TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021

TOWNSHIP OF WYCKOFF
NOTICE OF TORT CLAIM

CLAIMANT INFORMATION

Name: _____ Telephone: _____

Address: _____ Date of Birth _____

_____ SSN: _____

Email: _____

ATTORNEY INFORMATION (if applicable)

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ File No. _____

Email: _____

Send Notice to: Claimant _____ Attorney _____

Email: _____ Email: _____

GENERAL INSTRUCTIONS:

Pursuant to the provisions of the Title 59, the New Jersey Tort Claims Act (hereinafter "Title 59"), the Township of Wyckoff (hereinafter the municipal government) has adopted this Notice of Tort Claim (hereinafter "Notice") form including these written questions and requests for the production of documents as the official form for the filing of claims against the Wyckoff municipal government.

The written questions are to be answered under oath and with all information available to the Claimant or the claimant's attorneys. The fully completed Notice and the documents requested shall be returned to:

Administrator - Township of Wyckoff
Memorial Town Hall
340 Franklin Avenue
Wyckoff, New Jersey 07481

NOTE CAREFULLY:

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Your claim will not be considered filed as required by Title 59 until this completed form has been filed with the Wyckoff municipal government. Failure to provide the information requested, or responses such as "To Be Provided," "Under Investigation," or similar non-responsive answers, will result in the claim being treated as not being filed in accordance with the Notice requirements of Title 59.

Notices of Claim normally must be filed within 90 days after the incident giving rise to the claim. Upon a proper application, the New Jersey Superior Court may, for good cause, allow a claim to be filed not later than one year after the date of the incident giving rise to the claim.

This form is designed to be used for all claims and some questions may not be applicable to your particular claim. For example, if your claim does not involve an automobile, questions regarding road conditions might not be applicable. In that event, you should so specify in the space for that answer.

A. When, after a reasonable and thorough investigation using due diligence, you are unable to answer any question, or any part thereof, specify in full and complete detail the reason the information is not available to you and what has been done to locate the information. In addition, specify what knowledge or belief you have concerning the unanswered portion of the question and set forth the facts upon which the knowledge or belief is based.

B. When a question asks that you identify documents, a sufficient answer is to attach legible copies of these documents.

C. Where a question does not specifically request a particular fact, but where the facts are necessary in order to make the answer to the question either comprehensible, complete or not misleading, you are requested to include the fact or facts as part of the answer.

D. If you claim any form of privilege, whether based on statute or otherwise, as a ground for not answering a question or any part thereof, set forth in complete detail each and every fact upon which the privilege is based, including sufficient facts for a court to make a full determination whether the claim of privilege is valid.

E. Where a question asks for a date or an amount or any other specific information, it will not be adequate to state that the precise date, amount or other specific information is unknown to you, if you are capable of providing an estimate or approximation of the information requested.

F. Where a question requests that you "identify all writings," you should state with specificity the date, author, description, addressee (if any), nature, custodian, and location of the writings referred to by the question, as well as the substance of the writing(s).

G. Where a question asks that you "identify all oral communications," you should state, with respect to every oral communications, the description of which is required by the question, (I) the date and place thereof, (II) who initiated the communication, (III) whether the communication was in person or by telephone or other form of transmission and specify which, (IV) the name, home address and telephone number, business address and telephone number, employer (present or last known), job title, occupation of each and every person who participated in or heard any part of the communication, and (V) the substance of what was said by each person who participated in the communication.

H. Where a question asks that you "identify all persons," state the name and present or last known business and residence address and telephone numbers, occupation and title, if any, of the person(s) whose identity is sought by the question.

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I. For the purpose of these questions, "Person" shall include a partnership, joint venture, corporation, association, trust or any other kind of entity, as well as a natural person.

J. If any document to be produced in response to these questions contains information which must be treated as confidential in nature, identify that document and state the reason for the confidentiality in sufficient detail to allow for a determination on the issue of confidentiality. The (type of local unit) and its attorneys hereby warrant that the confidentiality of any document so identified will be respected and maintained until such time as a court having jurisdiction over the issue may rule on any disputed issue of confidentiality.

K. These questions request documents that are relevant to the subject matter of the claims and allegations of the Claimant. To the extent that any document does not relate, in its entirety, to the subject matter of the Claimant's claims or allegations, the document may be withheld. All other documents which deal directly with the subject matter of the Claimant's claims or allegations must be produced in response to these requests.

L. All responses to questions or objections thereto shall be prefaced by the particular question or subsection thereof.

M. An attempt has been made to provide adequate space for the answers. If you need more space to provide a fully responsive answer, attach supplementary pages, identifying the continuation of the answer with the number of the applicable question.

N. All documents produced shall be labeled and referenced to a particular document request or question. If the documents are produced in response to more than one question, they should be labeled accordingly.

O. The questions and document requests shall be deemed continuing, so as to require supplemental answers from time to time up to the date of a trial, in the event that the claim results in litigation.

DEFINITIONS:

"Document" means any written, recorded or graphic representation either produced or reproduced and any copy thereof, including, but not limited to, letters, memoranda, notes, minutes, summaries, forecasts, appraisals, surveys, calculations, inter-office communications, diaries, work sheets, telegrams, cables, telex messages, written agreements, invoices, press releases, books, records, financial statements, tapes, computer print-outs, computer tapes and/or disks, computer programs, drafts of any of the foregoing, magazines and other publications and any materials underlying, supporting or used in the preparations of any documents, now or formerly in the actual or constructive possession, custody or control of the deponent, and all copies thereof where the copy is not an identical copy of the original, such as where the copy contains written notations.

"Claimant" means the person or person on whose behalf this Notice of Claim is being filed.

"(name of local unit)" means the (type of local unit) along with any agent, official employee or volunteer of the (type of local unit) against whom a claim is asserted by the Claimant.

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INFORMATION REGARDING THE CLAIMANT

1. Claimant:

   a. Name:

   _____

   b. Any other name by which the Claimant has been known:

   _____

   _____

   c. Current address:

   _____

   _____

   _____

   _____

   d. Current telephone number(s):

   Home: ( ) -
   Work: ( ) -
   Mobile: ( ) -
   Other: ( ) -

   e. Address at the time of the incident giving rise to the claim:

   _____

   _____

   _____

   _____

   f. Date of birth:

   _____

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g. Social security number:

_____

h. Marital status (at the time of the incident and current)

☐ Single (never married) ☐ Married, or in domestic relationship ☐ Widowed

☐ Divorced ☐ Separated

i. Identify each person residing with the claimant and the relation, if any, of the person to the Claimant.

_____

_____

_____

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_____

_____

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2. Set forth all addresses of the Claimant for the last 10 years, the dates of the residence, the persons residing at the addresses at the same time as the Claimant resided at the address and the relation, if any, of the person to the Claimant.

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INFORMATION REGARDING THE CLAIM

1. Set forth the exact date, time and place of the incident forming the basis of the claim and the weather conditions prevailing at the time.

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2. Set forth in complete detail, and in narrative form, the Claimant's version of the events that form the basis of the claim, specifically setting forth the names and addresses of all participants and the nature and extent of the participation of any individuals so identified.

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3. Set forth any and all individuals who were witnesses to or who have knowledge of the facts of the incident which gave rise to the claim. Provide the full name and all data as required by the instructions preceding these questions.

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4. Identify all public entities or public employees alleged to have caused the injury and specify as to each public entity or employee the act or omission alleged to have caused the injury.

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5. If you allege wrongdoing by an employee or official of the (type of local unit), set forth the name and position of the employee or official and the exact nature of the alleged wrongdoing.

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6. If you claim that the injury was caused by a dangerous condition of property under the control of (name of local unit), specify the nature of the alleged dangerous condition and the manner in which you claim the condition caused the injury.

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7. If you allege a dangerous condition of property, set forth the specific basis on which you claim that the (type of local unit) was responsible for the condition and the specific basis on which you claim that the (type of local unit) was given notice of the alleged dangerous condition. General allegations such as "should have known" and "common knowledge" are insufficient.

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8. If you or any other party or witness you propose to produce consumed any alcoholic beverages or any drugs or medications within six (6) hours before the incident forming the basis of the Claim, state (a) the person consuming the same and for each person (b) what was consumed (c) the quantity thereof (d) where consumed (e) the names and addresses of all persons present.

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INFORMATION REGARDING PROPERTY DAMAGE CLAIMS

1. If your claim is for property damage **only**, provide a description of the property damage and attach an estimate of the costs of repair. (If your claim is for property damage only, skip Questions 1 – 17 and go to Question 18 under PERSONAL INJURY CLAIMS.)

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INFORMATION REGARDING PERSONAL INJURY CLAIMS

1. With respect to the alleged injury forming the basis of the claim, was any complaint made to the (type of local unit) or to any official or employee of the (type of local unit).

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2. If the answer to the question above is in the affirmative, state the time and place of the complaint and the person or persons to whom the complaint was made.

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3. Describe in detail the nature, extent and duration of any and all injuries.

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4. Describe in detail any injury or condition claimed to be permanent or residual, together with all present complaints.

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5. If confined to any hospitals, state name and address of each and the dates of admission and discharge therefrom. Include all hospital admissions prior to and subsequent to the alleged injury forming the basis of the claim and set forth the reason for each admission.

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6. If x-rays, CT scans, MRIs or other images were taken, state (a) the address of the place where each was taken, (b) the name and address of the person who took them, (c) the date when each was taken, (d) what each disclosed, (e) where and in whose possession they now are. Include all x-rays, CT scans, MRIs or other images taken, whether prior to or subsequent to the alleged injury forming the basis of the claim.

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7. If treated by any medical professional, state (a) the name and present address of each medical professional (b) the dates and places where treatments were received (c) the date of last treatment. Annex true copies of all written reports rendered to you or about you by any medical professionals whom you propose to have testify on your behalf.

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8. If you have been treated by or have consulted with a psychologist, psychiatrist, social worker, or counselor, set forth the name and address of the psychologist, psychiatrist, social worker, or counselor; the dates of the consultation or treatment, the reasons for the consultation or treatment and the date of discharge from the treatment, and true copies of all written reports rendered to you or about you by any of the psychologists, psychiatrists, social workers, or counselors.

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9. If you are still being treated, state (a) the name and address of each professional rendering treatment (b) the nature of the treatment and (c) where and how often the treatment is received.

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10. If you claim that a previous injury, disease or illness has been aggravated, accelerated or exacerbated, state in detail the nature of each and the name and present address of each medical professional who rendered treatment for the condition, the period during which treatment was received and the cause of the previous injury, disease or illness which is alleged to have been aggravated, accelerated or exacerbated.

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11. If you have any physical impairment affecting your ordinary movements, hearing or sight, state in detail the nature and extent of the impairment and what corrective appliances, support or device you use to overcome or alleviate the impairment.

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12. If any treatments, operation or other form of surgery in the future has been recommended, suggested or advised to cure, correct, remedy or alleviate any injury or condition resulting from the incident which forms the basis of the clam, state in detail, (a) the nature and extent of the treatment, operation or surgery (b) the purpose thereof and the results anticipated or expected (c) the name and address of the doctor who recommended or suggested or advised the treatments, operation or surgery (d) the name and address of the doctor who will administer or perform the same (e) the estimated medical expenses and disbursements to be incurred thereby (f) the estimated length of time of treatments, operation or surgery, period of hospitalization and period of convalescence (g) all other losses or expenditures anticipated as a result of the treatments, operation or surgery (h) whether it is your intention to undergo the treatments, operation or surgery and the approximate date.

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13. Itemize any and all amounts expended or expenses incurred for hospitals, doctors, nurses, diagnostic tests, medication, any other form of care, including the cost of medical equipment, and state the name and address of each payee and the amount paid or owed each payee.

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14. Itemize any and all future medical or other expenses to be incurred, not otherwise set forth herein.

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15. If employed at the time of alleged injury forming the basis of the claim, state (a) the name and address of the employer (b) position held and the nature of the work performed (c) average weekly wages for the year prior to the injury (d) period of time lost from employment, giving dates (e) amount of wages lost, if any.

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16. If other loss of income, profit or earnings is claimed, state (a) total amount of the loss (b) give a complete detailed computation of the loss (c) the nature and source of loss of the income, profit and earnings and dates of deprivation; thereof.

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17. If you are presently employed, state (a) the date that the employment began (b) the name and address of the employer (c) the position held and the nature of the work performed (d) the average weekly wages. Attach copies of pay stubs or other complete payroll record for all wages received during the past year.

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18. If you have received any money or thing of value as compensation for your injuries or damages from any source, state the amounts received, the dates, names and addresses of the payors.

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19. If any photographs, sketches, charts or maps were made with respect to anything which is the subject matter of the claim, state the date thereof, the names and addresses of the persons making the same and of the persons who have present possession thereof. Attach copies of any photographs, sketches, charts or maps upon which you intend to rely.

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20. State the names and addresses of all persons who have knowledge of any relevant facts relating to the Claim, identify each person whom you intend to call as a witness, and set forth as to each person the nature of the information that you expect them to present.

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21. If you or any of the parties to this Claim or any of the witnesses made any statements or admissions, set forth what was said; by whom said; date and place where said; and in whose presence, giving names and addresses of any person having knowledge thereof.

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22. With respect to all expert witnesses, including treating physicians who are expected to support the claim of the Claimant, and with respect to any person who has conducted an examination of the Claimant or of the property alleged to be damaged and who may be called upon to testify in any proceeding with respect to the claim, state the witnesses' name, address and area of expertise, and annex a true copy of all written reports rendered to or about you. If a report is not written, supply a summary of any oral report.

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23. Set forth the amount of your claim and the basis on which you calculate the amount claimed.

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24. Identify and provide copies of all documents, memoranda, correspondence, reports (including police reports), etc. which discuss, mention or pertain to the subject matter of this claim.

DOCUMENT REQUEST: Produce all documents identified in your answers to the above questions.

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CERTIFICATION

The undersigned, identified as the Claimant for the purpose of the above claim hereby certifies that the information provided is the truth and is the full and complete response to the questions, to the best of the knowledge, information and belief of the undersigned.

_____
SIGNATURE

DATED: _____

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AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

PATIENT NAME:_____ DATE OF BIRTH: _____

ADDRESS:_____ SOCIAL SECURITY NO.:_____

1. I do hereby consent and authorize the use and/or disclosure of my health information as described below.

2. The following individual or organization is authorized to make the disclosure.

	Specific date(s) of treatment and/or admission:
	All dates of examination and treatment

3. The type and amount of information to be used or disclosed is as follows:

MY ENTIRE MEDICAL CHART FOR ALL DATES OF SERVICE INCLUDING:

XX Problem List
XX Medication List
XX List of Allergies
XX Immunization Record
XX Most recent history & physical
XX Most recent discharge summary
XX Laboratory Results
XX Consultation Reports
XX X-Ray and Imaging Reports
XX Personal contact with the provider of service
XX Other: Bills

I understand that the information in my health record may include information related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral, psychiatric or mental health services and treatment for alcohol and drug abuse or genetic information. I authorize the release of this information.

This information may be disclosed to and used by the following individual or organization or any of the attorneys or authorized representative thereof for the purpose of legal representation, or to provide copies of my records to opposing parties in litigation, which I have commenced.

_____
_____
_____

I understand I have the right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand the revocation will not apply to my insurance company when the law provides my insurer the right to contest a claim under my policy. If I fail to specify an expiration date, event or condition, this authorization will expire at the conclusion of the litigation between _____.

I understand the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to assure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in CFR 164.524. I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules. If I have questions about disclosures of my health information, I can contact the HIM director or privacy officer for information.

I understand that this consent shall operate as a complete release of liability to the hospital, medical provider, and to their employees for the release of the information specified above. I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my health information. I hereby, knowingly and voluntarily, authorize the provider of medical services to disclose my health information in the matter described above.

_____ _____
Signature of Patient/Legal Representative Date

********** NOTICE OF RECIPIENT OF INFORMATION **********

Each disclosure made with the patient's consent may be accompanied by the written statement reproduced below. This information has been disclosed to you from records protected by Federal confidentiality rules 42 C.F.R. Part 2. The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent from the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Revised 10/26/20

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AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

TO: _____ DATE: _____

_____

_____

RE: _____
Employee's Name

Address:
_____

_____

_____

_____
Social Security Number

You are hereby authorized and requested to disclose, make available and furnish to the attorney for the Township of Wyckoff or to the authorized representatives of the municipal government, all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and permit him or her to inspect and make copies or abstracts thereof.

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you.

_____
SIGNATURE

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#21-33 **Approval of Police Department Rules and Regulations**

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Rules and Regulations of the Wyckoff Police Department be approved for the current year and Attachment A. (34 pages dated 2018).

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WYCKOFF POLICE DEPARTMENT **STANDARD OPERATING PROCEDURES**	
SUBJECT: **RULES AND REGULATIONS**	
EFFECTIVE DATE: 1/1/2017	NUMBER OF PAGES: 34
ACCREDITATION STANDARDS: 1.1.1d, 1.4.1, 1.4.3, 1.5.2a	BY THE ORDER OF: Chief David Murphy
	BY THE ORDER OF: **Appropriate Authority**

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CHAPTER 1

INTRODUCTION

1:1. ESTABLISHMENT OF THE WYCKOFF TOWNSHIP POLICE DEPARTMENT

1:1.1 Legal Authorization

The Police Department of the Township of Wyckoff is established pursuant to N.J.S.A. 40A:14-118 and the Township of Wyckoff Municipal Code §54-1 and shall hereafter be referred to as the "Wyckoff Township Police Department."

1:1.2 Rules and Regulations Established

The "Appropriate Authority" of the Township of Wyckoff hereby adopts and promulgates the Department Rules and Regulations, in accordance with Municipal Code of the Township of Wyckoff and shall be known as the "Wyckoff Township Police Department Rules and Regulations."

1:1.3 Right to Amend or Revoke

In accordance with N.J.S.A. 40A:14-118, the right is reserved by the appropriate authority, as the representative of the governing body, to amend or revoke any of the rules and regulations contained herein.

1:1.4 Previous Rules, Policies and Procedures

All rules and regulations previously issued, and policies and procedures that are contrary to the rules contained herein, are hereby revoked. All other policies and procedures shall remain in force.

1:2 THE NUMBERING SYSTEM

1:2.1 Chapter, Section and Subsection Designation

Title and number shall designate each chapter, section and subsection. All numbering breakdowns shall be arranged according to a decimal sequence.

1:2.2 Chapter and Section Sequence

The number preceding the colon shall enumerate the chapter, while the number placed immediately to the right of the colon shall indicate the section.

1:2.3 Subsection Sequence

The number placed to the right of the decimal point shall designate the subsection.

1:2.4 Series Lettering

Letters listed in series under sections and subsections shall be enclosed within parentheses.

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1:2.5 Flexibility of System

This system shall provide a simple and quick method of referral to material contained herein. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

1:3 RULES AND REGULATIONS MANUAL

1:3.1 Application

These rules and regulations are applicable to all sworn employees, including special law enforcement officers, and to all civilian employees of the department, where appropriate.

1:3.2 Distribution

One copy of these rules and regulations shall be electronically distributed to each employee of the department through the PowerDMS software, similar software and/or manual distribution.

1:3.3 Responsibility for Maintenance

Employees shall be responsible for maintaining a current copy of the rules and regulations, including all additions, revisions, and amendments as issued.

1:3.4 Familiarization

Employees shall thoroughly familiarize themselves with the provisions of the rules and regulations. Ignorance of any provision of these rules and regulations will not be a defense to a charge of a violation of these rules and regulations.

1:3.5 Severability

If for any reason any section of these Rules and Regulations shall be questioned in any court and shall be held unconstitutional or invalid, the same shall not be held to affect any other sections or provisions of this document. No section of these Rules and Regulations shall supersede the Township of Wyckoff's Personnel Manual, except when a conflict exists with current collective bargaining agreements.

1:4 DEFINITION OF TERMS

1:4.1 Administrative Leave

Paid leave from regular duty that is authorized by the Chief of Police.

1:4.2 Appropriate Authority

In accordance with the provisions of N.J.S.A. 40A:14-118, and the Township of Wyckoff Municipal Code §54-5, the Township Committee shall be the Appropriate Authority to whom the Chief of Police will be directly responsible.

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1:4.3 Authority

Authority is the statutory or written directive vested right to give commands, enforce obedience, initiate action and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of the rules and regulations, and those persons in violation shall be subject to disciplinary action.

1:4.4 Chain of Command

The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.

1:4.5 Chief of Police

The Chief of Police of the Wyckoff Township Police Department shall be the highest ranking officer of the department.

1:4.6 Commanding Officer

Any rank of Lieutenant and above.

1:4.7 Days Off

Those days on which a given employee is excused from duty by the Chief of Police or designee or is not required to report to duty.

1:4.8 Detail

A temporary assignment of personnel for a specialized activity.

1:4.9 Director of Public Safety

In accordance with the Township of Wyckoff Municipal Code §54-6, the position of Director of Public Safety has been established. The position of Director of Public Safety shall become effective only upon a vacancy in the office of Chief of Police or upon elimination of the position of Chief of Police.

1:4.10 Employee

All employees of the department, whether sworn officers or civilian employees.

1:4.11 Gender

The use of the masculine gender in any written directive or rules and regulations includes the female gender, when applicable.

1:4.12 Incompetence

Incapable of satisfactory performance of police duties.

1:4.13 Insubordination

Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also insubordination. Disrespectful, mutinous, insolent, or abusive language towards a superior officer is insubordination.

1:4.14 Lawful Order

Any written or verbal directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any department rule or regulation.

1:4.15 May/Should

As used herein, the words "may" and "should" mean that the action indicated is permitted.

1:4.16 Member

Any duly sworn police officer of the department.

1:4.17 Military Leave

The period of time during which an employee is excused from duty for service with the active or reserve armed forces of the United States or of the State of New Jersey, as provided by law, ordinance or collective bargaining agreement.

1:4.18 Neglect of Duty

Neglect of duty is the failure to give suitable attention to the performance of duty. Examples include, but are not limited to, failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report for duty at the time and place designated; unnecessary absence from the zone/post during the tour of duty; failure to perform duties or comply with provisions prescribed in the rules and regulations and written directives, and failure to conform to the department operating procedures.

1:4.19 Off-Duty

The status of an employee during the period he is free from the performance of specified duties. Members are subject to recall at all times.

1:4.20 On-Duty

The status of an employee during the period of day when he is actively engaged in the performance of his duties.

1:4.21 Order

Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of police duty.

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1:4.22 Plurality of Words

The singular includes the plural and the plural includes the singular.

1:4.23 Probationary Police Officer

Any member of the department serving probationary period prior to permanent appointment to police officer.

1:4.24 Shall/Will

As used herein, the words "shall" and "will," mean the action required is mandatory.

1:4.25 Shift

Any assigned tour of duty in accordance with existing collective bargaining agreements.

1:4.26 Staff Supervision

Staff supervision is an advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.

1:4.27 Subordinate

A member lower in rank than his superior officer.

1:4.28 Superior Officer

A member holding the rank of Sergeant or any rank above Sergeant.

1:4.29 Supervisor

An employee, usually holding the appropriate rank, assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

1:4.30 Tense of Words

The words used in the present tense include the future.

1:4.31 Unpaid Leave of Absence

The period of time during which an employee is excused from duty and during which time no pay is received.

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1:5 CODE OF ETHICS

1:5.1 All employees shall read and abide by the Law Enforcement Code of Ethics.

1:5.2 **AS A LAW ENFORCEMENT EMPLOYEE,** my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...**LAW ENFORCEMENT**.

1:5.3 All employees of the Police Department shall read and abide by The New Jersey Ethics Law. (N.J.S.A. 40A:9-22.1 et. seq.)

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1:6 MISSION STATEMENT AND CORE VALUES

1:6.1 Mission Statement

The Wyckoff Township Police Department is committed to serve and protect all people within our jurisdiction with integrity, respect, fairness and compassion. Our mission is to provide professional law enforcement services while working in partnership with those whom we serve.

1:6.2 Core Values

INTEGRITY
Integrity is the hallmark of the Wyckoff Township Police Department and we are committed to the highest performance standards, ethical conduct and truthfulness in all relationships. We hold ourselves accountable for our actions and take pride in a professional level of service and fairness to all.

RESPECT
We treat all persons in a dignified and courteous manner, and exhibit understanding of ethnic and cultural diversity, in both our professional and personal endeavors. We guarantee to uphold the principles and values embodied in the constitutions of the United States and the State of New Jersey.

COMPASSION
We treat all people impartially with consideration and compassion. We are equally responsive to our employees and the community we serve.

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CHAPTER 2

ORGANIZATION

2:1 GENERAL DUTIES AND RESPONSIBILITIES

2:1.1 Chief of Police

1. Pursuant to N.J.S.A. 40A:14-118 and Township of Wyckoff Municipal Code §54-6.1 the Chief of Police shall be the head of the Police Department, and shall be directly responsible to the Township Committee for the efficiency and routine day-to-day operation of the Wyckoff Township Police Department.

2:1.2 Commanders and Supervisors

Commanders and supervisors shall be able to perform all of the general duties of a police officer. Commanders and supervisors shall:

1. Enforce department rules and insure compliance with department policies and procedures.
2. Exercise proper use of their command, within the limits of their authority, to assure efficient performance by their subordinates.
3. Exercise necessary control over their subordinates to accomplish the objectives for the department.
4. Guide and train subordinates to gain effectiveness in performing their duties.
5. Use department disciplinary procedures when necessary.
6. When using discipline, comply strictly with the provisions of the department disciplinary process.
7. Conduct themselves in accordance with high ethical standards, on and off-duty.

2:1.3 Police Officers

Police officers shall:

1. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies of the department.
2. Abide by all rules, regulations and department procedures and directives governing police officer employees.
3. Be accountable and responsible to their supervisor for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.

7. Familiarize themselves with the area of authority and responsibility for their current assignment.

8. Perform their duties promptly, faithfully and diligently.

9. Perform all related work as required in a timely fashion.

10. Take appropriate action to:

    a. Protect life and property;

    b. Preserve the peace;

    c. Detect and arrest violators of the law;

    d. Enforce all federal, state, and local laws and ordinances coming within department jurisdiction;

    e. Safeguard the rights of individuals as provided by the United States Constitution and Constitution of the State of New Jersey;

    f. Safely and expeditiously regulate traffic;

    g. Aid citizens in matters within police jurisdiction;

    h. Take appropriate police action in aiding fellow officers as needed;

    i. Provide miscellaneous services.

2:1.4 <u>Civilian Employees</u>

Civilian employees shall:

1. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.

2. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the department.

3. Be accountable and responsible to their supervisors for obeying all lawful orders.

4. Coordinate their efforts with other employees of the department to achieve department objectives.

5. Conduct themselves in accordance with high ethical standards, on and off-duty.

6. Strive to improve their skills and techniques through study and training.

7. Familiarize themselves with the area of authority and responsibility for the current assignment.

8. Abide by all rules, regulations and department procedures and directives governing civilian employees.

9. Perform all related work as required.

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CHAPTER 3

RULES OF CONDUCT

3:1 PROFESSIONAL AND GENERAL CONDUCT

3:1.1 Standards of Conduct

Employees shall conduct their private and professional lives in such a manner as to avoid bringing the department into disrepute.

3:1.2 Loyalty

Loyalty to the department and to associates is an important factor in department morale and efficiency. Employees shall maintain loyalty to the department, their associates, and the Township of Wyckoff as is consistent with the law and personal ethics.

3:1.3 Cooperation

Cooperation between the ranks and units of the department is essential to effective law enforcement. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation within the department.

3:1.4 Assistance

All members are required to take appropriate action toward aiding a fellow employee exposed to danger or in a situation where danger might be impending.

3:1.5 Performance of Duty

All employees shall promptly perform their duties as required or directed by law, rules and regulations or written directive, or by lawful order of a superior officer.

3:1.6 Action Off-Duty

While off-duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department written directive.

While off-duty, police officers who take any police related action or any other action which may touch upon or reflect upon their position with the Wyckoff Township Police Department shall notify the highest ranking officer on duty as soon as possible and shall submit a written report to the Chief of Police as soon as practical.

3:1.7 Obedience to Laws, Ordinances, Rules, and Written Directives

Employees shall obey all laws, ordinances, rules, and written directives of the department.

3:1.8 Withholding Information

Employees shall report any and all information concerning suspected criminal activity of others.

3:1.9 Reporting Violations of Laws, Ordinances, Rules, and Written Directives

Employees knowing of other employees violating laws, ordinances, rules and written directives of the department, shall report same to the Chief of Police through the chain of command. If the employee believes the information is of such gravity that it must be brought to the immediate, personal attention of the Chief of Police, the chain of command may be bypassed.

Employees charged with violating laws or ordinances shall report same immediately to the Chief of Police through the chain of command.

3:1.10 Insubordination

Employees shall not:

1. Fail or refuse to obey a lawful order given by a supervisor;

2. Use any disrespectful or abusive language/action towards a specific supervisor.

3:1.11 Conduct Toward Other Department Employees

Employees shall treat other department employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on-duty and in the presence of the public, an officer shall be referred to by rank.

3:1.12 Compromising Criminal Cases/Investigations

Employees shall not interfere with the proper administration of criminal justice.

3:1.13 Recommending Attorney and Bail Bond Brokers Prohibited

Employees shall not suggest, recommend, or advise the retention of any attorney or bail bond broker to any person as a result of police business.

3:1.14 Posting Bail

Employees shall not post bail for any person in custody, except relatives.

3:1.15 Use of Force

Members shall follow New Jersey State Law and department written directive on the use of force.

3:1.16 Physical and Mental Fitness for Duty

Police officers are required to be capable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others. Officers, who are aware of any reason why they are incapable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others, shall notify their supervisors. The department reserves the right to take appropriate action in such circumstances, which may include deeming the member unfit for duty, placing the employee on sick leave status, or other action. The department reserves the right in appropriate cases to require medical clearance before allowing the member to return to regular duties. Nothing contained herein shall supersede any current collective bargaining agreements.

3:1.17 Driver's License

Employees operating department motor vehicles shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, or lost the employee shall immediately notify the appropriate supervisor giving full particulars.

3:1.18 Address and Telephone Numbers

Employees are required to have a telephone or cellular phone in the place where they reside. Changes in address or telephone number shall be reported in writing to the appropriate supervisor within twenty four (24) hours of the change. Upon receipt of this information, the supervisor will immediately forward the change to the Office of the Chief of Police.

3:2 ISSUING ORDERS

3:2.1 Manner of Issuing Orders

Orders from a supervisor to a subordinate shall be in clear and understandable language.

3:2.2 Unlawful Orders

No supervisor shall knowingly issue an order, which is in violation of any law or ordinance.

3:2.3 Improper Orders

No supervisor shall knowingly issue an order, which is in violation of any department rules and regulations or written directive.

3:3 RECEIVING ORDERS

3:3.1 Questions Regarding Orders

Employees, in doubt as to the nature or detail of an order, shall seek clarification from their supervisors by going through the chain of command.

3:3.2 Obedience to Unlawful Orders

Employees are not required to obey any order, which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee, who will be required to justify the refusal to obey.

3:3.3 Obedience to Improper Orders

Employees, who are given any order which is contrary to department rules and regulations or written directive, must first obey the order to the best of their ability, and then report the improper order as provided in 3:3.5.

3:3.4 Conflicting Orders

Upon receipt of an order, conflicting with any previous order, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order rests with the individual issuing the second order. If so directed, the latter order shall be obeyed

first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department.

3:3.5 Reports of Unlawful or Improper Orders

An employee receiving an unlawful or improper order shall advise the issuing supervisor of his/her belief that the order in question is unlawful or improper. If the matter is not resolved, the officer shall at first opportunity, report in writing to the next highest-ranking supervisor above the supervisor who issued the unlawful or improper order. Action regarding such a report shall be conducted at the direction of the Chief of Police.

3:3.6 Criticism of Official Acts or Orders

Employees shall not criticize the actions or orders of any department employee in a manner which is defamatory, obscene, or which tends to impair the efficient operation of the department.

3:4 POLICE RECORDS AND INFORMATION

3:4.1 Release of Information

Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in department written directives.

3:4.2 Department Records

Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department written directives.

3:4.3 Reports

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

3:5 GIFTS, REWARDS, ETC.

3:5.1 Soliciting Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Except as stated herein, employees shall not under any circumstances solicit any gift, gratuity, fees, rewards, loans, etc. where there is any direct or indirect connection between solicitations and their department membership or employment. All solicitations must stay within the parameters of Federal and State law, directives from the Office of the New Jersey Attorney General and Bergen County Prosecutor's Office. Employees shall not solicit for any organization that in anyway references their employment as an employee of the Township of Wyckoff without the knowledge of the Chief of Police pursuant to the standards set forth above. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq.

3:5.2 Acceptance of Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Employees shall not accept either directly or indirectly any gift, gratuity, fees, rewards, loans, etc. or any other thing of value arising from or offered because of his police employment or any activity connected with said employment or employment with the Township or which might tend to influence

directly or indirectly the actions of said employee or any other employee in any matter of police business; or which might tend to cast an adverse reflection on the department or any employee thereof. No employee of the department shall receive any gift, gratuity, fees, rewards, loans, etc. from other employees without the express prior written permission of the Chief of Police.

3:5.3 Other Transactions

Every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his department employment, except as may be specifically authorized by the Chief of Police.

3:5.4 Rewards

Employees shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary and that which may be authorized by the law and the Chief of Police.

3:5.5 Disposition of Unauthorized Gifts and/or Gratuities

Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances.

3:5.6 Debts - Incurring and Payment

1. No employee shall borrow any money or otherwise become indebted to any other employee.
2. Employees shall not solicit other members or employees to co-sign or endorse any promissory note or other loan.
3. No employee shall offer to act as a co-signer or endorser of any promissory note or other loan for another employee.
4. Paragraphs 1-3 do not apply to transactions among employees related to each other.
5. Employees shall promptly pay all just debts and legal liabilities incurred by them.

3:5.7 Intercession – Soliciting

Employees shall not attempt to circumvent, undermine or improperly influence department procedures for determining promotions, assignments, disposition of disciplinary charges, appeals from department hearings, or related matters. Examples of circumventing, undermining or improperly influencing such procedures, include, but are not limited to, soliciting unauthorized persons to intercede in such procedures, communicating or supplying information in a manner not authorized or permitted under such procedures, refusing to participate and/or cooperate in any investigation into alleged improper behavior. Members and employees may utilize the review, appeal and grievance procedures provided by statute, department rules and procedures, Township ordinance or policy, and collective bargaining agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives. Any lawyer or union representative consulted shall not be permitted to speak on behalf of the employee and shall not interfere in any investigatory process, including a prohibition against delaying the process.

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3:6 ALCOHOLIC BEVERAGES AND DRUGS

3:6.1 Alcoholic Beverages and Drugs

1. No employee of the department will appear for, or be on duty, under the influence of an alcoholic beverage (any beverage containing alcohol) (hereinafter "alcohol") or illegal drugs (including the illegal use of prescription drugs) (hereinafter "drugs"), or be unfit for duty because of use of drugs or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence of, or has alcohol or drugs in the employee's system shall be sufficient to establish a violation of this provision. In addition, the presence of detectable level of alcohol or drugs as tested by blood, urine or other medical test shall constitute a violation of this provision. Superior officers shall not assign to duty any employee in an unfit condition due to the use of alcohol or drugs and shall immediately relieve of duty and service weapon any employee found on duty in such condition. Supervisors shall not allow to remain on duty, any employee whose fitness for duty is questionable due to the use of alcohol or drugs. The superior officer shall submit a written report of the incident to the Chief of Police. (See Procedures for Employees Using Prescription Drugs in a Legal Manner Under Section 3 below)

2. Employees of the department, shall not drink alcohol while on duty, or take any drug as defined herein, except on special assignment authorized by the Chief of Police. Sworn employees shall not drink alcohol or take drugs while in uniform or during any activity where the employee is acting as a representative or has identified himself as an employee of the Department. An employee, while assigned to duty in civilian clothes, may use alcohol or drugs only when absolutely necessary in the performance of duty, provided such use does not render them unfit for proper and efficient performance of duty. Employees should not, to the extent possible, engage in any behavior that could put him/herself in danger or the public in danger after consuming alcohol or drugs, for example, driving. All use of alcohol or drugs used in the performance of an employee's duty must be documented in writing, detailing the reasons therefore and the amounts consumed as soon as possible after such consumption. An employee may be subject to testing to confirm the level of alcohol/drugs in their system.

3. Taking Prescription or other Medication While on Duty/Notification about Medication – Employees of the department shall disclose to their supervisors if they are taking medication (prescription or non-prescription) that may affect their ability to perform their duties, including but not limited to using a firearm, operating a radio, or operating a motor vehicle. Such employee shall also disclose the expected duration of their use of such medication. The department reserves the right to take appropriate action in such circumstances, which may include deeming the employee unfit for duty, placing the member on sick leave status, or other appropriate action. The department may also consider other appropriate accommodations if the employee has a disability as defined by law. The department reserves the right in appropriate cases to require medical clearance before allowing the employee to return to regular duties. The department reserves the right to take appropriate action in the case of any employee who is impaired on duty for any reason, including the use of prescription or non-prescription medication who has failed to give proper advance notification.

4. Alcohol may not be consumed at or in the police station or ancillary facilities.

5. No uniformed employee shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which alcohol is served or sold, unless authorized by a supervisor. This provision does not include establishments with a separate dining area where the serving of alcohol is not the primary function (e.g. certain diners and restaurants

which have a liquor license). If an employee is unclear whether an establishment would violate this section, he should contact his supervisor.

6. Employees shall not bring into or keep any alcohol or drugs on department premises except when necessary in the performance of a police related task. Alcohol or drugs brought into department premises in the furtherance of a police related task shall be properly identified and stored according to department written directives.

7. Any employee reporting for duty with the odor of alcohol on his breath or appearing to be under the influence may be subject to testing as set forth in Section 3:6.1.

8. No liquor license shall be held by any police officer, or by any profit corporation or association in which any police officer is interested, directly or indirectly.

9. Members of the Wyckoff Township Police Department may not be employed by a business located outside the Township, which is licensed to sell alcoholic beverages in New Jersey without prior written notice to the Chief of Police. Pursuant to law, members of the Wyckoff Township Police Department may not be employed by a business located in the Township, which is licensed to sell alcoholic beverages in New Jersey. Members of the Wyckoff Township Police Department may be employed by such licensed businesses, which are located outside the Township of Wyckoff with prior notice to the Chief of Police and under the following legal conditions:

   a. Police officers so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverages: (1) have in his possession any firearm, or; (2) wear or display any uniform, badge or insignia which would identify them as a police officer.

   b. No police officer so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment.

   When a licensee has circumstances that require the use of trained police officers to provide crowd or traffic control or security for money, the municipality may assign regular police officers to the licensed premises for these purposes. The municipality may either bill the licensee for such cost or may require the licensee to prepay for the services. In no event, however, may the licensee directly hire or pay these police officers. (See N.J.A.C. 13:2-23.31; N.J.S.A. 33:1-26.1).

   The Chief of Police retains the right to advise any police officer that for the good of the Department or for other operational reasons (including but not limited to the ability to work overtime), the officer cannot obtain or retain such employment.

3:6.2 <u>Substance Testing</u>

1. Members will be ordered to submit to drug testing when there is a reasonable suspicion to believe that the member is using drugs illegally, in accordance with the following procedure.

   a. The Chief of Police or Bergen County Prosecutor must approve any reasonable suspicion test.

   b. A written report shall be prepared to document the basis for the reasonable suspicion. The report will be reviewed by the Chief of Police or Bergen County Prosecutor before the reasonable suspicion test may be ordered.

c. The drug test must be administered in accordance with the procedures contained in the Attorney General's Law Enforcement Drug Testing Policy then in effect.

d. 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. Officers who resign or retire after receiving a lawful order to submit a urine specimen for drug testing and who do not provide the specimen shall be deemed to have refused to submit to the drug test.

e. A negative test result is a condition of employment as a sworn officer. A positive result will result in: 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; and, c) the officer being permanently barred from future law enforcement in New Jersey.

2. Random drug screening may be ordered by the Chief of Police from time to time. If the Chief of Police orders random drug screening it shall be in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Bergen County Prosecutor. Employees who refuse to submit to a test when randomly selected are subject to the same penalties as those employees who test positive.

3:7 DUTY CONDUCT

3:7.1 Reporting for Duty

Employees shall report for duty at the time and place specified, properly uniformed and equipped.

3:7.2 Absence from Duty

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". Such absence must be reported in writing to the supervisor immediately. Supervisors shall immediately report to their supervisor in writing any employee who is absent without leave. Absences without leave in excess of one day must be reported in writing to the Chief of Police. Any member who is absent without leave for a continuous period of 5 days shall forfeit their position in the department, pursuant to N.J.S.A. 40A:14-122.

3:7.3 Harassment in the Workplace

All employees of the department shall adhere to the written directive established by the Chief of Police and the Township of Wyckoff regarding Harassment in the Workplace.

3:7.4 Civil Rights

All employees shall observe and respect the civil rights of all persons.

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3:7.5 Work Expectation

Employees are expected to perform their duties to the best of their abilities at all times.

3:7.6 Retaliation

No employee shall take any official action or initiate or engage in any conduct with the intention to retaliate against any person for criticizing or complaining about any employee. This shall not apply to situations where employees are disciplined for engaging in actions, which constitute insubordination.

3:7.7 Personal Relationships

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees may be transferred to another shift or assignment. A supervisor or subordinate involved in a relationship as described within shall report the relationship to the Chief of Police. Failure to report such a relationship may subject the involved employees to discipline. Nothing in this section shall supersede the Township of Wyckoff's Personnel Manual.

3:7.8 Smoking

P.L. 2009, C.182 "NJ Smoke-Free Air Act" approved July 20, 2010 provides for an employer's obligation to establish a policy protecting the health, welfare and comfort of employees from those employees who smoke tobacco, to include electronic smoking devices. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking in any office or vehicle assigned to the Wyckoff Township Police Department. Employees desiring to smoke may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking in any designated crime scene area.

3:7.9 Distracters

The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.

3:7.10 Relief

Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

3:7.11 Meals/Breaks

All meals/breaks are to be consumed within authorized areas, or if properly signed out and acknowledged on police radio at a known location subject to modification by the supervisor.

3:7.12 Training

Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreements provides otherwise.

3:7.13 Inspections

Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

3:7.14 Prohibited Activity On-Duty

Employees who are on-duty are prohibited from engaging in activities, which are not directly related to the performance of their duty with exceptions as noted:

1. Meeting with other officers (except in performance of their police duties) without permission of supervisor, sleeping, loafing, idling;

2. Reading material other than department required materials (except at meals);

3. Conducting private business while on duty;

4. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;

5. Smoking in public view;

6. Sexual conduct;

7. Soliciting or otherwise enhancing secondary employment interests while on duty or as a result of an official duty;

8. Conducting secondary employment activities while on duty;

9. Taking any photographs, pictures, digital images that are not related to the job, including but not limited to pictures of any crime scenes, traffic crashes, people, or job related incidents or occurrence with any personal analog or digital device, camera or cellular telephone, except as may be necessary for the furtherance of official duties, and only in accordance with established department procedures pertaining to preservation of evidence and chain of custody;

10. Releasing any personal or department photographs, pictures, digital images of any crime scenes, traffic crashes, people, or job related incident or occurrence taken with a personal or department analog or digital device, camera or cellular phone to any person, entity, business, or media/Internet outlet without the express written permission of the Chief of Police;

11. Video or audio recording, which is not connected with an official investigation or duties, is prohibited;

12. Employees are forbidden to video or audio record conversations with other employees unless related to the job and approved in advance by the Chief of Police. This prohibition does not apply to video recorded interviews of witnesses or suspects where two or more employees may be present, the routine recording of telephone calls over or through the department telephone system via any recording system approved by the Chief of Police, or to the use of mobile video recorders installed in police vehicles as authorized by the Chief of Police. The exception to this is for an Internal Affairs investigation as authorized by the Chief of Police or representatives of the involved prosecutorial authorities.

13. Any other activity deemed inappropriate by the Chief of Police.

3:7.15 All Other Conduct

Misconduct by a police officer need not be predicated on the violation of any particular department rule or regulation. Police officers are called upon to exercise tact, restraint and good judgment in their relationship with the public and must present an image of personal integrity and dependability in order to have the respect of the public. The department will take appropriate disciplinary action against any officer whose actions violate this standard of good behavior.

3:8 UNIFORMS, APPEARANCE, AND IDENTIFICATION

3:8.1 Regulation Uniforms Required

All uniformed personnel of the department shall maintain in good order a regulation uniform. All uniformed personnel shall be neat appearing, and well groomed while in uniform. All articles of uniform shall conform to the department uniform regulations. Uniforms shall be made of the material and the style prescribed in police orders, and such style shall not be altered or changed in any manner, whatsoever, unless authorized by the Chief of Police.

3:8.2 Manner of Wearing the Uniform

All uniformed personnel of the department shall wear the uniform on duty as prescribed by department written directive for the employee's current assignment. However, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.

3:8.3 Manner of Wearing Civilian Attire

Members and employees permitted to wear civilian clothing while on duty shall wear clothing that is suitable for a business environment and neat in appearance. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective.

3:8.4 Wearing or Carrying Identification

Members shall wear or carry their department identification at all times, provided that it is practical for the circumstances.

3:8.5 Identification as Police Officer

Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

3:8.6 Personal Appearance

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the rules and regulations of this department. Commanding officer may prescribe other clothing as required by the nature of the duty, which a particular member is assigned. Non-uniformed civilian employees may be permitted deviations from this section as directed by the Chief of Police or designee and in keeping with a professional appearance.

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1. **Male Employees**

   a. Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back 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 position. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.

   b. Sideburns shall not extend below the bottom of the ear. The maximum width at the bottom of the sideburns shall not exceed one and one-quarter inch. A clean-shaven appearance is required at all times.

   c. Mustaches shall be neatly trimmed and shall not exceed more than one quarter of an inch below the corner of the mouth. Mustache ends will not be waxed or twisted.

   d. Beards shall not be permitted. Personnel with a medical condition, which precludes shaving, shall be required to present a written statement, signed by a medical doctor, verifying such condition. Beards may be permitted for religious reasons upon approval of the Chief of Police. Non-uniformed employees may deviate from the above beard standard as authorized by the Chief of Police or designee.

   e. Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or exposed t-shirt.

   f. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

2. **Female Employees**

   a. Hair shall not be worn longer then the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal position. Hair may be worn slightly over the ears, but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform headgear. Braids, ponytails, etc., shall not be permitted on duty. A bun or twist will be permitted on the back of the head, provided it is worn in a neat manner and does not interfere with the wearing of department headgear. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural.

   b. Cosmetics may be worn provided they are subdued and blended to match the natural skin color of the individual. False eyelashes are not permitted.

   c. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear.

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3. **Jewelry and Apparel (All)**

   a. Police Officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle or which can inflict injury or retard the mobility of the officer. This provision shall not prohibit non-uniform employees on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department written directive.

   b. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, eyebrow and tongue piercing.

4. **Tattoos or Similar Markings (All)**

   Definitions:

   a. Tattoo - the act or practice of marking the skin with designs, forms, figures, art, etc.

   b. Scarification - the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.

   c. Branding - the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

   The following tattoos, scarifications and brands are prohibited:

   a. Any tattoo, scarification or brand located on the head, face or neck. The Chief of Police reserves the right to require an officer to cover up a tattoo(s) while the officer is in uniform.

   b. Depictions of nudity or violence; sexually explicit or vulgar art, words, phrases or profane language; symbols likely to offend other members, employees, or members of the public, i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

3:9 DEPARTMENT EQUIPMENT AND PROPERTY

3:9.1 Equipment On-Duty

Employees shall carry all equipment on-duty as prescribed by department written directive based on their assignment.

3:9.2 Equipment Off-Duty

Employees shall carry equipment off-duty as prescribed by department written directive.

3:9.3 Firearms

Employees shall follow department written directive on the care and handling of firearms.

3:9.4 Department Property and Equipment

Employees are responsible for the proper care of department property and equipment assigned to them or used by them in the course of duty. Equipment and/or property will be handled and maintained in accordance with department written directive.

3:9.5 Use of Department Property and Equipment

Employees are prohibited from using any department property, equipment, consumable supplies and other resources for personal business or pleasure.

3:9.6 Damaged or Inoperative Property or Equipment

Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

3:9.7 Care of Department Buildings

Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the appropriate supervisor.

3:9.8 Notices

Employees shall not mark, alter, or deface any posted notice of the department. No notices or announcements shall be posted on bulletin boards without permission of the appropriate supervisor, except those areas designated for use by the collective bargaining unit(s). No other form of communication of notices or announcements, including electronic communication of non-official police business shall be made unless authorized by the appropriate supervisor. No notices, pictures or other written communications may be posted that are degrading, obscene, or considered detrimental to the good order of the Police Department.

3:9.9 Use of Department Vehicles

Employees shall not use any department vehicle without the permission of the Chief of Police or his/her designee. The Chief of Police and command personnel may use their provided vehicles in accordance with written directives and/or current collective bargaining agreements.

3:9.10 Operation of Department Vehicles

When operating department vehicles, employees shall not violate traffic laws, except in cases of emergency and then only in conformity with state law and department written directive regarding same.

3:9.11 Transporting Non-Township Employees

Non-Township employees shall not be transported in department vehicles, except as necessary in the performance of official police duties. Such transportation will be done in conformance with department written directive or at the direction of the commanding officer, immediate supervisor or communications center. The Chief of Police and command personnel may transport individuals in accordance with any current collective bargaining agreements.

3:9.12 Reporting Accidents

Accidents involving department personnel, property, equipment and vehicles must be reported in accordance with department written directive.

3:9.13 Inspection

Department property and equipment is subject to entry and inspection without notice. This includes, but is not limited to any vehicle, desk, filing cabinet, and/or locker, the use of which is provided to the employee by the department.

3:9.14 Liability

If any department property is damaged or lost as result of misuse or negligence by an employee, that employee will be held liable to reimburse the department for the damage or loss and is subject to disciplinary action.

3:9.15 Presumption of Responsibility

In the event that Township of Wyckoff property is found bearing evidence of damage which has not been reported, it shall be prima-facie evidence that the last person using the property or vehicle was responsible.

3:9.16 Surrender of Department Property

1. Upon Separation from the Department - Employees are required to surrender all department property in their possession upon separation from the service. For failure to return a non-expendable item, the employee will be required to reimburse the department for the fair market value of the article.

2. Under Suspension - Any employee under suspension shall immediately surrender their identification, firearm (if applicable), and all other department property to the appropriate supervisor pending disposition of the case.

3:10 COMMUNICATIONS, CORRESPONDENCE

3:10.1 Restrictions

1. Employees shall not use department letterheads for private correspondence.

2. Employees shall only send official correspondence out of the department under the direction of the Chief of Police or his/her designee. This includes, but is not limited to, letters, subpoenas, e-mails, memorandums, and any other type of paper or electronic written communication.

3:10.2 Forwarding Communications

Any employee who receives a written communication for transmission to another employee shall forward same without delay.

3:10.3 Use of Department Address

Employees shall not use the department as a mailing address for private purposes. The department address shall not be used for any private vehicle registration or driver's license.

3:10.4 Telephones

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor. Department telephone numbers may not be given out as numbers for police officer's personal use or contact. The use of cell phones while driving a motor vehicle is prohibited.

3:10.5 Radio Discipline

Employees operating the police radios shall strictly observe the procedures and restriction for such operations as set forth in department written directive and by the Federal Communications Commission.

3:11 PUBLIC ACTIVITIES

3:11.1 Publicity

Employees may identify themselves as employees of the Wyckoff Township Police Department. However, members and employees shall not use or refer to their affiliation with the Wyckoff Township Police Department for purposes of furthering or gaining advantage in personal pursuits or for any other reason that has or reasonably may have an adverse impact on the department or of the Township of Wyckoff. The Chief of Police shall determine whether an employee's conduct has violated this standard. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq. or the New Jersey State Constitution.

3:11.2 Personal Preferment

No employee may seek the improper influence or intervention of any person outside of the department for purposes of personal preferment, advantage, transfer or advancement. Members and employees may utilize where legally required and where not duplicative the review, appeal and grievance procedures provided by statute, ordinance, department rules and procedures, Township policy, and collective bargaining agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives where required by law.

3:11.3 Commercial Testimonials

Employees shall not permit their names or photographs to be used to endorse any product or service without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with this department or their position as a police officer or employee of a police department.

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3:11.4 Public Appearance Requests

All requests for public speeches, demonstrations, etc., will be forwarded to the Chief of Police for approval and processing. Employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

3:11.5 Courtesy

Employees shall be courteous and orderly in all dealings with the public. They shall perform their duties professionally, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of provocation to do otherwise. Upon request, employees are required to supply their name and identification in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

3:11.6 Impartial Attitude

All employees must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A. 10:5-1 et seq.) is conduct unbecoming a public employee. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming a public employee.

3:11.7 Disparaging Comments Regarding Protected Personal Characteristics

Courtesy and civility toward the public is required of all employees of the department. Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person because of their race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A. 10:5-1 et seq.).

3:11.8 Public Statements

Employees of the department shall not make public statements concerning the work, plans, policies, or affairs of the department which may impair or disrupt the operation of the department or which are obscene, unlawful, or defamatory. While employees have a right to maintain personal webpages, websites, and blogs, their status as employees of the police department requires that the content of those web pages and websites not be in violation of existing department written directives. The right of the collective bargaining unit(s) representative to make public statements regarding the improvement of working conditions or the betterment of the department shall be upheld.

3:11.9 Subversive Organizations

No employee shall knowingly become a member of or connected with a subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police.

3:11.10 Affiliation with Certain Organizations Prohibited

Police officers shall not join or affiliate with any organization, or enter into any business relationships that would interfere with the officer's ability to fulfill his or her obligations to the department, that may impair or disrupt the operations of the department, or that is inconsistent with the mission of the department. This section shall not apply to active or reserve service in the armed forces of the United States or the State of New Jersey.

3:11.11 Affiliation with Radical Groups

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates or which is instrumental in fostering hatred, prejudice, or oppression against any group set forth in Section 3:11.7 or any political entity.

3:12 POLITICAL ACTIVITIES

3:12.1 Political Activities Prohibited

Employees should not be permitted to engage in political activity while on duty, and no employee shall be permitted to use his official position to influence another person's partisan or non-partisan political activity.

3:12.2 Election to Public Office

Police officers may run for public office but may not campaign nor engage in any activity connected with candidacy for such office, during any tour of police duty.

3:12.3 Soliciting Prohibited

Employees of the department shall not solicit contributions for political purposes while on duty or when such activity prevents the employee from performing his job with the department, nor shall any employee interfere with or use the influence of his office for political reasons.

3:12.4 Contributions

Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.

3:12.6 Displaying of Political Material

Employees shall not display any political material on any government property or on their person while on duty or in uniform or while representing the department or the Township.

3:13 JUDICIAL APPEARANCE AND TESTIMONY

3:13.1 Court Appearances

Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or appropriate business attire shall

be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance, avoiding any mannerism, which might imply disrespect to the court.

3:13.2 Testifying for the Defendant

Any employee subpoenaed to testify for the defense in any trial or hearing, or against the Township of Wyckoff in any hearing or trial shall notify the Chief of Police through the chain of command upon receipt of the subpoena. He shall also notify the appropriate prosecutorial authority handling the case.

3:13.3 Duty of Employees to Appear and Testify

It shall be the duty of every employee to appear and testify upon matters directly related to the conduct of his office, position or employment before any court, grand jury, or the State Commission of Investigation, provided such testimony does not infringe on the employee's constitutional due process protection.

3:13.4 Department Investigations – Testifying

Employees shall be required to respond to questioning, provide reports, and render materials during department investigations in accordance with the provisions of the New Jersey Attorney General's Internal Affairs Policy & Procedures currently in effect.

3:13.5 Truthfulness

Employees are required to be truthful at all times whether under oath or not.

3:13.6 Civil Action, Court Appearances – Subpoenas

An employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of department employment or if the employee is informed that he is a party to a civil action arising out of department employment, he shall immediately notify the Chief of Police, who in turn shall notify the proper authorities. Employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with department directives.

3:13.7 Civil Depositions and Affidavits

Employees shall notify their supervisor before giving a deposition or affidavit on a civil case. If the supervisor determines that the case is of importance to the Township of Wyckoff, he shall inform the Chief of Police before the deposition or affidavit is given.

3:13.8 Civil Action, Expert Witness

Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the Bergen County Prosecutor and the Chief of Police.

3:13.9 Civil Process

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

3:13.10 Internal Affairs Investigations

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The Wyckoff Township Police Department hereby adopts and incorporates the "Internal Affairs Policy & Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety to govern the conduct of internal affairs investigations.

CHAPTER 4

DISCIPLINARY REGULATIONS

4:1 DISCIPLINARY ACTION

4:1.1 Disciplinary Action

Department employees regardless of rank or assignment, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating their oath and trust by committing an offense, incapacity, misconduct or disobedience of established department Rules and Regulations punishable under the laws or statutes of the United States, the State of New Jersey, municipal ordinances, or failure, either willfully or through negligence or incompetence to perform the duties of their rank of assignment; or for violation of any written directive or rule or regulations of the department; or for failure to obey any lawful instruction, order, or command of a superior or supervisor. Disciplinary action in all cases will be decided on the merits of each case.

The disciplinary system established herein shall reflect the overarching emphasis for improving the quality of service being delivered by employees of this department. Discipline should not engender a strictly negative connotation. The disciplinary process is meant to correct employee actions and conduct that tend to impede the efficient and effective operation of the department. The proper use of discipline can achieve this objective without realizing a reduction in morale. Training and counseling shall be a function of the department's overall disciplinary system. In lieu of discipline, training and counseling shall be corrective actions used to modify an employee's performance.

4:1.2 Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such as a basis for disciplinary action. Nothing in these rules and regulations prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein, in the department, or in laws and ordinances within the cognizance of the department.

4:2 DEPARTMENT AUTHORITY FOR CORRECTIVE ACTION/DISCIPLINE

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, Attorney General Guidelines, applicable case law, employee handbook and the Municipal Codes of the Township of Wyckoff. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police or designee. Basic guidelines include:

4:2.1 Corrective Action

1. In certain situations, formal discipline is not required in order to correct employee performance in various areas. Performance based issues may be corrected by using training and counseling outlined below:

   Training - Training is encouraged as a means of improving employee effectiveness and performance through positive and constructive methods. Training and discipline are not mutually exclusive. Certain minor offenses may be handled through targeted training. Supervisors have an affirmative obligation to observe the conduct and appearance of employees and detect those instances wherein corrective action (training) may be necessary. Training includes:

- Verbal Instruction - The supervisor may, depending on the circumstances, provide individual on the spot training where such is indicated.

- Peer Training - The supervisor may assign the employee to another employee with experience in the area where training is indicated.

- In-Service Training - The supervisor may refer the employee to an in-service training program.

Counseling - Counseling is indicated where personal actions or job performance are in conflict with basic police practice and agency written directives. Certain first offenses are sufficiently minor in nature and may be handled by supervisors by documenting the counseling session on a performance notice. Facts to be considered in making these decisions will include, but are not limited to the person's intent, receptivity of the supervisory consulting and their desire to correct the problem. More serious infractions may indicate the need for a stronger response in place of, or in addition to, counseling. There is no right to a hearing for counseling notices except as may exist under applicable collective bargaining agreements. The final disposition notice regarding the corrective action shall be filed in the employee's personnel file.

2. All training and counseling resulting from a performance issue shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee.

4:2.2 <u>Discipline</u>

1. Repeat performance based issues or minor misconduct issues may be corrected through formal discipline by using the following actions:

   Oral Reprimand - They are intended to be the least intrusive form of discipline. To be effective, however, written oral reprimands must be timely. Otherwise, the employee may believe future infractions will be tolerated. In some cases, a minor infraction may warrant more than counseling, but less than a written reprimand. In those instances, a report of the offense shall be documented and issued to the employee as a written verbal reprimand. There is no right to a hearing for a written oral reprimand, unless provided for in the current collective bargaining agreement. The disciplinary document shall be filed in the employee's personnel file.

   Written Reprimand - In some cases, the misconduct may warrant more stringent measures. In these instances, a report of the offense shall be documented and issued to the employee as a written reprimand. There is no right to a hearing for written reprimands except as may exist under applicable collective bargaining agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

2. Serious violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department. The final disciplinary action notice shall be filed in the employee's personnel file pursuant to department policy. The following disciplinary actions may be taken in accordance with the laws of the State of New Jersey:

   - Voluntary surrender of time off in lieu of other action;

   - Suspension or Fine;

- Demotion in rank;
- Dismissal.

3. Such actions are taken when an employee's performance deficiency is repeated despite prior corrective action, or when a violation is serious and significant enough to require punitive action. Depending upon the seriousness of the violation, punitive disciplinary action may not always be based upon the progressive disciplinary process. It may be necessary to utilize punitive disciplinary action with the first occurrence of an act or behavior.

4. All punitive actions applied as a result of discipline shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee. The disciplinary document shall be filed in the employee's personnel file.

4:2.3 Appeals Procedure

The appeal of discipline or corrective action imposed against an employee may be taken consistent with laws of the State of New Jersey and/or the grievance procedures of the current collective bargaining agreements, ordinances and/or employee handbook.

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#21-34 **Designation of Special Police**

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following persons are designated as Special Police or Police Matrons and Registered Nurses for the current year in accordance with N.J.S.A. 14-146.8:

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey as follows:

1. Designated as special police for the current year are:

Police Matrons	-	Pam Abma	1 year
	-	Debra Hooyman	1 year
	-	Susan Moffa	1 year
	-	Diane Cebulski	1 year
	-	Sherri Gusta	1 year
	-	Hayley Rooney	1 year

2. Designated as nurses to make death pronouncements for the current year are:

Nurses	-	Linda Brock, RN	1 year
		Jane Kicks, RN	1 year
		Allison Dansen, RN	1 year

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide a certified copy of this resolution to the Chief of Police.

#21-35 **Civil Rights Policy**

A RESOLUTION TO AFFIRM THE TOWNSHIP OF WYCKOFF'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Township of Wyckoff to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Township of Wyckoff has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Township Committee that:

Section 1: No official, employee, appointee or volunteer of the Township of Wyckoff by whatever title known, or any entity that is in any way a part of the Township of Wyckoff shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Wyckoff's business or using the facilities or property of the Township of Wyckoff.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Wyckoff to provide services that otherwise could be performed by the Township of Wyckoff.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Township Administrator shall establish written procedure for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Wyckoff as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Wyckoff. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Wyckoff's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Township of Wyckoff in order for the public to be made aware of this policy and the Township of Wyckoff's commitment to the implementation and enforcement of this policy.

#21-36 **Establish Fees for Towing Services**

WHEREAS, it is deemed in the best interest of the Township of Wyckoff and its citizens to have a procedure for towing services in place.

WHEREAS, the Chief of Police recommends the attached fees for towing services.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shall constitute the towing services fees for the current year.

Wyckoff's Schedule of Towing Fees
(Effective January 1, 2021 at 12:01am)

This Schedule of fees is in effect as of January 1, 2021 at 12:01am.

I For purposes of this schedule, vehicles shall be identified and charged the appropriate fee by vehicle weight as follows:

- Light Duty (Gross Vehicle Weight Rating up to 10,000 lbs.)
- Medium Duty (GVWR 10,001 – 16,000 lbs.)
- Heavy Duty (GVWR 16,001 and above)

II Towing fees:

- Light Duty - $105.00
- Medium Duty - $225.00
- Heavy Duty- $350.00
- Motorcycle- $ 80.00

All towing fees are the same regardless of whether a tow truck or a flatbed is used.

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III Mileage Charge: $5.00 per mile regardless of the vehicle type
There is no mileage charge for a vehicle towed within Wyckoff to the towing vendor's facility, or from within Wyckoff to another location in Wyckoff.

IV Towing Township of Wyckoff owned vehicles:

- Light Duty- No Charge
- Medium Duty - $ 50.00
- Heavy Duty- $100.00

V Storage of Towed Vehicle:

- Light Duty - $30.00 + tax per 24 hour period
- Medium Duty- $55.00 + tax per 24 hour period
- Heavy Duty- $75.00 + tax per 24 hour period

VI Fee for release of towed vehicle in storage:

Tow vendors will be available Monday through Friday 8:00am to 4:30PM and Saturdays 9:00am to 3:00pm (except holidays or the Saturday preceding a Monday holiday) to release vehicles in their storage. Outside of those hours an additional fee of $50 may be charged to release a vehicle. A customer must be advised in advance of the additional release fee after hours.

VII Service Fees for Disabled Vehicle

Use of a winching cable to overturn a vehicle or recover a vehicle from its location in preparation for towing:

- Light Duty- $150.00
- Medium Duty- $225.00
- Heavy Duty- $325.00

Road Service-Is defined as a response to change a flat tire, jump start a vehicle or provide gasoline:

- Light Duty- $ 60.00
- Medium Duty- $ 85.00
- Heavy Duty- $100.00

Gasoline cost or other necessary parts may be added to the road service fee. If a tow results, there shall be no charge for road service, except the cost of gasoline if placed in the vehicles tank.

VIII Additional Services:

- Decoupling Fee- $45.00
- Crash Wrap Fee- To be used if windows are broken or will not close to protect a vehicle that is not totaled from the weather.
  Side Windows- $25.00
  Front or rear window- $40.00 each window
- Clean up Fee- Sweeping of roadway to clean up glass and general debris – No Charge
- Fluid Spills
  First bag of Speedy Dry or equivalent - $35.00
  Each additional bag – $12.00
- Additional personnel to assist in extraordinary recoveries - $75 per person per hour
- Air Line Hook Up - $25.00

- Remove Drive Shaft - $45.00
- Air Brake Release - $45.00

VIII Additional Services: - Continued

- In the event of extraordinary recovery services that require actions beyond that of a normal towing response, upon approval by the Chief of Police or the highest ranking officer at a crash scene, the following additional fees may be charged:
  - Light Duty - $150 per hour with a one hour minimum
  - Medium Duty - $225 per hour with a one hour minimum
  - Heavy Duty - $300 per hour with a one hour minimum

IX Acceptable forms of payment and documentation

If the owner of a towed vehicle has not contacted the tow operator within 72 hours to discuss their intent regarding the vehicle in the tow operator's possession, a $10.00 administrative fee may be assessed for notification costs. Proper notification may include contacting the Wyckoff Police Department to obtain owner information. If no contact can be made to the owner via telephone, the towing vendor shall attempt to notify the owner at the last known address via certified mail, copied to the Wyckoff Police Department. If certified mail is necessary to contact the owner, an additional $20 fee may be applied.

Acceptable forms of payment to the towing vendor shall be cash or credit card. The towing vendor has the option of accepting checks for payment.

Towing vendors shall prepare their bills for services performed in the Township of Wyckoff in accordance with the provisions of Ordinance 175-13(m). These bills will be provided to the Wyckoff Police Department on demand for inspection and investigation to assure that the correct fees are being charged. Such bill inspections will typically take place once each month.

#21-37 **Re-establish Fire Department Rules, Regulation and Policies**

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Wyckoff Volunteer Fire Department By-Laws be approved for the current year.

#21-38 **Northwest Bergen Mutual Aid Association**

WHEREAS, heretofore the Township Committee of the Township of Wyckoff has considered the bylaws of the Northwest Bergen Mutual Aid Association relating to mutual assistance between communities in the event of fire, disaster, or other emergencies; and,

WHEREAS, it is the opinion of the Township Committee that mutual aid agreements and relationships with the Northwest Bergen Mutual Aid Association and the two (2) Passaic County municipalities that are contiguous to the Township of Wyckoff will enhance the Township's ability to provide fire protection and emergency response services to the Wyckoff community and our neighboring municipalities; and,

WHEREAS, the Township of Wyckoff participates in the Bergen County Emergency Management Plan, the State of New Jersey Emergency Management Plan and in accordance with the "Fire Service Resource Emergency Deployment Act," NJSA 52:14E-11 to 22; and,

WHEREAS, the State of New Jersey considers reciprocal assistance with neighboring municipalities for emergency services a best practice; and,

WHEREAS, the Fire Chief recommends that the Township Committee renew mutual aid agreements and relationships with the Northwest Bergen Mutual Aid Association and the Boroughs of North Haledon and Hawthorne.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

5. The Township of Wyckoff renews its participation in the Northwest Bergen Mutual Aid Association.
6. The Township of Wyckoff renews its mutual aid relationship with the Borough of North Haledon and

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Borough of Hawthorne.

3. The adoption of this resolution shall serve as the formal written mutual aid agreement for all Wyckoff emergency response units (police, fire, ambulance, public works and CERTS) and said emergency responses shall be conducted pursuant to state law and in accordance with standard emergency operating practices.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall provide five (5) certified copies of this resolution to the Fire Chief and he shall file said resolutions with the President of the Northwest Bergen Mutual Aid Association and the Fire Chiefs of Hawthorne, North Haledon, and the Bergen County Joint Insurance Fund.

Acting Municipal Clerk | Township of Wyckoff

#21-39 **Waive Annual Sewer Service Charge for Fire Co#3**

WHEREAS, the Wyckoff Volunteer Fire Department consists of men and women who volunteer their time and energy twenty-four hours a day, seven days a week for the safety and protection of residents and property owners of Wyckoff; and,

WHEREAS, the Township of Wyckoff encourages the three Wyckoff Volunteer Fire Companies which comprise the Wyckoff Volunteer Fire Department since they exist to provide needed and valued public safety services; and,

WHEREAS the Fire Company Associations own Fire House #2 and Fire House #3.

BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, that in order to assist and encourage our volunteer fire companies to provide the invaluable public safety services, the Township does hereby waive annual charges to Fire Company #2 and Fire Company #3 and authorize payment to Fire Company #2 and Fire Company #3 for safeguarding and housing the Township's fire apparatus.

#21-40 **Waive Annual Rent for Ambulance Corps Land Lease**

WHEREAS, the Township Committee assists and encourages the Wyckoff Volunteer Ambulance Corps, which is comprised of men and women who volunteer their time and energy twenty four hours a day, seven days a week to respond to residents when they need emergency medical care as a public service; and,

WHEREAS, The Township of Wyckoff and the Wyckoff Volunteer Ambulance Corps entered into a fifty (50) year lease in 2005, for the premises upon which the Ambulance Corps building is constructed; and,

WHEREAS, said lease requires an annual lease fee of ten ($10.00) dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the aforesaid lease fee of ten ($10.00) is hereby waived for the current year.

#21-41 **Renew Agreement for Commuter Park and Ride at Cornerstone Church**

WHEREAS, through a unique arrangement with the approval of the Cornerstone Christian Church, the Township of Wyckoff provides a commuter park and ride program Monday through Friday for commuter parking in the Church parking lot at 475 Wyckoff Avenue; and,

WHEREAS, the Township of Wyckoff charges a user fee to the commuters who utilize this service which is from time to time increased to help the Township fund the reciprocal services the Township provides to the Church for the use of their parking lot; and,

WHEREAS, overflow commuter parking is provided at the adjacent Wyckoff Community Park parking lot; and,

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WHEREAS, the Township of Wyckoff desires to renew the commuter park & ride agreement with the Cornerstone Christian Church for the New Year; and,

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of commuter parking as follows: $130.00 per resident per year and $310.00 per non-resident per year; and,

WHEREAS, the Township Committee is hereby authorized to charge a fee for usage of summer commuter parking as follows: $60.00 per resident per year and $80.00 per non-resident per year; and,

WHEREAS, the fee for a lost parking permit is $25.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee that the Township of Wyckoff agreement with the Cornerstone Christian Church to provide a commuter park & ride program is hereby renewed.

#21-42 **Establish Rules and Regulations which shall be the Township Facilities Policy**

WHEREAS, the Township's safety consultant has recommended that the Township Safety Committee review the various uses of municipal facilities and establish a policy to regulate said facilities, and to implement such safety measures as hold harmless agreements; and,

WHEREAS, a subcommittee of the aforesaid Township Safety Committee has recommended a policy which has been approved by the Township Committee, and which has been referred to the Township's Safety Consultant and Municipal Risk Manager.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, that the rules and regulations described herein below shall serve as the Township Facilities Use Policy for the following municipal facilities:

Public Library; Recreation Fields; Town Hall Meeting Rooms; Police Pistol Range, and Fire Co. #1, Scott Plaza;

1. FREE PUBLIC LIBRARY: The use of the James Monroe and Shotmeyer public meeting rooms will be established and regulated by the Library Board of Trustees, and shall include a hold harmless form for groups which utilize this facility.

2. RECREATION FIELDS: All recreational fields shall be utilized for Township recreation sponsored games/programs. Use of fields for all non-recreation sponsored programs shall not be scheduled when said scheduled game/program would preclude

Township recreation sponsored games/programs. Section 16 of the Recreation Policy and Procedures manual shall outline procedures, and shall include hold harmless forms.

3. TOWN HALL MEETING ROOMS: Use of the James Monroe Room in the Library will be encouraged. The meeting rooms in Town Hall are exclusively restricted for scheduling municipal boards and commission meetings. The Township may allow use of meeting rooms when it allows Department Managers to avoid travel; such as Chamber of Commerce meetings, Joint Insurance Fund (JIF) meetings and Northwest Bergen Mayors Association meetings.

4. LARKIN ADULT MEETING ROOM AND SENIOR CITIZEN BUILDING: All requests for meeting use shall be submitted on an application and submitted to the Municipal Clerk. The Wyckoff Senior Citizens shall be exempt from meeting room use fees.

5. POLICE PISTOL RANGE: This facility is utilized for the Police firearms qualification, and shall not be utilized for non-police uses. Prohibited activities include:

7. Citizen pistol and rifle clubs
8. Bachelor parties
9. Wedding receptions
10. Religious parties such as baby christenings, etc.
11. Receptions following wakes/funerals
12. Birthday Parties

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13. Retirement parties
14. Anniversary parties
15. Other similar non-police functions

6. FIRE COMPANY #1: Since this facility is designated for the use of the Fire Department, which would include Co.#1 Ladies Auxiliary meetings, departmental inspection dinner, Exempt Fireman's Association meetings, and Mutual Aid meetings, it shall not be used for non-fire department functions. Typically, prohibited activities include the following:

1. Bachelor parties
2. Wedding receptions
3. Religious parties such as baby christenings, etc.
4. Receptions following wakes/funerals
5. Non-Fire Department officer retirement parties
6. Anniversary parties
7. Other similar non-fire department functions

At the request of Fire Company #1 or the Township Committee, or a Fire Company #1 member in good standing, the Township of Wyckoff may allow the following activities. Decisions shall require approval of: Township Administrator, Company #1 Association President and Vice President and the Township Committee Fire Liaison.

1. Reception after a funeral for a past or current Wyckoff volunteer firefighter or spouse.
2. Reception after the funeral for any member of the Wyckoff Volunteer Fire Department's Ladies Auxiliary.
3. Reception after the funeral of a former Township of Wyckoff Mayor or current Township Committee member.
4. Ladies Auxiliary Fire Company #1 fund raiser to benefit Wyckoff Fire Company #1 or the Wyckoff Fire Department.
5. Birthday parties for Fire Company #1 members in good standing and their immediate family.
6. Municipal employee retirements.

No exceptions to this policy shall be approved.

7. TOWN HALL FLAG AT HALF STAFF POLICY:

- Flags on the Town Hall front lawn will be flown at half-staff for: the demise of a former Mayor (from the day of his/her death to the day of the funeral) and when ordered by the New Jersey Governor or President of the United States.

- The Township Committee shall consider a request to fly flags at half-staff when a current or former Township of Wyckoff official passes when the request is provided in writing.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to: the Township Administrator, Municipal Clerk, Chief of Police, Fire Chief, Fire Co. #1 President and Vice President; Library Director, and the Recreation Director by the Municipal Clerk.

#21-43 **Quasi-Municipal Groups for Insurance Purposes**

WHEREAS, the Township of Wyckoff is a participating member of the Bergen County Municipal Joint Insurance Fund, relative to general liability and other coverage; and,

WHEREAS, the "Fund" has adopted certain criteria to distinguish between bona fide municipal activities and other quasi-public entities not sponsored by the municipality and therefore, not subject to Coverage, by the "Fund"; and,

WHEREAS, it has been determined that, in order to be covered by the "Fund", an organization or activity meet the test that its function is of the type that historically the Township has provided with coverage and/or which services a bona fide public purpose typically met by the local government, and the benefits of which are available to the municipality in general; and,

WHEREAS, the Township has asked the "Fund" to extend coverage to the following entities:

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The Township of Wyckoff municipal government includes the following:

1. Wyckoff Police Department
2. Police Department Softball
3. Fire Department Annual Fireworks display
4. Rabies Prevention Program
5. Memorial Day Parade Committee
6. Wyckoff Free Public Library Operation and Board of Trustees
7. Emergency Management Committee
8. Bergen County Community Development Programs or Projects
9. Team Up to Tidy Up Day and volunteers
10. Wyckoff Township Committee
11. Planning Board
12. Board of Adjustment
13. Environmental Commission
14. Board of Health
15. Community Development Committee
16. Zabriskie House Trustees
17. Department of Parks and Recreation
18. Community personal paper shredding event
19. Historical Preservation Commission
20. Recreation coaches
21. Senior Citizens' Club and activities
22. Basketball "Fowl" Shooting Contest
23. Punt, Pass and Kick Contest
24. vacant
25. Recreation basketball
26. Competitive (Select) traveling basketball
27. Recreation baseball
28. Competitive (Select) traveling baseball
29. Cheerleading
30. Fencing
31. Football
32. Gymnastics
33. Croquet
34. Lacrosse
35. Roller Hockey
36. Recreation soccer
37. Recreation softball
38. Competitive (Select) traveling softball
39. Summer camp
40. Tennis
41. Wrestling
42. Volley ball
43. Design Review Advisory Committee
44. Junior Police Academy
45. Sewer Assessment Commission
46. Wyckoff Alliance Committee to Combat Drug & Alcohol Addictions
47. The Gardens of Wyckoff Committee
48. Partners in Pride Cleanup days
49. Intermediate Sanctions Program volunteers
50. Historic Preservation Commission
51. Juvenile & Adolescent Suicide Prevention Committee
52. Department of Public Works
53. Recycling Center and Activities
54. Charles Avenue Compost Facility and Facilities
55. Volunteer Interns in Municipal Government
56. Arbor Day Activities and Volunteers
57. Shade Tree Commission and their activities
58. Charles Avenue and Demarest Avenue Railroad Grade Crossings

CLASS I - Public Safety Associations and Auxiliaries:

1. Wyckoff Volunteer Fire Department

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2. Protection Fire Co. #1
3. Community Engine Fire Co. #2
4. Sicomac Fire Co. #3
5. Ladies Auxiliary Fire Department
6. vacant
7. vacant
8. Wyckoff Fire Department Exempt Association
9. Fire Department participation in parades, marching bands, softball, basketball and volleyball leagues
10. NW Bergen Mutual Aid Association Field Day Training activities
11. NW Bergen Mutual Aid Association exercises and drills
12. Wyckoff Fire Department Apprentice Firefighter Program for 16 & 17 year olds.
13. Bergen County Rapid Deployment Program
14. Volunteers implementing the Township's Emergency Management Plan

CLASS II - Volunteer Ambulance Corps and Fire District:

1. Wyckoff Volunteer Ambulance Corps

CLASS III - All other non-athletic organizations:

1. Wyckoff Football Boosters
1. Wyckoff Traveling Baseball & Softball Boosters
2. Wyckoff Traveling Basketball Boosters
3. Wyckoff Wrestling Boosters
4. Wyckoff Lacrosse Boosters
5. Wyckoff Roller Hockey Booster

CLASS IV - Athletic Organizations:

None

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

Section 1. It is hereby certified that the above-listed organizations exist within the Township of Wyckoff as the bona fide charitable, educational, recreation activities of the municipality in general and as such are sponsored or subsidized directly by the municipality.

Section 2. The Township of Wyckoff does hereby request that the activities described herein be covered for general liability coverage in accordance with the applicable limits and restrictions.

Section 3. A certified copy of this resolution shall be filed with the Secretary of the Bergen County Municipal Joint Insurance Fund, all department heads, and the Municipal Risk Consultant, Robert Steinbruch.

#21-44 Approval of Local Supplemental Violations Bureau Schedule

WHEREAS, the New Jersey Supreme Court has approved a form of revised Local Supplemental Violations Bureau Schedule, effective September 1, 2004, which has been incorporated into an Order of the Wyckoff Municipal Court with the approval of the Assignment Judge and in accordance with Rule 7:12-4; and,

WHEREAS, pursuant to that Rule, the Order promulgating the schedule is to be published and must specify the amount of fines and costs to be imposed for each offense within the authority of the Violations Clerk.

NOW, THEREFORE, be it approved by the Township Committee of the Township of Wyckoff that the attached revised Local Supplemental Violations Bureau Schedule dated September 18, 2018, as approved by the Supreme Court, Assignment Judge of the Township of Wyckoff, be and the same is hereby approved for use by the Wyckoff Municipal Court and Violations Bureau.

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MUNICIPAL COURT

LOCAL SUPPLEMENTAL VIOLATIONS BUREAU SCHEDULE

Pursuant to R. 7:12-4, the following Local Supplemental Violations Bureau Schedule of designated offenses and Payable Amounts has been approved by the vicinage Assignment Judge and shall be in effect for offenses committed on and after date determined by vicinage. This Local Schedule shall be prominently posted for public inspection at the location of the Violations Bureau.

The Local Supplemental Violations Bureau Schedules that were prepared, pursuant to R. 7:12-4, for offenses committed prior to the effective date of this Schedule, are on file with the municipal court administrator and are available for public inspection upon request.

PART I

TRAFFIC SECTION

Designated Offenses

ORD. NO.	SHORT DESCRIPTION	PAYABLE AMOUNT
177-6	Parking prohibited at all times - Schedule A	$41.00
177-19A	Parking spaces indication only	$49.00
177-7	Parking prohibited certain hours - Schedule B	$39.00
177-46	Parking other than special purpose - Schedule N	$49.00
177-8	No stopping/standing - Schedule C	$41.00
177-21	Turns intersections prohibited - Schedule P	$54.00
177-9	Only time limited parking - Schedule D	$39.00
177-22	Prohibited right on red - Schedule Q	$65.00
177-10	Overweight over 4 tons prohibited - Schedule E	$60.00
177-13	Through streets/stop/yield intersections - Schedule K	$51.00
177-11	One-way streets/aisles/ public parking - Schedule E	$51.00
177-14	Stop intersections - Schedule I	$51.00
177-15	Yield intersections - Schedule J	$51.00

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NON-TRAFFIC SECTION

Designated Offenses

ORD. NO.	SHORT DESCRIPTION	PAYABLE AMOUNT
106-3A	Unlicensed Cat	$40.00
111-2	Unlicensed Dog	$40.00
148-3A	Canvassing without a permit	$60.00
165-1	Snow and ice removal	$500.00
183-6	Water emergencies violation	$85.00
147-2	Prohibited Conduct	$250.00
152-10	Property Maintenance	$100.00
161-6	Special arrangements additional collections solid waste disposal	$100.00
115-3	Fire Prevention	$75.00
111-9	Dogs running at large	$50.00
111-12	Vicious dogs; signs of rabies	$100.00
111-15	Potentially dangerous dog	$100.00
186-20	Zoning/Signs	$50.00
133-13	Littering on private property	$75.00
186-41	Zoning/Permits	$50.00
194-2	Licensing fee for sale of food	$50.00
143-3	Noise enumerations	$100.00
152-10	Property maintenance responsibility of owner, operator, occupant	$100.00
165-11	Excavate Township road without permit	$100.00
214-9	Subsurface sewage disposal systems	$100.00

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MODEL ORDER
MUNICIPAL COURT

LOCAL SUPPLEMENTAL VIOLATIONS
BUREAU SCHEDULE

Pursuant to R. 7:12-4, the following Local Supplemental Violations Bureau Schedule of designated offenses and Payable Amounts has been approved by the vicinage Assignment Judge and shall be in effect for offenses committed on and after date determined by vicinage. This Local Schedule shall be prominently posted for public inspection at the location of the Violations Bureau.

The Local Supplemental Violations Bureau Schedules that were prepared, pursuant to R. 7:12-4, for offenses committed prior to the effective date of this Schedule, are on file with the municipal court administrator and are available for public inspection upon request.

PART II
TRAFFIC SECTION
Designated Offenses

ORD. NO.	SHORT DESCRIPTION	PAYABLE AMOUNT
177-23	Lane Use Reservations Schedule R	$54.00
177-24	Emergency No Parking per Signs	$56.00
177-46A2	Public Parking Prohibited	$38.00
177-54	Special Permit Parking Commuter Lot	$40.00
177-16	Loading Zone	$40.00
177-17	Taxi Stands	$40.00
177-18	Bus Stops	$40.00
177-52.2	Right Turn Prohibited for Vehicles 10 Ton or Over	$65.00
177-24A	Emergency No Parking As per Signs	$65.00
177-7	Parking Prohibited Certain Hours – Schedule B	$45.00
177-19A.46B2	Fire Zone	$75.00

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PART III

ALLOCATION AND DISTRIBUTION OF PAYABLE AMOUNT

A. VIOLATIONS BUREAU PAYMENTS

Parts I and II of this Schedule list specific amounts that are payable through the Violations Bureau for designated traffic and non-traffic offenses, pursuant to R. 7:12-4. However, payment for any of those listed offenses, or any other matter, may not be made through the Violations Bureau if the law enforcement officer marks on the Complaint-Summons that a court appearance is required.

B. ALLOCATION OF PAYABLE AMOUNTS BETWEEN FINES, ASSESSMENTS AND COURT COSTS

In Part I (Traffic Violations), the Payable Amount established in this Local Schedule, for each offense, includes at least a fine, court costs (which may equal but not exceed the fine) and $1.00 for the Body Armor Replacement Fund, $1.00 for the New Jersey Spinal Cord Research Fund, $2.00 for the New Jersey Forensic DNA Laboratory Fund and, effective February 2, 2004, the Payable Amount will also include $1.00 for the Autism Medical Research and Treatment Fund.

In Part II (Non-Traffic Violations), the Payable Amount established in this Local Schedule, for each offense, includes a fine and court costs (which may equal but not exceed the fine).

C. ALLOCATION AND DISTRIBUTION OF COURT COSTS

A portion of the total court costs allocated, pursuant to Part III A. of this Local Schedule, shall be distributed upon collection in accordance with N.J.S.A. 22A:3-4 and N.J.S.A. 2B:12-30, as follows:

1. For all violations payable through the Violations Bureau, pursuant to the Statewide Violations Bureau Schedule or a Local Schedule, $2.00 shall be collected by the municipal court administrator for deposit into the Automated Traffic System Fund. **This portion of court costs cannot be suspended.**

2. For all violations of the provisions of Title 39, or any other motor vehicle or traffic violation payable through the Violations Bureau, pursuant to the Statewide Violations Bureau Schedule or a Local Schedule, $.50 shall be collected by the municipal court administrator for deposit into the Emergency Medical Technician Training Fund. **This portion of court costs cannot be suspended.**

3. Any remaining court costs shall be collected by the municipal court administrator for distribution to the municipality.

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PART IV

MISCELLANEOUS

A. ADDITIONAL PENALTIES FOR FAILURE TO APPEAR ON RETURN DATES

1. MOTOR VEHICLE, TRAFFIC AND PARKING CASES

For offenses listed on this Local Schedule, the following additional penalties will be added to the Payable Amount, as indicated:

1. When a supplemental notice is sent, $10.00 will be added to the Payable Amount.

2. When a Notice of Proposed Suspension for a parking violation is sent, $10.00 will be added to the Payable Amount.

3. When an Order to Suspend is issued for a parking violation, $15.00 will be added to the Payable Amount.

4. A $3.00 DMV fee is also to be added to the total Payable Amount due upon the issuance of an Order to Suspend.

5. When a warrant is issued, unless the judge otherwise orders, the amount of the bail indicated on the warrant shall be as follows: Parking offenses – the Payable Amount plus $15.00. All other listed offenses – the Payable Amount plus $25.00.

Note: Under the provisions of N.J.S.A. 39:5-9, costs, not to exceed $30.00, may be deducted by the court from forfeited bail in traffic cases.

2. NON-TRAFFIC CASES

For offenses listed in Part II on this Schedule, N.J.S.A. 2B:12-31 permits the municipal court to order the suspension of a defendant's driving privilege for failure to appear at any scheduled court appearance. The following procedures may be used by the court to effectuate that process:

1. Send a "Notice of Proposed Suspension of Driving Privileges for Failure to Appear" to the defendant. This notice may be used for violations that are payable on this Schedule, as well as for those violations that are not. Note: Unlike traffic matters, no fee may be assessed for the mailing of this notice.

2. Should the defendant fail to respond to the Notice of Proposed Suspension, the court may issue an Order of Suspension. When the court issues the order, $25.00 [$10.00 (Notice) + $15.00 (order)] will be added to the total Payable Amount.

3. A $3.00 DMV fee is also to be added to the total Payable Amount, upon the issuance of the Order of Suspension.

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4. When a warrant is used, unless the judge otherwise orders, the amount of the bail indicated on the warrant shall be the amount of the Payable Amount plus $50.00.

B. APPEARANCE OF DEFENDANT IN CERTAIN CASES

If, in the opinion of the officer issuing the Complaint-Summons, circumstances indicate that the defendant should appear in court, the officer has the option to check the "Court Appearance Required" box on the Complaint-Summons, in which case, the matter may not be processed in the Violations Bureau.

C. AUTHORIZATION TO APPLY BAIL AGAINST FINE(S) AND COSTS

By executing the form of Authorization to Apply Bail Against Fine(s) and Costs and Waiver of Rights, a defendant against whom a warrant has been issued waives the rights to a lawyer and a trial, enters a plea of guilty to the offense charged and authorizes the municipal court administrator to apply the bail posted toward the payment of fines, assessments and costs owed. This form may be used for all offenses payable through the Violations Bureau.

D. DEFENSE BY AFFADAVIT IN CERTAIN CASES

For any offense not listed on this Schedule or on a Local Schedule, a court appearance is required, unless the court authorizes a defense by affidavit in accordance with the provisions of R. 7:12-3. For offenses involving traffic accidents resulting in personal injury, a court appearance is also required.

_____ Date

_____
Signature of Municipal Court Judge

APPROVED:

_____ Date

_____
Signature of Assignment Judge

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#21-45 **Town Hall Front Lawn Policy**

WHEREAS, in November of 1993, the Township of Wyckoff filed for a declaratory judgment in US District Court to determine the status of the Town Hall front lawn rights of residents to utilize the front lawn for expressive activities; and,

WHEREAS, Judge Debevoise heard Wyckoff's action for a declaratory judgment and found the following:

1. The Township has not made up its mind on how to treat the front lawn.
2. The Township has not developed a rational, consistent policy for the use of the front lawn.
3. The Township is caught between the conflicting demands of numerous interest groups and is threatened with lawsuits should it make a misstep in its response to their demands.

WHEREAS, it is in the best interest of the Township to develop a clear, coherent and rational policy for the use of the front lawn; and,

WHEREAS, opening the front lawn for use as a public forum would create a greater potential for litigation; and,

WHEREAS, opening the front lawn for use as a public forum would create expenditures of time, effort and money on the part of the Township when inspecting displays and expressive activities for content neutral approval; and,

WHEREAS, opening the front lawn for use as a public forum would create the potential for an informational overload on the front lawn thereby producing a traffic hazard; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would reduce the Township's exposure to potential litigation; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would eliminate expenditures of time, effort and money by the Township in making content neutral observations and recommendations concerning speech on the lawn by outside groups and individuals; and,

WHEREAS, limiting the use of the Town Hall front lawn for expressive activities, to the Township of Wyckoff and its agencies only, would eliminate the potential for an informational overload and traffic hazard; and,

WHEREAS, it is in the best interest of the Township of Wyckoff to adopt a clear and consistent policy for the use of the Town Hall front lawn which will minimize or eliminate the possibility of litigation, traffic hazards and the expenditure of time, effort and money.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff as follows:

The Town Hall front lawn is not a public forum and the use of the Town Hall front lawn for expressive activities is limited to the Township of Wyckoff and its agencies only.

#21-46 **State Health Benefits**

WHEREAS, the State Health Benefit's Commission adopted P.L. 2011 Chapter 78 that amends the Administrative Code, NJSA 17:9-4.6. to eliminate the 20 hours per week standard for health benefits and allow local governments by resolution to determine the number of hours that will constitute full time status to receive health benefits is 32 hours per week; and,

WHEREAS, the Township Committee has previously expressed its endorsement of this change as a cost avoidance measure; and,

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WHEREAS, the Personnel Committee of the Township Committee recommends the following policy for an employee to qualify to receive health benefits:

1. Full time status for consideration of health benefits for administrative and clerical workers will be 32 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 32 hour work week on a seasonal basis shall not be considered full time for consideration of health benefits.

2. Full time status for consideration of health benefits for blue collar laborers, sworn police officers and civilian employees assigned to the police department will be 40 hours regularly worked per week, except when an employee consents to waive the coverage. Any person hired for a 40 hour week on a seasonal basis shall not be considered full time for the consideration of health benefits.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that the attached cited recommendations of the Personnel Committee are hereby adopted by the Township Committee as policy.

#21-47 Re-establish the Recreation Policy Manual

BE IT RESOLVED, the Township Committee re-establishes the Recreation Policy Manual for the new year consisting of the policies and procedures governing the recreational programs as revised; and,

BE IT FURTHER RESOLVED, the Recreation Policy Manual is available for inspection in the office of the Recreation Director.

#21-48 Appointment of School Crossing Guards

WHEREAS, the Chief of Police recommends the persons listed on the attached page to be appointed school crossing guards for the period January 1, 2020 to June 30, 2020.
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached list of persons be appointed as school crossing guards for the period January 1, 2021 to June 30, 2021.

WYCKOFF POLICE DPEARTMENT
Scott Plaza
Wyckoff, NJ 07481

2021 School Guard List

1. Richard Carruthers
2. Allison Carter
3. Eileen DeCeglia
4. Thomas Gusta
5. Ann Digiacomo
6. Janis Erdman
7. Carmella Harris
8. Donald Harris
9. Thomas Hayes
10. Cynthia Hazen
11. Robert Hesse
12. Robert Kehoe
13. Bernadette Paik
14. Robert Passerino
15. Susana Pidgeon
16. Michael Schell
17. Diane Stelling
18. Marilyn Taylor
19. Charles Wisloh
20. Dave Charnesky

#21-49 Travel Reimbursement Policy

WHEREAS, the Wyckoff Township Committee establishes this travel reimbursement policy for the current year:

2. Reimbursement at the current IRS approved rate per mile for personal vehicle use on Township authorized business.

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3. A car allowance for use of his personal car of $300.00 per month is re-confirmed for the Township Administrator for regular daily business use since he is the only employee when hired was required to reside in Wyckoff and he is required to be available 24 hours per day for emergencies.

4. The Police Chief is authorized to utilize a municipal un-marked police car for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be available 24 hours per day for emergencies & police business.

4. The Department of Public Works Manager is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff, since he is required to be on-call 24 hours per day for emergencies.

5. The Department of Public Works Foreman is authorized to utilize a municipal pick-up truck for daily business use and to utilize the vehicle to and from his home in Wyckoff since he is required to be on-call 24 hours per day for emergencies.

6. The Wyckoff Recreation Director is provided with a car allowance for mileage reimbursement for the use of his personal car amounting to $35.00 per month to direct, inspect and observe recreation programs, player drafts, problems, activities and events.

#21-50 **Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Plan**

WHEREAS, the Township Committee of the Township of Wyckoff hereby re-establishes the Juvenile and Adolescent Suicide Prevention/Crisis Intervention Committee and Community Response Plan for the New Year.

TOWNSHIP OF WYCKOFF
JUVENILE & ADOLESCENT SUICIDE PREVENTION
CRISIS INTERVENTION COMMITTEE

January 2021

COMMUNITY RESPONSE PLAN

After the cluster suicides in Bergenfield in the late 1980's, municipalities were encouraged to develop committees and response plans to deal with multiple tragedies and single tragedies. A secondary purpose was to develop a committee of individuals who could become acquainted with one another to provide assistance or guidance.

1) Team Composition

Police	Police Chief David Murphy Lieutenant Joseph Soto
Schools	Superintendent of Schools (Wyckoff BOE)
	Debra Herold, Director of Student Personnel Services (Wyckoff BOE)
	Superintendent (Ramapo/Indian Hills Regional High School District)
	Andrea Saladino, Current Student Assistance Coordinator (Ramapo Regional High School)
	Tom Kersting, Current Student Assistance Coordinator (Indian Hills High School)
	Ms. Karen Lewis, Principal (St. Elizabeth's School)
	Mr. Daniel Lazor, Principal (Eastern Christian School: Wyckoff Middle School)
Municipal	Robert J. Shannon, Jr., Township Administrator

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	Current Mayor
Clergy	Rev. Fred Provencher, Cornerstone Christian Church
Mental Health	Intervention Strategies International, Inc.
Others	Steven Clarke, Wyckoff Board of Health Cynthia Risseeuw, Secretary, Wyckoff Board of Health Maryellen Tafrate, Registrar of Vital Statistics

2) Meeting Place/Emergency Headquarters: Court Room, 2nd Floor, Wyckoff Town Hall

3) Team Chairperson and lead person at each agency:

Chairperson	Robert J. Shannon, Jr.
Police	David Murphy, Chief
Local School	Current Superintendent
Regional School	Current Superintendent
Parochial Schools	Principal Karen Lewis and Principal Daniel Lazor
Municipal	Current Mayor
Clergy	Rev. Fred Provencher
Mental Health	Dr. Ed Fox
Board of Health	Steven Clarke

4) Types of Tragedies

1. MULTIPLE SUICIDE – More than one suicide (or attempt) or tragic event including more than one death.
2. SINGLE SUICIDE – Single suicide (or attempt) or tragic event with no death.
3. VIOLENCE – Youth related violence or threat of violence.

5) Assessing the Situation

1. Notification by Police Department.
2. Telephone conferencing to assist the situation.
3. Notification chain, when necessary.
4. Full committee meeting, when necessary.

6) Roles and Responsibilities

1.	Police	Control Scene Inform County Prosecutor's office and other procedural requirements Relay information to Emergency Response Team Identify targets for early intervention Inform family with clergy and other "support" people
2.	Schools	Faculty and staff notification Schools to integrate internal policy with Community Response Team Protocol Student notification Identify targets for early intervention Identification process ongoing for students seriously affected by event Follow up services: Counseling Psychiatric evaluations Small group discussions Treatment referrals When appropriate, establish student network Pay respects to bereaved family Support for staff/faculty
3.	Municipal	Coordinate media response Communicate to townspeople Information on event Information on helping services Suicide warning signs or other appropriate information underlying message: "it's all under control." Coordinate "political" aspects with needs/realities Team in

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		dealing with
4.	Clergy	Assist in notification to family and identify other supports to family Identify targets for early intervention Coordinate volunteer assistance and resources Identify and assist in follow up of at-risk individuals on an on-going basis Assist in public information campaign
5.	Mental Health	Supply professional mental health personnel as needed in community Act as resource to Team Consult with other Team members around various needs Supply assessments, evaluations and treatment at Mental Health Center Assist in referral process

7) Media Plan

Attempt to remove media from the scene of the tragedy to allow the Police to perform their work. This will be accomplished by:

1. Having one community spokesperson – Robert Shannon – the Police will keep him updated.
2. Schedule press conferences at Wyckoff Town Hall, 2nd floor Court Room.

8) Mental Health Activities and Procedures to respond to a Tragedy when the Committee is Activated

A. Implement plan for identifying and screening "at risk" individuals
- Relatives
- Close friends
- Other involved in some special way
- Past suicide attempters
- Those with history of depression
- Those with weak support system

B. Identify and Implement other needed services or actions
- Hot line tie-in: 262-HELP (Psychiatric Emergency Screening Program)
- Walk in centers – church or other location
- Counselors at schools
- Counseling for those involved in responding to crisis

C. Modify environmental variables
D. Enlist other community resources

E. Enlist cooperation of media
F. Maintain business as usual
G. Monitor staff burnout
H. Avoid Scapegoating
- Alert others to anticipate this reaction
- Educate in causative factors
- Avoid "open community meetings"

I. Survivor Procedures
- Reach out to surviving family members
- Discourage media appearances for acutely bereaved
- Reach out to other survivors in the community
- Provide formal education meetings
- Help clarify unwarranted and often exaggerated feelings of guilt
- Establish long-term follow-up for survivors

9) Plan Maintenance

A. Team to meet yearly in November

Rev. 12/20

ATTACHMENT A

CONTACT PROCEDURE

1.Police Desk Upon notification and response to a call of suicide, attempted suicide, violence or tragedy

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involving the death of a school age child or children, will contact:

Police Chief David Murphy
Det. Sgt. Michael Ragucci
Robert J. Shannon, Jr., Township Administrator

2. The specifics of the incident and the actual child or children involved will determine if the following are contacted:

Superintendent/K-8
Superintendent High School District/Andrea Saladino/Tom Kersting
Principal Karen Lewis, St. Elizabeth's
Principal Daniel Lazor, Eastern Christian Middle School

3. Depending on the projected impact, the School Superintendents, Principals and staff, make a determination to manage the situation within the schools or if a full community response team meeting is required.

Rev.12/20

#21-51 **Establish Hearing Officer(s)/Committee(s)**

WHEREAS, the Township Committee has the authority to establish Hearing Officer(s) to review employee personnel actions and make recommendations to the Township Committee for determinations of guilt or innocence and if guilty, any penalty.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the Township Committee establishes the following hearing officer(s):

5. Two (2) members of the Township Committee that comprise the Police Committee.

6. Two (2) members of the Township Committee that comprise the DPW Committee.

7. Two (2) members of the Township Committee that comprise the Personnel Committee.

8. Township Administrator, Assistant Township Administrator or Administrator designee.

#21-52 **Establish Drug & Alcohol Abuse Awareness Committee**

WHEREAS, the Township of Wyckoff has established a committee to provide drug and alcohol abuse awareness information to combat drug and alcohol abuse; and,

WHEREAS, the Township of Wyckoff believes this type of awareness is a valuable service to educate parents and teenagers regarding the consequences of alcohol and drug use.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached list of volunteers shall constitute the Wyckoff Drug and Alcohol Abuse Awareness Committee for the current year.

2021 Drug and Alcohol Abuse Awareness Committee

Patrolman William Christopher, Chairperson
Current Mayor
Police Chief D. Murphy
Joseph Soto, Lieutenant
Andy Wingfield, Recreation Director
Robert J. Shannon, Township Administrator
Steve Clarke, President, Wyckoff Board of Health
Laura Leonard, Library Director

#21-53 **Re-establish Cooperative Efforts with the Board of Education**

WHEREAS, it is in the best interest of the taxpayers of the Township of Wyckoff for the Township of Wyckoff and the Board of Education to share services; and,

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WHEREAS, the Township Committee encourages and recommends the sharing of services, loaning of equipment and cooperation between both government units where practical for the benefit of the community.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the following shared programs and cooperative efforts are hereby re-established for the New Year.

1.Fuel dispensing facility
2.Salt dome usage
3.Street sweeper usage and the usage of other equipment and vehicles
4.Wyckoff Community Park property usage
5.Sharing of public property for municipal and school uses
6.School fields and facilities for recreation programs

BE IT FURTHER RESOLVED, that the Township of Wyckoff/Board of Education Cooperative Pricing System is re-authorized.

#21-54 **Alcohol and Controlled Substances Policy for Commercial Motor Vehicle Operators**

WHEREAS, the Township is required to comply with Federal mandated anti-drug/alcohol plan 49 CFR Parts 40, 199, 382 and 391.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the attached policy shall set forth the Township's Alcohol and Controlled Substances Policy for commercial motor vehicle operators.

#21-55 **Appointment of JIF Representatives**

WHEREAS, the following appointments are approved by the Township Committee:

JIF Fund Committee	Robert J. Shannon, Township Administrator
JIF Deputy Fund Commissioner	Scott Fisher Manager, Department of Public Works
Safety Delegate(s)	Scott Fisher Manager, Department of Public Works
	Mark DiGennaro Township Engineer
	Andy Wingfield Recreation Director
	Police Chief David Murphy
	Fire Chief Joseph Vander Plaat
	Robert J. Shannon, Jr., Township Administrator

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff that the above cited individuals are appointed for the New Year.

BE IT FURTHER RESOLVED, that a copy be sent to the Municipal Risk Manager, Mr. Robert Steinbruch and the JIF Secretary.

#21-56 **Tuition Credit Program for Volunteer Firefighters and Volunteer Ambulance Corps Members**

WHEREAS, the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey deems it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Township of Wyckoff; and,

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WHEREAS, the State of New Jersey has enacted P.L. 1998,c.145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Wyckoff, County of Bergen, State of New Jersey that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c.145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in the municipality; and,

BE IT FURTHER RESOLVED, that the Fire Chief is herewith delegated the responsibility to administer the program and to maintain files of all documents as may be required under the P.L. 1998, c.145, a copy of which is herewith made part of this resolution.

#21-57 **Authorize Waiving of Fees**

WHEREAS, the Township of Wyckoff has an outstanding volunteer Fire Department and Ambulance Corps which is staffed by volunteer residents; and,

WHEREAS, in an effort to maintain active volunteers in good standing, a proposal requesting the waiver of specific fees for members of the Wyckoff Volunteer Fire Department was forwarded by the Wyckoff Volunteer Fire Department to the Township Committee of the Township of Wyckoff; and,

WHEREAS, the Township Committee, after careful consideration, has determined to establish a policy for this year of waiving specific fees for active members in good standing of the Wyckoff Volunteer Fire Department and Wyckoff Volunteer Ambulance Corps.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, does provide the following program of waiving specific fees for the Wyckoff Fire Department and the Wyckoff Ambulance Corps. active volunteers in good standing to encourage them to continue volunteering their time and effort to the Township of Wyckoff and its citizens.

9. Definitions.

The following definitions shall apply.

ACTIVE MEMBER – A resident of the Township of Wyckoff who is an active member in good standing with the Wyckoff Volunteer Fire Department or the Wyckoff Volunteer Ambulance Corps. Good standing shall also include current compliance with all Federal and State safety mandated programs, and municipal anti-drug and alcohol certification.

FAMILY – An active volunteer member, his or her spouse and all natural or adopted children under twenty-one (21) years of age who are unmarried and permanently residing the same residence, as an active member of the Wyckoff Volunteer Fire Department or Wyckoff Ambulance Corps.

FEES - Those charges established by the governing body of the Township of Wyckoff, County of Bergen described in Section 2.

VOLUNTEER ORGANIZATION – The Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps.

10. Incentives

All active members who have satisfactorily completed their probationary period and are in good standing within the Wyckoff Volunteer Fire Department or Wyckoff Volunteer Ambulance Corps. and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears and their families, shall be entitled to the following benefits:

1. Exemption from fees for recreational programs conducted within the Township of Wyckoff by the Recreation Department.

2. Exemption from the municipal portion of dog, cat and marriage licenses.

3. Exemption from the municipal portion of the fee for building permit applications, fence permits, certificate of compliance/approval for a firefighter or Corps member primary residence.

4. Exemption from Planning Board and Board of Adjustment application fees.

5. Exemption from the Affordable Housing application fee.

6. Exemption from the Cornerstone Christian Church Park & Ride Permit fees.

11. Administration

1. On or about January 10 of each calendar year, the Fire Chief of the Wyckoff Volunteer Fire Department and the Captain of the Wyckoff Volunteer Ambulance Corps shall submit to the Township Clerk a list of all residents who meet the definition of an active member in good standing and whose property taxes or any receivables due to the Township of Wyckoff are not in arrears. Such list shall be updated on a periodic basis by the volunteer organization to add those individuals who have completed their probationary status or to delete individuals who have been dropped from their membership or who no longer meet the criteria for active member status.
2. On a form provided by the Township Clerk, each active member shall provide information related to family status to assist the various municipal officials in order to determine eligibility for the waiving of fees.
3. All active members and their families must comply with all registration procedures and complete all application forms established by the Township of Wyckoff.

12. Exclusions

1. Fees, licenses and permits associated with any for-profit activity.

2. Inclusion in programs when registration for a program is received after the maximum registration has been reached.

3. Late fees or delinquent charges.

TOWNSHIP OF WYCKOFF
Volunteer Firefighters/Ambulance Corps Members
Family Status - Resolution #21-57

Name of Active Member: _____
Home Address: _____
Spouses Name: _____

List all children and their current grade who are under 21 years of age, unmarried and permanently occupying the same residence:

Name	Age	Grade	Marital Status

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_____
Signature: Volunteer Firefighter/ Ambulance Corp member

_____
Date

Tax Office:

_____
Tax Collector

Copy:
Recreation Dept.
Building Dept.
Planning Board
Board of Adjustment
Clerk's file

#21-58 **Approve Emergency Management Plan**

WHEREAS, state law requires each municipality to establish an Emergency Management Plan and Emergency Management Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the Emergency Management Plan is renewed and the attached list of individuals is confirmed and appointed for the New Year.

BE IT FURTHER RESOLVED, that Sergeant Kyle Ferreira is the Emergency Management Coordinator and Sergeant Brian Zivkovich, Patrolman Kyle Ferreira and Township Administrator Robert Shannon are the Deputy Emergency Management Coordinators.

Township of Wyckoff

EMERGENCY MANAGEMENT COUNCIL LEDGER

JURISDICTION: Township of Wyckoff COUNTY: Bergen

DATE OF APPOINTMENT AND RESOLUTION: 1 January, Annually

	REPRESENTING GROUP
Current Mayor	Mayor
Sgt. Kyle Ferreira	Emergency Management Coordinator
Robert J. Shannon, Jr.	Twsp. Administrator/Deputy OEM Coordinator
David V. Murphy	Police Chief
Sgt Brian Zivkovich	Deputy OEM Coordinator
Thomas Gensheimer	Construction Code Official
Timothy Brock	Fire and Rescue Coordinator
Scott Fisher	DPW Superintendent, Comm. RTK
Ryan Noon	Ambulance Coordinator
Craig Simko, Alt.	Ambulance Coordinator
Rob Pavlik	Red Cross Liaison
Joseph Alvarez	RADEF, Fire & Rescue
County Health Officer	Health Department, BCDOHS
John Ciampo	Resource Management, Fire/Rescue
Carl Kofler	Evacuation Coordinator, Fire and Rescue
Len DeBlock	Resource Management, Public Works
Mark DiGennaro	Township Engineer, Damage Assessment
Current Superintendent	BOE-Superintendent K-8
Steven Clarke	Wyckoff BOH President

#21-59 **Establish a Procedure and Adopt Forms to Provide Access to Public Records**

WHEREAS, in 1997 the Township of Wyckoff adopted a centralized policy to determine if a record is public and available for copying and adopted a form to assist in this process in accordance with New Jersey's Right to Know Law; and,

WHEREAS, on July 7, 2002 the Open Public Records Act NJSA 47:A-1 et seq. went into effect and replaced the "Right to Know Law"; and,

TOWNSHIP OF WYCKOFF
TOWNSHIP COMMITTEE REORGANIZATION MEETING
SECOND FLOOR MUNICIPAL COURT ROOM
FRIDAY, JANUARY 1, 2021

WHEREAS, in enacting the Open Public Records Act the Legislature reaffirmed it to be the public policy of this State that public records shall be readily accessible for examination by the citizens of this state (with certain exceptions for the protection of the public interest); and,

WHEREAS, OPRA increases the public's accessibility to government records, broadly defines a government record and provides compliance via the Government Records Council; and,

WHEREAS, in accordance with OPRA the Municipal Clerk is designated as the Records Custodian, the Chief of Police is designated Deputy Records Custodian for public records in the Police Department and the Library Director is the Deputy Custodian for public records at the Wyckoff Free Public Library; and,

WHEREAS, a Custodian or Deputy Custodian of Records must grant or deny access to a record as soon as possible, but no later than seven (7) business days after the request is received; and,

WHEREAS, the Records Custodians must adopt forms for requests, locate and redact documents; isolate exempt documents; assess fees and means of production, identify requests that require "extraordinary expenditure of time and effort" and warrant assessment of a "special service charge" and when unable to comply with a request and "indicate the specific basis"; and,

WHEREAS, the requestor must pay the costs of reproduction and submit the request on townships records request form with information that is essential to permit the custodian(s) to comply with its obligations; and,

WHEREAS, the Municipal Clerk in accordance with OPRA provides immediate access to the current budget, vouchers, labor contracts and government employee salary information; and,

WHEREAS, OPRA establishes copying costs per page for municipal records at $.05 for 8 ½ x 11 and 8 ½ by 14 photocopies; special service charges for "extraordinary" requests must be reasonable and based on actual direct cost as warranted by outsourced reproduction and any special service charge must fit the guidelines of GRC's "14 Point Analysis" which is attached as if set forth in length; and;

WHEREAS, a public agency can deny a request by demonstrating that the denial is authorized by law and replying in writing to the requestor on the state provided Records Request Form submitted by the requestor; and,

WHEREAS, in accordance with OPRA government records are accessible to the public with certain exceptions that are enumerated in the attachment "OPRA Exemptions" which is attached as if set forth in length; and,

WHEREAS, the OPRA law requires public agencies to safeguard by redacting from documents a citizen's personal information such as social security number, credit card number, unlisted phone numbers, drivers' license number and the "OPRA Exemptions" which are attached as if set forth in length; and,

WHEREAS, Criminal Investigatory Records are exempt from disclosure to the public even after the investigation ceases and if no indictment is made; and,

WHEREAS, on Incident Reports the following information must be made available: if no arrest – type of crime, time location and type of weapon; if arrest made – identify of victims, defendants, the complaining party, and investigating and arresting personnel and agency. Information regarding the charges, accusation and indictment and the circumstances immediately surrounding the arrest and bail; and,

WHEREAS, Auto Accident Reports are required to be forwarded by law enforcement and the information contained therein shall not be privileged or held confidential. Every citizen shall have the right to inspect and purchase copies at OPRA rates. If copies of auto accident reports are requested other than in person, an additional fee up to $5.00 for the first three pages and $1.00 per page thereafter to cover the administrative costs of the report. Upon request auto accident report may be sent by mail or fax and the fee can be requested prior to faxing; and,

WHEREAS, GIS records are not given any special treatment under OPRA; and,

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WHEREAS, the Township of Wyckoff complies with all mandates of the OPRA law and strives to provide more information to the public than outlined by OPRA. The following records are frequently requested and are available for immediate inspection during business hours.

1. Wyckoff on the Web, which is the township website, provides a wide range of information that is available to the public 24/7. The website provides information on township services, offices, events, e-mails to site registrants, links to county and state sites and township board and commission agendas and minutes. The State of New Jersey Records Request form can be downloaded from the Township of Wyckoff's website.

2. Tax map of the Township of Wyckoff (Tax Collector's office and west wing hallway table next to Recycling office).

3. The Code of the Township of Wyckoff - library reference room, Municipal Clerk's office, the bookcase in the Building Department's office and posted on the home page of Wyckoff on the Web.

4. Building Department bookcase in the lower level of Town Hall which includes:

   a. New Jersey State Sanitary Code Chapter XII, Sanitation Retail Food establishments and Food & Beverage Vending Machines.

   b. Standard sanitary sewer specifications for the Township of Wyckoff.

   c. State of New Jersey Public Health Nuisance Code (1953). Township of Wyckoff Board of Health (Ordinance #17).

   d. Standards for individual Subsurface Sewage disposal systems. Chapter 9A Standards for Individual Subsurface Sewage Disposal System.

   e. Properties within 100 year flood plain or wetlands area map.

   f. Township of Wyckoff zoning map.

5. Fees charged by each Municipal office are posted at the entrance of each office for public inspection.

6. Pending applications before the Planning Board and Board of Adjustment.

7. Currently advertised bid specifications

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached forms are adopted for use in compliance with the Open Public Records Act Law which became effective on 7/8/02 and all municipal staff are required to cooperate with the Municipal Clerk for record requests and the Police Chief and Library Director shall serve as Deputy Custodian of Records.

#21-60 **<u>Appointment of Community Development Representatives</u>**

WHEREAS, the Bergen County Community Development Office has notified the Township that the Community Development representatives from Wyckoff appointed on January 1, 2021 shall be effectively appointed from July 1, 2021 to June 30, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the following appointments as Community Development representatives are made:

Nancy A. Brown
Business Phone: 201-891-7000

Robert J. Shannon, Jr.
Business Phone: 201-891-7000