



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

THURSDAY, APRIL 21, 2011

MINUTES OF THE AGENDA SETTING MEETING

Chairman Deborah P. Scanlon called the meeting to order at 7:03pm. Roll call showed Vice Chairman Alexander Mirabella, Freeholder Linda Carter, Freeholder Angel G. Estrada, Freeholder Christopher Hudak, Freeholder Bette Jane Kowalski, Freeholder Mohamed S. Jalloh, Freeholder Daniel P. Sullivan and Freeholder Nancy Ward were in attendance.

The Prayer and Salute to the Flag were led by the Clerk of the Board.

The statement of compliance with the Open Public Meetings Act was read by the Clerk of the Board.

PRESENTATION TO THE BOARD

OFFICE OF THE UNION COUNTY SHERIFF'S
CERTIFICATION FROM THE
COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES

Presented by:
Union County Sheriff Ralph G. Froehlich
Undersheriff Joseph Cryan
Sergeant John DiOrio, CALEA Accreditation Coordinator

Chairman Scanlon called upon Undersheriff Joseph Cryan to give a brief overview of the presentation and to introduce the speakers.

Sergeant John DiOrio, CALEA Accreditation Coordinator stated that they began embarking on this program in 2007 and said it is a joint venture with the New Jersey State Chiefs of Police. Sergeant DiOrio introduced the Captains and Sergeants who were part of the team. He explained that there are 112 standards of the accreditation process and he explained the savings and the process.

Undersheriff Vincent Detrollo spoke about the process, crime scenes and education. He stated that they have to keep up with the constant changes and added that last year there were about 70 updates and there are 168 officers and explained how Power DMS saves time.

Sergeant DiOrio stated that CALEA's standards are mandated by the Attorney General's Office.

Captain Frank explained how the standards are mandated through the Attorney General's Office.



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Sergeant DiOrio explained how the Power DMS system works and the benefits of the Accredited process.

Captain Weber spoke about the difference between the Power DMS system and a manual. She said that having the Power DMS system will save one million sheets of paper and will provide a quick reference, which can be cross checked. She said there are 168 officers. Policies and standards are constantly changing and will be much easier done on the Power DMS System then making changes and copies and distributing them to all 168 officers.

Sergeant DiOrio stated that on December 5, 2010 and December 6, 2010, two investigations took place, and they were awarded the highest service and were recommended for full accreditation. They were given the Accreditation at a hearing on April 15th, 2011. He said the Union County Sheriff's Office is the third office to receive the Accreditation.

Sheriff Ralph Froehlich stated that he is very proud of his staff and said that to participate in CALEA is voluntary. The Sheriff's Office will be reassessed in three years and they are committed to strive to have the highest rating.

Chairman Scanlon thanked them for the presentation and said that she is very impressed with the program and is proud of their accreditation level. She asked if municipal police departments can participate in the program. Sergeant DiOrio stated that it is open to them and it is a voluntary undertaking.

Vice Chairman Mirabella congratulated everyone who worked on getting the accreditation. He said that he is aware of how much preparation is involved, and receiving such great results. He said that the Union County Sheriff's Office is the best in the State under Sheriff Froehlich's leadership. He said that Union County residences can be proud.

Sheriff Froehlich stated that he received an e-mail from the President of the Sheriff's Association congratulating them and that they would like to see all Sheriff's Offices receive the same accreditation level. Sheriff Froehlich said that he has a great staff and commended, Undersheriff Joseph Cryan, Captain Mike Frank, Undersheriff Vincent Detrolio and Captain Weber and Captain Barry.

The presentation is attached.



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COMMUNICATIONS

Note and File

Oaths of Office

- Union County Transportation Advisory Board: Mauro Checchio, Ludwig Anton Evers, Tony Hall, John Morgan, Ron Stefanowicz and Stephen Thorpe

RESOLUTIONS

OFFICE OF THE UNION COUNTY CLERK

Joanne Rajoppi, Union County Clerk

County Manager Devanney represented the Office. He stated that the two items mentioned below were rescinded last week because certain paperwork was not provided in time for the meeting.

There were no questions.

1. Authorizing the County Manager to enter into a contract with **Wisolmerski Associates, Inc., Pembroke Pines, Florida**, to provide computer support and updating recording and indexing services for the contract period of January 1, 2011 through December 31, 2011 in the amount of **\$36,515. (CHAIRMAN SCANLON)**
2. Authorizing the County Manager to enter into a contract with **Dominion Voting Systems, Inc., Denver, Colorado**, to grant a license for use of WinEds election management proprietary software for the 2011 elections for the period of April 1, 2011 through March 31, 2012 in an amount not to exceed **\$23,930.89. (CHAIRMAN SCANLON)**

DEPARTMENT OF ADMINISTRATIVE SERVICES

M. Elizabeth Genievich, Deputy County Manager / Director

1. Authorizing the County Manager to award the proposed contracts obtained through advertised public bidding in accordance with the **Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. (CHAIRMAN SCANLON)**
 - a. Department of Administrative Services, Division of Motor Vehicles: Riggins Inc., Vineland, New Jersey, to furnish and deliver gasoline for a period of 24 consecutive months in an amount not to exceed **\$3,110,000.**



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Freeholder Sullivan asked if the amount of \$3,110,000 is a fixed price for gasoline. Deputy County Manager Genievich stated that it is a floating amount with the market. She said it is two cents per gallon cheaper than last year, saving \$45,000 since the last contract.

Freeholder Sullivan asked if the gas prices go up, will they receive less gas. Deputy County Manager Genievich, responded, yes. She explained that although the County's assumption has declined, shared services have increased the County's amount.

Vice Chairman Mirabella clarified that the municipalities pay for the gas under the Shared Service Agreement. Deputy County Manager Genievich agreed.

Freeholder Sullivan asked if the County considered natural gas usage for some of the vehicles. Deputy County Manager stated that about two years ago, it was researched and there was a problem. She said she will provide him with the reports.

- b. Department of Human Services, Office of Paratransit System: Arcola Sales and Service Corp., Carlstadt, New Jersey, to provide and deliver one 16 passenger bus and one 20 passenger bus in the amount of **\$111,854**.

Freeholder Estrada asked if they are replacing the two paratransit vans. Deputy County Manager replied yes, that they are both 1998 models, one having 277,000 miles and the other 186,000 miles. Freeholder Estrada asked if they are replacing them with hybrid vans. Deputy County Manager Genievich stated that they will be replaced with diesel vehicles for ultimate power performance.

2. Amending Resolution Number 2011-18, a contract with **Bauch, Zucker, Hatfield, Springfield, New Jersey**, as special counsel for labor negotiations and personnel affairs in an additional amount of \$75,000 for a new total contract amount not to exceed **\$150,000. (CHAIRMAN SCANLON)**
3. Approving the professional liability policy for **Dr. Lanza, Medical Director at Runnells Specialized Hospital**, with **Princeton Insurance Company, Princeton, New Jersey**, for the period of May 1, 2011 through April 30, 2012 in an amount not to exceed **\$16,842.23. (No increase) (CHAIRMAN SCANLON)**
4. Approving the professional liability and general liability policy for **Insuring the Union County Emergency Medical Services** with **Western Work Insurance Company, Franklin Lake, New Jersey**, for the period of April 22, 2011 through April 21, 2012 in an amount not to exceed **\$2,475. (CHAIRMAN SCANLON)**



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DEPARTMENT OF CORRECTIONAL SERVICES

Brian Riordan, Director

Resolution requests have not been submitted at this time.

DEPARTMENT OF ENGINEERING, PUBLIC WORKS AND FACILITIES

Joseph Graziano, Director

1. Authorizing the County Manager to execute a “Traffic Signal Agreement” between the County of Union and the **Department of Transportation** located at Route US 22 EB Ramps and Park Avenue (County Road 655). **(CHAIRMAN SCANLON)**

Chairman Scanlon asked which “Park Avenue” item #1 was referring to. Director Graziano stated Park Avenue in Scotch Plains, near the Bonnie Burn Road area. Chairman Scanlon asked for the completion date. Director Graziano explained that it is a State project and provided everything goes according to schedule it will be done August 2011. Chairman Scanlon asked if the County’s Engineers have had any input on the project. Director Graziano stated that originally they did, but not presently. He explained that he speaks to the State’s engineers if there are traffic issues in that area and added that they do take Director Graziano’s recommendations seriously.

2. Authorizing the County Manager to execute an agreement between the County of Union and **Verizon** for a relocation of aerial facilities to accommodate the replacement of the Monroe Street Bridge (RA24) over the Rahway River, City of Rahway, New Jersey in an amount not to exceed **\$42,989**. **(CHAIRMAN SCANLON)**

Freeholder Jalloh asked for an explanation of item #2. Director Graziano stated that they are specific to the project according to the High Voltage Proximity Act. He stated that the lines will be moved once at no cost to the County and if the County moves it again, there is a cost, and since the dollars are being paid directly to Verizon, a Resolution is required.

3. Amending Resolution Number 2010-1154, (BA #94-2010) a contract (through public bidding process) with **EMCO Elevator Maintenance Corporation, Kearny, New Jersey**, approving Change Order Number 1 to provide elevator maintenance and repair services for the County of Union for the period of January 1, 2011 through December 31, 2012 in an additional amount by \$99,550.34 for a new total contract amount of **\$680,750.34**. {The increase will support New Jersey State Inspector mandates and violation repairs left undone from the previous vendor B&G Elevator Inc.} **(CHAIRMAN SCANLON)**



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Chairman Scanlon asked if the County paid the amount mentioned in item #3 to the previous vendor. Director Graziano replied yes, but the amount of \$99,550.34 is in the process of being recouped through County Counsel's Office from B&G Elevator, Inc.

4. Concurring with the **Borough of Fanwood**, to close Martine Avenue between South Avenue and LaGrande Avenue, and South Avenue, between Martine Avenue and Second Street on Sunday, June 12, 2011, from 7:00 a.m. to 7:00 p.m. for a Street Fair. **(CHAIRMAN SCANLON)**
5. Concurring with the **Township of Scotch Plains**, to close Park Avenue between Front Street and E. Second Street on April 30, 2011 between 9:30 a.m. and 11:30 a.m. for a ceremony at the Municipal Building accepting steel from the World Trade Center for a monument to be placed on the Village Green. **(CHAIRMAN SCANLON)**

DEPARTMENT OF FINANCE

Lawrence Caroselli, Director

There were no questions.

1. Amending Resolution Number 2011-6, to remove Lawrence M. Caroselli and to add **Bibi Taylor** as an authorized person to sign checks and approve disbursements. **(VICE CHAIRMAN MIRABELLA)**
2. Determining that the 2011 Union County Budget shall be read by title and declaring that the public hearing conditions set forth pursuant to NJSA 40A:4-8(1a)(1b) have been satisfied. **(VICE CHAIRMAN MIRABELLA)**

DEPARTMENT OF HUMAN SERVICES

Frank Guzzo, Director

Director Guzzo stated that he had further information to add about the questions relating to the Paratransit vehicles under Deputy County Manager's items on tonight's Agenda. He explained that Director Faella approached him about funds that were available through the Community Development Block Grant to purchase the vehicles. They needed to work quickly in order to obtain the funds through the grant. He said the dollars are not from Capital funds.

There were no questions.

1. Authorizing the County Manager to enter into contract with **Amaker & Porterfield Transportation Company, Plainfield, New Jersey**, to provide door to door transportation for Plainfield youth residents enrolled in Christopher's program, for 6 weeks, 2 times per week, totaling 12 trips. Youth will be picked up at their homes,



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brought to the program site {Union County College 232 E. 2nd Street, Plainfield, New Jersey}, and returned to their respective homes for the contract period from April 30, 2011 through September 30, 2011 in the amount of **\$1,716**. A transportation aide will be on each trip to ensure the safety and well-being of each youth. {Local funding: \$1,716}
(FREEHOLDER KOWALSKI)

DEPARTMENT OF PARKS AND COMMUNITY RENEWAL

Alfred Faella, Director

Resolution requests have not been submitted at this time.

DEPARTMENT OF PUBLIC SAFETY

Andrew Moran, Director

1. Authorizing the County Manager to apply for, accept and expend a grant from the **Port Authority of New York & New Jersey** to purchase a Monolith Digital Controller Radio System (\$25,000), a Containment Vessel (\$322,230) and an EOD Robot (\$95,486) in a total amount of **\$442,716** and to allocate a cash match in the amount of 25%.
(CHAIRMAN SCANLON)

Chairman Scanlon asked for an explanation of item #1. Director Moran stated that all the items are being purchased under the Port Authority Security Program. He stated that the containment vessel is to contain bombs and the Monolith Digital Controller Radio System is for the EOD Robot. He stated that our system is older and goes 500' and the operator needs to be able to see the robot. The new system can go 1.5 miles and the operator does not need to see the robot. He explained the operator can be on the first floor, while the robot can be on the elevator and it also goes around obstacles. He said the EOD Robot is run by the Monolith Digital Controller Radio System. He explained how the containment vessel also works.

Freeholder Estrada asked what happens to the old system. Director Moran stated that he was unsure. He said it depends upon the recommendation of the Commission. He added that they might keep it in case there are two terrorist attacks at the same time.

2. Authorizing the County Manager to apply for, accept and expend a **New Jersey Health Association Grant** entitled: NJHOA Mass Vaccination Exercise Mini Grant, in the amount of **\$25,000**. **(CHAIRMAN SCANLON)**
3. Authorizing the County Manager to apply for, accept and expend a **New Jersey Department of Environmental Protection, County Environmental Health Act (CEHA) Grant** to maintain the county's Hazardous Materials Response, Solid Waste,



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Air Pollution, Noise Pollution and Water Pollution investigation and inspection programs in the amount of **\$276,837. (CHAIRMAN SCANLON)**

Freeholder Jalloh asked if the amount mentioned in item #3 is comparable to last year. Director Moran stated that it is \$2,000 more than last year.

Freeholder Kowalski asked if item #3 is for recycling. Director Moran explained that it is for inspection for recycling and not to operate the recycling program.

4. Authorizing the County Manager to accept and expend **\$42,000** from the **New Jersey Office of Homeland Security and Preparedness** under the FFY 2009 Urban Area Security Initiative for the partial salary of one current employee's salary to assist in the administration of the UASI grant program. **(CHAIRMAN SCANLON)**

RUNNELLS SPECIALIZED HOSPITAL

Joan Wheeler, Administrator

1. Authorizing the County Manager to enter into a contract with **Jack & Jill, Moorestown, New Jersey**, through Healthcare Group Purchasing, pursuant to N.J.S.A. 30:9-87 and 88, to purchase ice cream for Runnells Specialized Hospital for the contract period of July 1, 2011 through June 30, 2012 in the amount of **\$25,000. (FREEHOLDER JALLOH)**
2. Amending Resolution Number 2010-373, a contract with **Bruna Cordones, Roselle, New Jersey**, to reflect a change in the contract date from May 1, 2010 through June 30, 2011 at no additional cost to the County. **(FREEHOLDER JALLOH)**
3. Amending Resolution Number 2010-371, a contract with **Life Medical Supplies, Inc., Linden, New Jersey**, to reflect a change in the contract date from May 1, 2010 through June 30, 2011 at no additional cost to the County. **(FREEHOLDER JALLOH)**

Chairman Scanlon asked if items #2 and #3 are to change the contract dates, only. Administrator Wheeler replied yes.

OFFICE OF THE COUNTY COUNSEL

Robert E. Barry, Esq., County Counsel

There were no questions.

1. Amending Resolution 2010-1101, to increase the appropriation to **Brownstein, Booth & Associates, Union City, New Jersey**, Special Counsel in the matter entitled **Jonathan Dawkins v. UC, et als** for an additional sum of \$10,000 in an amount not to exceed \$40,000. **(CHAIRMAN SCANLON)**



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2. Amending Resolution 2011-275, to increase the appropriation to **Edward Kologi, Esq. Linden, New Jersey**, Special Counsel in the matter entitled **Jonathan Dawkins v. UC, et als** for an additional sum of \$10,000 in an amount not to exceed **\$50,000.**
(CHAIRMAN SCANLON)

OFFICE OF THE COUNTY MANAGER
George W. Devanney, County Manager

Resolution requests have not been submitted at this time.

FREEHOLDERS

Vice Chairman Mirabella stated that he will have a Resolution for next week's meeting that will pertain to the Fiscal Committee.

Freeholder Ward asked to join Freeholder Jalloh extending her condolences to the Bury Family.

Chairman Scanlon asked for the entire Board to join Freeholder Jalloh in congratulating the Runnells Specialized Hospital's Volunteers of the Year.

Freeholder Linda Carter

1. Congratulating the following honorees of the **Union County Club of the National Association of Negro Business and Professional Women's Club, Inc.**, at their 39th Annual Founders' Day celebration on Saturday, April 30, 2011:
 - Mary Jane Willis, Professional Woman of the Year
 - James Ronald Curry, Professional Man of the Year
 - Sharon J. Hunt, Community Service

FREEHOLDER ANGEL G. ESTRADA

2. Congratulating **Robert S. Gruytch, Jr., Roselle Park, New Jersey**, Boy Scout Troop #56, on attaining the rank of Eagle Scout, the highest rank in scouting.

FREEHOLDER CHRISTOPHER HUDAK

1. Congratulating the **Linden High School Boys Basketball Team** for winning the 2010-2011 North Jersey Section 2, Group 4 Title.



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2. Congratulating **Doris J. Henel** for being selected as the “Outstanding Citizen for the year 2011” by the City of Linden.
3. Expressing the Board’s most sincere condolences to the family of **Sean Bury, Jr.**

FREEHOLDER MOHAMED S. JALLOH

1. Congratulating the **Volunteers at Runnells Specialized Hospital** on the occasion of their 46th Annual Awards Luncheon.
2. Declaring **May 6, 2011 through May 12, 2011 as National Nurses’ Week in the County of Union** and honoring the 95 Registered Nurses, 60 Licensed Practical Nurses and 170 Nurses Aides who are dedicated to the patients and residents at Runnells Specialized Hospital.

FREEHOLDER BETTE JANE KOWALSKI

1. Appointing the following members to the **Human Services Advisory Council: Sid Blanchard, Richard Hlavacek and Donna Morris** to fill an unexpired term commencing January 1, 2011 through December 31, 2011; **Linda Flores-Tober and Ella Teal** to fill an unexpired term commencing January 1, 2010 through December 31, 2012; and **Cathy Chin, Ellen Dotto, Phyllis Monguso, Debbie Morgan and Bill Webb** for a term commencing January 1, 2011 through December 31, 2013.
2. Appointing the following members to the **Workforce Investment Board: Sandy McLachlan**, for a term commencing July 1, 2010 through June 30, 2012; and **Eileen Leahey and Christopher Morreale** for a term commencing July 1, 2012 through June 30, 2013.
3. Proclaiming April 29, 2011 as “**Arbor Day**” in Union County.

FREEHOLDER DANIEL P. SULLIVAN

1. Commending the **Oak Ridge Sportsmen’s Association of Union County** for their efforts in cleaning roadside garbage at the Martine Avenue extension of the Ashbrook Reservation in Scotch Plains.

CHAIRMAN DEBORAH P. SCANLON

1. Proclaiming April, 2011 as “**Child Abuse Prevention Month**” in Union County.



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2. Opposing Governor Chris Christie's "Waiver Rule" relative to the **New Jersey Department of Environmental Protection** proposal which would allow important environmental regulations to be bypassed.

CHAIRMAN DEBORAH P. SCANLON AND THE ENTIRE BOARD

1. Congratulating and commending the **Recipients of the 2011 Valor Awards** given by **The Two Hundred Club of Union County** at their 42nd Annual Luncheon on May 6, 2011.
2. Proclaiming May 15 through May 21, 2011 as "**National Police Week**" in the County of Union in honor of the men and women who protect and serve our residents and communities.

EXECUTIVE SESSION

To the extent known, the following item will be discussed in Executive Session:

1. Contract negotiations relative to health insurance providers
2. Attorney-Client Privileged Communication regarding On-going Litigation: City of Linden, et al. v. Devine Media, et al.

County Counsel Barry stated that pursuant to provisions of the Open Public Meetings Act a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. This Board will now enter Executive Session for the purpose of discussing contract negotiations relative to health insurance providers, attorney-client privileged communications regarding on-going litigation with the City of Linden, et al. v. Devine Media, et al.

The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Clerk of the Board shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be made available.

Upon the Board's return, it will not take formal action on the matters discussed as this is an Agenda Meeting.

Upon a majority vote of the members present, the Board may now retire to Executive Session.



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Chairman Scanlon called for a motion to enter Executive Session. On a motion made by Vice Chairman Mirabella and seconded by Freeholder Carter, roll call showed nine members of the Board voted in the affirmative.

Chairman Scanlon called for a motion to return to the Agenda Meeting. On a motion made by Freeholder Sullivan and seconded by Freeholder Carter, roll call showed nine members of the Board voted in the affirmative.

County Counsel Barry, Esq. stated that as a result of discussions during Executive Session, there will be a Resolution pertaining to the City of Linden, et al. v. Devine Media, et al.

ADJOURNMENT

Chairman Scanlon called for a motion to adjourn the meeting at 9:17pm. On a motion made by Vice Chairman Mirabella and seconded by Freeholder Carter, roll call showed nine members of the Board voted in the affirmative.



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

UNION COUNTY BOARD OF CHOSEN FREEHOLDERS' 2011 MEETING SCHEDULE

Please note that meetings are regularly held on Thursday evenings. Agenda Setting Sessions and Regular Meetings are held at 7:00pm in the Freeholders' Meeting Room, Administration Building, 10 Elizabethtown Plaza, 6th Floor, Elizabeth, New Jersey, unless otherwise specified. In the event an Agenda Setting Session and Regular Meeting are held on the same night, the Agenda Setting Session will commence at 7:00pm and the Regular Meeting will commence as soon as possible after the Agenda Setting Session.

Persons requiring a sign language interpreter should contact the Office of the Clerk of the Board at 908-527-4140.

AGENDA SETTING MEETINGS

May 5, 2011
May 19, 2011

June 9, 2011
June 23, 2011

July 21, 2011

August 11, 2011

September 8, 2011
September 22, 2011

October 6, 2011
October 20, 2011

November 10, 2011

December 1, 2011
December 15, 2011

REGULAR MEETINGS

April 28, 2011

May 12, 2011
May 19, 2011

June 9, 2011
June 23, 2011

July 28, 2011


August 25, 2011

September 15, 2011
Tues. September 27, 2011

October 13, 2011
October 20, 2011

November 10, 2011

December 1, 2011
December 15, 2011



Nicole L. DiRado, CMC, MPA
Clerk of the Board

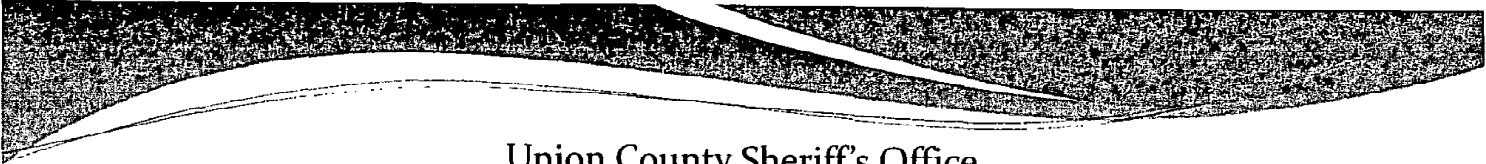
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Union County Sheriff's Office

Ralph Froehlich



Accreditation Program



Union County Sheriff's Office

Accreditation Committee

Sergeant John Diorio
*** Accreditation Manager**

Undersheriff Joseph Cryan
Administration

Undersheriff Vincent DeTrolio
Operations

Captain Barry Migliore
Training

Captain Michael Frank
Firearms

Captain Cynthia Weber
Personnel


Sergeant Patrick Hora
•Assistant Accreditation Manager

Maria Hardoby
•Administrative Assistant

Union County Sheriff's Office



Accreditation Committee




All preparations for Accreditation were completed by the accreditation team, and the members of the Union County Sheriff's Office.

No private consulting firm was used.

By not using a private consulting firm the County saved:

\$35, 000



Sheriff Froehlich recognizes the efforts made by the Accreditation Committee and the various agencies who have helped to achieve this accreditation.

The Sheriff quoted Coach Vince Lombardi who once said;

"The achievements of an organization are the results of the combined effort of each individual."

Clearly the efforts of the individuals involved helped make this possible.



What is Accreditation?

It's a process that makes an agency rethink their mission and how it delivers its services.

Accreditation is a voluntary, internal process by which organizations seek to achieve, objectively verify and maintain high quality in their operations through periodic evaluations conducted by an independent, non-governmental body that has established standards for its clientele.

Accreditation compels an agency to operate within specific guidelines and adopt policies and procedures that meet internationally accepted practices. The Accreditation Process is a management model and a blueprint for self-improvement, which strengthens accountability within the agency and to the community it serves.

Must meet the 112 recognition standards for Law Enforcement Agencies.

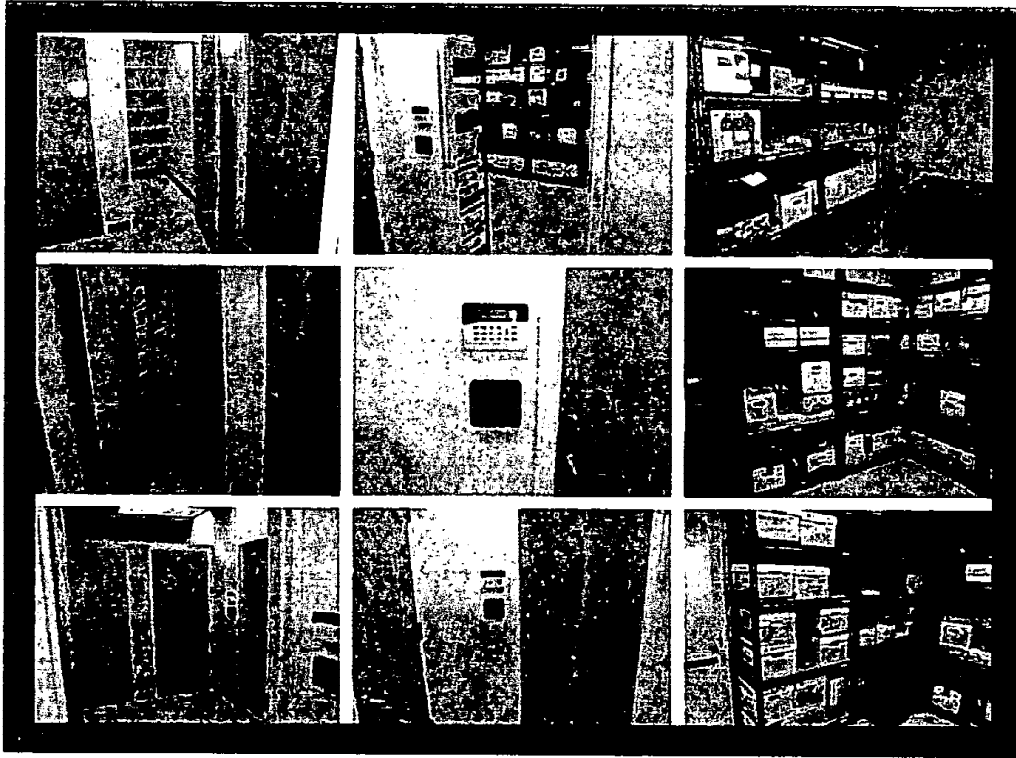
Chapter 1	LAW ENFORCEMENT ROLE AND AUTHORITY	Chapter 26	DISCIPLINARY PROCEDURES
1.1.1	Oath of Office		1. Conduct & Appearance
1.1.2	Code of Ethics	26.1.3	Harassment Policy
1.2.3	Constitutional Requirements	26.1.4	Disciplinary System
1.2.4	Search & Seizure	26.1.6	Disciplinary Appeals
1.2.5	Arrest Procedures	Chapter 31	RECRUITMENT
1.2.8	Strip Searches		1. Ethnic and Gender Composition
1.2.9	Bias Based Profiling	Chapter 32	2. Recruitment Plan
1.3.1	Use of Force		SELECTION
1.3.2	Deadly Force		32.1.1 Selection Process
1.3.3	Warning Shots		1. Background Investigation
1.3.4	Less Lethal Weapons		2. Medical Exam
1.3.5	Medical Aid	Chapter 33	3. Psychological Exam
1.3.6	Written Report Required		TRAINING AND CAREER DEVELOPMENT
1.3.7	Administrative Review		33.1.5 Remedial Training
1.	Proficiency Demonstration		1. Update Training Records
1.3.113.8	Removal from Duty		2. Records, All Classes
1.3.9	Weapons/Ammo Authorization		3. Entry Level Training
1.3.10	Annual Training/Qualification		4. Field Training
		33.5.1	Annual Retraining
Chapter 11	ORGANIZATION AND ADMINISTRATION	33.8.2	1. Tactical Training
	1. Description of Organization		Training of Newly Promoted Personnel
Chapter 12	DIRECTION	Chapter 34	PROMOTION
	1. Command Protocol		34.1.3 Promotional Process
	2. Written Directive System	Chapter 35	PERFORMANCE EVALUATIONS
Chapter 16	ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES	Chapter 41	PATROL
16.3.1	Program Description		1. Call Response Guidelines
	1. Reserve Selection	41.2.5	2. Motor Vehicle Pursuits
	2. Reserve Entry Training		3. Roadblocks and Forcible Stopping
	3. Reserve In-Service Training		Adult Missing Persons
	4. Reserve Force Training/Qualification		1. Missing and Exploited Children
	5. Auxiliary Training		2. Dealing with the Mentally Ill
Chapter 17	FISCAL MANAGEMENT AND AGENCY-OWNED PROPERTY	Chapter 42	3. Body Armor Availability
	1. Cash Accounts		4. Body Armor Use (Hi-Risk)
17.5.3	Stored Property and Operational Readiness		CRIMINAL INVESTIGATION
Chapter 22	COMPENSATION, BENEFITS AND CONDITIONS OF WORK		1. Case File Management
	1. Personnel Benefits	42.2.7	Confidential Informants
	Line of Duty Deaths	Chapter 43	1. Interview Rooms
22.2.4	1. Extra Duty Employment		VICE, DRUGS, AND ORGANIZED CRIME
			43.1.1 Procedures for Investigation
			1. Surveillance Operations

Must meet the 112 recognition standards for Law Enforcement Agencies.

Chapter 44	JUVENILES	OPERATIONS	Chapter 71	PROCESSING AND TEMPORARY DETENTION
	44.2.2 Juvenile Detainee		71.1.1 Designate Rooms or Areas	
Chapter 46	1. Custodial Interrogation of Juveniles		1. Initial and Re-training	
	CRITICAL INCIDENTS, SPECIAL OPERATIONS AND HOMEMLAND SECURITY		2. Procedures - Temporary Detention	
	1. All Hazard Plans		3. Security Concerns	
	2. Command Function		4. Fire Prevention	
	3. Operations Function		5. Inspections and Administrative Review	
	4. Planning Function		71.5.1 Security Concerns in Designated Processing Area	
	5. Logistics Function		Chapter 81	
	6. Finance/Administration Function		COMMUNICATIONS	
46.3.4	CBRNE Level Awareness Guidelines		1. 24 Hour Toll Free Voice and TDD Access	
Chapter 52	INTERNAL AFFAIRS		2. Two Way Communications	
	1. Departmental Complaints Investigation		3. Procedures – Recording Information	
	2. Maintenance of Complaint Records		4. Procedures for Communications	
Chapter 54	PUBLIC INFORMATION		5. Immediate Play-Back	
	1. Media Access		81.2.12 Handling of Misdirected Calls	
Chapter 61	TRAFFIC		81.2.14 Training – First-Aid Instruction	
	1. Procedures – Traffic Enforcement		81.3.2	
	2. Traffic Law Violations		Alternative Power Source	
			Chapter 82	
			CENTRAL RECORDS	
61.1.5	Uniform Enforcement Policies		1. Security of Records	
61.3.2	Procedures – Motorist Stops		2. Computer System Security	
Chapter 70	Procedures – Traffic Direction		Chapter 83	
	DETAINEE TRANSPORTATION		COLLECTION AND PRESERVATION OF EVIDENCE	
	1. Pre-Transport Detainee Searches		1. 24 Hour Availability of Qualified Personnel	
	2. Search of Vehicle Prior to Transport		2. Guidelines and Procedures of Evidence Collection	
	3. Restraining Devices		Procedures for Submission to Lab	
	4. Rear Compartment Modifications		Chapter 84	
			PROPERTY AND EVIDENCE CONTROL	
			1. Receipt of Property/Evidence	
			2. Secure Property/Evidence Storage	
			3. Secure Property/Evidence Temporary Storage	
			4. Security of Controlled Substances, Weapons	
			84.1.6	
			Audit and Inspections	

New Evidence Vault

In continuing our self evaluation, a new state of the art evidence vault was designed and constructed. **Detective Edward Suter** and the **Union County Prosecutor's Office** were instrumental in the effort to design and organize the evidence vault.



Our vault was recognized by the CALEA assessors as a exceptional evidence vault. 9

C.A.L.E.A. Mandatory in Service Training

COURSE	Biannually	Annually	Biennially	Time allotted
Firearms Qualify	X			1.5hrs @ rnge
Use of Force	X			1 hrs. @ rnge
Vehicle Pursuit	X			.5hrs @ rnge
Domestic Viol.		X		4 hours- DVD (2c:25-20a2)
BloodbornePathogens		X		.5 hrs-NJ Learn
Biased Based Profiling		X		.75 hrs- NJ Learn
PR 24/Baton		X		.5 hrs Power DMS
Legal Updates		X		1 hour- Power DMS
CBRNE		X		1 hrs-NJ Learn
O.C. Spray			X	.5 hrs NJ Learn
Weaponless control			X	.5 hours @rnge
Ethics			X	.5 hr- NJ Learn
Persons w/ Mental Illness Training			X	.5 hours- DVD
Hazmat		X		.5 hr-NJ Learn
Right top Know		X		.5 hr- NJ Learn
Total training time	3 hours	9 hours	2 hours	

Power DMS – Log on Screen

Each individual employee receives a User ID and Password.
Allows any authorized user access from any computer.



Power DMS – History Screen

Allows any authorized user to search for previously issued policies and procedures and memos.

Document	Subject	Title	File Date	Action	Action Date
AC2011-19	Posting of retired Sheriff's Office to John Delenda	Information Memos	4/9/2011	Signed	4/9/2011 5:24 PM
TY2011-09-3	Use of Force Policy - Part 2 of 3	Training	4/4/2011	Signed	4/4/2011 1:26 PM
Volume V, Chapter 04	REV 04 01.11: Weapons and Firearms Requalification	Volume V - Weapons	4/1/2011	Signed	4/4/2011 1:05 PM
Volume V, Chapter 01	REV 04 01.11: Use of Force	Volume V - Weapons	4/1/2011	Signed	4/4/2011 1:04 PM
TY05-2 Exp Baton 2	Expandable Baton - Part 2 of 2	Training	4/1/2011	Signed	4/4/2011 1:03 PM
TY05-1 Exp Baton 1	Expandable Baton - Part 1 of 2	Training	4/1/2011	Signed	4/4/2011 1:03 PM
Volume IV, Chapter 01	REV 03 21.201: Baton Escort Protocol	Volume IV - Training	3/31/2011	Signed	4/3/2011 7:33 AM
Volume IV, Chapter 01	REV 03 21.20: Arrest, Search and Seizure	Volume IV - Investigations	3/29/2011	Signed	4/3/2011 7:33 AM
AC2011-18	REV020 Security Guard Posts	Information Memos	3/29/2011	Signed	4/3/2011 7:32 AM
Volume II, Chapter 11	REV 03 21.11: Temporary Holding Facility/Proc Area	Volume II - Operations	3/24/2011	Signed	3/28/2011 2:34 PM
Volume II, Chapter 13	REV 03 21.13: Missing Child Procedures	Volume II - Operations	3/23/2011	Signed	3/29/2011 2:28 PM
AC2011-17	REV020 Security Guard Posts	Information Memos	3/23/2011	Signed	3/29/2011 2:28 PM
TY2011-03-2	Use of Force Policy - Part 2 of 3	Training	3/23/2011	Signed	3/29/2011 1:39 PM
TY2011-03-1	Use of Force Policy - Part 1 of 3	Training	3/23/2011	Signed	3/29/2011 11:47 AM
AC2011-17	PS Form, Audio Criminal Programming	Information Memos	3/23/2011	Signed	3/29/2011 11:31 AM
AC2011-16	Work Zone Safety	Information Memos	3/23/2011	Signed	3/24/2011 11:51 AM
AC2011-15	Remarks made hand-off to	Information Memos	3/23/2011	Signed	3/24/2011 11:38 AM
TY2011-02-2	LEO and Moral Issues - Part 2 of 2	Training	3/16/2011	Signed	3/24/2011 11:27 AM
TY2011-02-1	LEO and Moral Issues - Part 1 of 2	Training	3/15/2011	Signed	3/24/2011 11:14 AM
AC2011-14	UC Annual Voluntary Benefits Open Enrollment	Information Memos	3/16/2011	Signed	3/21/2011 7:39 AM
Volume I, Chapter 03	REV 01 12.10: Administrative Action	Volume I - Administration	3/11/2011	Signed	3/15/2011 7:41 AM
AC2011-13	Motor Vehicle Accidents	Information Memos	3/11/2011	Signed	3/15/2011 7:40 AM
Volume II, Chapter 05	REV 01 10.201: Property and Evidence Control	Volume II - Operations	3/10/2011	Signed	3/10/2011 7:36 PM
Volume II, Chapter 05	REV 01 10.201: Investigation of Incidents	Volume II - Operations	3/10/2011	Signed	3/10/2011 7:34 PM
Volume II, Chapter 05	REV 01 10.201: Communication Procedures	Volume II - Operations	3/10/2011	Signed	3/10/2011 7:33 PM
Volume II, Chapter 06	REV 01 09.201: GAS/CAD Records Management System	Volume II - Operations	3/4/2011	Signed	3/15/2011 7:52 PM
Volume II, Chapter 04	REV 01 09.201: Motor Vehicle Enforcement	Volume II - Operations	3/4/2011	Signed	3/15/2011 7:50 PM
Volume II, Chapter 03	REV 01 08.201: DMV Copy Fee Jobs	Volume II - Operations	3/3/2011	Signed	3/6/2011 7:01 PM
Volume II, Chapter 10	REV 01 11. Office Telephone Procedures & Etiquette	Volume I - Administration	3/3/2011	Signed	3/6/2011 6:38 PM
TY04-1 (097)	Endorsing Social Protocol - Part 1 of 2	Training	3/3/2011	Signed	3/6/2011 6:33 PM
TY04-1 (097)	Endorsing Social Protocol - Part 2 of 2	Training	3/1/2011	Signed	3/6/2011 6:44 PM
TY04-1 (097)	Endorsing Social Protocol - Part 1 of 3	Training	3/1/2011	Signed	3/6/2011 6:37 PM
AC2011-11	MPOS Withdrawal	Information Memos	2/25/2011	Signed	2/28/2011 7:39 AM
AC2011-10	MPOS Purchase	Information Memos	2/25/2011	Signed	2/28/2011 7:29 AM
Volume II, Chapter 08	Local Management System	Volume II - Administration	2/13/2011	Signed	2/16/2011 7:48 AM

Power DMS – New Policy Screen

Allows for the use of electronic signatures.

The screenshot displays a web-based interface for a policy document. The main content area features a table with 10 rows and 5 columns. Below the table, there is a checkbox labeled "[] Positive identification made of prisoner prior to release." followed by two signature fields: "Officer:" and "Supervisor:". At the bottom of the main area, a dark bar contains the text "Volume II, Chapter II, Temporary Holding Facility / Processing Area Page 9". Below this bar, the revision date "Revised: 03-24-2011" and the effective date "Effective February 27, 2010" are visible. On the right side, a sidebar provides document metadata: "P. Volume II, Chapter", "Revised: (3/24/2011)", "Published: (3/24/2011)", "Type: Volume II - Operators", "Subject: REV 02.24.111 Temporary Holding Facility/Proc Area", and a description: "Policy: It is the policy of the Sheriff's Office to operate and manage a temporary holding facility in such a manner as to ensure the safety and well being of department personnel, the public and detained persons." At the bottom right, a digital signature stamp reads "You signed this document on 3/23/2011 2:24:05 PM, by user: [unreadable]".

Revisions can be made when ever needed. This allows for constant reevaluation and growth.

“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”

- Benjamin Franklin



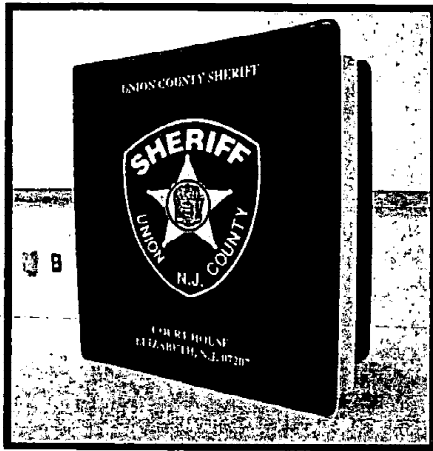
Benefits of Accreditation:

- ❖ Requires an agency to develop a comprehensive, well thought out uniform set of written directive.
- ❖ Strengthens an agency's accountability, through a continuum of standards that clearly define authority, performance, and responsibilities.
- ❖ Accreditation can limit an agency's liability risk exposure because it demonstrates that internationally recognized standards have been met, as verified by a team of independently trained assessors.
- ❖ Accreditation assists in an agency's pursuit of professional excellence.



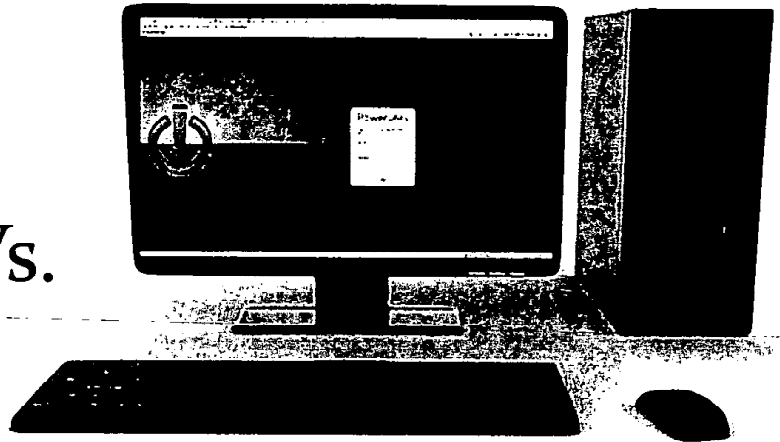
How has Accreditation improved the Union County Sheriff's Office?

- ❖ Power DMS program – Allows for the organization of policies and procedures online, instant distribution of documents, messaging employees and capturing of electronic signatures.
- ❖ State of the art evidence vault – Double Reinforced construction with limited security access
- ❖ Reevaluation of policies and procedures – Resulting in the updating of our Duty Manual.



Each Duty Manual would be 2,000 pages. There are 214 Employees of the Union County Sheriff's Office.

Vs.



All policies, policy updates and memos are sent and signed for electronically. Eliminating the need for printed copies of our duty manual.

With original printings and revisions and updates.

Saving nearly **1,000,000** pieces of paper!

Accreditation Recognition by:



New Jersey Chiefs of Police Association



CALEA - (The **Commission** on Accreditation for Law Enforcement Agencies)



New Jersey Public Safety Accreditation Coalition

The *Union County Sheriff's Office* is only the third Sheriff's Office in the state to achieve accreditation.



Morris County
Sheriff's Office



Monmouth County
Sheriff's Office



Union County Sheriff's Office

December 5th & 6th, 2010 Onsite Assessment



Joseph H. Eisenhardt Jr. (Chief of Police Barrington Police - Assessment Team Leader)

Ralph Froehlich (Sheriff, Union County Sheriff's Office)

John Diorio (Sergeant, Accreditation Manager, Union County Sheriff's Office)

Albert J. Kernagis (Lt. Colonel (Retired), NJ State Police - Assessment Team Member)



Future Objectives:

- ❖ Accreditation is an ongoing process.

- ❖ We will be reassessed in three years, were we must show that we are following all the policies that we have put in place.

- ❖ We are committed to strive for the highest level of the professionalism in order that we may better serve the residents of Union County.

“The role of law enforcement must evolve with the times and no agency should become complacent and satisfied with the “status quo”.

“The Union County Sheriff’s Office embarked upon the accreditation process to ensure a continuing self-examination of our standards and policies, and the quality of service that we provide to the citizens of Union County.”

Sheriff:

- *Ralph Frechtlich*

