

INTRODUCTION

The following manual is adopted pursuant to the Ordinances of Franklin Township for the Government, Discipline, Administration and Operation of the Department of Public Safety (hereinafter referred to as the "Department"), and its members.

The success of a police force, in the performance of its duties, is largely measured by the degree of support and cooperation it receives from the people of the community it serves. The Department must continuously strive to secure the confidence, respect and approval of the public. Necessarily, the cultivation of such desirable attitudes is dependent upon the proper performance of duty by all the members of the Department.

The Franklin Township ordinances and State statutes which are shown here are those which relate to the administration of the Department, conditions of employment, or the conduct of its members.

A professional responsibility no less grave than that of other administrators of the law is, imposed upon members of the Department. Professionalization of police is gaining general recognition, but it can win universal acclaim and permanent status only if the actions of the police are reflected in intelligent, sincere, efficient, and courteous service. The police profession must embody the highest attributes of every other profession. Not private profit, nor personal reward, but the service of the community is the earmark of the professional police officer.

The rules and regulations portion of the manual is designed to guide members in the areas of conduct which allow very little latitude in their interpretation.

Any violation of the rules and regulations may become the basis for disciplinary action.

The standard operating procedures section of the manual is intended to cover broader policies and procedures allowing greater latitude in interpretation. Material that is primarily instructional in nature will also be incorporated as a part of the standard operating procedures.

These Rules and Regulations and standard operating procedures must not be construed as final and exhaustive. Periodic written directives in the form of general orders will provide supplementary guides to meet changing conditions. In this respect, the administration of the Department encourages the suggestions and involvement of members.

Above all, the manual must be considered as a means to an end, not as an end in itself. Members of the Department must regard themselves as part of a team dedicated to the safety and protection of the community, and the manual must be used to aid in accomplishing this important task.

One copy of the Police Manual shall be distributed to each police officer and to certain employees of the Department. Each police officer shall sign for his or her copy of the Police Manual. For reference

purposes, copies shall be distributed to the Office of the Franklin Township Administrator, the Franklin Township Attorney, the Mayor, the Franklin Township Personnel Officer, and the governing body.

All police officers and employees who are assigned a manual shall be responsible for its maintenance and care. All manuals shall be kept current, and supplementary pages concerning additions, revisions, or amendments shall be promptly inserted.

Each police officer and civilian employee is duty bound to thoroughly familiarize himself or herself with provisions of the Police Manual. Failure to comply shall be considered neglect of duty.

In the event neglect of duty is charged against a police officer for failure to observe the Rules and Regulations, Department Procedures, or Orders, ignorance of any provision of this manual or any Department Procedure or Order will not be accepted as an excuse.

Equal Opportunity Employer

It is the policy of the Township of Franklin to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race~~s~~ color, religion, national origin, political affiliation, handicap, sex, age, or sexual or affectional orientation except where age or physical abilities is a bona fide occupational qualification. Franklin Township is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, political affiliation, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Franklin Township makes all employment decisions based solely on qualifications, merit, and business needs at the time.

LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all me to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint, and; be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my owns standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.

OATH OF OFFICE

New members shall take the following Oath of Office:

I (state name), do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of New Jersey, ;and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the people, so help **me** God.

I do further solemnly **sear swear** (or affirm) that I will impartially and justly perform all the duties of the office of (state office) according to the best of my ability. So help me God.

MISSION STATEMENT

The Franklin Township Police Department is committed to maintaining positive relationships with residents in order to provide superior police service and improve the quality of life in Franklin Township.

VALUES

We believe that law enforcement has its foundation in values. To fulfill our mission, we are committed to:

Acknowledging our responsibility to the citizens of the Township of Franklin, our source of authority;

Performing our duties within the spirit and the letter of our laws and constitution;

Remaining sensitive to human needs and treating each person with respect, compassion and dignity;

Approaching each situation as unique and responding creatively with empathy and prudent use of discretion;

Promoting mutual trust between the Department and the citizens and institutions of Franklin Township;

Enhancing safety and a feeling of security for our residents;

Fostering a quality work environment that encourages open communications and affords trust, respect and support for each member.

RULES AND REGULATIONS

ARTICLE I

ESTABLISHMENT OF DEPARTMENT RULES & REGULATIONS

A. POLICE DEPARTMENT AUTHORITY – POWERS – DUTIES

1. Legal Authorization. New Jersey Statute 40A:14-118 states:

The governing body of any municipality, by ordinance, may create and establish an executive and enforcement function of municipal government, a police force, whether as a department or as a department, division or other agency thereof, and provide for the maintenance, regulation and control thereof. Any such ordinance shall, in a manner consistent with the form of government adopted by the municipality and with general law, provide for a line of authority relating to the police function and for the adoption and promulgation by the appropriate authority of rules and regulations for the government of the force and for the discipline of its members. The ordinance may provide for the appointment of a chief of police and such members, officers and personnel as shall be deemed necessary, the determination of their terms of office, the fixing of their compensation and the prescription of their powers, functions and duties, all as the governing body shall deem necessary for the effective government of the force. Any such ordinance, or rules and regulations, shall provide that the chief of police, if such position is established, shall be the head of the police force and that shall be directly responsible to the appropriate authority for the efficiency and routine day to day operations thereof, and that shall, pursuant to policies established by the appropriate authority:

- a. Administer and enforce rules and regulations and special emergency directives for the disposition and discipline of the force and its officers and personnel;
- b. Have, exercise, and discharge the functions, powers and duties of the force;
- c. Prescribe the duties and assignments of all subordinates and other personnel;
- d. Delegate such authority as may deem necessary for the efficient operation of the force to be exercised under direction and supervision; and
- e. Report at least monthly to the appropriate authority in such form as shall be prescribed by such authority on the operation of the force during the preceding month, and make such other reports as may be requested by such authority.

As used in this section, "appropriate authority" as defined in NJSA 40A:14-118 means the mayor, manager, or such other appropriate executive or administrative officer or designated committee or member thereof. Except as provided herein, the municipal governing body and individual members thereof shall act in all matters relating to the police function in the municipality as a body or through the Director of Public Safety.

Statutory requirements are to be used as guidelines and may be revised in practice by the governing body in agreement with the Chief of Police.

2. Ordinance

The Police Department is vested with power by authority of Chapter 98 of the Township Code, entitled "Police Department".

Chapter 98 of Township Code was amended and restated by Ordinance No. O 11-93. adopted on May 25, 1993. Chapter 98 of Township Code was amended and restated by ordinance no - 0- 06 Adopted_____2006.

3. Rules and Regulations Established

The Township Committee of the Township of Franklin adopted and promulgated the department Rules and Regulations, known as the Franklin Township Police Department Rules and Regulations," by ordinance No. ____-06, passed on April _____, 2006.

4. Right to Amend or Revoke

For the good of the service, in accord with New Jersey Statute 40A: 14-118, the right is reserved by the Franklin Township Committee, to amend or to revoke any of the rules, regulations, or procedures, or add thereto, as circumstances require.

5. Previous Rules. Policies and Procedures

All rules, regulations, procedures, and orders previously issued, contrary to those embodied in the manual, are hereby revoked. All other rules, regulations, orders, and procedures not in conflict with those contained in this manual shall remain in full force and effect.

B. APPLICATION

1. Police policies and procedures, rules and regulations are applicable to all officers of the Department and where specified, to all civilian employees of the Department.
2. All existing Department rules and regulations, orders and instructions in conflict with these regulations are canceled.

3. All general and special orders, instructions (including those on Department forms) and manuals not in conflict with these regulations shall have the same authority as regulations.
4. Policies and procedures, special and personnel orders shall not be canceled, amended, or issued without the approval and signature of the Chief of Police.
5. Failure of an officer either willfully or through negligence or incompetence to perform the duties of rank or assignment, or violation by officer or civilian employee of any Department regulation or order, is considered sufficient cause for disciplinary action.

ARTICLE II

DEFINITIONS

ACTING

Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank. All the authority, responsibilities and duties of the officer in the higher position devolve upon the acting member.

ADMINISTRATOR

Administrator of Franklin Township.

ANNUAL LEAVE

Vacation period granted to all members annually in accord with Franklin Township Ordinances and collective bargaining agreements.

APPROPRIATE AUTHORITY

As defined in NJSA 40A:14-118, means the mayor, manger, or such other appropriate executive or administrative officer or designated committee or members thereof.

AUTHORITY

Authority is the statutory or policy vested right to give commands, enforce obedience, initiate action and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of the manual, and those persons in violation shall be subject to disciplinary action.

BUREAU

A unit immediately subordinate to a Division.

CAPTAIN

Captain of Police of the Department.

CHAIN OF COMMAND

The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.

CHIEF

Chief of Police of the Department.

COMMANDING OFFICER

Any officer appointed to the rank of Sergeant or higher who is in command of a Division, Unit or Bureau.

CORPORAL

Corporal of Police of the Department

DAYS OFF

Those days determined by the Chief of Police on which a given member is excused from duty.

DEPARTMENT

Franklin Township, Department of Police.

DEPARTMENTAL MANUAL

Reference the herein as well as specifying Departmental Policies and Procedures. Departmental General Orders will be incorporated into the appropriate Departmental Manual after a provisional period of operation. Such manuals in force in this Department are issued by authority of the Chief of Police and carry the weight of a General Order. Compliance with the provisions of Departmental Manuals is required.

DEPUTY CHIEF

Deputy Chief of the Department

DETAIL

A temporary assignment of personnel for a specialized activity.

DETECTIVE/INVESTIGATOR

A police officer assigned to conduct criminal investigations while in civilian clothing.

DIVISION

A functional unit having jurisdiction-wide coverage whose commanding officer reports directly to the Chief of Police or Captain.

EMPLOYEE

All employees of the department, whether sworn regular or special police officers or civilian employees.

GENDER

The use of the masculine gender in any directive or manual includes the female gender, when applicable.

GENERAL ORDERS

Written directives issued at the Departmental or Division level by the Chief of Police. General Orders remain in full force and effect until amended, superseded or canceled by the Chief of Police. Departmental General Orders establish policy, procedure, or regulations governing matters which effect the entire Department or two (2) or more subordinate units. They are the most authoritative directive issued in the Department and may be used to amend, supersede or cancel any other order.

HEADQUARTERS

The police building that houses the headquarters staff and the members of this Department.

INCOMPETENCE

Incapable of satisfactory performance of police duties.

INFORMATION BULLETIN

A bulletin containing information regarding wanted persons, and property, crime patterns, and other incidents calling for police attention, special notices, etc.

INSUBORDINATION

Failure or deliberate refusal of by any member or employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also insubordination. Disrespectful, mutinous, insolent, or abusive language towards a superior officer is also considered insubordination.

LAWFUL ORDER

Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any Department rule or regulation.

LEAVE OF ABSENCE

The period of time during which a police officer is excused from active duty and during which time he receives no pay.

LIEUTENANT

Lieutenant of Police of the Department.

MAY/SHOULD

Indicates that the action is permitted.

MEMBER

Any duly appointed police officer of the Department.

MEMORANDA

Information bulletins which are primarily designed to inform and secondarily to direct issues at Departmental level. Such memoranda are not official orders, but express the thinking of the issuing authority on the subject under consideration.

MILITARY LEAVE

The period of time during which an officer or civilian member is excused from duty by reason of serving the armed forces of the United States in an active capacity as provided by law.

NEGLECT OF DUTY

Failure to give suitable attention to the performance of duty. Examples include, but are not limited to, failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from an assigned zone or location during the tour of duty; failure to perform duties or comply with provisions prescribed in the Police Manual, and; failure to conform to the Department operating procedures.

OFF DUTY

The status of a member during the period he is free from the performance of specified duties.

OFFICER-IN-CHARGE

An assignment determined by the Chief of Police.

OFFICIAL CHANNELS

Through the hands of the superior officers in the chain of command.

ON DUTY

The status of a member during the period of day when he is actively engaged in the performance of his duties. Technically, a police officer is sworn to protect and subject to call at all times.

ORDER

Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty.

PATROL OFFICER

Any member of the Department below the rank of corporal.

POLICE OFFICER

All sworn members of the police department.

PERSONNEL ORDERS

Appointment, assignment or any other status change of personnel within the Department are accomplished by Departmental Personnel Orders issued by the Chief of Police. Division Personnel Orders may be issued by a Commanding Officer to detail personnel. Division Personnel Orders shall be forwarded to the office of the Chief of Police.

PLURALITY OF WORDS

The singular includes the plural and the plural includes the singular.

POLICE INCIDENT

An occurrence or incident suggesting or requiring police action or service by members.

POLICE VEHICLE

All vehicles under the control of the Department, whether marked or unmarked, with or without radio equipment.

POLICY

A statement of department principles that provides the basis for the development of procedures and directives.

PROBATIONARY POLICE OFFICER

Any member of the Police Department serving a satisfactory police apprenticeship prior to permanent appointment to Police Officer. Probation may be extended at the discretion of the Chief of Police for good cause for 1 year.

PROBATIONARY PERIOD

Each member shall be required to serve a probationary period prior to permanent appointment to the Department.

PROCEDURE

A written statement providing specific direction for performing department activities. Procedures are implemented through policies and directives.

PTC CERTIFIED

An officer who has completed a full time State certified police training program and has received a certificate of completion from the New Jersey Police Training Commission.

RULES AND REGULATIONS

Departmental legislation consisting of detailed directives binding upon members and employees of all ranks in terms of authority, responsibility and conduct.

UNIT/SQUAD/PLATOON

A functional section subordinate to a Bureau or under the immediate direction of the Chief of Police. It may be commanded by any rank, depending on its size and the nature and importance of its function.

SECTOR

A geographical area administratively designated for purposes of investigation, supervision or patrol.

SENIOR OFFICER

A member in any given rank with the longer service in that rank. Seniority in the Department is established first by rank and secondly by time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the higher position on the recommendation list from which the appointments were made is deemed to be the senior. In situations requiring decision or control where the officers are of equal rank, the senior will make the decision and exercise control unless otherwise directed by a higher ranking command or supervisory officer. This definition is being used for

purposes of exercising control and not necessarily for purposes of determining benefits under the parties collective bargaining agreement.

SERGEANT

Sergeant of Police of the Department.

SHALL/WILL

Indicates that the action required is mandatory.

SHIFT

A tour of duty.

SHIFT COMMANDER

Any officer who is designated to be in charge of a shift. Normally a sergeant acts in this capacity, however in his or her absence it could be by any ranking or non-ranking officer.

SICK LEAVE

The period of time during which an officer is excused from active duty by reason of illness or injury by the Commanding Officer or Officers in Charge in absence of the Commanding Officer.

SPECIAL ORDERS

Written directives issued at the Departmental level by the Chief of Police or Division level by either the Chief of Police or a Commanding Officer. Special orders specify instructions governing particular situations. Special orders are automatically canceled when their objectives are achieved. Division special orders are effective only within the Division in which they are issued. A copy of all Division special orders shall be forwarded to the office of the Chief of Police.

SPECIAL DUTY

Police service, the nature of which requires that the member perform other duties as required from time to time by the Chief of Police.

STAFF SUPERVISION

An advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.

SUBORDINATE

A member lower in rank than his superior officer.

SUPERIOR OFFICER

A person holding a higher supervisory or command rank or position in the rank of Lieutenant or above.

SUPERVISORY OFFICER

Member of the Department assigned to a position requiring exercise of immediate supervision over the activities of members and employees.

SUSPENSION

Suspension is the act of temporarily denying a member the privilege of performing his duties, and relieving him from the duty with/without pay and benefits for a period of time, in consequence of alleged dereliction or violation of Department regulations.

TENSE OF WORDS

The words used in the present tense include the future.

TOWNSHIP

Franklin Township, New Jersey.

TOUR OF DUTY

The shift during which an individual member is on duty.

TRAINING BULLETIN

Bulletins published and designed to keep officers of this Department abreast of current police techniques and procedures. The bulletins and their presentation act as a continuous training program and as a stimulus for further study. The information contained therein constitutes official Departmental policy on the subject matter under consideration in the absence of other instructions to the contrary.

UNIT

Any number of members and/or employees of the Department regularly grouped together under one head to accomplish a police purpose.

ZONE

A geographical area administratively designated for purposes of investigation, supervision or patrol.

ARTICLE III

TABLE OF ORGANIZATION

CHAIN OF COMMAND

2022

CHIEF OF POLICE

DEPUTY CHIEF

CAPTAIN

LIEUTENANT

SERGEANT

CORPORAL

PATROLMAN

ARTICLE IV

COMMAND AND SUPERVISORY

RESPONSIBILITIES AND AUTHORITY

All command and supervisory personnel shall be responsible and accountable for all provisions outlined in the Department's job description and essential functions policy manual, as it may pertain to their specific job assignment.

A. CHIEF OF POLICE

1. Authority - The Chief of Police is the chief executive officer of the Department and the final Departmental authority in all matters of policy, operations, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.
2. Responsibilities - The Chief of Police shall perform administrative and technical police work in the direction of all personnel and activities of the Police Department. He has the chief administrative responsibility for the protection of lives and property in the Township of Franklin through the supervision of all police functions.
3. Authority and Responsibilities - The Chief of Police shall be the head of the Department and shall be the final Department authority in all matters of policy operations, and discipline, and shall:
 - a. Plan, organize, direct and supervise the personnel and activities concerned with police protection.
 - b. Confer with Franklin Township officials in determining plans and policies to be observed in the conduct of the Department.
 - c. Formulate Departmental policies, regulations, goals, and program priorities in consultation with municipal officials and with the assistance of subordinate officers.
 - d. Formulate and prescribe work methods and procedures to be followed by members of the Department. Appraise conditions of work in the Department and take necessary steps to improve police operations.
 - e. Plan and supervise the enforcement of traffic and safety regulations and programs of crime prevention and detection.

- f. Direct and supervise the expenditure of annual appropriations. Prepare annual budget estimates.
- g. Plan, direct and conduct in-service training programs.
- h. Cooperate with other local, state and federal officers in the apprehension and detention of wanted persons with other agencies where activities of the police department are involved.
- i. Direct, coordinate, and personally participate when required by circumstances, in any and all activities of the Department.
- j. Participate in the hiring process of prospective personnel and evaluate qualified applicants based on pre-employment testing.
- k. Plan and implement an objective employee evaluation program and make recommendations regarding promotions, demotion and disciplinary action.
- l. Attend meetings and training sessions to keep abreast of the latest developments in police protection and crime prevention, and to coordinate and expand training programs, and for the exchange of ideas.
- m. Direct Department public information program; address public groups in promoting public understanding of its work.
- n. Prepare plans and specifications for needed equipment and supplies.
- o. Prepare a variety of periodic and special reports on crime prevention and police protection.
- p. Formulate report forms and effectuates maintenance procedures for records and files.
- q. Implement rules of conduct for the Department and implement policies and procedures for the Department and Franklin Township.
- r. Implement rules and regulations for the Township of Franklin, Gloucester County, the State of New Jersey and the Federal Government as they relate to the Police Department of Franklin Township.
- s. Perform related work as required.
- t. Maintain a thorough knowledge of the principles of management and supervision; of the administration of a local enforcement agency including record keeping, preparation of reports, personnel procedures and budget preparation.

- u. Maintain a thorough knowledge of the principles, practices and techniques of current police administration and police methods.
- v. Maintain a thorough knowledge of the standards by which the quality of police service is evaluated and of the use of police records and their application to police administration and future planning.
- w. Maintain a thorough knowledge of the types and uses of communication, electronic devices, firearms, and automotive equipment used in modern police work.
- x. Maintain a thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police work.
- y. Maintain a thorough knowledge of current literature, research, and development in the field of crime prevention and police administration and protection.
- z. Maintain a thorough knowledge of general municipal operations and organization of laws, rules and regulations governing the operation of the Department and their application to specific situations.
- aa. Maintain a thorough knowledge of the preparation of detailed records, reports and files and a thorough knowledge of systems for maintaining a detailed record-keeping system.
- bb. Maintain a thorough knowledge of the administrative methods and techniques as they pertain to police operations and personnel.
- cc. Be able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- dd. Be able to plan, lay out, and supervise the work of subordinates performing varied operations concerned with police activities and to develop proper training and instructional procedures for subordinates, and to maintain a high level of discipline and morale.
- ee. Be able to prepare and present effective oral and written informative material relating to the activities of the Department.
- ff. Be able to prepare plans and specifications for Department equipment and supplies.
- gg. Be able to analyze and interpret laws, ordinances, rules, regulations, standards and procedures and apply them to specific situations.
- hh. Be able to remain decisive and alert in emergency situations and work under stressful situations with time deadlines.

- ii. Be able to maintain effective working relationships with officials, department heads, employees and the public, and be able to communicate effectively and tactfully, and in a professional manner with officials, department heads, employees and the public.
 - jj. Be able to provide the governing body with the necessary information and background material on those matters requiring their attention.
 - kk. Be able to provide effective leadership for and maintain harmonious relationships in the Department.
4. Education - The Chief of Police shall possess at a minimum an Associate's Degree from an accredited college or its equivalent. Examples of equivalents are:
- a. At least two of the following training would be considered the equivalent of an associate's degree:
 - (1) Certified Public Manager levels I through VI, inclusive.
 - (2) West Point Command and Leadership training.
 - (3) Active military service as a non-commissioned officer or officer at or above the rank of E-5, or an E-4 in a leadership position.
5. License - The Chief of Police will be required to maintain and possess a driver's license valid in the State of New Jersey.
6. Experience – The Chief of Police shall meet all qualifications hereafter set forth for the position of police officer and have a minimum of three years' experience as a PTC Certified Police Officer.
- a. The Chief of Police shall have a minimum of three (3) years of experience as a PTC certified Police Officer, with the Franklin Township Police Department.
 - b. No person shall be eligible for promotion to be a superior officer unless he/she shall have previously served as a patrolman in such department or force.
7. Medical Examination - Will be required to complete a medical examination every year at the expense of the Township.

B. DEPUTY CHIEF

- 1. The Deputy Chief shall rank next below the Chief of Police.

2. The Deputy Chief shall be second in command of the Department, and during the absence of the Chief of Police, the Deputy Chief shall assume the duties of the Chief of Police, and during such period shall exercise the same powers, perform the same duties, and be subject to the same rules and regulations as the Chief of Police.
3. The Deputy Chief shall have the supervision over all members of the Department.
4. He shall make such personal inspection of the Township of Franklin at such irregular and unusual hours as will be sufficient to keep him thoroughly informed of all the existing conditions and to determine whether all members under his command are efficiently performing their duties.
5. He shall report to the Chief of Police, in writing, all complaints against subordinates in the Department made by citizens or other members of the Department.
6. He shall at specified times, in his office, hold conferences with all the superior officers under his command, and such other Officer or clerks as he deems fit for the purpose of discussing efficiency and cooperation for the mutual help and better enforcement of the law and the prevention of crime.
7. He shall at certain specified times of the year make a complete report to the Chief of Police as to the' conduct and efficiency Of all subordinate Officers Subject to his supervision. Said reports shall include such recommendations pertaining to changes in the personnel of his command as he may deem advisable to the best interests of the Department.
8. The Deputy Chief shall be responsible for the conduct and efficiency of the Divisions under his command, for the condition and discipline of the members, for the care and proper use of all apparatus and equipment, and for the proper carrying out of the rules and regulations governing the Department.
9. He shall, by personal inspection, made as often as practicable, see that the Bureaus under his command are kept at the highest point of morale; that the Department property in his care is kept clean and in good repair and order; that all apparatus, equipment and supplies are maintained in an efficient working condition and are properly accounted for; that all duties required of his command are properly performed, that the personnel are properly instructed in their duties and are capable of carrying out the instructions properly, and; that all uniforms and equipment of the members are neat and serviceable and of approved design.
10. He shall promptly and fully investigate all violations of the rules and regulations of the Department, or any neglect of duty that might come to their notice, and shall make a prompt and full report thereon to the Chief of Police.
11. He shall promptly report to the Chief of Police if he is, for any reason, unable to perform full duty.
12. Performs related work as required.

13. Education - The Deputy Chief of Police shall possess an Associate's Degree from an accredited college or its equivalent. Examples of equivalents are:

a. At least two of the following training would be considered the equivalent of an Associate's Degree:

(1) Certified Public Manager levels I through VI, inclusive.

(2) West Point Command and Leadership training.

(3) Active military service as a non-commissioned officer or officer at or above the rank of E-5, or an E-4 in a leadership position.

14. License - The Deputy Chief of Police will be required to maintain and possess a driver's license valid in the State of New Jersey.

15. Experience - The Deputy Chief of Police shall meet all qualification hereafter set forth for the position of police officer.

a. No member of the Police Department shall be promoted to a position of Deputy Chief unless they hold the rank of Sergeant or above for a minimum of three years with the Franklin Township Police Department.

16. Medical Examination - Will be required to complete a medical examination Every year at the expense of the Township.

C. CAPTAIN

1. The Captain shall rank next below the Deputy Chief of Police.

2. The Captain shall be third in command of the Department, and during the absence of the Chief of Police and the Deputy Chief, the Captain shall assume the duties of the Chief of Police, and during such period shall exercise the same powers, perform the same duties, and be subject to the same rules and regulations as the Chief of Police.

3. The Captain shall have the supervision over all members of the Department.

4. He shall make such personal inspection of the Township of Franklin at such irregular and unusual hours as will be sufficient to keep him thoroughly informed of all the existing conditions and to determine whether all members under his command are efficiently performing their duties.

5. He shall report to the Chief of Police, in writing, all complaints against subordinates in the Department made by citizens or other members of the Department.

6. He shall at specified times, in his office, hold conferences with all the superior officers under his command, and such other Officer or clerks as he deems fit for the purpose of discussing efficiency and cooperation for the mutual help and better enforcement of the law and the prevention of crime.
7. He shall at certain specified times of the year make a complete report to the Chief of Police as to the' conduct and efficiency Of all subordinate Officers Subject to his supervision. Said reports shall include such recommendations pertaining to changes in the personnel of his command as he may deem advisable to the best interests of the Department.
8. The Captain shall be responsible for the conduct and efficiency of the Divisions under his command, for the condition and discipline of the members, for the care and proper use of all apparatus and equipment, and for the proper carrying out of the rules and regulations governing the Department.
9. He shall, by personal inspection, made as often as practicable, see that the Bureaus under his command are kept at the highest point of morale; that the Department property in his care is kept clean and in good repair and order; that all apparatus, equipment and supplies are maintained in an efficient working condition and are properly accounted for; that all duties required of his command are properly performed, that the personnel are properly instructed in their duties and are capable of carrying out the instructions properly, and; that all uniforms and equipment of the members are neat and serviceable and of approved design.
10. He shall promptly and fully investigate all violations of the rules and regulations of the Department, or any neglect of duty that might come to their notice, and shall make a prompt and full report thereon to the Chief of Police.
11. He shall promptly report to the Chief of Police if he is, for any reason, unable to perform full duty.
12. Performs related work as required.
13. Education - The Captain of Police shall possess an Associate's Degree from an accredited college or its equivalent. Examples of equivalent are:
 - a. At least two of the following training would be considered the equivalent of an Associate's Degree:
 - (1) Certified Public Manager levels I through VI, inclusive.
 - (2) West Point Command and Leadership training.
 - (3) Active military service as a non-commissioned officer or officer at or above the rank of E-5, or an E-4 in a leadership position.

14. License - The Captain of Police will be required to maintain and possess a driver's license valid in the State of New Jersey.
15. Experience - The Captain of Police shall meet all qualification hereafter set forth for the position of police officer.
16. No member of the Police Department shall be promoted to a position of Captain unless they hold the rank of Sergeant or above for a minimum of three years with the Franklin Township Police Department.
17. Medical Examination - Will be required to complete a medical examination Every year at the expense of the Township.

D. POLICE LIEUTENANT

1. Authority - Under the supervision of the Chief of Police has the subordinate responsibility of directing the work of a Division, either uniformed and non- uniformed, for the Department in accordance with the rules, regulations and procedures of the Department. Provides for the continuity of the operation of the Department in the absence of the Chief of Police, the Deputy Chief, and Captain of Police.
2. Responsibility
 - a. Analyzes and properly assigns the work of his Division, providing for the proper protection of persons and property, the prevention of crime, enforcement of law, and the apprehension, incarceration, and prosecution of lawbreakers.
 - b. Provides sufficient supervision and training to ensure that the work of the Division is performed efficiently and according to established rules and regulations.
 - c. Delegates such of his powers as may be deemed necessary to enable subordinates to properly perform their duties.
 - d. Formulates effective work assignments for Division personnel and oversees their work performance to ensure that all ranks of his command are properly and effectively performing assigned work. Recommends or institutes changes as necessary.
 - e. Investigates, or causes to be investigated, complaints regarding Police service or alleged infractions of rules and regulations; makes recommendations regarding disposition of same, and; in minor infractions, disciplines subordinates.
 - f. Plans and directs special traffic details, and coordinates special events.

- g. Plans and implements schedules for the Division and schedules training programs in order to achieve Department objectives. Maintains personnel records for the Department.
- h. Evaluates the work performance of the Division and makes recommendations for promotions, demotions, and disciplinary action.
- i. Participates in the hiring process of prospective Department personnel.
- j. Prepares detailed, clear and informative correspondence and reports.
- k. Effectuates the maintenance of quarters, controls the use of equipment and supplies and material assigned to the Department. Ensures that all personnel are provided with necessary uniforms, equipment and supplies.
- l. Oversees all investigations within his assigned Division.
- m. Maintains and ensures proper disposition of evidence.
- n. Formulates and effectuates the investigation of crimes within the jurisdiction of the Department.
- o. Formulates written instructions and procedures and special instructions for non-routine or complex assignments or to clarify published guidelines.
- p. Effectuates the accurate preparation and maintenance of needed records and files.
- q. Performs related work as required.
- r. Maintains a thorough knowledge of the principles, practices and techniques of current police methods and procedures.
- s. Maintains a thorough knowledge of the types and uses of communication, electronic devices, firearms and automotive equipment used in modern police work.
- t. Maintains a thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police work.
- u. Maintains a thorough knowledge of the geography of the municipality and of criminal hazard locations, important buildings, traffic arterials, and of the sociological characteristics of the area.
- v. Maintains a thorough knowledge of modern police administration and investigative methods and procedures.

- w. Maintains a thorough knowledge of the purposes of police records, including their use as instruments of planning and research.
 - x. Maintains a thorough knowledge of the maintenance of involved and detailed records, reports and files and considerable knowledge of systems for maintaining a complex record-keeping system.
 - y. Maintains consideration knowledge of the principles of management and supervision; of the administration of a local enforcement agency including record keeping, preparation of reports, and personnel procedures.
 - z. Is able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
 - aa. Is able to prepare clear and comprehensive written reports and to instruct subordinates in the preparation of reports.
 - bb. Is able to analyze situations rapidly and objectively and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
 - cc. Is able to supervise the work of subordinates performing varied operations concerned with police activities.
 - dd. Is able to present effective oral and written informative material relating to the activities of the Department.
 - ee. Is able to analyze and interpret laws, ordinances, rules, regulations, standards and procedures and apply them to specific situations.
 - ff. Is able to maintain effective working relationships with officials, department heads, employees and the public, and is able to communicate effectively and tactfully, and in a professional manner with officials, department heads, employees and the public.
 - gg. Is able to enforce the law with firmness, tact, and impartiality.
 - hh. To be able to work under pressure with time deadlines.
3. Education - The Lieutenant is encouraged to possess an Associate's Degree from an accredited college or its equivalent. Examples of equivalent are:
- a. Any two of the following training would be considered the equivalent of an associate's degree.

- (1) Certified Public Manager levels I through VI, inclusive.
 - (2) West Point Command and Leadership training.
 - (3) Active military service as a non-commissioned officer or officer at or above the rank of E-5, or an E-4 in a leadership position.
4. License - The Lieutenant will be required to maintain and possess a driver's license valid in the State of New Jersey.
 5. Experience - The Lieutenant shall meet all qualifications hereafter set forth for the position of Police Officer.
 6. No member of the Police Department shall be promoted to a position of Lieutenant unless they hold the rank of Sergeant or above for a minimum of three years with the Franklin Township Police Department.
 6. Medical Examination - Will be required to complete a medical examination every year at the expense of the Township.

E. POLICE SERGEANT

1. Authority - Under the supervision of the Chief of Police has the subordinate responsibility for directing the work of a platoon on an assigned shift, either uniformed and/or non-uniformed, of the Department in accordance with the rules, regulations and procedures of the Department.
2. Responsibility.
 - a. Directs, assists in the direction of, or participates in patrol, investigation and traffic regulatory activities in the field and service activities at headquarters during an assigned shift.
 - b. Inspects Department personnel for appearance.
 - c. Patrols the municipality observing, supervising and instructing subordinate officers.
 - d. Responds to major police, fire and accident calls and assists and instructs subordinate officers in investigations and other unusual situations.
 - e. Ensures that personnel and equipment are dispatched to the scene of emergencies in adequate numbers and that dispatching procedures are adhered to.
 - f. Either on a scheduled or rotating basis, may have the responsibility for assuring the accuracy of motor vehicle reports, the maintenance and repair of police vehicles, incoming and outgoing

warrants and firearms applications. The training officer is responsible for scheduling and implementing all Departmental training which is mandated by state law or Department policy.

- g. Prepares statistical reports, maintains logs and a variety of records and reports. Ensures that all records and reports of police activity on the shift are properly executed and routed.
- h. Keeps records and prepares work reports.
- i. Performs related work as required.
- j. Maintains a thorough knowledge of the geography of the Township of Franklin, important buildings, traffic arterials, and of the sociological characteristics of the area.
- k. Maintains a thorough knowledge of the federal, state and local laws and the rules and regulations of the Department.
- l. Maintains a thorough knowledge of the purposes and use of police records, including their use as instruments of planning and research.
- m. Maintains a thorough knowledge of recent developments, current literature, and sources of information regarding police methods and techniques, particularly as related to patrol, investigation, and record systems.
- n. If required by assignment maintains a thorough knowledge of alcotest instruments and must be certified by the New Jersey State Police.
- o. Is able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- p. Is able to prepare clear and comprehensive written reports and to instruct subordinates in the preparation of reports.
- q. Is able to supervise the activities of a platoon on an assigned shift.
- r. Is able to analyze situations rapidly and objectively and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- s. Is able to enforce the law with firmness, tact, and impartiality.
- t. Is able to present effective oral and written informative material relating to the activities of the platoon.

- u. Is able to maintain effective working relationships with officials, department heads, employees and the public, and the ability to communicate effectively and tactfully, and in a professional manner with officials, department heads, employees and the public.
- 3. Education - The Sergeant shall have graduated from high school, vocational high school, or possess an approved high school equivalent certificate.
- 4. License - The Sergeant will be required to maintain and possess a driver's license valid in the State of New Jersey.
- 5. Experience - No member of the Police Department shall be promoted to a position of Sergeant unless they have been a patrol officer for three (3) or more years of consecutive service with the Township of Franklin Police Department;
- 6. Medical Examination - Will be required to complete a medical examination every year at the expense of the Township.

F. COMMANDING OFFICERS - AUTHORITY AND RESPONSIBILITIES

Subject to direction from higher command, a Commanding Officer has direct control over all members and employees within his command. In addition to the general and individual responsibilities of all members and employees and supervisory officers, a Commanding Officer is responsible for the following:

- 1. Command - The direction and control of personnel under his command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command and/ or supervision in his absence.
- 2. Loyalty and Esprit de Corps – The development and maintenance of sprit de corps and loyalty to the Department.
- 3. Discipline and Morale - The maintenance of discipline and morale within the command and the investigation of personnel complaints not assigned elsewhere.
- 4. Interdivisional Action - The promotion of harmony and cooperation with other units of the Department, Initiation of proper action in cases not regularly assigned to his command when necessary, where delay to inform the proper unit might result in a failure to perform a police duty.
- 5. Organization and Assignment - Proper organization and assignment of duties within his unit to assure proper performance of Departmental functions and those of his command.

6. Reports and Records - Preparation of required correspondence, reports and maintenance of records relating to the activities of his command. Assurance that information is communicated up and down the chain of command as required.
7. Maintenance - Assurance that quarters, equipment, supplies and material assigned to his command are correctly used and maintained properly.

G. SHIFT SUPERVISOR/OFFICER-IN-CHARGE - AUTHORITY AND RESPONSIBILITIES

The shift supervisor, during his tour of duty, ~~exeereises~~ **exercises** the same authority and has the same responsibilities as his commanding officer, subject to higher authority. In the absence of the shift supervisor, the next ~~senor~~ **senior** officer or that officer assigned the position of Officer in Charge by the Chief of Police or his designee will be in charge unless otherwise provided. In addition to the general and individual responsibilities of all members and employees, the shift supervisor is specifically responsible for the following:

1. Good Order - The general good order of his command during his tour of duty to include proper discipline, conduct, welfare, field training and efficiency.
2. Roll Call - Conduct of prescribed roll calls, communication of all orders or other information at roll call and inspection and correction of his command.
3. Reporting - Reporting as required by a commanding officer.
4. Personnel Complaints - Inquire into personnel complaints against members and employees under his command in accordance with the provisions of this manual.
5. Supervision - A supervisory officer may be assigned to field or office duties. During his tour of duty he must closely supervise the activities of his subordinates, making corrections where necessary and commending where appropriate.
6. Leadership - Effective supervision demands leadership. Provision of leadership shall include on the job training as needed for efficient operation and coordination of effort when more than one member or employee is involved.
7. Direction – Supervisory officers must ~~exeereise~~ **exercise** direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. ~~Exeereise~~ **exercise** of command may extend to subordinates outside his usual sphere **of** supervision if the police objective or reputation of the Department so requires; or if no other provision is made for personnel temporarily unsupervised. This authority shall not be ~~exeereised~~ **exercised** unnecessarily. If a supervisor requires a subordinate other than his own to leave a regular assignment, the supervisor so directing will inform the subordinate's own supervisor as soon as possible.

8. Enforcement of Rules, etc. - Supervisory officers must enforce Departmental rules and regulations and ensure compliance with Departmental policies and procedures.
9. Inspection - Supervisory officers are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of failure, error, violation, misconduct, or neglect of duty by a subordinate.
10. Assisting Subordinates - A supervisory officer shall have a working knowledge of the duties and responsibilities of his subordinates. He shall observe contacts made with the public by his subordinates and be available for assistance or instruction as may be required. A field supervisory officer shall respond to calls of serious emergencies, felonies in progress, assaults and others, unless actively engaged in a police incident. He should observe the conduct of the assigned personnel and take active charge when necessary.

H. CORPORAL

1. Authority - Under the supervision of the Chief of Police has the subordinate responsibility for assisting the sergeant in directing the work of a platoon on an assigned squad, either uniformed and/or non-uniformed, of the Department in accordance with the rules, regulations and procedures of the Department. In the sergeants absence will assume command of the squad and all associated responsibilities, duties and assignments.
2. Responsibility,
 - a. Directs, assists in the direction of, or participates in patrol, investigation and traffic regulatory activities in the field and service activities at headquarters during an assigned shift.
 - b. Inspects Department personnel for appearance.
 - c. Patrols the municipality observing, supervising and instructing subordinate officers.
 - d. Under the direction of the sergeant, responds to major police, fire and accident calls and assists and instructs subordinate officers in investigations and other unusual situations.
 - e. Under the direction of the sergeant, ensures that personnel and equipment are dispatched to the scene of emergencies in adequate numbers and that dispatching procedures are adhered to.
 - f. In the sergeant's absence, either on a scheduled or rotating basis, may have the responsibility for assuring the accuracy of motor vehicle reports, the maintenance and repair of police vehicles, incoming and outgoing warrants and firearms applications. The training officer is responsible for scheduling and implementing all Departmental training which is mandated by state law or Department policy.

- g. In the sergeant's absence, prepares statistical reports, maintains logs and a variety of records and reports. Ensures that all records and reports of police activity on the shift are properly executed and routed.
- h. In the sergeant's absence or under his/her direction, keeps records and prepares work reports.
- i. Performs related work as required.
- j. Maintains a thorough knowledge of the federal, state and local laws and the rules and regulations of the Department.
- k. Maintains a thorough knowledge of the geography of the Township of Franklin, important buildings, traffic arterials, and of the sociological characteristics of the area.
- l. Maintains a thorough knowledge of the purposes and use of police records, including their use as instruments of planning and research.
- m. Maintains a thorough knowledge of recent developments, current literature, and sources of information regarding police methods and techniques, particularly as related to patrol, investigation, and record systems.
- n. If required by assignment maintains a thorough knowledge of alcotest instruments and must be certified by the New Jersey State Police.
- o. Is able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- p. Is able to prepare clear and comprehensive written reports and to instruct subordinates in the preparation of reports.
- q. In the absence of the sergeant or under his/her direction able to supervise the activities of a squad on an assigned shift.
- r. Is able to analyze situations rapidly and objectively and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- s. Is able to enforce the law with firmness, tact, and impartiality.
- t. Is able to present effective oral and written informative material relating to the activities of the platoon.

u. Is able to maintain effective working relationships with officials, department heads, employees and the public, and the ability to communicate effectively and tactfully, and in a professional manner with officials, department heads, employees and the public.

3. Education - The Corporal shall have graduated from high school, vocational high school, or possess an approved high school equivalent certificate.

4. License - The Corporal will be required to maintain and possess a driver's license valid in the State of New Jersey.

5. Experience – No member of the Police Department shall be promoted to a position of Corporal unless they have been a patrol officer for three (3) or more years of consecutive service with the Township of Franklin Police Department.

6. Medical Examination – Will be required to complete a medical examination every year at the expense of the Township.

I. SHIFT LEADER – Not the same as Shift Supervisor. The shift leader will be that officer named to be the acting Corporal or Sergeant in their absence with the same duties and responsibilities. The Shift Leader could be placed in this position over a long period of time.

1. Authority – Under the supervision of the Chief of Police, provides for continuity and supervision of an assigned squad in the absence of the Sergeant and Corporal in the operation of the Department.

2. Responsibility

a. Performs many of the duties of a Police Sergeant or Corporal, either in the absence of the Lieutenant, or in the capacity of an assistant. Performs the duties of a patrol officer.

b. Maintains a thorough knowledge of the responsibilities of the Sergeant and Corporal.

c. Maintains a thorough knowledge of the geography of Township of Franklin, important buildings, traffic arterials, and of the sociological characteristics of the area.

d. Maintains a thorough knowledge of federal, state and local laws and the rules and regulations of the Department.

e. Maintains a thorough knowledge of modern police administration and investigative methods and procedures.

f. Maintains a thorough knowledge of the basic principles of police methods and operations.

g. Maintains a thorough knowledge of the purposes and use of police records.

- h. Is able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
 - i. Is able to analyze situations rapidly and objectively and to determine the proper course of action.
 - j. Is able to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
 - k. Is able to learn modern police procedures and techniques, basic first-aid, principles of investigation and interrogation, and applicable laws and ordinances.
 - l. Is able to understand and carry out oral and written instructions.
 - m. Is able to express oneself clearly and concisely, orally and in writing.
 - n. Is able to maintain effective working relationships with officials, department heads, employees and the public, and the ability to communicate effectively and tactfully, and in a professional manner with officials, department heads, employees and the public.
3. Education – The Shift Leader shall have graduated from high school or possess an approved high school equivalent certificate.
 4. License - The Shift Leader will be required to maintain and possess a driver's license valid in the State of New Jersey.
 5. Experience - Franklin Township prefers that the Shift Leader have a minimum of three years' experience as a PTC certified police officer.
 6. Medical Examination - Will be required to complete a medical examination every year at the expense of the Township.

ARTICLE V

RESPONSIBILITIES AND DUTIES OF DETECTIVES, POLICE OFFICERS & CIVILIAN EMPLOYEES

All detectives, police officers and civilian employees personnel shall be responsible and accountable for all provisions outlined in the Department's policy manual, as it may pertain to their specific job assignment.

A. DETECTIVE/INVESTIGATOR

1. Under the supervision of the Chief of Police performs all major investigative activities of the Department.
2. Performs follow-up investigations of serious and vice crimes.
3. Conducts thorough investigations, gathers and preserves evidence, makes arrests, and testifies in court.
4. Seeks and develops sources of information. Ascertain information necessary for the arrest of persons alleged to have committed a crime.
5. Interrogates suspects and witnesses.
6. Interviews principals and witnesses, taking written statements.
7. Maintains surveillance over persons and places suspected of illegal operations.
8. Participates in the searching and booking of persons arrested.
9. Prepares and maintains detailed, informative and accurate reports of investigative operations.
10. Prepares cases for prosecution by means of accurate and detailed record-keeping.
11. Recovers stolen property for the purpose of evidence and, if appropriate, return to its owner.
12. Performs all identification functions.
13. Processes juvenile offenders.
14. Informs superiors of the progress of all investigations.
15. Performs, as assigned, the duties of a patrol officer.

16. Performs related work as required.
17. Maintains a thorough knowledge of federal, state and local laws and the rules and regulations of the Department.
18. Maintains a thorough knowledge of modern police investigative and interrogative methods and procedures.
19. Maintains a thorough knowledge of the purposes and use of police records including their use as instruments of planning and research.
20. Maintains a thorough knowledge of information gathering techniques which result in the arrest of persons suspected of committing a crime.
21. Maintains a thorough knowledge of the geography of the Township of Franklin, important buildings, and of the sociological characteristics of the area.
22. Is able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
23. Is able to prepare clear and comprehensive written reports.
24. Is able to analyze situations rapidly and objectively and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
25. Is able to enforce the law with firmness, tact, and impartiality.
26. Education - The Detective shall have graduated from high school, vocational high school, or possess an approved high school equivalent certificate and must be certified by the Police Training Commission.
27. License - The Detective will be required to maintain and possess a driver's license valid in the State of New Jersey.
28. Medical Examination - Will be required to complete a medical examination every year at the expense the Township.

B. PATROL OFFICER

1. Under the supervision of the Chief of Police performs law enforcement work involving the protection of life and property through the enforcement of laws and related preventive and investigative work.
2. Patrols designated areas in a police vehicle, other means of conveyance, or on foot to preserve law and peace, to prevent and discover the commission of crime, and to enforce traffic and parking

regulations.

3. Provides assistance to the general public, such as for lock-outs of homes and motor vehicles, deliver emergency messages, assist the sick and infirm.
4. Answers calls and complaints involving drunkenness, domestic disputes, fires, thefts, accidents, and other misdemeanors and felonies.
5. Conducts preliminary investigations, gathers evidence, makes arrests, and testifies in court; serves court papers.
6. Answers telephones receiving complaints, inquiries, and requests for police assistance. Secures information as to the nature and location of offense or accident.
7. Searches for and collects evidence. Seeks and develops sources of information. Ascertains information necessary for the arrest of persons alleged to have committed a crime. Participates in the searching and booking of persons arrested. Prepares and types reports and maintains records.
8. Directs traffic. Operates radar equipment. Enforces municipal regulations. Issues citations. Ensures operational effectiveness of a variety of police and first-aid equipment.
9. Conducts accident investigations, provides first-aid for the injured, and takes safeguards to prevent further accidents. Interview principals and witnesses, taking written statements. Examines vehicles and roadways, observing traffic control devices and obstructions to view. Observes and reports all required information concerning accidents.
10. Investigates crimes. Searches for and preserves evidence. Interrogates suspects and witnesses. Maintains surveillance over persons and places suspected of illegal operations. Fingerprints prisoners and photographs persons arrested for crimes.
11. Performs related work as required.
12. Be able to successfully complete a-designated NJ. Police Academy and obtain certification by the Police Training Commission, in all mandated courses.
13. Is able to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position.
14. Is able to analyze situations rapidly and objectively and to determine the proper course of action.
15. Is able to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
16. Is able to learn modern police procedures and techniques, basic first-aid, principles of investigation and interrogation, and applicable laws and ordinances.

17. Is able to understand and carry out oral and written instructions.
18. Is able to express oneself clearly and concisely, orally and in writing.
19. Is able to develop skill in the use and care of firearms.
20. Education - The Police Officer shall have graduated from high school, vocational high school, or possess an approved high school equivalent certificate and must be certified by the Police Training Commission.
21. License - The Police Officer will be required to maintain and possess a driver's license valid in the State of New Jersey.
22. Age - The Police Officer must be at least 18 years of age and must meet the requirements of the New Jersey Pension System.
23. Medical Examination - As a prerequisite to appointment, the Police Officer must be required to pass a thorough medical examination (including drug screening) and psychiatric examination to be administered by the Township. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to he/she or others, or become aggravated as a result of performance of these duties will be cause for rejection. A complete medical examination will be required every year at the expense of the Township. Failure to comply with medical recommendations may be cause for dismissal. Persons with mental or physical disabilities are eligible as long as they are able to perform the essential functions of the position after reasonable accommodation is made to their known limitations. If the accommodations cannot be made because it would cause the Township undue hardship, such persons may not be eligible.

C. ABSENCE OF SUPERIOR RANKS

The job duties and responsibilities for any rank listed in Article V or VI of these rules and regulations shall be performed by the next immediate subordinate rank if that rank does not exist.

D. CIVILIAN EMPLOYEES

All civilian employees shall assist Department police officers in the accomplishment of the police function.

1. Civilian Employees Subject to Police Authority - Civilian employees shall be subject to the authority of the Chief of Police and of the superior officer in charge of the Division or Bureau or office to which they are assigned.
2. Civilian Employee Supervisors - Civilian employee supervisors are employees who, by special designation by the Chief of Police, may supervise civilian employees and police officers.
3. Employees Bound by Department Directives - All Departmental rules, regulations, policies,

procedures and orders shall bind all civilian employees whenever applicable.

4. Civilian Employee Responsibility - All civilian employees shall:

- a. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.
- b. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the Department.
- c. Be accountable and responsible to their supervisors for obeying all lawful orders.
- d. Conduct themselves in accordance with high ethical standards, on and off- duty.
- e. Strive to improve their skills and techniques through study and training.
- f. Familiarize themselves with the area of authority and responsibility for their current assignment.
- g. Perform all related work as required.

ARTICLE VI

GENERAL RULES AND REGULATIONS

A. CODE OF ETHICS

Law enforcement is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which compel a police officer to discharge his responsibility in full measure.

A police officer's life; is one of self-sacrificing service to a high ideal, based upon his/her recognition of the responsibilities entrusted to ~~him~~ them and the belief that law enforcement is an honorable vocation. He/she fully accepts his their responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public and private living. He/she accepts the obligation to report facts and to testify without bias or display of emotion, and to consider all information coming to his their knowledge by virtue of his their position as a sacred trust, to be used for official purposes only. He/she gives his their loyal and faithful attention to the identification and apprehension of criminals, being equally alert to protect the innocent and prosecute the guilty. He/she performs the functions of his their office without fear, favor, or prejudice and does not engage in unlawful or improper practices.

He/she does not disclose to unauthorized persons any information concerning pending matters which might be prejudicial to the interests of the State, Township of Franklin, or the Department.

He/she does not seek to benefit personally by any confidential information which has come to him by virtue of his assignment. He/she He is respectful and courteous to all citizens. He/she is faithful and loyal to his their organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their respectives in matters of mutual interest and obligation.