

XXXX. RESOLUTION 19-05 – ADOPTS REVISIONS TO THE DELAWARE RIVER AND BAY POLICE DEPARTMENT’S RULES AND REGULATIONS MANUAL.

WHEREAS, the Delaware River and Bay Authority Police Department operates as a quasi-military organization; and

WHEREAS, sworn police officers are held to high professional standards; and

WHEREAS, sworn police officers serve as highly visible representatives of government and are subject to close public scrutiny; and

WHEREAS, certain professional standards and procedures exist within the police profession with respect to investigating and disciplining police officers accused of misconduct; and

WHEREAS, the Police Department is governed by a Rules and Regulations Manual adopted by the Commissioners of the Delaware River and Bay Authority on December 20, 1994 and adopted Resolution #99-2 that revised the Manual on January 19, 1999 to meet professional standards for investigating and disciplining officers accused of misconduct; and

WHEREAS, a recent review of the Police Department's Rules and Regulations Manual through the CALEA recertification process identified the need to revise the Manual to include all updated procedures consistent with the administration of the Police Department; and

WHEREAS, the Chief Human Resources Officer has presented the Police Department’s Rules and Regulations Manual’s significant changes (Exhibit A) to the Personnel Committee of the Authority’s Board of Commissioners for review; and

WHEREAS, the Personnel Committee of the Authority’s Board of Commissioners recommends the acceptance of these revisions to the Police Department’s Rules and Regulations Manual in its entirety; and

WHEREAS, the Personnel Committee of the Authority’s Board of Commissioners and the full Board of Commissioners do not feel it necessary to approve by resolution any future revisions to the Authority’s Police Department’s Rules and Regulations Manual as previously required and in place since 1994; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby amends the Police Department’s Rules and Regulations Manual as approved by the Personnel Committee and incorporates without limitations the provisions as set forth in Exhibit A and be replaced in its entirety with the revised formatted version and hereby authorizes the Executive Director of the Authority to have this distributed within the Authority’s Police Department.

AND BE IT FURTHER RESOLVED that it is the recommendation of the Personnel Committee of the Authority’s Board of Commissioners that any future revisions to the Authority Police Department’s Rules and Regulations Manual, subsequent to the passage of this resolution, shall be presented by the Chief Human Resources Officer to the Personnel Committee of the Authority’s Board of Commissioners for their approval, and will not require the approval of the full Board of Commissioners by a resolution.

Resolution 19-05 Executive Summary Sheet

Resolution: Adopts Revisions to the Delaware River and Bay Authority Police Department's Rules and Regulations Manual.

Committee: Personnel Committee

Committee Date: February 20, 2019

Board Date: February 20, 2019

Purpose of Resolution:

To adopt recommended revisions to the Delaware River and Bay Authority Police Department's Rules and Regulations Manual (significant revisions summary attached) as presented by the Chief Human Resources Officer.

Background for Resolution:

The Police Department is governed by a Rules and Regulations Manual adopted by the Commissioners of the Delaware River and Bay Authority on December 20, 1994.

Resolution #99-2 was adopted on January 19, 1999 that revised the original Manual to meet professional standards for investigating and disciplining officers accused of misconduct.

The Rules and Regulations Manual has been updated to incorporate all current and active administrative procedures in compliance with the Policeman's Bill of Rights and the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), the Gold Standard in Public Safety Accreditation.

The DRBA Police Department was first accredited by CALEA in 1996, and has since maintained its accredited status. The last seven (7) accreditations were met with a 100% compliance rating. All agencies participating in the CALEA process are required to submit an annual report to CALEA and were inspected once every three (3) years to ensure compliance with CALEA standards. The new standard requires an on-site assessment every four (4) years, with comprehensive additional reports submitted annually. The new formatted version of the Authority's Police Department's Rules and Regulations Manual brings the Authority in compliance with the CALEA standards and the Authority's police operations.

The revised Manual also incorporates the revisions to the Authority's anti-harassment policy.

This resolution grants future revisions of the Authority Police Department's Rules And Regulations Manual to be reviewed and approved by the Personnel Committee Thus eliminating the need for such revisions to be passed by resolution.



Delaware River and Bay Authority

Significant Revisions to the DRBA Police Department Rules and Regulations Manual

The following are the significant revisions made to the Authority's Police Department Rules and Regulations Manual:

- **RULES & REGULATIONS INTRODUCTION (Replaced Section I) (New)**
These Rules and Regulations are intended for the guidance of members of the Delaware River and Bay Authority Police Department so they may be informed on the operations of their Department, their responsibilities, and Code of Ethics they are expected to observe.
- **GENDER STATEMENT (New)**
Elaborates on words denoting the masculine gender may and, where necessary, shall be construed as denoting the feminine gender unless the context requires otherwise.
- **CALEA CODE OF ETHICS (CALEA) (New)**
Elaborates on fundamental duties of an officer.
- **DELAWARE RIVER AND BAY AUTHORITY POLICE ANTI-HARASSMENT POLICY (Revised)**
Elaborates on the need for appropriate discipline based on the seriousness of the infraction when a member's or employee's conduct and/or job performance is inconsistent with the goals of the Authority.
- **RULES AND REGULATIONS (CALEA) (New)**
Elaborates on members obeying State and Federal Laws, municipal ordinances, Rules, Regulations, Job Performance Standards, Orders, the requirements of the Complaint and Disciplinary Procedures of the Department, rules of the Training Academy while in attendance there, and the Standard Operating Procedures of the Department.
- **SUMMARY DISCIPLINE FOR LESS SERIOUS TRANSGRESSIONS (New)**
Elaborates on instances and incidents that require supervisory attention to necessitate the participation of various ranks of the Department in the disciplinary process.
- **COMPLAINT AND DISCIPLINARY PROCEDURES AND MATRIX (New)**
These guidelines are established to ensure fair and uniform application of discipline. Extenuating circumstances may allow for exceptions to the matrix.

- **DEPARTMENTAL CRASH MATRIX (New)** Elaborates on guidelines listed that are established to ensure fair and uniform application of discipline for all crashes involving Department vehicles where a member is found at fault.
- **PROFESSIONAL STANDARDS PROCEDURES (New)**
This is the procedure when conducting a Professional Standards investigation. It is imperative that these investigations be conducted in accordance with the Policeman's Bill of Rights and the Complaint and Disciplinary Procedures for the Delaware River and Bay Authority Police Department.
- **POLICIES & FORMS INDEX (New)**