Revised February 28, 2017
Revised March 8, 2017
Revised December 30, 2019

GENERAL ORDERS

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

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

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



Effective Date:	2/28/2017
Revised From:	2/10/2005
References	

Subject:	PERSONAL GROOMING		
Distribution:	ALL SWORN PERSONNEL	Pages	6
			Sheriff

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:

- 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 any 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 shall extend below the corners of the mouth, or one-half inch beyond the corners of the mouth.
- c. Sideburns:
- 1). May be worn by sworn personnel.
 - 2). Shall not extend downward beyond the lowest part of the ear opening.
 - 3). Shall be trimmed and neat in appearance.
 - 4). The base shall be a clean shave horizontal line.
- d. Other Facial Hair: Beards (While wearing the uniform)
- 1). Beards worn by sheriff officers who are granted a temporary medical waiver cannot be more than a quarter-inch in length and must be kept neat and trimmed.
 - 2). A beard may be **worn by sheriff officers for health reasons. The Sheriff Officer will be required to bring in medical documentation from his Primary Care Physician. The employee will be sent to the Dermatology Group for a second opinion before a medical waiver is authorized by the appointing authority, based upon the advice of the Dermatology Group that the sheriff officer has a medical condition that prevents him from shaving.**
 - 3). A sheriff officer who is granted a medical waiver will be monitored and medically evaluated by the Dermatology Group every three months to determine if the condition persist or is improving.

- 4). The appointing authority may withdraw a medical waiver upon the medical recommendation of the Dermatology Group.
- 5). **A medical waiver to wear a beard will only be authorized for a year, from the date of issuance.**

e). Other Facial Hair: Beards (Special Assignment)

- 1). A sheriff officer will be authorized to wear a beard if he is assigned to a Special Unit or a Plainclothes Assignment. (where his identity may be compromised)
- 2). A sheriff officer will be authorized to wear a beard, while assigned to another law agency, absent of any violation of their Policies or Rules and Regulations.
- 3). The appearance and the length of the beard will be determined by the receiving agency.

f). Other Facial Hair: Beards (Religious Reasons)

- 1). In reference to religious exceptions, a beard may be worn only when the appointing authority approves a religious waiver.
- 2). A waiver will only be authorized upon showing from the sheriff officer's religious leader that the officer practice a religion that request or require him to wear a beard.
- 3). A request for a waiver under the religious exception must include the name(s) of the religion and be on the institution's letterhead.
- 4). The religious exception to wear a beard will expire after a year from the inception or the date authorized.
- 5). A renewal of the waiver, the sheriff officer must repeat the process.
- 6). The length of the beard will be determined by the Sheriff and should not present a safety or liability concern, for the Office of the Sheriff or to the Sheriff Officer.

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 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.

c. Fingernails:

- 1). Shall be clean and trimmed while in uniform, not to exceed a length which would inhibit a sheriff officer from performing their job.
- 2). Fingernail polish, if worn, shall be clear.
- 3). Nails will not be adorned with decorative items.

3. Jewelry:

a. Jewelry which detracts from the professional appearance of a sworn member or which constitutes a safety hazard is not permitted.

- 1). Wedding bands, watches, and a choice of one (1) military, school, or P.B.A. ring will be permitted.
- 2). 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).
- 3). Male officers uniformed or non-uniformed, will not wear any type of earring without the express consent of the Sheriff or his designee.

GENERAL 01.00

- 4) No visible jewelry may be worn in pierced parts of the body above the shoulder while in uniform. (i.e. eyebrows, lips, nose, etc.)
- 5) No necklaces or bracelets shall be worn with the uniform, unless covered by the uniform.
- 6). 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. Eyeglasses:

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

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

5. Civilian Clothing:

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

b. 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.

6. Courtroom Attire:

a. 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:	8-31-15
Revised From:	<i>1-1-15</i>
References	
<i>Sheriff Charles H. Billingham Uniform Change Memo August 24, 2015</i>	

Subject:	UNIFORM GROOMING STANDARDS		
Distribution:	ALL PERSONNEL	Pages	6
<i>Charles H. Billingham</i>			

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.

Member 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.

Member 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. Short Sleeve

Uniform hat, short sleeved shirt opened at the neck, trousers, prescribed shoes and socks and the authorized side arm for those who are authorized by the Sheriff to wear a side arm. The intermediate coat is authorized to be worn in spring or fall. In inclement weather the authorized raincoat may be worn. The Sheriff will designate an appropriate date between the 1st day of April to the 1st day of May to begin wearing the summer uniform. However it will be the Sheriff's option to set the date as he sees fit.

- a. Short Sleeve Shirts: The shirt neck will be open at the neck (collar button only), the sleeves short and unrolled. A clean black crew neck T-shirt will be worn underneath the shirt and will be visible in the open collar. Bulky articles will not be carried in the shirt pockets. Black ballpoint pens will be carried in the left pocket in the place provided. (collar emblems and rank insignia, see attached diagrams)

2. 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. The intermediate coat is authorized to be worn in spring or fall. Two pocket flaps and the two epaulet flaps will be buttoned at all times. Winter/Spring 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 department 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 spring or winter jacket.
(exceptions: FootPatrol)
- d. Trousers: Only the authorized trousers as prescribed by the department 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 departmental 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 departmental logo. Baseball hats will be worn at all times except when indoors or in a vehicle.

6. Winter Hat: Pending review. No wool hat is authorized at this point. If approved, only authorized wool hat will be allowed.
7. Outer Carrier Vest: Prohibited, pending review. If approved, only the approved outer ballistic vest carriers will be authorized for use while wearing the class B uniform. All vests will be worn and secured per manufacturer guidelines. K9 Unit is exempt.
8. Nylon Duty Gear: As of now, each officer will continue to wear their issued basket weave leather gear. When the new nylon gear is received and dispersed to each officer, officers will then switch to the authorized nylon duty gear only. Prescribed approved nylon gear shall be worn while in class B uniform. Only authorized holster, ammunition case, OC Pouch, Radio Holder and handcuff cases 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. Officers will continue to utilize their current issued holster until the new holsters come in. 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 a Susquehanna bank center venue only. Such shirts will not be issued by the department. The approved Blauer high visibility shirt will be the only alternative to either the class A or Class B uniform. The shirt must be the outer most garment.

D. Plain Clothes Officer:

Only the approved outer ballistic vest carries 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 shall be worn on the right sleeve of jackets and shirts. The patch will be centered at the shoulder (1/2) inch below the shoulderseam.
3. Name Plates/Qualification Badges: Name plates will be worn centered over the right front pocket 1/8 inch on the shirt or jacket of the outermost garment. Name tapes shall be embroidered on the Class B Shirt. Qualification badges will be worn above the name plate when authorized.
4. Years of Service Bars: Will be worn above name plate located on the right breast pocket (and above the qualification badge if applicable.)

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:	11/6/2000
Revised From:	
References	

Subject:	CHANGE NAME, ADDRESS OR PHONE NUMBER		
Distribution:	ALL SWORN PERSONNEL	Pages	1

GENERAL 03.00 CHANGE NAME, ADDRESS OR PHONE NUMBER

I. AUTHORITY

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

II. INTRODUCTION

This order shall outline the procedure that is to be followed by all department personnel to report changes in their status, specifically as it applies to changes in their name, as through marriage or by court order, address, and/or telephone number.

III. MECHANICS

It shall be the responsibility of all department employees to notify the Personnel Office and his/her immediate supervisor of all changes of name, address and/or telephone number within seventy-two (72) hours of such occurrence, using personnel information form.

The form shall be completed and signed by the employee, presented to his/her immediate supervisor for initialing, and then forwarded to the Personnel Office for appropriate action. The Personnel Office will update all department records accordingly, and pass on these changes to the county Payroll and Human Resources offices.

This procedure is consistent with applicable department Rules of Conduct and failure to comply could result in disciplinary action.



Effective Date:	3/17/2006		
Revised From:			
References			

Subject:	REVIEWING OF PERSONNEL FILES		
Distribution:	ALL SWORN PERSONNEL	Pages	2

GENERAL 04.00 REVIEWING OF PERSONNEL FILES

I. AUTHORITY

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

II. INTRODUCTION

This order shall outline the procedure that is to be followed by department employees who wish to review their permanent personnel files. It is the intent of this order 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 will forward a written request, using a CCSO Administrative Report form, to the appropriate Undersheriff, who will initial said request and forward same to the Personnel Officer. Upon receipt of the initialed written request,

the Personnel Officer will contact the requesting individual and make proper arrangements for the review.

- 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. This will be strictly adhered to in order to avoid any hint or question of file tampering.
- C.** If the individual wishes to have copies made of anything in the file, he/she 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 his/her personnel file will schedule said review on his/her own time, and not on department time. For example, the review should take place on an individual's regular day off, compensatory time, or vacation day.

NOTE: It should be understood that these files are the property of the Office of the Sheriff of Camden County and not the individual employee. The employee has no inherent right to the file or its contents.



Effective Date:	3/17/06		
Revised From:			
References			

Subject:	EMPLOYEE EVALUATIONS		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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 department shall be evaluated according to performance every thirty- (30) days.
- B. All permanent employees of this department 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 Undersheriff, 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. (Copy attached).

5. The reverse side of shall serve as a guideline only 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 Undersheriff.
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 Undersheriff, 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 in writing, 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. Undersheriffs

1. After completion and review by supervisors all evaluations will be reviewed, initialed and dated by the respective Undersheriff, 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:	May 10, 2019
Revised From:	September 18, 2013
References	

Subject:	SECONDARY AND EXTRA-DUTY EMPLOYMENT		
Distribution:	ALL SWORN PERSONNEL	Pages	7
<i>[Handwritten Signature]</i>			SHERIFF

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 15th and December 31st 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 (body guard) 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. Officers are ineligible to work any extra-duty assignments on any day in which he/she has reported off sick, FMLA or within the next 24 hours.
 - a. Unit Commanders 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:	3/12/07
Revised From:	1/6/00
References	

Subject:	TRANSFERS AND ASSIGNMENTS		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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, *when there is an announcement of a shift or unit opening*. (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 *when an announcement of a shift or unit opening is posted* must do so in writing, using the CCSO Administrative Report form, through their chain of command. The request should contain all pertinent information and be signed by the employee. In seeking assignment to a different bureau, the employee should include his/her qualifications for the position.
2. A decision to recommend the granting or denying of the request to the Sheriff shall be based on the following factors, and reasons for such decisions shall also be noted on the original request:
 - a. The availability of an opening on the requested shift or position in the requested unit or division.
 - b. Overall manpower 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 rating.
 - f. The employee's attendance record.
 - g. Seniority of the employee.

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 a "Change of Status" form.

Whether granted or denied, the appropriate Undersheriff or Chief shall keep a file of all requests. The employee will receive a copy of the CCSO Administrative Report form notifying them 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:	SEXUAL HARASSMENT		
Distribution:	ALL SWORN PERSONNEL	Pages	5

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:	3/17/06
Revised From:	12/02/91
References	

Subject:	INJURIES ON/OFF DUTY		
Distribution:	ALL SWORN / CIVILIAN PERSONNEL	Pages	4

GENERAL 09.00 INJURIES ON/OFFDUTY

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.

Employees injured on/off duty will be given light duties if the employee's physician or the department's physician authorizes the same. 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 an Accident Investigation Report to be filed with the department's 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 Part 1 of the Accident Investigation Report; while the supervisor will complete Part 2 ([APPENDIX H](#)).
 - a. The supervisor's portion of the Accident Investigation Report 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 department's 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 department's 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 department's 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 department's Personnel Worker's Compensation Office.

f. The injured employee may be required to visit another physician of the department'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 department's Personnel Worker's Compensation Office 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 department's 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 Office of the Sheriff Camden County Off-Duty Injury Form.
 - 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 Undersheriff for an appointment to review his/her medical status. It shall be the employee's responsibility to so contact the appropriate Undersheriff on the next business day following the employee's release from medical care. 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/her duties and the date of expected return. It shall be the appropriate Undersheriff's decision to allow the employee to resume work. However, before allowing the employee to return to work, the Undersheriff may request additional medical evidence or have the employee evaluated by a physician of the department's choosing. When the employee is allowed to work, he/shall be given a copy of the treating physician's certificate, which shall be countersigned by the appropriate Undersheriff. Shift commanders shall accept the countersigned certificate as acceptable medical evidence that the employee is fit to resume his duties.

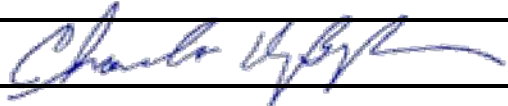
IV. RESPONSIBILITY

- 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 on-duty commander, his/her designee, or the employee's supervisor. 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 the Accident Investigation Report (part 2).
- C.** Employees shall be responsible for the completion of their portion of the Accident Investigation Report (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 12/13/03



Effective Date:	5/1/11
Revised From:	3/17/06
References	

Subject:	PERSONNEL/WORKMAN'S COMPENSATION OFFICE		
Distribution:	ALL SWORN PERSONNEL	Pages	4
			

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.

I. 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

II. 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.

III. 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.

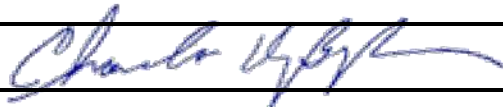
- c. Medical appointments and progress will be monitored by the department's Personnel/Workman's Compensation Office

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:	3/1/11
Revised From:	3/16/06
References	
<p>THE OFFICE OF THE SHERIFF <u>MANUAL OF RULES AND REGULATIONS</u> - ARTICLE V DISCIPLINARY CODE</p>	

Subject:	DISCIPLINARY POLICY		
Distribution:	ALL SWORN PERSONNEL	Pages	7
			

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 departmental 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 department.

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 breaches of the code of conduct:

- A. Insure 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 officers' compliance with agency rules, regulations, policies and procedures.
- E. Identifying problem areas which require training 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 chain of command up through the sheriff. After review the Sheriff could institute one of the following possible courses of action:

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

V. MECHANICS

A. Counseling Report.

- 1. May be completed by 1st line supervisors and above.
- 2. Counseling reports shall be retained by the Unit Supervisor for a period of six months and shall be attached to the employee's evaluation form for that evaluation period. Additionally, a copy of the counseling report shall be given to the employee and a copy forwarded to the Division Undersheriff and the Internal Affairs Bureau, pursuant to the Attorney General Guidelines. After said period, if no other charges pending the employee

may submit a CCSO Administrative Report requesting the counseling report be removed from his/her file. This request must be made through the Chain of Command.

B. Disciplinary Action Procedures.

1. Whenever an incident or infraction occurs a written report shall be completed using a CCSO Administrative Report form. 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 Administrative Report will progress through the chain of command. At each level of supervision comments will be made concurring or disagreeing with the initial reporter's recommendation.
3. When the Administrative Report reaches the Sheriff he will 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 completed by the Sheriff.

1. I.A. will:
 - a. Send the original to the employee.
 - b. Forward a copy to Personnel.
 - 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 completed 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 forwarded to I.A.B.
 - c. Copy forwarded to Payroll.
 - d. Copy forwarded to Personnel.
 - e. Copy forwarded to the New Jersey Department of Personnel.
 - f. Copy forwarded to the Division Undersheriff.
 - g. Copy forwarded to the Unit Commander.

E. Major Disciplinary Actions.

1. Whenever major disciplinary action is contemplated the Internal Affairs Bureau will complete an investigative report outlining the facts and case particulars.
2. Departmental hearings will be provided for in all major disciplinary actions.
3. At the direction of the Sheriff, Counsel will complete a Preliminary Notice of Disciplinary Action (31A) and cause the employee to be served by the Internal Affairs Bureau.
 - a. Original forwarded to employee.
 - b. Copy forwarded to I.A.B.
 - c. Copy forwarded to Payroll.
 - d. Copy forwarded to our Personnel Office.
 - e. Copy forwarded to the New Jersey Department of Personnel.
 - f. Copy forwarded to the Division Undersheriff.
 - g. Copy forwarded to the Unit Commander.
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 no more than 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 staff counsel within twenty 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 forwarded to I.A.B.
 - c. Copy forwarded to Payroll.
 - d. Copy forwarded to Personnel Office.
 - e. Copy forwarded to the New Jersey Department of Personnel.
 - f. Copy forwarded to the Division Undersheriff.
 - g. Copy forwarded to the Unit Commander
 - b. In the event the employee requests a hearing, said hearing will be held within 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 shall be issued by counsel (31B) no more then twenty (20) working days after expiration of the

appeal process (see Section I.2, Appeals) or within twenty working days after the hearing, if no appeal is taken.

- a). original forwarded to employee.
- b). copy forwarded to I.A.B.
- c). copy forwarded to Payroll.
- d). copy forwarded to Personnel Office.
- e). copy forwarded to the New Jersey Department of Personnel.
- f). copy forwarded to the Division Undersheriff.
- g). copy forwarded to the Unit Commander

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. The Sheriff shall select a hearing officer or board of officers, each holding a command level rank.
 - b. The employee may be represented by an attorney or an authorized union representation.
 - 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/hearing board 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, departmental 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 department violates a rule and major disciplinary action is sought, the department 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 an Undersheriff or designee.
 3. Employees on disciplinary suspension shall be relieved of their identification card, badge and service weapon by the Internal Affairs Bureau.

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 administrative days to pay a fine, providing:
 - a. The employee must have ample accrued compensatory, vacation or administrative time.
 - b. The payroll department has received a written request prior to the beginning of the payroll deduction.

I. Appeals.

- a. Minor.
 - a. Disciplinary actions are grievable under the terms of the applicable collective bargaining agreement.
- b. Major Discipline.
 - a. Upon receipt of the Hearing Officer/Hearing Board'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 NJAC for A:2-2.6(D) requiring the final notice of discipline action to be furnished the employee within twenty working days of the hearing.
 - b. The Sheriff can accept, reject or modify the recommendation of the Hearing Officer/Hearing Board within ten working days after receiving the written exception. If no exception is filed staff counsel will issue the appropriate final notice of discipline action pursuant to the Hearing Officer/Hearing Board recommendation.

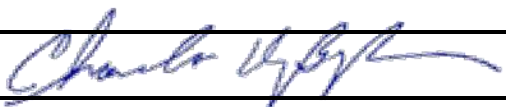
c. Staff Counsel will then issue the appropriate Final Notice of Disciplinary action pursuant to the Sheriff's final decision.

c. Appeals to Merit System Board.

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



Effective Date:	11/30/09
Revised From:	3/16/06
References	

Subject:	DEPARTMENTAL OFF-DUTY HOURS		
Distribution:	ALL SWORN PERSONNEL	Pages	1
			

GENERAL 12.00 DEPARTMENTAL DUTY OFFICERSYSTEM

I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, an office Duty Officer System 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 department, the following system is hereby established:

III. MECHANICS

During the hours of 1600 hours to 0730 hours on weekdays and 0830 hours to 1830 hours on weekends and holidays, any emergencies, alerts, deaths of, serious injuries to our members, events of great public interest that may affect this office, or other matters of importance that concern this office are reported, shall be directed via telephone to your appropriate *Undersheriff/Chief or the Sheriff's designee*. If either is unavailable then notify the *Sheriff*.

At no time is anyone to be contacted for work related matters during their "Off-Duty" hours without the express permission of one of the three (3) mentioned above.

A CCSO Administrative Report shall promptly be forwarded given the reason for the call.



Effective Date:	3/16/06		
Revised From:			
References			

Subject:	PETTY CASH PROCEDURES		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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.

III. 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 \$75.00.
- 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:	3/16/06		
Revised From:			
References			

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

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 Sheriff's Office Logo.

II. INTRODUCTION

This order establishes the policy and procedure for sale of articles with the 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 Department'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:	01/01/05
Revised From:	11/06/00
References	

Subject:	RADIO RULES AND PROCEDURES		
Distribution:	ALL SWORN PERSONNEL	Pages	15

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 UHF frequency range.

1. Channel Allocation

Operations Channel:

The primary channel for the department will be "Operations". All units, with the exception of the Special Investigations Bureau will utilize this channel for routine radio traffic. Central Communications may direct officers to use another channel. (Countywide)

Investigations Channel:

This is the primary operating frequency for the Special Investigations Bureau. This channel will be monitored by officers assigned to the ID Bureau. Investigators may use the designated Operations or County channel as determined by Central Communications.

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.

Hall of Justice Channel:

The Hall of Justice channel is for use in the Hall of Justice facility only.

Sheriff's Standard UHF Radio Channel Allocation (primary System)

Portable Radios		Mobile Radios	
1	Sheriff's Operations	1	Sheriff's Operations
2	Sheriff's Investigations	2	Sheriff's Investigations
3	County Wide	3	County Wide
4	Data	4	Data
5	Zone 1	5	Zone 1
6	Zone 2	6	Zone 2
7	Zone 3	7	Zone 3
8	Zone 4	8	Zone 4
9	Zone 5	9	Zone 5
10	TACTICAL	10	TACTICAL
11	Switch-Over 1, 2 & 5	11	Switch-Over 1, 2 & 5
12	Switch-Over 3	12	Switch-Over 3
13	Switch-Over 4	13	Switch-Over 4
14	Hall of Justice	14	ZONE X (optional)
15	Optional Channel Choice	15	Optional Channel Choice
16	Optional Channel Choice	16	Optional Channel Choice

* TACTICAL operates between Radios DIRECTLY, not through a repeater. Range is limited. Central Communications does not monitor this frequency.

* Hall of Justice Radio Frequency is to be used in the building only.

* Radios equipped with alpha-numeric display should indicate channel name, not channel number.

B. Base Station

1. Bureau of Special Service & Inspections (District 40)
This base station is monitored on a limited basis.
2. Bureau of Criminal Identification (District 41)
The B.C.I. officers will monitor the Investigative Channel on a 24 hour basis. They will provide County warrant checks and case numbers to field units.
3. Transportation Bureau (District 42)
The Transportation Bureau will operate on the Operations Channel or County Wide Channel, as determined by Central Communications. 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
5. Camden County Central Communications (Central)
After normal business hours and on weekends, Central Communications will be the primary dispatcher for all Sheriff's radio operations.

C. Digital Signaling

The radio system has the capability of identifying each unit that is transmitting using a digital receiver. 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 the dispatch 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, food & smoking 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 standard operating code 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:
 - Memorize codes used by agency
 - Inform dispatcher of whereabouts when off the air
 - Relay information to dispatcher before investigating incident
 - Report description of any vehicle before approaching it
6. Logging Assignments:
 - When appropriate, log all regular assignments
 - Log details of other types of incidents
7. Camden County Police Radio Procedures:
 - Become familiar with proper radio procedures
 - Become familiar with any new radio procedures

- Bureau of Special Service & Inspections maintains a current copy of Camden County Police Radio Rules

C. Operation

Operation of land-mobile two-way radios is governed by the Federal Communications Commission. Messages transmitted on the radio system are not private and can be monitored by anyone possessing an inexpensive radio receiver. Employees should exercise the highest degree of professionalism when operating department radio equipment as any improper radio procedure can have a negative impact on the image of the Department. The use of profanity and unauthorized codes as well as the transmission of confidential information is prohibited.

Daily Shift Line-up: Central Communications will not run any request for information unless the requesting officer is on an active duty line-up. Shift commanders will fax a daily shift line-up to Central Communications at the beginning of each shift. This facsimile should include the division, bureau, and or post assignment, officer'(s) name, radio number, MDC number and shift duration. (The MDC feature on the radio provides the dispatcher with a number that can identify who is using the radio and it has emergency capabilities)

Officers shall sign on the radio with communications as a 10-2 at the start of their tour of duty, and 10-3 at the completion of their tour of duty.

In addition to agency and government rules, police radio users will follow the Camden County Police Radio Procedures as established by the Camden County Department of Public Safety and Communications. Copies of these rules are available for review in the Special Service & Inspections Bureau.

D. Maintenance

Employees shall forward all damage reports and requests for maintenance to their immediate supervisor who will forward the information to the Special Service & Inspections Bureau. 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 Special Service & Inspections Bureau.

Officers will not make any changes or alterations to their police radio unless authorized by the commander of the Special Service & Inspections Bureau.

E. Miscellaneous

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

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 Special Service & Inspections Bureau 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 12 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. **Zone Channels:**
Emergency dispatch channels There are five (5) channels spread throughout Camden County, each channel is shared by a group of towns providing police services.
2. **Switch Over Channels:**
Channels designed to handle non-emergency communications, car to car or base to car. There are three (3) channels spread throughout Camden County, each channel is shared by a group of towns. Also, these channels are recognized as an alternate emergency channel if needed.
3. **County-Wide:**
Emergency channel for the Camden County Park Police, Camden County Prosecutors and Merchantville police department Other agencies will use this channel when directed to do so by the dispatcher or directives from Central Communications. This channel could be utilized in the event of a major incident.
4. **County Sheriff's Channels:**

Channels utilized by Camden County Sheriff's Officers to coordinate their agencies activities.

- 5. Data Channel:
Primary channel for special operations

- 5. Zone X:
Cross-Band 500 to 800 MHz communications link Towns surrounding Camden City and Cherry Hill are to utilize this channel to communicate directly

NOTE: There is a standing order that directs the Sheriff's operations to use the County- Wide frequency. Sheriff's Investigations continue to use Sheriff's channels on a limited basis.

ZONE ALLOCATIONS

Zone 1		Zone 2	
District	Town	District	Town
1	Audubon	3	Barrington
2		18	Haddon Heights
11	Collingswood	21	Lawnside
16	Haddon Twp.	23	Magnolia
26	Oaklyn		
33	Tavistock		
37	Woodlynne		

Zone 3		Zone 4	
District	Town	District	Town
10	Clementon	5	Berlin Boro
13	Gibbsboro	6	Berlin Twp.
19	Hi-Nella	9	Chesilhurst
20	Laurel Springs	35	Waterford Twp.
22	Lindenwold		
28	Pine Hill		
29	Pine Valley		
31	Somerdale		
32	Stratford		

Zone X
Cross-Band 500 – 800 MHz

Sheriff's 1 & 2 Sheriff's Operation		County-Wide	
		District	Town
40		91	Park Police
41		24	Merchantville
42		64	Camden Co. Corrections
43		88	Camden Co. Coroners

46
47
Switch-over 1 & 2
Switch-over 4

89
Switch-over 3

Camden Co. Prosecutors

OFFICE OF THE SHERIFF RADIO NUMBERS

Sheriff 4001
Undersheriff 4002
Undersheriff 4003
Undersheriff 4004
Chief 4005

UNITS

PREFIX AND BADGE NUMBER

40 District / Base Station
Administration 40 badge number
Internal Affairs 40 badge number
Special Services 40 badge number
Training 40 badge number
Armory 40 badge number
K-9 40K1,40K2,40K3,40K4
Bike/Patrol 40B1, 40B2
41 District / Base Station
ID Bureau 41 badge number
42 District / Base Station
Transportation 42 badge number
Civil Process 43 badge number
46 District / Base Station (City Hall)
S.I.U. 46 badge number
Missing Persons 46 badge number
Intelligence 46 badge number

Hall of Justice

The Hall of Justice officers will continue to use a sequential numbering system while operating their radios inside the building. (HOJ frequency) If these officers switch to a county-wide frequency, they will use the 47 prefix and their badge number.

TEAMS

Dive 40D1;40D2;40D3;etc.
SERT 40E1;40E2;40E3;etc
Technical Services 40X1;40X2;40X3;etc.
Hostage 40N1;40N2;40N3;etc.

Secondary VHF Radio System (back up)

The purpose of the VHF Police Radio System is to provide:

- Emergency back-up communications in case of UHF radio system failure.
- Direct Communications interoperability between public safety agencies, as needed
- Central Communications will dictate the procedures and use of the VHF Police Radios.
- All rules and regulations will be followed regardless of which radio system officers are using.
- Plain English should be used instead of codes when communicating with other agencies.

The Following channel allocation list has been established as the standard for the Camden County VHF Radio System.

VHF POLICE RADIO STANDARDIZED CHANNEL LIST

Channel	Name	RX	RXTONE	TX	TXTONE	
01	CC F-4	Fire Emergency Command	155.085	192.8	155.085	192.8
02	SPEN-1	Statewide Emergency	154.680	CS	154.680	131.8
03 *	SPEN-2	Nationwide Emergency	155-475	CS	155.475	131.8
04	SPEN-3	Statewide Police common channel	154.725	CS	154.725	131.8
05	SPEN-4	Statewide Public Safety common channel	153.785	CS	153.785	131.8
06	CC P-1	Police Car to Car	156.210	192.8	156.210	192.8
07	CC P-2	Police Countywide (repeater)	155.370	192.8	156.030	192.8
08	CC P-3	Police Countywide (repeater)	155.565	192.8	156.150	192.9
09	SJ NET	Fire channel (side channel)	154.265	CS	154.265	192.8
10**	NATL-F	National Fire channel	154.280	CS	154.280	NONE
11	CC F-3	Fire channel	154.160	192.8	154.160	192.8
12***	CC E-3	National EMS channel	155.280	CS	155.280	192.8

* SPEN-2 is recognized as the national police simplex communications channel.

** NATL-F is recognized as the national fire simplex communications channel.

*** CC E-3 is recognized as the national EMS simplex communications channel.

1. Installation and operation of any frequencies licensed by the FCC to Camden County, which do not appear on the above list, is prohibited without written permission from the Chief of the Camden County Communications Center.
2. Installation of FCC licensed frequencies is permitted and recommended beginning in Channel 13.
3. Communications by police units on channels 1 through 12 shall be initiated only by the Camden County Communications Center. All radio operation on these channels shall be conducted only under the direction of the County dispatch supervisor.
4. Changes to the above list must be approved by the Camden County Department of Public Safety, Communications Division
5. State Police Emergency Network (SPEN): Officers should be familiar with the rules and procedures while operating on the SPEN network.

SPEN EMERGENCY NETWORK (State Police Emergency network)

SPEN is a statewide police communications network developed by the New Jersey State Police Emergency Network (SPEN) Task Force.

The SPEN system was established as a day to day emergency network linking law enforcement agencies throughout the State of New Jersey by means of a common radio channel. A second and equally important function is to provide communications during a major emergency or disaster situation. Each of the fixed SPEN installations operates on SPEN 1; the statewide channel, and SPEN 2; the Nationwide channel.

SPEN Channel Usage (operate in accordance with FCC and SPEN regulations)

- | | |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPEN 1 | The Statewide emergency channel.
Used for day to day emergency communications and as a first channel for major emergencies or disasters |
| SPEN 2 | The Nationwide emergency channel.
Used for day to day emergencies which involve surrounding states. Also used for emergency working channel until operation can be moved to SPEN 3. |
| SPEN 3 | Statewide Police common channel.
Used as a day to day coordination channel for law enforcement operations during extended emergency or disaster situations (Working channel) |
| SPEN 4 | (JEMS 4) Statewide Public Safety common channel.
Used as mobile to mobile to coordinate activities with other safety agencies on a day to day emergency basis (fire, ambulance, C.D., etc.)
Also used with a portable base station as a second extended emergency or disaster working channel. |

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 received	Off Radio	Unit is not capable of being contracted by radio, but may be “available”.
Out of Service	Unit vehicle or person is not working.	On Radio	Unit is capable of being contracted 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.

Message Format

Policy:

SPEN shall make use of message formats so as to provide uniformity and increased communications capabilities throughout the system.

Procedure:

- Use standard phrase words. Do not use codes or signals.
- Identify self by agency name and car number.
- Provide information updates as soon as practical.
- During chase, only the lead car will transmit, giving location and pertinent details.
- Message format – Examples:
(Agency name, car number) in pursuit proceeding west on Smith Highway, milepost 21 Blue Chevrolet, 1974, Request assistance
(Agency name, car number) motor vehicle stop Smith Highway, milepost 23, request assistance

MOBILE UNIT PROCEDURES

Mobile Identification

Policy:

Mobile units will identify themselves by using their agency name and vehicle number when transmitting to other mobile units or base stations.

Procedure:

Identify by saying: (Agency name, car number) Example: Jonesville 121

Channel Monitoring / Utilization

Policy:

Mobile radios are to be operated in accordance with FCC and SPEN regulations.

Procedure:

1. Monitor SPEN 1 the Statewide Police emergency Channel when the system is fully operational. Operate on SPEN 1 to communicate with base and other mobile units within the State. SPEN 1 is used to receive alarms and to request assistance on an emergency basis.
2. Operate on SPEN 2 when:

- Cooperating with out-of-state vehicles
 - Operating in other states
 - SPEN 1 is occupied by another emergency
3. Operate on SPEN 3 when necessary to coordinate law enforcement activities, which involve multi-agency mobiles.
 4. Operate on SPEN 4 to coordinate activities with other public safety agencies. (This channel shall be used primarily as an interface with the law enforcement and public safety agencies within New Jersey).

Message Transmission

Policy:

Mobiles operating on each channel shall monitor the traffic prior to transmitting and shall comply with the following message priority schedule. SPEN shall not be used for traffic involving a single agency or for traffic between agencies sharing the same operational frequency.

Message Priority:

1. Emergency
2. Flash Message
3. Itinerant

Procedure:

1. Monitor traffic for message Priority.
2. Transmit message when there are no higher priority messages being relayed.

Definitions:

Emergency – a spontaneous situation, occurrence, or event which has a direct and immediate effect on the health, safety, or general welfare of the public

Flash Message – information broadcast across the SPEN system alerting law enforcement personnel to an emergency situation, noting that their assistance may be required.

Itinerant – message broadcast on SPEN involving mobiles from different jurisdictions or states who are out of reach of their normal communications systems and are in need of information or assistance.

STATEWIDE POLICE EMERGENCY NETWORK (SPEN)

- A. SPEN is a statewide police communications network developed by the New Jersey State Police Emergency Network (SPEN) Task Force.

1. Enables police operations to extend beyond county boundaries.
 2. Available to law enforcement agencies on all levels (federal, state, county, local), and to other New Jersey public safety agencies.
 3. Essentially it's an emergency communications system.
- B. The objectives of the Statewide Police Emergency Network (SPEN) are as follows:
1. Enables a police officer to communicate with any other police officer, within the immediate area, regardless of agency affiliation
 2. Provides each police officer, through dispatcher relays, with the potential of communicating with every other police officer in the state
 3. Enables a police officer traveling outside of the State to communicate with the law enforcement officials of the state in which he is traveling
 4. Facilitates the coordination of activities (especially important in situations involving natural disasters, civil defense activities, or other emergencies)
- C. SPEN Structure
1. SPEN has been developed for emergency radio communications that cannot be accommodated through existing channels.
 2. SPEN is an emergency system and supplements normal law enforcement communications.
 3. It may be used only when agencies operating on different radio frequencies must communicate, or when the normal system is inoperable.
 4. SPEN is a radio system comprising base stations and mobile units. It is designed to link all police departments in New Jersey and surrounding states, through common radio frequencies.
 - a. SPEN CHANNELS 1, 2 and 3 are restricted to police officers only.
 - b. Channel 4 may be used by other public safety agencies in New Jersey for the purpose of coordinating activities.
- D. Statewide Control Center
1. Each police dispatch point must have a SPEN base station and every police mobile unit must have a mobile radio. A Statewide Control Center will monitor emergency activities throughout the State and assist in the coordination of activities.
 2. The Statewide Control Center can communicate with any out-of-state SPEN mobile unit traveling in New Jersey.
- E. SPEN CHANNELS
1. SPEN 1—154.680 MHz--Statewide
 - a. SPEN 1 is the Statewide Police emergency Channel. This frequency gives immediate access to emergency messages and alarms.

- b. When an officer travels outside the range of the agency communication system, he can still communicate with other law enforcement officers in the state.
 - c. Base stations provide continuous monitoring of the channel and give communication capabilities to all SPEN mobile vehicles within the range of the base station.
- 2. SPEN 2—155.475MHz--Nationwide
 - a. SPEN 2 is the Nationwide Police Emergency Channel. It's use is limited to law enforcement officers.
 - b. The law enforcement officer can use SPEN 2 when traveling across state lines.
 - c. Law enforcement agencies in New York and Pennsylvania will operate on this frequency and will be able to communicate with any New Jersey vehicles.
- 3. SPEN 3—154.725MHz—Inter-Police
 - a. SPEN 3 will be used during non-emergency activities involving two or more law enforcement agencies that have different radio channels.
 - b. This channel can be used to coordinate motorcades, special events, escorts, etc.
 - c. SPEN 3 will be used to conduct routine business among law enforcement agencies that have no other method of communication.
- 4. SPEN 4—153.785MHz--Interagency

SPEN 4 will be used to coordinate activities involving different public safety agencies including state, county, and municipal police as well as fire, emergency medical services and civil defense. This channel will provide an interface between law enforcement and other public safety organizations.



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

Subject:	COMPUTER SECURITY POLICY		
Distribution:	ALL SWORN PERSONNEL	Pages	9

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

POLICY AND PROCEDURE Page 1 of 2

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

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

POLICY AND PROCEDURE Page 1 of 3

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

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:	3/16/06		
Revised From:			
References			

Subject:	PAGERS		
Distribution:	ALL SWORN PERSONNEL	Pages	2

GENERAL 17.00 PAGERS

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 pagers.

II. INTRODUCTION

Personnel issued a departmental pager will be expected to monitor it on a twenty-four (24) hour basis.

III. MECHANICS

If for any reason your pager is not functioning properly, make arrangements with the Bureau of Special Services to have it replaced or repaired.

IV. RESPONSIBILITY

- A. Personnel assigned pagers will be responsible for their care.
- B. Lost or missing pagers.

1. Report loss at once to your immediate supervisor.
2. Complete an SO-#1 Incident Report within twenty-four (24) hours.
3. Failure to make proper notification and to complete an Incident Report as outlined above will result in disciplinary action.
4. Secure replacement pager from Special Services.
5. Personnel shall be responsible for replacement of pagers when negligence is apparent.

C. Supervisors

1. Review Incident Report SO#-1.
2. Send a copy of the Incident Report to the Internal Affairs Unit.
3. Forward original (yellow copy) through the chain of command to Central Records.
4. Recommend a course of action to the appropriate commander or Undersheriff.

D. Cell Phone Option

Officers may utilize their cell phone in place of their pager when approved by a supervisor. This option requires officers to monitor their cell phone on a 24-hour basis. Officers who use a cell phone as their on call device must adhere to the following.

1. Prior approval by a supervisor is required.
2. Cell phone number must be listed on call sheets maintained by the Special Service & Inspections Unit.
3. Cell phone must be voice mail capable.
4. Officers are required to monitor and answer calls on a 24 hour basis.

Failure to follow these procedures or any other related problem may result in the approval being withdrawn or revoked.



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References			

Subject:	DEPARTMENTAL WEAPONS		
Distribution:	ALL SWORN PERSONNEL	Pages	2

GENERAL 18.00 DEPARTMENTAL WEAPONS

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 weapons.

II. INTRODUCTION

This order establishes proper procedures for all sworn officers that carry a departmental weapon.

III. MECHANICS

- A.** No weapon shall be issued without the express authorization of the Sheriff or his designee.
- B.** No weapon shall be removed from the walk-in vault on the first floor of the Camden County Sheriff’s Office without authorization by the Sheriff or his designee.

- C. No officer of this department shall alter in any way, shape or form any departmental weapon without authorization to do so by the Sheriff or his designee.

- D. Any officer of the Camden County Sheriff's Office that is going to absent over thirty (30) consecutive days, i.e. sick leave, vacation, etc. shall be required to turn in his/her departmental weapon or weapons with magazines to the departmental armor or his designee.

- E. If a Camden County Sheriff's Office Officer is under criminal investigation he/she shall turn their departmental weapon or weapons into the department armor or his designee, i.e. Training Unit personnel or Internal Affairs officers pending final disposition of the investigation. The designee shall also insure that the department armor is notified of that weapon(s) location as soon as possible.

- G. Only departmental authorized weapons and ammo shall be carried while on duty, unless otherwise authorized by the Sheriff.

IV. RESPONSIBILITY

- A. All officers are responsible for the care and maintenance of their weapon.

- B. All officers must qualify semi-annually with his/her duty weapon and shotgun (if issued) and any authorized off duty weapon that they may carry while off duty.



Effective Date:	3/16/06		
Revised From:			
References			

Subject:	MISSING EQUIPMENT		
Distribution:	ALL SWORN PERSONNEL	Pages	2

GENERAL 19.00 MISSING EQUIPMENT

I. PURPOSE

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

II. POLICY

The Camden County Sheriff’s Office will not be responsible for replacement of any lost or missing equipment which is lost through negligence or carelessness.

III. PROCEDURE

A. Employee Losing Equipment.

1. Report loss at once to your immediatesupervisor.
2. Complete a SO-#1 Incident Report within twenty-four (24) hours.

3. Failure to make proper notification and to complete an Incident Report as outlined above will result in disciplinary action.
4. Secure replacement equipment through Special Services.

B. Supervisors.

1. Review Incident Report SO#-1.
2. Send a copy of the Incident Report to the Internal Affairs Unit.
3. Forward original (yellow copy) through the chain of command to Central Records.
4. Recommend a course of action to the appropriate commander or Undersheriff.

IV. RESPONSIBILITIES

Employees shall be responsible for replacement value of item(s) lost due to carelessness or negligence.



Effective Date:	3/16/06		
Revised From:			
References			

Subject:	PERSONAL PROTECTION EQUIPMENT		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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 healthful 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. PPEs 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. **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 reasonably 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. 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 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.

- K.** 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.

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 and Bio-Hazard Kits 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:	3/16/06
Revised From:	
References	
OSHA Blood borne Pathogens Standard, Title 29, Code of Regulations 1910.1030 29 CFR 1910.20	

Subject:	EXPOSURE CONTROL PLAN		
Distribution:	ALL SWORN PERSONNEL	Pages	10

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:	3/16/06
Revised From:	
References:	

Subject:	O.C. SPRAYS		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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 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 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. CCSO General Incident Report. (SO1 and SO1a)
2. Use of Chemical Irritant Report Form (A.G.)

NOTE: *See appendixes 1 & 2 enclosed.*

C. 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 insure that all officers within their units are carrying only department approved O.C. Spray and has complied with the foregoing.
- B.** The training officer will create a lesson plan and provide training dates to all unit commanders. The training unit will also retain a list of officer's names and dates that he or she attended training for the purpose of issuance and recovery of any and all O.C. equipment upon the termination of employment.



Effective Date:	04/26/06
Revised From:	04/91
References	

Subject:	CRIMINAL CHARGES ARISING FROM OFFICIAL DUTIES		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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.



Effective Date:	12-01-15
Revised:	12-30-19
References	

Subject:	REPORTING AND RECORD KEEPING		
Distribution:	ALL PERSONNEL	Pages	7
<i>D. 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:

- 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.

- 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:	3/16/06
References	

Subject:	RECORDS PROCEDURES		
Distribution:	ALL PERSONNEL	Pages	5
			

GENERAL 25.00 RECORDS PROCEDURES

I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, procedures are hereby established for the Central Records Unit.

II INTRODUCTION

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

III. MECHANICS

A. Records/Reports

1. After receiving the original yellow copy of CCSO arrest reports/incidents/towed vehicle, they are put in numerical order.

2. The records are then entered into the database.
3. While entering, reports are checked for mistakes/missing information.
4. If mistakes/missing information are found:
 - a. The report will be marked as missing in the central reportsdatabase.
 - b. The original record is returned to the supervisor of the person(s) that completed the original report. The date it is returned to the supervisor will be noted in the central reportsdatabase.
 - c. Record is corrected and initialed by author and returned to Special Services Immediately
5. Records are filed numerically in groups of 100.
6. After 2 years, the records will be considered inactive records and will be archived in an approved storage area or facility.
3. A missing file report is generated monthly. This report is checked against the Case All records shall be stored and disposed of in accordance with the New Jersey records retention Schedule.
8. A missing report list is generated weekly. A copy is sent to the following:
 - a. Sheriff
 - b. Undersheriff's
 - c. All unit/division supervisors

B. Traffic Tickets

1. Ticket books will be issued to the officer, by Special Services; a receipt is filled out and filed.
2. The **BLUE** copy of the written traffic ticket is forwarded to Special Services. The **WHITE** copy will be hand delivered to the municipal court clerk in the municipality it was written in. The author of the ticket is responsible for ensuring the court receives the correct copy within 36 hours of issuance.
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 calendaryear.

4. Copies of Traffic Tickets shall be stored and disposed of in accordance with the New Jersey records retention Schedule.

C. Special Complaint Tickets

1. Ticket books will be issued to the officer, by Special Services; a receipt is filled out and filed.
2. The **WHITE** copy of the written Special Complaint ticket is forwarded to Special Services.
The **BLUE** copy will be hand delivered to the municipal court clerk in the municipality it was written in. The author of the ticket is responsible for ensuring the court receives the correct copy within 36 hours of issuance.
3. Special Services will maintain a copy of all Special Complaint tickets. They will be filled 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.

D. 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 is being turned over in approved storage box with the completed record disposal form attached.

E. Record/Log Inventory

1. A record inventory will be conducted once a year to allow for annual disposition for records that may 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.

F. Records/Logs Disposal

1. Special Services shall identify records for disposal when these records have met their legal retention requirements.
2. An annual inventory of records will be completed and records ready for disposal/destruction will be prepared and requested by Special Services using the RIM System.

G. Disaster Planning to be determined by the Undersheriff or his designee.

IV. RESPONSIBILITY

- A.** Special Services is responsible for the care and custody of all reports/records generated by Camden County Sheriff's Office. The unit 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.** Department Heads 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. Department heads or designee shall inventory all records/logs quarterly, IAW the requirements listed here in. Each department head shall nominate/assign a records management person(s) who shall be given their own username and password for the countywide RIM System.



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References			

Subject:	UNIFORM TRAFFIC TICKETS		
Distribution:	ALL SWORN PERSONNEL	Pages	8

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 database utilized for recording information pertaining to the distribution of traffic tickets will be referred to as the Uniform Traffic Ticket Control Database.

The 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 insure legibility of all copies.

1. Municipal Court.
Enter name of municipal court.
 2. County.
Enter the name of the county.
- 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 and Telephone.**
The name and address of violator 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 green)
- 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 or f 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).**
Cross out word not 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 of registration expiration.
- 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 one) Check appropriate box preceding violation(s).
1. 39:3-29 - failure to exhibit documents (License, registration, insurance).
 - a. Failure to exhibit documents whether it be driver's license, registration or insurance card. The officer will issue a separate ticket for each violation.
 - b. Under no circumstances will an officer issue multiple violations on one ticket.
 2. 39:4-98 - 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.
 3. 39:4-56.6 - Abandonment of vehicles on private property. No person shall park or leave unattended a vehicle on private property without the consent of the owner or other person in

control or possession of the property or for a period in excess of that for which consent was given, except in the case of emergency, or disablement of the vehicle in which case the owner or operator thereof will arrange for removal of the vehicle.

- 4.** 39:4-97 - Careless Driving.
Check the appropriate block and briefly describe the violation in the space provided.

NOTE: Accidents resulting in personal injury cannot be paid through the Violations Bureau R.7.7-3 (2) and (5).

- 5.** 39:4-138 - Improper Parking

- a.** Enter the appropriate section following:

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.

- b.** private driveway.

39:4-138F	On a sidewalk.
39:4-138I	Within ten feet of a fire hydrant.
39:4-138M	Double parking.

- L.** Other Violation:

Briefly describe the violation in the space provided. This refers to violations not displayed in the thirteen categories in the space provided for "Traffic Violation - Title 39: (check one)". 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.** Statute - Ordinance - Section.

- 1.** The statute number of motor vehicle law (Title 39: or Authority Article) which has been violated shall be entered for all infractions, with the exception of parking, in the space provided.
- 2.** Ordinance Number - Section.
 - a.** Reserved for offenses other than Title 39 or Authority Articles.

- N.** Parking (Other Parking Violations).

1. Appropriate blocks shall be checked.
2. The statute of the motor vehicle law violated will be inserted in the space provided.

O. 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 proceeding with the number 6. Ex: 6001. The number 6 is our agency identifier.

P. Court Appearance Required.

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

NOTE: The insides 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.

Q. Court Appearance and Address of Court.

1. Complete with accurate information.

R. Conditions.

1. Truck - Accident - Personal Injury - Property Damage.
 - a. Check applicable block.
2. Area - Road - Traffic - Visibility.
 - a. Check applicable block.

S. Reverse Side of Officer's Copy (see attachment#1).

1. Disposition of case.
 - a. Adjournments: 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 attachment#2).
 - 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.
- T. Upon issuance of ticket the officer shall advise the violator to carefully read all instructions listed on the ticket.
- U. Sample of Ticket (see attachment #1).
- V. 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.
- W. 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.
- X. Court appearance of officers issuing the uniform traffic ticket.
 1. Officers shall appear in court at the specified time and date 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.

- Y. 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.
- Z. Commonly referred to as "Dismissed for Lack of Prosecution" see # (3).
 - 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 Camden County Sheriff's Office has appointed Ticket Record Supervisors who 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. Maintains 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. Records all books and serial numbers of each ticket into the uniform Traffic Control Database.
 - 7. Distributes the Traffic Ticket Books to the various units. This shall include the maintaining of records and receipts for the ticket books.
 - 8. Prepares 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 Ticket Record Supervisor 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 Ticket Record Supervisor on a daily basis.
 - b. All White copies shall be forwarded to the municipality court clerk that the ticket was written in.
 - c. Ticket books assigned to specific units shall not be interchanged with another unit without approval of the Ticket Record Supervisor. This does not prohibit interchanging of ticket books between officers of the same unit.
1. If a change of ticket books between officers assigned to the same unit occurs, a receipt will be completed and forwarded to the Ticket Record Supervisor who will make 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 Ticket Record Supervisor.



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References			

Subject:	RECEIPT OF SUBPOENA		
Distribution:	ALL SWORN PERSONNEL	Pages	1

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 and requiring appearance before the court or other constituted authority, immediate notification shall be made to the Sheriff via the chain of command using the SO-8 Administrative Report.

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.



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References	

Subject:	CRISIS NEGOTIATION TEAM		
Distribution:	ALL SWORN PERSONNEL	Pages	4

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:	11/10/05
Revised From:	11/06/00
References	

Subject:	VEHICLE RULES AND PROCEDURES		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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 Bureau of Special Services 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.** Avoid high-speed pursuits whenever possible.
- I.** Inmates transported in the Camden County Sheriff's Office Vehicles are not to be permitted to smoke or eat while in the vehicle.
- J.** Drivers experiencing mechanical failures shall stop the vehicle immediately and contact their supervisor.
- K.** Repairs
 - 1.** Monday - Friday 0800-1600 hours.
 - a.** Contact Bureau of Special Services.
 - 2.** Off hours (emergency repairs).
 - a.** Contact the Identification Bureau.
 - 1)** The Identification Bureau shall contact Special Services personnel or make arrangements for towing.
 - 3.** Transportation
 - a.** Contact O.I.C. who will make arrangements for repairs/towing.

IV. RESPONSIBILITY

- A.** Any person assigned a vehicle has the responsibility to care for and maintain that vehicle to insure continuous service whenever possible and shall:
 - 1.** Inspect vehicle at beginning 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:

1. Ensuring all weekly vehicle logs are completed correctly and submitted in a timely fashion.

2. Archiving of vehicle logs/records.

3. Periodic inspection of vehicles.



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

Subject:	VEHICLE ACCIDENTS/INCIDENTS		
Distribution:	ALL PERSONNEL	Pages	4

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:	3/16/06
Revised From:	
References	
Attorney General's Guidelines for the New Jersey Police Vehicular Pursuit Policy (Issued December 1985) (Revised January 1993)	

Subject:	OPERATION OF POLICE VEHICLES/PURSUIT POLICY		
Distribution:	ALL PERSONNEL	Pages	2

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 in all cases 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 department is to have the officer arrive safely at the scene in order to perform his duties in a professional manner.

III. MECHANICS

A. Routine Patrol

1. Under the circumstances of routine patrol all traffic regulations shall be strictly adhered to and posted speed limits shall not be exceeded.

Operators shall avoid fast starts and the spinning of wheels, and at all times set a good example for the public to follow. Operators shall take all necessary precautions in an effort to avoid accidents or injury with him or other users of the road.

B. Responding to Emergencies

1. Under emergency circumstances, where life is in jeopardy or there may be a severe loss of property, the posted speed limit may be exceeded but only with due caution. The increased speed shall be commensurate with the nature of the emergency.
2. Under no circumstances shall a traffic control device be completely ignored. The police vehicle 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, and proceed with caution after determining it is safe.
3. While responding to emergencies, the emergency lights shall be activated. In addition, the siren shall be activated as necessary, especially when passing another vehicle, or when attempting to gain the right of way, or at any other time in order to warn motorists and pedestrians of your approach.
4. If the emergency lights or siren are not functioning an emergency response call shall not be made. Instead a normal response shall be made.
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 perpetrators of the arrival of the police vehicle.

C. Emergency Escorts

1. The motor vehicle regulations permit authorized emergency vehicles to operate emergency signaling devices and exercise certain privileges under the law, but 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 carry that person in the police vehicle. The driver of the other vehicle should also be transported in the police vehicle or firmly directed not to attempt to follow the police vehicle on its emergency endeavor.

D. Vehicular Pursuit Policy (January 29, 1993). See GENERAL 31.00 APPENDIXES



Effective Date:	04/15/06
Revised From:	11/06/00
References	

Subject:	VEHICLE IMPOUNDMENT		
Distribution:	ALL PERSONNEL	Pages	2

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 department.

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 department 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 towed vehicle report, SO4, 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 vehicle tow report. This officer will also record, on the vehicle tow 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. In the event that the registered owner cannot be contacted, the B.C.I. officer receiving the vehicle tow report 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 B.C.I. will attach the returned portion of the return receipt request form to the appropriate vehicle tow report and file according to procedure. The B.C.I. supervisor will insure that the registered letter with return receipt request is sent to the owner of the towed vehicle without delay. The officer who initiates the tow will ensure that the tow report is hand delivered to B.C.I. before the end of their shift.

The B.C.I. supervisor will record on the supervisor's log what contact was made with the owner of a towed vehicle and/or if the vehicle was released.

The B.C.I. supervisor will implement a towed vehicle data base 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. The data base will include where and how many days the vehicle was impounded and whether the towed vehicle went to sheriff's sale.



Effective Date:	04/15/06
Revised From:	
References	

Subject:	EVIDENCE (FOUND/RECOVERED PROPERTY)		
Distribution:	ALL SWORN PERSONNEL	Pages	4

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.

IV. INTRODUCTION

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

VI. MECHANICS

- A. The Undersheriff in charge of the Investigative Division shall select a Sheriff's Officer to serve as the Evidence Officer.
- B. The Undersheriff shall also select an alternate to serve in the absence of the Evidence Officer.
- C. All Evidence recovered by this department shall be logged and secured by the Evidence Officer assuring that all evidence shall be accounted for at all times.

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. Reports concerning the circumstances surrounding the seizure shall be handled via normal procedures. However, a xeroxed copy of the report shall be attached to the envelope containing the seized material or item. The envelope with report attached shall be secured by utilizing the evidence drop box located in the Identification Bureau and the evidence control log filled out accordingly. In the event when an item seized is too large to fit in the evidence drop box, i.e. long guns, the officer seizing the material shall make arrangements with the Identification Bureau to have the Evidence Officer or his alternate contacted so that they make custody of the material and secure same.

D. No evidence shall be destroyed by any member of this department without written authorization from the Camden County Prosecutor's Office or the legal authority having jurisdiction over such disposal.

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.
- b.** U.S. Currency not of an evidential value shall be turned over to the Evidence Officer who shall:
 - 1.)** Turn over the currency to the Camden County Treasurer's Office.
 - 2.)** Give the officer a copy of the Treasurer's Office receipt which shall serve as the Officer's receipt.
 - 3.)** Attach the receipt from the Treasurer's Office to the property inventory form.
 - 4.)** Determine if currency can be legally forfeited to this department.
 - 5.)** Fill out proper forms to begin procedure for forfeiture of the currency.

- c. 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 insure the integrity of the chain of custody the Evidence Officer shall:
 - 1. Maintain an accurate evidencelog.
 - 2. Maintain an evidencelocker.
 - a. The evidence locker shall be subject to an inventory inspection by the Investigative Division Undersheriff or hisdesignee.
 - 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.

B. Destruction of Firearms:

- 1.** It shall be the responsibility of the Evidence Officer to ensure that all firearms are disposed of properly.
 - a.** Whether destroyed or returned to their proper owner the Evidence Officer shall attach the receipt to the property inventory form.



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

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

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:	04/15/06
Revised From:	
References	

Subject:	PERIMETER PATROL		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	04/15/06
Revised From:	
References	

Subject:	ENHANCEMENT OF CRIME SCENE INTEGRITY		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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.



Effective Date:	3/6/14
Revised From:	11/06/00
References	

Subject:	USE OF FORCE/DEADLY FORCE		
Distribution:	ALL SWORN PERSONNEL	Pages	9
<i>Charles V. By...</i>			
		3/6/14	

GENERAL 37.00 USE OF FORCE/DEADLY FORCE

I. PURPOSE

The purpose of this general order is to bring the members and employees of the Camden County Sheriff’s Office into further compliance with guidelines promulgated by the New Jersey Attorney General, Camden County Prosecutor and existing statutory and case law as they relate to the use of force by lawenforcement officers.

II. POLICY

Sworn law enforcement officers have been granted the extraordinary authority to use force when necessary to accomplish lawful law enforcement objectives. That authority is grounded in the responsibility of every sworn law enforcement officer to comply with the laws of the State of New Jersey regarding the use of force and to comply with the provisions of this policy. Equally important is the obligation to prepare individual officers in the best way possible to exercise that authority.

Each officer shall be guided by the principle that the degree of force employed in any situation should be only that which is reasonably necessary. The use of force should never

be considered routine. It is the policy of the State of New Jersey, and this department, that officers will use only that force that is objectively reasonable and necessary.

This general order reinforces the responsibility of officers to take those steps possible to prevent or stop the illegal or inappropriate use of force by other officers. Every law enforcement officer is expected and required to take appropriate action in any situation where that officer is clearly convinced that another officer is using force in violation of state law or this general order.

Officers have a legal, moral and ethical obligation to report all situations in which force is used illegally by anyone. This policy sends a clear message to officers that they share an obligation beyond the requirements of law. Officers are encouraged to do whatever they can to interrupt the flow of events before a fellow officer does something illegal and before any official action is necessary. 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 to utilize force when authorized in the conduct of official responsibilities is among the most critical decisions made by officers. It is a decision that can be irrevocable. It is a decision that must be made quickly and under difficult, often unpredictable and unique circumstances. Sound judgment and the appropriate exercise of discretion will always be the foundation of officer 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 general order is intended to provide the best guidance and direction possible to officers when called upon to confront and address the most difficult of situations. Officers whose actions are consistent with the law and the provisions of this general order will be strongly supported by the law enforcement community in any subsequent review of their conduct regarding the use of force. Conversely, officers whose actions are contrary to law and the provisions of this general order may be subject to disciplinary action, up to and including criminal prosecution and/or termination.

III. **DEFINITIONS**

Constructive Authority

Does not involve actual physical contact with a subject, but involves the use of the officer's authority to exert control over a subject. Examples include verbal commands, gestures, warnings, and the un-holstering of a weapon. Pointing a firearm at a subject is an element of constructive authority to be used only in appropriate situations. For the purpose of this general order, pointing a firearm at a subject in appropriate situations shall be considered a threat of deadly force under constructive authority.

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, handcuffing a subject and maneuvering or securing a subject for a frisk.

Physical Force

Involves contact with a subject beyond that which is generally utilized to affect 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, wrestling a resisting subject to the ground, using wrist locks or arm locks, striking with the hands or feet, or other similar methods of hand-to-hand confrontation.

Mechanical Force

Involves the use of some device or substance, other than a firearm, to overcome a subject's resistance to the exertion of the officer's authority. Examples include the use of a baton, or other object, canine physical contact with a subject, chemical munitions, chemical or natural agent spraying.

Enhanced Mechanical Force

Is an intermediate force option between mechanical force and deadly force, 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. Examples include the use of a conductive energy device (CED) and/or less-lethal munitions. A threat to use enhanced mechanical force, by production of a conductive energy device, or otherwise, so long as the officer's purpose is limited to creating an apprehension that enhanced mechanical force will be used, if necessary, does not constitute enhanced mechanical force.

Deadly Force

Is force which an officer uses with the purpose of causing, or which the officer knows to create a substantial risk of causing, death or serious bodily harm. Purposely firing a firearm in the direction of another person or at a vehicle, building or structure in which another person is believed to be constitutes deadly force unless the firearm is loaded with less-lethal ammunition and fired by a law enforcement officer in the performance of the officer's official duties. A threat to cause death or serious bodily harm, by the production 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.

Reasonable Belief

This is an *objective assessment* based upon an evaluation of how a reasonable police 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.

Law Enforcement Officer/Officer

Any person sworn to enforce the criminal laws of the State of New Jersey, who is certified by the Police Training Commission, or is currently employed by a public safety agency and is authorized to carry a firearm under N.J.S.A. 2C:39-6.

Imminent Danger

This term describes threatened actions or outcomes that may 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.

Substantial Risk

Any discharge of a firearm entails some risk of an unintended outcome. A substantial risk exists when an officer disregards a foreseeable likelihood that innocent persons will be endangered. For example, firing a weapon into a confined space (room, vehicle, etc.) occupied by innocent persons exposes those persons to a substantial risk of harm.

Serious Bodily Injury

This term 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.

Less-Lethal Ammunition

This term means ammunition approved by the Attorney General which is designed to stun, temporarily incapacitate or cause temporary discomfort to a person without penetrating the person's body. The term shall also include ammunition approved by the Attorney General which is designed to gain access to a building or structure and is used for that purpose.

Conductive Energy Device

This term 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.

I. AUTHORIZATION AND LIMITATIONS

A. Use of Force

1. An officer may use physical force or mechanical force when the officer reasonably believes it is immediately necessary at the time:

- a) To overcome resistance directed at the officer or others; or
- b) To protect the officer or a third party from unlawful force; or
- c) To protect property; or
- d) To affect other lawful objectives, such as make an arrest.

B. Enhanced Mechanical Force

The Camden County Sheriff's Office has authorized the use of conducted energy devices for an authorized officer and in compliance with the **Revised Attorney General Policy on Conducted Energy Devices approved and effective on October 7, 2010, the authorization of the Camden County Prosecutor, and the Camden County Sheriff's Office General Order titled "Conducted Energy Devices."**

C. Use of Deadly Force

1. An officer may 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.

2. An officer may use deadly force to prevent the escape of a fleeing suspect:

- a) Whom the officer has probable cause to believe has committed an offense that the suspect caused or attempted to cause death or serious bodily harm; and
- b) Who will pose an imminent danger of death or serious bodily harm should the escape succeed; and
- c) When the use of deadly force presents no substantial risk of injury to innocent persons.

3. If feasible, officers should identify themselves and state their intention to shoot before using a firearm.

D. Restrictions on the Use of Deadly Force

1. An officer is under no obligation to retreat or desist when resistance is encountered or threatened. However, an officer shall not resort to the use of deadly force if an officer reasonably believes that an alternative to the use of deadly force will avert or eliminate an imminent danger of death or serious bodily harm and achieve the law enforcement purpose at no increased risk to the officer or another person.

2. An officer shall not use deadly force to subdue persons whose actions are only destructive to property.

3. Deadly force shall not be used against persons whose conduct is injurious only to themselves.

4. An officer shall not discharge a weapon as a signal for help or as a warning.

5. While any discharge of a firearm entails some risk, discharging a firearm at or from a moving vehicle entails an even greater risk of death or serious injury to innocent persons. The safety of innocent people is jeopardized when a fleeing suspect is disabled and loses control of their vehicle. There is also a substantial risk of harm to occupants of the suspect vehicle who may not be involved, or involved to a lesser extent, in the actions that necessitated the use of deadly force.

6. Due to this greater risk, and considering that firearms are not generally effective in bringing moving vehicles to a rapid halt, officers shall not fire from a moving vehicle or at the driver or occupant of a moving vehicle unless the officer reasonably believes:

a. There exists an imminent danger of death or serious bodily harm to the officer or another person; and

b. No other means are available at that time to avert or eliminate the danger.

7. Officers shall not fire a weapon solely to disable moving vehicles.

E. Exhibiting a Firearm

An officer shall not unholster or exhibit a firearm except under any of the following circumstances:

1. For maintenance of the firearm;
2. To secure the firearm;
3. During training exercises, practice or qualification with the firearm;
4. When circumstances create a reasonable belief that it may be necessary for the officer to use the firearm;
5. When circumstances create a reasonable belief that the display of a firearm as an element of constructive authority helps establish or maintain control in a potentially dangerous situation in an effort to discourage resistance and ensure officer safety;
6. When ordered or authorized by a supervisor or other lawful authority.

II. TRAINING REQUIREMENTS

This Sheriff's Office will conduct and document semi-annual training for all officers on the lawful and appropriate use of force and deadly force. This training will be designed to reflect current standards established by statutory and case law, as well as state, county and departmental written directives and guidelines. The training program will include the use of force in general, the use of physical and mechanical force, the use of enhanced mechanical force, the use of deadly force, decision making skills and the limitations that govern the use of force, deadly force and reporting requirements. The use of force training will be conducted semi-annually during in-service training.

III. USE OF FORCE REPORTS

A. In all instances when physical force, mechanical force, enhanced mechanical, or deadly force is used, each member or employee who has employed such force shall complete and submit:

1. Incident or Supplemental report, or any other report that is necessary in compliance with this or any other Departmental Order
2. A Use of Force Report (Appendix A)

B. A written report must be submitted whenever a member or employee takes an action that results in, or is alleged to have resulted in, injury or death of another person.

C. The Unit Commander / Unit Supervisor shall review the Use of Force Report for accuracy and completeness and shall promptly address any issues as they may pertain to policy changes, training, weapons or equipment, or discipline. Recommendations shall be forwarded through the designated chain of command.

D. After the appropriate supervisor has reviewed the Use of Force Report, it is then clear to be forwarded to through the chain of command and ultimately filed in the Records Unit. A copy of the Use of Force Report shall be forwarded to the Internal Affairs Bureau who will then forward a copy to the Camden County Prosecutor's Office.

E. The Internal Affairs Bureau shall be responsible for completing the annual Use of Force Summary Report in a manner prescribed by the Camden County Prosecutor. This report shall be forwarded to the Camden County Prosecutor's Office, through the Sheriff upon completion by January 15 of the following calendar year.

IV. USE OF FORCE REVIEW

A. All use of force incidents are subject to an administrative review. The review shall ordinarily involve a review of all documents, available evidence and an interview of any available persons who may have information regarding the incident.

B. The purpose of the administrative review is to determine if the actions taken during the use of force incident comply with statutory law, current criminal procedure, Attorney General's Guidelines, Prosecutor's Guidelines and this general order. Further purposes are to identify the need for an internal affairs investigation, training needs, and to determine if modifications to this general order are required or recommended. If the administrative review reveals that the officer's actions require an internal affairs investigation, the Sheriff shall be notified via the Chain of Command.

C. Although there is no strict time limitation for the submission of the administrative review, the final report should be completed without undue delay. Depending on the scope of the review, three to five working days should be considered adequate to complete the investigation. The Sheriff may cause further review of the incident.

V. RENDERING MEDICAL AID

If the use of force results in an injury to any party, prompt medical attention shall be offered and/or provided as soon as it is safe for officers to do so. Medical attention shall include but is not limited to: increased visual observation by the officer to detect obvious changes in the subject's condition, flushing chemical agents from the eyes, applying first aid, or immediate attention by medical personnel. The attention by medical personnel may consist of treatment / evaluation at the scene or at a medical facility. The extent of the injury and the treatment offered shall be documented in the body of the investigation report.

IX. NOTIFICATIONS / REVIEW

In the event an officer has used physical force, mechanical force, enhanced mechanical force or deadly force, the officer must notify an on duty supervisor.

The supervisor shall ensure that the Sheriff, the Internal Affairs Bureau and the Camden County Prosecutor's Office are immediately notified when the use of physical force, mechanical force, enhanced mechanical force, or deadly force results in death or serious bodily injury, or when injury of any degree results from the use of a firearm by an officer. The Sheriff shall be notified through the Chain of Command.

Members or employees whose actions or use of force results in a death or serious injury to any other person shall be removed from a line duty assignment and assigned to an administrative duties detail pending administrative review of the facts and circumstances of the incident. The member or employee shall also be offered critical incident stress debriefing through the Employee Assistance Program and Critical Incident Stress Management.



Effective Date:	04/15/06
Revised From:	
References	

Subject:	REQUESTING CJIS INFORMATION		
Distribution:	ALL SWORN PERSONNEL	Pages	4

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.

II. INTRODUCTION

The CJIS computer system provided by the NJSP 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 will 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 using the attached request form.

(Appendix) However, it is understood that not all situations will permit the use of this form. (Example car 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 using the attached form must include the reason for request.
 - a. Incomplete or improperly completed forms 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 on a CCSO Administrative Report and 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 will be signed for prior to release, and 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 Bureau and Undersheriffs.

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. SCIC/NCIC record validations.
 - b. SCIC/NCIC hit confirmation procedures.
 - c. General policystatements.
 - d. Security ofterminal devices.
 - e. Training ofterminal 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. 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.
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 Bureau

The investigation authority for security violations shall be the Internal Affairs Bureau 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. 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. Sworn Personnel

All sworn personnel shall be responsible for familiarization and compliance with the above guidelines.



Effective Date:	3/16/06		
Revised From:			
References			

Subject:	DAILY ACTIVITY LOGS		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	04/15/06
Revised From:	
References	

Subject:	DRUG TESTING FOR APPLICANTS, TRAINEES & SWORN LAW ENFORCEMENT OFFICERS		
Distribution:	ALL SWORN PERSONNEL	Pages	14

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 have the 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:	04/11/06
Revised From:	
References	

Subject:	EMERGENCY MOBILIZATION PLAN		
Distribution:	ALL SWORN PERSONNEL	Pages	4

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:	04/15/06
Revised From:	
References	
COURT RULE #6:7-1 “ “ #6:7-2	

Subject:	CIVIL WARRANTS		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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 should consult his/her supervisor before apprehending the target of arrest if any procedure is not clear.
- 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. At the discretion of the officer, a check of other outstanding warrants may be relevant in some arrests.
- C. It will be the responsibility of the officer to remain neutral in matters before the court.



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References	

Subject:	LABOR DISPUTES/STRIKE FORCE		
Distribution:	ALL SWORN PERSONNEL	Pages	5

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.



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References	

Subject:	SERVICES OF SUMMONS & COMPLAINTS		
Distribution:	ALL SWORN PERSONNEL	Pages	7

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. Daily reporting time shall be 0830 hours unless otherwise cleared by a supervisor. The dress code at all times is a class “A” uniform unless instructed differently by a supervisor. 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.

- B.** The officer is to read the attorney's cover letter. It may contain special instructions regarding service to the particular defendant. All summons and complaints are not to be held any longer than thirty (30) days.
- C.** 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.** Two (2) attempts shall be made Monday through Friday between the hours of 0730 to 1700 hours and two attempts 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 dates and times are to be written clearly.
 - 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 sheriff be directed to serve two (2) defendants; namely,
 - a. RALPH JONES
 - b. MRS. RALPH JONES

Get 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. indicates 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.
 - b.** 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 of the age of
fourteen (14) years 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 in printed 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.
 3. The supervisor shall deliver the completed returns to the clerical staff of the Civil Process Unit.



Effective Date:	04/15/06		
Revised From:			
References			

Subject:	CLERICAL SECTION/CIVIL PROCESS		
Distribution:	ALL SWORN PERSONNEL	Pages	6

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, Foreclosures, Writs, Wage Garnishments and Summons and Complaints.

A. Summons and Complaint Department

1. Receiving documents submitted for service.
 - a. Insure that the proper fee and documentation has been submitted.
 - b. Route the package to the Bookkeeping Department for fee processing.
 - c. (Upon return from Bookkeeping) Create a new file by inputting the required information in the computer system.
 - d. Print a copy of the Affidavit of Service.
 - e. Route the Affidavit and the document to the Uniformed Section for service.
 - 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 Court of Venue.
 - 2). One copy to file.
 - 3). One copy to plaintiff's attorney.

B. Wage Garnishment Department

1. Receiving a Writ for Wage Garnishment
 - a. Insure that the proper fee and documentation has been submitted.
 - b. Route the package to the Bookkeeping Department for fee processing.
 - c. (Upon return from Bookkeeping) Create a new file by inputting the required information in the computer system,
 - d. Print a copy of the Affidavit of Service.
 - e. Route the affidavit, a letter of instructions and a copy of the writ to the Uniformed Section for service.
 - f. Create a hard copy file and file the original writ and any correspondence.
 - g. (Upon return from the Uniformed Section) Input the information supplied from the Affidavit of Service.
 - h. Distribute copies of the Affidavit of Service.
 - 1). Original to file.
 - 2). One copy to plaintiff's attorney.
2. Receiving garnishment payments

- a. Apply the payment to the proper account.
 - b. Route the payment to the Bookkeeping Department for deposit.
 - c. 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. Transfer the file to the inactive section.

C. General Writs Department

1. Receiving a writ and a request for service
- a. Insure that the proper fee and documentation has been submitted.
 - b. Route the package to the Bookkeeping Department for fee processing.
 - c. (Upon return from Bookkeeping) Create a new file by inputting the required information in the computer system.
 - d. Print an Affidavit of Service.
 - e. Route the Affidavit, letter of instructions and Writ to the Uniformed Section for service.
 - f. Create a hard copy file and file the original Writ and any correspondence.
 - g. (Upon return from the Uniformed Section) Input the information supplied from the Affidavit of Service.
 - h. Send a Notice of Levy to the defendant.
 - i. Send a copy of the completed Affidavit of Service to plaintiff's attorney.
 - j. File all documents.
2. Receiving a request to schedule an Appraisal or Sale of Goods and Chattels
- a. Insure that the proper fee and documentation has been submitted.
 - b. Route any fees to Bookkeeping for deposit.
 - c. Arrange a date for Appraisal or Sale with the requesting attorney.
 - d. Prepare a package containing all documents pertaining to the sale or appraisal and route the package to the Uniformed Section for Service.
 - e. (Upon return from the Uniformed Section) Input the results of the action.
 - f. 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. Insure that the proper fee and documentation has been submitted.
 - b. Route the package to the Bookkeeping Department for fee processing.
 - c. (Upon return from Bookkeeping) Create a new file by imputing the required information in the computer system.
 - d. Schedule a Foreclosure Sale.
 - e. Submit a Notice of Sale to the primary newspaper for advertisement.
 - f. Distribute copies of the Notice of Sale.
 - 1). One copy to Plaintiff's attorney.
 - 2). One copy to the Public Viewing Book.
 - 3). Copies (as needed) for additional advertising.
 - g. Route a Posting Notice and property description to the Uniformed Section for posting.
 - h. File copies of all notices for publicrecord.
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 to the Bookkeeping Department for deposit.
3. Completing PropertyTransfers
 - a. Submit the deed for preparation.
 - 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.

E. Bookkeeping

1. Receiving document packages, checks and payments;
 - a. Endorse each check and document package using the Validate machine.
 - b. Verify, through the computer system process, the endorsement information and control number for each payment and document package.
 - c. Return all documents to the proper departments.
 - d. Retain any checks and payments and prepare a daily bank deposit.

2. Disbursing Funds;
 - a. On receipt of a Select Report, disburse funds as requested by that department.
 - b. 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 insure compliance with and evaluate the efficiency of these procedures.



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Revised From:	
References	

Subject:	OUT OF COUNTY TEMPORARY RESTRAINING ORDERS		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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 Camden County Prosecutor’s Office 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

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 1600HOURS

1. The Identification Bureau 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 the order to the 2nd floor of the Hall of Justice Domestic Violence Unit indicating that the restraining order was faxed to the local police for service.

If there is an emergent nature or a weapon involved in the restraining order, the shift supervisor of the shift within the Identification Bureau shall make the phone contact with Central to have the local police call the Identification Bureau and if necessary to 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

1. 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.
2. The Civil Process Officer shall complete the affidavit return of service portion of the restraining order after making proper service on the defendant, indicating the type of service made, time, and location. The officer will then fax the completed paperwork and affidavit of service back to the originating county Domestic Violence Unit. Copies of the completed paperwork will be kept on file should a question arise about the details of the service.

IV. RESPONSIBILITY

The shift supervisor of the Identification Bureau shall fax the Out of County Restraining Orders to the local police 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:	04/15/06
Revised From:	
References	

Subject:	TEMPORARY RESTRAINING ORDER		
Distribution:	ALL SWORN PERSONNEL	Pages	4

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 defendant's 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:	04/15/06
Revised From:	
References	

Subject:	TIME MANAGEMENT SYSTEM		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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.



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Revised From:	04/15/06
References	
11/06/00 11/10/05	

Subject:	COURT SECURITY BUREAU / JOB DESCRIPTIONS & RESPONSIBILITIES		
Distribution:	ALL SWORN PERSONNEL	Pages	17
<i>Charles V. [Signature]</i>			

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 departmental 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 Undersheriff, the Commander supervises the activities of the Sheriff's Officers assigned to courtrooms in preparing said courtrooms for trial, as well as Sheriff's Officers assigned to building security in the maintenance of order within the Hall of Justice.

1. The Bureau Commander assures that the security and custody of prisoners and jurors are maintained.
2. The position of Bureau Commander requires technical knowledge of courtroom procedures.
3. The Bureau Commander schedules, directs, reviews and evaluates the work of subordinates.
4. Observes job performance, assists with on the job training.
5. Supervises and acts in emergency situations such as fires or bomb threats.
6. Immediately advises the Chief or Undersheriff of all major incidents occurring in court facilities.
7. The Chief or Undersheriff acts as Court Liaison between the Assignment Judge and the Sheriff.

D. Supervisors:

1. Directly responsible to the Court Security Bureau Commander.
2. Supervises the activities of Sheriff's Officers assigned to courtrooms. Directs the security guards assigned to the Hall of Justice.
3. Directs and participates in the transportation of prisoners and defendants within court facilities.
4. Ensures the isolation of the jurors by preventing tampering and/or intimidation.
5. Monitors the opening and closing of courtrooms.
6. Directs the preparation of court security forms and related materials.
7. Functions in place of Court Security Bureau Commander, when necessary.
8. Assigns personnel to posts within his/her respective area of responsibility.
9. Schedules, directs, reviews and evaluates work of subordinates.

10. Meets with Court Security Sheriff's Officers to discuss specific problems/concerns regarding Court business.
11. Assists with, and/or writes incident reports for that day and follows up on previously written reports. Submits same to the Court Security Bureau Commander.
12. Passes on information to our personnel on a need-to-know basis.
13. May respond to medical emergencies.
14. May respond to duress alarms within the building.
15. Assists in emergencies.
16. Must respond to deaths, criminal activities, any life threatening situation or upon request of any Sheriff's Officer.
17. Assists in courtrooms when needed.
18. Makes arrests.
19. Supervises and participates in the physical security of the Hall of Justice.
20. Acts to prevent incidents that may cause injury to an individual or disruption of the Court Security Bureau.
21. Supervises and participates in emergency situations such as fires or bomb threats.
22. Ensures that first aid is rendered by the EMT assigned to the Hall of Justice.
23. Directs the preparation of court security forms and related materials.
24. Carry out all lawful orders issued by the Sheriff, Undersheriff, Chief or Court Security Bureau Commander.
25. Is responsible for the population circulation patterns.
26. Assists the Bureau Commander when needed.
27. Makes sure there are proper personnel to fill the schedule. Passes on verbal information to Sheriff's Officers on a need to know basis.
28. Responsible for the posting of all armed security within the Court Security Bureau.
29. Responsible for responding to all Court Security Bureau emergencies.
30. Responsible to ensure proper preparation and response to any unusual incidents, i.e., bomb threat, hostage, evacuations, etc.
31. Responsible to the Building Operations Manager and shall assist him/her as needed.

E. Sheriff's Officers:

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, and other positions as designated by the supervisor. They will be permitted to proceed to their areas.
4. Court Security Bureau personnel coming into possession of any kind of evidence pertaining to any investigation or case to which they shall be assigned shall immediately report, disclose and submit such evidence to their supervisor.
5. While court is in session or recess, an officer will be stationed at the entrance to the courtroom or at the very minimum, have the entrance under surveillance at all times, standing ready to assist any unidentified person entering the courtroom, and have personal knowledge of why anyone is in the room.
6. Officers shall 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 keep the defendant under observation at all times, and will not permit their attention to be distracted by verbal exchanges between Judge and counsel, or counsel and witness. All officers are to remain standing while the defendant is standing, unless directed otherwise by the Judge.
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 courtroom, while occupied by victims and/or defendants in the criminal division, and other courtrooms on a case by case basis, should be kept under surveillance, especially while court is in recess, to prevent any altercation from occurring between the aforementioned individuals.
10. Furniture should not be moved from one courtroom to another unless a particular judge requests it, and the court administrator is so advised. This rule also applies to all rooms which are used by the court system.

11. The front entrance door to all courtrooms should 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 to 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. Obviously, 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. Under no circumstances will prisoners be transported in the public elevators:
17. When a defendant is given a custodial sentence, he or she will be taken to admissions along with the 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 to by Supervisor or Unit Commander.
21. Carry out all lawful orders issued by the Sheriff, Undersheriff, Chief, Unit Commander, Supervisor or Judge.

22. Prepare courtrooms for sessions.
23. Open and close court.
24. 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.
25. 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.
26. 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.**
27. The Sheriff's Officer shall thoroughly familiarize himself/herself with the duties of which he/she is expected to perform in order to eliminate the need for further briefing from the Judge.
28. The courtroom shall be opened to the public fifteen minutes prior to the time court is due to commence. At least one Sheriff's Officer shall remain in the courtroom continuously thereafter.
29. As persons enter the courtroom, the officer shall ensure no food or beverage is brought into the courtroom.
30. Sheriff's Officers will not drink any soda, coffee, or other liquids or eat any food while in any courtroom.
31. Ensuring that the tone of voice and demeanor of those entering is not loud or boisterous.
32. Monitoring those entering to identify persons who may need assistance, either informational or physical.

33. 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.
34. Prior to opening court, the officer shall request those persons present to be seated and inform them that there is to be no talking while court is in session.
35. If a large group of spectators has gathered before the court convenes, the officer shall caution them as to their expected conduct while court is in session.
36. At the hour of the morning session when the court is set to convene, the officer shall be alert for the presence of the Judge.
37. When court business has been completed, the officer shall examine all areas of the court. These areas include, but are not limited to; hallways, stairs, lavatories, conference rooms, chambers and juryrooms.
38. After a complete inspection, the courtroom shall be secured. Prior to leaving, the officer shall check with the Judge to see if he/she is needed for anything further, then promptly report to their immediate supervisor, via radio or in person, their status.
39. Sheriff's Officers shall ensure the maintenance or order while court is in session.
40. During the time court is in session, the officer shall be positioned to be able to observe the actions of those in the courtroom and where the Judge can signal to the officer if need be.
41. Remain in the courtroom at all times while court is in session, or when the courtroom is unlocked, unless otherwise directed by the Judge. Sheriff's Officers shall be responsible for only those forms pertinent to the function of the court such as daily post logs and any other forms required by their actions (arrest reports, SO8, etc.). Court slips not to be filled out by officers, only collected, checked and tunneled through the proper channels.
42. Ensuring that everyone is quiet while court is in session. Talking or reading by the public or Sheriff's Officers is prohibited. Conversations between attorneys and/or clients or Sheriff's Officers shall be permitted only to the extent that court proceedings are not distracted or disrupted.
43. In the event a visitor appears to see the Judge, inquire of the name of the visitor and nature of the visit. Report this information to the Judge and await further instruction.

The Judge will instruct as to whether he will see the visitor in chambers, in the courtroom or give you specific instructions to relay to the visitor. The Judge may not wish to see the visitor at all.

44. 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.
45. 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 for assistance or an emergency. The officer shall activate the duress alarm in the event of an actual emergency.
46. No video or audio equipment of any kind shall be allowed to be turned on in a courtroom without the express approval of the 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.
47. 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.
48. Take proper action regarding jurors, witnesses, trial participants and evidence as required.
49. No Sheriff's Officer will leave his/her post until properly relieved.
50. Sheriff's Officer's will not use cellular phones while in public areas or courtrooms except in emergent situations. Cellular phones can be used in areas not visible to the public.

F. 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 used here is not so much of a physical nature, but meant as protection against any contamination 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 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 the 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 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.
14. The Sheriff's Officer shall keep all persons away from the jury room.
15. The Sheriff's Officer shall be positioned during deliberations so as 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 that 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, tell 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. If the Judge has indicated 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.
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 room 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 is only one inmate in a courtroom unless ordered otherwise by the Judge.
 - a. Obviously this may not be possible at all times, i.e. co-defendants, etc.
 - b. During a trial involving serious charges, 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).*
 - c. The leg brace may also be used in trials involving lesser charges, if the officer in charge of the courtroom determines that the inmate on trial poses a security risk.
 - d. The leg brace(s) will be returned to the Lower Level officer at the end of each day.
 - e. The aforementioned policy is also applicable to all juveniles regardless of gender when waived up to adult court.
2. All prisoners entering the Hall of Justice shall be properly restrained. If the inmate is in the custody of another department they will be restrained using that department's equipment if available.
3. All inmates shall be restrained using the restraining chains provided.
 - a. The waist chain shall be adjusted to prevent the chain from being pulled down.
 - b. The loose end of the waist chain shall be secured in the handcuff.
 - c. The handcuffs shall be double locked.
 - d. 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 due

arise, the inmate will be secured using alternative methods (i.e.-shackles, cuffing to wheelchairs, etc.)

4. Shackles shall be used in addition to handcuffs if the prisoner appears to be a security risk or disciplinary problem.
5. All inmates shall be housed in a holding cell whenever possible.

I. Specialized Responsibilities

1. At least two (2) Sheriff's Officers shall escort inmates from the prisoner staging area in the tunnel and to and from the court each day.
2. Sheriff's Officers will also escort inmates from one courtroom to another when required.
3. 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.
4. It shall be the responsibility of the Sheriff's Officers to move all inmates in a safe and orderly fashion.
5. 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 officer assigned to specific courtrooms.
6. When problems arise in the secured hallway involving prisoners the transporting officers shall notify their immediate supervisor.
 - a. Sheriff's Officers escorting prisoners are to secure them immediately.
 - b. Sheriff's Officers in courtrooms with prisoners in their custody will detain the prisoners until the situation is resolved.

II. Entrance Security Officers

1. Sheriff's Officers shall be under the direct supervision of their immediate supervisor.
2. Sheriff's Officers shall follow all policies and procedures as directed in the Policy and Procedure Manual.
3. 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. Sweep Team officers will be assigned to bolster the front door during times of heavy traffic. They will assist with wandings **ONLY** from 0800-0930 hours and from 1300-1330 hours. They will not operate the x-ray equipment. Only officers assigned to the Security Rotation will operate the x-ray equipment.
4. The public will always be treated with courtesy and respect even if they are verbally abusive to the officer.
5. No Sheriff's Officer shall challenge or ridicule another officer's decision to vouch an item that the officer considers dangerous.
6. Items such as weapons, drugs and other contraband shall not be discussed in a light or humorous manner with the public.
7. If a member of the public is in line, Sheriff's Officers will immediately cease all private conversations and screen the person in line.
8. Sheriff's Officers assigned to screening will not visit with citizens or with other departmental members except for the exchange of information relating to their assignment.
9. Sheriff's Officers will not shout across the lobby or down the hallway unless there is some urgent duty reason to do so.
10. 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.
11. Sheriff's Officers shall not permit any recording devices or photographic equipment without approval from the assignment judge.
12. The following items will always be vouchered regardless of the size:

Knives		scissors
Pepper spray		Mace
Razor blades		Corkscrews
Cameras (1st floor OK)	non-working electronic devices	
Tools		Marker
Heavy metal belts		nails, screws, etc.
Handcuff keys		

❖ Or any other item(s) that could be used as a weapon at his/her discretion.

13. If the person does not wish to have the item vouchered, it is their option to take it back to their car or leave. The person will have to be screened again when they return.
14. If someone brings in a car-radio faceplate, or a pull-out dashboard radio, or if they have a medium to large size electronic item that doesn't work, they will be directed to take the item out to their car. We will not vouch those items.

15. 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 so advised and given an opportunity to ascertain whether he/she may have previously overlooked other metal objects in his/her possession. However, the person being screened may be allowed to terminate the screening process, collect his/her belongings and exit the building.
 - e. An individual with a positive reading still desiring entry into the building shall be required to pass through the walk-thru a second time. If a positive reading is again registered, the individual will be searched using a hand held detector.
 - f. If, as a result of a hand scanner search a metallic object is located, it will, if possible, be removed.
 - g. In all cases another complete search with the hand held detector shall be done, as the person may have more than one metallic object.
 - h. If, as a result of the search, an item of contraband is discovered, appropriate action shall be taken.
 - i. Items which are prohibited by the Court System, but are legally possessed by the individual, shall be vouchered for safekeeping and returned to the individual upon his/her departure from the building.

K. Court Security Sheriff's Officer, Assigned to Rapid Action Team The Armed Officer shall:

1. Provide armed security within a court facility and shall have responsibility to effect arrests in accordance with New Jersey Statute.
2. Monitor corridors of the facility in order to prevent disruptive or injurious incidents.
3. Assist in the security at high risk trials or with high risk prisoners.
4. Upon the direction of the immediate supervisor, operate magnetometers or x-ray scanners; perform designated tasks during unusual occurrences as delineated in the Policy and Procedure Manual.
5. When required, assist in the security of jurors.
6. Participate in the physical security of the Court Security Bureau.
7. Investigate all suspicious objects and packages left or carried into Court Security Bureau.
8. Provide armed security of the court facilities as directed by the immediate supervisor.
9. Check all public access areas of the court facilities such as rest rooms, conference rooms, hallways, lobbies, etc., for suspicious objects and unlawful activities.
10. Secure areas during hostage situations.
11. Provide facility and courtroom security during court meal breaks and until the last court is adjourned for the day.
12. Carry out all lawful orders issued by the Sheriff, Undersheriff, Judge or Supervisor.
13. Perform the duties of a Sheriff's Officer assigned to a courtroom.
14. Sheriff's Officers shall not be armed while assigned to a courtroom or to prisoner escort, unless otherwise ordered by a supervisor or above.

L. Monitor Room Officers

The position of Monitor Room officer duties include 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 weekly. 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

6th Floor Operations Room (3 buttons)
 Suite 150 (1st 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 (5th 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
 2nd 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 make the determination as to whether ADT or maintenance shall be contacted 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.

M. Weapons Policy for Courtroom Officers

1. Criminal Court Rooms

- a. The **POINT PERSON** (Sheriff's Officer in charge of designated courtroom) will 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**.
- b. 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.

2. Holding Cell Area and Inmate Escort Officers

- a. Officers assigned to escort inmates or enter holding areas **will not be permitted to carry firearms** during the course of those duties.
- b. 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.
- c. Only Sheriff's Office personnel will have keys to the locked utility closets.
- d. Another officer will be assigned to carry their issued firearm and will be posted, after inmate pickup, to the area outside of the vestibule of the courtroom.

N. Family/Juvenile/Civil Courtrooms

1. Officers assigned to these Courtrooms (not adjacent to a holding cell) will carry their issued firearm. Officers will not enter into holding cells without first securing their weapons.
2. If the officers are needed to assist with inmate escorts or arrests, they will secure their weapons in a designated gun locker.

O. Security Posts

All officers will remain armed unless assigned to assist with inmate escorts and arrests.



Effective Date:	10/29/14
Revised From:	
References	
Internal Affairs Directive I.A.B. #95-1 (09-29-95)	

Subject:	INTERNAL AFFAIRS UNIT		
Distribution:	ALL SWORN PERSONNEL	Pages	3
<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:	EVIDENCE CONTROL LOG		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	04/15/06
Revised From:	
References	

Subject:	COMPUTERIZED CASE NUMBER LOG		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	04/15/06
Revised From:	03/25/02
References	

Subject:	PROCESSING TOWED VEHICLE REPORTS		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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:	04/15/06
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References	

Subject:	EXPUNGEMENT PROCEDURE		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	04/15/06
Revised From:	
References	

Subject:	NJCJIS SECURITY		
Distribution:	ALL SWORN PERSONNEL	Pages	15

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 participant states
- 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



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References	

Subject:	REMANDS		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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.



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Revised From:	
References	

Subject:	RELEASES FROM THE DOC		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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.



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References	

Subject:	DISSEMINATION OF INFORMATION		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	04/15/06
Revised From:	
References	

Subject:	BICYCLE PATROL POLICY		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	03/17/06
Revised From:	
References	
NJS 2A:154-3, 40A:9-117.6	

Subject:	INTELLIGENCE UNIT		
Distribution:	ALL PERSONNEL	Pages	10

GENERAL 65.00 INTELLIGENCE UNIT

I. AUTHORITY

New Jersey Statutory provisions 2A:154-3 and 40A:9-117.6 empowers Sheriff's Officers to act as peace officers for detection, investigation, apprehension, arrest and conviction of offenders against the law.

II. INTRODUCTION

The Camden County Sheriff's Office established an Intelligence Unit designed to collect, evaluate, analyze, and disseminate intelligence data regarding organized criminal activity, specifically within Camden County.

The Unit's mission is to aid in the ultimate prosecution and curtailment of criminal enterprises through the use of tactical and strategic intelligence.

Intelligence collected, verified and analyzed by the Camden County Sheriff's Office will be available to law enforcement agencies on a need to know and right to know basis.

A. OBJECTIVES

1. Identify and define systematic and organized criminal activity affecting Camden County through strategic intelligence development and resource allocation.
2. Identify persons and organizations engaged in criminal activity and prioritize targets for enforcement actions.
3. Recognize and identify major crime problems affecting Camden County and provide recommendations and assistance for remedial action.
4. Maintain an intelligence system, as opposed to simply an information system.
5. Develop tactical knowledge necessary to plan effective investigative and enforcement operations.
6. Disseminate strategic intelligence products in appropriate form.
7. Provide tactical support and technical expertise to the department's enforcement and investigative operations.

III. MECHANICS

The Camden County Sheriff's Office Intelligence Unit operating procedures shall be in accordance with the United States Constitution, the Constitution of the State of New Jersey and other legal criteria established for the proper collection, evaluation, collation, analysis, storage, dissemination and other handling of intelligence data.

A. REPORTING PROCEDURES

1. Department personnel will submit intelligence and investigative data on the following report form:
 - a. Camden County Sheriff's Report Form **SD7** (Intelligence Report). General and sensitive intelligence data reported must be submitted on this report form.
2. The contents of the intelligence reports will be objective, distinguishing reliable and verified data from opinion, inference and hearsay. The basis for the reliability and verification of the facts must be provided in the text of the report.
3. All names presented in the report will be identified to the extent such identifiers are available; indicating the name, address, date of birth and criminal records number for individuals. Organizations will be identified by full name and address as minimum requirement identifiers.
4. Data contained in the intelligence report should be substantiated by other sources. The identity of the corroborating sources should be protected yet detailed sufficiently to provide for further reliability / validity evaluation by the Unit.
5. Information provided by an informant will be so indicated in the report.

B. RECORDING AND STORAGE OF INTELLIGENCE DATA

1. Prior to any information being recorded and stored in the Camden County Sheriff's Intelligence Unit, the information must be reviewed by the Unit Supervisor for reliability and content.
2. The Unit Supervisor reviewing the data must determine whether the objectives of the Unit are being met. The Unit Supervisor is responsible for the content of reported and deleted data. Data will be deleted when determined not to be in conformity with the objectives of the Unit.
3. All names of individuals, corporations and / or businesses contained in the intelligence report shall be indexed. In the event that the report is classified as "Sensitive Information - Authorized Access Only" the names of the individuals and entities will be contained in the Sensitive Information File, accessible only to the Intelligence Unit Supervisor, the appropriate Undersheriff, and / or the Sheriff.
4. The Sheriff's Intelligence System will maintain the necessary data so as to provide positive identification of the individual / entity on file. The system will maintain an abstract on each individual and entity. The abstract will contain the master index identifier data and summaries of the reported data.
 - a. In the event the officer has obtained information about an individual and lacks positive identifiers; periodic attempts will be made by the reporting officer to update the data.
5. The following guidelines describe the type of information contained in the Unit's files.
 - a. Any information concerning the arrest, indictment or outstanding warrants for arrest of an individual. Any data relative to the arrest and / or indictment of an individual will be summarized in the officer's report with reference made to the general criminal history of the subject being indexed. The report should reflect the individual's C.C.S.D., S.B.I. and F.B.I. numbers.
 - b. Information relating to any individual who has been identified as a perpetrator of a crime by a witness or competent evidence.
 - c. Information regarding any individual who threatens violent conducts affecting person and / or property.
 - d. Information regarding any individual wherein reasonable suspicion exists to believe the individual is engaged in or conspiring to engage in criminal activity.
 - e. Any information that depicts the extent or scope of criminal activity of an organized crime figure.

1. In order to protect the legal rights of those persons contained in the files of the Camden County Sheriff's Intelligence Unit, strict controls will be maintained in the dissemination of information contained in the files. The following procedures have been established for the dissemination of intelligence data:
 - a. All members of the Unit shall treat as confidential the content of the files and the business of the department. They shall not disseminate such information to anyone except those recipients prescribed by those guidelines, as directed by the Sheriff, under judicial order or by statutory requirements. They shall not talk for publication, be interviewed or make public speeches on police business except by permission of the Sheriff.
 - b. Computer audit trails shall reflect any retrieval of information from the Sheriff's Intelligence System. The entry will contain the names of the agency and of the individual making the request, date of request, reason for the request and identification of the report, as well as the name and badge number of Sheriff's Office Intelligence Unit personnel releasing requested information.
 - c. Prior to the dissemination of any intelligence data the following will be considered:
 - 1). the accuracy and reliability of the data.
 - 2). whether the dissemination of the data would compromise the identity of a source of information.
 - 3). the type of information being requested, e.g., criminal history, general intelligence data, etc.
 - 4). the requester's right and need-to-know.
 - 5). statutory restrictions on dissemination.
2. Dissemination to Camden County Sheriff's Office's requesters:
 - a. No information contained in Intelligence Unit files will be disseminated to any Camden County Sheriff's Office personnel without the express authorization of the Unit Supervisor. The requester must state the reason for the request and the nature of the investigation.
 - b. All requests for intelligence information shall be logged. The Unit Supervisor or his designee will be made a permanent part of the file and remain in the file until the file is purged.
 - c. Any data disseminated will bear the following release inscriptions:

THIS DOCUMENT CONTAINS NEITHER RECOMMENDATIONS NOR CONCLUSIONS OF THE CAMDEN COUNTY SHERIFF'S OFFICE. IT IS THE PROPERTY OF THE CAMDEN COUNTY SHERIFF'S OFFICE AND IS LOANED TO

YOUR AGENCY. IT AND ITS CONTENTS ARE NOT TO BE DISTRIBUTED OUTSIDE OF YOUR AGENCY.

CONFIDENTIAL;

ISSUED TO: -----

DATE: -----

THIS REPORT IS NOT TO BE COPIED OR GIVEN TO ANY OTHER AGENCY. ITS CONTENTS ARE FOR YOUR INFORMATION ONLY.

3. Dissemination to other Law Enforcement Agencies:
 - a. Information contained in the files of the Intelligence Unit will not be disseminated formally or informally to any non-law enforcement agency or individual.
 - b. A request by a law enforcement agency must be made through the Intelligence Unit. After business hours law enforcement agencies can contact the Identification Bureau. The requests then must be made to the Intelligence Unit Supervisor or designee.
 - c. Any dissemination of intelligence to outside law enforcement agencies must be authorized by the Unit Supervisor. All written reports or intelligence bearing correspondence sent to the requester will be addressed to his/her Unit Commander, directed to the attention of the specific requester. All written reports disseminated to other law enforcement agencies must bear the official release designation of the Camden County Sheriff's Intelligence Unit.
 - d. It is the responsibility of the individual disseminating the data to ascertain that the request for said data is for a legitimate law enforcement purpose. In the event it is found that the request was made for a non-law enforcement purpose, the individual to whom the request was made will immediately contact the Intelligence Unit Supervisor and advise him/her of same.
 - e. All written correspondence being disseminated will be prefaced with a letter on official Camden County Sheriff's stationery bearing the signature of the Unit Supervisor.
 - f. At no time will any information contained in the "Sensitive Information - Authorized Access Only" file be disseminated without the express consent of the Undersheriff and the Sheriff.
4. Dissemination of Intelligence Data Obtained via Electronic Surveillance:

- a. In accordance with the provision of Title 2A: 156A, the New Jersey Wiretapping and Electronic Surveillance Control Act, any information obtained via electronic surveillance can be disseminated to local and federal law enforcement agencies in the State of New Jersey, providing they possess a “need-to-know” and a “right-to-know.” The Unit Supervisor, after conferring with the appropriate Undersheriff can authorize such dissemination and ensure that any information, obtained via electronic surveillance and subsequently disseminated, is in accordance with the statute.
 - b. Information taken from electronic surveillance will be maintained in the Sensitive Information File.
 - c. At no time will duplicate tape recordings of electronic surveillance material be disseminated without the authorization of the Unit Supervisor and Undersheriff.
 - d. All information (via electronic surveillance) or recordings that are provided to another law enforcement agency shall be receipted. The Unit Supervisor will also ensure that the receiving agency is cognizant of the fact that this information and / or recordings are not to be duplicated. It is not to be given to another law enforcement agency without prior approval of the Camden County Sheriff’s Intelligence Unit Supervisor and / or the Superior Court who authorized the electronic interception or oral communication.
5. Dissemination of Photographic Surveillance Material:
- a. Surveillance photographs will only be disseminated with the express approval of the Unit Supervisor and Undersheriff.
6. Dissemination of Intelligence Data obtained from mass media sources:
- a. Any information obtained from mass media sources, public commission hearings, etc. and is public knowledge, will not be disseminated without the approval of the Unit Supervisor.
 - b. Any information, hereafter referred to as “mass media information” that is disseminated by the Unit Supervisor, will bear the following inscription:

THE INFORMATION CONTAINED IN THIS PUBLICATION HAS BEEN OBTAINED FROM MASS MEDIA SOURCES. ANY CONCLUSIONS AND / OR INFERENCES DRAWN BY THE AUTHOR DOES NOT REFLECT THE JUDGMENTS OR CONCLUSIONS OF THE CAMDEN COUNTY SHERIFF’S INTELLIGENCE UNIT.

E. AUDITING AND PURGING IF INTELLIGENCE DATA:

1. In order to establish a systematic procedure for auditing and eliminating information from the files of the Intelligence Unit, the following procedure has been developed:
 - a. Intelligence reports generated by field investigators will be submitted via the chain of command to the Intelligence Unit Supervisor to be entered in the indices. The reports will be reviewed for compliance with the criteria as set forth in this Intelligence Unit Manual. In the event it is determined that the information contained therein is not in accordance with procedures of the Camden County Sheriff's Office, the Unit Supervisor will consult with the field investigator. Final determination shall rest with the Unit Supervisor.
 - b. The files of the intelligence indices will be audited on annual basis by the Intelligence Unit Supervisor. Any file that has not been updated within a three year period will be reviewed. After review, one of the following actions will be taken:
 - 1). retention of the file as is
 - 2). assignment of field investigator to update the file
 - 3). file purge
 - c. A purge of the files will be based upon the criteria established by the Intelligence Unit Supervisor. A record indicating the index numbers of the deleted reports will be maintained.
 - d. In the event a file is purged, all photographs relative to that particular file will also be eliminated.
 - e. The Sensitive Information File will be audited on an annual basis by the Intelligence Unit Supervisor and Undersheriff to review, reevaluate and / or eliminate any data that does not meet the criteria. If the information contained in the Sensitive Information File is declassified, the data will be transferred to the master index file.
 - f. The decision to eliminate a file from the intelligence indices will be based on the following considerations:
 - 1). how often has data been requested on the subject?
 - 2). how valid is the data?
 - 3). has the data been confirmed by other sources or is it unsubstantiated?
 - 4). does the data meet the objectives of the Unit?
 - 5). how long has the data remained in file?
 - 6). could the data be useful in the future?
 - 7). when was the last update?

- g. Data will be purged when it has been determined by the Unit Supervisor that one or all of the following conditions exist:
 - 1). the data is no longer relevant or necessary to the objectives of the Unit.
 - 2). the data has become obsolete; thus making it unreliable for present purposes and the utility of updating the data would be worthless.
 - 3). the data cannot be utilized for any present and /or future strategic or tactical intelligence endeavors.
- h. In the event there is a question as to the legality of retaining any intelligence information, Counsel to the Sheriff or other legal assistance will be requested to render a legal opinion.

IV. RESPONSIBILITY


The primary base of operation of the Intelligence Unit will be located at the Camden County Sheriff's Office main offices in Camden, New Jersey.

- A. All intelligence reports will be reviewed by the Unit Supervisor. The Unit Supervisor is responsible for the compliance with collection and reporting procedures as outlined in this manual.
- B. A weekly activity reporting system will be maintained by the Intelligence Unit. The purpose of the system is to provide for regular summary updates of operational activities to the Undersheriff of the Investigative Division. The Intelligence Unit Supervisor will also use this report to monitor and evaluate field activity. The report will contain a summary of each active intelligence case, and a brief history of the case and all data newly developed.
- C. The weekly activity reporting system will maintain the Weekly Progress Reports for a period of three years. The file will be maintained in the custody of the Intelligence Unit files. The data contained within the reports will not be indexed unless it is submitted to the Unit. The reports will not be disseminated without the specific review and instruction of the Unit Supervisor.
- D. The Unit Supervisor will annually plan for and semiannually evaluate the intelligence process relative to planned objectives.
- E. The Unit Supervisor will be responsible for:
 - 1. Proper and efficient administration of personnel assigned to the unit.
 - 2. The initiation of intelligence investigations after approval by an Undersheriff.
 - 3. The designation of an assistant officer-in-charge to act in his absence or when otherwise necessary.

4. The development of innovative methods to increase the administrative capabilities of the Unit.
 5. The dissemination of intelligence data within the Camden County Sheriff's Office and outside law enforcement agencies, assuring that dissemination will be in strict accordance with the procedures adopted in the policy guidelines.
 6. The collection of intelligence data from the law enforcement community, assuring that the information obtained from other sources is properly gathered and evaluated prior to inclusion into the indices of the Unit.
 7. The coordination of field investigations with units within the Sheriff's Office and other law enforcement agencies, to assure that the maximum flow of information is maintained.
 8. The recording of all intelligence data obtained through investigation and / or surveillance.
- F.** Investigators will:
1. Utilize other personnel when necessary while conducting investigations in the field after approval by a Supervisor.
 2. Conduct investigations in accordance with the procedures of the Department and guidelines set forth by the Constitution, the United States and New Jersey legislatures and the Courts.
 3. Properly use and maintain the equipment assigned to them.
 4. Develop and maintain informants.
 5. Maintain a daily account of his / her activities.
- G.** The Data Control Officer will be responsible for:
1. Reviewing incoming intelligence data.
 2. Entry of intelligence data into computer.
 3. Sorting and retrieving information from computer database.
 4. Maintaining backup system for computer records.
 5. Maintaining hard copy files of data.
 6. Maintaining L.E.I.U. database.
 7. Maintaining MAGLOCLLEN database.



Effective Date:	08/05/14
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References	
November 6, 2000	

Subject:	K-9 UNIT		
Distribution:	ALL K-9 PERSONNEL	Pages	13
			

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 police K-9 and clearly defined prohibited uses and activities.

II. INTRODUCTION

This standard operating procedure shall establish procedural guidelines for all police Canine to be trained deployed and used only as expressly authorized by the provisions of this order.

A. Canine Handler Qualification and Training

1. Eligible Canine handler Candidates.
Candidates for police department canine units should have at least three years of law enforcement experience with satisfactory performance evaluations, disciplinary records and medical leave records.
2. Canine handler candidates should 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.
3. Motivation:

The candidate must demonstrate a strong desire to work with canines in a law enforcement setting.

4. **Care and family Approval:**

The canine handler 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. Other members of the family must also be willing to have the canine housed at their residence.

5. **Physical Requirements:**

The handler candidate must pass physical fitness and agility requirements established by the sheriff's office. The fitness and agility test must relate to the very task of training, caring for and using a canine in police work.

B. Selection of Canine Handler Candidates:

The selection of candidates for police canine handler will be made by the Sheriff (or others designated by the Sheriff), and may include the commander of the canine unit. The coordinator of the canine unit shall be trained and qualified as a police canine handler.

1. In evaluating each candidate the Sheriff will review the candidate's work performance appraisals, as well as any awards, citations or additional achievements of the candidate.
2. The Sheriff or his designee shall also consider the frequency and nature of any citizen complaints involving the candidate particularly any that may be related to the excessive use of force.
3. The handler candidate's most recent job supervisor shall be interviewed with respect to the candidate's qualification for the position of canine handler.
4. In evaluating the candidate, the Sheriff or his designee shall also consider any complaints regarding the candidate's careless handling of issued equipment.

C. Certified Training Course:

a. **Standards and Requirements**

1. Certification and re-certification for canine handlers and canine trainers shall be in accordance with the "K-9 Training Standards and Qualifications Requirements for New Jersey Law Enforcement" as outlined by the Attorney General of the State of New Jersey, which mandates a minimum of 96 hours of in-service training annually for patrol canines. Canines cross trained for Narcotics or Explosive shall receive an

additional one (1) day per month in-service training to maintain scent re-certification.

2. Only certified canine handlers are authorized to participate in agitation exercises or muzzle work without authorization from the canine trainer.
3. The canine coordinator shall arrange for and schedule all required basic and in-service training.
4. The canine coordinator shall maintain all necessary records on all K-9 teams, including all basic and in-service training records.
5. All handlers shall be permitted and expected to perform all necessary training of the dog(s) during their regular shift hours (Maintenance training)

D. Residence Requirements:

Every canine trained to affect physical apprehensions or for patrol function may be housed at the residence of its handler. Canines that are trained solely for narcotics detection, tracking missing children and persons; identify arson accelerant or for explosive detection are not required to be housed at the residence of an officer handler. The canine handler is responsible for his or her assigned canine while both on and off duty and at all times when the canine is in the care and custody of the officer handler.

III. MECHANICS

1. Canine Use

a. Subject to the specification provisions of this order, properly trained police canine teams may be used:

1. To conduct building and closed area searches for criminal offenders.
2. To assist in the arrest or to prevent escape of criminal offenders
3. To protect police officers or citizens from the imminent risk of death or serious bodily injury
4. To track criminal suspects
5. To locate lost or missing persons
6. To search for evidence, including hidden instrumentalities of crime, controlled dangerous substance, accelerants and explosive devices.

b. Prohibition against Use of Canine for Control

1. The use of police canines for crowd control purposes is strictly prohibited.
2. Police canines shall not be deployed or used in circumstances which would be reasonably likely to intimidate, coerce or instill fear in law abiding citizens.

3. Accordingly, no police canine team shall be deployed at the scene of a civil disturbance, as that term is defined in the Camden County Countywide Plan for Civil Disorders, except to respond to an emergent, life threatening situation as provided in subsection 1.

If a civil disturbance develops during the course of or as the result of any authorized use of police canine, the police canine team shall be removed from the scene of the disturbance expeditiously.

c. Canine Apprehensions Limited to Certain Serious Offenses

1. A police canine shall not be used to physically apprehend a suspect for a non-criminal offense, except for the offense of operating a motor vehicle under the influence of alcohol or drugs in violation of **N.J.S.A 39:4-50**. The canine handler who deploys his or her canine to affect an apprehension must first have probable cause to believe that the subject has committed a crime or D.W.I offense and the handler must have reason to believe that the use of force (trained canine) is justified to affect the apprehension.

d. Recall Command Training and Certification

1. Police canines that are trained to effect physical apprehension shall be trained for recall on verbal command of their handler. All such canine used, must be certified every six months on their absolute obedience to a verbal recall command by their handler.

e. Discretion of Handler to Refuse to Deploy Canine

1. Police trained canine shall always have the authority of refusal to deploy a canine trained for physical apprehension if, in the judgment of the handler, the canine is not suitable for the individual assignment or the canine cannot be safely deployed in a controlled manner, in accordance with the law and provisions of this order. This mandate is recognition of the handler's particular intimate knowledge of his/her canine's capabilities or limitations. In the event that the handler's refusal to deploy a canine is in contravention of a legitimate order from a superior officer, the handler shall prepare and submit a report justifying his/her refusal to the Sheriff who shall determine whether or not the disobeying of the order was justified under the circumstances.

f. Immediate Recall and Disengagement upon Apprehension

1. After a canine has affected a physical apprehension, the canine must be recalled or commanded to disengage as soon as the subject is either subdued or readily complies with the handler's directions.

g. Single Handler

1. All canines on patrol and 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 or department for any other purpose.

h. Absolute Prohibition against Use during Interrogations

1. Police canines trained to effect physical apprehensions shall not be used during the interrogation of a criminal suspect.

i. General Prohibition against Handler Conduct Primary Investigation

1. Police canine handlers should not be the primary investigating officer if the canine has been deployed during the course of the investigation. The only exception to this guideline is when the officer handler is alone and cannot reasonably obtain backup assistance.

j. Response to Emergent Life Threatening Situations

1. A police canine may be used when necessary to protect a police officer, firefighter or other person from the risk of imminent death or serious bodily injury. In that event, the canine handler shall within 24 hours of the incident provide a detailed report to the sheriff and to the Camden County Prosecutor's Office. This report should explain the circumstances of the life threatening emergency which necessitated the use of the police canine, setting forth reasons why no other tactic or type of force would have satisfactorily prevented the imminent death or injury, and describing the performance of the canine team.
 - a. Special Tactical Consideration
Under no circumstances shall a canine team conduct a building search for or otherwise engage a barricaded suspect or hostage taker.

k. Chase Apprehension

1. Probable Cause and Justifiable Use of Force:
Police canines trained to effect physical apprehension may be used to apprehend escape criminals, as well as to apprehend criminals where the officer handler has probable cause to arrest the subject and where the use of force is justified.
2. Restrictions On Off Lead Apprehensions:
The chase apprehension may be conducted with the canine off lead only under the following conditions:
 - a. There are no other persons who will be endangered by the release of the canine.
 - b. Appropriate warning is given prior to the release of the canine identifying the presence of the police which shall include an announcement that the subject is under

arrest and a command that the subject comply with the officer's directions or else the canine will be released.

POLICE! YOU'RE UNDER ARREST!

STOP OR I'LL SEND MY DOG!

STOP OR I'LL SEND MY DOG!

- c. The police officer handler will ensure that the canine has had the opportunity to see the subject intended for arrest.
- d. The officer handler is able to maintain visual contact with the canine throughout the chase. If during the chase the officer handler loses visual contact with the canine, the officer handler shall immediately recall the canine.

l. Search and Tracking

- 1. Trained police canine teams may be used to search for missing persons, to search for evidence of criminal offenses and to track criminal suspects.
 - a. When prohibition against off lead missing persons searches occur, police canines shall not be used to search for missing persons.
 - b. Restrictions Concerning Tracking Missing Children:
 - 1) Missing children should not be tracked by patrol canines trained to effect physical apprehension unless the police handler has reasonable belief that the serious bodily injury or death will occur if the missing child is not located. Where the use of a police canine is deemed necessary and appropriate to track a missing child, the risk to the missing child from the use of a canine shall first be explained by the canine handler, canine unit commander or the police watch commander to the missing child's parents, guardian or next of kin.
 - 2) The approval of a child's parent, guardian or next of kin must first be obtained before the police canine team is deployed. Prior consent need not be obtained where there is reason to believe that abduction has occurred or that serious bodily injury or death is imminent without the use of the canine.

m. Building and Closed Area Searches

- A. Police canine trained to effect physical apprehension may be used to search for criminal suspects in a building or an area enclosed by a fence or a wall.

1. BUILDING SEARCHES:

- a. K-9 teams are authorized to conduct building searches when the K-9 handler reasonably believes that a suspect or suspects have gained unauthorized entry into a building or when a suspect or suspects have fled into and concealed themselves in a building and;
 - 1) probable cause exists to believe that the suspect(s) hiding within have committed a crime or specified lesser offense as defined by the laws of the State of New Jersey and;
 - 2) The use of some form of mechanical force is justified in effecting the arrest of the suspect(s).
 - b. Without entering the building to be searched, the initial responding officer(s) shall immediately establish a perimeter around its exterior and shall exhaust all reasonable means of determining if innocent and/or unnecessary persons, including police personnel, are present inside.
 - c. Initial responding officer(s) shall avoid contaminating the suspect's scent trail by refraining from entering the building to be searched except in the event of an emergency.
 - d. The K-9 handler, upon entering the building to be searched, shall make the following warning announcement prior to beginning the search with his/her canine partner:

THIS IS THE POLICE! YOU ARE UNDER ARREST! I HAVE A TRAINED POLICE DOG! IF YOU DO NOT COME OUT I WILL RELEASE HIM! HE WILL FIND YOU AND BITE YOU!
 - e. **The K-9 handler shall then wait a reasonable period of time (approximately 10 to 15 seconds) to allow the suspect(s) to surrender and/or innocent person(s) to emerge and exit.**
 - f. **In large offices, warehouses, or other similar structures whose construction consists of multiple floors, a separate warning announcement shall, whenever prudent, be given by the k-9 handler on each floor prior to commencing a search of that floor.**
 - g. **The search shall be conducted in a thorough and systematic fashion to be determined by the k-9 handler.**
- 2. FIELD, WOODED AREA, SWAMP, AND MARSH SEARCHES.**
- a. **K-9 teams are authorized to conduct searches of fields, wooded areas, swamps, and marshes when the k-9 handler reasonably believes that a suspect or suspects have fled into and concealed themselves in one of these areas and;**

1) probable cause exists to believe that the suspect(s) hiding within have committed a crime or specified lesser offense as defined by the laws of the State of New Jersey and;

2) The use of some form of mechanical force is justified in effecting the arrest of the suspect(s).

b. Without entering the area to be searched, the initial responding officer(s) shall immediately establish a perimeter around the area to be searched and shall exhaust all reasonable means of determining if innocent and/or unnecessary persons, including police personnel, are present within the boundaries of the established perimeter.

c. **Initial responding officer(s) shall avoid contaminating the suspect's scent trail by refraining from entering the area to be searched except in the event of an emergency.**

d. The K-9 handler, upon entering the area to be searched, shall make the following warning announcement prior to beginning the search with his/her canine partner:

THIS IS THE POLICE! YOU ARE UNDER ARREST! I HAVE A TRAINED POLICE DOG! IF YOU DO NOT COME OUT I WILL RELEASE HIM! HE WILL FIND YOU AND BITE YOU!.

3. TRACKING

a. **K-9 teams are authorized, when conditions make them feasible, to conduct tracks for lost or missing persons (i.e. children, the elderly, etc.) and suspects who have fled from a particular area or scene and whose immediate apprehension and arrest, in the expert opinion of the k-9 handler, justifies a track.**

b. **Without entering the area to be searched, the initial responding officer(s) shall immediately, if possible, establish a perimeter around the area to be searched and shall exhaust all reasonable means of deterring if innocent and/or persons, including police personnel, are present within the boundaries of the established perimeter.**

c. **Initial responding officer(s) shall avoid contaminating the suspect's scent trail by refraining from entering the area in which the suspect was last seen, except in the event of an emergency.**

d. **Tracks shall be conducted on – lead at a sufficient length to be determined by the K-9 handler. The K-9 handler shall**

determine whether or not the circumstances warrant the aid of a backup officer or officers during the track.

4. CRIMINAL APPREHENSION

- a. K-9 teams are authorized to make physical apprehensions of suspects when probable cause exists to believe that the suspect or suspects have committed a crime as defined by the laws of the State of New Jersey, and the use of some form of mechanical force is justified to affect the arrest of the suspect(s).**
- b. Apprehensions may be made either on-lead or off-lead as circumstances and tactical considerations dictate. Wherever possible, the K-9 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 an apprehension:
POLICE! YOU'RE UNDER ARREST! STOP OR I'LL SEND MY DOG! STOP OR I'LL SEND MY DOG!
If the suspect(s) surrender(s), the apprehension shall be terminated, and the suspect(s) shall be handcuffed and searched.**
- c. Under absolutely no circumstances shall police personnel other than the K-9 handler interfere with or attempt to assist the canine once it has been deployed unless specifically directed to do so by the K-9 handler.**
- d. Once the canine has made the apprehension, the K-9 handler shall immediately begin issuing appropriate orders to the suspect to further facilitate the suspect's arrest.**
- e. Once the suspect has complied with the K-9 handler's order and submits to arrest, the K-9 handler shall immediately command his/her canine partner to release the suspect.**
- f. The K-9 handler shall then advise the suspect that if he attempts to assault either him/her, other police officers, or the canine during his/her arrest, he will be apprehended by the canine again.**
- g. If backup officers are available, they shall be summoned by the K-9 handler to handcuff and search the suspect. In the event backup officers are unavailable, the K-9 handler shall command his canine partner to guard the suspect while he / she handcuffs and searches the suspect. If backup officers are available, the K-9 handler shall put his/her canine partner on-**

lead before calling in backup officers to assist with the suspect's arrest.

- h. Once the suspect has been successfully handcuffed and searched, the K-9 handler shall ensure that the suspect is provided immediate medical attention – including transportation to a hospital or other appropriate medical facility for treatment of any injuries the suspect may have sustained during his apprehension and arrest.**
 - (1) Once the suspect has received appropriate medical treatment, photographs of any injuries sustained by the suspect shall be taken by the K-9 handler.**
 - (2) If the suspect refuses medical attention, the K-9 handler shall ask the suspect to sign a medical treatment refusal form. In the event that the suspect refuses to sign the form, the Shift Supervisor shall note the suspect's refusal to sign on the refusal form itself.**
- i. K-9 handlers will complete all reports as outlined in the department's standard operating procedures. To include S/O.6 and use of force report and all copies of related medical forms.**

5. ARTICLE / EVIDENCE SEARCH

- a. K-9 teams are authorized to conduct searches for articles when the K-9 handler reasonably believes that an article or instrument used in the commission of, or otherwise connected to, an offense or crime has been discarded in a relatively specific area by a suspect or suspects involved in the commission of the offense or crime. Articles include, but are not limited to contraband, weapons, stolen property, and other items that have or may have evidentiary value. Articles searches for lost property may be conducted when, in the expert opinion of the K-9 handler, the value of the property and the urgency of the need to locate it justify such a search.**

IV. RESPONSIBILITY

A. Canine Incident Reports

1. Dangers Inherent In Physical Apprehension:

- a. Police canines trained in physical apprehension will, in all likelihood, bite the subject of the apprehension. These bites can be very painful, but rarely cause serious permanent injury; although a small scar may remain.**

2. Required Procedures in the Event of a Dog Bite.

In the event of a bite during a canine apprehension, the officer handler, with assistance from backup officers, shall take the following steps:

1. Whenever a police canine bites a subject during the course of an apprehension, or in the event an accidental bite occurs, a supervisory police officer shall be summoned by the canine handler to the scene.
2. The canine handler must thoroughly examine the affected area to determine the seriousness of the bite or injury.
3. As soon as possible, the canine handler or an assisting officer must render first aid and obtain proper medical attention. This will include, as soon as possible, transportation to a medical facility for treatment.
4. All bites and any other injuries that may coincide with the deployment of a police canine must be examined as soon as possible by qualified medical personnel.
5. The Canine Unit Commander and or Coordinator must also be notified of the incident as soon as possible.
6. If possible photographs should be taken of the affected area prior to and following medical treatment.
7. Should the subject refuse medical treatment, the refusal should be given or repeated in front of another officer if at all possible include the officer's name, department, time and location in the written report..

B. Incident Reports in the Event of Dog Bite

In instances of a bite by a police canine, an incident report must be filed by the canine handler within 24 hours with the Sheriff's Office. The report shall be filed with the Canine Unit Commander or Coordinator, and a copy of the report, including copies of all related reports, photographs and other pertinent evidence, including medical records, shall be filed with a designated member of the Camden County Prosecutor's Office.

Required Information

Canine incident reports shall include the following information:

1. A complete detailed description of all the facts and circumstances surrounding the incident.
2. A thorough explanation why the canine was deployed.
3. Whether a warning commanding submission by the subject was given by the canine officer handler, and if not, why not.
4. The exact language of the warning given to the subject, as well as any response made by the subject.
5. Whether the canine was on or off lead when the apprehension occurred.
6. The approximate time elapsed between the warning or warnings given and the release off lead of the canine.
7. If the canine was taken off lead in order to effect the apprehension, the approximate time elapsed from the release of the canine until the canine confronted the subject, as well as the approximate time elapsed

from the canine's release to when the officer arrived at the place of apprehension.

8. If the canine apprehension, including a bite, occurred as a result of a chase, the report must include whether the officer had visual contact with the canine and/or the subject throughout the chase, as well as the approximate distance involved in the chase.
9. A specific description of the manner in which the canine was holding the suspect, relating this information, if appropriate to any prior injuries to the subject not attributable to the canine encounter.
10. Complete identifying information regarding the subject.
11. What medical treatment was rendered to the subject and by whom
12. A complete description of the injuries, as well as whether the subject exhibited signs of any pre-existing injuries.
13. The number of photographs taken of the injury and the location of the original photographs.
14. If the subject refused medical treatment, the names of the police officers witnessing the refusal.

C. CANINE CARE

- A. Every canine handler and unit commander shall acknowledge, in writing, that he or she has received and read a copy of this order. The provisions of this order shall be strictly enforced and violations of any of the policies and procedures set forth herein shall not be tolerated.
- B. Effective January 1, 1996, the following guidelines shall be adopted for the care, maintenance and grooming of the dogs during the officer's regular duty hours.
 1. All officers shall be permitted and expected to perform all necessary training of dog(s) during their regular shift hours.
 2. All officers shall be permitted and expected to perform all necessary cleaning and care of any County vehicle assigned to the officer during regular shift hours, including washing and/or cleaning the vehicle and/or taking the vehicle to the car wash, of necessary, during their regular shift hours.
 3. All officers shall be permitted and excepted to perform all necessary routine checks, maintenance inspections and have mechanics perform all routine or needed maintenance on the vehicle during regular shift hours. 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 unit coordinator and the officer's schedule shall be revised to enable him/her to keep the appointment during shift hours.

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:	03/17/06
Revised From:	
References	

Subject:	MOBILE VIDEO AND AUDIO RECORDING EQUIPMENT		
Distribution:	ALL SWORN PERSONNEL	Pages	7

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:	04/02/07
Revised From:	
References	
General Order #87-2 08/26/92	

Subject:	REQUEST FOR LEAVE		
Distribution:	ALL PERSONNEL	Pages	2
			

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 for comp and allover leave seventy-two (72) hours prior to the first day of the requested leave to the immediate supervisor of the employee.
- B.** Requests denied by the immediate supervisor will be appropriately marked and returned to the requesting employee.

- C. Requests approved by immediate supervisors shall be reviewed by the appropriate commanding supervisor, who may either approve or deny the request according to manpower needs.
- D. Requests approved by the commanding supervisor shall be forwarded to the timekeeper, who will make appropriate payroll entries.
- E. Requests denied by the commanding supervisor shall be marked appropriately and returned to the immediate supervisor who will return the denied request to the employee.
- F. Copies of Request for Leave slips that are denied shall be forwarded to the timekeeper.
- G. **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 emergency 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 insuring that operational needs can be met before applications are approved.
- D. Employees who are absent without an authorized approved Request For Leave slip shall be carried as Absent Without Leave and will be subject to disciplinary action.
- E. Only the attached form will be accepted and processed by the payroll department.



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References			

Subject:	SICK LEAVE POLICY AND PROCEDURE		
Distribution:	ALL PERSONNEL	Pages	4

GENERAL 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 Departmental and Civil Service Rules as well as all contractual obligations.

II. INTRODUCTION

Any rule, regulation, procedure, order or directive, which is contrary to or inconsistent with the procedures contained herein, is hereby revoked. Any rule, regulation, procedure, order or directive, which is not in conflict with the procedures contained herein, shall remain in force.

III. 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 (immediate family is defined as mother, father, mother-in-law, father-in-law, brother, sister, spouse, children, foster children, grandchildren, grandmother or grandfather).

2. Any employee who uses three (3) consecutive days of sick leave 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. Employees may not substitute vacation leave, compensatory time or administrative leave in lieu of sick time without the express approval, in writing, of the appropriate Undersheriff. 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**
4. 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.
5. 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.

B. Abuse of Sick Leave

1. Any employee who uses **ten (10) days of sick leave** in any calendar year shall be required to present a physician's certificate for any additional sick leave taken in the same calendar year.
2. After **twelve (12) days of sick leave**, employees will receive a letter of warning.
3. An employee who uses more than **fifteen (15) days of sick leave** in any calendar year 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 taken in the same calendar year where that pattern has occurred more than five (5) times in one (1) calendar year.
 - a. A pattern is defined as sick leave taken adjacent to days off, holidays, vacation or compensatory days.
 - b. When a pattern of abuse exceeds seven (7) times, the employee will be subject to disciplinary action.

IV. MECHANICS

A. General

- 1. All personnel shall call the Camden County Identification Bureau at least one hour prior to the beginning of his/her shift when reporting out sick.**
- 2. All personnel must state the nature of their illness 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. It shall be the responsibility of the Identification Bureau shift commander or his designee to ensure proper recording of the employees call on the sick log. For confirmation of the employees call. ID officer will inform that employee of the numbers assigned to him/her on the sick log.

B. Returning from a Sick Leave of five (5) days or more

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 contact the appropriate Undersheriff on the next business day following his/her release from care.

1. 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 full duty without restriction, and as of what date.
2. It shall be the appropriate Undersheriff's decision to allow the employee to resume work.
3. 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.
4. When the employee is allowed to work he/she shall be given a copy of the treating physician's certificate, which shall be countersigned by the appropriate 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 Undersheriff. The employee will contact his/her supervisor, who will in turn call the appropriate Undersheriff and receive verbal authorization. The appropriate 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.

V. RESPONSIBILITY

- A. It shall be the responsibility of the supervising personnel to monitor the sick time use of personnel under his/her command.
- B. Supervisors who observe abuse of this policy will be responsible for the following:
 1. Counseling of employee's, which may be approaching sick leave abuse
 - a. A copy of the completed counseling form will be forwarded through the chain of command and be placed in the employee's personnel file.
 2. Preparing Letters of Warning as necessary
 - a. A copy of the Letter of Warning will be forwarded through the chain of command and be placed in the employee's personnel file.
 3. Preparing reports and recommending action for violation of this policy.
 - a. A copy of the completed report will be forwarded through the chain of command to the Undersheriff in charge of that division.
- C. Employees who invoke the Family Emergency Leave Act (FEMLA) for themselves, for a protracted illness, and return to work after their time is exhausted or because they are able to work and/or continue to use sick time for the illness on an intermittent basis shall not be issued a letter of warning.
- D. If this is an intermittent or reduced schedule leave of absence, you'll be required to **submit ongoing doctor's certificates for all appointments covered by FMLA**. All such doctor's notes must be forwarded to the Personnel Department within seventy-two hours of each given appointment.
- E. The Sheriff, Undersheriffs, Chiefs or the Sheriff's designee may remove letters of warning after an SO8 has been submitted through the Chain of Command indicating that an employee has been cited erroneously for sick abuse in cases listed under C.
- F. Undersheriffs receiving a report from a supervisor will make a recommendation to the Sheriff regarding disciplinary action.



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Revised From:	
References	

Subject:	LEAVE OF ABSENCE		
Distribution:	ALL PERSONNEL	Pages	3

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:	4/15/06
Revised From:	
References	

Subject:	MILITARY LEAVE OF ABSENCE		
Distribution:	ALL PERSONNEL	Pages	3

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:	3/27/06
Revised From:	
References	

Subject:	PAYROLL PROCEDURES		
Distribution:	ALL PERSONNEL	Pages	2

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:	3/27/06
Revised From:	
References	

Subject:	SUBMISSION OF OVERTIME		
Distribution:	ALL PERSONNEL	Pages	3

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:	4/15/06		
Revised From:			
References			

Subject:	EXTRADITIONS		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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 Extradition Unit within the investigative section of the Camden County Sheriff's Office.

II INTRODUCTION

The purpose of this order is to establish guidelines for extradition procedures.

III MECHANICS

SIB Extraditions

- A. Camden County Prosecutor's Office Fugitive Unit or Camden County Probation Department will fax paperwork for an extradition pickup to the Special Investigations Bureau. Insure that all paperwork is in order and to include at least one of the following:
1. Copy of Bench Warrant
 2. Signed Waiver of Extradition
 3. Interstate Agreement on Form 6 (returning for trial)
 4. Pre-signed Extradition Waiver (for VOP'S only)

5. Governor's Warrant (refused to sign waiver)
6. Writ (arrested outside of our jurisdiction)
7. Judgment of Conviction or Order for Commitment (returning to finish a sentence in NJ)
8. Completed Confirmation of Identity Form. (Confirming ID of subject)

B. Insure paperwork has a contact person and a telephone number of the County/State Prison Institution holding prisoner.

1. Check deadline pickup 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 Mug shot Profile Photo from PictureLink.
3. 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 has to out-process from the institution.
4. On date of pickup, issue extradition team petty cash for inmate meal, fuel and tolls.
5. Telephone facility before extradition team departs to insure that inmate is cleared for pickup and will be ready when team arrives at the institution.
6. When extradition team returns, insure that all petty cash is accounted for and receipts are in order.
7. Insure that the extradition team completes a CCSO Arrest Report or CCSO Incident Report. Use the CCSO Incident Report for inmates being returned to the institution where their sentence is being served. A copy is to be included in the extradition file.
8. Complete and fax an extradition reimbursement bill to the Prosecutor's Office Fugitive Unit. Make a copy for Captain Ray Alkins and forward through inter-departmental mail. Place original in extradition file.

TRANSCOR EXTRADITIONS

1. Follow steps 1 through 3 of the SIB Extraditions
2. Fax the Prisoner reservation form to TransCor or place the pickup order on their web site at @ www.transcor.com.
3. When Prisoner arrives at CCCF, assign case number and have a criminal team complete a CCSO Arrest Report or CCSO Incident Report.
4. Make extradition file.

5. Complete and fax an extradition reimbursement bill to the Prosecutor's Office Fugitive Unit. Make a copy for Captain Ray Alkins and forward through inter-departmental mail. Place original in extradition file.

EXTRADITIONS FROM / TO SAN JUAN, PUERTO RICO

1. Follow steps 1 through 3 of the SIB Extraditions.
2. Call the US MARSHAL'S Office and inform them that the Sheriff's Office is faxing a request for an extradition from or to San Juan, PR.
3. Use forms issued by Marshals, they are to be typed and must be signed by the Sheriff or Undersheriff.
4. The Marshal's Office will call back with an approval from JPATS (Justice Prisoner and Transport Service). If the US Marshal's cannot make the extradition pickup, follow steps below.
5. Assign SIB personnel for trip; one officer should have prior experience in performing extraditions from San Juan, PR.
6. Telephone Lisa Eckel at the Delia Travel Agency in Pennsauken at 856-448-6300. She will need the following information:
 - a. Names of Officers
 - b. Name/Names of prisoner
 - c. Date of departure
 - d. Return Date.
 - e. Officers name for the booking of Hotel and Rent-a-Car. Officers will not be issued petty cash; they will be reimbursed by Camden County voucher system.
7. Lisa Eckel will fax a copy of the Itinerary. Take the Itinerary to the purchasing clerk, who will complete a voucher.
8. Take the completed voucher to Lisa Eckel at the Travel Agency to be signed. Leave a copy for the travel agency. Make a copy for the extradition file and return the original to the Purchasing Clerk.
9. Insure extradition team has orders signed by the Undersheriff. (See attached samples).
10. Insure extradition team has all equipment such as shackles/handcuffs and have an assigned vehicle.
11. Extradition team will park at the Philadelphia Airport Economy Parking lot. Upon return, complete CCSO Arrest Report.



Effective Date:	4/15/06		
Revised From:			
References			
Attorney General's Policy of Missing and Unidentified Persons Investigations (Issued June 1984) (Revised December 1995)			

Subject:	MISSING PERSONS UNIT		
Distribution:	ALL SWORN PERSONNEL	Pages	5

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 immediatedanger.
 - 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:	4/15/06		
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References			
Camden County Standard Operating Procedures for Critical Incidents and High Risk Entry Services			

Subject:	SHERIFFS EMERGENCY RESPONSE TEAM		
Distribution:	ALL SWORN PERSONNEL	Pages	14

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 trained, deployed and used only as expressly authorized by the provisions of this order.

B. The Sheriff's Emergency Response Team is a part-time unit of the Camden County Sheriff's Office comprised of sworn personnel. Its personnel assemble only 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 and entry element, as determined by the Sheriff and the SERT Commander.

1. SERT Commander:

Acts as advisor and liaison between the Tactical Team and the Incident Commander

2. **Tactical Operations Team Leader:**
Staffed by a Sergeant, or as designated by the SERT Commander, is responsible for the supervision of the squad and directing their tactical deployment, also is responsible for selecting suggested deployment for squad members. The Tactical Operations Team Leader answers directly to the SERT Commander.
3. **Assistant Squad Leader:**
The Assistant Squad Leader acts as assistant to the Tactical Operations Team Leader and assuring the proper placement of their squad
4. **Team Members:**
All other assigned officers are cross-trained to perform duties necessary for deployment of an effective inner-perimeter and entry element.
5. **Designated Marksman:**
The designated marksman is specifically trained in the proficient use of the high-powered rifle. His duties include, but are not limited to, observation of inner-perimeter activities and protection of civilian and police personnel.
6. **Other Positions:**
Including EMT/paramedic position shall be staffed at the discretion of the SERT Commander. Each member of the Sheriff Emergency Response Team will be cross-trained in a secondary position.

III. MECHANICS

(Inner perimeter, outer perimeter and chemical agent - 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 police department, military special operation training or combat experience.
- b. An average of not less than 56 out of 60 rounds on handgun qualification course and 37 out of 40 rounds on lowlights handgun qualification course. Scores will be averaged over a two year period requiring no less than four scores for each course as determined by the current handgun qualification program.

- c. Assessment of no more than five consecutive day's suspension from duty for disciplinary reasons over the two year period preceding date of application.
- d. Be in excellent physical condition and pass a physical agility 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. 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. When a sufficient number of applications are on file, a selection process will commence. The process shall consist of the following phases:
 - 1. Physical fitness test
 - 2. Internal screening
 - 3. Interview

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:
This training consists of at least forty hours of intensified resident training. It is an intense, fast paced, high stress mental and physical conditioning program. The following subject/skills shall be covered:
 - 1) Repelling
 - 2) Terrorist/Counter t Terrorist Training
 - 3) Hostage/Barricade Situations
 - 4) Special Entry Techniques
 - 5) Weapons Training
 - b. In-Service Training:
 - 1) Sixteen to twenty four hours of training per month shall be conducted for all SERT personnel. 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) In addition to the monthly training sessions, two forty hours of annual proficiency training may also be required, if deemed necessary by the SERT training committee.

- c. **Specialized Training:**
Specialized training, i.e. counter-sniper, chemical munitions, firearms instruction, etc., 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. These records shall be kept on file in the training office.

C. Membership Status

1. Participant:

SERT participants 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. This designation allows the officer to receive specialized issue equipment and to receive training during SERT in-service sessions. Participants shall be authorized to function during an actual SERT activation at the discretion of the SERT Commander or his/her designee.

2. Members.

- a. A participant must fulfill the following requirements prior to being elevated to member status:

- 1) Undergo a one year probationary period with the Tactical Team
- 2) Must continue to meet all requirements necessary for participant status
- 3) Satisfactorily completed the prescribed basic training course
- 4) Satisfactorily completed not less than forty hours of in-service training
- 5) 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 program

- b. 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.
- c. Sheriff's Emergency Response Team members shall be the only officers authorized to wear SERT insignia.

D. Evaluations

- 1. An evaluation report shall be completed for all squad members of the Sheriff's Emergency Response Team at least once annually. The team leader or his/her designee shall complete the evaluation report for all members under his/her supervision. The SERT Commander shall complete the evaluations of the sergeants.
- 2. The purpose of the evaluation report is to provide a means of evaluation of individual members of the Sheriff's Emergency Response Team. The evaluation of overall individual 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 shall be activated by contacting the Sheriff, Undersheriff, or the team commander. This can be facilitated by county police communications personnel, and/or Sheriff's Office Identification Bureau staff. The team commander or his designee is responsible to contact the duty officer.
- 2. The Sheriff's Emergency Response Team can be activated for response to the following situations:
 - a. An incident where an individual is believed to be armed, is committing or has committed some criminal act, intends to harm themselves or other and/or it is apparent the individual intends to defend a fixed position against police entry.
 - b. An incident where an individual is believed to be armed and unlawfully holding a person in return for some known or unknown consideration.
 - c. An incident where an assailant is stationary, or nearly so, and has shot at or intends to shoot at targets of opportunity.

- d. Felony warrant service, where background information reveals the suspect is armed, has a criminal history of violence, is a member of a violence-oriented gang or has physically barricaded his location against entry.
 - e. Preventive deployment to provide security for visiting dignitaries or other high risk personal protection.
 - f. Extraordinary police operations, where the team has the resources and capabilities to effectively respond.
3. Sheriff's Emergency Response Team members responding to a request for assistance would comply with guidelines promulgated in the Camden County Standard Operating Procedures for Critical Incidents and High Risk Entry Services (Addendum).
 4. The Sheriff's Emergency Response Team commander shall remain in direct contact with the critical incident commander, i.e. chief of police to ensure Sheriff's Emergency Response Team personnel are not utilized in a manner detrimental to the goals and policies of the Sheriff's Office.

F. Equipment:

1. There is a separate inventory of vehicle(s), radios and equipment assigned to the tactical team. This equipment is to be used by members of the Sheriff's Emergency Response Team exclusively. The inventory list shall be maintained by the tactical team leaders or his/her designee for audit and review purpose upon request.
2. There are special weapons and ammunition 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 to use tactically approved ammunition in their duty weapons at all times.

G. Training Committee:

The SERT Commander, team leaders, assistant team leaders shall establish and monitor training, levels of expertise and the discipline of teams.

IV. RESPONSIBILITY

- A. Whenever the SERT Team performs any assignment, a report shall be filed with the team commander by the team leader.

- B.** Whenever the unit is given any assignment, it shall be the responsibility of the team leaders to carry out the detail in whatever way he feels it can best be affected and he shall be in charge of the detailed assignment.
- C.** Immediately following any official activity or action, a debriefing shall be completed.
- D.** It shall be the responsibility of the SERT commander, supervisors and members, to adhere to the provisions of this order.

SPECIAL ADDENDUM TO GENERAL ORDER

SHERIFF'S EMERGENCY RESPONSE TEAM

II. INTRODUCTION

A., 5. DESIGNATED MARKSMAN

Qualified Designated Marksman may use their own authorized personal weapon (rifle) in the course of training and/or a tactical situation if they have met the following criteria established and approved under signature of the Sheriff of Camden County.

1. The officer applying for this approval must be a member of the Camden County Sheriff's Office Tactical Response Team and must be an officer assigned to the Designated Marksman/Observer Team.
 1. The Designated Marksman applying for approval must have attended and obtained a passing score in a certified basic 40 hrs. Marksman course.
 2. The choice of an officer's personal weapon model and caliber will conform to the type or equivalent to the Department's rifles used by the D.M./O. Team.
 3. The weapon shall be inspected by the D.M./O. Team Leader or his designee for his approval using the above standards.
 4. The officer along with his approved personal weapon (rifle) will pass a certified long-rifle course of fire under the direction and documentation of the D.M/O. Team Leader or his designee and shall continue to meet the qualifications standards set forth by the D.M./O. Team Leader.
 5. The D.M./O Team Leader or his designee will complete a written report to the Sheriff upon completion of the certification process detailing the officer's personal weapon submitted for use, along with the certifications describe within this order.
 6. A separate letter of approval shall be issued to the Officer by the Sheriff for each personal weapon used for Tactical Training and/or Deployment and a copy will be sent to the D.M./O. Team Leader.
 7. This special permission would be revoked when the officer, for any reason, leaves the position of Designated Marksman or upon written notice by the Sheriff.

ANNEX A

GLOSSARY

INCIDENT COMMANDER (I.C.)

The individual responsible for the management of all incident operations, usually the Chief of Police, (or designee) or through an agreement made with the County Chiefs Association for an officer acting in that capacity.

ASSISTANT INCIDENT COMMANDER (A.I.C.)

Is under the direction of the Incident commander and will assume interim command when the I.C. is not available. Also, will verify the execution of the Incident Commander's directives and coordinate the efforts of subordinate supervisors ensuring an organized effort.

TACTICAL COMMANDER

A command level officer who acts as advisor and liaison between the Tactical Team and the Incident Commander. The T.O.C. will be in constant contact with the Incident Commander.

TACTICAL OPERATIONS TEAM LEADER (T.O.L.)

Staffed by a Sergeant, or as designated by the SERT Commander, is responsible for the supervision of the squad and directing their tactical deployment. Also, is responsible for selecting suggested deployment for squad members. The TOL answers directly to the SERT Commander.

SQUAD LEADER

The Squad Leader acts as assistant to the Tactical Operations Team Leader and assuring the proper placement of their squad

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.)

The location at which primary command functions is executed. Normal staffing for the Special Operations Group includes: Incident Commander, Assistance Incident Commander, and Tactical Operations Commander, Negotiations Operations Commander, and the Special Advisor. The Command Post will be a secure area with restricted access and co-located with the negotiations center.

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 CommandPost

OUTER PERIMETER (O.P.)

A containment perimeter established roughly on a radius around the radius 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.

MEDIA RELATIONS

An information officer will be responsible to interface with the media or other appropriate agencies requiring information direct from the incident scene.

STAGING AREAS

Locations where incident personnel and equipment are assigned under the direction of the outer perimeter supervisor, (or designee)

INTELLIGENCE GATHERING

Intelligence information should be gathered by all initial responding units. This information will be provided to teams' personnel and to investigative officers responsible for gathering and developing background and intelligence information that is relevant to the operation.

INCIDENT ACTION PLAN

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.

STRATEGIC GOALS

The overall plan that will be used to control the incident

TACTICAL OBJECTIVES

The specific operations that must be accomplished to achieve strategic goals Tactical objectives must be both specific and measurable.

TEAMS

Groups of specially trained officers for specific functions, such as: Tactical Emergency Response Teams, Negotiation Teams, and Bomb Disposal

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 him/her 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 return for some kind or unknown consideration.

SNIPER INCIDENT

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.

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. For security purposes, voice recognition will be of paramount importance. When possible a direct secure communications link should be established between the command post and the inner perimeter.
3. A representative from responding Emergency Response Teams will report to the Incident Command Post for assignment as needed. No team 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 and co-locate themselves with the Tactical Operations Team Leader to ensure, a unity of command and an effective communications network

II. INNER PERIMETER (I.P.) AND C.P. COMMAND POST

1. The Tactical Operations Team Leader will have the task of establishing an inner perimeter command post and securing the inner perimeter with tactical teams' personnel.

2. All non-tactical personnel will be relieved as soon as possible, directing those officers to the Incident Command Post via a safe route for debriefing.
3. All personnel ordered into or out of the inner perimeter should do so via a previously established checkpoint for briefing.

III. INNER PERIMETER FUNCTIONS

1. The Tactical Operations Team Leader will direct a reconnaissance element to provide sketches and hazards of the inner perimeter.
2. This reconnaissance element will also be responsible for policing and monitoring the security and integrity of the inner perimeter.
3. The Tactical Operations Team Leader will organize and staff an entry/arrest element as soon as reasonably possible.
4. The entry/arrest element will engage in rehearsals and the establishment of contingency plans to meet anticipated or unexpected events, (i.e., a gas plan or suddensurrender).
5. The Tactical Operations Team Leader will plan the deployment and implementation, of specialty units such as the counter sniper/cover teams, gas team, explosive experts, or the introduction of other equipment, items, or personnel into the inner perimeter.

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. The difficulty in enforcing a perimeter increases geometrically in proportion to its radius: therefore, a simple rule of thumb is that a perimeter should be as small as possible, commensurate with assuring public safety and unhindered crisis management options.
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 Chief of Police or his designee (incident commander).

The purpose of chemical agent use is as follows:

1. **Flushing out Barricaded Suspects**

When all other means of inducing barricaded suspects to surrendering have failed, and no other viable options or alternatives are present, then chemical agents would be used to flush out barricaded suspects.

2. **Providing Additional Cover**

When it has been determined to be necessary to assault a location, it may be necessary to use chemical agents to include smoke (HC) for the purpose of masking entry or arrest operations

3. **Use of Gas Masks**

Prior to using chemical agents all law enforcement officers who will be in the affected area will be required to wear a gas mask.

4. 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.

5. Should further evacuation be warranted?

- A.** Will the use of chemical agents create a fire hazard? (recommend the use of non-burning projectile type)
- B.** Has fire apparatus been made available in the event of a fire hazard?
- C.** Establish first aid measures to treat those who are affected by the chemical agents?
- D.** 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. Staging Emergency Apparatus

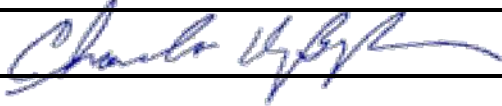
Prior to authorizing the use of chemical agents, arrangements will be made through the fire department and emergency medical service to have equipment placed in specific staging areas in the event either or both services may be needed after the use of chemical agents.

7. Decontamination

Assign a specialist to oversee the decontamination operations.



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References	

Subject:	TECHNICAL SERVICES UNIT		
Distribution:	TECHNICAL SERVICE PERSONNEL	Pages	6
			

GENERAL 77.00 TECHNICAL SERVICES UNIT

I. AUTHORITY

By the authority vested in the Office of the Sheriff of Camden County, the following procedures are hereby adopted for the Technical Services Unit.

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 TSUCandidates:

The selection of candidates for the Technical Services Unit 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. 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.

2. 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.
3. The candidate's most recent job supervisor shall be interviewed with respect to the candidate's qualifications for the Technical Services Unit.
4. 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.
5. In evaluating the candidate, the Sheriff shall also consider any complaints regarding the candidate's handling of issued equipment.

a. Certified Training Course:

Candidates for the Technical Services Unit shall complete a five- (5) week basic course (FBI Hazardous Device School) located in Huntsville, Alabama.

B. Candidates for Technical Services Unit

6. **Five Year Commitment:**
Candidates for the Technical Services Unit should have at least five (5) years of law enforcement experience, with 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.
7. **Background Check:**
Candidates shall undergo an additional background check by the FBI.
8. **Physical Requirements:**
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.

1. Mandatory

- a.** A mandatory training of every member of the Camden County Sheriff's Office Technical Services Unit by the FBI Hazardous Device School (HDS) prior to active duty.
- b.** Mandatory training of every member of the Technical Services Unit to attend the FBI refresher course every three (3) years.

1. Recommended:

- a.** Recommended training for every member - Advanced Explosive Investigative Techniques Training Program (BATF).
- b.** Recommended training for every member - Advanced Arson for Profit - Investigation Program (BATF).
- c.** Recommended for every member - Hazardous Chemical Course - consisting of at least the following stages:
 - a.** Awareness.
 - b.** Operations.
 - c.** Technician.
- d.** Recommended training for every member - Clandestine Drug Lab Investigators Program (DEA).
- e.** Recommended for every member - obtain a commercial Blaster's License.
- f.** 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.** Institute of Explosives (IME) Blasters Magazine.
 - d.** Training Bulletins from neighboring Bomb Squads.
 - e.** U.S. Army EOD Training Bulletins.
 - f.** International Association of Bomb Technicians and Investigators publication, "The Detonator."

D. Use

1. Hazardous Device Technicians may be used for the following:
2. 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.
 - a. Minimum required response:
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. Extenuating circumstances:
On-scene technicians shall assess 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.
3. 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:
 2. Federal, state, county and city buildings (where a written agreement has been made), while in the accompaniment of a K-9 handler and an explosives trained canine.
 3. Hospitals and high risk companies - for example, chemical plants, nuclear plants in the accompaniment of a K-9 handler and an explosive trained canine.

4. Schools and other private sector buildings - first response is the responsibility of a K-9 handler and explosives trained canine. Should a suspicious device be located, technicians would respond.
- f. Technicians shall respond to a bomb threat of a building/school in the private sector with K-9 when:
5. The threat is directed towards a hospital and K-9's search is limited.
 6. In the case of multiple structured building where K-9 will tire out.
 7. When a device is already found, K-9 shall not be called out to check for secondary devices until the device is rendered safe.
 8. VIP sweeps.
 9. 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 their Undersheriff/Duty Officer via phone or by radio through the Transportation Bureau, the Identification Bureau or by direct line at his residence. In the event the particular Undersheriff/Duty Officer is not available, notification shall be made to one of the other Undersheriffs. If still unsuccessful, technicians shall contact the Sheriff
 - a. The Undersheriff/Duty Officer 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 fax to Undersheriff in charge of the TSU.

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 Redstone Arsenal'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 TSU 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 TSU is hereby rescinded.

SPECIAL ADDENDUM TO GENERAL ORDER

Tactical Explosive Breaching

The purpose of this order is to establish procedures in conducting explosive entry tactics known as "Tactical Explosive Breaching."

This order consists of the following numbered sections: **Page #**

I	Policy	1
II	Definition of Terms.....	2
III	Explosive Breaching.....	4
	Description	4
	Techniques/Incidences.....	4
	Tactical Explosive Breach Crime Scene	6
	Safety Considerations and Additional Points.....	7
	Handling of Misfires	7
	Training	8
	Reporting System	8

I. Policy:

- A.** Members from the Bomb Squad have received specialized training in the investigation and handling of explosives, explosive hazardous materials, and weapons of mass destruction. They are available 24 hours a day to assist federal, state, county and local law enforcement agencies in the rendering safe of bombs and other weapons of mass destruction, as well as investigating these incidents.

- B.** Bomb Squad members are called upon to assist the Sheriffs Emergency Response Team (S.E.R.T) in the safe and non-violent resolution of a crisis situation and provide them with the use of specialized equipment such as Robotic capabilities, Tactical Explosive Breaching and the Total Containment Vessel (T.C.V.), which can be utilized to transport and contain explosive devices including weapons of mass destruction. Crisis situations include, but are not limited to, emergency missions involving hostage rescues, armed and barricaded suspects, and high risk warrant services.

- C.** The breacher team is a technical and tactical element of the tactical team. The tactical operations will require specially trained personnel to effectively gain entry into selected fortified crime scene objectives in order to resolve critical incidents. Methods include manual, mechanical, thermal, shotgun, explosive and surreptitious techniques. The breacher team will work in conjunction with the tactical team leader, team commander and the bomb squad in order to evaluate approves and selects

the appropriate courses of action to gain entry into the crisis site. The breacher team plans, prepares the brief, coordinates rehearsals, and executes the selected methods supporting the tactical team during the initial phase of the intervention and until the entire crime scene is secured.

- D.** Certified Explosive Breacher will require a minimum of hands on training, specific to Tactical Explosive Breaching. Bomb Squad members will be required to be a certified bomb technician with a certification from the Hazardous Devices School, Huntsville,Alabama.
- E.** The breaching team training and equipment policy means that the certified breacher, given the complex nature and variety of the necessary skills that must be mastered and maintained, will be required to conduct monthly and quarterly training and maintenance. The demands for the high level of performance required, and the perishable nature of these skills, each breacher will be afforded the time to conduct the required training and maintenance. The training each will include:
 - 1. Working with detonators and firing assemblies
 - 2. Construction and detonation of breaching charges
 - 3. Review of explosive composition theories and properties
 - 4. Review of all related calculations and formulas needed for the development of breaching plans
 - 5. Review of essential elements of information and collection processes
 - 6. Review of all processed objective data
 - 7. Conduct tactical operations and integration of team members

II. Definition of Terms

- A** Assistant Breacher: A member of the Bomb Squad who has been trained in the handling of explosives and the construction, placement and initiation of explosive breaching devices.
- B** Ballistic Breach: The utilization of a commercially available shotgun round that is specifically designed to attack the attachment points of a door to allow access by a tactical team. The shotgun like manual tools are quick and effective for opening doors and pad locks. The shotgun provides the entry team with a unique versatility. The ammunition used should be specialized rounds developed for breaching. Tampered mass / frangible rounds eliminate the possibility of lethal projectiles entering into the

objective.

- C Bomb/Improvised Explosive Device:** Any type of device placed or fabricated in an improvised manner, incorporating explosives or chemicals in a destructive, lethal, noxious, pyrotechnic or incendiary nature; inclusive of military ordnance, which is designed to kill, maim, destroy, disfigure, distract, or harass life or property.
- D Breach:** A means of compromising a barrier, door, wall, or other structural member to allow access to a tactical team utilizing a minimum amount of force or energy necessary in order to achieve effective penetration into the selected breach point.
- E Breacher:** A member of the bomb squad and/or S.E.R.T. Team who has been trained and certified in the handling of explosives, the execution and construction, placement, and initiation of explosive breaching devices.
- F Explosive Breach:** The utilization of a combination of explosive and non-explosive materials to effect a breach.
- G Manual Tools:** Tools are used for prying, breaking or forcing open doors and windows. Each tool has advantages and disadvantages depending on the objective to be defeated. Manual tools are quick and relatively safe to use in order to execute a breach. Examples: Hooligan tools, sledgehammer, crowbars, bolt cutters and batteringrams.
- H Mechanical Breach:** Tools that provide additional mechanical advantage on objectives where manual tools prove ineffective. They are generally operated by hydraulics, gasoline or electric power. Although these tools work efficiently they can be cumbersome to transport and tactically employ. Power tools also create loud noises. Examples: Door jamb spreaders, rescue saws and chain saws.
- I Weapon of Mass Destruction:** Any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors, including any of the following:
 1. Any explosive or incendiary, or poison gas, bomb, grenade, or rocket that has a propellant charge of more than four ounces, or a missile having an explosive or incendiary charge of more than one quarter ounce, or a mine or device similar in nature
 2. Poison gas

3. Any weapon involving a disease organism
4. Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life

I. Explosive Breaching:

A Description

1. During crisis situations it may become necessary for The S.E.R.T. Team to execute an entry into a hostile environment. It is critical that the point of entry is entered as quickly and as safely as possible. An immediate and positive entry is the key to a successful tactical mission. This can be accomplished through a technique known as "Tactical Explosive Breaching," which is designed to use the minimum amount of explosive material to achieve 100% penetration, 100% of the time. Therefore, explosive breaching devices should be viewed as a surgical tool, not as a general explosive device. The combined expertise of The S.E.R.T. Team and the Bomb Squad will be utilized during the deployment of tactical explosive breaching techniques.

B Techniques/Incidences

1. The decision to deploy an explosive breaching technique will be made with the approval of the S.E.R.T. Commander or their designee after consultation with the Bomb Squad Team Leader for the Tactical Explosive Breaching. In the event that the S.E.R.T. Commander is unavailable, the decision to deploy will be made by the ranking senior member of The S.E.R.T. Team. This decision will be under the advisement of the members of S.E.R.T. and bomb squad tactical breachers. The decision to deploy an explosive breach should be based in order to determine the exact potential damage of an explosive charge, the net explosive weight must be calculated. Once this is calculated, the minimum safe distance for the entry team personnel and containment officers from the charge and the potential collateral damage of the surrounding area can be determined. These calculations will be supplied to the S.E.R.T. Commander, or their designee to determine if the tactical explosive breaching tool should be utilized.
2. Special considerations should be made concerning the type of mission the team is to perform, hostage rescue, barricaded suspect, the location of occupants, the breaching point location: door, window or building construction in the area to be breached, and the possible presence of

additional hazards. The mission threat conditions and operational situation will determine which type of breaching method should be selected.

3. Explosive Breaching techniques should not be used upon a target point that is known to be one of the following:
 - a. An explosives manufacturing or storage area
 - b. A fireworks manufacturing or storage area
 - c. A volatile chemical manufacturing or storage area
 - d. A clandestine chemical laboratory (e.g., a methamphetamine lab)
4. The construction of all explosive breaching devices will be conducted by a certified bomb technician or an assistant breacher that have been certified.
5. Target analysis will be conducted in accordance with the existing procedures utilized by S.E.R.T. and will include a breacher or assistant breacher input and the blast calculations to safe distances and the predicted damage.
6. Construction of explosive breaching devices varies based upon the completion of a target analysis. Each device is designed in composition based on the breaching needs and past training and experiences of the breacher or assistant breacher.
7. The breacher or assistant breacher will present a "Breacher's Brief" to the entry team during the normal briefing.
8. The type of explosive breaching devices used will be the decision of the breacher or assistant breacher and will be done in consultation with the entry team leader.
9. All explosive entry devices will be placed by the breacher or assistant breacher.
10. Placement of the entry team during the explosive breach will be the responsibility of the entry team leader and done in consultation with the breacher and assistant breacher.
11. Both the breacher and assistant breacher should be present during all deployments of explosive entry techniques. During situations that prevent the presence of both individuals when a decision regarding an immediate entry is needed, the breacher or assistant breacher can be solely utilized.

12. Each tactical situation will dictate the best initiation sequence of the explosive breach. This may or may not include a countdown depending upon whether or not the safety of the entry team will be compromised.
13. The type of mission will not only determine the selection of breach point and breaching method but also the tactics the entry team may utilize. The type of entry into the selected target must be evaluated in order to determine the best method to use.
 - a. Direct Entry- Into the room of action or area of concern, hostage rescue, or a warrant service with an armed combatant.
 - b. Indirect Entry - Into an objective but not at the room of action or area of concern, barricaded subject.
 - c. Protective Layer Penetration - The team may be required to breach through obstacles outside of the objective prior to arriving at the objective's breach points. The team may also have to breach a series of internal layers of the objective before getting to the location of concern.

C The Tactical Explosive Breach / Crime Scene must be evaluated for:

1. How the team will insert.
2. The approach to the object / breach point.
3. Best breach point and methods.
4. Hazards associated with the breach point and selected method.

D Each Breach plan should include:

1. Primary breaching method and location.
2. Secondary breaching method and location.
3. Emergency plan.
4. Misfire and entry denial procedures.

E Safety and additional points of considerations when evaluating a breaching plan

1. Explosives and completed explosive breaching devices will only be handled by members trained in the handling of explosives.
2. Explosive breaching devices will be dual primed when feasible.
3. The member who is setting the explosive breaching device will be in control of the initiator at all times.
4. The initiation of the explosive breaching device can be stopped at any time by any member of the entry team, if that team member is alerted to a situation that places anyone in danger of being injured by the initiation. A predetermined "stop" signal will be put in place during the briefing.
5. First aid personnel will be present and in place during the deployment of all explosive breaching techniques.
6. A means of fire suppression will be in place and readily available during the deployment of all explosive breaching techniques.
7. Securing power, gas (natural / propane), telephone and water.
8. Collateral damage to the surrounding area.
9. Timing and coordination of other team element.

Handling of Misfires

1. The handling of misfires is the responsibility of the breacher and the assistant breacher.
2. In the event of a misfire the initiator will be re-fired.
3. In the event of a second misfire, a predetermined secondary breach plan will be initiated, or the situation will be reviewed to consider other options. A secondary breach plan will be established in all cases. The breacher or assistant breacher will remove the explosive breaching device and place it safely away from the entry team members.
4. The breacher and the assistant breacher are responsible for the securing and

rendering safe of all misfired explosive entry devices. Certified Bomb Technicians can be utilized to conduct a render safe procedure in the event of a misfire. The rendering safe of a misfired explosive entry device is the sole responsibility of a breacher, assistant breacher or certified bomb technician.

Training

1. Training Certified Explosive Breacher must be a certified Bomb Technician from The Hazardous Device School in Huntsville,Al.
2. Explosive breaching training is a perpetual endeavor and will be coordinated and conducted with yearly tactical exercises by both the members of the Bomb Squad and S.E.R.T Team.

Reporting System

1. All information regarding the explosive breach will be included in incident report.
2. The completed Breacher's Logs will be maintained by the bomb squad.
3. It will be the responsibility of the bomb squad to maintain a log containing all of the completed Breacher's Reports.
4. All deployments of explosive breaching devices in "live" situations will also be documented in an Investigation Report. A copy of the Breacher's Log will be kept with the Investigation Report.



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References			

Subject:	TRANSPORTATION BUREAU		
Distribution:	ALL SWORN PERSONNEL	Pages	9

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.

A. Mission Outline

1. To supplement all municipal police departments in Camden County so that they can maintain a law enforcement presence in their jurisdiction by:
 - a. Transporting all persons lawfully arrested by Camden County municipal law enforcement agencies being remanded to the Department of Corrections.

- b.** Transporting prisoners remanded to the custody of the Department of Corrections to municipal courts throughout Camden County as requested by the individual municipal court.
- c.** All Transportation Units shall maintain a safe and acceptable speed as mandated by New Jersey State traffic laws when going to or from jobs.
- d.** Transporting juvenile detainee lawfully arrested by Camden County municipal law enforcement agencies to the custody of the Camden County Youth Center.
- e.** Transporting prisoners remanded to the custody of the Department of Corrections to State Prison Reception, writs, court orders and to medical treatments.
- f.** Maintaining a police presence in the county when not performing the priority mission of transporting prisoners.
- g.** Responding to, and assisting, any municipal police officer upon request.
- h.** Performing community policing and law enforcement services when not performing the priority mission.

III. MECHANICS

A. Remands.

Upon receipt of a requesting authority's notification, the Camden County Sheriff's Office's Transportation Bureau shall dispatch a unit to that authority's location for the lawful transport of any and all prisoners for incarceration in the Department of Corrections.

- 1.** Required paperwork for the Camden County Sheriff's Officers to take custody of a remand from an arresting authority, the following documents must be presented:
 - a.** Copy of an active warrant.
 - b.** Commitment form.
 - c.** Teletype warrants request and confirmation from NCIC.
 - d.** "Superior Court Copy" of the complaint along with all other necessary paperwork is required on indictable offenses.
 - e.** An ACS or ATS printout.

2. When a remand is a fugitive from another state, on an indictable offense, a fugitive complaint must be prepared by the arresting authority before the subject is taken into custody.
3. Juveniles require a juvenile detention, two (2) "J1" forms and the five (5) page form from DYFS or a copy of an outstanding juvenile warrant, a copy of the arresting officers' report for the court, and notification of family intake before they are transported to the Youth Center.
4. Prisoners requiring medical attention must have medical documentation which clearly states "cleared for incarceration" before being remanded into this agency's custody.

B. Court Appearances:

Transportation Units shall be provided for all persons to municipal courts in Camden County provided the following conditions are adhered to:

1. If the subject is to appear in night court, the Transportation Bureau must be notified before 1400 hours on the day of the appearance in order to properly schedule transportation.
2. If the subject is to appear in municipal court during the daylight hours, the Transportation Bureau must be notified before 1300 hours on the day preceding the day of the scheduled court appearance. This is especially critical if it is a morning court appearance.
3. Transportation shall not be provided to prisoners lodged in any other institution other than the Department of Corrections for the purpose of a municipal court appearance or to post bail. For any municipality requiring transportation from outside of Camden County, it shall be necessary for that municipality to secure a writ signed by a Superior Court Judge. **THE WRIT WILL THEN BE FORWARDED TO THE INSTITUTION HAVING CUSTODY OF THE SUBJECT, AND IT WILL THEN BECOME INCUMBENT UPON THAT INSTITUTION TO PROVIDE TRANSPORT FOR THE SUBJECT TO MUNICIPAL COURT.**
4. 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.

5. Transportation will be provided for all subjects returning from municipal courts in Camden County providing that the disposition of the prisoner, for example, held for Grand Jury, sentence and/or release, etc. Transportation officers are not to accept any municipal court returnees unless they are accompanied by the properly completed paperwork.

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. 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.
2. The subject must have criminal charges (warrant) filed against him if it is a physician's commitment. We take this position in the event the hospital in question does not accept the subject; he/she can then be remanded to the Department of Correction under bail.

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 Department of Corrections only, and 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 or a copy thereof must be delivered to the Transportation Bureau before the subject is transported.
3. All necessary paperwork must be completed at the time of pick-up at the institution having custody of the subject.

4. This type of transportation shall only be available on a manpower availability basis. It shall not receive top priority. Therefore, if an agency needs a subject transported immediately, they shall have to make their own arrangements. Any and all active warrants in the custodial county and/or pending charges must be adjudicated before a prisoner will be transported to the Department of Corrections.
5. Remands arrested by out of county agencies on warrants issued by Camden County municipalities will only be transported if the arresting agency is located in Burlington county, Gloucester county or Atlantic county. Bail on municipal warrants must be 500.00 or above.
6. Remands arrested on Camden County bench warrants by out of county agencies will be transported from all counties located in the State of New Jersey

E. Medical and Clinic Runs:

Medical and clinic runs shall be scheduled at the request of the Department of Corrections but must adhere to the following guidelines:

1. Transports for medical/clinic appointments must be limited between the hours of 0830 and 1330 hours, Monday through Friday.
2. Officers transporting for medical/clinic appointments have a one (1) hour time limit for a doctor to see an inmate. After one (1) hour the officers are to leave and reschedule the appointment.
3. There are never to be more than two (2) inmates scheduled for the same clinic at the same time.

F. Custody Procedures:

1. All prisoners placed into the custody of the Camden County Sheriff's Office Transportation Bureau shall be handcuffed and shackled at all times, except for prisoners being released on bail at which time, at the discretion of the transporting officers, handcuffs alone shall suffice. Whenever transporting any mental patient/prisoner, either from a mental hospital to the jail or from the jail to a mental hospital, 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.

2. Remands charged with drug offenses should be strip-searched, per Attorney General's Guidelines, before being placed into custody. It is suggested that whenever time and circumstances permit, a strip search be made especially when the prisoner or inmate has a history of weapons offenses and/or drug offenses. However, a strip search shall only be permitted when authorized under General Order #34.00. When the prisoner is a female, the transporting officer shall make every effort to secure a female officer or matron to conduct a search prior to transportation. When unable to do so the transporting officer shall immediately, upon arrival at the institution of incarceration, notify the proper authority that a search has not been conducted.
3. 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 disposal.
4. When contraband is found during a search at the arresting agency by Sheriff's Officers, the contraband is to be turned over to the agency so that additional charges may be lodged against the remand.
5. All handbags belonging to female remands are to be searched while at the arresting agency. Money and jewelry will be returned to the remand. The handbag shall not be returned to the remand but will be kept in the cab of the van and will be given to jail admissions personnel upon arrival. Jail admissions personnel will be advised that the remand has money/jewelry on his/her person upon arrival at the jail. While at the arresting agency, all prescription medicines shall be taken from the remand and given to the Correctional Facility Nurse upon arrival at the jail.
6. Prisoners on out-of-county writs shall remain in the immediate custody of the Camden County Sheriff's Office's Transportation Officers at all times unless otherwise remanded to alternate custody by the presiding judicial authority.
7. When females are transported in a unit with male remands, the females are to be kept in a separate secured area.

G. 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.

2. The commanding officer of the Transportation Bureau shall arrange necessary transportation and security for the prisoner to attend the viewing/funeral. Arrival at the location will be planned for a time prior to the start of the viewing/funeral.
3. 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.
4. The commander of the Transportation Bureau shall notify the funeral director of the arrival time of the inmate.

H. Juvenile Transports:

1. Juveniles requiring detention must have two (2) "J1" forms and the five (5) page form from DYFS and notification of family intake before they are transported to the Youth Center.
2. When juveniles are transported in a Unit with adult remands, the juveniles are to be kept in a separate secured area.
3. Juveniles are to be handcuffed and shackled during all transports.

I. 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 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 deter transportation until the remanding agency or institution provides medical documentation from an examining physician that clearly states that the subject is competent to be incarcerated in the Department of Corrections. If the remand refuses examination and/or treatment, proper documentation of refusal must be presented to the transportation officer before the subject is placed into the custody of this agency.

- a. Transportation officers who refuse custody of a remand must complete a CCSO Administrative Report.

J. Reports:

Whenever, in the course of your duties, a situation arises which necessitates a written report to be made, such reports shall be submitted prior to the end of the officer's tour of duty, Rule 3.6 notwithstanding.

1. A CCSO Administrative Report shall be submitted whenever a departmental vehicle is towed due to mechanical failure.
 - a. Forward a copy to Special Services Unit
2. A CCSO Administrative Report shall be submitted whenever a remand is denied transportation from any agency due to that inmate requiring medical attention, or for any other unusual reason.
3. Whenever an incident occurs when prisoners are in custody, in the course of official duties or whenever a report must be given a case number for tracking purposes, a CCSO Incident Report shall be utilized.
4. A "vehicle maintenance" report is to be submitted whenever any mechanical or maintenance repair is needed to a vehicle.
5. 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 this department's custody, the type of transport, and the name of the subject.

Whenever a female is transported, the mileage at the beginning and the end of the transport shall be noted on the log.

K. 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 department to refrain from conducting motor vehicle stops while prisoners are in the transport vehicle except under emergency conditions.
3. If either a suspicious vehicle or a vehicle being operated in an improper manner is observed, contact will be made with Central Communications, and the location, description and/or manner of operation shall be provided for notification of the respective municipal or state police agency.

NOTE: The only exception to this rule will be in emergent or life threatening situation. When this occurs, appropriate documentation shall be submitted via report (CCSO Administrative Report), through channels.

IV. RESPONSIBILITY

A. Shift Supervisor

1. Shift Supervisor shall conduct line-up prior to the beginning of each shift and shall be responsible for each officer assigned that shift concerning the proper wearing of the uniform, proper grooming, and the possession of the proper equipment by that officer. The Shift Supervisor shall coordinate, supervise and direct all activities which occur during his/her tour of duty. The supervisor on duty shall ensure the accuracy of the activity log.

B. Bureau Commander

1. The commander shall supervise and direct the activities of supervisors and officers in this action. He/she shall ensure that departmental policies and procedures are being adhered to.



Effective Date:	3/25/06
Revised From:	4/27/04
References	
Project Lifesaver International National Alzheimer's Association 43 rd Virginia Search and Rescue	

Subject:	PROJECT LIFESAVER PROGRAM		
Distribution:	ALL ASSIGNED PERSONNEL	Pages	7

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.

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 Department of Aging, and providing training and education for caregivers, families, and emergency personnel.

III. MECHANICS

HOW DOES PROJECT WORK:

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 and/or related dementia disorders.
- 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 Alzheimer's and related dementia disorder individual.

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 Department of Aging 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 Department of Aging, 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 12 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 The 43rd Virginia Search and Rescue. The following subject/skills shall be covered:

- 2. Completion of basic CTR-1000 training course per lesson plans.

- b. Re-certification Training:

Any certified operator of the caretaker – 1000S, in the Project Lifesaver program, must demonstrate proficiency with that equipment every 12-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 CTR-1000s
3. Each search must cover a minimum of ½ mile indistance

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 response team binders.
3. Records shall be maintained on all Project Lifesaver Response Team training. These records shall be kept on file in the training office. The Instructors will also complete a TU-1 and TU-2 as outlined by the training unit supervisor. Upon re-certification, one copy of the sheet showing documentation should be kept on file and a copy sent to:

Project Lifesaver, The 43rd Virginia SAR,
Chesapeake Sheriff's Office,
1777 West Road,
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 on the Project Lifesaver Response Request Form. That information will be immediately forwarded to the following units/Response Teams;
 - a. Program Coordinator
 - b. On-duty/On-call K-9 Unit
 - c. On-call Aviation Unit Personnel
 - d. ID/Patrol Unit
 - e. Program Supervisor and/or Duty Officer
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 SO1.
4. The completed SO1 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 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:	03/06/06
Revised From:	
References	

Subject:	SPECIAL INVESTIGATIONS BUREAU		
Distribution:	ALL SWORN PERSONNEL	Pages	3

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:	4/15/06		
Revised From:			
References			

Subject:	SPECIAL INVESTIGATIONS BUREAU		
Distribution:	ALL SWORN PERSONNEL	Pages	6

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:	4/15/06		
Revised From:			
References			

Subject:	SUPPLEMENTAL PATROL UNIT		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	8/29/05		
Revised From:			
References			

Subject:	NON-DISCRIMINATION POLICY		
Distribution:	ALL SWORN PERSONNEL	Pages	2

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:	3/15/06
Revised From:	02/18/04
References	

Subject:	OFFICER PERSONNEL DEATH		
Distribution:	ALL SWORN PERSONNEL	Pages	5

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
1st copy – Sheriff
2nd copy – Deceased officer's Undersheriff
3rd copy – Commanding Officer Special Services
4th 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
 - 1st copy – Undersheriff – Administration
 - 2nd copy – Undersheriff – Uniform
 - 3rd copy – Undersheriff – Investigation
 - 4th copy – Chief Warrant Officer
 - 5th copy – Deceased Officer's Commanding Officer
 - 6th copy – Commanding Officer Special Services
 - 7th copy – Commanding Officer Personnel
 - 8th 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
 - 1st copy – Sheriff
 - 2nd copy – Appropriate Undersheriff
 - 3rd copy – Commanding Officer Special Services
 - 4th copy – Commanding Officer Personnel
 - 5th 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:	1/4/08
Revised From:	3/27/06
References	

Subject:	LOCKERS		
Distribution:	ALL PERSONNEL	Pages	3
			

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:	Reporting Charges, Arrests Convictions, Revocation or Suspension of Drivers License		
Distribution:	ALL PERSONNEL	Pages	2
			

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:	1/1/15
Revised From:	
References	
FBI's <i>CJIS Security Policy</i> 5.1 dated July 13, 2012	

Subject:	CRIMINAL JUSTICE INFORMATION SECURITY (CJIS) POLICY		
Distribution:	ALL PERSONNEL	Pages	12

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:	DISPOSAL OF MEDIA POLICY AND PROCEDURES		
Distribution:	ALL PERSONNEL	Pages	2
			

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:	4/30/15
Revised From:	
References	

Subject:	BODY ARMOR		
Distribution:	ALL PERSONNEL	Pages	2
			

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:	9/10/2020
Revised From:	2/01/2017
References:	

Subject:	BODY WORN CAMERAS		
Distribution:	ALL SWORN PERSONNEL	Pages	7
			Sheriff

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 (BWCs).

II. PURPOSE

A. In order to maintain consistency with Attorney General Directive Number 2015-1, Law Enforcement Directive Regarding Police Body Worn Cameras (BWCs) and Stored BWC Recordings, this General Order establishes the policies surrounding the use of body worn cameras. 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 can be deployed in the Canine Patrol Division, police security assignments at the Hall of Justice and Probation, during civilian interviews for investigations or arrests, and at various assigned police security details, such as the Camden Waterfront, extra duty or any other assignments the Sheriff deems appropriate.

1. Supervisor review can serve to improve the capabilities and professionalism of officers during encounters with the public.
2. Video recordings can be utilized during training segments in order to improve police interaction with the public.
3. Incident recordings can assist with an accurate unbiased documentation of events, actions, conditions, and statements during arrests and other critical incidents.

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, or change 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 discipline. All Sheriff's Officers are also 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 should be advised immediately and access to the recording will be limited to the supervisor of 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 for corrective action. 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. A test of the equipment shall include both audio and video components. 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, unless no supervisor is available at the time of issue. Therefore, the officer will follow proper procedures to assign it to themselves, prior to starting a shift.
- d. For uniformed officers, the BWC units 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. Officers wearing a jacket or other outer garment shall not cover or obstruct the view of their BWC. Officers are ONLY authorized to cover the unit with an outer garment if inclement weather conditions involving precipitation make it likely that exposure to the elements will damage the unit. If this action is necessary, the BWC shall remain activated to capture audio of an incident.
- e. In the event a BWC is muted for tactics/officer direction, the officer will attempt to verbalize why such action is being taken.
- f. Placing a BWC in stealth mode is prohibited unless permission is given by the officer's immediate supervisor.
- g. After duty, officers must 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 ONLY can be accomplished using an equipped AC adapter. This activity should only be performed by Sheriff's Officers who are permanently assigned devices, such as Canine Unit personnel.
- 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 a 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 uploading 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. This process should be employed whether inside a person's residence or during an outside encounter.
- b. If possible, Sheriff's Officers will narrate activation and deactivation of the device.
- c. If it is unsafe or unreasonable to provide notification, the officer is required to document the reason in a report or narrate the reason directly into the recording device.
- d. 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 Prosecutor or Attorney General to conduct covert electronic recordings.
- e. 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 3. (Types of Incidents to Record). 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, as under section 3. An officer cannot advise an individual he is no longer being recorded, when in fact he is.
- f. 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, tactical operations, 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.).
- g. In the event, an Officer has accidentally recorded an informant, police undercover or non-public operational police tactic, the Officer will notify a supervisor, who will notify the supervisor of Internal Affairs for possible redaction.
- h. Any time a BWC captures the image of a patient in a substance abuse treatment facility, the County Prosecutor or DCJ Director or their designees must be notified.
- i. When a BWC has been 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, prior to turning it off.
- j. Officers who capture evidence or critical incidents on a recording will 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 S.O.P, 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). Pre-shift test, officers will enter “pre-shift” for title. Titles should be as detailed as possible and are not required by the manufacturer, but are required, as per this Order.

3. Types of Incidents to Record

Officers using BWCs must record the following situations/scenes whenever practical:

- b.** Traffic stops or investigative detentions;
- c.** Motorist aid or community caretaking check;
- d.** Just prior to arrival to a call for service;
- e.** Interview of a witness or custodial interrogation;
- f.** Performing a frisk for weapons;
- g.** Conducting any kind of search, including a consent searches;
- h.** Making an arrest;
- i.** Responding to any type of civil disorder where constructive or physical force may be necessary;
- j.** Any Officer already recording a critical incident should continue activation while transporting an arrestee to a police station, county jail or other place of confinement, hospital, or any medical care or mental health facility (Officers are not required to record within a transportation van);
- k.** Any situation where the officer believes another officer is involved in any of the foregoing police activities.
- l.** Civil Process: Writs of Possession, Restraining Order service, Civil Warrants, Writs of Replevin, and Summons and Complaints.

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, or if time is limited, immediately following an officer's tour of 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. All BWC recording will be uploaded to a cloud-based system, managed by the manufacturer and accessed by the Sheriff's Office. Records will remain in this electronic format at least 90 days.

2. 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.

3. In the event a BWC recording captures an arrest, or an incident that is under further investigation, or potentially pending criminal or civil litigation, the recording will automatically be preserved in the cloud and made available as necessary via electronic transmission to the Prosecutor's Office.

4. In the event a recording involves a potential internal affairs complaint, it will also be automatically stored in the cloud and made available to the supervisor of Internal Affairs, for the duration of the internal investigation and administrative actions.

5. 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 only the supervisor of Internal Affairs and the Sheriff.

6. 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 Prosecutor. Notice of such a request will be provided to the Prosecutor within one day of its receipt.

E. AUTHORIZED REVIEW

1. Supervisory Officer Review


- a.** Supervisors will ensure that officers follow established procedures for the operation of BWC equipment and shall do so by periodic recording reviews.
- b.** Unit Commanders shall require a random review of video recordings on a periodic basis.

2. Sheriff's Review

- a.** The Sheriff, or his designee, may periodically review recordings to assess overall training needs and ensure compliance to this order.



Effective Date:	12/16/2017
Revised Date:	01/15/2020
GENERAL ORDER 92.00	
References:	

Subject:	SOCIAL MEDIA AND SOCIAL NETWORKING		
Distribution:	ALL SWORN AND CIVILIAN PERSONNEL	Pages	8
Reviewed by County Counsel (07-14-2017)			
			Sheriff

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.

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:	May 1, 2018
Revised From:	
References:	

Subject:	Early Intervention Policy		
Distribution:	All Personal	Pages	8
		Sheriff	

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 officer 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 1st 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, tack 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 officer 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 commitment on a plan for a 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:	May 1, 2018
Revised From:	
References:	

Subject:	Critical Incident Stress Procedures		
Distribution:	All Personal	Pages	7
<i>D. L. Whipple</i>			Sheriff

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:	3/8/2017
Revised From:	
References	

Subject:	NASAL NARCAN POLICY		
Distribution:	ALL SWORN PERSONNEL	Pages	4

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

GENERAL 95.00

- 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 (3rd 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 hospital¹ 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.

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:

2. REASON TO WEAR REQUESTED UNIFORM:

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 STARTINGDATE: _____

ANTICIPATED TERMINATIONDATE: _____

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**

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

GENERAL 22.00 APPENDIXES

CAMDEN COUNTY SHERIFF'S OFFICE OLEORESIN CAPSICUM (OC) APPLICATION REPORT

SHERIFF'S OFFICER: _____ BADGE NUMBER: _____
UNIT: _____ DATE OF INCIDENT: _____
DATE: _____ CCSO FILE NO.: _____

TIME OF INCIDENT: _____ AGE: _____

NAME OF SUBJECT SPRAYED: _____

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:

2. SUBJECT OR SUBJECTS INJURED/KILLED:

3. FIRST AID GIVEN:

SUBJECT:

4. PRE-EXISTING MEDICAL CONDITIONS:

5. ADDITIONAL COMMENTS:

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:

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

APPENDIX GENERAL 31.00

VEHICULAR PURSUIT

New Jersey Police Vehicular Pursuit Policy

Issued December 1985

Revised January 1993

Revised September 1999

Revised December 2001

PREFACE

In developing the policy revisions issued in 1993, the New Jersey Task Force on Police Vehicular Pursuit Policy was mindful of the requirement that such a policy appropriately weigh a police officer's sworn duty to apprehend lawbreakers with the obligation to protect life and the public safety. Throughout the process, each member of the Task Force worked conscientiously to reach a consensus in this area of critical importance.

The 1993 policy revision significantly broadened the scope of the 1985 guidelines. The Task Force was particularly cognizant of the important role played by police supervisors in the implementation of any pursuit policy. Police supervisors occupy a pivotal role in assessing the degree of risk inherent in any pursuit and in properly balancing that risk against the need to apprehend a fleeing offender. The 1993 policy outlines the responsibility of police supervisors to manage and control pursuit activity.

The 1999 policy revision provides law enforcement agencies with the discretion to use authorized tire deflation devices during vehicular pursuits, and the 2001 revision further refines the section on authorized tire deflation devices. Agencies should be advised that this policy does not govern the use of tire deflation devices in situations other than vehicular pursuits.

The Task Force was convinced early on that any sound vehicular pursuit policy is necessarily based on complete and accurate information about pursuit incidents. In order to ensure that such information is continually available, the new policy requires that all law enforcement officers engaged in pursuit incidents file a pursuit incident report. The Task Force does not take lightly the imposition of another reporting requirement. It does, however, strongly believe that the risks and potential consequences inherent in the conduct of vehicular pursuits are such that this measure is warranted. The Task Force considered the entire range of incidents for which police officers are now required to file formal reports and concluded that vehicular pursuits would rank among the most critical on any such list.

The Task Force strongly believes that the value of its efforts will ultimately be determined by the manner in which this policy is implemented. Successful implementation will be a direct result of the effort invested to train and inform police officers about the policy's content. Toward that end, the policy requires that all police officers attend in-service vehicular pursuit training twice a year.

The Task Force knew that the policy had to provide specific guidance as to the conditions under which the initiation of pursuits should be authorized. Some of the most difficult issues considered by the Task Force arose as it dealt with this key portion of the policy. The Task Force readily concluded that the severity of 1st and 2nd degree crimes was such that law enforcement officers

should have the discretion to pursue, but the appropriate course of action was not so quickly apparent with respect to some other offenses.

The question of how to deal with the 3rd degree offense of car theft is complex and not susceptible to easy resolution. While the Task Force found that the majority of pursuits statewide were for motor vehicle offenses, a number of pursuits undertaken during the three year period reviewed were pursuits of stolen cars. Task Force members were also aware that tragic consequences have occurred over the same period as a result of some stolen car pursuits. Such tragedies, no matter how infrequent, certainly militate against authorizing the pursuit of car thieves. Nonetheless, car theft is a particularly egregious problem in our society at the present time. Not only has car theft become epidemic in some of our communities, but also experience has shown that it is often the prelude to the commission of more serious violent crime. We would not, by a blanket prohibition of such pursuits, want to send a false signal to would-be car thieves that they can go about their illegal business with impunity.

There is no simple, guaranteed correct answer to this policy question. The Task Force believes that in the final analysis, pursuit of stolen cars, like other serious crimes, must be left to the discretion of the police officer. Of course, the policy makes it clear that if there are other viable means to apprehend a car thief, or if there is a fair likelihood that the car thief can and will be apprehended within a reasonable future time, or if the risks involved in the pursuit are simply too substantial, then a vehicular pursuit should be avoided. Also, it should be clear that this policy is not meant to imply that prolonged pursuit should be a routine response to joy riding if such a situation could be reasonably determined in advance of the pursuit. As is so often true with difficult law enforcement issues, an oversimplified and quick response to a complex problem does not often serve the best interests of either the police or the public. It is the consensus of the Task Force that pursuits of stolen automobiles, as with all other pursuits, should be avoided whenever possible. However, the Task Force also believes that relying on the combined judgment of police officers and police supervisors will sufficiently safeguard the public.

NEW JERSEY POLICE VEHICULAR PURSUIT POLICY

PURPOSE OF POLICY

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. Since there are numerous situations which arise in law enforcement that are unique, it is impossible for this policy or any standard operating procedure to anticipate all possible circumstances. Therefore, this policy is intended to guide a police officer's discretion in matters of vehicular pursuit.

This policy has been formulated to provide minimum statewide requirements to direct law enforcement activities in this very critical area of police practice. However, police department

size, population density and other characteristics vary among communities in this state. Therefore, county and local law enforcement agencies are expected to develop individual standard operating procedures which account for departmental variations, yet are consistent with this policy.

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 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, police officers who conduct pursuits consistent with this policy will be strongly supported by the law enforcement community in any subsequent review of such actions.

DEFINITIONS

A. 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.

B. 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.

C. Divided Highway:

A road which includes a physical barrier between traffic traveling in opposite directions

D. 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

E. Law Enforcement Officer:

Any person sworn to uphold the laws of the State of New Jersey, and who is certified by the Police Training Commission or whose training has included Pursuit/Emergency Driving, and who is currently employed by a public safety agency.

F. Paralleling:

1. Street Paralleling:

Driving a police vehicle on a street parallel to a street on which a pursuit is occurring.

2. Vehicle Paralleling:

A deliberate offensive tactic by one or more patrol vehicles to drive alongside the pursued vehicle while it is in motion

G. 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, ignoring the officer or otherwise attempting to elude the officer.

H. Pursuit Vehicles:

1. Primary Unit:

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)

2. Secondary Unit:

Any police vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance

I. Roadblock:

A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a violator.

1. Avenue of Escape:

A gap in a roadblock, which requires the violator to decrease the vehicle's speed to permit the violator to bypass the roadblock

2. Blocking Vehicle:

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

J. 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

K. Vehicle ContactAction:

Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle.

L. Violator:

Any person who a police officer reasonably believes: (1) has committed an offense of the first or second degree or an offense enumerated in Appendix A of this policy, or (2) poses an immediate threat to the safety of the public or other police officers.

I. DECIDING WHETHER TO PURSUE

A police officer has the authority, at all times, to attempt the stop of any person suspected of having committed any criminal offense or traffic violation. It is clear that while it is the officer who initiates the stop, it is the violator who initiates the pursuit. The officer's decision to pursue should always be undertaken with an awareness of the degree of risk to which the law enforcement officer exposes himself and others. The officer must weigh the need for immediate apprehension against the risk created by the pursuit.

A. Authorization to Pursue

1. A police officer may only pursue

a. When the officer reasonably believes that the violator has committed an offense of the first or second degree, or an offense enumerated in Appendix A of this policy, or

b. When a police officer reasonably believes that the violator poses an immediate threat to the safety of the public or other police officers.

2. Pursuit for motor vehicle offenses is not authorized under the above criteria unless the violator's vehicle is being operated so as to pose an immediate threat to the safety of another person.

B. In the event that one of the authorization requirements is satisfied, a pursuit should not be automatically undertaken. An officer must still consider the following factors:

1. Likelihood of successful apprehension.
2. Whether the identity of the violator is known to the point where later apprehension is possible.
3. Degree of risk created by pursuit
 - a. Volume, type, speed and direction of vehicular traffic.
 - b. Nature of the area: residential, commercial, school zone, open highway, etc.
 - c. Population density and volume of pedestrian traffic
 - d. Environmental factors such as weather and darkness
 - e. Road conditions: construction, poor repair, extreme curves, ice, etc.
4. Police Officer characteristics
 - a. Driving skills
 - b. Familiarity with roads
 - c. Condition of police vehicle

C. Terminating the pursuit

1. The pursuing officer shall terminate the pursuit
 - a. If instructed to do so by a supervisor, or
 - b. If the officer believes that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the violator, or
 - c. If the violator's identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to the safety of the public or police officers, or
 - d. 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, or
 - e. If there is a person injured during the pursuit and there are no police or medical personnel able to render assistance, or
 - f. 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

- g.** If advised of any unanticipated condition, event or circumstance which substantially increases the risk to public safety inherent in the pursuit.

II. ROLE OF THE PURSUING OFFICER

- A.** The decision to initiate and/or continue a 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.
- B.** Upon the commencement of a pursuit, the pursuing officer will immediately activate emergency lights, audible device and headlights.
- C.** Once the pursuit has been initiated, the primary unit must notify communications and a superior officer providing as much of the following information as is known:

 - 1.** Reason for the pursuit.
 - 2.** Direction of travel, designation and location of roadway.
 - 3.** Identification of the violator's vehicle: year, make, model, color, vehicle registration number and other identifying characteristics.
 - 4.** Number of occupants.
 - 5.** The speed of the pursued vehicle.
 - 6.** Other information that may be helpful in terminating the pursuit or resolving the incident.

III. VEHICULAR PURSUIT RESTRICTIONS

- A.** No pursuits will be conducted

 - 1.** In a direction opposite to the flow of traffic on a divided highway.
 - 2.** In a police vehicle in which an individual who is not a law enforcement officer is either the driver or passenger.

- B.** 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.
- C.** A motorcycle officer may initiate a pursuit, but will relinquish primary unit status immediately upon the participation of a marked police vehicle.
- D.** 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 vehicle.
- E.** To diminish the likelihood of a pursuit, a police 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.
- F.** Throughout the course of a vehicular pursuit, pursuing officers shall not attempt to overtake or pass the violator's moving vehicle.
- G.** Upon 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 a pedestrian. The officer shall observe that the way is clear before cautiously proceeding through the intersection.
- H.** Officers involved in a pursuit will not engage in vehicle paralleling.
- I.** 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.
- J.** 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:
- 1.** At low speeds, and
 - 2.** With the approval of a supervisor, or
 - 3.** In response to an imminent threat to the safety of the public or a police officer.

K. Roadblocks must only be employed as a last resort in circumstances where deadly force would otherwise be justified.

1. The use of a roadblock must be authorized by a supervisor.
2. 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.
3. 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
 - c. No one in the blocking vehicle(s).

L. Officers involved in a pursuit shall not fire any weapon from or at a moving vehicle nor 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.

IV. AUTHORIZED TIRE DEFLATION DEVICES

- A.** Law enforcement agencies may choose to utilize authorized tire deflation devices during the course of a vehicular pursuit. Agencies which 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.
- B.** To be authorized for deployment and use under the vehicular pursuit policy, the tire deflation device must:
1. Be capable of producing a controlled deflation of one or more tires of a pursued vehicle.
 2. Be capable of 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

3. Allow the officer to remain a safe distance from the roadway at the time of deployment or activation.

C. Prior to the deployment and use of an authorized tire deflation device, the law enforcement agency shall:

1. Modify its vehicular pursuit policy to provide for the proper use of the authorized tire deflation; and
2. Train all officers in the use of the authorized tire deflation device.
 - a. Training must include practical, hands-on operation of the authorized tire deflation device.

D. Use of an authorized tire deflation device

1. An authorized tire deflation device may be utilized only after supervisory approval
2. An authorized tire deflation device shall not be used to stop motorcycles, mopeds, or similar vehicles.
3. 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.
4. Deployment locations should have reasonably good sight distances to enable the officer to observe the pursuit and other traffic as it approaches.
5. 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.

E. Deployment

1. The officer deploying the authorized tire deflation device should do so from a position of safety.
2. The officer deploying the authorized tire deflation device should be in position to allow sufficient time for deployment.
3. The supervisor must coordinate the efforts of all law enforcement units involved in the pursuit.
4. The communications operator shall notify all units of the location of the authorized tire deflation device deployment.

F. Use of the authorized tire deflation device

1. The officer operating the authorized tire deflation device should take a position of safety as the pursued vehicle approaches.
2. 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.
3. The officer shall remove or deactivate the device immediately after the pursued vehicle goes over the authorized tire deflation device.
4. 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.

G. Reporting

1. After deployment or use of the authorized tire deflation device, the law enforcement agency shall include at least the following information in the narrative of the vehicle pursuit report.
 - a. Date, time and location of deployment and activation
 - b. Officer who deployed and activated the authorized tire deflation device
 - c. Results of the use of authorized tire deflation device:
 - (1) on the pursued vehicle;
 - (2) on other vehicles, property or people; and
 - (3) on the authorized tire deflation device itself.

V. ROLE OF THE SUPERVISOR

Upon being notified or becoming aware of the pursuit, the supervisor shall decide as quickly as possible whether or not the pursuit should continue.

- A.** The supervisor shall permit a pursuit to continue only if
 1. There is a reasonable belief that the violator has committed an offense of the first or second degree, or an offense enumerated in Appendix A of this policy, or
 2. There is a reasonable belief that violator poses an immediate threat to safety of the public or other police officers.
- B.** The supervisor shall order a pursuit terminated at any time if he or she concludes that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the violator.
- C.** 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 immediate threat to public safety.
- D.** 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 immediate threat to public safety.

E. The supervisor shall ensure, for the duration of the pursuit, that this policy and agency procedures are followed by allofficers.

VI. ROLE OF POLICE COMMUNICATIONS

A. The communications operator shall:

1. Immediately notify a police supervisor of a pursuit in progress if a supervisor has not already been otherwise notified;
2. Keep the supervisor apprised of the duration and progress of the pursuit.

B. When possible, a police supervisor shall determine whether there is a need to assume control over and coordinate pursuit related communications.

C. 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.

VII. REINSTATING PURSUITS

A. Reinstatement of any previously terminated pursuit shall be undertaken consistent with the authorization criteria for originally initiating a pursuit.

VIII. INTERJURISDICTIONAL PURSUITS

A. The original pursuing jurisdiction shall provide timely notification of a pursuit in progress to any other jurisdiction into which the pursuit enters.

1. 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.

PURSUIT REPORTING

A. All law enforcement officers who operate law enforcement vehicles in vehicular pursuit situations shall be required to file a pursuit incident report. Pursuit incident reports are to be filed in a manner established by agency operating procedures and should contain, at a minimum, the following information:

1. Location, date and time of pursuit initiation.
2. Location, date and time of pursuit termination.
3. Highest speed achieved, weather conditions, road surface and description of pursuit area.
4. Reasons for initiating and terminating the pursuit.
5. Consequences of the pursuit, such as accidents, injuries or fatalities.
6. Whether or not the violator was apprehended.
7. The offenses with which the violator was charged.

B. All law enforcement agencies shall prepare an annual agency Vehicular Pursuit Summary Report for submission to the county prosecutor. The annual report shall be submitted on the Police Vehicular Summary Report Form and shall contain the following information:

1. Total number of pursuits
2. Number of pursuits resulting in accident, injury, death and arrest.
3. The number and type of vehicles involved in accidents (police, violator, third party).
4. A description of individuals injured or killed (police, violator, third party).
5. The number of violators involved and arrested in pursuit incidents, including passengers.
6. The number of pursuits in which an authorized tire deflation device was used

VEHICULAR PURSUIT REVIEW

- A.** All law enforcement agencies shall establish procedures for the formal review of all pursuit incident reports.
- B.** Pursuit incidents should be reviewed for compliance with applicable policy and department operating procedures.
- C.** Pursuit incidents should also be reviewed to identify the need for remedial training of individual officers or specific areas of emphasis in agency-wide training regarding pursuit situations and the application of pursuit policies and procedures.
- D.** Periodic review of pursuit incidents and summary pursuit information should be conducted in order to identify any additions, deletions or modifications warranted in departmental pursuit procedures.

XI. TRAINING

- A.** All officers shall attend in-service vehicular pursuit training twice annually. This in-service training shall be held simultaneously with use of force training which is provided in the firearms requalification process.
- B.** Vehicular pursuit training shall consist of knowledge of applicable statutes, familiarization with statewide police pursuit policy and departmental procedures, and decision making skills.
- C.** An annual report shall be filed with the county prosecutor or, in the case of certain state law enforcement agencies, with the Director of the Division of Criminal Justice. The report will confirm in-service pursuit training of all police officers in conjunction with semi-annual firearm requalification and the use of force training.

INDIVIDUAL AGENCY POLICIES

Law enforcement agencies may adopt more restrictive policies as to pursuit procedures or more extensive training and reporting requirements. In the event an agency chooses to do so, the agency policies and procedures will prevail with respect to applicability to that agency's personnel.

DATED: JANUARY 29, 1993

APPENDIX A TO NEW JERSEY POLICE VEHICULAR PURSUIT POLICY
OFFENSES IN ADDITION TO THOSE OF THE FIRST AND SECOND DEGREE
FOR WHICH VEHICULAR PURSUIT MAY BE AUTHORIZED

UNDER SUBSECTION IA(1)(a)

Death by Auto 2C:11-5

Aggravated Assault 2C:12-1b

Criminal Restraint 2C:13-2

Aggravated Criminal Sexual Contact 2C:14-3a

Arson 2C:17-1b

Burglary 2C:18-2

Automobile Theft 2C:20-2

Theft by Extortion 2C:20-5

Escape 2C:29-5

Manufacturing, Distributing or Dispensing of CDS 2C:35-5b

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 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:

Name of Medication	Prescribing Physician	Date Last Taken
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.)

Non-Prescription Medication	Date Last Taken
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

DATE:	Assignment Code:	
Code Name:		
Name:		
Address:		
City, State, Zip:		
D.O.B.:	SSN#:	
F.B.I. #:		
Past Criminal Activities: (attach copies)		
Occupation Address:		
Employment History:		
Scars, tattoos, identifying marks, etc.:		

**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:

EXPECTED RESULTS:

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

INVESTIGATOR