



Boonton Police Department Functions Chart

PATROL - (Average Monthly CFS 1,300. Patrol Division handles 43 calls per day)

1) CALLS FOR SERVICE: 80% time usage

A. MEDICAL CALLS– *Consist of life threatening and basic care of over 1,300 patients/year.*

- EMT Services
- Psychological Emergencies
- Unattended Deaths
- CPR / AED
- NARCAN

B. AUTO CALLS:

- Vehicle Crash Incident investigations
- DWI

C. PUBLIC / DOMESTIC CALLS:

- Theft Calls / Shoplifting
- Missing Persons
- Family Arguments
- Custody / Visitation Disputes
- Landlord / Tenant Disputes
- Property Checks Residential Patrol
- CDS / Drug Investigations
- Suspicious Incidents
- Domestic Violence
- Unwanted Persons
- Welfare Checks
- Panic / Burglar / Fire / CO Alarm Calls
- Public Service Assistance
- Civil Complaints
- Noise Complaints
- Hazardous Conditions
- Restraining Order Violations
- Arrests

D. ANIMAL CONTROL CALLS– *management of all types of animals including rabid, bites, lost.*

2) NON-CALL PATROL

- Speeding enforcement
- Property checks
- Parking enforcement
- General ward patrol
- Traffic enforcement

3) TRAINING

- Mandatory Training – *Each officer must receive over 30 days per year of training.*
- Active Shooter / Critical Response – *Drill conducted 4 X per year for safety of community.*
- Special Response Team – *Maintain advanced training of all officers for critical responses.*
- Field Training – *Provide new officer with the proper training of BPD values and SOP's.*

4) COVERAGE / REQUIRED PRESENCE

- Prisoner Transports
- Special Events
- Subpoena Service
- Court
- Outside Details
- DRE (Drug Recognition Experts)
- Escorts
- Assist Other Agency / Departments

5) COMMUNITY POLICING: 5% time usage

- Community Liaison
- Closed House Checks
- Lectures / Presentations
- Police Headquarter Tours
- Walking Patrol
- Project Life-Saver
- Child Car Seat Inspector
- Bicycle Patrol
- Door Checks
- School Resource Officer
- School DARE Officer
- School Safety

6) STAFF SUPERVISION (The Chief, Captain, and Lieutenant as well as Sergeants for 5 divisions)

7) REPORTING (Report creation for most calls, arrest, etc. including video and evidence inventorying)

8) FIREARMS CUSTODIAN (Maintain records and train all officer in firearms proficiency)

(Continued on the reverse side)



Boonton Police Department Functions Chart

DETECTIVE BUREAU - (Average Monthly CFI 341. Detective Bureau handles 11 calls per day)

1) INVESTIGATIONS & INTERROGATIONS

- Major Crimes Investigations
- Solicitor Permit Investigations
- Narcotics Investigations
- Related Interviews & Interrogations

2) MANAGEMENT & TRACKING

- Firearms processing
- Medicine drop box
- Homeland Security Liaison
- Background Checks
- Megan's Law registration
- Evidence management & audits
- County & FBI Liaison

COMMUNICATIONS & DISPATCH CENTER - (Average Monthly CFD 5,100, Dispatch handles 172 calls per day)

1) DISPATCH CENTER (Dispatchers are SLEO and CJIS trained)

- Emergency 911: Police, Fire & EMS (*Sundays covered by Police officers*)
- Walk-in-Service
- Prisoner observance
- Non-emergency calls

2) CRITICAL RESPONSE MANAGEMENT

3) NIXLE / EVERBRIDGE, SOCIAL MEDIA, PRESS RELEASES & RELATED PUBLIC COMMUNICATIONS

4) COMMUNITY RECORDS CUSTOMER SERVICE (24/7/365 day per year)

ADMINISTRATION / OPERATIONS - (Average Monthly CFA 900. Administration handles 30 calls per day)

1) HUMAN RESOURCES

- Payroll
- Training coordination
- Employee discipline / grievances
- Performance evaluation
- Staff Scheduling
- Employee tracking
- Recruiting/Screen/onboarding
- Crossing Guard Coordination

2) TRAINING & CERTIFICATION

- Field
- Firearms
- TAC
- RADAR
- Active shooter
- CJIS
- LIDAR
- Policy

3) PARKING ENFORCEMENT & TOWING

- Equipment maintenance / monitoring
- Coin collection / management
- Scheduling
- Staffing
- Enforcement
- Employee management
- Reporting
- Towing vendor management
- Handicap Permits

4) RECORDS, INFORMATION MANAGEMENT & COMPLIANCE

- Data analysis
- Legal discovery
- Legal updates
- Right-to-know
- Records retention
- OPRA Requests
- JIF notifications
- Evidence management
- Records review / quality assurance
- NJ Learn Coordination

5) INFORMATION TECHNOLOGY (Full departmental / system wide – control & maintenance)

6) ROAD INFRASTRUCTURE

- Line painting
- Legal discovery
- Street sign management
- OPRA Requests
- Traffic light management
- Records review / quality assurance

7) BUDGET & GRANTS MANAGEMENT

- Budget & O/E management
- Capital expenditures
- Grants