

# ANYWHERE TOWNSHIP POLICE DEPARTMENT

123 Main Street, Anywhere Town, NJ 08000

**SAMPLE**

## JOB SAFETY OBSERVATION

Date:	Location:	Task:
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Officer: Jake Smith	Badge:	Weather:
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Describe Potential Hazards/Controls

Hazards/Controls ( SAMPLE )

Hazards	Controls
•	•
•	•
•	•
•	•

**Commented [JMS1]:** Add hazards and controls as needed to ensure all contingencies are accounted for.

### Policy and Safety Objectives

The purpose of the Job Safety Observation (JSO) Program is two-fold

- To ensure that the policies and procedures of this agency regarding motor vehicle stops are being conducted in a safe, lawful, and professional manner
- Training tool to improve officer and agency performance

Policy & Objectives	Motor Vehicle Stop Procedures	Comments
VI, 3b, Page 4	Title 39, 2C Code, Suspicious MV Stop (PC)	See Comment in Narrative
	Dispatch Notified – Details	Yes
	Activation of Emergency Lights / Siren	Yes
	Location of MV Stop	Safe position
	Position of Vehicle	See Comment in Narrative
	Video & Audio Recording	Activated & Clear
	Approach / Tactical Awareness	Proficient
	Initiate Conversation / Greeting	Professional & Courteous
	Request for Documents	Yes
	Explanation for Motor Vehicle Stop	Courteous
	Search of Vehicle (Probable Cause Explained on Audio)	N/A
	Search procedures & gathering of evidence	N/A
	Return to Police Unit	Proficient
	Explanation of Options	Professional

**Commented [KH2]:** Pull the Objectives directly from your policy, list the Policy Volume, section, sub section and page

**Commented [KH3]:** Determine the types of adjectives that will be used in the column; proficient, acceptable, see comment, yes, etc.

	Ensure that Motorist Re-Enters Traffic Safely	Completed
	Return to Police Unit	Lacked Tactical Proficiency

Insert Pictures / Videos

Insert Pictures / Videos

**Commented [KH4]:** Optional, may want to save the file / video recording for future reference. Use a hyperlink or identify where it can be located

### Definitions:

- Coached – Instruction or training provided to the officer
- Competent – The officer demonstrated the necessary knowledge, skills, and abilities to complete the task according to standard
- Professional – (Attitude) The officer demonstrated a line of exemplary conduct; courteous, conscientious, and generally business-like manner
- Proficient – (Technical) The officer demonstrated and applied advanced skills, knowledge, and professionalism while carrying out this task

**Commented [KH5]:** Develop definitions that meet the needs of your agency / may want to link to your Rules and Regulations

### Describe the Task:

It is the policy of the Anywhere Town Police Department to conduct motor vehicle stops in an effective, lawful, and safe manner. Officers are expected to employ their training and best judgment while engaging in these enforcement activities.

### Video Review:

Example Narrative:

In compliance with our Department’s Policy, I was directed to complete Job Safety Observations by reviewing video and audio recordings of motor vehicle stop made by officers of the

**Commented [KH6]:** Review the dash cam or body cam video

- Describe the task being performed
- Describe any deficiencies
- Describe the good behavior
- Describe the conditions, weather, positioning, demeanor of person
- In short the JSO should tell the story of the task at hand. Who what, where, why, how and when
- Improve morale by identifying what was done correctly
- Use deficiencies for training purposes – Roll Call or In-service Training
- Adjust policies and procedures when necessary

Anywhere Town Police Department. On June 22, 2017, (3:30 PM) three motor vehicle stops were randomly chosen from the Department's Dispatch Log.

Motor Vehicle Stop – June 10, 2017 (11:30 PM) – Officer Jake Smith #1233

The entire video and audio recordings were reviewed

The objectives of the Policy on Motor Vehicle Stops are listed on Page (1) of this report

**Commented [KH7]:** Use the Motor Vehicle Stop Policy as an outline to complete your report

- The officer observed NJ Registration 123-ABC (Blue Mustang) traveling on Main Street. The officer was using a K-55 Radar Unit in Stationary mode. The speed limit on Main Street is 35 MPH. The officer was sitting at the intersection of Main Street and 2<sup>nd</sup> Avenue and observed NJ 123-ABC traveling at 66 MPH. Officer Smith used the K-55 Radar Unit to record the speed (Probable Cause for the Stop Existed)
- Officer Smith pulled out in a safe manner and contacted communications to alert them that he was going to effectuate a motor vehicle stop, the vehicle description and the intended location of the stop was transmitted
- Officer Smith activated the patrol vehicles emergency signals and pulled the vehicle over in a safe manner at the intersection of Main Street and 16<sup>th</sup> Avenue.
- Officer Smith notified communications of the location of the MV Stop
- Officer Smith used the Patrol Vehicle to enhance his safe approach
- Officer Smith approached the violators vehicle, from the left side, checked the trunk and surveyed the interior of the car
- Officer Smith introduced himself to the driver using the standard introductory language that is outlined on the summons book
- Officer Smith's demeanor was professional at all times
- Officer Smith asked for the operator's documentation and returned to the patrol in a safe manner
- Officer Smith used the patrol units Mobile Data Terminal to determine if the driver's license was valid, it was determined that it was valid
- Officer Smith issued the driver a summons for speeding
- Officer Smith re-approached the vehicle in a safe manner and advised the driver that he was issuing a summons for speeding and that he should contact the court clerk for assistance
- Officer Smith also advised the driver that he could pay the summons or contest the violation in Court
- Officer Smith returned to his patrol vehicle but failed to do so in a safe manner (turned his back on the driver and walked away (The Driver exited his vehicle and called out to the officer, Officer Smith was startled by the Driver's actions)

**Commented [KH8]:** Use bullets or a narrative format to explain your review

- Officer Smith engaged in conversation with the driver, he remained professional at all times and the driver then re-entered his vehicle and drove away

Recommendations for Officer Training:

- Advise Officer Smith that his professionalism and initial approach were good/proficient
- Advise Officer Smith that after issuing the summons, he lost tactical advantage by turning his back on the driver (discuss how he appeared to be startled)

**Commented [KH9]:** Individual officer training, in private, may want to review the recording with the officer present

Recommendations for Roll Call / Toolbox Training / No Names

- Roll Call Training - discuss the need to use sound tactics while stopping vehicles
- Make officers aware that turning your back on the driver while returning to the patrol unit is not a sound tactical practice
- Emphasize safety, tactical, personal, stance, etc.

**Commented [KH10]:** Recommendations for training and or follow up with officers who conduct these types of enforcement actions. No names are used but procedures are discussed. It is all about safety!

**Commented [KH11]:** Once the Roll Call Training is completed, have the Sergeant acknowledge in writing that his/her personnel were trained. Make copies of the report and attach it to the JSO

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Name of Officer Conducting Review

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Date