


<b>ELIZABETH POLICE DEPARTMENT GENERAL ORDERS</b>			
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<b>SUBJECT: PATROL OPERATIONS</b>			
<b>EFFECTIVE DATE: October 25, 2024</b>		<b>ACCREDITATION STANDARDS: N/A</b>	
<b>BY THE ORDER OF: Chief Giacomo Sacca</b>			
<b>BY AUTHORITY OF: Police Director Earl J. Graves</b>			
<b>SUPERSEDES ORDER #: G.O. #127 (06/10/1998), G.O. #145 (01/28/2002), V.2 C.32 (2/15/16)</b>			

**PURPOSE**     The purpose of this general order is to provide guidance to police officers in the performance of their duties and to institute formal mechanisms for patrol officers to report conditions and intelligence that lead to crime, disorder and that affect the quality of life. The order also provides guidance and clarification on the expected responsibilities of the patrol supervisors. The order serves to standardize the operational activities of supervisor positions and establishes a routine reporting mechanism for patrol supervisors.

**POLICY**     It is the policy of the Elizabeth Police Department that police officers maintain constant vigilance to crime and the conditions that contribute to crime and to respond to reports of crimes, disorder and quality of life issues in an effective and efficient manner keeping in mind the mission and core values of this department in all citizen contacts.

It is also the policy of the Elizabeth Police Department for officers to formally report conditions, intelligence, and other matters that are under the purview of other divisions and city departments in a timely manner.

It is further the purpose of the Elizabeth Police Department that patrol supervisors adequately supervise their subordinates to develop their skills and abilities to achieve organizational goals and objectives.

## **PROCEDURES**

### **I. PATROL OFFICERS**

- A. Police officers are responsible for the accomplishment of the department's mission while on patrol. They shall be constantly alert for those conditions that directly affect the quality of life. These conditions include, but are not limited to:
  - 1. Violations of law and ordinances;
  - 2. Breaches of the peace;
  - 3. Offenses against persons and/or property;
  - 4. Parking violations;
  - 5. Conditions that contribute to disorder or denigrate the quality of life;
  - 6. Conditions that contribute to traffic crashes;
  - 7. Conditions that adversely affect the safety of the public;
  - 8. Inoperable street lights;
  - 9. Inoperable, damaged or missing traffic signs and signals;
  - 10. Snow and ice conditions;
  - 11. Standing water in the roadway;
  - 12. Criminal intelligence (e.g., drug dealing, organized crime, vice, etc.).
- B. Officers are accountable for crime, crashes, disorders, and other criminal and quasi-criminal conditions on their beat. Officers are responsible for sufficiently memorializing the details of all dispatched and self-initiated incidents through a CAD entry or written police report. An incident is sufficiently memorialized when a third party can understand the actions of an officer by reading a CAD entry or police report.
- C. Before leaving headquarters for a shift, officers shall listen attentively to orders and instructions of supervisory officers and read such pertinent materials that are made available for review.
- D. Officers shall follow the procedures for BWR activity per General Order Volume 5, Chapter 13, Body Worn Recorders before leaving headquarters for patrol duty.
- E. Officers shall complete vehicle inspections and car sheets as per the agency policy before initiating patrol activity.
- F. Officers shall make written notes of pertinent information as necessary and shall proceed to their designated post or zone immediately upon completion of roll call.

- G. Officers shall thoroughly familiarize themselves with their post or zone. They shall be familiar with all public businesses, offices, and their entrances, exits, fire escapes, and other possible means of ingress and egress.
- H. During their tour of duty, officers shall patrol every part of their post/zone, giving special attention to and frequently rechecking locations where historical data suggests that crime is more likely. Officers shall not patrol their post/zone according to any fixed route or schedule.
- I. The first officer on the scene of any incident shall generally conduct the preliminary investigation. The duty supervisor may assign additional officers as required. The duty supervisor may assign a different officer to conduct the investigation as required by the situation.
- J. Officers shall carefully and thoroughly investigate all complaints brought to their attention. They shall take the appropriate action in those cases that come under police jurisdiction. If the legal remedy of the complaint lies outside of the jurisdiction of the police department, officers shall so advise the complainant accordingly and refer them to the proper authority.
- K. In most cases, the preliminary investigation shall be documented, no matter how cursory the investigation whether by incident report or a more detailed CAD record. All criminal investigations require the completion of an incident report.

## **II. SERGEANTS**

- A. Sergeants are assigned to each shift and various units throughout the department. However, all personnel are employees of the City of Elizabeth, and every supervisor is responsible for the efficient and effective services of the police department. Sergeants may be temporarily assigned to directly supervise personnel from shifts and units other than their own. Regardless of a sergeant's assignment or shift, they may be assigned to complete patrol supervisor duties. When assigned to patrol sergeant positions, personnel are expected to complete the tasks listed in this order with wholeness and integrity.
- B. Shift Commanders shall assign Patrol Sergeants as a Communications or Field Supervisor.
- C. Sergeants shall conduct roll call/shift briefing at the beginning of each shift to:
  - 1. Assign personnel to their patrol zone/assignment.
  - 2. Issue necessary equipment including vehicle assignments.
  - 3. Advise personnel of relevant information regarding daily patrol activity.
  - 4. Give notice of unusual situations or hazardous conditions.
  - 5. Advise personnel of any changes in status to previous crime alerts, investigations, or wanted persons/vehicles, etc.
  - 6. Advise personnel of any community-based initiatives, if any.

7. Notify officers of any changes in assignments or schedules.
8. Notify personnel of any new orders or changes in orders.
9. Provide shift briefing training in new directives or orders.
10. Evaluate officer readiness to assume patrol through the inspection process.

**D. Duties of the Communications Sergeant**

1. There will always be a Sergeant assigned to the Communications Center. The Communications Sergeant is responsible for the supervision of all Radio Room operations, including:
  - a. 911 calls for service
  - b. Non-emergency calls for service
  - c. Patrol dispatch
  - d. Fire and EMS dispatch
  - e. The entry and removal of information from law enforcement databases (i.e., NCIC)
2. Communications supervisors are directly responsible for the following:
  - a. Reviewing patrol units on assignments and ensuring that officers are in service as soon as possible. Communication sergeants must ensure that dispatchers give out all calls for service in a reasonable amount of time.
  - b. Notification to Police Administration as required in General Order Volume 2, Chapter 4, Notification to Administration, and General Order Volume 2, Chapter 6, Unusual Incident Administrative Reporting.
  - c. Answering the Communications Center Supervisor's extension (ex.2059). The extension is used by department and city administration to contact the Communications Center supervisor directly. As such, it is a vital link that must be maintained. Any Communications Sergeant found to neglect this responsibility will be subject to discipline.
  - d. Making notifications to supporting agencies such as the Union County Prosecutor's Office as required by agency protocols.
  - e. Continually monitoring pending calls for service and immediately notify the Station House Commander when a critical incident occurs.
  - f. The Communications Sergeant will keep an hourly log of pending calls for service and post notes when more than six calls are pending in the queue.

- g. The Communications Sergeant will immediately notify the Stationhouse Commander when there are more than ten pending calls for service.
- h. Sergeants must maintain professional discipline in the Communications Center. The Communications Sergeant is directly responsible for those employees, sworn and unsworn, under his/her supervision. The Communications Sergeant shall ensure that discipline is maintained, and all communications personnel are on post, adhering to behavior rules, such as those banning personal electronic devices, sleeping, food, and other distractors, which are counter to professional standards and duty.

**E. Duties of the Field Sergeant**

- 1. The Field Sergeant is the front line of supervision within the agency. The Field Sergeant is required to put the agency's rules, regulations, policies, and procedures into practice. Additionally, the role of Field Sergeant is one of coach and mentor. By being the level of supervision that works closest to field personnel, the Field Sergeant is tasked with reviewing the work of his/her subordinates and taking positive corrective action as necessary to further develop the skills and professionalism of officers under their charge. The Field Sergeant will:
  - a. Respond to all critical incidents, incidents of a non-routine nature, and when requested by any agency member to provide supervision, assistance, and ensure compliance with agency rules, regulations, policies, and procedures.
  - b. In addition to all other requirements of this general order, the Field Sergeant will, daily, directly observe the work performance of a subordinate unit. The Field Sergeant will observe the unit perform all aspects of the assignment, from initial dispatch, through the life of the assignment, until completion of the assignment, and the unit has returned to service. The goal of this direct observation is to ensure agency standards of competence and professionalism are maintained and provide the Field Sergeant an opportunity to coach subordinates towards this goal, as necessary. The Field Sergeant will change unit observations daily so that all subordinate units are observed equally. The Field Sergeant will note field observations on their daily Patrol Activity Log.
  - c. Monitor the CAD system and check with units as necessary to ensure prompt agency response, as well as efficient use of time. The Field Sergeant will investigate to determine the cause when it appears that a unit is on an assignment for an excessive amount of time.
  - d. Confer with subordinates when necessary to assist them in decision making and meet with the Field Operations Supervisor when assistance is needed.
  - e. The Field Sergeant will fulfill all field supervisor responsibilities as proscribed in agency general orders, attorney general guidelines and directives, and Union County Prosecutor's Office directives.

2. The Field Sergeant is responsible for maintaining discipline with the scope of their command as required by department rules and regulations and consistent with department policy.
  - a. Field Sergeants are to inspect the performance, equipment, and work of their subordinates daily.
  - b. The Field Sergeant will ensure that subordinates under their command comply with agency uniform, grooming, and equipment standards. All sergeants are directly responsible for the uniform appearance and grooming of subordinates, regardless of assignment. Officers working an Extra Duty Assignment shall be considered subordinate to the Field Sergeant, and subject to this requirement.
3. The Field Sergeant will inspect Extra Duty Assignments as per General Order Volume 2, Chapter 13, Extra Duty Employment. Such Inspections will be recorded on the Field Sergeant's Patrol Activity Log.
4. The Field Sergeant will ensure the accountability and proper parking of agency vehicles as ordered in General Order Volume 3, Chapter 17, Police Headquarters Parking, and Special Order 2020-8, Police Vehicle Use and Parking.
5. Field Sergeants shall conduct Meaningful Command Reviews of all use of force incidents, motor vehicle pursuits, all cases of officer-involved injuries while on duty, all motor vehicle accidents involving a police vehicle, and all claims involving damage to property belonging to the City of Elizabeth. Field sergeants shall:
  - a. Ensure the completion of all investigative, ancillary, and injured on duty reports.
  - b. Collect copies of all reports and submit them to the Station House Commander.
  - c. Inspect the scene of motor vehicle accidents, property damage, or officer-involved injury.
  - d. Review all BWR evidence and post note on Evidence.com accordingly.
  - e. Generate a Meaningful Review entry in Guardian Tracking that states in the simplest terms possible the documentation, inspections, and reviews completed, along with any recommendations.
6. The Field Sergeant will review all completed Patrol Activity and Vehicle Inspection Logs from their subordinates.
  - a. The Field Sergeant will review submitted Patrol Activity Logs for completeness and accuracy.
  - b. The Field Sergeant will electronically sign, with a computer number, all submitted Vehicle Inspection /Patrol Activity Logs.

- c. Field Sergeants shall TOT Vehicle Inspection Logs when necessary.
  - d. Field Sergeants shall type in the note field of the Vehicle Inspection/ Patrol Activity Log the results of their log inspections along with their name and computer number. Sergeants shall note any corrective actions as well as explanations for extended time spent on assignments.
  - e. The Field Sergeant will also complete a Vehicle Inspection/ Patrol Activity Log for their activities.
  - f. The Field Sergeant will electronically submit their Patrol Activity Log, along with the Patrol Activity Logs of their subordinates, to the Station House Commander for approval.
7. In addition to the responsibilities outlined in this general order, the Field Sergeant is responsible for all general orders, special orders, rules, regulations, policies, and procedures pertinent to their assignment.

### III. LIEUTENANTS

- A. All lieutenants are responsible for the effective and efficient delivery of police services within their command. Through delegation, the patrol lieutenant ensures that subordinate performance is proper and consistent with agency general orders, policies, procedures, rules, and regulations.
- B. A Patrol Lieutenant is a person who has the rank of Lieutenant in the police department and assigned to a specific shift in the Patrol Division. For clarification and integrating the terms used in the collective bargaining agreement, as well as other department orders, the terms Patrol Lieutenant, Desk Lieutenant, Station House Commander, and Shift Commander are all interchangeable. The Chief of Police determines the location of the Desk Lieutenant's work area within Police Headquarters.
- C. Patrol lieutenants are responsible for all field operations, the communications center, cell block operations, and the maintenance of order in police headquarters.
- D. If two patrol lieutenants are on duty at the same time, one shall act as a Field Operations Supervisor and the other as the Station House Commander. There shall always be a Station House Commander on duty.
- E. The purpose of the Field Operations Supervisor is to provide immediate command level response to critical incidents, assist supervisors in making field decisions, maintain the efficiency of patrol practices in the furtherance of departmental goals and objectives, and ensure compliance with agency rules, regulations, policies and procedures.
- F. **Station House Commander (SHC)**

1. In Police Headquarters, the SHC shall work out of the Patrol Lieutenant's Office located adjacent to the Patrol Captain's office. The Patrol Lieutenant's office is designed to facilitate the duties of the SHC. The SHC shall not spend significant time away from the Patrol Lieutenants office while on duty.
2. The Station House Commander shall ensure the maximum number of patrol officers and supervisors are deployed daily consistent with special orders and department policy. The SHC shall monitor vacation, training, and time off extra scheduling of all personnel within their command to ensure compliance with department staffing guidelines.
  - a. The SHC is responsible for receiving a brief from the previous tour commander and passing along the information to the next tour commander. Leaving unfinished work, unsupervised personnel and ongoing field situations without notifying the relieving supervisor are unacceptable.
  - b. Prior to conducting a roll call session, the SHC shall review information received from previous tour(s), BOLO notices, and any other relevant sources. The SHC will disseminate and discuss such information at the roll call session and provide guidance as needed.
  - c. The SHC must review schedules for their entire tour of duty. Lieutenants shall note anomalies and attempt to mitigate problems in staffing through the chain of command before the start of their shift.
  - d. The SHC must meet with the Patrol Captain to establish plans for crime suppression, special events, and response tactics daily. When the Patrol Captain is off duty, the Station House Commander shall meet with the administrative level officer covering for the Patrol Captain's time off.
  - e. The SHC is to assign patrol personnel according to agency needs and established plans. Shift Commanders are responsible for ensuring that staffing is adequate to meet the agency calls for service, as well as provide security against the elements of crime and disorder.
  - f. The SHC shall monitor the assignment of employees under their supervision who are on light-duty, ensuring that they are working in a position that meets the individual's needs and that their tasks add to the department productivity.
3. All lieutenants, regardless of assignment, are responsible for maintaining discipline with the scope of their command as required by department rules and regulations and consistent with department policy.
  - a. Patrol lieutenants are to ensure that sergeants under their command are inspecting the performance, equipment, and work of their subordinates daily.



- b. Patrol lieutenants shall conduct daily line inspections at roll call sessions. The maintenance of agency employee uniform, grooming, and equipment standards is the direct responsibility of patrol lieutenants. All supervisors are responsible for the uniform appearance and grooming of any officer subordinate to their rank regardless of the officer's assignment or division.
  - c. Lieutenants are responsible for ensuring that equipment is available for officers to complete their patrol duty. Lieutenants shall maintain the patrol supply closet and ensure that officers assigned a patrol rifle are deploying their rifles per the agency General Order Volume 3, Chapter 3, on Weapons and Ammunition. Lieutenants shall ensure that functional spare BWRs are available for patrol use if necessary. Lieutenants will account for all spare BWRs at the beginning and end of each shift.
  - d. The SHC is to assign each patrol unit under their command an agency vehicle for use and document the information daily.
  - e. The SHC shall maintain within their office ancillary equipment for patrol such as Blood Kits, and the materials for securing a premise (locks, eyes, drill, etc.).
  - f. The SHC shall also maintain within their office any shared ancillary electronics for patrol, such as Radar equipment, UAS cases, and E.Z. Pass.
  - g. Patrol lieutenants must conduct quarterly ancillary equipment (gas masks, bags, gloves, etc.) inspections. An inspection completion report detailing the review results is due to the Office of the Chief by March 15, June 15, September 15, and December 15 of every year.
4. It is the responsibility of the Station House Commander to review all investigation, traffic, and administrative reports submitted by their subordinates.
- a. The Station House Commander will review all reports submitted by their subordinates, ensuring they are submitted promptly and proficiently as per department rules, regulations, policy, and procedures.
  - b. The Station House Commander will ensure that reports are complete, contain appropriate legal justifications, and meet basic standards of professionalism.
  - c. Reports found incomplete, contain personal opinions, poor grammar, or lack professional language will not be approved. The Station House Commander will confer with the submitting officer to explain the deficiencies and provide a corrective path of action.
  - d. All reports meeting these standards are to be approved and signed by the Station House Commander.

- e. No member of this department can approve their own reports. Reports generated by any supervisor shall be approved by a different supervisor than the one who generated the report. It is the responsibility of the generating supervisor to ensure that the report is approved.
  - f. At no time should a report fail to receive a review or signature because an officer submitted it from outside of the patrol command or from a different shift.
  - g. Officers working late assignments and turning in reports beyond their regular work hours are to be considered subordinates of the Station House Commander on duty at the time of submission.
5. Station House Commanders shall review all investigation reports that involve an arrest or at-large warrant. The Lieutenant is responsible for ensuring that reports are comprehensive and meet legal requirements before approving the documents through an electronic signature. In all instances where an arrest is made, or a criminal summons or warrant is to be issued, the patrol lieutenant is solely responsible for reviewing all reports associated with the incident. The patrol lieutenant is to ensure the reports are complete, proper, grammatically correct, and that probable cause exists to support the complaint.
- a. The patrol lieutenant shall ensure that proper NCIC entries are made where necessary.
  - b. Lieutenants must submit documentation to the Union County Prosecutor's Office through the Info Share system when necessary, as per established protocols.
6. Station House Commanders are directly responsible for the operations of the Elizabeth Police Temporary Detention Facility (Cell Block). It is the Lieutenant's responsibility to make sure that cell block operations and prisoner inspections are occurring per the guidelines of the Elizabeth Police General Order Volume 5, Chapter 7, Temporary Detention.
- a. The SHC shall conduct physical inspections of the cell block and juvenile holding areas to ensure compliance with agency procedures.
  - b. Temporary detention area physical inspections must occur at the beginning, middle, and end of a commander's tour.
  - c. Station house commanders are required to initial the prisoner inspection log each time they inspect the cell block.
  - d. The SHC shall document and report any concerns effecting detention operations immediately and forward all reports through the chain of command.

- e. Station House Commanders are to periodically monitor cell block operations through the CCTV camera system located in the Patrol Lieutenant's Office.
7. Station House Commanders are responsible for the detainment or release of prisoners from the Elizabeth Police Cell Block.
- a. The SHC shall collect, count, document, and seal all bail money when the Municipal Court is closed.
  - b. The SHC shall ensure prisoners are free of any holds before authorizing their release.
  - c. The SHC shall ensure that all paperwork necessary for the detainment, release, or transfer of prisoners to other facilities, such as jails, prisons, or hospitals, is properly completed.
8. The Station House Commander is responsible for monitoring and maintaining the efficient operations of the Communications Center.
- a. Station House Commanders are to periodically monitor the Communications Center operations through the CCTV camera system and Computer-Aided Dispatch (CAD) computer located in the Lieutenant's Office.
  - b. All patrol lieutenants are to make sure that during their tour, they monitor the number of pending calls for service. The Station House Commander shall establish a notification protocol with the radio room supervisor that alerts them during critical incidents and when there are more than ten calls for pending service dispatch.
  - c. When there are more than ten calls for service pending, the Station House Commander shall personally monitor the radio room supervisor's actions and arrange for the implementation of supplemental resources, as necessary. The Lieutenant shall initial the communications supervisor's hourly call log when more than nine jobs are listed. Lieutenants are to write a private report to the Chief of Police indicating the cause of the call backup and the steps taken to alleviate the problem.
  - d. Station House Commanders are responsible for maintaining discipline within the Communications Center. Lieutenants on duty shall periodically monitor the actions of the Communications Supervisor and Dispatchers. Lieutenants shall make sure that all communications personnel are on post and adhering to behavior rules, such as those banning personal electronic devices, sleeping, food, and other distractors, which are counter to professional standards and duty.
  - e. When the Sergeant's telephone line (Ext. 2059) in the Communications Center goes unanswered after ten rings, the call shall default to the Station House Commander's phone (Ext. 2015).

9. Patrol lieutenants are to ensure that investigation, traffic, and administrative reports are submitted promptly and proficiently as per department policy, rules, and regulations.
  - a. Patrol lieutenants shall read and sign all reports submitted during their tour of duty.
  - b. Patrol lieutenants must ensure that improper and unintelligible reports are returned and corrected. Patrol lieutenants are directly responsible for approved reports which lack legal justification, are incomplete, contain personal opinions, poor grammar, and do not meet a basic standard of professionalism.
  - c. At no time should a report fail to receive a review or signature because an officer submitted it from outside of the patrol command or from a different shift. Patrol lieutenants must make certain by checking the CAD system that all reports submitted during their tour are reviewed.
  - d. Prior to being relieved from their tour of duty, the station house commander shall ensure that all completed investigative, traffic, or administrative reports pending in the CAD system are reviewed regardless of which shift or unit generated the report. There should be no completed reports pending review in the CAD system.
10. Patrol lieutenants shall review all private and commendation reports submitted by their subordinates. Before forwarding the reports through the chain of command, the patrol lieutenant shall indicate on the same report or a supplemental report any recommendations, opinions, approvals, oppositions, and additional information as needed.
11. The SHC is responsible for ensuring they receive compliments and complaints about police and civilian performance consistent with agency protocol and attorney general guidelines. Patrol lieutenants must ensure that all personnel are aware of the guidelines regarding the receipt of public complaints, and those employees should act with courtesy, professionalism, and respect when doing so. Compliments about the service of agency personnel must be documented, forwarded through the chain of command, and shared at roll call with the employee's shift.
12. Patrol lieutenants are responsible for assisting the agency in the reduction of crime and disorder through the management of directed patrol assignments.
  - a. Patrol lieutenants shall ensure that officers are clearing directed patrol locations through a review of the agency CAD system.
  - b. Weekly, patrol lieutenants shall complete a Private Report about directed patrol activity and provide results, as well as any suggestions to the Patrol Captain.
  - c. The directed patrol report must document the complaint area, method of enforcement or remediation established, and the specific personnel

assigned to the task. The report is a basic synopsis on how the supervisor is managing and monitoring the directed patrols.

- d. Lieutenants must forward directed patrol reports to the Chief of Police through the chain of command.
13. Patrol lieutenants are responsible for monitoring their subordinate's activity in the agency's document management system (PowerDMS).
- a. Patrol lieutenants shall run a user report for their shift every week and correct any deficiencies.
  - b. Lieutenants are responsible for correcting agency personnel who fail to comply with the agency's General Order Volume 1, Chapter 1, Written Directives.
  - c. Lieutenants must take immediate corrective action when employees fail to sign documents, enroll in training courses, or complete assigned training tasks.
  - d. The agency training staff shall provide training to the SHC, as necessary.
14. The Station House Commander shall manage and process all documentation necessary for employee payroll and personnel records, as well as the management of effective policing.
- a. Lieutenants shall forward all completed exception forms to the Human Resources Office.
  - b. SHCs shall process overtime sheets per General Order Volume 2, Chapter 36, Department Overtime.
  - c. Ensure that all officers have completed a Patrol Activity Log.
  - d. Inspect all officer logs to ensure sergeant inspections are valid and adequate.
  - e. Discuss with sergeants any apparent officer activity shortcomings and verify the inspection system is working correctly.
  - f. Electronically sign all officer activity logs and include a legible computer number.
  - g. Lieutenants shall forward all schedules and communications logs the appropriate Patrol Captain for processing.
15. Patrol lieutenants shall conduct reviews of subordinate body camera videos per General Order Volume 5, Chapter 13, Body Worn Audio/Video Recorders. Patrol lieutenants have a responsibility to review BWR videos as part of the agency formal and the meaningful command review process. Lieutenants may always review additional officer BWR videos as part of

their supervision process; however, they must post a note on each viewing for audit purposes.

- a. Patrol lieutenants shall conduct a formal review of at least one recording per officer/sergeant assigned to their shift every month. Video review must occur through the Axon Evidence.com website.
  - b. Lieutenants are assessing officer performance as well as to flag video/audio that may be appropriate for training purposes.
  - c. Lieutenants shall create an entry into the Elizabeth Police BWR database for each assessment.
  - d. In the Evidence.com site, lieutenants shall type in the **Title box** the name of Officer/ Sergeant under review. The reviewing supervisor must also post a note on each video stating "Formal Review."
16. Patrol lieutenants are to review their subordinate's Meaningful Command Reviews for incidents involving officer-involved injuries, agency motor vehicle accidents, use of force incidents, vehicular pursuits, and damage to police property.
- a. When necessary, lieutenants shall review BWR evidence and post a note at Evidence.com accordingly.
  - b. Lieutenants shall make a Meaningful review entry in Guardian Tracking that states the following in the simplest terms possible:
    - 1) Documentation completed.
    - 2) Scene inspected (if applicable).
    - 3) BWR reviewed (if available).
    - 4) Any recommendations on officer compliance with proper police performance. For example, does the Lieutenant feel that the officer's actions were legal, justified, and appropriate, or is a further detailed review necessary by the next command level?
    - 5) Recommendations for a review on agency policy, equipment, and training if required.
  - c. The Lieutenant shall forward the completed meaningful review package to the Patrol Captain for processing.
17. A Patrol Lieutenant shall complete a report, due by the end of the first tour every month, with an analysis of the previous months, sick time, arrest, and summons activity for their subordinates.
18. The Station House Commander is responsible for the management of Extra Duty Assignments (EDA) per agency general and special orders.
- a. Station House Commanders shall ensure patrol supervisors perform an adequate number of EDA inspections.
  - b. When the EDA Office is closed, Station House Commanders shall field all calls regarding EDAs. The SHC is the only person authorized to

schedule, reschedule, and transfer an EDA among officers, outside of the EDA staff.

19. The Station House Commander's responsibilities include sending department voice, text, and email messages through the Everbridge Aware system.
  - a. Station House Commanders are responsible for the broadcast of routine and emergency messages to select groups, areas, and personnel.
  - b. Lieutenants must be thoroughly familiar with the Everbridge Aware system and be able to use all the system functions.
  - c. Lieutenants must be prepared at any given time to relay an emergency message through the system, such as an area shelter-in-place or lockdown.
  - d. The Office of Emergency Management shall provide training to the SHC, as necessary.

#### **G. FIELD OPERATIONS SUPERVISOR**

1. When more than one patrol lieutenant is on duty at the same time, one shall be deployed to work in the field as the Field Operations Supervisor.
2. The Field Operations Supervisor is to provide command level response to critical incidents as outlined in the All Hazards Plan General Order Volume 4, Chapter 2.
3. The Field Operations Supervisor will confer with the patrol supervisors and assist them with the decision-making process.
4. In addition to all other requirements of this general order, the Field Operations Supervisor will, daily, directly observe the work performance of a subordinate unit. The Field Operations Supervisor will observe the unit perform all aspects of the assignment, from initial dispatch, through the life of the assignment, until completion of the assignment, and the unit has returned to service. The goal of this direct observation is to ensure agency standards of competence and professionalism are maintained and provide the Field Operations Supervisor an opportunity to coach subordinates towards that goal as necessary. The Field Operations Supervisor will change unit observations daily so that all subordinate units are observed equally. In instances that require corrective actions, The Field Operations Supervisor will confer with the Field Sergeant to develop a plan of corrective action to be implemented. The Field Operations Supervisor will note field observations in their daily Patrol Activity Log.
5. The Field Operations Supervisor will conduct a meaningful command review for all incidents involving officer-involved injuries, agency motor

vehicle accidents, use of force incidents, vehicular pursuits, and damage to police property. In the absence of a Field Operations Supervisor, it will be the responsibility of the Station House Commander to ensure a command level meaningful review is completed.

6. The Field Operations Supervisor will inspect all SRI, directed patrol, and complaint area locations. The Field Operations Supervisor will make radio notification and ensure there is a CAD entry for all inspections performed.
7. The Field Operations Supervisor will inspect all public meetings for safety and security and will attend community meetings as scheduled. The Field Operations Supervisor will make radio notification and ensure there is a CAD entry for all inspections performed.
8. The Filed Operations Supervisor will inspect all extra-duty assignments. The Field Operations Supervisor is directly responsible for the uniform, equipment, performance, and adherence to agency orders of their subordinate at the time of their inspection. The Field Operations Supervisor will make radio notification and ensure there is a CAD entry for all inspections performed.
9. The Filed Operations Supervisor is responsible for reviewing the fleet inspections performed by the assigned patrol sergeant.

#### **IV. CAPTAINS**

##### **A. PATROL CAPTAIN**

1. The Patrol Captain is the platoon commander and responsible for the effective and efficient delivery of police services within their command. Through delegation, the Patrol Captain will ensure that subordinate performance is proper and consistent with agency general orders, policies, procedures, rules, and regulations. The Patrol Captain is responsible for maintaining discipline with the scope of their command as required by department rules and regulations and consistent with department policy.
2. The Patrol Captain will ensure that all supervisors under their command are inspecting the performance, equipment, and work of their subordinates daily. The Patrol Captain is directly responsible for ensuring that subordinate personnel complete all tasks and duties assigned by agency order.
  - a. Patrol Captains will ensure daily line inspections are conducted at roll call sessions for compliance with agency employee uniform, grooming, and equipment standards.
  - b. The Patrol Captain will verify that equipment is available for officers to complete their patrol duty and that officers assigned a patrol rifle are deploying their rifles per the agency General Order Volume 3, Chapter 3, Weapons and Ammunition.



- c. The Patrol Captain will receive a quarterly ancillary equipment (gas, masks, bags, gloves, etc.) inspection completion report from the SHC that details the results of the inspection. The Patrol Captain will review the report and forward it, along with any recommendations to the Office of the Chief by March 15, June 15, September 15, and December 15 of every year.
  - d. The Patrol Captain will receive and manage all Meaningful Command Reviews submitted by subordinates. The Patrol Captain will conduct Meaningful Command Reviews as per agency protocol and forward all completed Meaningful Command Review submissions to the Office of the Chief through the Guardian Tracking Software.
  - e. The Patrol Captain will ensure that the operation of Elizabeth Police Temporary Detention Facility (Cell Block) complies with guidelines of the Elizabeth Police General Order on Temporary Detention (V.5, Ch.7).
- 3. The Patrol Captain is responsible for implementing patrol strategies developed by the Administrative Captain in Charge of Strategic Response.
  - a. Daily, when working, Patrol Captains shall meet with their supervisory personnel. At each meeting, the Patrol Captain will disseminate instructions to carry out the Strategic Response Plan. Additionally, the Patrol Captain will collect feedback on plan effectiveness as well as any other information relevant to strategic response.
  - b. Weekly, the Patrol Captain will prepare a report detailing the efforts made to implement the Strategic Response Plan, the results of such efforts, recommendations for plan improvement, as well as any other relevant information pertaining to strategic response. This report will be forwarded to the Chief of Police and the Administrative Captain in Charge of Strategic Response.
  - c. The Patrol Captain is to ensure patrol personnel are assigned according to agency needs and established plans and is adequate to meet the agency calls for service, as well as provide security against the elements of crime and disorder.
  - d. Weekly, the Patrol Captain, will receive a Private Report from the Patrol Lieutenants that documents directed patrol activity, including the location and nature of the complaint, methods of enforcement and remediation, and the specific personnel assigned to address the issue. The Patrol Captain will use these reports to assist in refining patrol strategies to resolve outstanding problems. The Patrol Captain will submit these reports, along with any recommendations to the Chief of Police, through the chain of command.
- 4. The Patrol Captain is directly responsible for the performance of their subordinates. The Patrol Captain shall complete administrative reviews by inspecting, monitoring, and ensure compliance with agency orders.

- a. Captains are to ensure that investigation, traffic, and administrative reports are submitted promptly and proficiently as per department policy, rules, and regulations. Captains shall make sure sergeants and lieutenants are reading and signing all reports submitted during their tour of duty. Captains must establish a system where insufficient, improper, and unintelligible reports are returned and corrected. Captains must hold the reviewing supervisor directly responsible for approved reports which lack legal justification, are incomplete, contain personal opinions, poor grammar, and do not meet a basic standard of professionalism. At no time should a report fail to receive a review or signature because an officer submitted it from outside of the patrol command or from a different shift. Captains must make sure by checking the CAD system that all supervisors are reviewing and signing all reports submitted during their tour. If a supervisor's name is not typed on a report, they must sign the reports with their names, followed by their agency computer number.
- b. Patrol Captains shall review all private and commendation reports submitted by their subordinates. Before forwarding the reports through the chain of command, the Patrol Captain shall indicate on the same report or a supplemental report any recommendations, opinions, approvals, oppositions, and additional information as needed.
- c. The Patrol Captain will ensure all compliments and complaints about police and civilian performance are received consistent with agency protocol and attorney general guidelines. The Patrol Captain will ensure that all personnel is aware of the guidelines regarding the receipt of public complaints, and those employees should act with courtesy, professionalism, and respect when doing so. Patrol Captains must review supervisor activity through the Axon Evidence.com website and Elizabeth Police BWR database monthly. Captains must ensure supervisors are properly reviewing videos and taking corrective action when necessary.
- d. Patrol Captains are responsible for the accumulation of monthly data on personnel within their command. Monthly reports shall include arrest, summons, and sick leave activity. The captain must complete an analysis of the activity and provide agency recommendations to the Chief of Police through the chain of command.

**B. ADMINISTRATIVE CAPTAIN IN CHARGE OF STRATEGIC RESPONSE**

- 1. The Administrative Captain in Charge of Strategic Response reports directly to the Deputy Chief of Administration and is responsible for the development of the strategic response plan.
  - a. The strategic response plan will serve as a guiding document for patrol operations with the intent of directing patrol efforts to effectively suppress crime, identify emerging trends, and address community concerns. The strategic response plan shall be developed using all available relevant crime data,

information, intelligence, and feedback from weekly patrol reports.

- b. Weekly, the Captain in Charge of Strategic Response will evaluate the strategic response plan and alter it as necessary to increase effectiveness and address emerging issues. Once developed, the amended Strategic Response Plan will be forwarded to the Police Director, Chief of Police, Deputy Chiefs, and Patrol Captains for implementation.