

Introduction date: January 22, 2018

Adoption date: February 12, 2018

**ORDINANCE 2018-2  
TOWNSHIP OF EASTAMPTON  
BURLINGTON COUNTY**

**AN ORDINANCE OF THE TOWNSHIP OF EASTAMPTON TO AMEND CHAPTER  
82 POLICE DEPARTMENT**

NOW THEREFORE, BE IT ORDAINED by the Township Council of the Township of Eastampton, County of Burlington, State of New Jersey as follows:

**SECTION I.**

The Township Council, as the appropriate authority, shall adopt and promulgate rules and regulations for the government of the Police Department and for the discipline of its members as set forth herein. The Township Council hereby declares that the rules and regulations of the Eastampton Township Police Department shall be set forth in a Police Manual, copies of which shall be kept on file in the office of the Township Clerk, Township Manager and the Chief of Police and available for public inspection during regular business hours. To the extent the Township's Employee Handbook does not directly conflict with a term of a collective bargaining agreement, all individuals employed by the Police Department shall also be required to follow the Township's Employee Handbook.

**§ 82-2. Police Personnel.**

A. Personnel shall include the following positions:

- 1) 1) Chief
- 2) Deputy Chief
- 3) Lieutenant
- 4) Sergeant
- 5) Detective
- 6) Patrol Officer
- 7) School Resource Officer
- 8) Class I and II Police Officer
- 9) Animal Control Officer
- 10) Crossing Guard
- 11) Administrative Assistant
- 12) Police Clerk I

**§ 82-3. Department membership qualifications.**

- A. No person shall be appointed as a member of the Police Department unless he:
- (1) Is a citizen of the United States.
  - (2) Is sound in body and of good health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey as to his eligibility for membership in the retirement system.
  - (3) Is able to read, write and speak the English language well and intelligently.
  - (4) Is of good moral character, and has not been convicted of any criminal offense involving moral turpitude.
  - (5) Shall have 20/20 vision, or 20/40 vision corrected to 20/20 vision, and shall have normal color perception.
  - (6) Shall have 15/15 hearing in each ear without artificial aids.
  - (7) Shall possess a high school diploma or an approved high school equivalent certificate.
  - (8) Shall be able to pass such written, oral, physical and psychological examinations as shall be selected and approved by the Township Council.
  - (9) Shall satisfactorily complete a basic training course at a Commission-approved school.
  - (10) Shall be not less than 21 years nor more than 35 years of age.
- B. No applicant shall be appointed to any position with the Police Department until he shall have been fingerprinted and his fingerprints filed with the New Jersey State Police and the Federal Bureau of Investigation, and no applicant shall be appointed until after there has been a thorough background and character investigation of the candidate that will also determine the candidate's fitness for the position he seeks. No applicant shall be appointed to any position with

the Police Department until he has satisfactorily complied with the drug screening policies established by the Township Council by way of the appropriate rule or regulation and has complied with other relevant provisions of the Duty Manual.

#### **§ 82-4. Appointment of Chief.**

The Chief of Police shall be appointed by the Township Manager for an initial probationary period of six months, and, upon the termination of the probationary period, term of appointment shall be for an indefinite term.

#### **§ 82-5. Appointment of Lieutenant.**

The Lieutenant shall be appointed by the Township Manager from among the Sergeants for an initial probationary period of six months, and, upon the termination of the probationary period, such appointment shall be for an indefinite term.

#### **§ 82-6. Appointment of Sergeant.**

The Sergeant shall be appointed by the Township Manager, from among Patrol Officers who have served as members of the Eastampton Township Police Department for at least four years immediately preceding such appointment, for an initial probationary period of six months, and, upon the termination of the probationary period, such appointment shall be for an indefinite term.

#### **§ 82-7. Appointment of Patrol Officer.**

Each Patrol Officer shall be appointed by the Township Manager for an initial period of 12 months commencing upon completion of the basic training course, and, upon the termination of the probationary period, such appointment shall be for an indefinite term.

#### **§ 82-8. Appointment of Detective.**

Each Detective shall be appointed by the Township Manager, from among Patrol Officers who have served as members of the Eastampton Township Police Department for at least three years immediately preceding such appointment, for an initial probationary period of six months, and, upon the termination of the probationary period, such appointment shall be for an indefinite term.

#### **§ 82-9. Promotions.**

Members of the Police Department shall be promoted to superior positions in accordance with the promotional criteria which are set forth in the Police Manual, said promotional criteria being adopted as rules and regulations by

the Township Council by way of a resolution pursuant to § 82-1 of the Code of the Township of Eastampton.

**§ 82-10. Termination of probationary employment.**

No person appointed to any office of the police force for a probationary period shall thereby possess or acquire any right or status of tenure of office, and every such probationary employment shall be subject to termination at any time during the probationary period, at the pleasure of the Township Manager or the appointee, and with or without cause. Upon the termination of the probationary period of employment, by reason of the termination thereof or by reason of prior termination at the instance of the appointee or of the Township Manager, the appointee shall forthwith return to the Township, unless the appointee, upon the expiration of the probationary period, shall be appointed to the contemplated office for an indefinite term, all uniforms, badges and equipment received by him for use in connection with his probationary employment, and the Township shall forthwith pay over to him the proportionate part of the current installment of salary that shall have been earned by him in the course of such probationary employment. The probationary period shall be for one year, to expire from the date of the satisfactory completion of academy police training or the first day of appointment, whichever is later.

**§ 82-11. Time served under probationary employment.**

Whenever a probationary period of employment has been fully served by an appointee to the satisfaction of the Township Council, and the appointee thereupon has been duly appointed to the contemplated office for an indefinite term, the time during which such appointee has served under the probationary appointment shall constitute part of his length of service in the office to which he has been appointed. If such probationary appointee is not appointed to the contemplated office, the time during which he served under the probationary appointment shall constitute part of his length of service in the office held by him at the time of his probationary appointment, provided that he was then a member of the police force.

**§ 82-12. Salaries and compensation.**

The salaries of members, officers and personnel of the Police Department shall be as provided for in the Salary Ordinance of the Township.<sup>4</sup>

**§ 82-13. Duties of Chief of Police.**

The Chief of Police shall have and exercise the following duties:

- A. The Chief of Police shall serve as the active executive officer of the Police Department and be responsible for the performance of the Department.
  - B. Coordinate, direct and control all operations of the Eastampton Township Police Department, and he shall report directly to the Township Council.
  - C. Hold Department meetings at least once a month, evaluate performance and efficiency, and make necessary adjustments as he deems advisable. Be responsible and make known orders, directives and policies to the Township Council and delegate the responsible prosecution of such orders to Department personnel.
  - D. Make a monthly police report to the Township Council and all other reports as the law requires.
  - E. Patrol as any officer under his command and be responsible for the enforcement of Township ordinances controlling obnoxious weed growths, litter and offensive materials allowed to accumulate on properties. If, any of these violations are joint health problems, contact the Code Enforcement Officer, receive that Officer's written opinion and then make a complaint to the Municipal Court and have the offender prosecuted and the situation corrected. All written reports of officers under his command will be examined for details of this offense, but enforcement will be by the Chief of Police, with the Code Enforcement Officer as witness if the case need be.<sup>5</sup>
  - F. Plan and supervise the activities of the Department, including such practices and procedures as are necessary to meet operating conditions and service demands.
  - G. Once the budget for the Police Department is approved by the Township Council, set up a duty roster for the year with the purpose of keeping within the approved costs.
  - H. Plan the training for the personnel of the Department utilizing all means available and carry on a continuous program of carefully supervised on-the-job training.
  - I. Submit to the Clerk and Township Council monthly time logs with his signature for all Department personnel payments. Duplicates of these time logs shall be retained in his files.
  - J. Have direct responsibility for the quality of service which the public receives from police activities.
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- K. In the event of any legal prosecution of any police matters, the Chief of Police shall contact the Township prosecutor for proper prosecution of such cases.
- L. Subject to the terms and provisions of this chapter and the rules and regulations herein established, generally supervise, manage and direct the operations and activities of the Police Department. Be responsible for the protection of lives and property in the Township and for the organization and direction of all Township activities concerned with public safety. Have responsibility for activities in police investigation, vice control and internal security within the Police Department. Be responsible for counseling and training Police Department employees.
- M. Issue such orders and give such instructions as he may deem necessary or proper from time to time in the operation, administration and management of the Police Department, provided that these orders are not inconsistent with the rules and regulations approved by resolution of the Township Council pursuant to this chapter.
- N. In the event of an emergency involving the protection of life or property or the preservation of the public peace, health and good order, temporarily employ and direct such persons as he may deem necessary to meet the emergency, provided that persons so temporarily employed shall not, by reason of their employment, become members of the Police Department, and provided further, that persons so employed may be discharged from such employment at the pleasure of the Township Council. In the event of an emergency, the Chief of Police shall have the authority to summon and keep on duty any members of the Police Department for a period or period of time in excess of the hours of ordinary duty.
- O. Direct any specific police duty or duties to be performed by other members of the Police Department.
- P. Inspect the weekly payrolls and, if to be found correct, endorse his approval thereon and deliver such payrolls to the Township Clerk in order that proper warrants for payment may be issued.
- Q. Receive all signed complaints brought against a member of the police force.
- R. Prepare a proposed budget for the Police Department and submit such proposed budget to the Township Council.

- S. Purchase all budgeted and approved supplies, uniforms and equipment for the Police Department, upon a proper voucher submitted with his signature to the Clerk of the Township for payment. Retain duplicates of such vouchers in his files.

**§ 82-14. Authority and duties of Lieutenant.**

The authority and duties of the Lieutenant shall be as follows:

- A. Take cognizance of any and all neglect of duty, disobedience of orders and other offenses on the part of members of the Department.
- B. Issue such orders or take such action as may be necessary, but in every case shall make a full report of the entire occurrence to the Deputy Chief of Police at the earliest practicable moment.
- C. In every case of disobedience, violation of rules or other offenses on the part of any member of the Department, Lieutenants shall report the same, as soon as possible, to the Deputy Chief of Police and, in the case of negligence or other dereliction by any person on duty at Police Headquarters who is not employed in the police service, shall make a full report to the proper authorities.
- D. Devote his energies and plan his activities for the health, safety, welfare and general well-being of the citizens and residents of the Township and for the efficient and responsible administration of the Police Department. Stimulate in the members of the Police Department a concern for the well-being of all of the people and property in the community and an appreciation and respect for the rights and liberties of all persons. Constantly strive for a high degree of excellence in the quality of law enforcement and service rendered by such members.
- E. Ensure that every person connected with the Department is properly instructed in his duties by a Sergeant, paying particular attention to the instructions of new members of the Department. See that the Police Sergeant requires each member of the Police Department to be attired in the proper uniform with the proper equipment to perform his duties.
- F. Assist the Deputy Chief of Police in the performance of his duties and shall be responsible for seeing that all the laws of the State of New Jersey and ordinances of the Township are duly enforced and observed and that the public peace is maintained.



- G. Be responsible for the maintenance of all records, files and reports pertaining to the operations of the Police Department.
- H. Supervise the uniformed members of the Department and shall be responsible to the Deputy Chief of Police for the correct performance of their duties.
- I. I initiate disciplinary action involving any of the Sergeants resulting from reports of any of the patrolmen.
- J. During his tour of duty, in addition to the performance of the duties herein listed, exercise the authority and perform the duties of a Patrol Officer as far as practicable.
- K. Responsible for the scheduling of the work of Police Sergeants, patrolmen and special police officers to ensure that the proper number of men will be on duty at all times.<sup>6</sup>

**§ 82-15. Authority and duties of Sergeant.**

The authority and duties of the Sergeant shall be as follows:

- A. During his tour of duty, be superior in rank to and have charge of all Patrol Officers, special police officers and police radio dispatchers who shall be serving on the same shift and shall, generally, supervise the work of all said members and shall give such instructions and directions as deemed necessary for the proper and efficient operation of the Police Department in accordance with the provisions and regulations of this chapter.
- B. Designate the streets, avenues and areas of the Township to be patrolled by members of the Police Department as shall have been assigned to patrol duty on his shift.
- C. See that Patrol Officers are properly relieving the Patrol Officers going off duty and that the Patrol Officers are in proper uniform with the necessary equipment to perform their duties properly.
- D. Assign all Patrol Officers to their respective duties and shall note whether or not the Patrol Officers be relieved are at their given relieving point and in proper condition.
- E. Constantly patrol assigned area and shall supervise the work of the Patrol Officers in patrol cars and performing any other type of duty.
- F. During a tour of duty, inspect all police vehicles used by the Police Department, and if any vehicle is in need of repair, submit a report to a Lieutenant.

- G. Review for approval all written reports made by the Patrol Officers during a tour of duty. If reports are inadequate instruct the Patrol Officers as to proper form and information to be supplied.
  - H. A Sergeant on duty shall ensure that all Patrol Officers and special police officers are on their assigned traffic posts and that all the posts are covered.
  - I. Perform duties under the supervision and direction of the Lieutenants and shall be responsible for seeing that all laws of the State of New Jersey and ordinances of the Township of Eastampton are duly observed and enforced and that the public peace is maintained. The Sergeants shall perform such duties as may be assigned to them from time to time by the Chief of Police, Deputy Chief of Police or the Police Lieutenants.
  - J. It shall be the duty of the Sergeant to take cognizance of any and all neglect of duty, disobedience of orders and other offenses by members of the Department and to take immediate steps to correct or eliminate same, and report same to their appropriate superiors. Also ensure that the police headquarters and property of the Police Department are kept in proper order and condition and that strict discipline is always maintained and that efficient service is performed by the force.
  - K. Devote his energies and plan his activities for the health, safety, welfare and general well-being of the citizens and residents of the Township and for the efficient and responsible administration of its Police Department. Demand of his men an appreciation and respect for the rights and liberties of all persons. Constantly require Patrol Officers to strive for a high degree of excellence in the quality of law enforcement and services rendered by them.
  - L. During his tour of duty, in addition to the performance of the duties of Sergeant specified herein, exercise the authority and perform the duties of a Patrol Officer as far as practicable.
  - M. Determine the uniform of the day to be worn by all officers working the same tour of duty.
  - N. Be responsible for the initiation of any disciplinary action involving any Patrol Officers under his command.
  - O. Adopt and put into effect the newest police patrol log system and keep its accompanying file.
  - P. Prepare and have approved a monthly duty roster.
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- Q. Have the Municipal Court disposition of cases reviewed at regular meetings of the Police Department and keep files of the same.
- R. Properly attest to proper police procedures being followed in this Department and make sure that directives in this chapter and the Duty Manual of the Department are being adhered to.
- S. Keep a complete inventory file of all equipment, type, date purchased and serial number of all material, etc., assigned to this Department.

**§ 82-16. Authority and duties of Patrol Officers.**

The authority and duties of the Patrol Officer shall be as follows:

- A. Perform general police work and be the primary public relations representative of the Department.
- B. Conduct preliminary investigations at the scene of crimes or accidents and gather evidence, administer first aid, locate and interview witnesses, make proper arrests, and submit proper reports.
- C. Watch particularly the actions of suspected criminals.
- D. Be responsible for all phases of police work, not just specific assignments.
- E. Confine his patrol within the prescribed limits, except when making any arrest or making any urgent investigation or when ordered elsewhere by his superior officer.
- F. Maintain constant patrol of his area, except to perform a police function or for personal necessity.
- G. Furnish information and render aid to anyone properly requesting or needing it, if not inconsistent with his work.
- H. Note and investigate all vehicles, the driver or occupants of which arouse suspicion. Question the occupants and driver, learning names, ages, sexes, residence, and other pertinent information, together with the make, license number, serial number, color and type of vehicle.
- I. Prohibit loitering on the sidewalks or streets to the inconvenience of the public.
- J. Note all defects in highways, sidewalks, buildings, etc., from which accidents might arise and, when unable to immediately adjust such defect, notify superior officer by written report or, where urgency is required, by phone, radio or other means.
- K. Make a written report as a follow-up of action taken in all defective traffic signals, streetlights, regulatory signs, etc.

- L. Be acquainted with all Township ordinances and make written reports of any violations.
- M. Be especially alert to trash thrown to road edges.
- N. Be especially alert to trash and garbage containers left after pickup hours and obnoxious conditions existing at the sites.
- O. Keep this Township safe, healthy and clean.

**§ 82-17. Authority and duties of Detective-**

The authority and duties of detective shall be as follows:

- A. All of the authority and duties of the Patrol Officer as spelled out in § 82-16 of Chapter 82 of this Code.
- B. Perform and, on occasion, conduct the supervision of specialized police work involving investigation of criminal or other law violations, prepare cases based on the results of such investigative work and appear in court for the purpose of presenting testimony and evidence of the same. Said investigation shall be undertaken at the direction of the Chief of Police.
- C. In the course of performing or conducting supervision of investigations, he shall submit periodic activity reports to the Chief of Police, and work shall be subject to personal inspection by the Chief of Police.
- D. Have a working knowledge of the modern methods of criminal investigation and identification; a working knowledge of the geography of the Township and location of the buildings therein; and a working knowledge of state and Township laws and ordinances.
- E. Exhibit the ability to think and act quickly in emergencies and be possessed of a retentive memory, a keen sense of observation, emotional stability and good physical condition.
- F. Be required to undertake and complete special training courses in investigative and general police procedures as may be selected from time to time by the Chief of Police. Satisfactory completion of such courses during the period of appointment shall be a condition of the appointee's retention of appointment as detective.

**§ 82-18. Authority and duties of special law enforcement officers.**

There may be Class Two special law enforcement officers in the Township of Eastampton. Said officers shall exercise the powers and duties



as established by N.J.S.A. 40A:14-146.9 to 40A:14-146.18 and shall have the qualifications as set forth therein.

**§ 82-19. Salaries of Department members.**

Salaries of members of the Police Department shall be as provided in the Salary Ordinance adopted by the Township Council of the Township of Eastampton.

**§ 82-20. Police extra-duty services.**

A. Purpose. The purpose of this section is to set forth guidelines to govern the employment of Eastampton Township police officers for extra-duty details both within the Township of Eastampton and outside the Township of Eastampton and which extend beyond their regular assigned duties and responsibilities.

B. Definitions. As used in this section, the following terms shall have the meanings indicated:

EMPLOYER — Any individual, partnership, corporation, business entity or other organization, located either within or outside of Eastampton Township.

EXTRA DUTY — Any outside employment when a police officer is not scheduled for a shift of duty by the Eastampton Township Police Department and that calls for actual or potential use of law enforcement powers by the police officer.

C. Extra-duty details permitted under certain conditions. Members of the Eastampton Township Police Department shall be permitted to accept police-related employment for private employers and other Township entities only during off-duty hours and at such time as will not interfere with the efficient performance of regularly scheduled or emergency duty for the Township as determined by the Eastampton Township Chief of Police.

D. Chief of Police approval required. Any person or entity wishing to employ off-duty police officers for extra-duty work shall first obtain the approval of the Chief of Police in accordance with the procedure set forth in Subsection K, below. Approval shall be granted if, in the opinion of the Chief, such employment would not be inconsistent with the efficient functioning and good reputation of the Eastampton Police Department and would not unreasonably endanger or threaten the safety of the officer or officers who are to perform the work or be contrary to the best interests of the Township of Eastampton. The Chief

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of Police is responsible for public safety in Eastampton and as such shall administer all activities pursuant to this section.

- E. Minimum time of assignments; cancellation. Assignments shall be a minimum of two hours. Cancellation of an assignment shall subject the employer to minimum compensation requirements in accordance with the current police collective bargaining agreements.
- F. Employer violations and penalties. Any employer who employs a police officer for extra duty without first having complied with the requirements as set forth shall be subject to a fine of \$500 or imprisonment of one day, or both, for each day that it employs the police officer.
- G. Compliance with rules. Officers working an extra-duty assignment shall adhere to all rules, regulations, orders and standard operating procedures of the Eastampton Police Department.
- H. Eligibility. In order to be eligible for extra-duty employment, a police officer must be in good standing with the Department. Officers who are on medical or other leave due to sickness, temporary disability or an ongoing injury shall not be eligible to engage in extra-duty employment. Officers who accept or perform extra-duty employment while on sick or injured leave from their regular duties with the Eastampton Township Police Department shall be subject to discipline.
- I. Wages. Wages earned for outside extra-duty employment by any Eastampton Township police officer shall not be applied toward the pension benefits of the police officers so employed, nor shall hours worked for outside employment be considered in any way compensable as overtime payable by the Township of Eastampton.
- J. Defense and indemnification. Each employer of a police officer for extra duty must defend and indemnify the police officer, the Police Chief, the Police Department, the Eastampton Township Council members, Eastampton Township and any agent, officer or employee thereof and save them harmless from and against any and all claims, actions, damages, liability and expenses, including but not limited to court costs and reasonable attorneys' fees, without regard to fault, in connection with or arising out of any acts or omissions by the Eastampton Township police officer in performing the extra duty subject to said employer's agreement with Eastampton Township or in connection with or arising out of that agreement between said employer and the Township of Eastampton or Eastampton Township Police Department for such extra-duty assignment.
- K. Procedure.
  - (1) Any person or entity wishing to receive police services which the Township is not obligated or expected to provide or does not usually provide as part of its regular plan of police services may arrange to receive such services within the Township through the

Chief of Police. Such persons should notify the Chief of Police, in writing, of the specific nature of the services desired at least 15 days before such services are required, unless exigent circumstances exist. All requests shall be subject to the availability of personnel as determined by the Chief of Police. The Chief of Police is responsible for public safety in Eastampton and as such shall administer all activities pursuant to this section.

- (2) All police services within the Township of Eastampton shall be delivered by officers from the Eastampton Police Department. If the Chief of Police determines that the demand cannot be met by the Eastampton Police Department, he may request additional police officers from outside agencies.
- (3) All requests for extra-duty police services will be finalized in a written agreement between the Chief of Police and the individual or entity requesting such services. The agreement shall specify, at a minimum, the following:
  - (a) The scope of services that are to be provided;
  - (b) The commencement date of the police services to be provided;
  - (c) The hours of authorized operation;
  - (d) The number of officers requested and total man-hours needed; and
  - (e) The anticipated date when the need for police services will be completed.

L. Payment for extra-duty police services.

- (1) All fees for extra-duty police services will be collected by the Eastampton Police Department, in full, prior to the delivery of such services. The fee shall consist of a special hourly rate, agreed upon by the Township and the recognized collective bargaining unit, to be paid to officers working extra-duty assignments, plus a reasonable approximation of the administrative cost, overhead and out-of-pocket expenses to the Township for providing the service. The fees shall be officer's rate \$73 per hour, administrative fee \$17 per hour, vehicle charge \$20 per day. All payments for such services shall be made payable to Eastampton Township.
- (2) Any person or entity requesting an Eastampton Township Police officer for extra-duty employment shall deposit with the Township a sum as determined by the Chief of Police based upon a reasonable estimate of the total costs for such services.
- (3) All funds remaining in the escrow account after the service is completed and the monies have been disbursed to the officers working extra-duty employment assignment shall be returned to the person or entity requesting such extra-duty employment.



Persons or entities anticipating the need for additional extra-duty police services may leave the balance in the escrow account to put towards their next use of Eastampton Police. Funds on deposit will not earn interest.

- (4) Upon completion of each extra-duty work assignment, the Chief of Police shall cause a summary of the assignment to be forwarded to the Township Finance Office to facilitate payment. Upon receipt of proof of extra-duty police services, the Township shall disburse payment to those officers who worked the extra-duty assignments. Payment will be based upon the established officer's hourly rate agreed upon by the Township and the recognized collective bargaining unit. Payment for extra-duty assignments shall be made to the officers at the next available pay period.

- M. Exigent circumstances. The Chief of Police maintains broad discretion to amend, modify or otherwise act without conforming to the letter of this section if exigent circumstances exist or the public health, safety or welfare mandates action by the Chief and would not otherwise allow for timing or deadlines, as set forth herein, to be met.

### **82-21. Appointment of Deputy Chief of Police**

The Deputy Chief of Police shall be selected from the ranks of the department in compliance with applicable State law and shall be appointed by the Township Manager.

### **Authority and duties of Deputy Chief of Police**

The authority and duties of Deputy Chief of Police shall be as follows:

- A. There shall be one Deputy Chief of Police ("Deputy Chief"). The position of Deputy Chief shall be the position next in rank to that of the Chief of Police ("Chief"). In the absence of the Chief, the Deputy Chief performs all of the duties of the Chief without exception. The Deputy Chief shall also perform those duties of the Chief as assigned by the Chief.
- B. The Deputy Chief shall, in subordination to the Chief, have the authority and discretion to direct the movements and operations, deploy, assign, transfer and discipline members of the Police Department and supervise the discharge of their respective duties.
- C. The Deputy Chief shall faithfully and promptly obey and cause all subordinate officers to obey all the rules, regulations and orders from time to time prescribed by the Chief as may be amended from time to time. The Deputy Chief shall review, develop and recommend as well as assist in drafting departmental policies and orders.

- D. The Deputy Chief shall participate and assist the Township Manager in preparing for collective bargaining including the identification and formulation of Department proposals which involve negotiable terms and conditions of employment. The Deputy Chief shall analyze and assess the present and prospective policing needs of the community and the Department, the various costs and personnel issues of the Department, and identify for the Township Manager proposals to adjust same while meeting community policing requirements. The Deputy Chief shall participate in meetings with the Chief and Township Manager in connection with the foregoing responsibilities.
- E. The Deputy Chief shall be responsible for oversight and regulation of crossing guards, if any.
- F. The Deputy Chief shall have oversight of the internal affairs process and direct the conduct of investigations in accordance with departmental rules, requirements and Attorney General Guidelines.
- G. It shall be the duty of the Deputy Chief to cause the public peace to be preserved and see that all the laws and ordinances relating thereto are properly enforced.
- H. The Deputy Chief shall be responsible for the performance of the Police Department's various functions and duties, and all persons who are members of the Police Department, with the exception of Chief, shall serve subject to the orders of the Deputy Chief.
- I. The Deputy Chief shall plan and supervise the activities of the Department, including such practices and procedures as are necessary to meet operating conditions and service demands.
- J. The Deputy Chief shall participate in budget preparation as it pertains to the department, formulate budgetary considerations, including but not limited to identifying (and if approved by the governing body, purchasing) equipment. Once the budget for the Police Department is approved by the Township Council, the Deputy Chief shall set up a duty roster for the year and monitor all salary related costs including overtime as well as assist with making personnel adjustments with the purpose of keeping within the approved costs.

- K. The Deputy Chief shall evaluate the Department, its officers and assess the various nature, types, and extent of training for the personnel of the Department utilizing all means available and carry on a continuous program of carefully supervised on-the-job training.
- L. The Deputy Chief shall have direct responsibility for the quality of service which the public receives from police activities.
- M. The Deputy Chief shall patrol as any other officer and be responsible for the enforcement of Township ordinances. If it is determined that any of the violations are joint health problems, the Deputy Chief shall contact the Code Enforcement Officer, receive that Officer's written opinion and then make a complaint to the Municipal Court and have the offender prosecuted and the situation corrected. All written reports of officers will be examined for details of this offense, but enforcement will be by the Chief, with the Code Enforcement Officer as a witness if the case need be.

## **82-22. Class I Confidential Assistant to the Chief of Police**

### **Authorities and duties of Class I Confidential Assistant to the Chief of Police**

- A. Shall be in charge of the front office of the Police Department.
- B. Shall prepare purchase orders and requisitions and enter same into the system for the approval of the Chief of Police.
- C. Shall coordinate with the Evidence Technician Officer to assure that all discovery requests are met in a timely manner.
- D. Shall handle all OPRA requests that are received by the Eastampton Township Police Department and return same in a timely manner.
- E. Shall assure that all Operating Expenditures are done within the confines of the annual Police Budget.
- F. Shall maintain all Police Records and assure that they are properly logged.
- G. Shall enter reports to which are received in the New World System.

- H. Shall be responsible for typing and transcribing all confidential matters, preliminary to and subsequent to determination, for the Department's administrative staff including but not limited to departmental disciplinary matters, hearings, interviews, memos, materials and internal affairs investigations. Shall maintain the security and confidentiality of all such material.
  
- I. Shall access, collect, coordinate, assemble and prepare materials, data and information requested by the Chief, Deputy Chief or Township Manager in connection with preparation of disciplinary matters, preliminary disciplinary recommendations and determinations, complaint or grievance assessments, recommendations and determinations, interest arbitration assessments, recommendations and materials related to the Department's position in anticipation of such proceedings, and for collective negotiations, including but not limited to various information pertinent to proposals and negotiations strategy and preparation of confidential memoranda, records and files related to the foregoing. Shall maintain the security and confidentiality of all such material.
  
- J. Shall access, collect, coordinate and assemble all materials, data and information as requested by the Chief, Deputy Chief or Township Manager to assist in preparation of the Department's annual budget. Shall maintain the security and confidentiality of all such material.

ATTEST:

*Kim-Marie White*

KIM-MARIE WHITE  
Municipal Clerk

*Robert Apgar*

ROBERT APGAR  
Mayor

Adopted: 2-12, 2018

Introduction 1.22.18

Council	Motion	2 <sup>nd</sup>	Ayes	Nays	Abstain	Absent
Councilman Adams						✓
Councilman Edson	✓		✓			
Councilman Springer		✓	✓			
Councilman Zeno						✓
Mayor Apgar			✓			
		<b>VOTE</b>	<b>3</b>	<b>0</b>		

Adoption 2.12.18

Council	Motion	2 <sup>nd</sup>	Ayes	Nays	Abstain	Absent
Councilman Adams			✓			
Councilman Edson	✓		✓			
Councilman Springer			✓			
Councilman Zeno		✓	✓			
Mayor Apgar			✓			
		<b>VOTE</b>	<b>5</b>	<b>0</b>		