

HOPEWELL TOWNSHIP AND

HOPEWELL TOWNSHIP POLICE SUPERIOR OFFICERS

A G R E E M E N T

This Agreement dated the 30th day of August, 1982 by and between Hopewell Township, a municipal corporation of the State of New Jersey, hereinafter referred to as the "Employer" or the "Township", and the Hopewell Township Police Superior Officers' Association, hereinafter referred to as the "Association".

ARTICLE ONE

A. Interpretation

It is the intention of the parties that this Agreement be construed with the P.E.R.C. Act as amended, the Statutes of the State of New Jersey, the Ordinances of Hopewell Township, and consistent herewith Rules and Regulations of the Police Department.

B. Recognition of Bargaining Unit

1. The "Township" hereby recognizes the Hopewell Township Police Superior Officers' Association as the sole and exclusive unit as defined immediately below, for the purposes of collective bargaining, and on all terms and conditions of employment and grievances.

2. The bargaining Unit, as discussed immediately above, shall consist of all full-time Sergeants, now employed or hereafter employed, excluding the Chief of Police, Patrolmen, Lieutenant, Dispatchers, School Crossing Guards, and Special Officers of the Department.

C. Binding Agreement

This Agreement shall cover wages and such other conditions of employment as set forth herein and shall be binding upon the parties hereto, and their successors, as permitted by law.

ARTICLE TWO

A. Duration of Agreement

This Agreement shall be in full force and effective from January 1, 1982, until midnight December 31, 1982.

B. Modification and Successor Agreements

The parties agree that negotiations for a successor agreement, modifying, amending, or altering the terms or provisions of this Agreement shall commence on or about September 1, 1982. In the event that no successor agreement is completed, ratified and executed before December 31, 1982, the present agreement will continue in full force until said successor agreement has been ratified and executed.

C. Agreement to be Retro-Active

The parties agree that all terms and conditions agreed to will be retro-active to January 1, 1982, from the date of the signing of this Agreement.

ARTICLE THREE

MANAGEMENT RIGHTS

A. The Township hereby retains and reserves unto itself, through and by the Chief of Police, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting, the generality of the foregoing, the following rights:

1. To the executive management and administrative control of the Township Government and its properties and facilities and the activities of its employees.

2. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees within the Police Department.

3. To suspend, demote, discharge or take disciplinary action for good and just cause according to law.

4. To reduce force for economic reasons in accordance with N.J.S.A. 40A-14.143.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the Township of its powers, rights, authority, duties and responsibilities under R.S. 40 and 40A or any other national, state, county or local laws or ordinances.

ARTICLE FOUR

COLLECTIVE BARGAINING PROCEDURE

A. Recognition of Collective Bargaining and Designated Parties

Collective bargaining with respect to the rights and duties of the "Township" and "Employees", the resolution of legitimate grievances, rate of pay, and other terms and conditions of employment shall be conducted by the duly authorized bargaining agents of each of the parties in accordance with the provisions of P.E.R.C. Act, as amended. Unless otherwise designated, the Mayor of the "Township" or his designee or designees and the President and/or his designee or designees of the "Association" shall be the respective bargaining agent for the parties.

B. Scheduling of Collective Bargaining Meeting.

Collective bargaining meetings shall be held at times and places mutually convenient at the request of either party.

ARTICLE FIVE

NON-DISCRIMINATION

The "Township" and the "Association" both recognize that there shall be no discrimination by reason of sex, creed, racial origin or age as far as employment is concerned or as far as any opportunity for improvement of jobs or as a continuation of employment. The "Township" further agrees that it will not interfere or discriminate against any employee because of membership in or legitimate activity on behalf of the "Association" nor will the "Township" encourage membership in any other association or union or do anything to interfere with the exclusive representation of the "Association" in the appropriate bargaining unit.

ARTICLE SIX

STRIKES

The "Association" assures and pledges to the "Township" that its goals and purposes are such as to condone no strikes by the "Association" nor work stoppages, slowdowns, job actions, or any other such method that would interfere with service to the public or violate the laws of the State of New Jersey; and furthermore, the members and/or the "Association" will not initiate such activities nor advocate or encourage members of the unit to initiate same.

ARTICLE SEVEN

SICK LEAVE

A. Days Earned

As of January 1, 1982, each full-time permanent employee may accumulate eleven sick days per year. All employees shall have their unused sick leave days accumulated and said accumulated sick leave shall be reduced by one day for each working day of approved absence due to illness. Sick leave shall begin to accrue as of the date an employee enters the service of the "Township", but a probationary police officer shall not be permitted to use said sick leave until he has served with the "Township" for a period of six months.

1. Sick leave may be accumulated if not used during the year accrued. All sick days earned prior to promotion to the rank of sergeant shall be included. Sick leave will not be allowed for any day on which an employee would not have regularly worked.

2. Sick leave may be taken in excess of the amount then accumulated, but not in excess of the total amount which would be accumulated at the end of the calendar year. Such usage of anticipated sick leave will be dependent on the employee's previous sick leave record and is subject to the approval of the Chief of Police and the Administrator. If an employee leaves the "Township" for any reason whatsoever he shall reimburse the "Township" for sick leave used but unearned.

B. Notification of Accumulation

Employees shall be given a written accounting of accumulated sick leave days on or about February 1st of each year.

C. Certification of Inability to Work

1. A certificate of inability to work by reason of illness by a licensed Doctor of Medicine, Osteopath, examination by the Township Doctor or such other evidence of inability to work as the Chief of Police or the Township Administrator shall deem necessary may be required as evidence of illness before compensation for the period of illness is allowed.

2. When an employee has been absent for five (5) consecutive working days or longer because of illness, he shall be required to report to the Township Doctor before returning to work. The Township Doctor will make a report of the illness and determine if the employee is medically fit to return to work. The Police Chief will not authorize an employee's return without authorization of the Township Doctor which shall be made on the proper form.

3. An employee who is taken ill on authorized annual leave may report the circumstances by phone or wire, and upon presenting a doctor's certificate, may be allowed to charge to sick leave the time lost by reason of illness while on annual leave.

D. Sick Leave Incentive

As an incentive to use sick leave for its intended purpose, and to increase productivity, and reward employees with excellent attendance records, the following policy will apply:

1. Upon retirement an employee will receive payment for 25 percent of the accumulated sick leave based upon the annual record he receives each year by February 1 or \$2,000 whichever is less. The payment shall be based on the employees current daily rate as of retirement.

2. This benefit will be available only to Township employees eligible to retire with benefits under the provisions of the Public Employees Retirement System, and shall not apply to employees who retire prior to that time for any other reason.

3. The Township shall maintain sick leave records for each employee.

ARTICLE EIGHT

SPECIAL LEAVE

A. Types of Leave

As of January 1, 1982, employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay unless otherwise noted.

1. Death and Serious Illness - Up to three (3) days at any one time due to death or serious illness of an employee's spouse, child, parent, father-in-law, mother-in-law, brother, sister, and any other member of the immediate household.

2. Good Cause - Other leaves of absence without pay may be granted by the Township Administrator upon recommendation of Chief of Police for good reason, and if the leave of absence will not hinder the proper and efficient operation of the police department of the Township of Hopewell, and such leave of absence shall not be unreasonably or arbitrarily denied after all accumulated sick and annual leave have been exhausted.

3. Injury Time - Each full-time, probationary or permanent employee who is unable to work as a result of an injury arising out of and in the course of his employment with the Township, shall receive his full salary for a period not to exceed twelve (12) months following the date of injury. Such salary shall be paid in accordance with the Township's standard pay schedule.

If the employee is entitled to receive worker's compensation benefits during the period as set forth in the above paragraph the "Township" shall be entitled to receive those benefits from its worker's compensation to offset the salary being paid. It is intended hereby that no employee shall receive more than his full salary during the twelve (12) months he is out because of an injury arising out of and in the course of his employment.

After twelve (12) months from the date of the injury as set forth above the employee then must use his accumulated sick leave for any time beyond the twelve (12) months, but shall use the same on the basis of one half day of accumulated sick leave for each day of absence beyond the twelve (12) months.

Sick leave and annual leave shall continue to accrue during the twelve (12) months set forth above and shall cease to accrue while an employee is receiving worker's compensation benefits only.

The "Township" agrees to use its best such efforts to allow an employee injured in an accident arising out of the course of his employment to return to light duty if the operation of the police department will so allow and if the employee's condition permits the same. Prior to the return to such "light duty" the employee shall be examined by the Township Physician, who should give his full approval of the return to duty of said employee.

ARTICLE NINE

INSURANCE PROTECTION

As of the date of the execution of this Agreement by the parties, the "Township" shall provide health care and life insurance protection. The "Township" shall pay the full premium for each full-time employee, and where appropriate, for family plan insurance coverage. The present carrier is Crown Life Insurance Company for Medical, and Blue Cross for Hospitalization. The "Township" may change carriers at its discretion provided the overall benefits remain the same or better. The "Township" will provide advance notification to the employees of any change in carrier.

Life Insurance and Accidental Death and Dismemberment Insurance

Coverage will be provided in a policy at 1-1/2 times the annual salary of the employee.

Copies of Brochures

Explaining the insurance benefits will be provided by the "Township" to each employee.

ARTICLE TEN

POLICE VEHICLE EQUIPMENT

All Police Vehicles shall be equipped with air conditioning and A.M. radio.

It is agreed that all other equipment provided is the prerogative of the "Township".

ARTICLE ELEVEN

GRIEVANCE PROCEDURE

A. Definition of Grievance

A grievance shall be defined as an alleged violation or a dispute by an employee group, employer, employee, the "Association" or by the "Township" concerning the application, meaning or interpretation of any provision of the Agreement.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level and as quickly as possible, an equitable solution to the problems which may arise from time to time which affect the employee so as to insure efficiency and promote employee morale. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Limitation

No settlement of a grievance presented by an employee shall contravene the provisions of this Agreement.

D. Period of Filing Grievance

All grievances shall be filed within fifteen (15) days when the employee or employer has knowledge of the occurrence or should have knowledge of the occurrence.

E. Procedure

Level 1. Chief of Police

The employee or "Officers" shall file the grievance with the Chief of Police, or his designated representative, within the time period specified, in writing. The Chief, or his designated representative, will respond within five (5) days of receipt of the grievance.

Level 2. Administrator

In the event that the parties are unable to resolve the grievance at Level 1, either party may, within five (5) days after the response by the Chief of Police at Level 1, refer the grievance to the Administrator for resolution. The Administrator, or his designated representative, will respond within ten (10) working days of the receipt of the grievance.

Level 3. Township Committee

In the event that the parties are unable to resolve the grievance at Level 2, either party may, within five (5) working days after the response by the Administrator refer the grievance to the Township Committee for resolution. The Township Committee may meet with the grievant, the employee or the officer to discuss said grievance and if said meeting is held it shall be held within thirty (30) days after the filing of the same with the Township Committee. If a meeting is held, the decision of the Township Committee shall be rendered within ten (10) working days of the meeting or within thirty (30) days if there is no meeting.

Level 4. Arbitration

In the event that the grievance is not resolved at Level 3 or if no decision has been rendered within the time period allowed to the Township Committee in Level 3, the employee or officers may request in writing that said grievance be referred to the Public Employment

Relations Commission for impartial binding arbitration and said submission shall be submitted to the Public Employment Relations Commission within ten (10) working days.

The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement and such rules and regulations as may be in effect by the Public Employment Relations Commission of the State of New Jersey which might be pertinent and render his award in writing which shall be final and binding. The cost of the arbitrator's fee shall be borne equally by the "Township" and the "Association". Any steward or officer of the "Association" required in any of the above grievance procedures to settle disputes on any arbitration, shall be released from work without loss of pay for such purpose and any witness without loss of pay for the purpose of disposing of any grievance or arbitration matter in official process or hearing relating to the grievance. In the event P.E.R.C. is not able to provide the required service, the American Arbitration Association will be used.

Extensions and Modifications

Time extensions may be mutually agreed to by the "Township" and the "Association".

Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and designated or selected representatives heretofore referred to in this Article.

A permanent record shall be kept of all proceedings in a manner that is agreeable to both parties. All cost shall be borne equally by the "Township" and the "Association".

ARTICLE TWELVE

ANNUAL LEAVE

A. Annual Leave

Regular full-time employees shall be entitled to annual leave as follows:

Less than ten (10) years' service.....	23 work days per year
Ten (10) years, one (1) day through nineteen (19) years, 364 days service.....	28 work days per year
Twenty and over (20) years' service.....	33 work days per year

Annual leave will be accrued on a monthly basis up to the maximum as set forth above, and the employees shall be permitted to accumulate his annual leave up to two (2) years. Any unused annual leave at that time shall be lost.

B. Scheduling of Leave

It is hereby recognized that the scheduling of annual leave is management prerogative. In accordance with such recognition, annual leave periods shall be taken in workweek blocks (as much as that is possible) and approved by the Chief of Police in accordance with his decision to maintain efficiency and smooth operation of the department. Nevertheless, individual exceptions may be made to such "block" vacation periods upon the application to and approval by the Chief of Police.

C. Compensation at Termination or Death

Employees who terminate service, for any reason, will be paid accumulated leave benefits within limits set forth in "A" above in the last pay check to be received by the employee.

If an employee should die without utilizing the annual leave benefits to which he would have been fully entitled, his beneficiary shall receive the annual leave pay amounts representing such unused benefits.

D. Holidays

Any additional day allowed other municipal employees as "holidays" shall be credited as annual leave to the Superior Officers on duty that particular day. On snow days where other municipal employees are sent home, Superior Officers on duty that particular snow day will be credited the same amount of time off hour for hour.

ARTICLE THIRTEEN

PERSONAL DAYS

The "Township" shall give each employee two (2) personal days that the employee can take off at his discretion, with approval of the Chief of Police, with no loss of pay, holiday time, vacation time, or sick time.

Any personal days not taken by the end of the year will be added to the employee's sick leave accumulation. Personal days will not be paid in cash if not taken, nor accumulate as personal days from year to year.

ARTICLE FOURTEEN

SALARIES

As of the effective date of this Agreement employees covered by the Agreement will be remunerated in accordance with the Police Pay Plan which sets forth a range for various pay grades for exempt employees.

A. The 1982 annual salaries for the employees in the bargaining unit shall be increased by 8.5 percent over their 1981 base salaries.

ARTICLE FIFTEEN

OVERTIME AND COMPENSATORY TIME

A. Overtime Pay

Superior officers are exempt from overtime pay. As supervisory employees the compensation in the base salary will cover the total requirements of their jobs, including overtime.

B. Compensatory Time

Definition: Compensatory Time is time off from work, during normal work hours, for extra hours of work (hours exceeding 8 hours in a day) required in the performance of an exempt employee's duties, when authorized by the Police Chief.

1. Procedure: Compensatory Time shall be credited on an hour for hour basis, since extra compensation is already included in the factoring for exempt employees. The maximum amount of compensatory time that can be earned and taken in any year is 40 hours, or five full working days.
2. Only time documented on the bi-weekly pay sheets approved by the Administrator will be eligible for compensatory time off.
3. Compensatory time will not be cumulative from year to year.
4. Compensatory time will be applied for, 48 hours in advance, on the regular Township Leave Request Form.
5. Compensatory time should be taken as soon after the occurrence of extra hours of work as is reasonable (within three months).
6. No pay will be given, upon retirement or termination of employment for any unused compensatory time credit.
7. Compensatory time will normally be granted in partial day or single day units. It is not to be accumulated to extend vacation or annual leave.

ARTICLE SIXTEEN

EDUCATION INCENTIVE

A. Tuition Cost

The Township will reimburse the current membership of the Superior Officers bargaining unit 50 percent (50%) of the cost of tuition only after successful completion of a course leading to a degree in law enforcement up to a maximum of six (6) credit hours per employee per year. The reimbursement shall be based on fifty percent (50%) of the State College tuition for future enrollees, it being understood that those presently enrolled in non-State college institutions may continue their education at said institutions and be reimbursed 50% of the tuition cost. For all students the following conditions must be met:

1. All courses necessary to a degree in law enforcement must have prior written approval from Chief of Police. No courses leading to a degree in law enforcement shall be denied arbitrarily by the Chief of Police.
2. The employee shall assure the "Township" that he intends to remain in the employ of the "Township" at least one year after the completion of the course leading to the degree in law enforcement as set forth above, and shall agree in writing to reimburse the "Township" for any and all reimbursement for tuition in the event that the employee leaves the employ of the "Township" within the one (1) year.
3. Successful completion as set forth above means that the employee has obtained a passing grade. Upon successful completion as set forth above, the employee shall present a voucher and a copy of the final grade to the "Township", Chief of Police and Administrator for reimbursement.

This tuition reimbursement shall not be provided to new and future members of the Superior Officers bargaining unit.

B. Textbook Cost

The "Township" will also pay for the required text for the recognized course as set forth in "A" above upon successful completion of the course as set forth in "A3" above, and the textbook will become the property of the "Township" and part of the Criminal Justice Library of the Hopewell Township Police Department. This provision shall not apply to new and future members of the Superior Officers bargaining unit.

C. Education Incentive Adjustment

Upon successful completion of the requirements and award of an Associates Degree or equivalent number of credits in a Bachelors program in law enforcement, the "Township" will pay the Superior Officer or any employee presently in the employ of the Hopewell Township Police Department at the signing of this Agreement who becomes a Superior Officer in the future a flat annual payment of \$350 on or about July 1 of each year. This annual payment shall not be added to the Superior Officers base salary but shall be treated as a flat annual payment.

Upon successful completion of the requirements for and award of a Bachelor Degree in law enforcement, the "Township" will pay the Superior Officer or any employee presently in the employ of the Hopewell Township Police Department at the signing of this Agreement who becomes a Superior Officer in the future a flat annual payment of \$700 on or about July 1 of each year. This annual payment shall not be added to the Superior Officers base salary but shall be treated as a flat annual payment.

ARTICLE SEVENTEEN

SCHEDULE

It is recognized that the determination of work schedules and assignment of employees to said schedules are the prerogative of the Chief of Police or his representative.

Under normal working conditions, an employee will be notified five (5) days before any change in work schedules or in assignments.

The regular work day shall be eight (8) hours and the regular work year shall be 2080 hours.

ARTICLE EIGHTEEN

UNIFORM AND EQUIPMENT MAINTENANCE AND REPLACEMENT

Uniforms and equipment shall be supplied and replaced for all employees by the "Township" at no expense to the employee as set forth in General Order 22 dated January 28, 1981, which is hereby incorporated and made part of this Agreement as Appendix "A" and any amendments thereto.

All cleaning and reasonable maintenance and repair of uniforms and equipment shall be supplied by the "Township" at no expense to the employee.

Replacement of uniforms or equipment due to normal wear or job-related incidents shall be done by the "Township" at no expense to the employee.

Such equipment or uniforms to be replaced shall be done by turning same in to the Chief of Police or his representative. The turning in and replacement of items shall be done as quickly as possible.

The base replacement costs shall be \$242 per employee for 1982.

ARTICLE NINETEEN

DETECTIVE CLOTHING REPLACEMENT PROGRAM

The "Township" recognizes that the officer assigned to perform the Detective duties, will be required to wear his personal street-business clothing while performing his assigned duties. The "Township" agrees to reimburse the assigned Detective annually for the general wear resulting from his daily wearing of his personal street-business clothing in the performance of "Township" business. In an effort to provide a fair and equitable reimbursement, the "Township" agrees: Upon presentation of purchase slips for new clothing, the assigned Detective will be allowed reimbursements up to but not exceeding \$300 annually.

It is further agreed that emergency replacement may be authorized by the Chief of Police, for articles of street-business clothing damaged during the performance of duty during an emergency or assigned duty at anytime during the year.

ARTICLE TWENTY

FALSE ARREST INSURANCE

The "Township" shall purchase and maintain insurance coverage on behalf of each employee against any expenses incurred in any proceeding and any liabilities asserted against said employees in their capacities as a member of the Police Department of the Township of Hopewell, County of Mercer.

Such insurance coverage shall include protection and indemnification concerning claims or actions in the nature of a "false arrest" or malfeasance against said employee. The "Township" shall not insure nor be liable for punitive damages awarded due to wanton and willful acts on the part of said employee.

Such insurance shall provide for the legal defense and counsel for an employee with respect to any action or legal proceeding arising out of or incidental to the performance of his duties. The "Township" agrees to the provisions of N.J.S.A. 40A-14-155 in that the employee may choose his own legal counsel with respect to "disciplinary proceedings instituted against him by the municipality and criminal proceedings instituted by or on complaint of the municipality." If such cases are dismissed or finally determined in favor of the officer, he shall be reimbursed for reasonable legal expenses of his defense.

ARTICLE TWENTY ONE

MEETING PLACE

The "Township" shall permit the "Association" to use the "Township" building for its meetings.

ARTICLE TWENTY TWO

MUTUAL RECOGNITION OF EXISTING
OBLIGATIONS AND CONDITIONS

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the Township Ordinances and Rules and Regulations of the Police Department of the "Township" enforced on said date shall continue to be so applicable during the terms of this Agreement.

Unless otherwise provided in the Agreement, it is recognized to be the prerogative of the Chief of Police, or his representative, to add as the situation demands, additional Rules and Regulations, changes or additional Special or General Orders, so long as the intent of these additional orders and/or Rules and Regulations including Personnel Orders, are not to abrogate the terms of this Agreement entered into by both parties of this contract.

ARTICLE TWENTY THREE

SAVING CLAUSE

In the event that any provisions of this Agreement shall be finally determined to be in violation of any applicable law or regulation, such determination shall not impair the validity or enforceability of the remaining provisions of this Agreement.

ARTICLE TWENTY FOUR

SPECIAL DUTY ACTIVITIES

In those instances where provision is made with and through the Department, to secure the services of a regular police officer during off-hours said police officer shall be deemed to be acting in his official capacity and shall be assigned in accordance with the Special Duty Policy of the Department.

Remuneration for said duty shall be made through the municipality and shall be paid by the second pay date which shall fall after the completion of said duty.

Scheduling for said duty shall be on a rotating seniority basis.

Compensation shall be computed on the officer's regular hourly rate.

TOWNSHIP OF HOPEWELL

AND

HOPEWELL TOWNSHIP POLICE SUPERIOR OFFICERS

TENTATIVE APPROVAL

Tentative approval is hereby given to this Agreement as heretofore set forth. This tentative Agreement is subject to the final approval of the Township Committee and the members of the Association, before this document will be finally executed.

For the Association

James M. Dary

For the Township

Date

9 30 87

Date

FINAL APPROVAL

This certifies that the designated governing powers have authorized execution of this Agreement in final form.

For the Association

Mayor

James M. Dary

Township Clerk

Date

GENERAL ORDER NO. 22 (Continued)

The cost of providing the above initial items of uniform equipment to all newly appointed police personnel, shall be the responsibility of the Township.

UNIFORM REPLACEMENT POLICY

1. DAMAGED UNIFORM-EQUIPMENT

All articles of Uniforms which become damaged and unwearable as a result of an accident occurring while the officer is performing assigned police duty, shall be replaced at direct Township expense, following an inspection and approval by the Chief of Police, as may be needed or required during a given budget year.

2. SPECIAL EQUIPMENT

The following items of equipment, shall be replaceable at all times, at the direct expense of the Township, i.e.; Leather equipment, Badges, Name Plates, Collar Letters, Patches, Rain Coats and Boots, Revolver, Night Sticks, Flashlights, Hand Cuffs, Uniform Hip and Mackinaw Jackets.

3. YEARLY UNIFORM REPLACEMENT-REIMBURSEMENT

Each Officer who is a full-time member of the Department as of March 1st annually, shall be entitled to participate in a uniform replacement-reimbursement program for worn out clothing items including long and short sleeve shirts, trousers, ties, caps, shoes and skirts.

The Township shall provide annually in its police budget an amount of money to be utilized for the continuance of this uniform replacement-reimbursement program. This budget amount shall be equal to the previous year's budget allocation, plus five percent (5%), in any given year. The amount of the uniform reimbursement-replacement allocation per individual officer, will be announced by the Chief of Police following administrative/committee approval by March 1st, annually.

The Township will designate a specific uniform supplier annually, from whom all uniform replacements may be purchased, including the style, color and quality of the uniform. If not purchased from this supplier, the officer must match the designated style uniform in both quality and color.

The general provisions of this policy will permit an Officer to purchase those articles of uniform which he or she knows are worn-out and in need of replacement, in the quantity that fits their own personal replacement needs, up to the amount budgeted under the replacement-reimbursement portion of the program.

GENERAL ORDER NO. 22 (Continued)

UNIFORM REPLACEMENT POLICY

Each officer will, as part of this policy, pay the uniform supplier for each article purchased by him/her and thereafter will be entitled to submit this paid receipt with a voucher to the Township for full reimbursement. Where the amount is over and above the announced yearly individual's allocation, said purchases will be solely the responsibility of the Officer.

4. SPECIAL OFFICER - CROSSING GUARD UNIFORMS

The same provisions of initial uniform supplies provided by the Township will be applicable to these appointed Officers.

Replacement of Uniforms and equipment for Special Officers and Crossing Guards, will be handled annually by the Chief of Police. Following inspection and after determining the needs of these Officers the Chief will request funds in his annual budget to provide for their replacement.

Where replacement is necessary because of damaged clothing or equipment, occurring in the line of duty, the provisions outlined in item 1. shall be applicable.

This order shall remain in effect until further notice.

BY ORDER OF:

Mathew J. Maloney
Chief of Police