

Evaluation of the Borough of West Wildwood Police Department



Submitted by:

New Jersey State Association of Chiefs of Police

Professional Services Division

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Agency Name: Borough of West Wildwood Police Department
Street Address: 701 W Glenwood Avenue
City/Zip Code: Wildwood, NJ 08260
Agency Officer in Charge: Det. Mark Weeks (CMCPO)
Sgt. James Dodd (WWPD-1701 Highest Ranking Officer)

Agency Public Safety Director: Jane DiMattia (Civilian-Elected Commissioner)

Agency Appropriate Authority: Jane DiMattia (Civilian-Elected Commissioner)

Date(s) of Assessment: March 25, 2025, to May 15, 2025

Assessment Team Leader: Mitchell C. Sklar, NJSACOP Executive Director

Assessment Team Members: Chief Raymond Hayducka & Chief Louis Bordi

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Executive Summary

The purpose of this report is to communicate information revealed during an assessment, which was geared towards an extensive evaluation of the overall management and functionality of the West Wildwood Police Department. The Chapter Summaries will give a description of the questions identified and information received through internal audits, the review of other professional reports and policies, interviews of personnel in the police department, interview with people associated with the police department, and other police professionals.

This report will serve as a resource that can be used to initiate planning that can hallmark necessary changes. You will see some specific recommendations that we believe can lead to a more responsive, better managed, more efficient, and more accountable police department. The recommended changes will include a revision of the Borough Police Ordinance, re-structuring the organization and identifying staff responsibilities, a comprehensive hiring plan that is complicit with NJ Title 40 and State laws, along with a structured chain of command, which has been absent. This will have a direct effect on the management and supervision of all operations of the police department. The additional implementation of the remaining recommendations will be outlined in this report.

It should be noted that one of the primary responsibilities of a police department's administrative staff (Chief, Deputy Chief, Captain, and Lieutenants) is to ensure the organization's operational elements have the ability and means to accomplish their service delivery responsibilities. Without sufficient oversight, planning, organizing, documentation, training, and maintenance, the department will struggle to sustain their required duties. The lack of these support elements is apparent in this police department as noted, after the evaluation period.

After the evaluation into this police department, the issues are obvious, and the remedies are specific. The responsibility to provide proper support of a police agency in New Jersey is clear; The governing body must provide a clear police ordinance, with clear police policies and procedures that are consistent with state guidelines and

statutes. A consistent command structure that fosters departmental leaders who can confidently lead, mentor, train, prepare, organize, document, and evaluate their department and its officers. Many of the problems identified in the Chapter Summaries are the result of very long-standing processes and practices that were instituted by past leaders, acknowledged by the next leaders, and passed on. All the while, creating an unacceptable culture, passed down from one leader to the next, without identifying the ever-changing standards in the police profession.

The day-to-day efficiency and operations of the department are entrusted to the sworn department head, who left in a moment's notice. The remaining personnel are not prepared to meet or exceed the professional police standards of the 21st century. The community needs to be the beneficiary of confident, progressive, systematic, attentive, and caring leadership from the governing body, who provides support, while the day-to-day operations are executed by competent police officers.

From this report, as mentioned previously, a transition plan should be formulated to provide the guidance needed to encourage continued accountability, planning, organizing, staffing, directing, coordinating, reporting, and budgeting for the next 3-5 years. If there is not a commitment to this, then alternative recommendations should be considered.

History and Demographics of the Borough of West Wildwood

The Borough of West Wildwood is a municipality situated in Cape May County, New Jersey, with a population of approximately 540 [2020 Census]. The summer population grows to as much as 5,000. The borough was incorporated as a borough by an act of the New Jersey Legislature on April 21, 1920, from portions of Middle Township, and border Middle Township, North Wildwood, and Wildwood City. According to the United States Census Bureau, the Borough has a total area of 0.36 square miles, including 0.29 square miles of land and 0.08 square miles of water (21.67%).

Located on a small island connected to Wildwood by a two-lane bridge, the borough consists primarily of vacation and year-round homes. Created using landfill to cover existing marshes in the 1920s, the borough is surrounded by bulkheads to protect it from flooding, though heavy winds and high tides can overtop the flood protection mechanisms. West Wildwood Borough has a total of 5.59 miles of roadways, of which 4.79 miles were maintained by the municipality and 0.80 miles by Cape May County. County Route 614 (Glenwood Avenue) runs through the borough to its northern tip.

West Wildwood has been governed under the Walsh Act form of New Jersey municipal government since 1964. The borough is one of 71 municipalities (of the 564) statewide that use the commission form of government. The governing body is comprised of three commissioners, who are elected at-large on a non-partisan basis to serve concurrent four-year terms of office as part of the November general election. At a reorganization meeting conducted after each election, the commission selects one of its members to serve as mayor and designates for each commissioner an assigned department to oversee.

The West Wildwood Police Department's hiring and promotional process is governed by NJ Title 40A and the borough police ordinance. It is reported, via the New Jersey Attorney General's Office, that the police department had 8 full time police officers in 2023, and the average age of the officers was 30 years old. It is reported that the police department is currently operating with a Sergeant acting as the officer in charge, while the Chief of Police is on extended terminal leave (approximately 2 years) until she applies for retirement.

We know that the Cape May County Prosecutor's Office has assumed control of the day-to-day operations of the police department and has assigned Det. Mark Weeks as the officer in charge. As recent as April 28, 2025, there are Four (4) full time police officers and (one) 1 SLEO Class II Officer.

New Jersey State Association of Chiefs of Police (NJSACOP) Profile

The New Jersey State Association of Chiefs of Police (NJSACOP) is the premier law enforcement professional association in New Jersey, and one of the most respected organizations of its type in the United States. Since 1912, NJSACOP's core mission has been to enhance and promote the highest ethical and professional standards in law enforcement at all levels in our state. Toward this end, NJSACOP serves as the accrediting body for law enforcement agencies within New Jersey, provides entry level and promotional examinations to police departments, serves as an important information clearinghouse, provides technical assistance as well as education and professional development for police chiefs, command officers, and other administrative/supervisory personnel from law enforcement agencies at all levels from New Jersey and throughout the Mid-Atlantic Region.

NJSACOP's members represent the administrative center of municipal, county, state, and federal law enforcement agencies in New Jersey, responsible for the leadership of the most fundamental service provided by government – public safety. Every day, police executives determine policy, allocation of resources, and strategic decisions that impact the safety and quality of life of millions of our state's residents, businesses, visitors, and the traveling public.

NJSACOP Professional Services Division

NJSACOP Professional Services Division helps communities address critical issues by providing specific services to local and county jurisdictions, including police agency accreditation, entry-level and promotional examinations, oral boards and assessment centers, sample policies and rules and regulations, new police chief mentoring programs, and management studies.

The NJSACOP Professional Services Division has specific expertise in law enforcement services, which encompasses organizational development, leadership and ethics, training, assessments

of calls for service workload, staffing requirements analysis, designing standards and hiring guidelines, community-oriented policing, and organizational structure.

The NJSACOP Professional Services Division team is led by Mitchell C. Sklar, Esq., the association's Executive Director, Deputy Executive Director Chief William Nally (Ret.), Captain Harry Delgado (Ret.), the association's Accreditation Program Director, along with a team of highly experienced, hand selected consultants and other professional staff such as Chief Raymon Hayducka and Chief Louis Bordi.

Methodology

The assessment of the West Wildwood Borough Police Department was conducted through data collection, on-site observation of police personnel and the facilities, personnel interviews, research, reviews of relevant literature, review of state statutes, review of statewide accepted accreditation standards for police organization, comparative evaluation of police industry standards, meetings, analysis of data, and the experience of the NJSACOP staff.

Analysis Categories

The general categories used for analysis in this study are as follows: Police Administration, Staffing, Coordinating Operations, Training, Police Facilities, Accountability Measures, and Budgeting; All in conjunction with these major categories, NJSACOP Staff reviewed the presence of police administration policies, community assessment, physical resources, human resources, training and competency, and external interactions with the local community.

Study Boundaries

NJSACOP Staff acknowledge that there are many ways to organize a police department, and every department must be structured to meet the specific needs of their community. However, studies including those cited herein indicate that certain principles of police organization have been proven valid over time and include:

- Tasks, similar or related in purpose, processes, methods, or clientele, should be grouped together in one or more units under the control of one person.

- Each task should be clearly and concisely made the duty of an individual; responsible for planning, execution, and control should be definitively placed on designated individuals.
- Each individual unit, and situation should be under the immediate control of one, and only one individual, thus achieving the principle of unity of command.
- Each assignment or duty should carry with it the authority necessary to fulfill the responsibility.
- Lines of demarcation between the responsibilities of the unit should be clearly drawn by a precise definition of the duties of each.
- Rank should increase one step, and only one step, at each level of the organization's structure and be consistent with the duties and responsibilities assigned to the position.
- Personnel who supervise others should hold supervisory rank.
- Qualified civilian employees should staff functions that can be performed by non-sworn personnel; and
- Non-traditional or highly specialized functions should only be established if a demonstrated and ongoing need exists.

These principles, coupled with the knowledge of the community possessed by the governing body of the municipality, should guide the development of an appropriate table of organization and the operational policies necessary for the future direction of the West Wildwood Police Department. The police department must be structured to perform its essential functions efficiently and effectively, within its fiscal restraints, consistent with the nature and particular needs of the community it serves. This report will identify positions that should be funded to provide a recommended level of police service to the Borough of West Wildwood without compromising police officer safety. The timetable to implement these recommended changes is the responsibility of the mayor, and the members of the governing body. The report makes recommendations based on sound police operations principles that can be applied to the West Wildwood Borough. During the assessment, NJSACOP Staff sought specific documentation from the Borough Administration and the officer in charge. While some documentation was provided in a timely fashion, the

NJSACOP Staff observed the documents provided were not consistently accurate. There are still requests that remain unanswered.

The recommendations contained in this report are not merely to promote efficiency, effectiveness, and performance of the police department. They will serve as a guide for steps that the Borough of West Wildwood can take to provide fiscally responsible essential police services to the people who live, work, and visit the Borough of West Wildwood.

The following standards and accepted practices were utilized during this assessment:

- New Jersey State Chiefs of Police Accreditation Standards (NJSACOP);
- New Jersey Division of Criminal Justice, Attorney General Directives, AG Directives – New Jersey Office of Attorney General (njoag.gov);
- New Jersey State Statutes, N.J. Legislative Statutes (state.nj.us).

Chapter 1 Summary: Current Department Status-Audits

In determining the police department's current state, the following critical areas were identified as indicators that would help determine the administrative and operational health of the agency.

- The Administration Function (Chapter 2)
- Policy and Procedure Manual (Chapter 5)
- Rules and Regulations (Chapter 5)
- The Local Police Ordinance (Chapter 5)
- Union Contracts and Grievances (Chapter 1)
- The current Transition Plan or Strategic Plan (Chapter 2)
 - There is no evidence of a Transition or Strategic plan ever being in place.
- Departmental Training – Mandatory and Advanced (Chapter 3)
- The Departments Organizational Chart and Responsibilities Table (Chapter 2)
- The Internal Affairs Function (Chapter 2)
- The Operations Division-Patrol Function (Chapter 2)
- The Investigations Function (Chapter 2)
- The Evidence and Property Function (Chapter 4)

- Community Affairs and Social Media (Chapter 2)
- Crime Data Analysis (Chapter 2)
- Accountability Measures (Chapter 2)
- Station Security and Monitoring System (Chapter 2)

A document request was submitted on March 1, 2025, to get a greater understanding of the department's historical performance, identify trends, assess past successes and failures, which can guide future strategic decisions. We received an email with documents on March 25, 2025, which started the evaluation period. After an extensive review of the supplied documents, a sight visit was scheduled for April 28, 2025. We met with Det. Weeks, who gave us a tour of the police headquarters and supplied information regarding the status of the department; operationally, administratively, structurally, and what systems of accountability were in place. It became obvious that the West Wildwood Police Department was experiencing a crisis in all the identified critical areas.

After the April 28, 2025, on-site meeting, we made requests for status reports for the identified critical areas, which are common reports that would provide proof that a police department meets or exceeds the industry's best practices. The following information was requested and not produced as it was not completed:

- A 5-year employee projection plan
- A current departmental vehicle assignment and inventory audit
- A 5-year departmental vehicle replacement plan
- A current individual officer ammunition audit
- An evidence and property audit along with a security audit of the evidence room
- A building security camera audit and security door audit
- A current officer bullet proof vest audit
- A 5-year bullet proof vest replacement plan
- A prisoner processing room audit
- A current police officer uniform and equipment audit
- An IT software and hardware initial audit
- A 5-year IT software and Equipment projection plan

- A Policy and Procedure Audit
- A Police Training Commission audit and roster update

It became apparent that most reports and audits were not completed by the West Wildwood Police Department. There were no planning reports to review and there were almost no accountability measures in place, in the agency, for issued police equipment. A healthy police agency would be able to provide most of, if not all, the aforementioned information.

Union Contracts & Pending Grievances

We have requested copies of any contracts covering employees of the police department. It should be noted that the current police officer contract has a Severance Clause in Article X, Section G that should get a legal review for determination. There are no reported active grievances or lawsuits.

Chapter 2 Summary: Police Operations

The Administration Function

The police administrative function has the duty to plan, coordinate, direct, lead, oversee, organize, communicate, and unify police resources, activities, and personnel. To be an effective police administrator today, it is also required that administrators recognize the importance of officer wellness, emotional intelligence, and the responsibility to plan for the future. All these functions are necessary to build a solid foundation for a police agency to endure the difficulties and hardships that surround the most visible arm of our local government and the criminal justice system; A police department, where cops work to protect and serve their community.

One of the most important functions an administrator assumes responsibility for is the obligation to train and mentor their subordinate officers, to take their place one day, and move up the chain of command. This mentoring and training are supposed to happen at every level of the agency. The Sergeant prepares police officers to be front line supervisors. Lieutenants prepare Sergeants to become second level supervisors. Captains prepare Lieutenants to become senior management. The Chief of Police should ensure this preparation is happening,

with an eye on the future for the entire department. Ideally, officers will receive the same or similar preparation for the next level, so the governing body will always have a choice when it comes time to make a promotion. When training and mentoring is not a priority and it is ignored, the entire agency will suffer from top to bottom. It is widely known that it will not take long for an agency to become stagnant, fail to evolve, and become a severe liability for its municipality if this happens. This agency has failed to stay current with industry's best practices, which has led to their inability to maintain staffing and supervision.

One Sergeant is listed as having responsibilities for police administration in the May 2025 schedule that was provided. This is not acceptable.

The Department's Organizational Chart and Responsibilities Table

The importance of an organizational chart is multifaceted. It clearly communicates the chain of command, reduces confusion, and it increases efficient communication. By not having a clear organizational chart, it becomes increasingly difficult to foster accountability and efficiency. There was no evidence of an organizational chart being made available beyond what is in the police ordinance. They also lacked a list of detailed responsibilities for officers and supervisors, which creates confusion.

It will be extremely important to provide and update the organizational chart and responsibilities table. This will increase communication, provide structure, and foster accountability. I was only provided with a copy of the local police ordinance as an answer to this request. This submission is not sufficient and does not meet the necessary standards for structure, accountability and industry best practices.

The Police Department Strategic Plan and Transition Plan

There is no evidence of a Transition Plan or a Strategic Plan ever being in place. The lack of these plans, or some variation of both, is not required by police agencies, but is highly recommended. It would directly affect the ability to move the department forward efficiently.

A lack of this type of planning will have a direct effect on the short-term transition and the long-term health of a public safety organization. This could be one of the reasons for the current condition of the department.

The Internal Affairs Function

Since January 10, 2025, CMCPO has been managing the IA function for the Department. Prior to that, there is no one in the department documented in the supplied chain of command or responsibilities chart with IA responsibilities.

The Operations Division-Patrol Function

The police department has (3) full time, fully certified police officers who all work in uniformed patrol. These 3 officers have no other additional responsibilities such as Supervision or Detective listed in the documents supplied. It is reported that there is one (1) SLEO II officer who works in uniformed patrol and has no additional responsibilities listed.

Currently, the patrol officers do not have a fixed shift or a fixed schedule. A schedule was supplied for May 2025, for the month, that shows officers filling shifts. Apparently, a monthly schedule is all that can be supplied, due to the lack of officers available to work. It was reported that one of the three full time officers received a conditional offer of employment and will be leaving in May 2025. It was also reported that the SLEO II officer is awaiting a conditional offer of employment and will be leaving in May 2025.

It should be noted that the West Wildwood Police Department is a NJ Title 40 police department. There is no evidence that a comprehensive staffing study has ever been completed. Also, there is no evidence that the police department has a recruitment or retention plan in place beyond what was found on the police department webpage. There is no actual recruitment taking place.

The Investigations Function

It appears there is no presence of an investigation function for the police department, and no one has the responsibility beyond the uniformed patrol officer. Any serious offense would be investigated by the Cape May County Prosecutors' Office, leaving no follow up investigations for less serious offenses that should still be investigated to their natural conclusion.

Community Affairs and Social Media Function

There is no evidence that the police department has a community affairs function. Their social media/web page is outdated and not up to best practices.

Accountability Measures

More accountability in the workplace has been linked to greater employee commitment, employee satisfaction, and increased efficiency. Accountability measures in a police agency are more important now than ever in our country's history, given the last three to five years of negative police events and the changing narrative concerning police reform across our country.

One specific accountability measure associated with our industry's best practices is a comprehensive and fair employee evaluation system. I have not been able to find any officer evaluations and it does not appear that they have ever been completed. The opportunity for constructive feedback, to become a better police officer, is absent.

Inventory Control Systems-Uniforms and Equipment

Accurate inventory and equipment management controls in a police department allow for a police agency to remain ready for mission critical assignments, be prepared for mutual aid requests, and to better plan for budget replacement costs. It will also allow the agency to track items and equipment assigned to officers and will increase overall efficiency.

An inventory control report for each officer's uniforms and equipment was not produced. There is no evidence of an ammunition audit for each officer and each vehicle that is in service. This is the best practice standard so that each department maintains such records for operational readiness. I don't believe it has ever been done in the West Wildwood Police Department.

Crime Data Analysis

Predictive policing is considered the highest and most productive means to thwart a crime before it happens. It is the goal of every police department across our county. This cannot be accomplished without complex computers programs and analytical algorithms. Most police departments do not have these types of resources themselves, but it is available through our federal law enforcement partners. Crime data analysis, at its core, is simply identifying patterns and trends in criminal activity that is used to guide patrol and investigations. This can be accomplished in this department, but it does not seem to be a priority.

There is no indication of any proactive crime data analysis being conducted for the Borough of West Wildwood for the crime that is presently happening. There are many other available regional reports that were not being shared with the rank-and-file officers. This lack of communication is unacceptable, given the ease of obtaining and sharing it.

Chapter 3 Summary: Police Officer Training: Mandatory and Advanced

Departmental Training-Mandatory and Advanced

The police profession is complex and requires significant training and re-training as it is one of the most highly regulated vocations in our country. The NJ Attorney General's Office mandates in-service training for all law enforcement officers in the following areas, after they receive their Basic Course for Police Officer (BCPO) certification or their Special Law Enforcement Officer (SLEO) certification: Use of Force, Vehicular Pursuit, Domestic Violence (4 hours per year), Blood Borne Pathogens, Hazardous Materials, firearms qualifications, and Right to Know. Some of the other training requirements include CLEAR, ABLE, ICAT, De-escalation Training,

Alcotest, Radar, CPR, K-9, Resiliency Training, Taser, Internal Affairs, and CJIS Recertification. Many of these trainings are required annually, twice annually, biennial, and even triennial.

When considering risk management for the police officers and the municipality, it is extremely important that providing, tracking, and documentation of police officer training be consistent and deliberate. A failure here will ultimately translate into the degrading of the agency itself, and the services provided to the residents. It could be the greatest disservice a police leader can perpetrate against their own officers.

The attached "Wildwood Training Schedule" requesting documented required training for the agency and its officers from 2020-2025 was submitted to the agency with the following directions:

***Please note where documentation of the training is stored in the boxes under the years and document deficiencies on a separate sheet for each category. Also supply copies of the documentation with the officers who received the training (Date, Time, Location) for each year and category.*

After almost a month and 2 requests, an email was received back with none of the requested information completed in the form provided. The email reply only transferred information contained in officers' training files.

Chapter 4 Summary: Police Station Security & Evidence/Property

Police Station Security

The need and demand for security of the police station, both internally and externally, has certainly changed over time. Very similar to a courthouse or a municipal building, we counted on respect for authority to minimize the chance for threats and violence. This is not the case any longer as we are required to be diligent in our efforts to secure our buildings properly, protect our employees, and the people who visit the police station and the municipal complex.

The police department has an updated camera system. A request was made for the most recent security audit of police headquarter doors, locks, and camera system. We were informed that it is not available and likely has never been completed. [REDACTED]

[REDACTED]

[REDACTED]

Prisoner Processing

[REDACTED]

The New Jersey Department of Corrections (NJDOC) has the responsibility to inspect and approve all police department cell block and prisoner processing areas. I asked for the documentation of the last NJDOC inspection of their police building processing area. A 2019 report was supplied showing many deficiencies and there is no evidence of a waiver being sought. On April 28, 2025, I was informed that a cellblock/processing inspection has been scheduled. It was later determined that the results were the same as the 2019 audit.

Evidence and Property

According to the International Association of Property and Evidence website, the law enforcement evidence/property function exists for an agency to receive, catalog, safely store, and maintain the integrity of evidence, found property, and property for safe keeping. This function allows for the effective prosecution of criminal offenders while confirming innocence; and victims may find truth and closure as justice is served. Lastly, law enforcement agencies have the legal obligation to restore evidence/property to rightful owners or facilitate the legal disposition of evidence/property in the agency's possession.

This function creates significant responsibility and potential liability for any department who fails to recognize its importance. Unfortunately, it has been ignored. There was no documentation that an evidence audit has ever been completed by anyone. It appears that evidence and property are being stored in several different places in the building.

Chapter 5 Summary: Police Department Rules, Regulations, Policies & Procedure

Rules and Regulations & The Local Police Ordinance

The core of all professional police departments are its rules and regulations, general orders, and policies and procedures. They create the foundation for understanding, direction, boundaries, expectations, and accountability, which govern how the department will operate. Police officers need this structure to create a consistent professional response, which the community demands and expects. A lack of accountability, direction, and consistent policies and procedures will inevitably expose the officers and the municipality to undue risk.

After a review of the police department rules and regulations and local police ordinance (Title 40), it has been determined that a new updated version for both will be recommended. There is a need to amend and re-issue both, to meet the standards of 21st century policing and the needs of the West Wildwood Police Department.

Police Policy and Procedure Manual

As mentioned earlier, policy issuance, review, and updating are a critical function for the efficient operation of the department. The general order index has 35 general orders listed and many have not been updated since the early 2000's. This creates significant liabilities for the police officers and the municipality. This is a critical deficiency and should be made an immediate priority.

Conclusions and Recommendations

1. **Leadership** - There is a complete lack of leadership in the Borough of West Wildwood Police Department.

Recommendation: The agency is led by an Officer in Charge with the rank of Sergeant. If the agency remains intact, the Borough needs to commit to developing a Chief of Police to lead the agency. The agency should also consider recruiting a Chief of Police from outside the agency. This is a rare occurrence in New Jersey and is only permissible if no officer is qualified or no officer wants the position. It appears that there is a lack of qualified personnel currently in the agency to become the Chief of Police. If the Borough opts to hire a Chief of Police, they should participate in the Police Management Consultant Program or the Police Chief Mentoring Program.¹ The Management Consultant or Mentor(s) could assist the head of the agency with developing a 1-3-5-year strategic plan for the agency.

2. **Property and Evidence Function** - The Property and Evidence Function is in complete disarray and there is a potential chain of custody issues that could compromise pending and future cases. It is imperative that the property and evidence function is effectively and efficiently managed and controlled. There needs to be strict accountability for all property and evidence. It is also critically important in supporting investigations, helping to guarantee successful prosecution in criminal/civil trials, and to facilitate the timely return of property to its rightful owners and in establishing this agency's reputation as an honest, reputable agency worthy of the public's confidence and trust.

Recommendation: Hire an outside consultant and perform a 100% audit of the property and evidence function. This should be done regardless even if the agency remains intact or opts to disband. A complete report and assessment should be forwarded to the Cape May County Prosecutor to determine if there is an impact on any pending cases. If the agency remains intact one officer should be

¹ <https://www.njsacop.org/content.asp?contentid=145> & <https://www.njsacop.org/content.asp?contentid=146>

responsible for the Property and Evidence Function with a back-up officer to serve in his/her absence. This assignment should take place after a sound policy which meets the NJSACOP accreditation standards is implemented. In addition, both officers that have Property and Evidence duties and responsibilities must receive proper training so they can competently perform the function. There must also be an emphasis on the destruction of evidence on a regular basis.

3. **The Internal Affairs Function** -The Internal Affairs Function is defective and essentially non-existent in the agency.² This needs to be promptly addressed if the agency remains intact.

Recommendation: If the agency remains intact, they must implement a policy that is in compliance with the New Jersey Attorney General Internal Affairs Policy and meets the NJSACOP accreditation standards. A ranking officer should be assigned the duties in a part-time capacity after they are fully trained. In addition, they should consider having a reciprocal agreement with another agency regarding internal affairs services if a conflict arises as outlined in the New Jersey Attorney General IAPP. This arrangement would have to be approved by the CMCPD prior to implementation.³

4. **Field Training Program** -The present program is not sufficient in duration (4 weeks) and needs to be completely overhauled to today's policing standards. The current program creates liability for the Borough due to a potential failure to train claim.

Recommendation: There needs to be a formal field training program and policy implemented so all the officers are trained on the required topics prior to being released to patrol in a solo capacity. A formal training program will also ensure that all officers apply the agency policies in a consistent manner. In addition, there should be 1-2 designated field training officers after they receive formal training.

² The Internal Affairs Function is currently under control of the Cape May County Prosecutor's Office due to the lack of accountability.

³ This option needs to be considered due to the number of relatives working within the agency and it will put the primary burden on the CMCPD.

The Borough should consider compensating these officers with a stipend or compensatory time for the added responsibilities.

5. **Supervisory Training** – Proper supervision is critical to the discipline and management of a law enforcement agency. There is no evidence that there is supervisor or leadership training on a consistent basis in the agency.

Recommendation: Any officer with supervisory authority in the Borough of West Wildwood Police Department should immediately receive supervisory training. This includes current supervisors and officers that receive an officer in charge (OIC) designation when there is no supervisor on duty. This is also recommended by the New Jersey Attorney General's Office. Supervisory training is specifically discussed in section 3.3.1 in the Internal Affairs Policy, and states in part; "To maximize their effectiveness, agency supervisors should receive appropriate supervisory training as close as possible to the time of their promotion." The appropriate types of training for supervisors can be set forth by policy. Supervisor training and leadership must be done on a continuous basis.

6. **Agency Training** – There is a lack of training and there is no policy that gives guidance on what training each officer should receive.

Recommendation: The agency must develop a policy that addresses all mandatory training and discretionary developmental training. There should be CORE standards in the policy for each assignment and rank. The purpose of the policy is to establish the core training topics for assignments within the department and to allow employees to professionally develop and to operate efficiently and effectively. The benefits of a properly trained agency are that it reduces time spent on direct supervision, reduces agency liability, reduces the propensity for errors and mistakes, and it creates a better, more well-rounded, and prepared employee.

7. **Performance Evaluations** – There is no evidence of any officer having a performance evaluation. The primary purpose of employee performance evaluations is to inform the officer on how they are performing their duties and responsibilities.

Recommendation. The agency should implement a performance evaluation system which meets the NJSACOP accreditation standards. This will give officers an opportunity to improve performance so they can operate efficiently and effectively. Employee evaluations also assist management in planning, improving the hiring process, identify training and agency needs, and improve overall agency operations. It can also identify future leaders for promotion.

8. **Police Facility-The** Police Department building is in need of updating.

Recommendation: The Borough needs to hire a consultant that specializes in police facilities to determine if the building could be retrofitted and upgraded so they can operate more efficiently and effectively. If this is not feasible, they should consider constructing a new cotemporary facility to meet the needs of the agency, the officers, and the residents. A special emphasis needs to be placed on the current detention facility and property and evidence storage areas. [REDACTED]

[REDACTED]

9. **Grants** – There is no evidence that the agency pursues any type of grant funding.

Recommendation: The agency needs to aggressively pursue law enforcement grants such as COPS Hiring, State and Federal Bullet Proof Vest grants. The agency should train an officer in grant writing and task them with aggressively pursuing grants for the agency.

10. **Recruitment and Retention** – The agency needs to develop a recruitment and retention plan. There is high police officer turnover and it is contributing to the instability in the agency.

11. **Recommendation:** Develop a comprehensive recruitment and retention plan. The emphasis should be on recruiting and identifying perspective candidates that are committed to spending a career as a West Wildwood police officer. A yearly retention bonus should be considered until the officer reaches the top step on the salary guide to incentivize the officer to remain with the agency.

12. **Investigative Function** -There police department lacks a designated officer to conduct follow up investigations.

Recommendation: There should be one experienced officer that is designated as the officer with investigative responsibilities. These duties should include but are not limited to follow-up investigations, liaison with the CMCPO, background investigation, intelligence dissemination, and other investigative duties. The designated officer must receive training to perform the investigative duties.

13. **Community Affairs and Social Media Function** – The police department is lacking in community policing and are non-existent with any social media presence to keep the residents informed. These functions are essential to building community trust relationships. This also impacts transparency and trust building with the community.

Recommendation: Adopt a community policing philosophy by getting involved with the community. They should consider some of the traditional programs such as National Night Out, Coffee with a Cop, and Neighborhood Watch. These programs are relatively easy to implement and there is minimal cost associated with the programs. The agency should also upgrade their webpage to a more contemporary platform and start using social media to communicate with the residents. They should designate one officer to handle these duties and provide the necessary training to fulfill the assignment.

14. **Inventory Control System** – There does not appear to be an inventory and control system for equipment and uniforms.

Recommendation: The agency should conduct a staff inspection to determine the inventory of all equipment and ammunition. This should also be done on a yearly basis and be part of a yearly report to the Appropriate Authority. This will provide a measure of accountability and assist with the budget process.

15. **Crime Data Analysis and Information Sharing** – There is no documented analysis of crime in the agency or mechanism to share information amongst officers of the agency or surrounding agencies.

Recommendation: Designate one officer to do a monthly intelligence report based on crime trends and incidents in the Borough and throughout the county. In

addition, each departing shift should be responsible for briefing the oncoming shift of any notable events that took place during the prior shift.

16. **Implement Best Law Enforcement Practices** – If the Borough opts to keep the police department, they must prioritize developing the best practices and standards in law enforcement.

Recommendation: The agency should start the accreditation process through the New Jersey State Association of Chiefs of Police. Accreditation is a progressive and time-proven method of assisting law enforcement agencies to calculate and improve their overall performance. The foundation of accreditation lies in the adoption of standards containing a clear statement of professional objectives. There is a grant currently available to get this process underway. There are many benefits to becoming an accredited police agency and using the best practices in law enforcement. These benefits include:

- Recognition as a professional law enforcement agency or public safety service provider;
- Results in policies and practices that are consistently reviewed and updated;
- Interaction in a professional network of public safety leaders and practitioners from various agencies;
- Greater accountability within the agency and increased community involvement;
- Reduced risk and liability exposure through policy and internationally accepted best practices;
- Support from government officials and other public and private entities; and
- Increased community advocacy and involvement.

Governing Body Options for Providing Police Service

Option # 1 – Full-Time Borough of West Wildwood Police Department

Properly staff train the agency so professional full-time police service can be provided to the full-time residents, summer residents, and businesses. The Borough must recruit and retain more officers to achieve this goal. The following must be considered to accomplish this:

- Define qualifications and expectations for the next Chief of Police and determine if a candidate is one of the remaining WWPD officers (or)
- Consider sharing a Chief of Police that will oversee the West Wildwood Police Department.
- Recruit officers that are committed to working in an agency that operates at a slow pace.
- Properly compensate them with comparable salary and benefits in line with surrounding communities and throughout Cape May County. This will require significant contractual compensation and benefits.

Option # 2 -Shared Police Chief Model

Enter into a shared service agreement with another municipality to share their Police Chief, who will run the day-to-day operations of the department. This has been a successful model in Municipal agencies in Camden, Ocean, and Gloucester County. This shared Chief of Police Model can be permanent or temporary until a suitable candidate is found that can run the day-to-day operation of the agency. Consider the following to accomplish this:

- Define qualifications and expectations for the next Chief of Police and find a community willing to enter into a shared service for the Chief of Police.
- Enter a shared service contract which defines the terms and conditions of employment for the shared Chief of Police.
- The agreement should address the expectations such as, but not limited to reporting to the Borough of West Wildwood Appropriate Authority, expected hours of availability, meeting requirements, budget expectations. Compensation to the Chief of Police and the entity sharing the service should also be included in the agreement.

Option # 3 – Shared Service Agency Model

Enter into a shared service agreement with another municipality to supply partial police services for the PM shift. This can be a temporary solution on a trial basis or until staffing levels are attained, and acceptable leadership is in place. Consider the following to accomplish this:

- Enter into an agreement with a surrounding community to service the evening shift on a trial basis.
- The agreement should have clear expectations on staffing such as coverage within the jurisdiction of West Wildwood or in the alternative providing patrol services as an extension of the contracted service provider's jurisdiction.
- West Wildwood and the provider should be required to give proper notice if either party wants to discontinue the shared service agreement. NJSACOP recommends at least 180 days.
- Consider expanding the shared services to include training with the contracted provider for state-mandated in-service training. (Firearms, Pursuit, Use of Force, CPR, etc.) Sharing investigative services for background checks, and criminal investigations should also be considered.

Option # 4 - Contract Services

Enter a formal contract to pay for law enforcement services provided by another jurisdiction. This would require disbanding the Borough of West Wildwood Police Department. Consider the following to accomplish this:

- Giving notice to the current remaining officers in the WWPDP.
- Determine if Borough is going to require the contracted service to always mandate minimum officer presence within the Borough or if patrols can be extended from a neighboring jurisdiction.
- Consider keeping at least one officer employed in the Borough to close out any administrative task such as inventory of equipment, disposal of equipment, evidence transfer and destruction. NJSACOP estimates this can be accomplished in 60-90 days.
- Provide public notice that the department is disbanding and hold question and answer sessions related to the change.

Summary and Recommendations

Selection of an appropriate police staffing model should be based upon each community's unique needs and means. This will help to preserve its quality of life. However, there needs to be a balance of resident expectations and feasibility related to cost and affordability. It is common for every community to want their own proprietary police department. However, it does not seem feasible in West Wildwood any longer. There are many factors that are contributing to this such as the nationwide recruitment and retention of law enforcement officers throughout the country. The number of officers willing to serve as seasonal Class I and Class II officers has declined. Most resort communities in New Jersey have a difficult time staffing their agency with seasonal officers. In addition, most agencies in New Jersey and throughout the country have seen a rapid decline in the number of officers interested in a full-time law enforcement career. This, along with the lower salary offered to West Wildwood Police Department and the slow operating pace due to limited calls for service, put the Borough at a disadvantage when it comes to attracting career officers.

Based on the review of the West Wildwood Police Department, the NJSACOP recommends the Borough disband the current department and contract services with another jurisdiction. We understand there have been discussions with the City of Wildwood Police Department to partially cover the Borough and possibly as a full-time contract service. Our review demonstrates that geographically and financially this would be the best option. We also believe it would provide uninterrupted services to the Borough and its residents. NJSACOP also believes it will provide a better service due to officer availability and enhanced patrol and investigative resources.

The Borough needs to determine if they want to have a police officer always assigned within the boundaries of West Wildwood on a 24-Hour Coverage Model, which is what currently is in place when they are fully staffed. If the Borough opts for the 24-Hour Coverage Model, the contracted agency will need to cover 8760 hours per year over 365 days of coverage. Assuming there is always one person on duty.

The City of Wildwood Police Department works a 12-Hour Patrol Shift commonly referred to as a Pittman Schedule.⁴ Many agencies work a similar schedule.

Officer staffing availability is determined by the number of hours an officer is available per year for patrol duties. Traditionally, most agencies work 2080 hours per year. Included in the 2080 hours are time off for vacation, average sick leave, training and other leave such as Kelly Time. If the average officer is unavailable for an average of 180 hours per year, it leaves 1800 hours per year for patrol duties.

As stated above, this requires 8760 Hours of coverage divided by 1800 hours of officer availability. This would require 4.86 Officers to provide 24-hour coverage for West Wildwood Borough. The contracted agency must create a relief plan to guarantee 24-hour coverage for the Borough of West Wildwood.⁵

The contracting agency would need to either add resources or rearrange existing resources to cover West Wildwood as a stand-alone patrol area. This will more than likely add to the cost of the contracted service.

A secondary, and more cost-effective option would be to contract with the City of Wildwood to expand the adjacent patrol area to cover West Wildwood. Based on the low number of calls for service, and the full-time resident population, NJSACOP believes this is a feasible option. It is also noted that during summer months the calls for service do not significantly increase. However, if the Borough has concerns about the expanded population in the summer, they can address enhanced coverage with the City of Wildwood during peak hours in the summer months. A detailed statistical analysis can be done to determine when enhanced coverage may be required. It is objectively reasonable, based on the statistical review of calls for service, our training and experience, that the response time for emergency calls will be similar or better due to the number of officers available in the City of Wildwood.

⁴ The Pitman schedule, also known as a 2-3-2 schedule or similar version, is a shift management system that uses four teams to provide 24/7 coverage. It's popular in industries like law enforcement and healthcare. The schedule involves teams working 12-hour shifts in a two-week cycle, with a pattern of two days on, two days off, then three days on, and so on. This allows employees to have every other weekend off.

⁵ NJSACOP is estimating time off. The contracting agency may have more or less time off. We are basing the schedule on prior reviews and experience which includes the average required work hours and time average time away from patrol.

In conclusion, it is recommended that prior to this taking place there is a review of all contractual provisions with the current collective bargaining agreement and equipment service providers. The current collective bargain agreement requires that if an officer is not offered a position with the contracted agency there is a three-year severance requirement which needs to be factored into the cost of disbanding the agency.⁶ Also, some service vendors require notice prior to discontinuing contracted services. These provisions may increase cost in the early stages but will eventually more than likely result in a savings to the Borough.

⁶ CBA between Borough of West Wildwood and Cape May County Lodge NO. 7 FOP Article X – Sick Leave / Terminal Leave Section G.

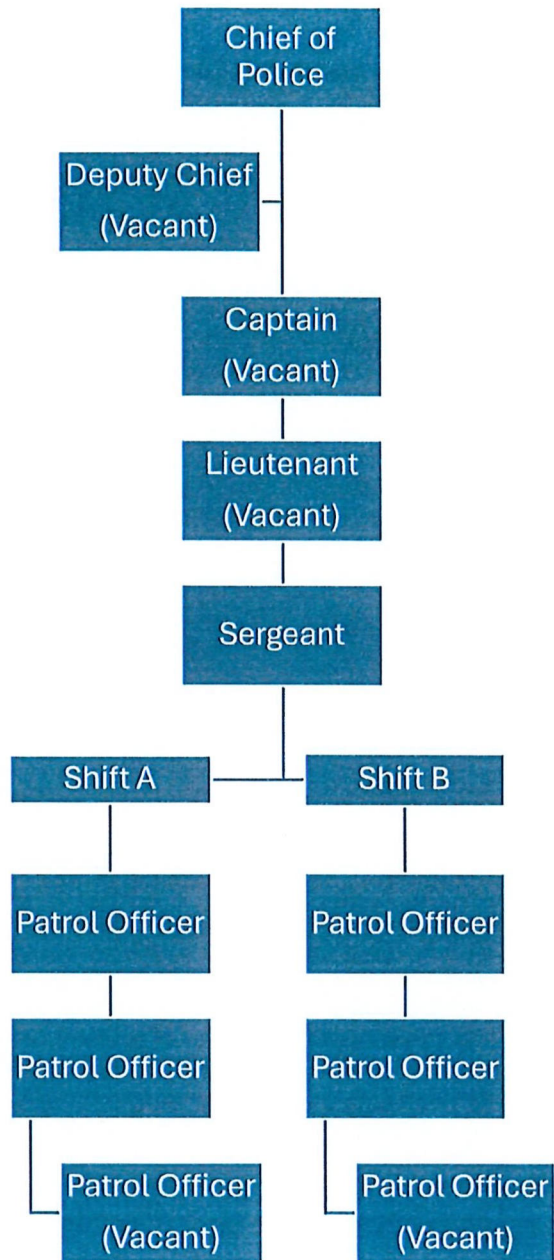
APPENDICES

- A. West Wildwood Borough Police Department Organizational Chart (Supplied by CMCPO Monitor)
- B. West Wildwood Borough Police Department Municipal Ordinance
- C. West Wildwood Borough Police Department Data Matrices
- D. West Wildwood Borough Police Department Training Audit (Requested – Never Supplied)
- E. West Wildwood Borough Police Department NJDOC 2019 Municipal Detention Facility Inspection Report (Non-Compliant)
- F. NJ Title 40A14-146.10 – Special Law Enforcement Officer
- G. West Wildwood Borough Police Department - Current Police Union Contract
- H. Suggested Police Organizational Chart
- I. Suggested Chief and Staff Responsibility Matrix

APPENDIX - A

West Wildwood Borough Police Department Organizational Chart (Supplied by CMCPD Monitor)

West Wildwood Police Department
Organizational Chart



*Ordinance does not include rank of Captain; negotiated within CBA

**Current rank structure for past 5 years, only changes have occurred with personnel at the Patrol Officer level.

APPENDIX - B

**West Wildwood Borough Police Department
Municipal Ordinance**

ORDINANCE NO. 125

AN ORDINANCE PROVIDING THE CREATION, ESTABLISHMENT, MAINTENANCE, REGULATION AND CONTROL OF A POLICE DEPARTMENT IN AND FOR THE BOROUGH OF WEST WILDWOOD, CAPE MAY COUNTY, STATE OF NEW JERSEY

WHEREAS, it is deemed to be in the best interests of the public good, safety and welfare that there be provided a permanent police department for the Borough of West Wildwood, County of Cape May and State of New Jersey,

NOW BE IT ORDAINED by the Mayor and Council of the Borough of West Wildwood as follows:

SECTION ONE: There shall be, and is hereby established, a permanent Police Department in the Borough of West Wildwood, County of Cape May, State of New Jersey.

SECTION TWO: The head of the Police Department shall be the Mayor of the Borough of West Wildwood.

SECTION THREE:

a) The Mayor of the Borough of West Wildwood shall be the Chief Executive Officer of the Police Force, and

b) shall make, with the approval of the Borough Council, administer and enforce rules and regulations for the control, distribution and discipline of the Department and its officers and employees, and

c) establish procedures for the hearing and determination of charges of violation of departmental rules and regulations by members of the police force provided that a member may be fined, reprimanded, removed, suspended or dismissed from the force only on written charges made or preferred against him, after such charges have been examined, heard and investigated by the Mayor or by such person as is designated by him upon such reasonable notice to the member charged in accordance with such practice, procedure and manner as may be prescribed by rules and regulations of the Department and in conformity with applicable state law, however, nothing contained herein shall be construed to prohibit the Mayor for suspending any member of the Department.

from duty when required in his discretion, pending the investigation of charges against member or when such member shall be arrested by the civil authorities, and

d) in his discretion, to deduct or withhold salary from any member of the police force on account of absence for any cause without leave, and

e) Have and exercise all the functions, powers and duties of Department head as otherwise prescribed by the Statutory Laws of the State of New Jersey.

SECTION FOUR: The Police Department of the Borough of West Wildwood shall consist of one full time Chief of Police, one or more Sergeants of Police and such patrolmen and such other officers as may hereafter from time to time be determined upon. The officers and patrolmen other than the Chief of Police may, in the discretion of the Mayor and Council, be designated as part-time employees.

SECTION FIVE: All members of the Police Department shall be appointed by the Mayor subject to the approval of the majority of the members of the Borough Council.

SECTION SIX: The Police Department shall:

a) Preserve the public peace, prevent crime, detect and arrest offenders against the Penal Laws and Ordinances effective within the Borough, suppress riots, mobs and insurrections, disperse unlawful or dangerous assemblages and preserve order at all elections and public meetings and assemblages and there shall be established night patrols when necessary to give full effect to the provisions of this sub-section.

b) Administer and enforce laws and ordinances to regulate, direct, control and restrict the movement of vehicular and pedestrian traffic and the use of the streets by vehicles and persons and to make rules and regulations not inconsistent with the Charter, Ordinances and general law applying to the Borough.

c) Remove all nuisances in the public streets, parks and other public places, inspect and observe all places of public amusement or assemblage and all places of business requir-

ing any State or Municipal license or permit.

d) Provide proper police attendance and protection at fires.

e) Enforce and prevent the violation by any person of the laws and ordinances in effect within the Borough, and apprehend and arrest all persons lawfully charged with the violation of any law or ordinance for the suppression or punishment of crimes or offenses.

f) Provide for the attendance of its members in Court as necessary for the prosecution and trial of persons charged with crimes and offenses and and cooperate fully with the law enforcement and prosecuting authorities of Federal, State and County Government.

SECTION SEVEN: No member of the Police Department shall accept or solicit anything as value for consideration for or in connection with the discharge of his initial duties, nor shall any member of the Department without the written permission of the Mayor and Council, solicit, contribute or pay, or cause to be solicited, contributed or paid, whether directly or indirectly, any money or other thing of value for the benefit of any organization or any member of any organization, except that this shall not apply to the regular dues or assessments of police benevolent associations or other purposes authorized by general rules or regulations of the Department.

SECTION EIGHT: The Mayor, with the approval of the Council, shall provide by Rules and Regulations for the custody and safekeeping of all property alleged to be stolen or embezzled which may come into possession of the Department and all property taken from the person of any prisoner and all other property alleged to have been acquired or possessed unlawfully which shall come into the possession of any member of the Department. All such property and money shall be promptly described and registered, accounted for in detail and in such manner as the Mayor

shall prescribe with the approval of the members of the Borough Council. Prior to the institution of such Rules and Regulations in a formal manner, it shall be among the other duties of the Chief of Police to provide for the preservation and control of such property.

SECTION NINE: It shall be the duty of the Chief of Police to cause public peace to be preserved and to see that the Police Officers are efficient, prompt and faithful in the discharge of their duties and that a high state of discipline is maintained in the Department. He shall, whenever any violation of the Laws of this State or the Ordinances of the Borough come to his knowledge, cause the proper complaint to be made and see that the evidence is procured for the prosecution of the offender. He shall obey and cause the police officers under him to obey, the police rules and regulations, and shall, in subordination to the Mayor in case of tumult, riot, insurrections or threatenings thereof, take command in person of the police officers and direct their movements and operations. He shall attend at the Police Headquarters of the Borough at such times as may be prescribed by the police rules promulgated by the Mayor and members of Council and he shall order and direct all such records, registers, books and reports concerning the affairs and operations of the Police Department as may be required by said police rules to be made and kept. He and the members of the Police Department under him shall obey the direction of their superiors and the Rules and Regulations and Ordinances of the Mayor and Borough Council. He shall be responsible for the efficiency, general conduct and good order of the Police Department, and shall promptly report to the Mayor in writing all complaints made to him against any Police Officer.

SECTION TEN: The sergeants and patrolmen shall soberly perform the duties imposed upon them respectively by the Rules, Orders and Regulations promulgated by the Mayor and shall also perform the duties imposed on them by the Ordinances of the

Borough Council. The Sergeant of Police shall, in the absence of the Chief of Police, exercise all the powers and duties of the Chief of Police. In addition, all the subordinate officers shall be responsible to obey and perform and dispatch the orders of their superiors.

SECTION ELEVEN: The several policemen, when on duty, shall preserve order, peace and quiet and promptly report to the Chief of Police all violations of the Laws and Ordinances. They shall have power to arrest without warrant all persons in the act of violating any Law or Ordinance or aiding or abetting such violation and shall arrest all persons found under suspicious circumstances and shall take all such persons so arrested to the place provided therefor. They shall have power and authority within the Borough to serve and execute warrants and other processes for the apprehension and commitment of persons charged with or held for examination, trial or taken in execution for the commission of a crime or misdemeanor for the violation of any law or Ordinance and while executing or serving or assisting in the execution or serving of any such warrant or process and while in the performance of their duty as peace officers they shall have and hereby are invested with and shall have, all the powers and authority conferred on constables at common law and by the laws of this State.

SECTION TWELVE: The officers and patrolmen of the Department shall not engage in any other business which may draw their attention from the public service or unfit them for or conflict with their duties and should not absent themselves from duty without permission from the Chief of Police. The policemen shall usually be employed in regular service, but the Mayor or the Chief of Police, whenever in their opinion the public service requires it, may detail any number of policemen for any special or particular duty connected with the police service, may require the policemen to do duty at any time of the day or night.

SECTION THIRTEEN: The tenure of the members of the Police Department appointed after passage of this Ordinance shall date from one year after they have received their original appointment and shall not become effective until they have finished satisfactorily this one year probationary period of service. All rules and regulations herein provided for the regulation and control of the Police Department shall be promulgated by the Mayor and be approved by the members of Council of the Borough of West Wildwood and they shall be such as may be deemed expedient to make the Police Department efficient, vigilant, prompt and useful. Such Rules and Regulations shall require every person hereinafter concerned before he is admitted to the Department to pass a physical examination and shall be in conformity with all existing laws, rules and regulations concerning residence, citizenship and duration of employment, removal from office and absence from duty as are not fixed by any State, Federal or local law.

SECTION FOURTEEN: The officers and men of the Police Department shall have such rights and duties as shall be necessary and proper to carry out their offices as are consistent with existing Federal, State or Municipal Law.

SECTION FIFTEEN: Uniforms, guns, nightsticks and other equipment shall be furnished by the Borough to the various members of the Department subject to such regulations as shall be fixed by the Rules.

SECTION SIXTEEN: The ranks of the regular police of the Department shall be as follows:

1. Chief of Police.
2. Sergeant of Police.
3. Patrolmen.

SECTION SEVENTEEN: Each of the regular policemen shall be vigilant in detecting and arresting all offenders against any Borough Ordinances or any Law of the State or Federal Government within the Borough and preserving the public peace and pro-

protecting the rights of persons and property and when on duty shall wear such dress and badge as the Mayor or applicable regulations may designate.

SECTION EIGHTEEN: The Mayor shall have the power to designate and make assignments as shall be required for the proper effectuation of the duties of the Police Department. The Mayor may delegate this power to the Chief of Police if he so sees fit.

SECTION NINETEEN: Any member of the Police Department may be expelled and discharged by the Mayor or as prescribed by law against whom any of the following charges are substantiated, namely,

- a) Intoxication or being under the influence of any drug or other compound while on or off duty;
- b) Willful disobedience or violation of any reasonable official orders;
- c) Indecent, profane or harsh language;
- d) Disrespect to a superior officer or any other serious breach of discipline;
- e) Unnecessary violence to a prisoner;
- f) Absence without leave, sleeping on duty, absence from post of duty without excuse, or not properly patrolling his beat;
- g) Immorality, indecency, disorderliness or lewdness;
- h) Incapacity, either mental or physical, lack of energy or gross ignorance of the laws and regulations of the Department;
- i) Visiting except on police business, any gambling houses, poolroom or house of ill fame, or visiting while in uniform or on duty, except on police business, any saloon or liquor store;
- j) Violation of any criminal law;
- k) For making known any proposed action or movement of the force, or contents of any order, other than to persons

immediately concerned in their execution;

l) Conduct unbecoming an officer and a gentleman;

m) Conduct subversive of good order and the discipline of the force;

n) Publicly commenting on the official action of a superior officer;

o) Failure to report a known violation of law or of the ordinances of the Borough, or accepting a bribe or favor as a consideration either for the performance or non-performance of his duty;

p) Failure to attend drill or the school of instructions at the time fixed or whenever ordered;

q) Swearing falsely in application for appointment to the force or to such other papers as required of him in affidavit;

r) Soliciting anyone to intercede with the Mayor or the Borough Council in relation to promotions, changes in any beats, disposition of pending charges or any findings of a trial before the Mayor, or for refusing to do duty, or evading duty of any kind, whenever necessity requires, whether on patrol or elsewhere, and whether in uniform or not.

s) For recommending any attorney to represent any person involved in any matter in which the Police Department is a party in the exercise of police duties;

t) Incompetency or inefficiency to the service or incapacity due to physical or mental disability;

u) Negligence or willful damage to public property or waste of public supplies and equipment. Engaging in political activity during working hours except where necessary and proper in the course of duty;

v) Or for any other good and substantial cause not hereinabove set forth.

SECTION TWENTY: During proper periods of suspension members of the Police Department shall not be entitled to pay

unless otherwise ordered by the Mayor and approved by the Borough Council.

SECTION TWENTY-ONE: All charges against members of the Police Department shall be thoroughly examined by the Mayor, and upon any member of the said Department being convicted by the Mayor for violation of any of the Rules, Regulations or Orders of the Department, the Mayor may, in lieu of dismissal from the Department, impose such penalty as in the judgment of the Mayor is warranted by the character of the offense, including the imposition of fines.

SECTION TWENTY-TWO: Each member of the Police Department shall be presented with a printed copy of the rules and regulations of the Police Department if, as and when they are promulgated by the Mayor and Council of the Borough of West Wildwood, and such rules and regulations shall show what his additional duties shall be carried on by policemen on all occasions or upon the policeman being apprised of the violations of the provisions of the Ordinances of the Borough of West Wildwood, and also what particular provision of any Ordinance or Ordinances it is his duty to see enforced and any neglect by any member of the Police Department to carry out each and every rule or regulation or orders aforesaid shall be held to be sufficient cause for a dismissal from the Department, in addition to the other causes hereinbefore set forth.

SECTION TWENTY-THREE: The Ordinance and rules and regulations, if any, to be promulgated by the Mayor shall be printed and filed in the Office of the Borough Clerk and shall be binding upon all police officers and members of the Department as shall be the provisions of this Ordinance.

SECTION TWENTY-FOUR: The salaries to be paid to the members of the Police Department shall be fixed and determined by the Mayor and Council of the Borough of West Wildwood and shall remain fixed for a period of one year from the date of adoption, provided, however, that the Borough Council may increase salaries

for all or part of one year.

SECTION TWENTY-FIVE: Eight consecutive hours of duty in each 24 hour period shall be deemed a day's service. No member of the Department shall be compelled to perform police duties except as hereinbefore set forth, except in cases of necessity requiring extension of regular duty hours, the members performing such required duty shall be paid an hourly rate for each hour in excess of the regular hour of duty, at a rate to be determined by the Borough Council; provided further that no member shall be required to perform duty in excess of twelve hours in each twenty-four hour period, except in cases of extreme emergency such as strikes, floods, riots, fires, invasions or other serious public emergency and provided further that no member shall be required to perform routine or regular duty for more than six consecutive days.

SECTION TWENTY-SIX: Upon adoption of this Ordinance, promotions in the Police Department shall be made upon the basis of merit and fitness, with prior consideration for such promotion to be determined upon the seniority and length of service, the member of the Police Department having the longest period of service being given the preference. The Mayor and Borough Council may order and cause to be given such tests as he and they shall deem necessary in order to evaluate the merits and fitness of those eligible otherwise for promotion.

SECTION TWENTY-SEVEN: All members of the Police Department holding office or employment in the said Department at the time of the adoption of this Ordinance or hereafter appointed to said Police Department, shall continue to hold their offices or employment and shall not be removed, suspended, fined or reduced in rank after attaining tenure in the case of new appointees except in accordance with the applicable Statutes of the State relating to the removal, suspension, fines or reductions in rank of the members of the Police Departments in Boroughs generally. Full time and part time policemen, at the time of the

adoption of this Ordinance, shall remain in said full time and part time capacities subject to the terms of this Ordinance.

SECTION TWENTY-EIGHT: The Mayor and Borough Council are specifically authorized to employ the members of the said Police Department for the year, parts of the year, or such number of days and hours as it shall deem required to serve the interests of the Borough, provided that the least number of hours of duty shall be assigned to the members in the inverse order of their appointment to the Department, so that the members having seniority shall have preference in the numbers of hours of duty, and provided further that the Mayor and Borough Council may employ members for seasonal duty, and at the expiration of such seasonal duty, such members shall cease to be members of the Police Department. When two or more members have equal seniority, and if the rank be equal, the Mayor shall determine the order of seniority.

SECTION TWENTY-NINE: Upon the adoption of this Ordinance, the Mayor shall designate the members who are to hold the rank of Chief of Police and such other ranks as are authorized by the Borough Council, and the provisions of this Ordinance concerning seniority shall not apply to such initial appointments but shall be applicable to all promotions thereafter.

SECTION THIRTY: This Ordinance shall take effect upon passage and publication according to law.

Approved
1st Reading Dec. , 1961

Ernest L. Karaman
Mayor

2nd Reading + Passage
Feb 2, 1962

2.6.62
City Clerk

By: *John J. Tamm*
President of the
Borough Council

Attest: *William Beckman* Sec.

ORDINANCE NO.

AN ORDINANCE PROVIDING THE CREATION,
ESTABLISHMENT, MAINTENANCE, REGULATION
AND CONTROL OF A POLICE DEPARTMENT IN
AND FOR THE BOROUGH OF WEST WILDWOOD,
CAPE MAY COUNTY, STATE OF NEW JERSEY.

Perskie & Perskie
3311 New Jersey Ave.
Wildwood, N.J.

BOROUGH OF WEST WILDWOOD
CAPE MAY COUNTY, NEW JERSEY
ORDINANCE NO. 460

**AN ORDINANCE REPLACING ORDINANCE NO. 125,
ORDINANCE NO. 294 AND 437 RESPECTING THE ESTABLISHMENT
OF THE WEST WILDWOOD POLICE DEPARTMENT**

WHEREAS, the Board of Commissioners of the Borough of West Wildwood by Ordinance No. 125 established the West Wildwood Police Department; and

WHEREAS, Ordinance No. 125 was subsequently amended by Ordinance No. 294 and then repealed by Ordinance No. 437; and

WHEREAS, the Board of Commissioners of the Borough of West Wildwood has determined that it is necessary to amend the aforesaid Ordinance No. 125 as well as Ordinance Nos. 294 and 437 to comply with the current statutory provisions prescribed in *N.J.S.A. 40A:14-118*.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, New Jersey, the Governing Body of the Borough of West Wildwood, that Ordinance Nos. 125, 294 and 437 shall be, and hereby are, repealed and replaced with the following:

Section 1. Department established, name, duties:

- A. There shall be a full-time police department in and for the Borough of West Wildwood, in the County of Cape May.
- B. The official name of said Police Department shall be "Borough of West Wildwood Police Department"
- C. The police department shall:
 - 1. Preserve the public peace; preserve order at all elections and public meetings and assemblages;
 - 2. Protect life and property;
 - 3. Detect, arrest and prosecute offenders of the laws of the State of New Jersey and the Ordinances of the Borough of West Wildwood;
 - 4. Provide proper police attendance and protection during emergencies;
 - 5. Provide appearances in Court when necessary;
 - 6. Direct and control traffic;
 - 7. Cooperate fully with the law enforcement agencies and prosecuting authorities of federal, state and county governments; and
 - 8. Maintain such police training programs as may be necessary and proper for the efficient and effective organization of the police department

Section 2. Appropriate Authority; Department Head:

- A. The Appropriate Authority, as said term is used in *N.J.S.A. 40A:14-118*, shall be the Commissioner of Public Safety. The Commissioner of Public Safety shall be responsible to the governing body for the overall performance of the police department. The Commissioner of Public Safety shall adopt and promulgate rules and regulations for the government of the police department and for the discipline of its members.
- B. Except as provided in *N.J.S.A. 40A:14-118*, the Board of Commissioners and individuals thereof shall act in all matters relating to the police function as a body.
- C. The Chief of Police shall be the head of the Police Department and shall be directly responsible to the Commissioner of Public Safety for its efficiency and day-to-day operations. Pursuant to policies established by the Commissioner of Public Safety, the Chief of Police shall:
 - 1. Administer and enforce the Rules and Regulations and special emergency directives for the disposition and discipline of the department and its officers and personnel;
 - 2. Have, exercise and discharge the functions, powers and duties of the Police Department;
 - 3. Prescribe the duties and assignments of all members and officers;
 - 4. Delegate such authority, as may be deemed necessary for the efficient operation of the Police Department, to be exercised under the Police Chief's direction and supervision;
 - 5. Maintain the good order and discipline of the department; and
 - 6. Report at least monthly to the Commissioner of Public Safety, in such form as the Commissioner of Public Safety shall prescribe, on the operation of the Police Department during the preceding month and make such other reports as may be requested by the Commissioner of Public Safety.

Section 3. Composition of the Police Department.

- A. The Police Department shall consist of a police force and such other non-sworn or civilian personnel, as the Commissioner of Public Safety shall appoint. The police force shall consist of one chief of police, one deputy chief of police, one lieutenant, one sergeant, and such patrolmen as deemed necessary by the Commissioner of Public Safety. Such employees shall carry out and obey all orders and instructions of the Chief of Police or, in his absence, his designee. In the event of an officer in any of these positions being on leave immediately preceding an announced retirement or a suspension with intent to dismiss, the Commissioner of Public Safety may, for the efficiency of the department, appoint a replacement to serve in the vacant position. The Commissioner of Public Safety may also choose to leave a position vacant to undertake a review of whether the current table of organization is still beneficial to the police mission. The Commissioner of Public Safety shall have up to one year from the effective date of retirement or resignation to appoint/promote the replacement in order to conduct a thorough, fair and competitive search and selection process.
- B. The Board of Commissioners may decrease the force for reasons of economy. In accordance with *N.J.S.A. 40A:14-143*, the Board of Commissioners, if they shall deem it necessary for reasons of economy, may decrease the number of members and officers of the police department or force or their grades or ranks. In case of demotion from the higher ranks, the officers or members to be so demoted shall be in the inverse order of their appointment. When the service of members or officers is terminated, such termination shall be in the inverse order of their appointment. Any member or officer who is demoted or whose service is terminated by reason of such decrease shall be placed on a special employment list, and in the case of subsequent promotions, a person so demoted shall be reinstated to his original rank and in the case of termination of service and new appointment, prior consideration shall be given to the persons on said special employment list.
- C. There shall also be such, clerical, secretarial and administrative employees, community service officer, school crossing guards and police technicians, as the Commissioner of Public Safety shall appoint. Said employees shall not be members of the police department within the meaning of any provision of Chapter 14, Title 40A, of the Revised Statutes of New Jersey, as amended and supplements. Such employees shall carry out and obey all orders and instructions of the Chief of Police or, in his absence, his designee.

Section 4. Salaries and Compensation

Salaries and compensation of the Chief of Police shall be fixed by Ordinance. Other employees of the Police Department shall be fixed by their respective collective bargaining agreements or by Ordinance in the absence of a collective bargaining agreement. The Board of Commissioners shall fix the per diem or hourly rate of pay for Special Officers by Ordinance.

Section 5. Qualifications for membership in the Police Department

No personnel shall be appointed as a member of the Police Department unless he/she submits satisfactory evidence that he/she:

- A. Is a citizen of the United States;
- B. Is of good mental and bodily health sufficient to satisfy the Board of Trustees of the Police and Firemen's Retirement System of New Jersey that he/she would be eligible for membership in the retirement system;
- C. Is able to read, write and speak the English language well and intelligently;
- D. Is of good moral character and free from conviction of any crime constituting an indictable offense or any crime or offense involving moral turpitude;
- E. Is able to pass such written, oral, physical and psychological examinations as may be selected by the Commissioner of Public Safety and meet essential job functions;
- F. Is a graduate from a senior high school or shall have had formal education or training showing attainment of the level represented by graduation from senior high school;
- G. Is a holder of a valid New Jersey driver's license; and
- H. Otherwise meets all requirements of *N.J.S.A. 40A:14-122* to *40A:14-127*.

Section 6. Determination of membership in the Police Department.

- A. Investigation of Applicants. No applicant shall be appointed to any position with the Police Department until after the applicant shall have been fingerprinted and said fingerprints filed with the New Jersey State Police and Federal Bureau of Investigation, and no applicant shall be appointed until after there has been a thorough background and character investigation of the candidate that will also determine the candidate's fitness for the position.
- B. Required training course; probationary status.
 1. Pursuant to *N.J.S.A. 52:17B-66, et seq.*, no person shall be permanently appointed to the Police Department until after having successfully completed a police training course at an approved school.
 - (a) During the period of required training, the employee shall hold the rank of probationary officer. Employees shall be entitled to a leave of absence with pay during the period of the police training course. Following the completion of an employee's police training course, they shall be classified as a probationary employee with the Police Department for a period of one (1) year.

2. The Commissioner of Public Safety may waive the attendance of such training if satisfactory certification of previous accredited schooling under the Mandatory Police Training Act of the State of New Jersey is presented and found satisfactory.
 - (a) Police officers hired pursuant to this section shall be classified as probationary employees with the police department for a period of one (1) year from the date of hire.
 3. All non-sworn employees of the Police Department shall serve a probationary period of six (6) months before becoming regular employees.
 4. Probationary employees will be evaluated throughout the entire period of their probation in an effort to determine their suitability for continued employment. Probationary employees will be advised of their progress and counseled when necessary in an effort to correct any deficient performance or behavior.
 5. The Chief of Police shall make a recommendation to the Commissioner of Public Safety concerning the suitability for transition from probationary status to regular status for each probationary police officer.
 6. The Commissioner of Public Safety may terminate a probationary employee at any time during or at the end of the probationary period, or affirm the retention of the candidate as a full-time member of the Police Department.
- C. Every member of the Police Department and special police officers, before entering upon the performance of their duties, shall take and subscribe an oath or affirmation to bear true faith and allegiance to the government established in this state under the authority of the people, to support the constitution of the United States and the Constitution of the State of New Jersey and to faithfully, impartially and justly discharge and perform all the duties of their offices, which oaths or affirmations shall be filed with the Borough Clerk.

Section 7. Promotions.

- A. The Board of Commissioners of the Borough of West Wildwood desires to promote the most qualified candidates to positions of higher rank. The promotion process shall be on the basis of merit, experience, education, demonstrated ability and competitive examinations. In accordance with *N.J.S.A. 40A:14-129*, promotion of any officer shall be made from the membership of the department. No person shall be eligible for promotion unless he or she shall have served as a full time police officer in the Borough of West Wildwood Police Department for a period of three (3) years (*N.J.S.A. 40A:14-130*). No person shall be eligible for promotion to be a superior officer unless he or she has previously served as patrolman in such department or force (*N.J.S.A. 40A:14-129*).
- B. Upon receiving instructions from the Commissioner of Public Safety to do so, the chief of police shall announce the promotional process to members of the department at least thirty (30) days before the written examination is to be given. The announcement shall be posted in common areas of the department accessible to all members. The announcement shall contain at minimum, the rank to be filled, the dates of the exams, source materials or reading lists from which exam questions will be taken or topics from which questions will be formulated. Candidates, who qualify, shall notify the chief of police of his or her interest in taking the examination by submitting a letter of interest no later than ten (10) calendar days after the promotion announcement. Failure to do so shall render the officer ineligible to participate in the process.
- C. Where two or more candidates are ranked equally pursuant to the promotional procedure set forth herein, preference shall be given to the candidate with the most seniority in service pursuant to *N.J.S.A. 40A:14-129*, or a resident over a non-resident pursuant to *N.J.S.A. 40A:14-122.6*.
- D. The reviewing committee for department promotions shall consist of the Commissioner of Public Safety, the Borough Solicitor and the Chief of Police.
- E. Promotion Testing Procedure.
The promotion testing procedure for the West Wildwood Police Department shall consist of a written examination (and/or narrative) and an oral examination in which all candidates will be given the same questions, a review of the candidates' service record, education, merit and seniority.
 - (1) Written Examination: The form of written examination shall be approved by the Commissioner of Public Safety. To proceed to the oral portion of the examination procedure, a candidate must achieve a minimum score of seventy (70%) percent on the written examination.
 - (2) Oral Examination(s).
 - a. Candidates shall be notified, in writing, of their successful or unsuccessful completion of the written portion of the exam by the Chief of Police or his/her designee.
 - b. Candidates that successfully achieve a score of seventy (70%) percent on the written examination shall be permitted to sit for an oral examination by the reviewing committee. The oral examination shall take place after the receipt of the written examinations scores.
 - c. Candidates must score at least a seventy (70) out of one hundred (100) in the oral examination to proceed to the next step in the promotional process.
 - d. For all positions above the rank of sergeant the next step in the process will be an interview with the Commissioner of Public Safety. Candidates for positions below the rank of lieutenant will proceed from the oral exam directly to the review of service record.
The interview with the Commissioner of Public Safety shall focus on leadership and management skills, knowledge of West Wildwood's form of government, knowledge of this Ordinance, familiarity with municipal budget process and knowledge of *N.J.S.A. 40A:14-118*. The Commissioner of Public Safety shall grade each candidate on a 100-point scale. The Chief of police and deputy chief of police (excluding Chief interviews) shall be present at this step.

F. Record Review.

Candidates that successfully achieve a score of seventy percent (70%) on the written examination or written submissions and seventy percent (70%) on the oral examination shall proceed to the next step in the promotional process, the review of service record. The reviewing committee shall examine the length and merit of candidate's service. The examination process shall give specific weight to performance evaluations, seniority, military service, demonstrated leadership ability, education and disciplinary history.

(1) The weight or percentage of each portion of the process shall be as follows:

<i>Sergeant:</i>	
Written test:	10%
Oral Exam:	20%
Performance Evaluations:	50%
Leadership Evaluation:	10%
Seniority:	5%
Education:	5%

Associates Degree = 2.5%

Bachelors Degree = 5%

Two years of active duty military experience (including Coast Guard) can be substituted for Associates Degree if honorably discharged.

If Associates Degree and two years of active duty military experience (including Coast Guard) will be worth 5% if honorably discharged.

Discipline shall be a minus depending on seriousness and freshness of record.

Lieutenant, Deputy Chief:

Written test or submission:	10%
Oral Exam:	5%
Interview with Commissioner of Public Safety:	5%
Performance evaluations:	50%
Leadership evaluation:	20%
Seniority:	5%
Education:	5%

Associates Degree = 2.5%

Bachelors Degree = 5%

Two years of active duty military experience (including Coast Guard) can be substituted for Associates Degree if honorably discharged.

If Associates Degree and two years of active duty military experience (including Coast Guard) will be worth 5% if honorably discharged.

Discipline shall be a minus depending on seriousness and freshness of record.

- G. The Review Committee shall rank each candidate based on the total score as outlined above. The candidates shall then be ranked from the highest to lowest based on score. The list shall include the candidates' names and the final scores.
- H. The Commissioner of Public Safety shall then submit the results of the process listing the breakdowns and final scores of the candidates and any other information that may be pertinent to the Chief of Police's final decision.
- I. Candidates who achieve an overall score of seventy percent (70%) shall be placed on a one year promotional list.
- J. Eligibility for Testing: All candidates for promotion must have served three years with the Borough of West Wildwood Police Department as a full time police officer by the date of written test in order to be eligible to participate in the promotional process. Promotions to the rank of Sergeant shall be open to Patrolmen. When a vacant sergeant positions exits or is anticipated, a promotional process must be administered and a list of eligible candidates created.
- K. Promotions to ranks above Sergeant shall be open to members of the next lowest rank, unless the Commissioner of Public Safety, in the best interest of the Department, chooses to test a wider pool of candidates in which case he may open testing to the two next lowest ranks. An officer, who tests for a higher rank and does not achieve the 70% score necessary to make the promotion list referred to in §7.I is ineligible to take an exam for that rank or higher rank, for a period of one year from the date of the promotion list.

Section 8. Chief of Police; qualifications:

- A. Candidates for the position of Chief of Police shall participate in a promotional procedure administered by the Commissioner of Public Safety. The reviewing committee, which shall be made up of the Commissioner of Public Safety, the Borough Solicitor and the current Chief of Police (unless he/she is involved in pending discipline or litigation with the Borough) shall consider the following: the candidates' knowledge of criminal law and procedure, police science and police administration, leadership and management ability, general knowledge of the West Wildwood local government and N.J.S.A. 40A:-14-118, the candidates' poise, alertness, ability to communicate clearly and effectively, ability to effect good working and public relations and moral character.

Section 9. Chain of Command

- A. The following chain of command shall exist within the Police Department:
1. Chief of Police
 2. Deputy Chief of Police
 3. Lieutenant
 4. Sergeant
 5. Patrolman
 6. Special Officer
- B. Each rank/position shall be subordinate to all higher ranks as illustrated above.
- C. Civilian employees shall report to their assigned supervisor or their designee, or in his/her absence, the ranking officer on duty.

Section 10. Special law enforcement officers. The Commissioner of Public Safety may appoint special law enforcement officers in accordance with *N.J.S.A. 40A:14-146.8 et seq.* to be utilized by the Police Chief. Their terms may not exceed one year. They shall possess and exercise all the powers and duties provided by said statutes during their term in office, but shall not be continued as regular members of the Police Department without having proper qualifications as prescribed in this Ordinance and shall not be entitled to tenure.

Section 11. Discipline. No member or officer of the Police Department shall be suspended, removed, fined or reduced in rank other than for cause as provided in the New Jersey Statutes and the Police Department's Rules and Regulations.

Section 12. Ordinance Nos. 125, 294 and 437 are hereby repealed and all other Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, shall be, and the same hereby are, also repealed.

Section 13. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portion of this Ordinance shall not be affected thereby and shall remain in full force and effect and to this end, the provisions of this Ordinance are hereby declared to be severable.

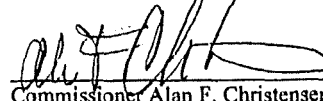
Section 14. This Ordinance shall take effect immediately upon final passage and publication according to law.

COMMISSIONERS:



Mayor Christopher J. Fox

Commissioner Rita Marodo



Commissioner Alan F. Christensen

ATTEST:


Dorothy A. Tomlin, Borough Clerk

**NOTICE
ORDINANCE NO. 460**

The foregoing Ordinance was introduced and passed on the first reading at the special meeting of the Board of Commissioners of the Borough of West Wildwood, New Jersey on the 2nd day of June, 2006 and will be considered for final passage after public hearing at a special meeting of said Board of Commissioners at Borough Hall, 701 W. Glenwood Avenue, West Wildwood, New Jersey on July 7, 2006

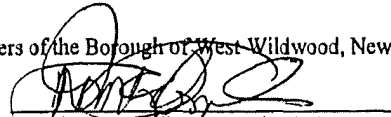

Dorothy A. Tomlin, Borough Clerk

TO BE PUBLISHED AFTER SECOND AND FINAL READING:

**NOTICE
ORDINANCE NO. 460**

TAKE NOTICE that the above Ordinance was introduced and passed on first reading of the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May and State of New Jersey on June 2, 2006 and finally passed and adopted at a special meeting of said Board of Commissioners held on July 7, 2006.

Done by order of the Board of Commissioners of the Borough of West Wildwood, New Jersey


Dorothy A. Tomlin, Borough Clerk

APPENDIX - C

West Wildwood Borough Police Department Data Matrices

Demographics Report-2025

West Wildwood Borough Police Department

Racially Influenced Policing Complaints

Complaints From	2023	2024	2022	2023	2024
Outside PD	0	0	0	0	0
Inside PD	0	0	0	0	0

Use of Force

	2020	2021	2022	2023	2024
Firearm	0	0	0	0	0
CED	0	0	0	0	0
Baton	0	0	0	0	0
OC	0	0	0	0	0
Weaponless	0	0	0	0	1
Total Types	1	0	0	0	1
Total UOF Arrest	1	0	0	0	1
IA Complaints	0	0	0	0	0
Total Agency Custodial Arrests	0	0	0	0	0

Vehicular Pursuits

	2020	2024	2022	2023	2024
Total Pursuits	0	0	0	0	0
Terminated by Agency	0	0	0	0	0
Policy Compliant	N/A	N/A	N/A	N/A	N/A
Policy NonCompliant					
Crashes	0	0	0	0	0
Injuries: Officer	0	0	0	0	0
Injuries: Suspects	0	0	0	0	0
Injuries: 3 rd Party	0	0	0	0	0
Traffic Offense	0	0	0	0	0
Crime	0	0	0	0	0
DP or PDP	0	0	0	0	0

Personnel Actions

	2020	2021	2022	2023	2024
Suspension	0	0	0	0	0
Demotion	0	0	0	0	0
Resignation in Lieu of Termination	0	0	0	0	0
Termination	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0
Commendations	0	0	0	0	0

Sworn Officer Recruitment & Selection-Past 5 Years

(2020-2024)

Race/Gender	# Applications Received	#Applicants Hired	% Hired	% of Workforce Population
Caucasian/Male	59	9	15%	
Caucasian/Female	7	1	14%	
African American/Male	9		33%	
African American/Female	9			
Hispanic/Male	7	1	33%	
Hispanic/Female	7	7		
Other	10			
Total	100	14	15%	

Sworn Officer Promotions-Past 5 Years (2020-2024)

Gender/Race Tested

	2020	2021	2022	2023	2024
Caucasian/Male	0	0	0	0	0
Caucasian/Female	0	0	0	0	0
African American/Male	0	0	0	0	0
African American/Female	0	0	0	0	0
Hispanic/Male	0	0	0	0	0
Hispanic/Female	0	0	0	0	0

Gender/Race Eligible After Testing (2020-2024)

	2020	2021	2022	2023	2024
Caucasian/Male	0	0	0	0	0
Caucasian/Female	0	0	0	0	0
African American/Male	0	0	0	0	0
African American/Female	0	0	0	0	0
Hispanic/Male	0	0	0	0	0
Hispanic/Female	0	0	0	0	0

Gender /Race Promoted

	2020	2021	2022	2023	2024
Caucasian/Male	0	0	0	0	0
Caucasian/Female	0	0	0	0	0
African American/Male	0	0	0	0	0
African American/Female	0	0	0	0	0
Hispanic/Male	0	0	0	0	0
Hispanic/Female	0	0	0	0	0

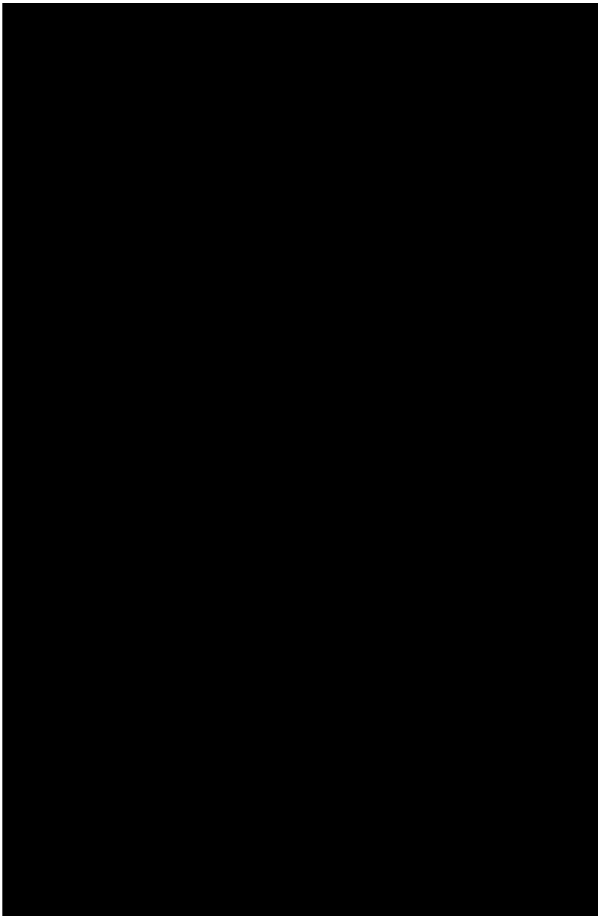
Complaints and Internal Affairs Investigations

External	2020	2021	2022	2023	2024
Citizen Complaint	3	1	0	0	4
Sustained	0	1	0	0	0
Not Sustained	2	0	0	0	1
Unfounded	1	0	0	0	3
Exonerated	0	0	0	0	0
Pending	0	0	0	0	0
	2020	2021	2022	2023	2024
Internal					1
Directed Complaint	0	0	0	0	0
Sustained	0	0	0	0	0
Not Sustained	0	0	0	0	0
Unfounded	0	0	0	0	0
Exonerated	0	0	0	0	0
Pending	0	0	0	0	0
Total Complaints	2	1	0	0	4

Annual Crime Summary

	2020	2021	2022	2023	2024
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	0	0	0	0	0
Burglary	5	5	1	1	0
Theft	10	11	7	7	10
MV Theft	5	0	0	0	0
Arson	0	0	0	0	0
Total UCR	16	16	8	8	10
Total Calls for Service	4884	6014	3275	2737	3605

West Wildwood Police Department
Internal Affairs Index

Officer	Complainant	Allegation	Status
		Rule Infraction	2020-001 (Unfounded)
		Harassment	2020-002 (Unfounded)
		Harassment	2020-003 (Unfounded)
		Demeanor	2021-001 (Sustained)
		Neglect of Duty	2024-001 (Unfounded)
		Neglect of Duty	2024-002 (Unfounded)
		Demeanor	2024-003 (Not-Sustained)
		TRO	2024-004 (Unfounded/No Discipline)

APPENDIX - D

**West Wildwood Borough Police Department
Training Audit (Requested – Never Supplied)**

WEST WILDWOOD TRAINING SCHEDULE

**Please note where documentation of the training is stored in the boxes under the years and document deficiencies on a separate sheet for each category. Also supply copies of the documentation with the officers who received the training (Date, Time, Location) for each year and category.

QUARTERLY TRAINING

Rifle Qualifications Sub-gun Qualifications (PTC License Req.)	2x per year	2020	2021	2022	2023	2024	2025
Rifle Familiarization (PTC License Req.)	2x per year	2020	2021	2022	2023	2024	2025

SEMI-ANNUAL TRAINING

Firearms Qualifications Handgun (PTC License Req.)	2x per year	2020	2021	2022	2023	2024	2025
Use of Force Training (PTC License Req.)	2x per year	2020	2021	2022	2023	2024	2025

ANNUAL TRAINING

Domestic Violence Training (New as of 2023: in-person req'd every 3 years) (PTC License Req.)	4 hours Per Year	2020	2021	2022	2023	2024	2025
Blood-Borne Pathogens (recommended)	Annually	2020	2021	2022	2023	2024	2025
Hazardous Materials (HAZMAT) (recommended)	Annually	2020	2021	2022	2023	2024	2025
CLEAR – Institute training AG directive 2016-5 (PTC License Req.)	Annually	2020	2021	2022	2023	2024	2025

Taser Re-Cert (recommended)	Annually	2020	2021	2022	2023	2024	2025
Vehicular Pursuit Training (PTC License Req.)	Annually	2020	2021	2022	2023	2024	2025
Case Law Updates (PTC License Req.)	Annually	2020	2021	2022	2023	2024	2025
Search and Seizure Updates (PTC License Req.)	Annually	2020	2021	2022	2023	2024	2025
Miranda Warning Training (PTC License Req.)	Annually	2020	2021	2022	2023	2024	2025
Active Shooter (PTC License Req.)	Annually	2020	2021	2022	2023	2024	2025
Defensive Tactics (recommended)	Annually	2020	2021	2022	2023	2024	2025

BIENNIAL TRAINING (EVERY OTHER YEAR)

Right To Know/HAZMAT (recommended)	Biennial	2020	2021	2022	2023	2024	2025
CJIS (As Needed per officer)	Biennial	2020	2021	2022	2023	2024	2025
OC Spray (recommended)	Biennial	2020	2021	2022	2023	2024	2025
First Aid CPR/AED (recommended)	Biennial	2020	2021	2022	2023	2024	2025
ALCO TEST Re-Cert (As Needed per officer) (recommended)	Biennial	2020	2021	2022	2023	2024	2025

TRIENNIAL TRAINING (EVERY THREE YEARS)

Ethics Training – Sworn LE	Triennial	2020	2021	2022	2023	2024	2025
Ethics Training - Civilian	Triennial	2020	2021	2022	2023	2024	2025

Harassment in the Workplace	Triennial	2020	2021	2022	2023	2024	2025
Handling the Mentally Ill	Triennial	2020	2021	2022	2023	2024	2025
Radar Operator Re-Cert	Triennial	2020	2021	2022	2023	2024	2025
Cell Block Management	Triennial	2020	2021	2022	2023	2024	2025
Work Zone Safety	Triennial	2020	2021	2022	2023	2024	2025
Field Training Officer Refresher	Triennial	2020	2021	2022	2023	2024	2025

ADDITIONAL TRAINING

Patrol Concepts		2020	2021	2022	2023	2024	2025
ABLE Training (Initial and Refresher)	Initial and Refresher	2020	2021	2022	2023	2024	2025
ICAT Training	Initial and Refresher	2020	2021	2022	2023	2024	2025
Naloxone/Narcan	Initial and Refresher	2020	2021	2022	2023	2024	2025
BWC Training	Initial and Refresher	2020	2021	2022	2023	2024	2025
CAT Tourniquet	Initial and Refresher	2020	2021	2022	2023	2024	2025
Incident Command System (recommended)	Initial and Refresher	2020	2021	2022	2023	2024	2025

CLEAR TRAINING – COMMUNITY LAW ENFORCEMENT AFFIRMATIVE RELATIONS INSTITUTE (NJ YEARLY MANDATE)

2017	De-escalation Techniques for Individuals with Special Needs	In person training
2018	Cultural Diversity for Law Enforcement	Videos (No Test Required)
2019	Sex Assault Investigations	Videos (Test Required)
2020	Law Enforcement Interactions with Transgender Individuals	Video (No Test Required)
2020	Understanding Drug Addiction	Video (Test Required)
2020	Law Enforcement and the Jewish Orthodox Community	Video (Test Required)
2021	LGBTQ+ Community and Law Enforcement	Videos (Test Required)
2022	Mental Health and Special Needs Training	Videos (Test Required)
2023	Law Enforcement and the Asian American Pacific Islander Community	NJ Learn Online

The mandatory training for calendar year 2025 will consist of training required by Attorney General Guidelines or Directives, training which is required by law, or training that is recommended by industry standards. Agencies will have to certify that this training has been completed when applying to renew a license. This is the minimum training that agencies must provide to comply with the requirements for licensing. Additional training is encouraged. Continuing education enables officers to perform more efficiently, safely, and within legal standards. Agencies should feel free to provide additional training to meet agency needs. Two lists are provided below that provide some guidance on recommended additional training that is not required for licensing.

Mandatory training to meet licensing requirements include:

Firearms qualifications – Twice per year

Use of force – Twice per year

Pursuit driving – Once per year

Defensive tactics (Jiu Jitsu based like that approved by the PTC)

Domestic violence training – Once per year

CLEAR Institute training pursuant to Attorney General Directive 2016-5

Case law updates

Search and seizure updates

Miranda training

Active shooter refresher

Most agencies have been conducting active shooter training. The amount of time and the training system used is left to the agency's discretion.

The following training is recommended but not mandated:

Baton

OC spray

Incident command system

First aid/CPR

Training that is required if applicable to assigned duties but not mandated to meet licensing requirements:

Bloodborne pathogens

Hazardous materials

Right to know

Alcohol breath testing

CED/Less lethal

Radar

APPENDIX - E

**West Wildwood Borough Police Department
NJDOC 2019 Municipal Detention Facility
Inspection Report (Non-Compliant)**



State of New Jersey
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO BOX 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MARCUS O. HICKS, ESQ.
Acting Commissioner

April 22, 2019

Jacquelyn Ferentz, Chief
Borough of West Wildwood Police Department
701 Glenwood Avenue
West Wildwood, New Jersey 08260

Dear Chief Ferentz:

Your municipal detention facility was inspected on April 10, 2019 by a staff member from Ronin Security Solutions. The authority to conduct this inspection is granted by N.J.S.A. 30:1-15, while the actual inspection was conducted to determine compliance with the requirements of N.J.A.C. 10A:34, the "Minimum Standards for New Jersey Municipal Detention Facilities."

The enclosed report lists the areas in which your facility has been determined to be in compliance or non-compliance with N.J.A.C. 10A:34. As such, it is requested that these items be reviewed at your earliest convenience and that necessary corrective action be taken to remedy these concerns within 60 days. If you would like to submit a request for a rule exemption, forms can be found at: <http://www.nj.gov/corrections/SubSites/OCS/>.

Should you have any questions concerning this letter, or any pertaining to this matter of mutual interest, please feel free to contact my office at (609) 292-4036 ext. 5630.

Sincerely,

D. Patterson Sessomes, Assistant Commissioner
Division of Programs and Community Services

DPS/jst

c: Honorable Christopher Fox, Mayor
Dennis Tully, Ronin

APPENDIX - F

**NJ Title 4A:14-146.10 Special Law Enforcement
Officer**

TITLE 40A MUNICIPALITIES AND COUNTIES

40A :14-146.9 Definitions.

2. As used in this act:
 - a. "Commission" means the Police Training Commission established in the Department of Law and Public Safety pursuant to section 5 of P.L.1961, c.56 (C.52:17B-70);
 - b. "Emergency" means any sudden, unexpected or unforeseeable event requiring the immediate use or deployment of law enforcement personnel as shall be determined by the chief of police, or in the absence of the chief, other chief law enforcement officer or the mayor or the mayor's designee or, in the case of a county, the county executive or freeholder director or designee, as appropriate, to whom the authority of designating an "emergency" has been prescribed by local ordinance or resolution, as appropriate. Vacations, shortages in police personnel caused by vacancies unfilled by the appointing authority for more than 60 days, or any other condition which could reasonably have been anticipated or foreseen shall not constitute an "emergency" for the purposes of this act; but an "emergency" may continue for the purposes of this act when a vacancy remains unfilled for more than 60 days and when, on application of the appointing authority, the county prosecutor grants an extension for one or more additional 60-day periods upon a showing by the appointing authority of a diligent, good faith effort to fill the vacancy;
 - c. "Local unit" means any municipality or county having established a regular police force pursuant to law;
 - d. "Population" means the population of the resort municipality shown in the last federal decennial census;
 - e. "Public entity" means the State and any county, municipality, district, public authority, public agency and any other political subdivision or public body in the State;
 - f. "Resort municipality" means a municipality which, because of its recreational or entertainment characteristics or facilities or its close proximity to such characteristics or facilities, experiences a substantial increase during the seasonal period in the number of persons visiting or temporarily residing there;

g. "Seasonal period" means any one period of four consecutive months during the calendar year, except with regard to a resort municipality bordering on the Atlantic ocean, in which case, "seasonal period" means one period of six consecutive months during the calendar year;

h. "Special law enforcement officer" means any person appointed pursuant to this act to temporarily or intermittently perform duties similar to those performed regularly by members of a police force of a local unit, or to provide assistance to a police force during unusual or emergency circumstances, or at individual times or during regular seasonal periods in resort municipalities; and

i. "County college" means an educational institution established or to be established by one or more counties, offering programs of instruction, extending not more than two years beyond the high school, which may include but need not be limited to specialized or comprehensive curriculums, including college credit transfer courses, terminal courses in the liberal arts and sciences, and technical institute type programs; the term shall include a county vocational school.

L.1985, c.439, s.2; amended 1987, c.96, s.1; 2013, c.21, s.2; 2019, c.51, s.1.

40A:14-146.10 Special law enforcement officers.

3. a. Any local unit may, as it deems necessary, appoint special law enforcement officers sufficient to perform the duties and responsibilities permitted by local ordinances authorized by N.J.S.40A:14-118 or ordinance or resolution, as appropriate, authorized by N.J.S.40A:14-106 and within the conditions and limitations as may be established pursuant to this act.

b. A person shall not be appointed as a special law enforcement officer unless the person:

- (1) Is a resident of this State during the term of appointment;
- (2) Is able to read, write and speak the English language well and intelligently and has a high school diploma or its equivalent;
- (3) Is sound in body and of good health;
- (4) Is of good moral character;
- (5) Has not been convicted of any offense involving dishonesty or which would make him unfit to perform the duties of his office;

(6) Has successfully undergone the same psychological testing that is required of all full-time police officers in the municipality or county or, with regard to a special law enforcement officer hired for a seasonal period by a resort municipality which requires psychological testing of its full-time police officers, has successfully undergone a program of psychological testing approved by the commission.

c. Every applicant for the position of special law enforcement officer appointed pursuant to this act shall have fingerprints taken, which fingerprints shall be filed with the Division of State Police and the Federal Bureau of Investigation.

d. No person shall be appointed to serve as a special law enforcement officer in more than one local unit at the same time, nor shall any permanent, regularly appointed full-time police officer of any local unit be appointed as a special law enforcement officer in any local unit. No public official with responsibility for setting law enforcement policy or exercising authority over the budget of the local unit or supervision of the police department of a local unit shall be appointed as a special law enforcement officer.

e. Before any special law enforcement officer is appointed pursuant to this act, the chief of police, or, in the absence of the chief, other chief law enforcement officer of the local unit shall ascertain the eligibility and qualifications of the applicant and report these determinations in writing to the appointing authority.

f. Any person who at any time prior to his appointment had served as a duly qualified, fully-trained, full-time officer in any municipality or county of this State and who was separated from that prior service in good standing, shall be eligible to serve as a special law enforcement officer consistent with guidelines promulgated by the commission. The training requirements set forth in section 4 of P.L.1985, c.439 (C.40A:14-146.11) may be waived by the commission with regard to any person eligible to be appointed as a special law enforcement officer pursuant to the provisions of this section.

g. In addition to the qualifications established in subsection b. of this section, a person shall not be appointed as a Class Three special law enforcement officer unless the person:

(1) is a retired law enforcement officer who is less than 65 years of age; for the purposes of this paragraph, a law enforcement officer shall not be considered retired if the officer's return to employment violates any federal or State law or regulation which would deem the officer's retirement as not being bona fide;

(2) had served as a duly qualified, fully-trained, full-time officer in any law enforcement position eligible for participation in the Police and Firemen's Retirement System or in any federal or bi-state law enforcement agency or as a member of the State Police and was separated from that prior service in good standing;

(3) is physically capable of performing the functions of the position, determined in accordance with Police Training Commission guidelines;

(4) possesses a New Jersey Police Training Commission Basic Police Officer Certification, New Jersey State Police Academy Certification, or other proof of basic police training approved by the Police Training Commission;

(5) has completed the training course for safe schools resource officers developed pursuant to subsection a. of section 2 of P.L.2005, c.276 (C.52:17B-71.8); and

(6) is hired in a part-time capacity.

For the purposes of this subsection, "good standing" shall exclude a retirement resulting from injury or incapacity.

L.1985, c.439, s.3; amended 2013, c.21, s.3; 2016, c.68, s.1; 2019, c.51, s.2.

40A :14-146.11 Training; classifications.

4. a. A person shall not commence the duties of a special law enforcement officer unless the person has successfully completed a training course approved by the commission and a special law enforcement officer shall not be issued a firearm unless the officer has successfully completed the basic firearms course approved by the commission for permanent, regularly appointed police and annual requalification examinations as required by subsection b. of section 7 of P.L.1985, c.439 (C.40A:14-146.14). There shall be three classifications for special police officers. The commission shall prescribe by rule or regulation the training standards to be established for each classification. Training may be in a commission approved academy or in any other training program which the commission may determine appropriate. The classifications shall be based upon the duties to be performed by the special law enforcement officer as follows:

(1) Class One. Officers of this class shall be authorized to perform routine traffic detail, spectator control, and similar duties. If authorized by ordinance or resolution, as appropriate, Class One officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of municipal ordinances, and violations of Title 39 of the Revised Statutes. The use of a firearm by

an officer of this class shall be strictly prohibited and a Class One officer shall not be assigned any duties which may require the carrying or use of a firearm.

(2) Class Two. Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer. The use of a firearm by an officer of this class may be authorized only after the officer has been fully certified as successfully completing training as prescribed by the commission.

(3) Class Three. Officers of this class shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security at a public or nonpublic school or a county college on the school or college premises during hours when the public or nonpublic school or county college is normally in session or when it is occupied by public or nonpublic school or county college students or their teachers or professors. While on duty in the jurisdiction of employment, an officer may respond to offenses or emergencies off school or college grounds if they occur in the officer's presence while traveling to a school facility or county college, but an officer shall not otherwise be dispatched or dedicated to any assignment off school or college property.

The use of a firearm by an officer of this class shall be authorized pursuant to the provisions of subsection b. of section 7 of P.L.1985, c.439 (C.40A:14-146.14). An officer of this class shall not be authorized to carry a firearm while off duty unless the officer complies with the requirements set forth in subsection l. of N.J.S.2C:39-6 authorizing a retired law enforcement officer to carry a handgun.

b. The commission may, in its discretion, except from the requirements of this section any person who demonstrates to the commission's satisfaction that the person has successfully completed a police training course conducted by any federal, state or other public or private agency, the requirements of which are substantially equivalent to the requirements of this act.

c. The commission shall certify officers who have satisfactorily completed training programs and issue appropriate certificates to those officers. The certificate shall clearly state the category of certification for which the officer has been certified by the commission.

d. All special law enforcement officers appointed and in service on the effective date of this act may continue in service if within 24 months of the effective date of this act they will have completed all training and certification requirements of this act.

L.1985, c.439, s.4; amended 2013, c.21, s.4; 2016, c.68, s.2.

40A :14-146.12. Uniforms

Every special law enforcement officer prior to the commencement of his duties shall be furnished with a uniform which shall identify the officer's function. The uniform shall include, but not be limited to, a hat and appropriate badges which shall bear an identification number or name tag and the name of the local unit in which the officer is employed. The uniform shall also include an insignia issued by the commission which clearly indicates the officer's status as a special law enforcement officer and the type of certification issued pursuant to section 4 of this act. Within six months following the effective date of this act the commission shall issue the insignia. All special law enforcement officers prior to the commencement of duties shall be in uniform properly displaying the appropriate insignia. Nothing in this section shall preclude the designation on an insignia to read either "special police" or "special law enforcement officer."

L. 1985, c. 439, s. 5.

40A :14-146.13. Fees

a. Except as specified in subsection b. of this section, a local unit may charge a reasonable fee as may be fixed by the governing body for equipment and uniforms supplied pursuant to this act, but may not charge a fee for the costs of training or issuing a certificate of appointment. The local unit shall not be required to compensate a special law enforcement officer for time spent in training;

b. In addition to charging a reasonable fee as fixed by the governing body for equipment and uniforms supplied pursuant to this act, a local unit with a population in excess of 300,000, according to the 1980 federal decennial census, may charge a fee for the costs of training and for the administrative costs of issuing a certificate of appointment for a special law enforcement officer whose duties consist solely of performing public safety functions for a private employer.

L. 1985, c. 439, s.6; amended by L. 1987, c. 96, s. 2.

40A :14-146.14 Special law enforcement officers, appointment, terms, regulations.

7. a. Special law enforcement officers may be appointed for terms not to exceed one year, and the appointments may be revoked by the local unit for cause after adequate hearing, unless the appointment is for four months or less, in which event the appointment may be revoked without cause or hearing. Nothing herein shall be

construed to require reappointment upon the expiration of the term. The special law enforcement officers so appointed shall not be members of the police force of the local unit, and their powers and duties as determined pursuant to this act shall cease at the expiration of the term for which they were appointed.

b. A special law enforcement officer shall not carry a firearm except while engaged in the actual performance of the officer's official duties and when specifically authorized by the chief of police, or, in the absence of the chief, other chief law enforcement officer of the local unit to carry a firearm and provided that the officer has satisfactorily completed the basic firearms course required by the commission for regular police officers and annual requalification examinations as required for permanent, regularly appointed full-time officers in the local unit.

A special law enforcement officer shall be deemed to be on duty only while the officer is performing the public safety functions on behalf of the local unit pursuant to this act and when the officer is receiving compensation, if any, from the local unit at the rates or stipends as shall be established by ordinance. A special law enforcement officer shall not be deemed to be on duty for purposes of this act while performing private security duties for private employers, which duties are not assigned by the chief of police, or, in the absence of the chief, other chief law enforcement officer of the local unit, or while receiving compensation for those duties from a private employer. A special law enforcement officer may, however, be assigned by the chief of police or, in the absence of the chief, other chief law enforcement officer, to perform public safety functions for a private entity if the chief of police or other chief law enforcement officer supervises the performance of the public safety functions. If the chief of police or other chief law enforcement officer assigns the public safety duties and supervises the performance of those duties, then, notwithstanding that the local unit is reimbursed for the cost of assigning a special law enforcement officer at a private entity, the special law enforcement officer shall be deemed to be on duty.

The reimbursement for the duties of a special law enforcement officer, which is made to a municipality with a population in excess of 300,000, according to the 1980 federal decennial census, may be by direct payments from the employer to the special law enforcement officer, provided that records of the hours worked are forwarded to and maintained by the chief of police or other chief law enforcement officer responsible for assigning the special law enforcement officer those public safety duties.

Any firearm utilized by a special law enforcement officer shall be returned at the end of the officer's workday to the officer in charge of the station house, unless the firearm is owned by the special law enforcement officer and was acquired in

compliance with a condition of employment established by the local unit. Any special law enforcement officer first appointed after the effective date of this act shall only use a firearm supplied by the local unit. A special law enforcement officer shall not carry a revolver or other similar weapon when off duty; but if any special law enforcement officer appointed by the governing body of any municipality having a population in excess of 300,000, according to the 1980 federal census, who is a resident of the municipality and is employed as a special law enforcement officer at least 35 hours per week, or less at the discretion of the chief of police and mayor, shall, at the direction of the chief of police, have taken and successfully completed a firearms training course administered by the Police Training Commission, pursuant to P.L.1961, c.56 (C.52:17B-66 et seq.), and has successfully completed within three years of the effective date of P.L.1985, c.45 or three years of the date of appointment of the special law enforcement officer, whichever is later, 280 hours of training in arrest, search and seizure, criminal law, and the use of deadly force, and shall annually qualify in the use of a revolver or similar weapon, the special law enforcement officer shall be permitted to carry a revolver or other similar weapon when off duty within the municipality where the officer is employed. Specific authorization shall be in the form of a permit which shall not be unreasonably withheld, which is subject to renewal annually and may be revoked at any time by the chief of police. The permit shall be on the person of the special law enforcement officer whenever a revolver or other similar weapon is carried off duty. A permit shall not be issued until the special law enforcement officer has successfully completed all training courses required under this section. Any training courses completed by a special law enforcement officer under the direction of the chief of police in a school and a curriculum approved by the Police Training Commission, pursuant to P.L.1961, c.56 (C.52:17B-66 et seq.), shall be credited towards the 280 hours of training required to be completed by this section. Any training required by this section shall commence within 90 days of the effective date of P.L.1985, c.45 or within 90 days of the date of the appointment of the special law enforcement officer, whichever is later.

c. A special law enforcement officer shall be under the supervision and direction of the chief of police or, in the absence of the chief, other chief law enforcement officer of the local unit wherein the officer is appointed, and shall perform the officer's duties only in the local unit except when in fresh pursuit of any person pursuant to chapter 156 of Title 2A of the New Jersey Statutes or when authorized to perform duties in another unit pursuant to a mutual aid agreement enacted in accordance with section 1 of P.L.1976, c.45 (C.40A:14-156.1).

d. The officer shall comply with the rules and regulations applicable to the conduct and decorum of the permanent, regularly appointed police officers of the local unit, as well as any rules and regulations applicable to the conduct and decorum of special law

enforcement officers.

e. Notwithstanding any provision of P.L.1985, c.439 (C.40A:14-146.8 et seq.) to the contrary, a special law enforcement officer may travel through another local unit to reach a noncontiguous area of the local unit in which the officer's appointment was issued or to transport persons to and from a correctional facility.

L.1985, c.439, s.7; amended 1987, c.96, s.3; 1991, c.46; 2016, c.68, s.3.

40A :14-146.15 Powers.

8. The chief of police, or, in the absence of the chief, other chief law enforcement officer of the local unit wherein the officer is appointed, may authorize special law enforcement officers when on duty to exercise the same powers and authority as permanent, regularly appointed police officers of the local unit, including, but not limited to, the carrying of firearms and the power of arrest, subject to rules and regulations, not inconsistent with the certification requirements of this act, as may be established by local ordinance or resolution, as appropriate, adopted by the appropriate authority of the local unit in which they are employed.

L.1985, c.439, s.8; amended 2013, c.21, s.5.

40A :14-146.16 Limitation on hours.

9. a. Except as provided in subsection c. of this section, a special law enforcement officer shall not be employed for more than 20 hours per week by the local unit except that special law enforcement officers may be employed by the local unit for those hours as the governing body may determine necessary in accordance with the limits prescribed below:

(1) In resort municipalities not to exceed 48 hours per week during any seasonal period.

(2) In all municipalities or counties without limitation as to hours during periods of emergency.

(3) In all municipalities or counties in addition to not more than 20 hours per week including duties assigned pursuant to the provisions of section 7 of P.L.1985, c.439 (C.40A:14-146.14) a special law enforcement officer may be assigned for not more than 20 hours per week to provide public safety and law enforcement services to a public entity.

(4) In municipalities or counties, as provided in subsection b. of section 7 of P.L.1985, c.439 (C.40A:14-146.14), for hours to be determined at the discretion of the director of the municipal or county police force.

(5) A Class Three special law enforcement officer in all municipalities without limitation.

b. Notwithstanding any provision of P.L.1985, c.439 (C.40A:14-146.8 et seq.) to the contrary, special law enforcement officers may be employed only to assist the local law enforcement unit but may not be employed to replace or substitute for full-time, regular police officers or in any way diminish the number of full-time officers employed by the local unit or a school or county college. A Class Three special law enforcement officer may be employed only to assist the local law enforcement unit with security duties and shall not supplant a law enforcement officer employed pursuant to the provisions of N.J.S.18A:17-43 or a safe schools resource officer employed pursuant to the provisions of section 3 of P.L.2005, c.276 (C.18A:17-43.1). A Class Three special law enforcement officer shall not be assigned to an extra-curricular or after-school function at a school or county college unless the assignment has first been made available to full-time members employed by the local unit or school or county college.

c. Each municipality or county may designate one special law enforcement officer to whom the limitations on hours employed set forth in subsection a. of this section shall not be applicable.

d. A Class Three special law enforcement officer appointed pursuant to the provisions of P.L.1985, c.439 (C.40A:14-146.8 et seq.) shall not, based on this appointment, be eligible for health care benefits or enrollment in any State-administered retirement system.

L.1985, c.439, s.9; amended 2013, c.21, s.6; 2016, c.68, s.4; 2019, c.51, s.3.

40A :14-146.17 Limitations on number, categories.

10. The local governing body shall by ordinance or resolution, as appropriate, establish limitations upon the number and categories of special law enforcement officers which may be employed by the local unit in accordance with the certification and other requirements provided for in this act. In communities other than resort municipalities, the number of Class Two special law enforcement officers shall not

exceed 25% of the total number of regular police officers, except that no municipality shall be required to reduce the number of Class Two special law enforcement officers or the equivalent thereof in the employ of the municipality as of March 1, 1985. Notwithstanding the provisions of this section, each local unit may appoint two Class Two special law enforcement officers.

L.1985, c.439, s.10; amended 2013, c.21, s.7.

40A :14-146.18 Residency requirement.

11. A local unit may provide by ordinance or resolution, as appropriate, that certain or all special law enforcement officers shall be residents of the municipality or county in which they are employed.

L.1985, c.439, s.11; amended 2013, c.21, s.8.

40A :14-146.19 Establishment of housing authority police force by certain municipalities.

1. The governing body of every city of the first class having a population of more than 270,000 inhabitants, according to the 1990 federal decennial census, may, by ordinance, establish a housing authority police force to patrol the grounds, buildings, and other areas and facilities of the municipal housing authority.

The ordinance shall provide for the maintenance, regulation and control of the force either as a separate department or as a division or unit of the municipal police force; a line of authority relating to the force's police function; the promulgation and adoption of rules and regulations by the appropriate authority designated in N.J.S.40A:14-118 for the government of the force and the discipline of its members; the appointment of such members, officers and personnel as the governing body may deem necessary; the fixing of their compensation; the prescription of their powers, functions and duties; and such other matters as the governing body shall deem necessary for the effective government and operation of the force. If the housing authority police force is established as a separate department, the appropriate authority for the force shall be the same as the appropriate authority designated for the police force established pursuant to N.J.S.40A:14-118.

Notwithstanding any other provision of law to the contrary, housing authority police officers appointed pursuant to this act shall be deemed regular law enforcement officers.

The funding for the establishment and maintenance of a housing authority police force in accordance with an ordinance enacted pursuant to this section shall be provided by the municipal housing authority. The housing authority may request from the governing body of the municipality reimbursement for a portion of the costs associated with appointing, training, and compensating a housing authority police force established under the provisions of this section. The governing body may decide, but shall not be required, to reimburse the housing authority in the amount requested or in any other lesser amount the governing body may choose.

L.1997,c.210,s.1.

Link to document:

<https://lis.njleg.state.nj.us/nxt/gateway.dll/statutes/1/37145?f=templates&fn=default.htm&vid=Publish:10.1048/Enu>

New Jersey Statutes (Unannotated)::NEW JERSEY GENERAL AND PERMANENT STATUTES (UPDATED THROUGH P.L.2023, c.107, and J.R.11)::TITLE 40A MUNICIPALITIES AND COUNTIES

<https://lis.njleg.state.nj.us/nxt/gateway.dll/statutes/1/37145?f=templates&fn=document-frameset.htm&q=%5Brank,100%3A%5Bdomain%3A40a%3A14-146.14%5D%20%5Bsum%3A40a%3A14-146.14%5D%20%5D%20&x=server&vid=Publish:10.1048/Enu>

Appendix - G

**West Wildwood Borough Police Department -
Current Police Union Contract**

AGREEMENT

By and Between

BOROUGH OF WEST WILDWOOD

A Municipal Corporation of the State of New Jersey

And

CAPE MAY COUNTY LODGE NO. 7

FRATERNAL ORDER OF POLICE

JANUARY 1, 2021 THROUGH DECEMBER 31, 2025

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PREAMBLE

THIS AGREEMENT, dated _____ day of _____, 2020, by and between the **BOROUGH OF WEST WILDWOOD**, a Municipal Corporation of the State of New Jersey, located in Cape May County, New Jersey, hereinafter called "Borough", AND the **CAPE MAY COUNTY LODGE #7, FRATERNAL ORDER OF POLICE**, hereafter called the "Lodge", represents the complete and final understanding on all negotiable issues between the Borough and the Lodge.

ARTICLE 1 – RECOGNITION

- A. The Borough hereby recognizes Cape May County Lodge #7, Fraternal Order of Police-New Jersey Labor Council as the exclusive collective negotiations agent for all full-time police officers in the ranks of Captains, Lieutenants, Sergeants, and Patrol Officers employed in the Police Department of the Borough of West Wildwood, but excluding casual employees, seasonal employees, part-time employees, the Chief of Police, non-police employees and all others.
- B. The title of Police Officer shall be defined to include the plural as well as the singular, includes males and females, and the phrases "Policemen and Policewomen".
- C. For Officers hired after the effective date of this Agreement, all references in this Agreement referring to "years of service" refers to full-time, permanent service as a Police Officer with the Borough of West Wildwood.

ARTICLE II – LEGAL REFERENCE

- A. Nothing contained herein shall be construed or deny or restrict any Policeman such rights as he / she may have under any other applicable laws and regulations.
- B. The provisions of this Agreement should be subject to and subordinate to State Law and local Ordinances, except that any necessary amendments to existing Ordinances that effect this Agreement shall be negotiated and duly enacted by the Board of Commissioners of the Borough of West Wildwood. These provisions do not abridge the rights of the Borough under Title 40 and / or Title 40A of the New Jersey Statutes and other state and local laws.

ARTICLE III – MANAGEMENT RIGHTS

- A. The Borough hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations and practices in furtherance thereof,

AGREEMENT

By and Between

BOROUGH OF WEST WILDWOOD

A Municipal Corporation of the State of New Jersey

And

CAPE MAY COUNTY LODGE NO. 7

FRATERNAL ORDER OF POLICE

JANUARY 1, 2021 THROUGH DECEMBER 31, 2025

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Agreement By and Between Borough of West Wildwood and Cape May County Lodge #7 Fraternal Order of Police January 1, 2021 Through December 31, 2025	
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PREAMBLE

THIS AGREEMENT, dated _____ day of _____, 2020, by and between the **BOROUGH OF WEST WILDWOOD**, a Municipal Corporation of the State of New Jersey, located in Cape May County, New Jersey, hereinafter called "Borough", AND the **CAPE MAY COUNTY LODGE #7, FRATERNAL ORDER OF POLICE**, hereafter called the "Lodge", represents the complete and final understanding on all negotiable issues between the Borough and the Lodge.

ARTICLE 1 – RECOGNITION

- A. The Borough hereby recognizes Cape May County Lodge #7, Fraternal Order of Police-New Jersey Labor Council as the exclusive collective negotiations agent for all full-time police officers in the ranks of Captains, Lieutenants, Sergeants, and Patrol Officers employed in the Police Department of the Borough of West Wildwood, but excluding casual employees, seasonal employees, part-time employees, the Chief of Police, non-police employees and all others.
- B. The title of Police Officer shall be defined to include the plural as well as the singular, includes males and females, and the phrases "Policemen and Policewomen".
- C. For Officers hired after the effective date of this Agreement, all references in this Agreement referring to "years of service" refers to full-time, permanent service as a Police Officer with the Borough of West Wildwood.

ARTICLE II – LEGAL REFERENCE

- A. Nothing contained herein shall be construed or deny or restrict any Policeman such rights as he / she may have under any other applicable laws and regulations.
- B. The provisions of this Agreement should be subject to and subordinate to State Law and local Ordinances, except that any necessary amendments to existing Ordinances that effect this Agreement shall be negotiated and duly enacted by the Board of Commissioners of the Borough of West Wildwood. These provisions do not abridge the rights of the Borough under Title 40 and / or Title 40A of the New Jersey Statutes and other state and local laws.

ARTICLE III – MANAGEMENT RIGHTS

- A. The Borough hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations and practices in furtherance thereof,

and the use of judgment and discretion in connection, therewith shall be limited only by the specific and express terms hereof, and then only in the event they are in conformance with the Constitution and Laws of the State of New Jersey and the United States and the Ordinances of the Borough of West Wildwood.

- C. Nothing contained herein shall be construed to deny or restrict the Borough of its rights, responsibilities and authorities under N.J.S.A. 40:1-1 et. seq. N.J.S.A. 40A:1-1 et. seq. N.J.S.A. 11:1-1 et.seq. or any other national, state or county law.

ARTICLE IV – LODGE REPRESENTATIVES

- A. Pursuant to N.J.S.A. 40A: 14-177, the Borough agrees to grant a leave of absence with pay to one (1) duly authorized representative of the FOP to attend any State or National convention of such organization. A certificate of attendance to the State or National convention shall be submitted by the representative so attending. The leave of absence shall be for a period inclusive of the duration of the convention, with a reasonable time allowed for time to travel to and from the convention.
- B. Accredited representatives of the Lodge may enter the Borough facilities or premises at reasonable hours for the purpose of observing working conditions or assisting in the adjustment of grievances. When the Lodge decides to have its representative enter the Borough facilities or premises, it will request such permission from the Chief of Police and such permission will not be unreasonably withheld, provided there should be no interference with normal operations of the business of Borough government or the normal duties of employees.
- C. One (1) Lodge representative and one (1) assistant Lodge representative may be appointed to represent the Lodge in grievances with the Borough.
- D. During collective negotiations, one (1) authorized representative shall be excused from his/her normal work duties to participate in collective negotiation sessions that are reasonable and necessary and the authorized representative shall suffer no loss of regular pay during attendance at negotiating sessions.

ARTICLE V – RETENTION OF CIVIL RIGHTS

- A. Officers shall retain all of the civil rights provided under New Jersey Law and Federal Law.

ARTICLE VI – POLICE BILL OF RIGHTS

- A. Officers covered hereunder shall only be disciplined for just cause. Officers shall be apprised in writing of the reason(s) for such discipline as per the New Jersey Attorney General Policies and Procedures.

- B. Officers shall not be suspended or suffer any loss in benefits until after said officer has had a disciplinary hearing and has been found guilty, except in cases of a severe nature, when the Chief deems the suspension of the officer an immediate necessity for the safety of the public or the welfare of the Department. The Chief shall immediately submit a report explaining such action to the Commissioner of Public Safety or his/her designee and a copy of such report shall be made available to the officer.
- C. All Police Officers shall have access to their individual personnel files upon reasonable notice to the Chief of Police or his/her designee. No separate personnel file shall be established which is not available for an officer's inspection and any written material will not be placed in the officer's file until reviewed and initialed by the officer. The officer's initial shall not constitute agreement with the content of such materials.
- D. Whenever an officer's personnel file is reviewed in either part or whole by someone outside the Police Department or whenever someone outside of the Police Department is given access to the contents of an officer's personnel file, the officer will be notified of such activity by the Chief of Police or his/her designee.

ARTICLE VII – RETIREMENT

- A. Police officers shall have all pension rights available under current or future New Jersey Law and the Ordinances of the Borough of West Wildwood.
- B. If an officer is killed in the line of duty, the Borough shall continue to provide in full force and effect all insurance benefits as specified in Section A, or Article XV for the officer's spouse until his or her death or remarriage, whichever comes first, and for the officer's children until each reaches his or her twenty-sixth (26th) birthday.
- C. The Borough will continue to provide the same comprehensive health benefit insurance program after twenty-five (25) continuous years of service with the Borough of West Wildwood until that officer is eligible for Medicare. The Borough shall not change the health benefit insurance to a lesser plan. The Borough must maintain an equal or greater health benefit insurance plan at all times for the retiree. Said retiree shall be required to pay, via a procedure to be determined by the Borough, one and a half (1.5) percent of their total annual pension wage to the Borough for health insurance contributions and no other provisions of this Article shall be applicable to these employees/retirees. Should the State of New Jersey enact legislation that mandates health benefit contributions by retirees, the above contribution shall be the maximum contribution paid by employees covered by this contract, unless contrary to law. Upon reaching eligibility for Medicare the Borough will provide 100% of the cost for any supplemental medical plan to Medicare.

ARTICLE VIII – EXTRA CONTRACT AGREEMENT

- A. The Borough agrees not to enter into any agreements or contracts with the Association members who are covered hereunder, individually or collectively, which in any way conflicts with the term and conditions of this Agreement.

ARTICLE IX – LEAVE OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay may be granted to officers for emergency situations, or other valid reasons, by the Chief of Police with the approval of the Board of Commissioners.
1. Periods of absence shall not exceed six (6) months at any one time. Such leaves may be renewed for an additional six (6) months by the Director of Public Safety.
 2. Leaves of absence shall be requested by officers in writing at least thirty (30) days (if possible) prior to commencement.
- B. Education Leave
1. The Board of Commissioners may, at its sole discretion, grant education leave without pay, to an officer, for the purpose of obtaining training that is of direct value to the local government.
 2. Education leave will not be deducted from the employee's seniority.
- C. A leave of absence that is approved for a specific purpose and is used for another purpose may be considered an abuse and constitute cause for disciplinary action.

ARTICLE X – SICK LEAVE / TERMINAL LEAVE

- A. Service Credit for Sick Leave:
1. All permanent officers and full-time probationary officers shall be entitled to sick leave with pay.
 2. Sick leave may be utilized by officers when they are unable to perform their work by reason of personal illness, accident, exposure to contagious disease, or any other reason prescribed by law.
- B. Amount of Sick Leave:
1. The minimum sick leave with pay shall accrue to any full-time officer on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) working days in every calendar year thereafter.
 2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose. The Borough may require proof of illness of an employee on sick leave.

C. Reporting of Absence on Sick Leave:

1. If any officer is absent for reasons that entitle him to sick leave, his supervisor shall be notified four hours prior to the employee's starting time. Failure to so notify his superior may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action. Absence without notice for five (5) consecutive days shall constitute a resignation.

D. Verification of Sick Leave:

1. An employee who shall be absent on sick leave for three (3) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness. The Borough may require proof of illness of an employee on sick leave. Abuse of sick leave shall be cause for disciplinary action.
2. In case of leave of absence due to exposure to contagious disease a certificate from the Department of Health shall be required.

E. Sick Leave Cash-Out -- During Employment Term:

1. At the time of retirement an officer shall be compensated for the officer's accumulated sick time up to a maximum of twenty thousand dollars (\$20,000.00).
2. In the event of the death of an officer prior to retirement, said officer's estate shall be compensated for any unused vacation days, holidays and overtime accrued by the officer. Said estate shall also be compensated for the officer's accumulated sick time up to a maximum of twenty thousand dollars (\$20,000.00).

F. Terminal Leave:

1. At the members option, and with thirty (30) days notice to the Borough and Chief of Police or his/her designee, any such member shall be afforded the opportunity to utilize time in lieu of working from his/her accrued sick, vacation, holiday, personal and compensatory time banks not to exceed one (1) year in total leading up to his/her retirement date
2. If an officer retires without using his/her accumulated sick leave he/she shall be compensated for terminal leave up to a maximum of twenty thousand dollars (\$20,000.00) based upon his/her per diem rate at the time of retirement
 - a. All other time not designated Sick time, ie: Vacation, Holiday, Personal and Compensatory time, shall be utilized prior to expending the employee's accrued sick time

G. Severance:

1. Should the Borough of West Wildwood decide to exercise its managerial prerogative in such a fashion that the West Wildwood Police Department should be abolished, merged, absorbed within another agency, or ceases to operate as a separate entity unto itself during the contract term and an officer is not offered replacement employment, the following shall apply:

ARTICLE XII – MILITARY LEAVE

- A. Military leave shall be granted pursuant to State and Federal Statutes and Regulations.

ARTICLE XIII – INJURY LEAVE

- A. If an officer is incapacitated and unable to work because of a job related injury, he/she shall be entitled to injury leave with full pay, subject to the offset of Workman's Compensation, during the period in which he/she is unable to perform his/her duties up to a period of one (1) year as certified by the officer's doctor and the Borough's doctor. Such payments shall be discontinued when an employee is placed on disability leave or pension.

ARTICLE XIV – HOLIDAYS

- A. All officers covered by this Agreement shall be entitled to receive twelve (12) hours of pay at regular rate for the following Holidays.

**New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday
President's Day
Good Friday
Easter Sunday
Memorial Day
Primary Election Day
Independence Day**

**Labor Day
Columbus Day
General Election Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Special Election Day**

- B. All officers covered by this Agreement shall be entitled to receive six (6) hours of pay at regular rate for the following Holidays:

Christmas Eve

New Year's Eve

(Should there be a schedule change, section A will revert back to eight (8) hours and section B to four (4) hours)

- C. If officers are required to work on a Holiday, the holiday time may be taken at any time during the calendar year, either consecutively or individually, subject to the approval of the Chief.
- D. Officers shall be compensated for Holidays they have worked in the first pay in December in the year in which the holidays are earned.

- E. An employee during his/her first year of employment shall be entitled to the number of those holidays which fall between his/her date of hire and the end of the calendar year.
- F. Whenever the majority of Borough employees are granted a day off in observation of a federal, state or local holiday or by proclamation of the Mayor, with the exception of particular emergency situations, the members of the Police Department shall receive equal time off.

ARTICLE XV – INSURANCE, HEALTH AND WELFARE

- A. The Borough shall provide at its cost and expense the same comprehensive health benefit insurance program for the employee and his/her family as is provided to other Borough employees.
- B. If an employee is killed in the line of duty, the Borough will pay up to Five Thousand Dollars (\$5,000.00) for funeral expenses upon presentation of verified bills/invoices.
- C. Based on Chapter.2, P.L.2010, employees who receive health care insurance must contribute one and one half (1 ½) percent of their base salary to the Borough of West Wildwood. The contribution amount shall be spread evenly through each payroll period.
- D. Employee's shall, upon request, be provided with the health insurance plan documents that describe the benefits, coverages and limitation associated with the plan.
- E. In recognition of state statutes P.L.2011 c 78, any officer who chooses not to take the medical coverage provided by the Borough, he/she will receive an additional \$4,368.00 to be paid as a lump sum stipend in the first pay period of December. In recognition of state statutes P.L.2011 c.78 any officer who chooses not to take medical coverage provided by the Borough will receive a reduced amount of \$3,712.80 beginning January 1, 2020 to be paid in one lump sum stipend in the first pay period of the December.

ARTICLE XVI – VACATIONS

- A. Officers shall be entitled to paid annual vacation time as follows:
 - 1. From date of hire to the end of the first (1st) year – six (6) days prorated.
 - 2. Second (2nd) through fifth (5th) year – fifteen (15) days (i.e. 180 hours).
 - 3. Sixth (6th) through tenth (10th) year – twenty (20) days (i.e. 240 hours).

4. Eleventh (11th) through fifteenth (15th) year – twenty-five (25) days (i.e. 300 hours).
 5. Sixteenth (16th) through twentieth (20th) year – thirty (30) days (i.e. 360 hours).
 6. Twenty-first (21st) through twenty-fifth (25th) year – thirty-two (32) days (i.e. 384 hours).
 7. Twenty-sixth (26th) through retirement – thirty-five (35) days (i.e. 420 hours).
- B. Vacations shall be scheduled based upon seniority, from the date of hire and subject to final approval of the Chief of Police who may deny vacation time if, in his/her opinion, the shift or operation will be inadequately staffed. Picks shall be made in January of each year on a rotating basis with the senior officer getting first pick. Picks may be altered or exchanged with prior approval of the Chief.
- C. Vacations during the summer period (Memorial Day through Labor Day weekends) are permitted, except the Friday through Monday holiday weekends of Memorial Day, July 4th and Labor Day during which times no vacations shall be permitted. No officer may have more than five (5) consecutive work days off during the summer.
- D. If an officer is not able to take his/her vacation or any part thereof during a calendar year because of administrative constraint or decision, up to a maximum of ten days of such vacation time shall accumulate and shall be granted during the next calendar year. Any remaining unused calendar days shall be paid in cash. The Borough will be notified by November 1st of the officers intent to sell back unused days.
- a. Such buy back of unused time shall be contingent upon the approval of the director of public safety
- E. If an officer becomes sufficiently ill so as to require hospitalization while he/she is on vacation, he/she may charge such period of illness and post-hospital recuperation against sick leave at his/her option.
- F. Officers shall not be recalled on their vacation days except in emergencies.
- G. Officers resigning from the police department during the year shall have vacation and personal time prorated to reflect the months of actual employment in that year.

ARTICLE XVII – WORK WEEK AND OVERTIME

- A. The normal work week shall consist of an average forty-two (42) hours per week on a yearly basis. Should the Borough decide to alter the current schedule format (absent an emergency), the Borough agrees to provide the Lodge with a minimum of thirty (30) days' notice of the change prior to implementation. Shifts shall be twelve (12) hours or eight (8) hours as assigned by the Borough.

ARTICLE XVIII – SALARIES

A. Effective January 1, 2020 through December 31, 2025, inclusive, the following salary guides shall be implemented for all full-time officers:

Patrol Officer

<i>Year of Service</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
1 st Year	\$33,109.98	\$33,109.98	\$33,109.98	\$34,000.00	\$34,000.00
2 nd Year	\$36,971.25	\$37,710.68	\$38,464.89	\$39,234.19	\$40,018.87
3 rd Year	\$41,332.06	\$42,158.70	\$43,001.87	\$43,845.04	\$44,721.94
4 th Year	\$45,179.65	\$46,083.24	\$47,004.90	\$47,945.00	\$48,903.90
5 th Year	\$47,730.22	\$48,684.82	\$49,658.52	\$50,651.69	\$51,664.72
6 th Year	\$50,929.29	\$51,947.88	\$52,986.84	\$54,046.58	\$55,127.51
7 th Year	\$54,128.37	\$55,210.94	\$56,315.16	\$57,440.46	\$58,589.27
8 th Year	\$57,327.45	\$58,474.00	\$59,643.48	\$60,836.35	\$62,053.08
9 th Year	\$65,612.43	\$66,924.68	\$68,263.17	\$69,628.43	\$71,021.00
10 th Year	\$68,748.78	\$70,123.76	\$71,526.24	\$72,956.76	\$74,415.90

Sergeant

<i>Year of Service</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
	\$73,629.94	\$75,102.54	\$76,604.59	\$78,136.68	\$79,699.41

Lieutenant

<i>Year of Service</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
	\$77,311.44	\$78,857.66	\$80,434.81	\$82,043.50	\$83,684.37

Captain

<i>Year of Service</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
	\$81,177.01	\$82,800.55	\$84,622.57	\$86,315.02	\$88,041.32

- B. Sergeant salary shall be the greater of either the guide set forth above or 5% increase over top Patrol Officer scheduled salary for the corresponding year.
- C. There shall be at least a 5% increase between each rank and 10% increase between each rank for the rank of Deputy Chief and above
- D. The Borough shall place each officer on his/her appropriate step effective January 1, 2021 and move that officer to the next step on the salary guide of the duration of this agreement.

- E. All full-time officers currently employed at the time of this agreement will move to their next scheduled salary step January 1st 2021 and every year on January 1st thereafter.
- a. All full-time officers hired subsequent to this agreement shall move to their next scheduled salary step on the anniversary of their respective date of hire

ARTICLE XIX – CLOTHING REPLACEMENT/MAINTENANCE ALLOWANCE

- A. The Borough shall provide an annual clothing replacement/maintenance allowance for clothing used for work in the amount of Six Hundred Dollars (\$600.00). Officers will be reimbursed up to a maximum of Six Hundred Dollars (\$600.00) per year for uniforms and work clothing upon submission of signed vouchers with clothing receipts. Any unused portion of an officer's annual allowance will lapse and not be paid to the officer. Newly hired full-time officers are not entitled to the allowance stipulated in this article during their first year of hire.
- B. The Borough shall provide at its own cost and expense a complete initial uniform for newly employed full-time officers to include the following:
- | | |
|--|---------------------------|
| 1 hat | 1 rain cap |
| 2 ties | 1 winter coat |
| 4 pair of pants | 1 ASP baton |
| 3 summer shirts | 1 pair handcuffs w/2 keys |
| 3 winter shirts | 2 regulation badges |
| 1 holster | 1 hat badge |
| 1 handcuff holder/case | 2 metal name plates |
| 1 ASP baton holder | 1 identification card |
| 1 Sam Brown belt | 1 Duty Handgun |
| 1 bullet resistant vest | 1 reflective traffic vest |
| 1 regulation raincoat with reflectorized lining | |
| 1 portable radio with handheld mic, charging unit and holder | |
- C. All uniforms damaged in the line of duty shall be replaced by the Borough without cost to the officer.
- D. The dress code shall be at the Chiefs discretion; however, officers shall be allowed to remove hats in cars and at headquarters.
- E. If the Borough wishes to change the style of the uniform, all new uniforms shall be purchased by the Borough at its own expense and cost for each officer and said cost shall not be considered part of the clothing allowance.

ARTICLE XX – GRIEVANCE PROCEDURE

A. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible level, a solution to problems which may arise affecting the terms and conditions of this Agreement and to resolve such grievances as soon as possible so as to assure efficiency and promote employee morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss that matter informally with the Chief of the Police and having the grievance adjusted without the intervention of the Lodge.

B. DEFINITION

1. The term “grievance” as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement and any action taken by the Borough directly affecting the Lodge or any member thereof. Grievances related to minor disciplinary action shall be subject to grievance and informal arbitration.

C. GRIEVANCE PROCEDURE

1. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless a step is waived by mutual consent. For purposes of this Article, a “business day” shall be any day that is not a Saturday, Sunday, or legal holiday. Grievances may be tendered at any step of the procedures set forth in this article by hand-delivery, electronic mail, or facsimile to the Borough Clerk or Chief of Police by the FOP’s representatives or legal counsel.

a. STEP ONE:

The grievance shall be reduced to writing by the grievant or the Lodge on behalf of the grievant and filed with the Chief of Police within fifteen (15) business days of the occurrence of (or the FOP’s knowledge of) the circumstances which caused the grievance to be filed. Failure to act within said fifteen (15) business days shall be deemed to constitute an abandonment of the grievance.

- b. The Chief of Police shall render a decision in writing stating the reasons therefor within fifteen (15) business days from the receipt of the grievance. Failure to respond within said fifteen (15) business days, without a request for an extension shall be considered a denial of said grievance.

a. *STEP TWO:*

1. In the event the grievance is not been resolved through Step One, then within fifteen (15) business days following the determination of the Chief of Police, the matter shall be referred by the Chief of Police to the Commissioner serving as Director of Public Safety.
2. Within fifteen (15) business days thereafter, the Director of Public Safety or his designee shall convene a meeting with the FOP to discuss resolution of the grievance.
3. The Director of Public Safety or his designee shall thereafter consider the matter and render a written decision stating the reasons therefore within fifteen (15) business days from the receipt of the grievance or the meeting referenced in subsection (b) above

b. *STEP THREE:*

1. If the grievance is not settled through Steps One and two, either party may refer the matter to the Public Employment Relations Commission (PERC) within twenty (20) days after the determination of the Commissioner of Public Safety. An Arbitrator shall be selected pursuant to the rules of the Public Employment Relations Commission.
2. The Arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him/her surrounding the grievance. The Arbitrator shall not have the authority to add, modify, detract from or alter in any way the provision of this Agreement or any amendment or supplement thereto unless both parties agree in advance to it.
3. The costs for the services of the Arbitrator shall be borne equally between the Borough and the Lodge. Any other expenses including, but not limited to, the presentations of witnesses, shall be paid by the party incurring same.
4. The decision of the Arbitrator shall be final and binding upon the parties, but shall remain subject to grievance-confirmation and grievance-vacation procedures established by New Jersey state law.

D. EMERGENCY

1. Upon the declaration by either party for an "emergency", Steps One and Two of the Grievance Procedure as provided in Article XX, Section C, herein, shall be bypassed and the procedures shall begin with Step Three.

2. An emergency shall be invoked by the presentation to the President of the Lodge or the Director of Public Safety of a written memorandum, delivered in person or by registered mail, setting forth in detail the nature of the grievance and declaring said grievance to be an emergency. Such procedure shall not be invoked frivolously by either party.
3. The Borough shall provide the Lodge with specially designed and mutually agreed upon forms on which to file grievances.
4. The time limits contained in this Grievance Procedure may be extended by mutual agreement of the parties.

E. FORMS

1. The Borough shall provide the Lodge with specially designed and mutually agreed upon forms on which to file grievances.

F. MINOR DISCIPLINE

1. Each Employee shall have the right to have any Minor Discipline, suspension of five (5) days or less, including written reprimands, grieved through the Grievance Procedure.

ARTICLE XXI – PATROL CARS AND EQUIPMENT

- A. Patrol cars and equipment shall be properly and promptly repaired and maintained.

ARTICLE XXII – DUES CHECKOFF AND REPRESENTATION FEE

- A. The Borough shall withhold FOP dues from each West Wildwood FOP Lodge #7 member's pay in the amount authorized by FOP Lodge#7. Dues shall not be withheld from Officers who are not members of the FOP Lodge#7 as of June 27, 2018. The FOP will deliver to the Borough a request for payroll deduction signed by each Member of FOP Lodge#7, or any non-member who voluntarily requests to continue to pay dues. Any new Officers who becomes a member of West Wildwood FOP Lodge#7 will deliver to the Borough a request for payroll deductions signed by that Officer. Any new member Officer may submit the form at the time of his/her original date of hire.

ARTICLE XXIII – PROBATIONARY PERIOD

- A. Newly hired officers shall serve a probationary period of one (1) year from joining the Borough Police Department if previously employed in a full-time capacity with a police department and having obtained a PTC certification or one (1) year from graduation from an authorized police academy while in the service of the Borough, whichever is later.

- B. During the first year of hire, officers shall be paid as if they were qualified, first step patrolman.

ARTICLE XXIV – EDUCATION

- A. As an additional incentive for further education of the Borough Police Officers, the Borough shall pay the following sums of money, which shall be paid as a lump sum the first pay in December to the officer upon attaining the following credits at the end of the full year after attaining such credits or a full year after hire should the officer have already obtained those credits.

Number of Credits	Allowance
16	\$ 300.00
17 – 32	\$ 400.00
33 – 64	\$ 600.00
Associate Degree or 96 Credits	\$ 750.00
Associate Degree plus 64 Credits	\$1000.00
Bachelor's Degree	\$1,250.00
Master's Degree	\$1,500.00

- B. The officer shall be paid in lump sum at the end of the year. All allowances are conditioned upon the direct relationship between the credits received and the officer's present work assignment.

ARTICLE XXV – MISCELLANEOUS

- A. The Borough shall supply a properly functioning locker for each officer.
- B. Hand-guns, if defective, shall be promptly replaced by the Borough.
- C. The Borough shall provide in the police room a library, or computer internet access, which shall include, but not be limited to N.J.S.A. Title 24 (Food and Drug); N.J.S.A. Title 2C

(Criminal) and N.J.S.A. Title 39 (Motor Vehicle Law Enforcement). In addition, the Borough will provide an updated dictionary and Physician's Desk Reference.

- D. The Borough shall provide legal defense as provided for under N.J.S.A. 40A:14-155. Should acquittal or dismissal on such a charge take place, the Borough shall provide for the cost of expungement upon the approval of the Borough Solicitor regarding counsel and costs.
- E. Employees will receive the current IRS rate per mile when their own vehicles are authorized for use for Borough business. A Borough owned vehicle shall be utilized unless otherwise approved by the Chief of Police.
- F. The Lodge shall have the exclusive use of a bulletin board located in the Police Department headquarters for the posting of notices relating to meetings and official business or the Lodge only. Only material authorized by the signature of the Lodge President or alternate shall be permitted to be posted on said bulletin board.
- G. All references in this Agreement to the Chief of Police shall include any designee of the Chief of Police, any Acting Chief of Police or highest-ranking officer.
- H. In accordance with N.J.S.A. 40A:14-129, promotion of any officer, to include the Chief of Police, shall be made from the membership of the department. No person shall be eligible for promotion to be a superior officer, to include sergeant, unless he/she has previously served as a patrolman within this department for no less than three (3) years.
- I. Any provision contained within this agreement may be renegotiated at any point prior to the end date of the agreement so long as all members covered by the contract unanimously agree to enter into a specific renegotiation.
 - a. Any renegotiation of a specific provision within the contract does not automatically subject any other portion of the contract, or the contract as a whole, to further renegotiations.

ARTICLE XXVI – NO-STRIKE PLEDGE

- A. Cape May County FOP Lodge #7 covenants and agrees that during the term of this Agreement, neither the Lodge or any person acting in its behalf will cause, authorize or support or will any of its members take part in any strike (i.e. the concerted failure to report for duty, willful absence of any employee from their position, stoppage of work or abstinence in whole or part, slowdown walkout or other job action against the Borough.)

The Lodge agrees that such action would constitute a material breach of this Agreement. Nothing contained herein shall be construed to abridge or deny any constitutional right of the Lodge or any member thereof.

- B. In the event of a strike, slowdown or walkout, the Borough and the Lodge agree that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for disciplinary action, up to and including termination of employment of such employee or employees.
- C. The Lodge will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Borough.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Borough in its right to seek and obtain such judicial relief as it may be entitled to in law or in equity for injunction or damages or both in the event of such breach by the Lodge or its members.

ARTICLE XXVII – DURATION

This Agreement shall be in full force and effect as of January 1, 2021 and shall remain in effect to and including December 31, 2025. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in accordance with N.J.S.A. 34:13A-16(a) and N.J.S.A. 19:16-2.1 to negotiate a successor Agreement.

If any provision of this agreement or any application of this agreement to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but other provisions of applications shall continue in full force and effect.

IN WITNESS WHEREOF, this Agreement has been executed at West Wildwood Borough, Cape May County, New Jersey on this 4th day of Nov. 2020.

Witness:

**CAPE MAY COUNTY LODGE #7
FRATERNAL ORDER OF POLICE**



By: 

Attest:

BOROUGH OF WEST WILDWOOD

December 20, 2022

To: Commissioner J. Banning

From: Sgt. J. Dodd, FOP Representative

RE: Agreed Change to Article XVIII-Salaries in Pay Schedule for Patrol Officers

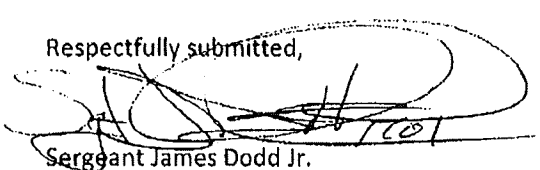
As previously discussed and agreed upon, the below listed salary schedule will replace the current salary schedule effective January 1, 2023:

Patrol Officer

<i>Year of Service</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
1 st Year	\$38,464.89	\$39,234.19	\$40,018.87
2 nd Year	\$43,001.87	\$43,845.04	\$44,721.94
3 rd Year	\$47,004.90	\$47,945.00	\$48,903.90
4 th Year	\$49,658.52	\$50,651.69	\$51,664.72
5 th Year	\$52,986.84	\$54,046.58	\$55,127.51
6 th Year	\$56,315.16	\$57,440.46	\$58,589.27
7 th Year	\$59,643.48	\$60,643.48	\$62,053.08
8 th Year	\$68,263.17	\$69,628.43	\$71,021.00
9 th Year	\$71,526.24	\$72,956.76	\$74,415.90

This is the only change to the current collective bargaining agreement, which is set to expire on December 31, 2025. All other articles and provisions will remain in full effect without change. Once implemented, this amendment shall be attached and made part of the current contract.

Respectfully submitted,


Sergeant James Dodd Jr.


Donna L. Frederick, Municipal Clerk

By: 
Scott Golden, Director of Public Safety

APPENDIX - H

Suggested Police Department Organizational Chart

POLICE DEPARTMENT NAME

(Date)

APPROVED F/T: 12

APPROVED P/T: 4

SLEO II: 3

SLEO III: 1

AVAILABLE: 16 of 16

(NAME)
CHIEF OF POLICE

Civilian Assistant
Police Records Clerk

SLEO BREAKDOWN

(1) 40 HOUR SLEO II (PATROL/SCHOOL)

(2) 20 HOUR SLEO II (PATROL/SCHOOL)

(1) 40 HOUR SLEO III (SCHOOL)

LIEUTENANT
OPERATIONS/
INVESTIGATIONS

PATROL

INVESTIGATIONS

LIEUTENANT
ADMINISTRATION
COMMUNITY AFFAIRS

CROSSING GUARDS

CSI & EVIDENCE

SCHOOL SECURITY
OFFICERS

NAME

SLEO III
POLICE OFFICER

BUILDING &
GROUNDS

(NAME)
Building Maintenance

SERGEANT
SQUAD A

SERGEANT
SQUAD B

SERGEANT
SQUAD C

SERGEANT
SQUAD D

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

DETECTIVE

SLEO II
POLICE OFFICER

SLEO II
POLICE OFFICER

SLEO II
POLICE OFFICER

FIREARMS APP.

OPERATIONS-
POLICE ACADEMY

MILITARY
DEPLOYMENT

UNAVAILABLE FOR
DUTY

TRAFFIC

NONE

NONE

NONE

NONE

JUVENILE OFFICER

OPERATIONS - FIELD TRAINING PROGRAM

NONE

NONE

POLICE DEPARTMENT
STRUCTURE &
MANPOWER ALLOTMENT
DATE

Department Head (Chief) Department Head		1
Division Commander (Lieutenant) 2 nd Level Supervisor	Administration - 1	
	Operations - 1	2
Unit/Platoon/Squad Supervisor (Sergeant) 1 st Level Supervisor	Patrol - 4	4
	Investigations - 0	
Unit/Platoon/Squad/Officer/Detective (Police Officer)	Patrol - 4	5
	Investigations - 1	
School Security Officer (SSO) (SLEO I, II, III Police Officer)	SSO - II - 3	4
	SSO - III - 1	
TOTAL	16 of 16	Available Officers: XX of XX

Leave - 0
Military Leave - 0
Academy - 0
Total Unavailable: 0 Pending Hire
Total Unavailable: 0

DEPARTMENT LOGO

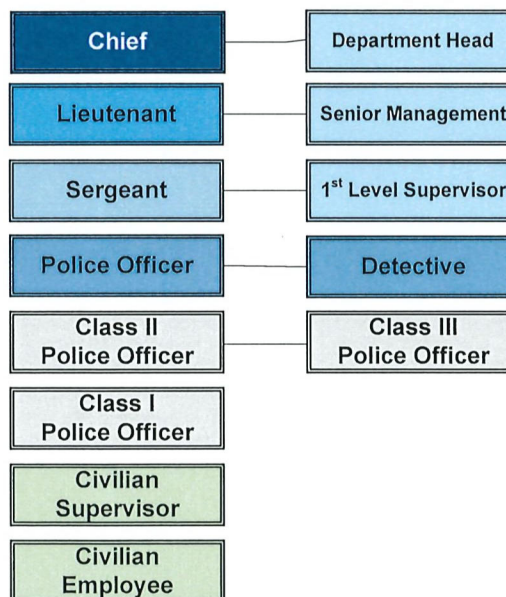
Employee Retirement / Separation
(Date Update)

RETIREMENT/SEPARATION 2022	RETIREMENT/SEPARATION 2023	RETIREMENT/SEPARATION 2024
Name -- Badge # -- Rank Date of Retirement		

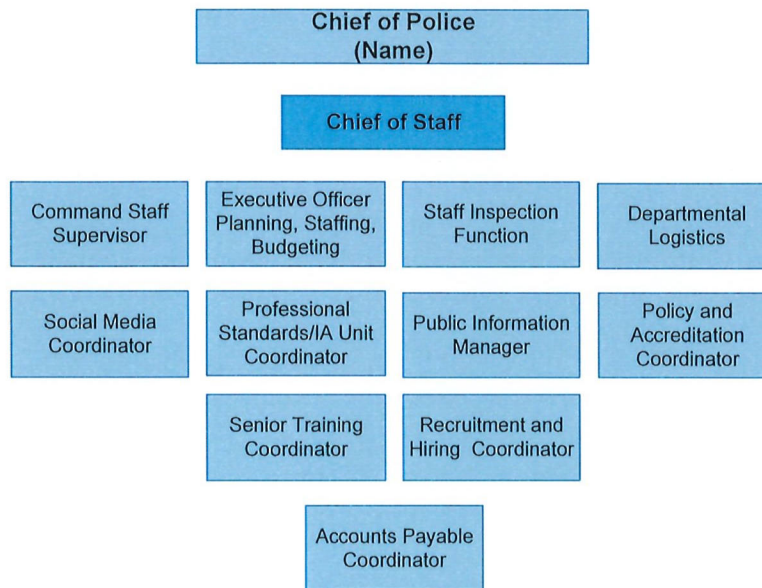
APPENDIX - I

Suggested Police Department Chief and Staff Responsibility Matrix

(Department Logo)
Police Department Name
Chain of Command
(Year)



(DEPARTMENT LOGO)
(YEAR)



**Police Department
Operations Division
Commander
Responsibilities**

**(DEPARTMENT LOGO)
(YEAR)**

**LIEUTENANT
(Name)**

Operation Division

Patrol Bureau	Investigations	Training Bureau
Patrol Unit	Criminal Investigations Unit	Training Unit Coordinator
Traffic & Alco Coordinator	VICE Unit	Field Training Officer Program
Canine Unit	Crime Scene/ Evidence Unit	Use of Force Review/Training
BWC Administrator	JTTF Liaison to CCPO	Pursuit Review/ Training
Emergency Services SWAT/CDT	Bias Incident Officer	In-Service Training Coordinator
Taser/BWC Coordinator	DVRT Team	Roll Call Training Coordinator
Military Leave Liaison	Background Investigation	Advanced Training Coordinator
Fleet Inventory Supervisor	MLETA	Defensive Tactics
	Public Information Officer	

**Police Department
Administration Division
Commander
Responsibilities**

**(DEPARTMENT LOGO)
(YEAR)**

**LIEUTENANT
(Name)**

Administration Division

Staff Inspection & Logistics	Community Affairs	Administration
Vehicle Procurement	Crime Prevention/SSO Unit	Records Unit
Vehicle Maintenance	Recruitment and Hiring	OPRA
Building and Property Maint.	Megan's Law Unit	Central Communications
Cell Block Management	Juvenile Unit	Transitional Duty
Grant Manager	Licensing & Permit Unit	1033 Program Coordinator
CJIS Unit	Officer Wellness and ABLE	Policy/Accreditation Manager
Purchasing Manager	Facilities Threat Assessment	Radio Maintenance
Technology Unit	Social Media Unit	Extra Duty
DMS Administrator	Professional Standards/IA	Payroll
Monthly Reporting	Early Warning System	Courtroom Security Unit
Training Unit Assistant	Crossing Guards Unit	RMS Coordinator