

Township Hall  
Hazlet, N. J.  
April 29, 1965

MINUTES of Meeting of Raritan Township Committee held at 8:45 P.M., above date and place, this being a continuation of an Adjourned Meeting of the Township Committee held on April 25, 1965 (which meeting was a continuation of the Regular Meeting held April 2, 1965) which at that time was adjourned until this date.

PRESENT: Committeemen Brady, Shields, Paterson and Filardi.

ABSENT: Mayor Olinsky.

On motion by Committeeman Shields, seconded by Committeeman Filardi and carried, Committeeman Brady was appointed Temporary Chairman in the absence of the Mayor.

The Chairman called for a salute to the flag and then a moment of silent prayer.

Committeeman Shields introduced the following resolution and moved for its adoption. His motion was seconded by Committeeman Paterson and, on roll call, the following vote was recorded: Affirmative; Messrs. Brady, Shields, Paterson and Filardi. Negative; none. Absent; Mayor Olinsky.

"WHEREAS, an Ordinance entitled "An Ordinance to Establish, Maintain, Regulate and Control the Police Department of the Township of Raritan in the County of Monmouth, State of New Jersey and Provide for the Appointment of Officers, Members and Employees Thereof", has been duly adopted by the Township Committee of the Township of Raritan;

AND WHEREAS, pursuant thereto, it is necessary to appoint members to the Police Department of the Township of Raritan, pursuant to said ordinance;

NOW THEREFORE BE IT RESOLVED that the following named persons are appointed to the Police Department of the Township of Raritan in the position as hereinafter set forth for the probationary term of three months, the three months to be computed from the date of adoption of this resolution and to conclude three months thereafter, said probationary appointment being made pursuant to Section 7 of the Ordinance hereinabove referred to, and said appointments are hereby made subject to the laws and statutes of the State of New Jersey, the Ordinances of the Township of Raritan, and subject to the rules and regulations of the Department of Civil Service of the State of New Jersey and pursuant to the statutes pertaining thereto:

<u>Name</u>	<u>Position</u>
William J. Smith	Captain, Acting Chief
Roy F. Hilton	Sergeant
Anthony F. D'Ambrosio	Patrolman
Holmes J. Gormerley	Patrolman
Edward A. Schramm	Patrolman

AND BE IT FURTHER RESOLVED that the following named persons are hereby appointed as Special Policemen pursuant to Section 8 of the Ordinance hereinabove referred to, the term of appointment to commence upon adoption of this resolution and to end on December 31, 1965:

- Gerard F. Gunther, William J. Sparks, Edward J. Werthwein, Joseph Bufano, Vernon W. Manning, John E. Nicholl, Jr., Warren J. Roggeman, Salvatore J. Straniero, Donald L. Warren, Robert Werthwein and Henry C. Springsteen, Jr."

Committeeman Paterson introduced the following resolution and moved for its adoption. His motion was seconded by Committeeman Filardi and, on roll call, the following vote was recorded: Affirmative; Messrs. Brady, Shields, Paterson and Filardi. Negative; none. Absent; Mayor Olinsky.

BE IT RESOLVED that pursuant to Section 3 of an Ordinance

entitled "An Ordinance to Establish, Maintain, Regulate and Control the Police Department of the Township of Raritan in the County of Monmouth, State of New Jersey and Provide for the Appointment of Officers, Members and Employees Thereof, and to Provide for the Establishment of Rules and Regulations for the Government and Control Thereof" that the following named members of the Township Committee of the Township of Raritan shall constitute the Police Committee:

James G. Brady, George J. Paterson and Stephen J. Filardi;

AND BE IT FURTHER RESOLVED that pursuant to Section 5 of the Ordinance hereinabove referred to, that James G. Brady be and he is hereby appointed as Chairman of the Police Committee and shall have the title of Police Commissioner;

AND BE IT FURTHER RESOLVED that the aforementioned appointments shall take effect immediately upon the adoption of this resolution and shall expire on December 31, 1965."

Committeeman Filardi introduced the following resolution and moved for its adoption. His motion was seconded by Committeeman Shields and, on roll call, the following vote was recorded: Affirmative; Messrs. Brady, Shields, Paterson and Filardi. Negative; none. Absent; Mayor Olinsky.

"BE IT REVOLVED that pursuant to Section 5 of an Ordinance entitled "An Ordinance to Establish, Maintain, Regulate and Control the Police Department of the Township of Raritan in the County of Monmouth, State of New Jersey and Provide for the Appointment of Officers, Members and Employees Thereof, and to Provide for the Establishment of Rules and Regulations for the Government and Control Thereof" that James A. Weldon be and he is hereby appointed as the Police Physician, said term of appointment to commence upon adoption of this Resolution and to expire on December 31, 1965."

Committeeman Shields introduced the following resolution and moved for its adoption. His motion was seconded by Committeeman Paterson and, on roll call, the following vote was recorded: Affirmative; Messrs. Brady, Shields, Paterson and Filardi. Negative; none. Absent; Mayor Olinsky.

WHEREAS, THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN has by Ordinance established a Police Department:

NOW, THEREFORE BE IT RESOLVED that the following rules and regulations shall be established as the rules and regulations governing the Police Department of the Township of Raritan, in the County of Monmouth and the State of New Jersey, in accordance with the ordinance establishing a Police Department, and shall supercede and repeal regulations heretofore adopted.

DEPARTMENT ORGANIZATION

The Police Department shall be under the direction of the Police Committee and the Township Committee of the Township of Raritan. The Chief of Police shall have supervision of all Police Officers and Police and Police Employees under the direction of the Police Committee and the Mayor.

DEFINITIONS

The titles referred to herein are defined as follows:

OFFICER OR POLICE OFFICER: Signifies any member of the Police Department.

PATROLMAN OR PATROLMEN: Signifies any member of the Police Department below the rank of Sergeant.

POST: Signifies the entire area of duty for a member of the Department as designated.

I N D E X

Arrests and Discharges.....	13
Captain.....	4
Charges and Trials.....	18
Chief of Police.....	2
Dead Bodies.....	16
Duties, Departments, Rights, Etc.....	8
Equipment.....	17
Forms.....	17
Gifts and Gratuities.....	21
Leaves of Absence and Purlough.....	19
Medical Officer.....	20
Patrolmen.....	6
Sergeants.....	5
Uniforms and Insignia.....	2

INTRODUCTION

1. By virtue of the authority vested in it by law, the Township Committee of the Township of Raritan, County of Monmouth, hereby adopts and promulgates the following rules and regulations for the government and discipline of the Township of Raritan Police Department, which rules and regulations may be altered, amended or revoked, and additional ones made from time to time as circumstances and the good of the Department may require.

2. Members of the Department should understand that these rules and regulations are not intended to cover every case which may arise in the discharge of their duty. Something must necessarily be left to the intelligence and discretion of the individual.

3. Each member of the Department will be furnished and must keep in his possession, a copy of these rules and regulations, with which he must make himself thoroughly familiar, in order that his duties may be fully understood by him and carried out with sensible police efficiency.

4. Every member of the Police Department shall study and familiarize himself with the rules and regulations and orders of the Department, the orders and instructions of the Police Committee, the ordinances of the Township of Raritan and the laws of the State pertaining to his position and duties.

5. It shall be the duty of every person connected with the Department to report any and all violations of the rules and regulations of the Department which may come under his notice. Failure to do so will be considered just cause for suspension.

6. Members of the Police Department shall be bonafide residents of the Township of Raritan. Each must realize that his duties as a police officer are paramount, and that he must devote his whole time and attention to the services of the Department engaging in no other business or occupation, without permission from the Township Committee of the Township of Raritan. Though certain hours are allotted for the performance of regular duty, all members are considered to be at all times on duty and shall act promptly whenever their services are required in reporting for duty.

7. Members assigned to duty in any rank higher than their own shall be governed by the rules and regulations and general orders affecting that rank. The general rules and regulations for Patrolmen shall apply to all members on any duty.

UNIFORMS AND INSIGNIA

1. Uniforms and insignia for various ranks of the Township of Raritan Police Department shall conform to Special Order from the controlling authority of the Department from time to time as change or modification is found necessary by such controlling authority.

2. All members shall wear on each coat and shirt an insignia with the words "Township of Raritan Police." Wording will be in gold on blue background.

April 29, 1965

5. The uniform when worn, will be buttoned and hooked completely, shirt sleeves will be rolled down and buttoned; particular attention being paid to the upkeep, repair and pressing of the uniform so that its appearance may reflect credit upon the wearer first, and upon the department and community.

#### APPOINTMENTS AND PROMOTIONS

1. Appointments to the Police Department will be made from the eligible lists arranged by the Civil Service Commission, in accordance with Chapter 156, Laws of 1908, with amendments thereto and supplements thereof.
2. Under the law, Police Officers, and all Police Department employees shall be retained in service during good behavior and efficiency.
3. Promotion shall be made in accordance with Civil Service Law.

#### CHIEF OF POLICE

1. The Chief of Police shall be responsible for the conduct, efficiency and management of the Department.
2. He shall have the power to enforce all the rules and regulations herein provided and any general and special orders which he may promulgate from time to time or which may be issued to him by the Police Committee.
3. He shall have charge of the personnel of the Police Department, the necessary protection of life and property in connection therewith, the keeping of accurate records of all

-2-

business transacted by the Department, and of all reported disorder and crime occurring in the Township of Raritan.

4. He shall see that the laws of the State of New Jersey and the ordinances of the Township of Raritan are strictly and impartially enforced.

5. He shall have charge and control of the apparatus and equipment of the Department and its assignment and use, and shall be responsible for its care, cleanliness and safekeeping.

6. He shall recommend to the Police Committee from time to time the purchase of new equipment or the repair or rearrangement of the old equipment as will increase the efficiency of the Department.

7. He shall check all materials and supplies purchased for the Department to see that they are of the quality and quantity desired and check all invoices to be paid out of the Department funds to be sure that the service or goods to be paid for were received as set forth.

8. He, or his duly appointed agent or agents, shall inspect the fire-arms and equipment of all members of the Police Department at least once a month and shall see that they are kept clean and in good condition and he shall see that all duties are regularly and properly performed and that all records and reports are duly kept up to date and all department property is properly cared for and kept clean and in good repair and order.

9. He shall promptly report to the Police Committee the name of any member of the Department; who by reason of age, disease, accident, or disability does not or cannot promptly and properly perform full duty in the Department; together with a detailed statement setting forth the facts in the case.

10. He, or his duly appointed agent, shall promptly investigate every dereliction of duty or of improper conduct or a violation of any of the rules and regulations of any member immediately on becoming acquainted therewith, and shall file a report

April 29, 1965

of such investigation with the Police Committee.

11. He shall keep in the record of each member the reports and disposition of alleged or actual misconduct, complaints, violations of law, ordinances, rules, regulations and reports of meritorious service, which record must be kept available at all times for the inspection and study of the Police Committee.

12. He shall designate the day and night posts of duty in the Township of Raritan and the name of the person who shall patrol the same, and may detail any member to any special duty in the Township that seems necessary.

-5-

13. He shall establish such general orders, in writing, for the regulation of the Police Department not inconsistent to the rules and regulations adopted by resolution of the Township Committee.

14. All orders to the Chief of Police shall emanate from the Police Committee and be signed by the Chairman thereof.

15. He shall make personally such tours on inspection as he shall deem necessary to insure his entire familiarity with conditions that obtain in all sections of the Township.

16. He shall read or cause to be read to all members of the Department all orders issued by the Police Committee, all decisions of the Township Committee in cases of charges against members and such portions of the rules and regulations as he may, from time to time, deem necessary.

17. He shall make monthly reports to the Township Committee and Police Committee of all transactions of the Department, and shall prepare and submit to the Police Committee during the month of January of each year a report on the activities of the Department during the preceding calendar year, and events affecting the Department on which he may wish to comment, together with any recommendations he may wish to make for the improvement of the Police Department or its equipment.

18. The Chief shall make out payrolls, specifying the amounts due officers upon the first and fifteenth of each month, and shall enter on such payrolls only the time that each officer has been actually on duty.

#### CAPTAIN

1. He shall cause to be entered into the report of arrest book the name, at full length, of every person arrested by the Officers of the Township of Raritan Police Department, the offense with which he or she was charged, the name and residence of the complainant, the name of the Officer making the arrest; what money or property, if any, was recovered or found in the possession of the prisoner, and whether the same was taken or otherwise and how such property was disposed of.

2. He shall promptly report to the Chief every case of dereliction of duty, or improper conduct, or of violation of any of the rules and regulations by any officers of the Township of Raritan Police Department immediately on his becoming acquainted therewith, and shall make written charges and specifications against such Officers, as the Chief may direct and

-4-

shall write at the bottom of said charges and specifications the names of the witnesses in the case. The Captain shall also report promptly to the Chief in writing the facts connected with any Special Services, deemed meritorious, by any Officers in the Department.

3. He shall report to Headquarters each day at such time as the Chief of Police may direct. When on duty the Captain will be in uniform and will be present in Headquarters at such regular hours as the Chief of Police may deem proper.

4. He shall read or cause to be read, to the Officers of the Department, at all roll calls, all orders issued by the Chief of Police, and all decisions in cases of charges against members of the Department and such portions of the rules and regulations as he may from time to time deem to be necessary.
5. The Captain must be diligent in the enforcement of the laws of the State and the Ordinances of the Township of Raritan.
6. The Captain will require Officers making arrest in cases of high crimes to follow each case until it is disposed of in the upper courts and report the final disposition thereof. When high crimes are committed the Captain will personally take charge of such cases and report in writing to the Chief all evidence he has obtained. Such reports will be transmitted to the Chief without delay.
7. The Captain shall assist the Chief in the Administration of the Police Department and shall perform such duties as may from time to time be assigned to him by the Chief. In the absence of the Chief of Police, temporary or otherwise, he shall perform the duties and have all the powers of the said Chief during the latter's absence from duty.

SERGEANTS

1. Sergeants in the Township of Raritan Police Department shall rank next below the Captain. Sergeants shall be assigned to such duty as the Chief of Police may direct.
2. They shall promptly obey orders of their superior Officers and shall assist them in every way in the performance of their duty.
3. In case of the absence of the Captain on leave, for more than two days, such Sergeant as may be designated by the Chief of Police shall exercise all the functions of the Captain.

-5-

4. Sergeants must carefully note every case of neglect of duty or other misconduct on the part of the men, which they may observe, and shall report the same in writing to the Captain immediately thereafter.
5. Sergeants shall have immediate supervision of the Patrolmen while on duty.
6. When on duty, Sergeants shall be chargeable with the enforcement of law, the prevention of crime and the arrest of offenders, and shall instruct and assist the Patrolmen under their supervision in the proper performance of their duties.
7. A Sergeant's place when on duty in Police Headquarters is behind the desk, where all business will be transacted.
8. It is the duty of Sergeants when they come on duty at the desk to examine the Bioter so that they may know what is to be attended to, before the Captain or Sergeant, who has been relieved, has left headquarters. Sergeants will also test the telephone and signal instrument when they first come on duty.

PATROLMEN

1. The following rules for Patrolmen are hereby made part of the Police duty of all members of every rank as far as they are applicable.
2. It is the duty of Policemen at all time, both day and night, to preserve the peace, prevent crime, detect and arrest offenders and enforce all laws and ordinances that relate to Police, Health and Criminal Procedure.
3. While on patrol duty in the night time he shall frequently examine doors, low windows, areas, area gates, all

April 29, 1965

strating of buildings on post; become acquainted by sight with all persons living or doing business on his post; be particular to note the time all persons of known bad character frequent his post; investigate all suspicious circumstances that may present themselves to him, such as vehicles standing on his post, or passing over his post at night without lamps lighted; persons passing late at night with bundles, or persons loitering about or acting in a suspicious manner.

4. He shall report to the Captain or Sergeants all policy dealers, gamblers, receivers of stolen property or his suspicions that they are such, and all information pertaining to them which may be in his possession.

-6-

5. He shall promptly report to the Captain or Sergeants all places or houses which he suspects of being disorderly or of ill fame.

6. He shall report promptly to Police Headquarters the location of all street lamps on his post not lighted or not properly burning and at the termination of the evening and night tour he shall make out a written report on the form provided for said purposes, showing the number of lamps not properly burning and the condition of the lamps as to their cleanliness and the time the lamps went out and the time again burning.

7. If he observes on the street anything likely to produce danger or public inconvenience or anything which seems to him irregular or offensive, he shall report the same immediately to Headquarters.

8. He must to the utmost of his power prevent the commission of assaults, breaches of the peace, and all other crimes to be committed in his presence.

9. He must, by his vigilance, render it extremely difficult for anyone to commit a crime upon his post. And when a crime has been committed, and there is a good cause to suspect that negligence is attributable to the officer on post at the time of the commission of the offense, a charge of neglect of duty will be preferred against such officer, who will be required to prove to the satisfaction of the Chief that he was strictly attending his duties.

10. Patrolmen are particularly enjoined to arrest all beggars, found begging on the streets or from door to door. If, on inquiry, they are found to be proper subject for relief, the Captain or Sergeant on duty must cause the Overseer of the Poor to be notified to take them to the institutions to which they respectively belong; but if they prove to be imposters or vagrants they must be taken before a Magistrate to be dealt with according to law.

11. Patrolmen when on post, or when sent out specially for the purpose, will disperse all crowds of boys or other persons who may be congregated upon the streets or sidewalks, obstructing the highway or the entrance to private or public places.

13. Patrolmen will make themselves familiar with the location of all fire signal boxes on their post, and when necessary to communicate information to their Headquarters will do so by telephone or radio.

-7-

14. Men on patrol must see a permit from the proper official for all new buildings, all street and sidewalk openings, all plumbing work and repairs to buildings, and to make written report of its inspection of permit to officer in charge of Headquarters.

15. Patrolmen will collect at once from the bystanders the names and addresses of all persons who saw or know particularly concerning any accident and report the same with his report of the accident itself.

16. All members of the Department are required to give immediate notice of any change in their residence.

17. When assigned to any special duty, he shall diligently and thoroughly perform such duty in accordance with the instructions.

18. He shall always be governed by the rules and regulations of this Department, while on regular or special duty.

DUTIES, DEPARTMENT, RIGHTS, ETC.

1. Upon all occasions when a body of Police is assembled for any special purpose the senior officer present will take command, and will be held responsible for the official actions of those present. When two or more are sent upon any special duty, and no ranking officer accompanies them, the patrolman longest in the service will have command.

2. Members who may be dismissed or resigning therefrom shall immediately surrender to the Chief of Police their shields and other insignia of office and all property of the Department which may be in their possession; and members suspended from pay and duty by the Chief of Police, or superior officer shall surrender their shields to the officer suspending them.

3. Any officer who has been neglecting the payment of his just debts, and who may be ordered to pay the same by the Chief of Police, shall at the specified time in such order leave the amount of such debt with (or exhibit the creditor's receipt for the same) to the Chief of Police so that the settlement of said debt may be recorded. No officer shall pledge his pay warrant.

4. Lawyers who may apply to a Station to see a prisoner for whom they are counsel, will be given an opportunity to do so. In such cases the prisoner will be brought from the cell to some proper place in the Station where he may consult in private with his counsel. No lawyer will be permitted to visit

his client in the cells. No police officer shall recommend any lawyer to a prisoner, but when requested by a prisoner to make such recommendation shall submit the names of at least six lawyers, allowing the prisoner to select whom he desires.

5. Officers shall not communicate to any person any information which may enable persons to escape from arrest or punishment, or to dispose or secrete any goods or valuables stolen or embezzled, nor any information concerning orders he may have received, or any regulation made for the Government of the Department, or any matter whatever connected with the business of the Department, or the official conduct of any member thereof.

6. No Police Officer shall address another Officer except by the title of his rank. No member of the department shall on any pretense whatsoever strike or assault any other member of the Department or use threatening or insulting language nor behave in any insubordinate or disrespectful manner toward the Police Chief or any other member of the Department in the execution of his office.

7. Intoxication, whether while on or off duty, shall be deemed one of the most serious offenses, and no member shall, in Headquarters or elsewhere, while on duty, drink any intoxicating liquor, or, except in the immediate discharge of Police duty, enter any place where intoxicating liquors are sold or furnished, while wearing any portion of his Police uniform; nor any intoxicating liquor be introduced upon pretext into Headquarters, except advised by a physician. No smoking shall be allowed in public places or in public view in Headquarters.

8. Members of the Police Department shall not take orders from citizens, but shall exercise all proper police authority



April 29, 1965

as given under law. They shall give in a respectful manner their names and numbers to all persons who desire them.

9. Members of the Police Department are prohibited from becoming surety for any person under arrest.

10. Every member of the Department shall at all times appear neat and clean. In the performance of his duties he must maintain decorum, command of temper, patience and discretion. The use by them of profane or insulting language is positively prohibited. When asked a question they shall answer with all possible attention and courtesy. He must be punctual in his attendance to all calls and requirements of duty.

11. They shall not engage in political or religious discussions or critical discussions of the management of the Township Government while on duty.

-9-

12. They shall not make engagements for special service, and all applications for such special service must be referred to the Chief of Police. No special service shall be performed without direct authority in each case from the Chief who shall immediately advise the Chairman of the Police Committee of his action. Said action shall be subject to the approval or disapproval of the Police Committee.

13. Every officer shall exercise the utmost care in the handling of firearms and shall not demonstrate the operation of their revolvers to any person, nor permit any person to handle them except in the course of authorized revolver practice.

14. It will be considered neglect of duty on the part of any officer whose revolver is found not in proper working order.

15. To summon aid in the ordinary case, a member shall sound three blasts on his whistle, and in extreme emergency he shall discharge his revolver three times. Any member of the department who shall discharge his firearms in the line of duty shall make a report in writing to the Chief of Police, specifying all facts concerning the incident.

16. It will be regarded as a breach of discipline for an officer of the Police Department to prepare and publish an interview or subject himself to be interviewed on any business pertaining to the Police Department, except by permission of the Chief.

17. A book to be known as the "Blotter" shall be kept in Police Headquarters, in which shall be entered daily, commencing at 8 o'clock, a.m., as the events in their turn occur, the time that each officer reports on and off duty. The entries in such books shall exhibit a daily faithful account of all the transactions and occurrences of the Office and all matters of interest to the department, in or out of the office, and of all the arrests for any reason whatever, with the name, residence and occupation of the person arrested, together with the offense for which the prisoner was arrested, and the name of the officer making the arrest, also the names of witnesses and others particularly pertaining to arrests, all casualties, fires, sudden and violent deaths, lost children and, in fact, all such matters that are reported to the officer in charge of the desk. The Blotter will also show the duty of each individual member of the department for each day, all absences to be accounted for, the entry showing if the officer absent, whether he is with leave, without leave or sick.

18. All complaints, docket entries, police reports and blotter records shall be available to any person who has a legitimate interest therein or to his agent or lawyer.

-10-

19. Officers on duty at the desk will permit no person to remain in Headquarters except members of the Department and persons on business.

20. Officers who receive telephone messages on the Police line must repeat the message to the sender, so that no mistake may occur.

21. No member shall withdraw a complaint or destroy or fail to turn in a summons once made out. All lost, stolen, abandoned, unclaimed or recovered property of value as evidence coming into the possession of an officer shall be marked promptly for identification, secured against loss or tampering and shall be delivered to the Chief of Police.

22. Officers shall carry memorandum books and enter an accurate and full record of each tour of duty and all police occurrences during these tours of duty. This information shall be passed to the next man coming on duty. Said records shall be kept available at all times for the inspection and study of the Police Committee.

23. When appearing in Court, officers shall wear full uniform, fully buttoned, unless otherwise directed by the Chief. If in civilian clothes, the Police badge shall be worn. When entering the Courtroom, he shall remove his hat and stand or sit at attention. Before appearing in Court, he shall look up his notes on the case so that he may testify intelligently. When called upon to give testimony he shall do so in a clear distinct voice, and furnish the Court with all of the evidence in his possession. If he has made an error in his testimony he shall admit it and correct it.

24. Officers shall immediately report to the proper authority, icy or snowy sidewalks, obstacles in streets, sidewalk or curbs, fallen wires, trees, dangerous conditions of buildings, signs or poles or any other condition that might lead to an accident.

25. During their tour of night duty, Officers will examine all doors, low windows or stores and business houses, inspect all street lights and report any that are not in operation.

26. No member of the Police Department shall leave the Township for a period longer than twelve hours without first notifying the Chief of Police or the Officer in charge, and in the case of the Chief of Police, he shall notify a member of the Police Committee or the Township Committee.

27. No member of the Department shall, make any purchase or incur any liability for the Department except on the authority of the Chief of Police or Chairman of the Police Committee.

-11-

28. All members of the Department shall transact all their official business with their own immediate commanding officer. If, however, any officer or member, after having applied to his commanding officer, feels that he has not had justice done him, he may apply to the Chief of Police.

29. All members of the Department, exclusive of the Chief, shall wear their uniform at all times when on duty, unless special permission has been granted by the Chief of Police or Chairman of the Police Committee. However, the Police Committee may order the Chief to wear his uniform on any occasion when the said Committee deems it advisable.

30. Every police officer assigned to use motor vehicles shall operate them in such a manner as to avoid damage to them, injury to persons or damage to property. He shall not add or subtract from the equipment belonging to the vehicle. The driver of the vehicle will be held accountable for its general condition at all times.

31. Members of the Department shall not use a Department vehicle, nor permit any person not a member of the Department, to ride in or upon said vehicle, except in connection with Police business or in rendering a necessary public service. Department

Vehicles will be taken out of the Township of Raritan on Police business only, unless permission has been secured from the Chief of Police.

32. Any member of the Department who uses a Department vehicle will report at Headquarters before his tour of duty ends at which time he shall check the vehicle for air pressure, water and gasoline and replenish such supplies as are necessary. He shall check all equipment in said vehicle; radios, hand lights, oxygen tank, fire extinguishers, emergency light, siren, brakes, tail lights, etc. It shall be his responsibility to turn the vehicle over to the next man on duty with the vehicle in proper condition to make the next tour of duty.

33. The Chief of Police shall not take a Department vehicle out of the Township of Raritan for other than police business unless permission has been secured from the Police Committee or Township Committee.

34. At Police Headquarters there shall be maintained a bulletin board. It shall be the duty of each member of the Department to carefully scan this bulletin board as he comes on duty.

35. When necessary to use the night stick, experience has shown that a prisoner should not be struck upon the head if possible to avoid doing so, but on the hands or arms, so as to disable the prisoner more quickly. No police officer

-12-

shall be allowed to carry any weapons except as are provided for by the rules of the Department.

#### ARRESTS AND DISCHARGES

1. Officers of all rank in the service shall appear in court against any person whom they may arrest, and will be held responsible for the production of all evidence, whether property or witnesses, in the Court when the prisoner is arraigned.

2. When the officer makes an arrest for an indictable offense, and knows that a crime has been committed, it is his duty to make a sworn complaint when the prisoner is arraigned in court, if in the judgment of the Magistrate there is sufficient evidence for him to do so, provided, however, there be no citizen complainant.

3. When persons are found upon the streets or public places in the unconscious condition from any cause, they will be brought to Headquarters, and medical attendance procured as quickly as possible. No prisoner will be put into a cell while unconscious until after having been seen by a physician.

4. When arrests are made of drivers of wagons containing the U. S. Mails, or of other persons in charge of U. S. Mails, it shall be the duty of any member of the Police Force making such arrest to accompany such driver or other persons to the Post Office, or to the destination of the mail wagon, within the County limits, and thence to Headquarters, in order that the mail matter may not be detained.

5. When arrests are made for misdemeanor of any omnibus driver, motorman or conductor, while he is in charge of such omnibus, or street car, away from the depot to which they belong, he shall accompany his prisoner by the usual route of the omnibus or car to such depot previous to taking him to Headquarters.

6. In the case of persons found violating the provisions of any Township ordinance or resolution they will be brought to Headquarters, and if court be in session will be sent before the Magistrate at once; but should court not be in session, and the prisoner be a resident of this Township it will be the duty of the officer in charge of Headquarters at the time to take the name and address of the prisoners and direct them to be in court at its next session following. In the case of non-

April 29, 1965

residents arrested on such charge, they will be detained till court opens, or admitted to bail.

-15-

7. Police officers have no right to arrest without a warrant unless the offense is committed in their presence or view, except when a high misdemeanor has been committed, and there are reasonable grounds to suspect a person of having committed said charges.

8. When any person charges another with the commission of a crime, and insists that the person charged shall be arrested, the policeman shall, if there be sufficient ground for arrest, require the accuser to accompany him to Headquarters along with the accused, and there prefer the charge. He shall, after the case is disposed of, return speedily to his post, and inspect the same with great care to see whether any depredations have been committed during his absence.

9. When two or more prisoners are arrested for the same crime, they should not be put in the same cell nor be permitted to converse with each other until their arraignment in court.

10. The principal duties of a uniformed Police Department are to prevent the commission of crime. No good officer will stand by and wait until a simple quarrel has merged into a riot, or a murderer succeeds in accomplishing his purpose before interfering, but will, by exercising his authority as a Police Officer take action at once, and thereby prevent the commission of some serious offense.

11. Witnesses in all high misdemeanor cases, unless fully vouched for, shall be detained and sent to court with the prisoner.

12. The fact of any arrest, if considered by an officer to rest there, is in itself of very little importance. Officers will bear in mind the important fact that prisoners cannot be convicted without evidence, and criminals, especially old offenders, do not usually tell all they know about themselves. Therefore, during the arrest and while on the way to Headquarters with an important prisoner, officers will note carefully the conversation and actions of the prisoner, and get what admissions possible relative to the case; but officers must not make promises of immunity to a prisoner to get information, as information so got is not evidence.

13. In executing a search warrant, officers have the right to search thoroughly the place mentioned in the warrant, but no place that is not mentioned can be legally searched. If however, an officer has positive information that a person wanted for the commission of a crime is concealed in a house, and the ends of justice might be defeated by delay, entrance will be effected, and the prisoner secured. In the case of stolen property the same steps will be taken under similar circumstances.

-14-

14. Persons who rescue a prisoner, or who aid or encourage a prisoner to escape, or who knowingly and with intent conceal a person who has committed a crime, should be arrested and prosecuted, so as to protect the Police in the discharge of their duty.

15. When making an arrest, officers will be courteous, and at the same time determined, in their manner and actions. It frequently happens that serious trouble and in some cases fatal results are caused by an officer losing his self-control and becoming excited during an arrest.

16. In executing a warrant for the arrest of persons who are in their homes, or in dwelling houses of any kind; if denied admissions, officers must have reasonable grounds to suspect that the persons mentioned in the warrant are there before

breaking doors to look for them, and in all cases must announce to the party or parties who refuses them admittance the fact that they are officers and have a warrant. After so doing, any person who obstructs or interferes with them can be prosecuted. If proven that they are aiding the accused party to avoid arrest, Citizens who refuse to assist an officer to make an arrest can be indicted.

17. Police officers are in duty bound to capture a prisoner that has escaped from them and to do so have the right to enter any place where a prisoner has taken refuge, even though it be necessary to break doors to do so; but should a period elapse without the prisoner being captured a warrant should be procured before entering a house to look for the prisoner. If, however, the escaped prisoner be found on the street, he may be arrested without a warrant.

18. If a prisoner charged with the commission of a high misdemeanor, or when a high misdemeanor has actually been committed, and the person in arrest is reasonably suspected of having committed the high misdemeanor, should escape, an officer is justifiable in resorting to all means in his power to recapture said prisoner, even though it were necessary to endanger the life of the prisoner in so doing, but in cases of arrest for minor offenses that do not amount to a high misdemeanor, such as drunkenness, disorderly conduct, simple assault and battery, violation of Township ordinance, and so forth, an officer has not the right to resort to such extreme measures, even to prevent the escape of a prisoner.

19. When about to make an arrest for any crime or misdemeanor, an officer should announce his authority for so doing. If the arrest be summary and without warrant the officer will say: "I am a Police Officer; consider yourself a prisoner", and at the same time will show his shield, if required to do so by the prisoner. When the arrest is made upon

-15-

a warrant, the officer will read the warrant to the person mentioned in it, and at the same time inform the person that he is an officer.

20. Police officers must not interfere in civil cases, except to prevent a breach of the peace, or to quell a disturbance actually commenced.

21. Each officer shall, at all times, have with him a small book, in which he shall enter names of persons arrested by him, and such particulars, in each case, as will be important on the trial of the case.

22. When a prisoner is brought to Headquarters and charged with the commission of any offense, the officer on duty is only to ascertain whether the act with which the prisoner is charged constitutes an offense for which a person can lawfully be detained, and that there is reasonable ground for the complaint; he will then record the arrest, also record the name and address of the complainant and witness, and take the necessary measures to insure their appearance before the Magistrate. No Police Officer is authorized by law to discharge any prisoner from custody.

#### DEAD BODIES

1. It is the duty of an officer to report as soon as possible the location of the dead body of any animal so that it can be removed.

2. When there are suspicions of a homicide having been committed, the officer who first sees a body will note carefully all the surroundings, the position of the body when found, what marks there may be upon it, and the condition of the clothing, so as to be able to testify to all these important points when required to do so; and no person but the proper authorities will be permitted to in any way interfere

with the body or the weapons that may have been used until the case is fully investigated.

3. Dead bodies of persons found in the water will be brought to the shore and physician notified to pronounce person expired. County physician will then be notified of fact, he will advise funeral Director to remove the body. Relatives or friends will be notified as soon as practicable. Bodies found upon the street or in public places will be treated in the same manner.

-16-

4. In all cases of violent or sudden deaths, the County Physician will be notified of the fact, stating the whereabouts of the remains, as in such cases the body cannot be removed until the County Physician has given permission for its removal.

EQUIPMENT

All articles used by the members of this Department shall be of Police regulation and shall be inspected by the Chief. Equipment will be as follows:

One whistle, with chain, which shall be worn when in uniform with the chain ring hooked to the right shoulder tab of the shirt, blouse or overcoat, and the whistle hooked to the button of the right pocket flap.

One night stick not less than twenty-four inches long and one and three-eighths inches thick, made of sound locust.

A .38 calibre Colt or Smith and Wesson improved revolver with a four inch barrel, to be numbered and a record of same kept at Headquarters.

One pair of handcuffs.

A leather billet.

Twelve rounds of ammunition.

FORMS

1. Policemen of every rank in the service shall always sign their full name, shield number and rank when attaching their signature to reports, complaints or official documents of any kind.

2. Reports and complaints will be made in writing and on paper and blanks furnished for that purpose by the Department, and must be properly addressed at the head of the communication to the officer whom they are intended for, and signed officially.

3. No erasures must be in any of the books or documents of the Police Department. If any mistake is made in the entry, the correction shall be made by drawing the pen across the entry and placing the correction above it.

-17-

4. All records, printed forms and books used by the Police Department shall be prepared by the Chief.

CHARGES AND TRIALS

1. Any officer or member shall be subject to reprimand, loss of furlough days, suspension, deduction of pay, reduction in rank, or dismissal, according to the nature and aggravation of his offense, for any of the following causes:

1. Intoxication.
2. Willful disobedience of orders.
3. Indecent, profane or harsh language.
4. Disrespect to a superior officer.
5. Unnecessary violence to prisoners.

April 29, 1965

6. Leaving post without just cause.
7. Neglect in paying just debts.
8. Immorality, indecency or lewdness.
9. Absence without leave.
10. Incompetency, lack of energy and incapacity, mentally or physically.
11. Malingering or feigning illness.
12. Entering liquor saloons or gambling houses except in discharge of duty while in uniform.
13. Neglect of duty.
14. Violation of any criminal law.
15. For making known any proposed action or movement of the force, or the provisions of any orders, to persons outside of the force.
16. Conduct unbecoming an officer.
17. Not properly patrolling post.
18. Publicly commenting on the official action of a superior officer.
19. Though not mentioned in these rules, all conduct to the prejudice of good order and the discipline of the Department; all conduct of a nature to bring discredit upon the Department, and all crimes committed by the members thereof.
20. It shall be the duty of every member of the Force to report any and all violation of the rules and regulations or orders which they may observe to their respective immediate superior officers. Officers may suspend from duty any subordinate, until the same can be reported to his next superior in office, with the cause and facts on which such suspension was ordered.
21. No member shall, directly or indirectly, be concerned in making any compromise or arrangement between thieves or

-18-

other criminals and persons who have suffered from their acts, with a view to permitting the criminals to escape with punishment provided for by law, and any officer who has any part in such compromises or arrangements, or has any knowledge thereof, and fails to give information to his superior officer, shall be subject to dismissal.

4. Suspension pending investigation may be made by the Chief. He shall have the power to take necessary action involving minor violations of all rules and regulations. Rein-statement shall only be made by the Chief.

5. No charge once made shall be withdrawn or altered except by consent of the Chief.

6. Superior officers are required within 24 hours after a complaint has been filed to make final charges and specifications, a copy of which shall be left with the Chief.

7. Complaints against officers may be made by a member of the Force or a citizen by letter to the Chief. When by a citizen such complaint must be sworn to.

8. No member being under charges shall cause any person, either before trial or judgment to interfere personally or by letter in his behalf. He shall, however, have the right to subpoena as many witnesses as he may deem necessary and have counsel in his defense.

#### LEAVE FOR ABSENCE AND FURLOUGH

1. The Chief of Police may grant leaves for a period not exceeding five days. Should leave of absence for a longer period be desired application must be made in writing giving sufficient reason for it.
2. The Chief shall have power to detail any officer to any special service that he may deem necessary.

5. Officers who have contagious disease in their family should be allowed leave of absence with pay, provided such conditions are certified to by the Police Surgeon.

4. When a member of the Department reports on sick leave he shall remain at his home until a physician has notified the Chief of Police that the member is physically in condition to go on duty.

5. Any member of the Department who shall be absent from duty without just cause for a term of five successive days, and

-19-

without leave of absence, shall at the expiration of said five days cease to be a member of the Department if, after investigation by the Police Committee, this deems just and necessary.

6. Members of the Department, with one to nine years of service shall receive two week (2) of furlough a year.

7. Members of the Department with ten to fifteen years of service shall receive three (3) weeks, of furlough a year.

MEDICAL OFFICER

1. The duty of the Surgeon or Physician will be to visit all of the officers reporting sick and to visit them whenever he may deem it necessary during their illness; and upon the recovery of any officer who has been sick he shall furnish him with a written certificate specifying the nature of disease, the number of days he has been sick, and whether he is able to resume the performance of active duty.

2. The Medical Officer shall report at the place instructed to examine or treat prisoners and witnesses whenever requested to do so.

3. The Medical Officer shall examine all men on sick leave at Headquarters when ordered to do so.

4. The Medical Officer may direct sick officers to report to him at Headquarters when they are sufficiently well to do so.

5. All police officers when reported sick, shall be subject to the orders of the Medical Officer.

6. It is the duty of the Medical Officer to report any officer who, in the Medical Officer's judgment, may seek to avoid duty on the pretense of sickness or who sickness or disability is caused by improper conduct, intemperance or vicious conduct.

7. When officers are permanently disabled or when the physical or mental ability of any member is questioned the Medical Officer shall recommend to the Chief of Police that such officer be examined as to his disability.

8. No officer will engage for a surgical operation before consulting the Medical Officer.

-20-

9. No rule within the section entitled MEDICAL OFFICER shall be construed by such Medical Officer as limiting his professional prerogatives nor depriving him of discretion that will result in the highest state of physical efficiency of the members of the Townshipp of Raritan Police Department.

GIFTS (AN) GRATUITIES

1. No member of the Department shall accept either directly or indirectly any gratuity reward, or gift, from any person, without the permission of the Chief; nor compensation



April 29, 1965

for damages sustained in the discharge of his duty, without the permission of the Chief.

2. Whenever a reward or gift of any description is offered to a member of the Department it shall be deposited immediately with the Chief, together with a report explaining the nature of the services rendered or the circumstances of the gift.

3. No member of the Department shall invite, suggest or request any contribution, nor sell tickets or advertising for any purpose, without the permission of the Chief of Police.

-21-

Chairman Brady then read the following statement:

"As Police Commissioner of Karltan Township, I would like to take this opportunity to personally extend my thanks to Chief G. P. Gunther and to Deputy Chief Wm. Till who have served this department and this Township to the very best of their ability.

Deputy Chief Till has served this Town for over 25 years as a Policeman and has always served faithfully and well.

Chief Gunther has seen the police department under his guidance and leadership expand its services and improve its operational procedures to the utmost of efficiency and effectiveness.

Under the direction of these men, new methods of training, new organization and division, and new methods were introduced and carried out.

Due to the conversion from the part-time to the newly formed full-time department, it was impossible for these men and many other members of the force to give up their full-time employment in order to remain on the force."

On motion by Committeeman Shields, seconded by Committeeman Filardi and carried, the meeting adjourned.

  
DONALD J. MALLOY  
Township Clerk