

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS			
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SUBJECT: OFFICE OF PROFESSIONAL STANDARDS			
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BY THE ORDER OF: Deputy Chief Giacomo Sacca			
BY AUTHORITY OF: Police Director Earl J. Graves			
Supersedes Professional Standards General Order Issued May 15, 2020			

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

The OPS is established to monitor and ensure comprehensive agency hiring practices, employee compliance with defined departmental goals and objectives, and a system of accountability, thus creating a standardized level of expected employee performance. The OPS shall consist of the Internal Affairs Unit, the hiring branch of the Human Resources Office, the Office the Accreditation Management, and the Office of Inspections.

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

The hiring branch of the Human Resources Office within OPS shall process all people seeking employment with the Elizabeth Police Department. Members of OPS shall conduct thorough and comprehensive background investigations per General Order *Volume 2, Chapter 17, Selection Process*. OPS shall review the records of

current employees according to the standards and time increments set within procedural guidelines.

The Accreditation Manager within OPS is charged with updating agency policy, ensuring agency alignment with written procedures, and collecting proofs of organizational compliance. The goal of the manager shall be to exceed all applicable accreditation standards promulgated by the New Jersey State Association of Chiefs of Police (**NJSACOP**), as reflected in General Order *Volume 1 Chapter 3, Accreditation*.

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

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

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

PROCEDURE

I. Functional Evaluations of Uniformed Divisions

- A. The OPS supervisor will select ten percent of the agency workforce, including supervisors, each month for a study of the department work product. Monthly the selection of employees shall change, ensuring that an employee work product review occurs annually.
 1. The OPS supervisor will maintain all employee review records and assign the work review directly to OPS staff members for completion.
 2. OPS staff members will review activity reports of their assigned personnel for accuracy.
 - a. Reported activity, as reflected on daily log sheets, will be matched to departmental recording system records.

- b. All discrepancies in time and location shall be reported to the OPS supervisor.
 - c. At no time will civilian staff review uniformed personnel activity unless directed to do so by the OPS supervisor.
- B. The OPS supervisor will maintain the evaluation records and provide a report to the deputy chief of the patrol division, monthly. Included in this report will be documentation of any discrepancies found during the monthly review.

II. Investigative Personnel Functional Evaluations

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

III. Public Safety Telecommunicator/ Camera Room Employees Functional Evaluations

- A. The OPS supervisor will select ten percent of the Public Safety Telecommunicator workforce each month for a study of their work product. Monthly selections of employees shall change, ensuring the review of an employee's work product annually.

1. The OPS supervisor will maintain a record of selected Public Safety Telecommunicator personnel and assign the work review directly to OPS and/or Communications Unit sworn members for completion.
2. OPS and/or Communications Unit sworn members will review the activity of assigned Public Safety Telecommunicators by examining several factors. The review will include:
 - a. A random selection through MediaWorks of calls performed by the employee. The reviewer will ensure:
 - i. The call was taken in a professional and courteous manner.
 - ii. The Public Safety Telecommunicator asked pertinent questions, and efficiently obtained necessary and relevant information.
 - iii. The information obtained was accurately input into the CAD system in a timely manner.
 - b. A review of the employee's attendance records, with an emphasis on unexcused absences and sick time usage.
 - c. A review of any reports, written by the employee.
 - d. A review of CCTV stored video to ensure compliance with workplace standards.
 - e. Any other relevant factors to evaluate the employee's work product.
3. The OPS supervisor will maintain the evaluation records and provide a report to the Communications Commander and the Chief of Police monthly. Included in this report will be documentation of any deficiencies found during the monthly review.

B. Employee Records

- A. OPS shall ensure all current employees with access to Law Enforcement records and shared computer systems have had background checks per the New Jersey Attorney General Guidelines.
 1. OPS shall maintain records of background checks in employee personnel files.

2. Employees failing or awaiting background results shall not be allowed access to Law Enforcement records or shared computer systems.
- B. Annually, the OPS will conduct a review of the criminal history (CCH) and driver's license abstract of all sworn and civilian employees.
1. The OPS supervisor will assign OPS staff members the names of sworn and civilian employees for review.
 2. OPS personnel will conduct a review of employees CCH and driver's license abstract.
- C. The OPS supervisor will maintain records of all employee CCH and driver's license reviews. The supervisor shall forward to the Chief of Police areas concern.

C. New Employee Background Investigations

- A. All potential new hires to the department will receive a thorough background investigation in compliance with General Order *Volume 2 Chapter 17, Selection and Recruitment*. The OPS supervisor will assign investigation portfolios to OPS staff members for completion.
1. OPS staff members will conduct a review of the potential new hire's application to confirm/verify the candidate meets eligibility requirements for the position. Investigators shall review the applicants:
 - a. Birth Certificate;
 - b. Records of any name change;
 - c. An affidavit reflecting residency;
 - d. Naturalization papers;
 - e. Official Transcripts for High School and College, If applicable;
 - f. New Jersey Driver's License;
 - g. Selective Service Registration Form;
 - h. Military DD214 Form, if applicable;
 - i. Social Security Card;
 - j. Complete Credit Report;
 - k. Transcripts from the trial of all arrests concerning the applicant, including arrests for juvenile delinquency
 - l. Two passport photographs;
 - m. Tax returns for the previous two years;
 - n. A check of the applicant's driving history, if driving is a requirement of the position, and;
 - o. A fingerprint check for a criminal record.
 2. OPS staff members, as part of their background investigation, shall complete the following:

- a. Investigators shall check the names of candidates for sworn positions against the New Jersey Central Drug and Domestic Violence Registries.
 - b. All candidates applying for the position of a police officer shall be subject to a criminal history check before the selection phase. Investigators shall review all of the case facts from any criminally reported incident involving the applicant.
 - c. Investigators shall, at a minimum, interview any police officer candidates who have a history of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition.
 - d. Those police officer candidates with a history of perpetrating acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse shall be identified and declared ineligible for employment as police officers.
 - e. Investigators shall verify and interview the candidate's three personal references.
3. OPS staff members will submit a thorough and complete background investigation report to the OPS supervisor.
- B. The OPS supervisor will maintain records of all completed investigations and submit completed background investigation reports to the agency executive officer.

D. Financial Maintenance and Audit

- A. The Office of Inspections within the Office of Professional Standards shall conduct quarterly audits of all 'non-standard' sources of funding for the police department. Such sources may include state and federal asset forfeiture funding, block grants, and special purpose overtime funding.
 1. The Commanding Officer in charge of any division within the agency which has been authorized to disperse 'non-standard' sources of funding shall, at the conclusion of each quarter, provide to the supervisor of the Office of Professional Standards a report containing an accurate accounting of the funding expenditure. This report will include, at a minimum:
 - a. Copies of all canceled checks;
 - b. Copies of any/all ledgers and accounting books;
 - c. Copies of any/all audit trails, including signatures;
 - d. Copies of relevant statements and;
 - e. Any other information which is necessary for memorializing the account expenditures.
- B. The Office of Inspections within the Office of Professional Standards shall conduct quarterly reviews of all cash accounts in use within the agency. Such accounts include the Records Bureau cash account and the confidential funds account.

1. The Commanding Officer in charge of any division within the agency that has been authorized to oversee a cash account shall, at the conclusion of each quarter, provide to the supervisor of the Office of Professional Standards a report containing an accurate accounting of the cash account. This report will include, at a minimum:
 - a. Copies of all canceled checks;
 - b. Copies of any/all ledgers and accounting books;
 - c. Copies of any/all audit trails, including signatures;
 - d. Copies of relevant statements;
 - e. Any other information which is necessary for memorializing the account expenditures.

- C. The Office of Professional Standards supervisor will review the submitted quarterly reports to ensure that the maintenance and control of all accounts comply with standard prudent practice. The supervisor shall ensure that procedures correspond with agency policies, such as *General Order Volume 2, Chapter 7, Cash Accounts and Agency Property*, and *General Order Volume 3 Chapter 11, Confidential Informants*.