


ELIZABETH POLICE DEPARTMENT GENERAL ORDERS			
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SUBJECT: OFFICE OF PROFESSIONAL STANDARDS			
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BY THE ORDER OF: Chief Giacomo Sacca			
BY AUTHORITY OF: Police Director Earl J. Graves			

PURPOSE The purpose of this order is to create within the Elizabeth Police Department, the Office of Professional Standards (OPS). It is a goal of the Elizabeth Police Department to provide the highest standards of police service, in a fair, professional, and consistent manner, to the public we serve. Achieving professional standards requires a focus on organizational practices. The goals and objectives of the Elizabeth Police Department are clearly defined in departmental rules, regulations, policies, and procedures, of which all employees are expected to adhere.

The OPS is established to monitor and ensure employee compliance with defined departmental goals and objectives, and a system of accountability, thus creating a standardized level of expected employee performance. The OPS shall consist of Inspections, Finance Management, and the Internal Affairs Unit.

POLICY It is the policy of the Elizabeth Police Department to focus on prevention as the primary means of reducing and controlling inappropriate behavior and misconduct. To ensure that the agency is focusing on the prevention of misconduct through a means of professionalization, OPS shall conduct the following operations:

The Inspections function within OPS shall monitor the work activity of agency employees, sworn and civilian alike, to ensure compliance with departmental rules, regulations, policies, and procedures. Inspections shall include agency employee's regularly scheduled assignments, as well as extra duty assignments. Such reviews may consist of the evaluation of reports, investigations, activity logs, time and attendance, overtime reviews, and general employee performance. The emphasis of this monitoring is toward positive discipline, emphasizing instruction, and deemphasizing control as a form of corrective action.

The Finance Management function of OPS shall conduct quarterly audits of all 'non-standard' sources of funding for the police department including state and federal asset forfeiture funding, local seizure, block grants, and special purpose overtime funding. Additionally, the Finance Management function will conduct quarterly reviews of all cash accounts in use within the agency.

The Internal Affairs Unit shall monitor employee behavior through the agency's early warning system per General Order *Volume 2, Chapter 16, Early Warning System*. The Internal Affairs Unit of OPS is also charged with conducting meaningful and objective investigations of all complaints of police misconduct within their scope of authority under General Order *Volume 2 Chapter 15, Internal Affairs*.

By ensuring standardized observance of departmental regulations, employee and agency performance can be improved while lowering departmental and individual liability. It is the policy of the Elizabeth Police Department that all supervisors must cooperate with investigations, audits, and requests for documentation originating from the Office of Professional Standards.

PROCEDURE FOR INSPECTIONS AND FINANCE MANAGEMENT

I. Functional Evaluations of Uniformed Divisions

- A. The OPS supervisor will select ten percent of the agency workforce, including supervisors, each month for a study of the department work product. Monthly the selection of employees shall change, ensuring that an employee work product review occurs annually.
 1. The OPS supervisor will maintain all employee review records and assign the work review directly to OPS staff members for completion.
 2. OPS staff members will review activity reports of their assigned personnel for accuracy.
 - a. Reported activity, as reflected on daily log sheets, will be matched to departmental recording system records.
 - b. All discrepancies in time and location shall be reported to the OPS supervisor.
 - c. At no time will civilian staff review uniformed personnel activity unless directed to do so by the OPS supervisor.
- B. The OPS supervisor will maintain the evaluation records and provide a report to the deputy chief of the patrol division, monthly. Included in this report will be documentation of any discrepancies found during the monthly review.

II. Investigative Personnel Functional Evaluations

- A. The OPS supervisor will select ten percent of the investigative personnel workforce each month for a study of the work product. The selection of employees to be reviewed will change monthly, ensuring the review of an employee's work product annually.
 - 1. The OPS supervisor will maintain a record of selected investigative personnel and assign the work review directly to OPS staff members for completion.
 - 2. OPS staff members will review the activity of assigned investigative personnel by examining several factors, such as the number of cases currently open, the number of cases assigned to the investigator for the month, the number of cases closed by the investigator for the month, the disposition of each closed case, the number of complaints signed, warrants issued, and arrests made.
 - a. Reported activity as reflected on the investigator's investigative, follow-up, and other reports will be matched to departmental recording system records.
 - b. All discrepancies in time and location shall be reported to the OPS supervisor.
 - c. At no time will civilian staff review investigative personnel activity unless directed to do so by the OPS supervisor.
- B. The OPS supervisor will maintain the evaluation records and provide a report to the deputy chief of the investigative division, every month. Included in this report will be documentation of any discrepancies found during the monthly review.

III. Public Safety Telecommunicator/ Camera Room Employees Functional Evaluations

- A. The OPS supervisor will select ten percent of the Public Safety Telecommunicator workforce each month for a study of their work product. Monthly selections of employees shall change, ensuring the review of an employee's work product annually.
 - 1. The OPS supervisor will maintain a record of selected Public Safety Telecommunicator personnel and assign the work review directly to OPS and/or Communications Unit sworn members for completion.
 - 2. OPS and/or Communications Unit sworn members will review the activity of assigned Public Safety Telecommunicators by examining several factors. The review will include:
 - a. A random selection through MediaWorks of calls performed by the employee. The reviewer will ensure:

- (1) The call was taken in a professional and courteous manner.
 - (2) The Public Safety Telecommunicator asked pertinent questions, and efficiently obtained necessary and relevant information.
 - (3) The information obtained was accurately input into the CAD system in a timely manner.
- b. A review of the employee's attendance records, with an emphasis on unexcused absences and sick time usage.
 - c. A review of any reports, written by the employee.
 - d. A review of CCTV stored video to ensure compliance with workplace standards.
 - e. Any other relevant factors to evaluate the employee's work product.
3. The OPS supervisor will maintain the evaluation records and provide a report to the Communications Commander and the Chief of Police monthly. Included in this report will be documentation of any deficiencies found during the monthly review.

IV. Employee Records

- A. OPS shall ensure all current employees with access to Law Enforcement records and shared computer systems have had background checks per the New Jersey Attorney General Guidelines.
 1. OPS shall maintain records of background checks in employee personnel files.
 2. Employees failing or awaiting background results shall not be allowed access to Law Enforcement records or shared computer systems.
- B. Annually, the OPS will conduct a review of the criminal history (CCH) and driver's license abstract of all sworn and civilian employees.
 1. The OPS supervisor will assign OPS staff members the names of sworn and civilian employees for review.
 2. OPS personnel will conduct a review of employees CCH and driver's license abstract.

- C. The OPS supervisor will maintain records of all employee CCH and driver's license reviews. The supervisor shall forward to the Chief of Police areas conc

V. Financial Maintenance and Audit

- A. The Inspections function within the Office of Professional Standards shall conduct quarterly audits of all 'non-standard' sources of funding for the police department. Such sources may include state and federal asset forfeiture funding, block grants, and special purpose overtime funding.
 - 1. The Commanding Officer in charge of any division within the agency which has been authorized to disperse 'non-standard' sources of funding shall, at the conclusion of each quarter, provide to the supervisor of the Office of Professional Standards a report containing an accurate accounting of the funding expenditure. This report will include, at a minimum:
 - a. Copies of all canceled checks;
 - b. Copies of any/all ledgers and accounting books;
 - c. Copies of any/all audit trails, including signatures;
 - d. Copies of relevant statements and;
 - e. Any other information which is necessary for memorializing the account expenditures.
- B. The Inspections function within the Office of Professional Standards shall conduct quarterly reviews of all cash accounts in use within the agency. Such accounts include the records bureau cash account and the confidential funds account.
 - 1. The Commanding Officer in charge of any division within the agency that has been authorized to oversee a cash account shall, at the conclusion of each quarter, provide to the supervisor of the Office of Professional Standards a report containing an accurate accounting of the cash account. This report will include, at a minimum:
 - a. Copies of all canceled checks;
 - b. Copies of any/all ledgers and accounting books;
 - c. Copies of any/all audit trails, including signatures;
 - d. Copies of relevant statements;
 - e. Any other information which is necessary for memorializing the account expenditures.
- C. The Office of Professional Standards supervisor will review the submitted quarterly reports to ensure that the maintenance and control of all accounts comply with standard prudent practice. The supervisor shall ensure that procedures correspond with agency policies, such as *General Order Volume 2, Chapter 7, Cash Accounts and Agency Property*, and *General Order Volume 3 Chapter 11, Confidential Informants*. The supervisor will prepare a summary report quarterly detailing the reports reviewed.