

# WRITTEN DIRECTIVE



<b>SUBJECT:</b>	Special Law Enforcement Officers
<b>ORDER TYPE:</b>	Standard Operating Procedure
<b>ISSUED DATE:</b>	June 22, 2021
<b>EFFECTIVE DATE:</b>	June 22, 2021
<b>DISTRIBUTION:</b>	All Bureaus-Sworn, SLEO I, SLEO II
<b>CALEA STANDARDS:</b>	31.4.7, 21.2.2

**PURPOSE:** The purpose of this directive is to maintain procedures for a Special Law Enforcement Officer program to enhance the services provided to the public by the Camden County Police Department

**POLICY:** It is the policy of the Camden County Police Department to maintain a Special Law Enforcement Officer program to supplement and not supplant the regular police department in accordance with the requirements of N.J.S.A. 40A: 14-146.8, et seq., and Camden County code and ordinances.

## PROCEDURES

### I. DEFINITIONS

- A. Emergency means any sudden, unexpected or unforeseeable event requiring the immediate use or deployment of law enforcement personnel as 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 to whom the authority of designating an emergency has been prescribed by local ordinance. 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 normally not constitute an emergency.
- B. PTC shall mean the New Jersey Police Training Commission.
- C. Special Law Enforcement Officer (SLEO) means any person appointed pursuant to N.J.S.A. 40A: 14-146.8, et seq., 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.
  - 1. SLEO personnel are considered part-time employees and can be terminated 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 (N.J.S.A. 40A: 14-146.14).
  - 2. Under no circumstances do the contents of this directive intend to create a contract for any purpose of a guarantee of continued employment between the County of Camden and SLEO personnel.
  - 3. SLEO personnel do not have the guaranteed procedural or personnel rights as described in Camden County code or this department's rules and regulations that may apply to other employees or members of the department.

### II. GENERAL

- A. SLEO Class I (SLEO I) are authorized to perform traffic details, spectator control and similar duties when so authorized by the Chief of Police.
  - 1. SLEO I are prohibited from carrying and using a firearm and no SLEO I shall be assigned any duties that may require the carrying or use of a firearm.
  - 2. SLEO I are permitted to carry and use oleoresin capsicum and tactical batons as less lethal weapons, but only upon training and maintaining proficiency with the same frequency as regular police officers.

3. SLEO I are authorized to utilize handcuffs and other restraining devices consistent with this department's policies and only after demonstrating proficiency in the use of these devices.
  4. SLEO I are permitted to operate county-owned vehicle only if they possess a valid New Jersey driver's license.
  5. SLEO I are prohibited from engaging in any vehicular pursuit and shall not respond to an emergency call unless authorized by the Chief of Police.
  6. SLEO I have the power of arrest and are authorized to issue summonses for disorderly person, petty disorderly person, traffic, and municipal ordinance offenses.
  7. SLEO I duties may include, but are not limited to:
    - a. Traffic direction and control;
    - b. Arrestee processing;
    - c. Crossings;
    - d. Crowd control;
    - e. Security, including special event security;
    - f. Administrative duties;
    - g. Other appropriate duties determined by the Chief of Police.
- B. SLEO Class II (SLEO II) personnel have the same powers and duties commensurate with those of a regular police officer.
1. SLEO II are authorized to carry and use firearms only after qualifying and demonstrating proficiency with the use of agency authorized firearms with the same frequency and qualification requirements as regular police officers and in conformance with this directive.
  2. SLEO II are permitted to carry and use oleoresin capsicum and tactical batons as less lethal weapons, but only upon training and maintaining proficiency with the same frequency as regular police officers.
  3. SLEO II personnel are authorized to utilize handcuffs and other restraining devices consistent with this department's directives and only after demonstrating proficiency in the use of these devices.
  4. SLEO II duties may include, but are not limited to:

- a. Supplemental patrol duties;
  - b. Traffic direction;
  - c. Municipal and County facilities security;
  - d. Arrestee processing and transportation;
  - e. Municipal court security;
  - f. Administrative duties;
  - g. Extra duty assignments (after all regular officers have been asked).
- C. Minimum qualifications for SLEO (SLEO I and SLEO II) are the same as regular police officers:
- 1. Must be a citizen of the United States;
  - 2. Must be a resident of the State of New Jersey during the term of appointment;
  - 3. Must be at least 18 years of age;
  - 4. Must be able to read, write and speak the English language well and intelligently and have a high school diploma or its equivalent;
  - 5. Must be sound in body and of good health and be able to perform the physical functions of the duties assigned;
  - 6. Must be of good moral character and shall not have been convicted of any crime or offense involving moral turpitude;
  - 7. Must successfully undergo the same psychological testing and physical examination that is required of all full-time police officers.
- D. No person shall be appointed to be a SLEO in more than one local unit at the same time, nor shall any permanent, regularly appointed full-time police officer of any county or municipality be appointed as a special law enforcement officer. No public official with responsibility for setting law enforcement policy or exercising authority over the budget of the local unit or supervision of a police department shall be appointed as a special law enforcement officer.
- E. Any person who at any time prior to appointment had served as a duly qualified, fully-trained, full-time officer in any county or municipality of this state and who was separated from that prior service in good standing, shall be eligible to serve as a SLEO. The PTC may waive basic training

requirements with regard to any such person eligible to be appointed as a SLEO.

- F. SLEO personnel in good faith carrying out, and complying with, or attempting to comply with rules and regulations made and promulgated or performing any authorized service shall have and possess all the rights, privileges and immunities conferred upon regular officers by the laws of this state.
- G. SLEO personnel are covered by state and federal statutes for compensation insurance in case of death or personal injury only when on duty.
- H. SLEO personnel are provided with public liability protection equal to that provided to regular police officers.
- I. SLEO personnel are prohibited from using their identification card, badge, or affiliation with the Camden County Police Department for any financial gain, advantage, or other unethical purpose.
- J. SLEO personnel shall be included in the agency's organizational chart and are subordinate to the bureau, division, or unit commander assigned.

### **III. SELECTION PROCESS**

- A. Candidates for SLEO positions shall be subject to the same selection criteria as regular police officers.
- B. All applicants shall be fingerprinted and subject to a background investigation, including, but not limited to:
  - 1. Verification of qualifying credentials;
  - 2. A review of any criminal record;
  - 3. A review of driving history (if vehicle operation is required);
  - 4. Verification of at least three personal references;
  - 5. A check of the NJ Domestic Violence Registry; and
  - 6. A check of the NJSP Central Drug Registry.
- C. Applicants being considered for appointment and following a conditional offer of employment, shall undergo a physical examination, a psychological evaluation, and will be required to obtain a medical release by a physician licensed to practice medicine in the State of New Jersey.

- D. The Chief of Police shall certify the eligibility and qualifications of all applicants, in writing, to the Board of Chosen Freeholders prior to appointment.

#### **IV. TRAINING**

- A. All SLEO personnel must successfully complete a PTC approved basic training course before commencing duties. The PTC may waive the basic training requirement consistent with subsection II.E of this directive.
- B. SLEO personnel are required to attend other mandatory training made necessary by their assignment or duties. Those training topics statutory required of regular police officers shall be provided. These topics include, but are not limited to:
  - 1. Ethics training;
  - 2. Unlawful harassment in the workplace;
  - 3. Use of force refresher (with the same frequency as regular officers);
  - 4. Weapons qualification and proficiency (with the same frequency and scoring requirements as regular officers);
  - 5. Pursuit guidelines (with the same frequency as regular officers);
  - 6. Domestic violence refresher (if SLEO personnel are required to handle domestic violence related calls and with the same frequency as regular police officers);
  - 7. Hazardous material awareness (with the same frequency as regular officers);
  - 8. Other topics mandated by the Chief of Police.

#### **V. APPOINTMENT, TERMS, REGULATIONS, AND DUTIES**

- A. SLEO personnel must be appointed by the Board of Chosen Freeholders for a term not to exceed one year.
- B. Reappointment is not guaranteed at the expiration of the one-year term.
- C. SLEO personnel are not members of the regular police force and their powers and duties shall cease at the expiration of the term for which appointed.
- D. SLEO personnel shall not perform any duties other than authorized by the Chief of Police or his/her designee(s).

- E. SLEO personnel shall not leave any assignment without notification to and permission from the appropriate commander.
- F. Regular police officers shall not abdicate their authority and responsibility to a SLEO. When a regular police officer is present, the regular officer is responsible for any decisions made and/or actions taken.
- G. SLEO personnel shall be deemed on duty only when they are performing the public safety functions on behalf of Camden County Police Department and when receiving compensation as established by Camden County ordinance or resolution.
- H. SLEO II personnel shall not be deemed on duty while performing private security duties for private employers, unless the Chief of Police or his/her designee assign those duties through the Camden County Police Department, (e.g. extra duty assignments.) SLEO II personnel on an extra duty assignment shall be considered on duty for the duration of the assignment.
- I. SLEO personnel are subject to all rules, regulations, policies, procedures, and directives of this department.

## **VI. UNIFORMS AND EQUIPMENT**

- A. The SLEO uniform shall prominently display a patch that clearly indicates the status as a SLEO I or SLEO II.
- B. SLEO personnel will be attired in the uniform that corresponds to their assignment and in possession of required equipment. No uniform item will be worn or equipment carried, which has not been approved by the Chief of Police.
- C. All equipment issued to SLEO personnel will be inventoried and is returnable upon separation of service. SLEO personnel may be held financially responsible or may face disciplinary action for any lost or misplaced equipment.
- D. If a SLEO encounters a problem with their uniform or equipment, he/she shall immediately contact a supervisor, who shall attempt to remedy the situation.

## **VII. WEAPONS CONTROL**

- A. SLEO personnel shall not maintain possession of their authorized weapons while off duty. All weapons shall be stored at police headquarters while SLEO personnel are off duty. SLEO personnel have no police powers while off duty and the statutory exemptions for weapons possession only applies while they are on duty.
- B. SLEO personnel shall report to headquarters prior to any assignment to obtain possession of their weapons and shall return such weapons

immediately following completion of their assignment. A supervisor or command officer shall be present and directly carryout the transfer of weapons to and from SLEO personnel, safe handling, security, and storage protocols shall be strictly followed at all times.

- C. SLEO personnel, who are retired law enforcement officers, are permitted to carry a personal handgun while off-duty but, first must comply with the requirements of N.J.S.A. 2C: 39-6(l), N.J.S.A. 2C: 58-3, N.J.A.C. 13: 54-7 et seq. and this agency's written directive on *Weapons and Ammunition*. Such SLEO personnel shall NOT carry the duty handgun while off duty.
- D. SLEO personnel shall sign in and out of duty as prescribed by the Chief of Police.
- E. SLEO personnel must account for all losses and damage to issued equipment.

### **VIII. DOCUMENTATION**

- A. SLEO personnel shall complete all reports and forms required by their assignment prior to reporting off duty.
- B. SLEO personnel shall be issued an ID number, which shall be used on all documentation.

### **IX. SUPPLEMENTAL**

- A. SLEO personnel shall not be permitted to work in excess of statutory limits except in a declared state of emergency requiring their presence.
- B. SLEO personnel shall be permitted to access the DMS program to read and sign for all rules, regulations, policies, procedures, orders, or directives issued by the Chief of Police or his/her designee and to partake of any training or testing programs mandated or offered by the Chief of Police or designee.
- C. SLEO personnel shall be paid at a rate established by Camden County ordinance or resolution and shall be paid their hourly rate for in-person training when done at the request of the County. Note: required DMS training, testing, and review of any directive as required by the Chief of Police is not subject to reimbursement or remuneration.

### **OTHER PROVISIONS**

*All personnel are responsible for adhering to the requirements of this written directive until rescinded or amended by written order of the Chief of Police. Employees have an ongoing and continuous responsibility to seek guidance and verify their understanding of this and all directives including orders, policies, procedures, and rules. This directive shall take effect immediately and remain in force and*



effect unless and until it is repealed, amended, or superseded by Order of the Chief of Police. All directives not expressly altered by this order remain in full force and effect.

*The provisions of this directive shall be severable.* If any phrase, clause, sentence or provision of this directive is declared by a court of competent jurisdiction to be invalid, the remainder of the directive shall not be affected.

*Non-enforceability by third parties.* This Directive is issued pursuant to the Chief of Police's authority to ensure the uniform and efficient enforcement of the laws and administration of criminal justice by department members. This Directive imposes limitations that may be more restrictive than the limitations imposed under the United States and New Jersey Constitutions, and federal and state statutes and regulations. Nothing in this Directive shall be construed in any way to create any substantive right that may be enforced by any third party.

By Order of

A handwritten signature in black ink that reads "Gabriel Rodriguez #12". The signature is written in a cursive style with a small "#12" at the end.

Gabriel Rodriguez  
Chief of Police