

On-Site Final Report Executive Summary

Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)

Commission on Accreditation for the New Jersey State Association of Chiefs of Police (NJLEAC)

Agency: Township of Galloway (NJ) Police Department

Dates of Assessment: March 12 – 14, 2006

Team Leader: Sgt. David Finck
Monmouth County (NJ) Sheriff's Office

Type of Assessment: CALEA Law Enforcement Recognition (1st) C size (82 Personnel)

CALEA Program Manager: Mr. Ted LeMay

NJLEAC Law Enforcement Alliance Accreditation (1st)
C Size (82 Personnel)

NJLEAC Program Manager: Mr. Lloyd Nippins

1. Previous assessment issues

Not applicable to this agency.

2. File maintenance.

File maintenance was not an issue during this assessment. Only ten (10) files were returned primarily for additional documentation already in possession of the agency.

3. Performance activities

Assessors reviewed and evaluated the agencies twenty-one (21) time sensitive standards. The assessment team found the agencies time sensitive files to be in good condition with well written directives and sufficient proofs of compliance for this assessment period.

4. Applied discretion

The agency had one (1) standard in applied discretion which was returned due to the agencies written directive. Upon review, the agency revised the written directive to come into compliance with the standard.

5. Non-compliance

The agency was in compliance with all applicable standards.

6. Items of note

The assessment team was impressed with the dedication of the agency and its personnel to the accreditation process. The majority of standard files were found to be in excellent condition which can be partly attributed to the accreditation managers active participation in the state accreditation coalition and the mock assessment they performed.

7. Quality of law enforcement service and Exemplary Projects

The agency is a full service law enforcement agency that enjoys a high level of community trust and support. The public hearing was well attended and all attendees spoke highly of the agency.

8. Recommendation

Having completed an extensive on-site assessment, the team found the Township of Galloway New Jersey Police Department in compliance with all one-hundred and forty-six (146) applicable standards. The assessment team also found the agency to be a very professional and well managed law enforcement agency.

Though the final decision rests with the individual commissions, it is the assessment team's recommendation that the Township of Galloway New Jersey Police Department be awarded accreditation through alliance by the NJLEAC and Recognition by CALEA.

TO: Commission on Accreditation for Law Enforcement Agencies, Inc.
(CALEA)
Commission on Accreditation for the New Jersey State Association of
Chiefs of Police (NJLEAC)

FROM: David Finck, Assessment Team Leader

DATE: April 28, 2006

SUBJECT: On-site Assessment Report for the Township of Galloway New Jersey
Police Department.

A. Dates of the On-Site Assessment:

March 12 -14, 2006

B. Assessment Team:

1. Team Leader: David Finck
Sergeant
Monmouth County Sheriff's Office
50 East Main Street
Freehold, NJ 07728
732-866-3562
dfinck@visitmonmouth.com

2. Team Member: Chad Callahan
Captain
Ocean City Police Department
835 Central Avenue
Ocean City, NJ 08226
609-399-9111
ocpdcallahan@hotmail.com

C. CALEA and NJLEAC Program Managers and Type of On-site:

Ted LeMay

First accreditation, C size (82 personnel) Law Enforcement Accreditation Recognition
Program.

Lloyd Nippens

First New Jersey State Alliance Accreditation, C size (82 personnel) Law Enforcement
Accreditation State of New Jersey Alliance Program.

D. Agency Profile:

1. Community history and description

Royal Patent of King George III of England created the Township of Galloway, Atlantic County, New Jersey, on April 4, 1774. At that time it was part of Old Gloucester County, and comprised what is now Hammonton, Mullica Township, Egg Harbor City, Port Republic, Brigantine, Atlantic City, and the northern portion of Absecon.

Historians are unsure as to how Galloway received its name. One opinion is that it was named after an area in Scotland known as Galloway Mull. The other theory is that it was named after Joseph Galloway, a Loyalist delegate to the Continental Congress.

Galloway Township has a rich history. Its first inhabitants were Lenni-Lenape Native Americans followed by European settlers. During the Revolutionary War Galloway was an important shipping area and the site of the battle of Chestnut Neck. A stagecoach route ran through Galloway from 1773 until the railroad arrived in 1854 and the legend of the Jersey Devil originated in the Leeds Point Section of Galloway Township.

Today the Township is approximately ninety-six square miles with three hundred and fifty three miles of roadways. Major thoroughfares include US Route 30 (White Horse Pike), the Garden State Parkway and US Route 9. Major Atlantic County Roads include Jimmie Leeds Road, Moss Hill Road and Pitney Road. The Atlantic City Rail Line, New Jersey Transit Train, runs an east-west line through the Township.

The Townships School district is a Kindergarten through eighth grade district containing approximately 8,000 children and seven school buildings. High school aged students attend Absegami, also located in Galloway Township, which contains over 2400 students. The Township also contains a public elementary charter school and several nonpublic schools, the Richard Stockton College of New Jersey and the Atlanticare Mainland Division Hospital.

2. Governmental organization

Galloway Township has adopted the Council-Manager form of New Jersey Government. This format is regulated by New Jersey law under the Faulkner Act. In Galloway Township residents elect council members, but not the Mayor. Members of Council select one of their members to take the office of Mayor and another to serve as Deputy Mayor. The Mayor does not have any more power than any other member of the council. Although the Council is the governing body of the Township, the day-to-day operations are the responsibility of the Township Manager. Currently the Manager is Jill Gougher; the members of the Galloway Township Council are Mayor Thomas Bassford, Deputy Mayor William Ackerman, Richard Dase; Alan DeSimone; Mark A. Hanko; David Maxwell and Meg Worthington.

3. Biography of CEO

Chief Keith M. Spencer is a twenty-four (24) year veteran of the Galloway Township Police Department. Chief Spencer began his career in 1982 and in 2000 became the Township's sixth Police Chief. Today, Chief Spencer leads a police force of sixty-seven (67) sworn Officers and fifteen (15) civilians.

Experience:

- Chief of Police, Galloway Township Police Department (2000 to Present)
- Police Officer (Various Ranks), Galloway Township Police Department (1982 to Present)

Education and Professional Training:

- Bachelors of Science in Criminal Justice from Kennedy Western University, 1994
- North Western University School of Police Staff and Command, 1998
- NJSACOP Certified Law Enforcement Executive, 2001

Professional Affiliations:

- International Association of Chiefs of Police
- New Jersey State Association of Chiefs of Police
- South Jersey and Atlantic County Association of Chiefs of Police
- Association for Professional in Public Safety Communications

4. Agency history and description

The earliest recorded law enforcement in Galloway was in 1897. Township government appointed five police officers to patrol the various sections of the community. In 1952, Galloway had a full time chief and several part time officers. By 1976 Galloway had eighteen full time officers and ten part timers. In 1982 the Department consisted of twenty-six full time officers. The Department has had six Chiefs of Police since 1952. In 2005, the Galloway Police Department operated on an eight million dollar budget, employed sixty-seven full time sworn officers, fifteen full time civilians and two canines. The Department is housed in a building constructed in 1995 and a small substation is nearing completion in the eastern portion of the Township. The Department has fifty-five marked and sixteen unmarked police vehicles, one street motorcycle, two dirt bikes, three "specialty vehicles", and two speed trailers.

The Department operates under the traditional Operations and Services Division form of organization with five bureaus comprised of: patrol, investigations, support services, community services and administrative services. Currently, both divisions are under the command of a single Captain with future plans calling for an additional Captain. Each bureau is under the command of a Lieutenant.

The Investigative Bureau contains the Detective Unit which currently has a sergeant, corporal and four detectives assigned. The Bureau conducts criminal, pre-employment background and internal investigations.

The Community Services Bureau is responsible for recruiting and testing and also contains the Schools and COSAP Units. The COSAP Unit is the Department's community policing unit and currently has four members. The Schools Unit consists of the School Resource Officers in the middle and high schools and are the Department's Juvenile Officers. This bureau is also responsible for departmental accreditation. Support Services is responsible for systems administration, communications and evidence. The bureau contains a full time evidence officer, computer systems officer, training officer and a civilian computer technician.

The Administrative Bureau is responsible for equipment and fleet maintenance and records. This bureau contains the Records Unit.

The Patrol Bureau contains four patrol squads, each squad contains nine members including a corporal and a sergeant. These squads work rotating 12-hour shifts. The Patrol Bureau also contains the K9 Unit (2 officers) and the Traffic Unit (2 officers). Two part time Special Law Enforcement Officers (SLEO's) are also under the direction of the Patrol Bureau. The Township is divided into five geographical areas for the purposes of patrol assignments of calls for service.

The Department has three part time school crossing guards and a Police Exploring Post, chartered through Learning for Life (a division of the Boy Scouts of America) with over thirty young men and women ages 14 to 20. The Post won national recognition at the National Law Enforcement Exploring Conference in Atlanta in 2004 and will be returning to the annual conference being held in Arizona in July of this year.

5. Future issues facing this agency and its service environment

Galloway Township School and police officials have identified an emerging criminal youth gang problem. In November of 2005 the Galloway Township Police Department invited the New Jersey State Police Gang Unit to observe activity at the High School and investigate graffiti in the building and in the communities. The NJSP Gang Unit's opinion is that a gang presence is emerging. The Police Department also worked with a gang expert from a neighboring community who agreed with the State Police assessment and provided some additional information. In December of 2005 a meeting was held which included the superintendents of both township school districts, school principals, members of the Police Schools and COSAP Units, Mayor and members of the public safety committee and the Chief of Police. Action plans were discussed to include in-service training regarding gang issues for school staff, the possibility of an additional School Resource Officer (SRO) in the High School for 2006 and increased police presence in neighborhoods. A Detective has been assigned to liaison with involved police and school personnel and has been using a new computer program to track gang members and activity in the Township. Follow-up meetings have also been

arranged for all involved parties. A commitment to combat this emerging problem has been initiated to avoid the growth of these criminal youth gangs.

E. Agency Demographics:

According to the United States Government 2000 Population Census Galloway Township New Jersey has a total population of 31,209 which is composed of 14,985 males (48%) and 16,225 females (52%). The racial breakdown for the Township is 77.2% Caucasian, 9.8% African American, 8% Asian, 6% Hispanic and 5% from other.

The Galloway Township Police Department has an authorized strength of sixty-seven (67) sworn officers and currently operates at its authorized strength level. There are sixty Caucasian males (90%), one African American male (1%), two Hispanic males (3%) and four Caucasian females (6%).

F. NJSACOP Agency Annual Report:

Not applicable to this agency.

G. Pre-assessment Planning:

A mock on-site assessment was conducted in early December 2005 by six members of the New Jersey Public Safety Accreditation Coalition.

The agency Accreditation Manager, Lieutenant Joseph Davies utilized the CALEA based LE-ASAP computer program which had been modified for use by the NJLEAC program to track and ensure quality control throughout his agencies on-site preparations. This electronic program enabled him to print individual ISSR's and standard pages identical to those utilized for the national program thus providing uniformity.

H. Previous Assessment Issues:

Not applicable to this agency.

I. On-site Assessment Summary:

1. Off-site standards review:

Lieutenant Joseph Davies delivered the following twenty-six (26) off-site files to me for review on February 17, 2006: 1.1.1, 1.1.2, 1.1.3, 1.2.4, 1.3.9, 2.1.3, 12.1.1, 12.2.1, 22.3.4, 25.1.1, 33.4.3, 34.1.3, 35.1.1, 41.2.2, 41.3.7, 46.1.2, 46.1.4, 52.1.2, 52.1.3, 54.1.1, 54.1.3, 81.2.4, 81.2.5, 82.1.2, 82.1.8 and 84.1.1. I completed my review of all off-site standards on February 20, 2006.

2. Assessor and agency orientation

After the agency tour and static display on March 12, 2006, Accreditation Manager Lieutenant Joseph Davies showed the Assessors their work area and briefed them on file construction. Pre-assessment training and preliminary assignments for review of the chapters was discussed with Assessor Chad Callahan. We both committed to meeting as many Galloway Township Police Department personnel as possible.

3. Agency tours and displays

On Sunday March 12, 2006, the assessment team traveled to the Galloway Township Police Department. Lieutenant Joseph Davies led the assessment team on a tour of police headquarters that included an impressive static display. Equipment for display included bicycles, motorcycles, K-9, variable message board, patrol and specialized vehicles along with department uniforms.

Static display presenters included the following agency personnel:

PATROL:

Patrolwomen Donna A. Bucciaferni: Class "A" Uniform with Marked Patrol Vehicle.

Patrolman Mark D'Esposito: Class "B" Uniform with Marked Patrol Vehicle.

Corporal Harry Hiltner: Class "A" Uniform with Marked Supervisors SUV Vehicle.

TRAFFIC UNIT:

Corporal Edward Fryling: Motorcycle Uniform with Traffic Enforcement Motorcycle, Stealth Traffic Vehicle and Variable Message Board.

COSAP UNIT:

Patrolman Dennis Lupton: Bicycle Patrol Uniform with Marked Bicycle and all terrain motorcycle.

K-9 UNIT:

Patrolman Kevin Welsh: K-9 Handler Uniform with K-9 "Sabre" and Marked K-9 Vehicle.

ERT UNIT:

Patrolman Brian Tennant: Emergency Response Team (ERT) Tactical Uniform and Marked ERT Van.

Explorer Post #276:

Explorer Sergeant Joseph Collette and Explorer Corporal Brian Randall: Explorer Class "A" Uniform and Marked Explorer SUV vehicle.

4. On-site standards review

The Assessors began on-site standard review on Sunday March 12, 2006 immediately following the agency tour and static display. The Assessors remained on-site and interacted with Accreditation Manager Lieutenant Joseph Davies until after the public hearing, which concluded at 7:35 pm. On Monday March 13, 2006 the Assessors continued to review the standard files with panel interviews conducted.

5. Panel standards review

The Panel Standards review began on Monday March 13, 2006 at approximately 1:00 pm and continued until 3:30 pm. Department personnel did an excellent job in presenting their specific standards. Presenters were Captain Peter Romanelli (Internal Affairs), Lieutenant Thomas Davey (Training and Prisoner Screening), Sergeant Kevin Mott (Records and Evidence), Corporal Jody Jucciarone (Prisoner Searches and Transports), Patrolman Rodney Calimer (Juvenile) and Explorer Captain Jeffrey Mazer (Auxiliary Officer Training).

6. Key activities

On March 14, 2006 Assessor Chad Callahan conducted a ride along with Patrolman Scott Winneburger a two year veteran of the Galloway Township Police Department. All five (5) sectors of patrol (Galloway patrols 96 square miles), including brief explanations of squad functions and responsibilities were provided by Patrolman Winneburger. The different geographically layouts of the township, which included, Stockton State College, Atlantic City Medical Center, Business Districts (Historic Smithville), Seaview Golf Club which hosts the Ladies Professional Golf Association (LPGA) tournament, the development of numerous fifty-five and older communities and their associated problems, low income areas (trailer parks, apartment complexes), middle income (family oriented communities) and high income areas. Patrolman Winneburger pointed out several "hotspots" including suspected drug houses, bars and clubs and the associated problems with college students. Patrolman Winneburger spoke about the good lines of communication between the administration, specifically the Chief, and the officers, which included budgetary input, future department acquisitions and goals and objectives for the department. He also spoke about the department's promotional process and the fact the process itself is very fair and equitable. Assessor Callahan was very impressed with the officer's demeanor, knowledge of the township and applicable laws and ordinances, as well as his mature and positive attitude for being such a young officer.

7. Public information

The public hearing was conducted on Sunday March 12, 2006 in the Galloway Township Court Room and commenced at 7:00 pm. The entire hearing was videotaped by GTV a local TV station. I delivered the videotape to Lloyd Nippens, State Program Manager at the NJSACOP Headquarters on March 16, 2006. The Public Hearing ended at 7:35 pm

8. Team/agency conflicts

There were no team/agency conflicts.

9. Exit interview

On Tuesday March 14, 2006 the Exit interview was conducted in the assessor work area from 11:00 am to approximately 11:30 am. Present during this interview were Chief Keith Spencer, Captain Peter Romanelli and Accreditation Manager Lieutenant Joseph Davies. The Assessors advised Chief Spencer of our findings and that the agency was in compliance with all applicable standards. The agencies one applied discretion and ten file maintenance issues were also discussed. Chief Spencer and his staff were also advised that the final decision on their agencies accreditation and recognition rest with the Commissioners representing the NJLEAC and CALEA.

J. Table: Standards Summary:

	TOTAL
Mandatory (M) Compliance	144
(M) Noncompliance	N/A
Waiver	0
Other-Than-Mandatory Compliance	N/A
(O) Noncompliance	0
(O) Elect 20%	N/A
Not Applicable	2
TOTAL	146

K. File Maintenance:

This section reports on the condition of the agency's files presented to verify proof of compliance with accreditation standards. This includes organizing and marking files for review, clerical issues, the adequacy, correctness, and currency of proofs used for compliance. Generally, this section indicates preparation and understanding of the accreditation process. This section does not indicate compliance with standards or report on agency practices.

The agency files were in excellent condition and only ten files were returned. Nine files needed additional proofs of compliance that were already in possession of the agency and one file was returned for a minor clerical issue.

L. Performance Activities:

The NJLEAC accreditation process has twenty-one (21) time sensitive issues that require some type of agency action within specific time frames. Included are reports, analysis, reviews, inspections ranging in a time frame from weekly to periodically, or once in three years.

These activities are important to agency operations, public safety, and liability concerns. This section reports on, summarizes the quality of the reports, and describes impact on the agency.

The on-site assessment team carefully evaluated all twenty-one (21) time sensitive standards required of the agency and found all applicable files in excellent condition.

All agency personnel received newly mandated training on "Eradicating Racial Profiling" provided by the State Attorney General's Office in 2005. This training was conducted state wide and included all aspects of bias based profiling including legal aspects (1.2.9b). The agency utilizes their computerized dispatch system to record all motor vehicle stops to include race and sex. This data is compiled and reviewed by the Administrative Captain to identify any negative practices to include citizen concerns voiced through complaints (1.2.9d).

All use of force and vehicle pursuit incidents involving agency personnel were documented which included separate use of force and vehicle pursuit incident reports completed by each participating officer (1.3.6 and 41.2.2j). These reports had a documented review by a supervisor and were also used to prepare a mandatory annual Use of Force and Vehicle Pursuits Report to the County Prosecutors Office (1.3.7 and 41.2.2j). In addition, all sworn personnel receive documented semi-annual training in the use of force and firearms as mandated by the State of New Jersey and annual training in all less lethal weapons including remedial training procedures (1.3.11b and 1.3.11c).

Agency goals and objectives, including progress, are discussed and updated at staff meeting which are documented in written minutes of the meeting. The completed yearly report containing these agency goals and objectives are then distributed to all personnel (11.5.1).

Annual in-service training is provided to all sworn and reserve officers through the local police academy. This mandatory in-service training includes legal updates which are also roll-called to all personnel upon receipt by the agency (33.5.1). All employees receive documented annual personnel evaluations utilizing a detailed form easily adjusted to individual job assignments (35.1.2).

Clearly written procedures were in place for prisoner escapes which included notification, reporting requirements and action to be taken (71.1.7b). The agency has had no prisoner escapes for this accreditation period.

Agency holding facilities were found to be in good repair with daily visual inspections of fire equipment, fire detection devices, fire alarms and first aid kit conducted and documented on an inspection sheet by the shift supervisor (72.3.1a (1), 72.3.1b and 72.6.2). Semi-annual testing of fire equipment, fire detection and fire alarms was conducted and documented by both the Galloway Township Fire Marshal and New Jersey State Department of Corrections Inspector (72.3.1a (2) and 72.3.1b).

The agencies back-up generator was observed during the facility tour and weekly inspection and testing reports completed by the Galloway Township Buildings and Grounds Department were provided (81.3.2).

All property and evidence coming into the agencies possession is documented and labeled utilizing a computerized property management system (84.1.1c). Documented semi-annual inspections of the agency evidence room were conducted by the evidence officer (84.1.6a). In addition, inspection reports detailing a change of evidence officers in 2005 (84.1.6b) and annual evidence room audit reports completed by County Prosecutors Office personnel in 2004 and 2005 were provided (84.1.6c). The Administrative Captain conducted and documented numerous unannounced inspections of the evidence room (84.1.6d).

M. Applied Discretion Compliance Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, alteration of the physical plant, deficiencies in performance activities, and "wet ink" issues, where the written directive is newly issued.

The agency had one (1) standard in applied discretion.

41.3.6 A written directive requires the wearing of protective vest by personnel involved in pre-planned, high risk situations as defined by the agency.

Upon reviewing compliance for standard 41.3.6 it was determined by the assessment team that the agencies written directive did not address or require the wearing of body armor for such situations. The written directive was revised and provided to all sworn personnel via the agency intranet computer system.

N. Standards Noncompliance Discussion:

This section does not apply.

O. Waiver Concurrence/Non-concurrence Discussion and Recommendation:

In unusual situations the Commission may grant the agency a waiver from complying with a standard or parts of a standard. Assessors must verify all Commission approved waivers.

No waivers granted by the Commission.

P. Standards Status Changed by Assessors:

All applicable standards were found to be in compliance during on-site activities.

Q. 20 Percent Standards:

Not applicable to this agency.

R. Public Information Activities:

Public notice and input are a corner stone of democracy and accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

1. Public Information Session

The public hearing commenced at 7:00 pm on Sunday March 12, 2006 in the Galloway Township Court Room and had nine (9) attendees. All attendees had nothing but positive comments to make about the Galloway Township Police Department and wanted to voice their support for the agencies accreditation efforts. Attendees included residents, local law enforcement, fire and emergency medical service representatives, a Church Pastor, local school and college officials. The entire hearing was videotaped by GTV, a local TV Station and a copy was delivered to Program Manager Lloyd Nippens by me on March 16, 2006. The public hearing concluded at 7:35 pm.

2. Telephone Contacts

The telephone call-in session was scheduled for Monday, March 13, 2006 between 9:00 am and 11:00 am.

There were no telephone contacts received by the assessment team.

3. Correspondence

There was no written correspondence received by the assessment team.

However, the assessment team did receive two (2) printed handouts from public hearing attendees supporting their positive statements about the Galloway Township Police Department. One was from Ms. Marilyn Moore a High School Supervisor detailing the Coalition of Police & Schools (C.O.P.S. 5) program and its success with students and staff. The other was from Ms. Alice Martin-Guy a local resident who praised the Galloway Township Police Department efforts in conducting threat assessments for local facilities.

4. Media Interest

A journalist for the local Catamaran Media, Mr. Steve Prisament attended the public hearing conducted March 12, 2006. An article was published on March 1, 2006 by the PressofAtlanticCity.com about the Galloway Township Police Department joining the ranks of New Jersey accredited agencies.

5. Public Information Material

The agencies public information plan was comprehensive and well outlined. Public notices were posted and distributed by Lieutenant Joseph Davies to the local media and posted in the Police Department lobby, municipal office lobby, county library, police academy, post office and district school office.

The news release announcing the on-site assessment was released to *The Press of Atlantic City*, *The Current*, *NBC Channel 40 TV*, *GTV Public Access Channel* and posted on the Galloway Police Department website and Galloway Township Municipal website.

Approximately thirty (30) letters announcing the on-site were sent to various local, county and statewide government and law enforcement agencies encouraging input during the on-site assessment.

S. Exemplary Policies/Projects/Procedures:

Not applicable to this agency.

T. Quality of Law Enforcement Service:

Based on chapters in standards manual, this section presents a comprehensive view of the agency and indicates the quality of service provided. When appropriate, agency and individual strengths are emphasized and areas of needed improvement discussed.

Chapter 1 Law Enforcement Role and Authority (1 and 2)

All agency personnel are issued a copy of the law enforcement code of ethics upon hire which is also prominently displayed in their roll-call briefing room.

Agency written directives are immediately available via desk top computers for easy access by personnel seeking guidance. The written directives for arrest with and without a warrant thoroughly cover this topic with the agency having an impressive 1,973 arrest for 2005.

All sworn personnel have been trained and tested on the state mandated "Eradicating Racial Profiling" guidelines. The agency utilizes their Communications Centers computer system to track, compile statistics and review gender and race information to

assist with an administrative review for inconsistencies and trends. A total of 11,703 motor vehicle stops were documented and reviewed in 2005 utilizing this system.

The agency is guided by the New Jersey State Attorney General Office mandatory use of force policy in which all members receive bi-annual training. However, the agency has exceeded these guidelines with the addition of provisions for rendering medical aide after any such incidents and has even included use of force guidelines for their newly reactivated K-9 Unit. All use of force incidents were well documented and received an administrative review. The agency had one use of deadly force in 2005 with the final outcome still pending.

All sworn members must also qualify and prove proficiency with their agency issued side-arm, shotgun and personal off-duty side-arm semi-annually. The agency provides annual proficiency training on issued less lethal weapons which consist of aerosol restraint spray (OC) and collapsible baton. All issued and stored weapons/equipment receive a documented inspection and receive maintenance as needed. Written procedures for remedial weapons training exist and were verified through an interview with the Training Officer.

The agency has excellent mutual aid procedures that provide clear guidance to personnel in providing and receiving mutual aid. In addition, the State of New Jersey provides statutory authority to enact mutual aid agreements and transfer the use of police powers outside local jurisdictions throughout the State.

Chapter 11 Organization and Administration (11 thru 17)

The agency has a detailed written directive on organizational command structure and chain of command which is clearly illustrated on an organizational chart that is posted strategically throughout the headquarters facility. This written directive and chart are also easily assessable to agency personnel via desk top computers. The written directive has an excellent chain of command section detailing obedience to orders and chain of command in the Chiefs absence.

The Chief of Police prepares and produces a comprehensive yearly report outlining agency accomplishments for the year and setting goals and objectives for the following year. These goals and objectives, including progress, are discussed at staff meeting and documented in written minutes of the meeting. The completed yearly report is then distributed to all agency personnel.

The yearly budget is utilized for position management and a very detailed position allocation chart was prepared which included amount, type, location, status and salary for each position within the agency.

Agency has recently hired two reserve officers that strictly handle walk in complaints and various duties at headquarters. These officers were selected using the same background investigation system utilized for full time sworn officers. Both officers completed a Basic (Special Class II) Police Reserve Officer Training program at the

local Police Academy prior to assuming these duties and are required to complete the same in-service training criteria as full time sworn personnel.

Agency cash fund account was well maintained and documented with detailed ledgers, receipts for cash received, invoices, designated person dispersing funds and quarterly accounting by the Administrative Captain. The cash fund accounting system was explained in an interview with the Administrative Captain.

Chapter 21 Personnel Structure (21 thru 26)

Very well written and detailed job descriptions exist and are readily available via computer for all positions in the agency. As are code of conduct and appearance guidelines covering all personnel. The assessors were impressed with the uniform appearance and grooming standards displayed by all personnel encountered during the on-site.

Extensive labor contracts delineating grievance procedures for sworn and non-sworn personnel exist and are followed. Sworn personnel, including supervisors, are represented by PBA Local 77 while non-sworn employees are represented by IBEW Local 210.

All forms of workplace harassment including sexual are strictly forbidden and reporting procedures are outlined in a written directive with all personnel having received training. There were no reports of workplace harassment for this accreditation period.

Chapter 31 Personnel Process (31 thru 35)

The agency is non-civil service and utilizes the New Jersey State Association of Chiefs of Police to conduct entry level testing, scoring and ranking. Agency personnel then conduct the remaining portions of the selection process themselves which includes the background investigation, medical and psychological. No full time sworn personnel were tested or selected during this accreditation period.

Agency has a designated Training Officer responsible for documenting, updating and maintaining training records and files on all personnel. These training records are maintained using a computerized system backed-up with paper files. Assessors were impressed with the detail of these records and the knowledge displayed by the Training Officer during his panel interview.

Well established agency Field Training Officers (FTO) Program exist and has proven effect in providing newly hired officers with guidance on performing job task and evaluating their performance while completing these tasks. All newly hired officers enter the eleven week Field Training Officers Program immediately after graduation from a basic police academy and must successfully complete this program prior to permanent appointment.

Mandatory in-service training is provided to all sworn and reserve officers at the local police academy on an annual basis. This in-service training also includes legal updates which are roll-called to all personnel upon receipt by the agency. Emergency Response Team (ERT) members conduct documented training and readiness exercises as part of the County Emergency Response Team. Non-Sworn personnel are provided guidance and training through the employee handbook provided to all non-sworn personnel upon hire.

The agency utilizes the New Jersey State Association of Chiefs of Police to conduct written and oral testing as part of their promotional process. Agency personnel then conduct a second oral interview with each candidate, evaluate and score their overall potential through review of the candidate's service record and rank them by the final score. The agency has a process for review and appeal of promotional results and ranking.

All personnel are evaluated on an annual basis utilizing a detailed evaluation form easily adjusted for the job assignment of the individual employee being evaluated. The agency written directive includes measurement definitions, instructions on completing the evaluation, retention periods and the rater's responsibilities. Supervisors completing evaluations receive supervisory training upon promotion which includes career development and rater responsibilities.

Chapter 41 Law Enforcement Operations (41 thru 46)

Agency patrol procedures and operations were well written, easily understood and documented. The Patrol Division responded to a total of 40,903 calls for service, made 11,703 motor vehicle stops and issued 5,683 motor vehicle summonses in 2005. Officers were equipped with agency issued lethal and less lethal weapons. Protective vest are issued and replaced as needed. Observed uniforms were in excellent condition with awards proudly worn. Although not equipped with video or mobile computer terminals the patrol vehicles were well maintained, clean, and equipped with emergency response equipment and driver separation. Vehicles are assigned to individual officers who are responsible for completing documented bi-monthly vehicle inspections. This vehicle inspection schedule is strictly followed and enhances vehicle maintenance and replenishment of needed supplies. Officers are required to search their vehicle prior to beginning a shift and after each transport.

Vehicle pursuit directives were thorough and the few that occurred well documented. An on-call schedule with procedures for contacting Detective Unit personnel is readily available to all patrol personnel.

Agency personnel are committed to juvenile operations and written directives incorporate the newly implemented New Jersey State Attorney Generals Guidelines for Stationhouse Adjustment of Juvenile Delinquency Offenses. The agency also utilizes a community based Coalition of Police and Schools (COPS5) Program which operates within local schools. The program focus is on teaching tolerance, non-violence, anti-drug, personal safety and civic responsibility to students. This includes the assignment

of several officers within schools to provide presence, make guest appearances and present various topics to students with school staff participation. In addition, officers attend school events such as dances, sporting events and PTA meetings throughout the year. The agency also sponsors Police Explorer Post #276 for youth with an interest in law enforcement careers. There are currently thirty-eight (38) members between the ages of fourteen and twenty-one.

Detailed written directives and plans exist for any unusual occurrences or special operations which may occur within the agencies jurisdiction. Fortunately, they have not experienced any natural or manmade disasters during this accreditation period.

Chapter 51 Operations Support and Traffic Operations (51 thru 61)

The agency maintains criminal intelligence files within a locked cabinet located in the equally secure Detective Unit office area. The Detective Unit Supervisor controls access to these files which were observed by the assessors.

The Administrative Captain acts as the Internal Affairs Officer with direct access to the Chief. The agency has good written directives detailing procedures for types of complaints investigated by line supervisors, types of complaints investigated by the Internal Affairs Officer and notification procedures to the Chief for complaints against the agency or personnel. Line inspections are conducted by shift supervisors on patrol division personnel prior to assuming duties at roll-call and all agency personnel during periodic staff inspections which are documented, deficiencies noted and addressed by individual Unit Supervisors.

The agency has a designated Public Information Officer (PIO) who handles and coordinates all press related activities. These duties include preparing press releases, press conferences, releasing information, approving press access to incident and crime scenes, and coordinating mutual aid related press releases. The agency had good written documentation detailing how these procedures were carried out.

Victim/Witness assistance information is readily available to civilians and agency personnel in the form of pamphlets, brochures and the agency website. This information is also provided to personnel for assistance with referrals and to provide general information on services available within their jurisdiction such as counseling and medical assistance. Extensive victim/witness material was observed in the main public lobby and roll-call room.

Agency carries out a very proactive traffic enforcement program with a total of 11,703 motor vehicle stops, 1,097 motor vehicle accidents investigated, 134 driving while intoxicated arrest and a total of 5,683 motor vehicle summonses issued for 2005. All newly hired personnel receive extensive training in traffic enforcement during the Field Training Program while select personnel attend advanced traffic enforcement training such as accident reconstruction.

Chapter 71 Prisoner Transportation

Agency written directives and observations confirm that the agency is in compliance with this chapter's applicable standards. Procedures were clearly written to ensure the safety of transporting personnel and the prisoner. Prisoners are searched prior to transport and vehicles used for transport are searched prior to starting a shift and after each transport. Medical emergency, hospital security and escape procedures are in place as well as written notification to receiving personnel of high risk prisoners. There is driver separation provided by a secure caged barrier and rear door handles have been disabled in observed patrol vehicles. The agency has a secure sally port area equipped with cameras, emergency alarms and gun lockers.

Chapter 72 Holding Facility

Agency holding facilities were found in compliance with all applicable standards and personnel have received training in operational procedures. The facilities were observed during the building tour and inspection reports provided by the New Jersey State Department of Corrections, Galloway Township Fire Prevention Bureau and agency personnel indicated that the facilities are well maintained, meet minimum conditions and that documented safety and security inspections are being conducted. Fire detection and suppression equipment were observed and documented daily and weekly inspection reports provided. Site and sound separation for male, female and juveniles prisoners is strictly enforced with high risk prisoners observed on a documented fifteen minute watch. Facilities are searched prior to use and prisoners searched prior to being placed in the holding facility. Received prisoner property is inventoried, recorded on a property receipt and secured during processing. The holding facility is equipped with cameras, mounted emergency alarms and issued portable radios come equipped with an alarm that sounds in the Communications Center.

Chapter 81 Auxiliary and Technical Services (81 thru 84)

Agency maintains its own twenty-four hour Communications Center that is responsible for emergency communications throughout Galloway Township. Communications Center personnel utilize a computer dispatch Calls for Service (CFS) system and dispatched 1,028 fire, 4,006 first aid and 40,905 police calls for service in 2005. The system comes equipped with an emergency play back capability if needed. A newly installed 800 MHz digital radio communications system with a large tower and back-up generator adjacent to headquarters has enhanced communications.

The assessment team observed the records storage area during the building tour. Juvenile records are maintained separately and secured in a locked cabinet. Records are released and maintained in accordance with applicable state law and the State Bureau of Archives Records Retention Schedule. Individual case numbers are assigned to each incident by records personnel who also maintain the central computer database. This central computer database is backed-up and stored on a weekly basis with discarded media wiped clean and destroyed by staff.

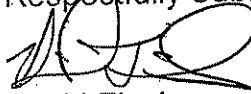
Agency evidence and property room was very organized and well maintained. The Evidence Officer utilizes a computerized system called CAPS: PROP MANAGEMENT MAINTENANCE to track and records the status of all evidence and property in the agencies custody. Evidence collection is handled by specially trained Detective Unit personnel who are available twenty-four hours a day. Personnel also have similar access to the County Prosecutors Crime Scene Unit for serious incidents. Access to the evidence room in limited to authorized personnel only with documented semi-annual inspections, unannounced inspections and an annual audit conducted. The current Evidence Officer was newly assigned and a complete inventory was conducted as part of the transition.

U. Summary and Recommendations:

The Galloway Township Police Department is a professional and well managed law enforcement agency dedicated to bringing the highest level of service to the community they serve. The agency was well prepared for their on-site assessment and was found in compliance with all applicable standards. Great effort was expended to prepare for this on-site and all agency personnel encountered by the assessment team were supportive of the accreditation efforts of their agency.

Based upon the on-site review the Assessors found no major concerns and the agency is recommended for accreditation under the New Jersey State Chiefs of Police and recognition by CALEA under the Recognition Program.

Respectfully Submitted,



David Finck
Team Leader