

Union County Sheriff's Office  
Duty Manual  
Volume I, Administration

**Chapter 29: Office Equipment Care and Maintenance**

**A. Equipment**

1. Responsibilities. Employees are responsible for the proper care of Union County Sheriff's Office (UCSO) property and equipment assigned to them.
  - a. Damaged or lost property may subject the responsible person to reimbursement charges and appropriate disciplinary action.
2. Control Center Equipment. All equipment that is issued from the Control Center (i.e. handcuffs, leg shackles, flashlights, **security keys**) must be signed out by the receiving officer using an equipment log sheet available from the Control Center supervisor.
3. Reports. Employees shall immediately report to their supervisor any loss of, or damage to, County property, vehicles or equipment. Any defects or hazardous conditions existing in equipment or property will be reported to the Control Center.
4. Surrender of UCSO Property. Personnel are required to surrender all UCSO property upon separation from employment. The employee will be required to reimburse the UCSO for the fair market value of unreturned articles.
5. Office Computers. The Sheriff's Office may assign to its members and employees departmentally-owned computers for business purposes. Such equipment and their contents remain the property of the UCSO. Personnel are prohibited from installing unauthorized software and from storing personal information in the computers, regardless of any password protection or encryption. The computers, their contents, and any email or electronic correspondence originating from or arriving at the Office computer, are the property of the UCSO and are subject to entry and inspection without notice.

**B. Inspections.** All equipment issued by the UCSO to officers and staff shall be inspected monthly. There may also be unannounced inspections to ensure that equipment remains operational and safe. Officers and staff who fail to properly maintain issued equipment or correct identified deficiencies are subject to disciplinary action.

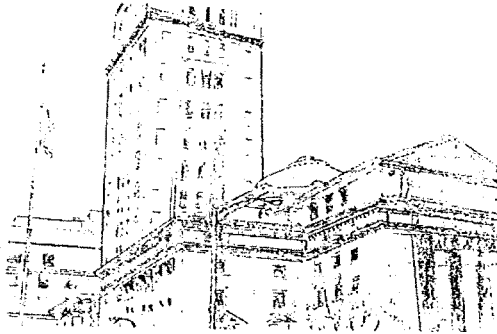
1. Personal Assignment of Equipment. The UCSO may assign to its members and employees departmentally-owned vehicles, lockers, desks, cabinets, etc., for the mutual convenience of the UCSO and its personnel. Such equipment remains the property of the UCSO.
  - a. Personnel are reminded that storage of personal items in this property is at the employee's own risk.
  - b. This property is subject to entry and inspection without notice.

**C. Loss of Equipment.** Officers and staff who lose or damage equipment due to negligence or abuse shall be held financially responsible for its replacement.

JOANNE RAJOPPI  
UNION COUNTY CLERK  
(908) 527-4787  
FAX (908) 558-2589

DAVID P. WRIGHT  
DEPUTY CLERK  
(908) 527-4164

ALAN J. FALCONE  
DEPUTY CLERK  
(908) 527-4786




COUNTY OF UNION  
OFFICE OF THE COUNTY CLERK  
2 BROAD STREET  
ELIZABETH, NEW JERSEY 07207

BUSINESS DIVISION  
(908) 527-4966  
(908) 527-4967  
FAX (908) 558-2673

ELECTIONS DIVISION  
(908) 527-4996  
FAX (908) 558-3592

RECORDING DIVISION  
(908) 527-4787

Memo to: All Staff  
From: Joanne Rajoppi, Union County Clerk   
Date: December 18, 2001  
Re: Additional, Extra or Outside Work

Beginning immediately the practice of maintaining, gathering or listing for sale or contracting to provide any information on any product of the County Clerk's Constitutional responsibilities shall be prohibited by any employee of this office.

No employee will engage in any activity or supplemental employment which requires or utilizes any information maintained by this office.

The integrity of the County Clerk's Office must and will be maintained at all times. There can be no appearance either real or perceived about this process.

Thank you for your attention to this matter.

JR:dmc

DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF CORRECTIONAL SERVICES

SUBJECT	NUMBER	EFFECTIVE DATE	PAGE OF
GENERAL RULES AND REGULATIONS			10.

17. There shall be no corporal punishment and no employee shall strike or lay hands on an inmate unless it be in defense of himself or necessary to prevent escape or serious injury to person or property, or to quell a disturbance. In such cases, only the amount of force necessary to accomplish the desired result is to be used. Authority for the use of force and security equipment rest with the Director or proper authorities. (Refer to policy on "Use of Force")
18. Employees will show a scrupulous regard for the personal property of inmates. When it is necessary to confiscate unauthorized personal property of whatever value, it will be promptly turned over to the appropriate authorities.
19. Alertness prevents many escapes, riots or other serious disturbances. All employees will therefore be constantly vigilant to observe unusual situations, gatherings, conversations or events, and to report them to the proper authority.
20. All employees will be responsible for insuring that the institution is maintained in a clean and sanitary manner, and securing inmates cooperation in achieving cleanliness in all areas of the institution.
21. All employees will exercise a scrupulous regard for the proper use and maintenance of County property and shall report any damage to their supervisor immediately. No County owned tools, equipment, supplies or other property are to be removed from the institution for personal use.
22. All employees shall handle their complaints and grievances through the regular chain of command as stipulated in policy established by Union County Corrections. At no time shall any correction officer circumvent this chain of command. The only personnel having the authority to review a problem other than those mentioned in the above policy are elected officials of PBA Local 199. (Refer to procedure for "Reviewing Internal Complaints")
23. All employees, while on duty, shall ascribe to the formal dress code and adhere to all rules and regulations relevant to uniforms, haircuts and personal grooming.

3/29/2007

**WHEREAS**, the Board of Chosen Freeholders of the County of Union wishes to approve and adopt the "Computer Usage Policy"; and

**WHEREAS**, the Computer Usage Policy was reviewed and approved by the Policy Committee and is attached hereto and made a part hereof:

**NOW THEREFORE BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Union that it formally adopts as Policy the Computer Usage Policy. Said Policy shall be distributed to all Union County employees.

NO CERTIFICATE OF MERITS FILED  
*Frank W. Adams*  
3-28-07

RECORD OF VOTE																	
FREEHOLDER	Aye	Nay	Abs	Pass	Res.	Mot	Sec	NP	FREEHOLDER	Aye	Nay	Abs	Pass	Res.	Mot	Sec	NP
HOLMES	X								SULLIVAN	X					X		
MAPP	X								WARD	X							
MIRABELLA	X								ESTRADA VICE-CHAIRMAN	X							
PROCTOR	X								KOWALSKI CHAIRWOMAN	X							
SCANLON	X				X		X										

APPROVED AS TO FORM  
*[Signature]*  
COUNTY ATTORNEY

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Union on the date above mentioned.  
*Frederick Rado*  
CLERK

# **COUNTY OF UNION COMPUTER USE POLICY**

## **INTRODUCTION**

In order to provide a viable data and communication system for the County of Union that supports the needs of all its departments, security and confidentiality of the information must not be compromised. Security is a major concern throughout every office of Union County Government. This policy, procedure and regulation will apply to the day-to-day operations of all County of Union information and technology equipment, as well as mobile or portable units.

Although this policy comprehensively addresses current security concerns, impending and future system developments may require additional security considerations. Every employee of the County of Union must be cognizant of the potential for civil liability inherent in the dissemination of information obtained through the County of Union information systems.

Policies, procedures, and regulations presented in this policy are intended to serve as a standard security requirement and do not preclude the County of Union from invoking additional security policy measures.

## **DEFINITION OF TERMS**

- County – County of Union
- Dissemination – Written or verbal communication of information
- Electronic Information Device – Any device designed for the transmission or storage of electronic data
- Employee – Any employee of the County of Union
- Hardware – Any internal or external peripheral device installed or attached to an Electronic Information Device
- IT Staff – Division of Information Technologies staff assigned as system administrators.
- Laptop – Computer designed for portable or mobile use not permanently mounted in a vehicle
- Server – Computer designed to be a System, Data or Lan Controller
- Software – A computer program or package designed for use on any Electronic Information Device
- Workstation – Desktop Computer Workstation

## **AUTHORITY**

The County of Union reserves the right to prosecute in a civil or criminal manner as well as discipline in accordance County rules and regulations any employee who violates any section of this policy. The Bureau Chief of Data Processing and Telecommunications, IT Staff, County Manager or designee have the express right to access any electronic information device utilizing

any administrative or user password for the purpose of troubleshooting, supporting or maintaining the computer network or while investigating an incident or violation of this policy. All Electronic Information Devices, their contents, email or electronic correspondence originating from or arriving on a device owned or authorized on the County computer network, is the property of the County of Union and is subject to entry and inspection without notice. Any data or information created or stored on the county computer network becomes the sole property of the County of Union. Ownership of said data is forfeited and all rights to ownership are surrendered to the County of Union. In order to insure that the County's Electronic Network is being used only for legitimate business purposes, the County reserves the right to enter or search any computer file, the e-mail system, and/or monitor computer and e-mail use. Accordingly, no employee of the County of Union should have any reasonable expectation of privacy regarding their use of a County computer or when utilizing the County's computer network, including, but not limited to, electronic mail.

#### **USER AUTHORIZATION**

Any authorized user of an Electronic Information Device shall utilize said device for **government purposes only**. All non-governmental or non-job related use of the Internet, e-mail, data storage or network system is strictly prohibited. Accepting authorization or accessing any Electronic Information Device on the County's Computer Network, is a waiver of the users right to privacy and a condition of using the network. Users grant access by implied and express consent to all data, records and files, either computer generated, computer stored, human generated or human stored

#### **DISSEMINATION**

All information on the County of Union Computer Network is the property of the County. Dissemination of any information gained from this network will be predicated by a reasonable assurance that the person/agency receiving the information is authorized to receive it.

#### **PHYSICAL AND VISUAL SECURITY**

Every Workstation, Laptop, Server or Electronic Information Device which is owned by the County and has been issued for use to an employee remains the property of the County. All software, hardware, or data files installed on or in said device become the property of the County. All employees of the County of Union must assume responsibility for, and enforce, system security.

#### **INSTALLATION OF SOFTWARE OR HARDWARE**

The County of Union may assign to its employees county owned computers or electronic devices for official business purposes. Such computer equipment and its contents are and

remain the property of the County of Union. Personnel are prohibited from installing unauthorized hardware or software, and from storing personnel information in Electronic Information Device, regardless of any password protection or encryption. No person shall install or introduce an Electronic Information Device to the network that is not owned or maintained by the County without prior authorization. Any employee that requires a special software program, package, or peripheral device, which would improve in the effectiveness of his/her job or function, may request installation by the IT Staff. No employee shall install, download, add, delete, modify, alter or change any software, hardware or setting without the express permission of the System Administrator or IT Staff. Any intellectual data created, stored locally or virtually outside the network, introduced or transmitted through an Electronic Information Device or network infrastructure, owned or authorized by the County shall become the property of the County.

### **SECURITY OF USERS**

User Authentication is a security measure designed to verify the identity of the user and establish that person's eligibility to receive information. Each employee will be assigned a unique User ID for the County Network and any other software as applicable. Each User ID will be authenticated by a password of the Users choice. The following guidelines will serve to ensure that the network remains secure at all times.

- All User ID's and Passwords will be kept strictly confidential.
- No employee will divulge any ID or Password to any other employee other than System Administrator or IT Staff.
- Any employee who believes his/her password has become compromised shall immediately notify an IT Staff member for a password change.
- Any employee with knowledge of a compromised password shall immediately report same to the System Administrator.
- No employee shall utilize any ID or Password that is not his/her own to access any Electronic Information Device, Network, or software program.
- All Devices will be logged off at the end of each duty shift or whenever left unattended by an authorized user for an extended period of time.

### **PROHIBITED USES**

Prohibited uses include all illegal and/or unauthorized use of the systems. The below list, includes but is not limited to, actions or uses that are prohibited:

- Changing any setting or configuration in any software package or operating system.
- Installation of unauthorized software or peripheral equipment.

- Violation of copyrighted material, including unauthorized reproduction of software or its related documentation that the County of Union may use for governmental business purposes.
- Purposely, knowingly, intentionally or unintentionally causing or aiding the spread of computer viruses.
- Purposely, knowingly, intentionally or unintentionally, accessing equipment or software he/she does not have authorization to access.
- Purposely, knowingly, intentionally or unintentionally, accessing the internet without authorization.
- Purposely, knowingly, intentionally or unintentionally hacking with or into any electronic information device.
- Using the County Network or any Electronic Information Device for private business, personal gain, or profit.
- Using obscene, defamatory, threatening, harassing or offensive language on the systems.
- Downloading, viewing, printing or distributing obscene, pornographic or adult material.
- Representing personal opinions as those of the County of Union.
- Intentionally interfering with the normal operations of the County of Union's computers or network infrastructure.
- Sending and/or forwarding email county-wide without proper authorization.
- Sustaining high volume network traffic, which substantially hinders other the use of the network.



COUNTY OF UNION  
EMPLOYEE HANDBOOK



GEORGE W. DEVANNEY  
COUNTY MANAGER

2008

**Union County**  
*We're Connected to You*

A service of the  
Union County Board of  
Chosen Freeholders

Nominations may be made for implementation of a creative idea or program to improve the efficiency of an operation or system, or for ideas and recommendations that result in saved dollars to the County. Employees may also be recognized by the committee for outstanding accomplishments or achievements. For example, the Selection Committee may give a special recognition award for heroism or some other outstanding accomplishments as appropriate.

For a nomination form, please contact your Department Head or Agency/Bureau Chief. All nominations should be sent directly to the County Manager's office.

### **SMOKE-FREE WORKPLACE**

All County buildings and vehicles are smoke free. Appropriate disciplinary action will be taken against any employee who does not comply with this policy.

(See Resolution No. 157-93 adopted 2/11/93)

### **UNIFORM ALLOWANCE**

An employee represented by a union or association should consult his or her union representative or the collective negotiations agreement applicable to his or her bargaining unit regarding uniform allowance.

### **USE OF COUNTY PROPERTY**

**Equipment.** County equipment including, but not limited to, facsimile machines, copiers, etc., will only be used for County business purposes.

**Vehicles.** County-owned vehicles will be used for official business only and only by the employee to whom the vehicle has been assigned. The assigned driver is personally responsible for the safe and proper operation of the vehicle as well as for the payment of any fines for traffic violations. Careless or negligent operation and misuse or abuse of a vehicle by the assigned operator may result in discipline.

**Telephones.** Much of the County's business is conducted over the telephone and the lines cannot be tied up with personal telephone calls. Personal calls, both incoming and outgoing, are discouraged. Abuse will not be tolerated and will result in disciplinary action.

**Internet and E-Mail.** Pursuant to Resolution No. 893-00, adopted July 27, 2000, electronic networks, including the internet and e-mail are to be used to conduct the business of County government, to effectively communicate with others in the course of government business, and

to gather information relevant to the performance of governmental duties. All information gathered via on-line resources or stored on County computers belongs to the County. The County retains the right to monitor all on-line communication to ensure that all employees pursue only appropriate business purposes.

## **VIOLENCE IN THE WORKPLACE**

The County strives to maintain an atmosphere, which to the greatest degree possible will discourage workplace violence. Violence or threats of violence towards County employees by any person will not be tolerated and will result in disciplinary action. Please refer to the County's policy regarding Violence in the Workplace.

(See Resolution No. 77-99, adopted 1/21/99)

## **WEATHER POLICY**

The County allows for emergency days during extreme weather conditions. During inclement weather or other emergency conditions in this area, please listen to **1010(AM) WINS** for special announcements of closings or delays.

**This does not apply to 24-hour operations.** The Correctional Facility, County Police, Juvenile Detention and Runnells Specialized Hospital will continue to operate in a twenty four (24) hour capacity in emergent weather conditions.

## **COMPENSATION**

### **SALARY**

*Compensation for contractual employees.* For most contractual classifications or job titles, a salary range has been established in conjunction with the collective negotiations process. The established range may provide for annual increments until the employee reaches his or her respective maximum salary. No employee will be paid less than the minimum or more than the maximum for his or her classification. A contractual employee should refer to the collective negotiations agreement for more specific information concerning compensation, including holiday pay, shift differential, and longevity.

## COUNTY WORKSPACE POLICY

### **INTRODUCTION**

The County of Union provides lockers, desks, file cabinets and other equipment for employees to keep their clothing, bags, and other personal belongings secure during working hours. In order to insure that employees are using this County equipment only for legitimate business purposes, the County reserves the right to enter and search all employee workspace equipment. EMPLOYEES, THEREFORE, SHOULD HAVE NO EXPECTATIONS OF PRIVACY FOR USING ANY WORKSPACE EQUIPMENT.

### **SCOPE**

This policy will apply to all County employees. The term “employee workspace equipment” as used in this policy shall refer to all lockers, desks, file cabinets, and any other equipment or storage device. All employee workspace equipment may be provided for the conveniences of County employees, but remain the sole property of the County of Union. Accordingly, all employee workspace equipment as well as the articles found within it, can be inspected at any time by a Supervisor of the relevant Department or Division, either with or without prior notice.

### **EMPLOYEE WORKSPACE EQUIPMENT ASSIGNMENT AND USE**

1. Employee workspace equipment will be assigned to employee by their Department or Division Supervisors.
2. At the time employee workspace equipment is assigned, that employee may have to provide their own lock and extra key, at their expense, or numeric combination to the Department or Division Supervisor. Only a lock that has a shared key or combination

with the Supervisor will be permitted for securing any employee workspace equipment. The Department or Division will retain access to employee workspace equipment by keeping a master list of combinations or retaining a duplicate key. Employees may not use unregistered locks to prevent access to workspace equipment by Supervisors and any unauthorized locks may be removed without notice and destroyed.

3. Employees who change their lock or combination for any reason will be required to provide a new key or numeric combination immediately upon such change to a Supervisor.
4. Employees will be required to keep their assigned employee workspace equipment in a neat, orderly and sanitary condition at all times. The employee's use of the workspace equipment does not diminish the Department or Division's ownership or control of the employee workspace equipment. The Department of Division retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost, stolen, misplaced or unaccounted for articles and materials.
5. The County of Union is not responsible for employees' property stored in lockers. Any investigation of theft, defacement, or vandalism to any employee's workspace equipment or personal belongings contained within the employee's locker, will be the responsibility of the Department or Division.
6. Any damage or defacement of any employee workspace equipment will be the responsibility of the employee and at their expense.
7. Employees may install "locker lofts" or other organizational devices as long as no construction or removal of the device alters the existing structure of the locker. No permanent alterations may be made to any employee workspace equipment. Employees may add to or modify their workspace equipment in ways that do not permanently alter its operation.

8. Whenever employees forget, lose or misplace their key or forget their lock combination, they should contact their Supervisor for assistance.
9. An employee who uses the workspace equipment that is the property of the County of Union is presumed to have no expectations of privacy in that workspace equipment, as well as its contents.
10. No County property will be stored in employee workspace equipment except such property issued to the employee for which the employee is responsible
11. Any employee found with unauthorized or unassigned property or materials in his/her workspace equipment will be subject to disciplinary action.

#### **COUNTY ACCESS TO EMPLOYEE WORKSPACE EQUIPMENT**

1. Employee workspace equipment is the property of the County of Union and is subject to inspection at any time, without notice or consent of the employee, for sanitary and/or administrative and investigatory purposes. Generally, the inspection of an employee's workspace equipment will be in the employee's presence, if he/she is available. However, the Supervisor retains the right to inspect any employee workspace equipment without the presence of the employee when circumstances warrant.\*
2. If a Supervisor feels that there is a need to inspect or open an employee's workspace equipment, the Supervisor has the right to request that the employee unlock or open the employee workspace equipment in his/her presence.
3. If the employee refuses to unlock or open the workspace equipment, the Supervisor has the right to have a Department or Division Representative unlock or open the workspace equipment in the presence of the employee.

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\* Every effort will be made to take into account the sensitivity of the materials being searched, as well as the dynamics and sensitivities of the individuals involved in the search.

4. The County reserves the right to enter the employee's workspace equipment and, if necessary, remove a lock, whenever necessary, including but not limited to the following circumstances:

- An employee who used workspace equipment other than the one he/she was assigned.
- An essential item is needed from the locker and the employee is unavailable to procure it.
- The employee fails to supply a duplicate key or copy of the numeric combination to his/her Supervisor.
- There is an emergent situation whereby the Supervisor deems it necessary to inspect or open the employee's workspace equipment.

If the Department or Division must forcibly remove a lock, it is not responsible for compensating the employee for the damaged lock.

EMPLOYEES WHO VIOLATE THIS POLICY SHALL BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION IN ACCORDANCE WITH APPLICABLE REGULATIONS AND PROCEDURES.

***LAWS OF UNION COUNTY,  
NEW JERSEY***

**ADMINISTRATIVE CODE &  
POLICIES AND GENERAL LEGISLATION**

*Updated through 10/2012*

**Union County Offices**

Administration Building  
Elizabeth, New Jersey 07207  
Telephone: (908) 527-4100

**UNION COUNTY OFFICIALS**

*2012 Board of Chosen Freeholders*

ALEXANDER MIRABELLA, **Chairman**  
LINDA CARTER, **Vice-Chairman**  
ANGEL G. ESTRADA  
CHRISTOPHER HUDAK  
MOHAMED S. JALLOH  
BETTE JANE KOWALSKI  
DEBORAH P. SCANLON  
DANIEL P. SULLIVAN  
VERNELL WRIGHT

ALFRED J. FAELLA  
**County Manager**

ROBERT E. BARRY, ESQ.  
**County Counsel**

JAMES E. PELLETTIERE  
**Clerk of the Board of Chosen Freeholders**



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## **ARTICLE I, Assignment and Use Guidelines**

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*[Adopted 9-11-1975 by Res. No. 806-75; amended 1-26-1978 by Res. No. 79-78]*

### **§ 139-1. Establishment of policy.**

The Board of Chosen Freeholders of the County of Union hereby reaffirms and adopts the contents of Resolution No. 806 dated September 11, 1975, as the policy of this Board with respect to vehicles owned by the County of Union, with the following amendments.

### **§ 139-2. Guidelines enumerated.**

The following plan will be implemented by the Division of Motor Vehicles of the Department of Administrative Services in accordance with the Administrative Code of the County of Union *[Amended 9-14-2000 by Ord. No. 515; amended 6/20/02 by Ord. No. 553; amended 3/27/08 by Ord. No. 667; Amended 4-19-2012 by Ordinance 2012-731]*:

- (1) When an individual leaves the employment of Union County, the motor vehicle will not be automatically reissued to his/her replacement; at that particular time, the Division of Motor Vehicles will determine the merits of reassigning the vehicle.
  - (2) When an individual who is assigned a motor vehicle requests that his/her vehicle should be replaced, he/she must apply to the Division of Motor Vehicles for reconsideration of the assignment of the motor vehicle.
- A. The entire motor pool management will be assigned to the Division of Motor Vehicles of the Department of Administrative Services in accordance with the Administrative Code of the County of Union (i.e., insurance, license plates, maintenance, assignment of motor pool vehicles and replacement plan). *[Amended 9-14-2000 by Ord. No. 515; amended 6/20/02 by Ord. No. 553; amended 3/27/08 by Ord. No. 667]*
  - B. All presently issued and valid gasoline credit cards shall be immediately recalled by the Division of Motor Vehicles and, where approved, reissued with the specific license plate number embossed onto said gasoline credit card, for the purpose of permitting examinations of charges thereon by license number and driver assigned and to prevent any abuses thereof. *[Amended 9-14-2000 by Ord. No. 515; amended 3/27/08 by Ord. No. 667]*
  - C. Where determined by the Division of Motor Vehicles to be appropriate, economy cars will be utilized by the County of Union. *[Amended 9-14-2000 by Ord. No. 515; amended 3/27/08 by Ord. No. 667]*
  - D. It shall be the policy of the County of Union that, excluding assignments set forth in § 139-12, the use of a County-assigned vehicle by an employee shall be limited to official County business, and said vehicle shall not be used for personal purposes with the exception of authorized commuting use to and from the employee's workstation. *[Added 1-23-1986 by Res. No. 69-86]*
  - E. No more than 20% of the total motor vehicle pool, excluding law enforcement vehicles, shall be assigned for portal-to-portal use. *[Added 9-14-2000 by Ord. No. 515]*

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**ARTICLE II, (Reserved)**

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§§ 139-3 through 139-5. (Reserved)

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**ARTICLE III, Reciprocal Assistance**

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*[Adopted 3-24-1983 by Res. No. 226-83]*

**§ 139-6. Agreements authorized.**

The County Manager and Clerk of this Board are hereby authorized and directed to execute and deliver any appropriate agreement for reciprocal assistance to vehicles of other counties who may participate in the program and which may require emergency repair services while within the boundaries of the County of Union.

**§ 139-7. (Reserved)**

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**ARTICLE IV, Use of Seized Vehicles**

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*[Adopted 7-17-1986 by Res. No. 574-86]*

**§ 139-8. Use authorized.**

The County Manager is hereby authorized to consent to the use of seized vehicles by local municipalities with the consent of the Prosecutor's Office during the pendency of forfeiture proceedings.

**§ 139-9. Agreement to be prepared.**

The County Counsel shall prepare an appropriate agreement for this purpose so that the same can be handled administratively in the future.

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**ARTICLE V, Motor Vehicle Fleet**

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*[Adopted 3-24-1988 as Res. No. 393-88]*

**§ 139-10. Policy adopted.**

The Board of Chosen Freeholders of the County of Union does hereby adopt the following policy with respect to the Union County motor vehicle fleet, passenger cars.

- A. The passenger car motor vehicle fleet shall be limited to a maximum of 230 vehicles, which limit can only be increased by specific Freeholder resolution based upon adequate justification by the requesting entity.
- B. Upon assignment of a new motor vehicle to any person entitled thereto the older vehicle shall be turned in for disposition to the Fleet Manager.
- C. A Vehicle Distribution Committee shall be established which shall include the County Manager, Bureau Chief of Motor Vehicles and other appropriate individuals as determined by the County Manager and the Bureau Chief of Motor Vehicles. *[Amended 9-14-2000 by Ord. No. 515]*
- D. The County Manager shall implement this policy by revision and dissemination of new policies and procedures concerning motor vehicles within 60 days of the effective date of this article.

**§ 139-11. (Reserved)**

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**ARTICLE VI, Motor Pool and Nonmotor Pool Vehicles**

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*[Adopted 9-24-1992 by Res. No. 749A-92]*

**§ 139-12. Assignment of nonmotor pool vehicles.**

*[Amended 9-14-2000 by Ord. No. 515; 6-20-02 by Ord. No. 553; 3-10-2005 by Ord. No. 611; Amended 4-19-2012 by Ordinance 2012-731]*

- A. Assignment shall be to the County Manager; Deputy County Manager; County Counsel; Department Directors; Constitutional Officers; First Assistant Prosecutor; Undersheriffs; County Police Chief; OEM Coordinator; Superintendent Juvenile Detention Center and Medical Examiners .
- B. Assignments may also be made by the County Manager based upon review and approval by the County Manager of a written statement of justification. Such statement shall set forth in detail the regular requirement of vehicle usage outside of normal working hours and on weekends.
- C. The assignments of such vehicles shall at all times be on the basis of the position and not individuals.

**§ 139-13. Criteria for use of motor pool vehicles.**

The criteria for use of motor pool vehicles by County employees for the conduct of County business shall be restricted to the following:

- A. Law enforcement purposes.
- B. Client transportation and visits.
- C. Construction site visits.
- D. All duly authorized County business.

Visits to areas with high rate of vehicle theft/break in.



# COUNTY OF UNION

## Part C - GOVERNMENT RECORDS REQUEST RESPONSE

Requestor: Tina Renna - UCWA

Request Date: 11/15/12

- Document(s) provided: one file pages, at a total cost of: no fee. Any internal office Regulation pertaining to
- Special Service Charge imposed - Reason: \_\_\_\_\_, cost: \_\_\_\_\_
- Document(s) have been inspected by the requestor on the date shown below: \_\_\_\_\_ documents, \_\_\_\_\_ total pages
- Document(s) not provided (see below)

The document(s) you have requested that are checked below are NOT being provided because the document(s) are considered privileged or are otherwise exempt from public access, as provided by applicable law:

*the personal use of County equipment/property by County employees.*

Privileged or Protected Category	Authority for Denial or Redaction
<input type="checkbox"/> Advisory, Consultative or Deliberative material	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Autopsy Photos / Video	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Attorney-Client Privilege Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Computer Security Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Criminal Investigatory Records	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Credit Card Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Domestic Security (Sabotage or Terrorism)	Executive Order 21 (McGreevey)
<input type="checkbox"/> Grievance Information with public employer	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Drivers' License Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
<input type="checkbox"/> Emergency or Security Information or Procedures	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Employee Sexual Harassment Complaints	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Fingerprint Cards	Executive Order 9 (Hughes)
<input type="checkbox"/> Individual's Medical, Financial, or Tax records	Executive Order 26 (McGreevey)
<input type="checkbox"/> Insurance Communications	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Investigation in Progress	N.J.S.A. 47:1A-3.a
<input type="checkbox"/> Labor Negotiation Information (strategy or positions)	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Personnel or Pension Records	N.J.S.A. 47:1A-10
<input type="checkbox"/> Photographs of Crime Scene	Executive Order 9 (Hughes)
<input type="checkbox"/> Proprietary Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Reasonable Expectation of Privacy	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Resumes of unsuccessful applicants	Executive Order 26 (McGreevey)
<input type="checkbox"/> Safety of persons or the public	Executive Order 69 (Whitman)
<input type="checkbox"/> Security Measures and Surveillance Techniques	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Test Questions, Scoring Keys, or other Exam Data	Executive Order 26 (McGreevey)
<input type="checkbox"/> Victim records	N.J.S.A. 47:1A-1.1; N.J.S.A. 2A:82-46b
<input type="checkbox"/> Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule
<input type="checkbox"/> Other	

You have a right to appeal this decision that the documents requested are not accessible. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7. Please see the attached "Part D - Procedures to Challenge Denial of Access to Government Records" and GRC information.

Date: 11/28/12

[Signature]  
County Official

### ACKNOWLEDGMENT

I hereby acknowledge that I have received copies of, or have been permitted to view/inspect, the documents requested except for any documents specifically listed above on which a determination has been made that the documents could not be provided in accordance with applicable law. If any documents have not been provided, I have received information as to the procedures for an appeal of the determination.

Date: \_\_\_\_\_

Requestor's Signature