

Divisions of the Police Department

Administrative Division

The Administrative Division is responsible for the effective and efficient operation of the entire Department and in this capacity oversees all of the other divisions to determine that all of the policies, procedures and directives are properly followed. This division is responsible for preparing the budget, procuring supplies and equipment as well as the payroll and timekeeping. It also prepares grant applications and sees that the myriad aspects of complying with grant requirements are met. It is comprised of the Chief of Police, an Administrative Captain and two Secretaries.

Criminal Investigations Division

The Criminal Investigations Division is comprised of three units and two bureaus.

Crime Prevention Unit

The Crime Prevention Unit consists of 1 officer that is trained to identify and advise corrective procedures of possible security deficiencies. This officer will perform home and business surveys free of charge and compose a report to the home/business owners of the deficiencies and possible ways to correct them. This is not a guarantee that homes or businesses that have the survey done will not be a victim of a crime, but it reduces the likelihood of your home or business being targeted by a criminal. The Crime Prevention Officer is trained to give talks at Senior Centers, Social Clubs, and any organizations that need information on possible Gypsy Scams, Neighborhood Watch, Gangs, and any other crime related matters.

To have a survey done at your home or business free of charge or to have an officer give a talk at your community meetings or social clubs, please contact Det. /Lt. Keith Aslin at 908-474-8520.

Criminal Intelligence/Counter-Terrorism Unit

The Criminal Intelligence / Counter-Terrorism Unit is staffed by a Detective-Sergeant and one Police Officer. The unit's primary responsibility is to analyze all information that is flowing into the Department from a number of sources, including, but not limited to arrests and reported crimes. The information is analyzed in order to establish crime patterns, and identify persons who are involved in criminal activity. The unit works very closely with the Union County Prosecutor's Office Criminal Intelligence Unit, who maintains a countywide crime intelligence database that is available to all Union County law enforcement agencies. The system is used extensively to solve crimes throughout Union County. A fully trained officer from Linden's unit has been tasked with the responsibility for entering pertinent data gathered from the Linden Police Department into the database. The unit also utilizes another valuable electronic tool known as the Critical Reach TRAK System. This system allows the unit to send and receive "real

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time” alerts, information, images, and photographs to every law enforcement agency in the State of New Jersey. This same system is used in a very similar fashion in the event of an Amber Alert notification.

The unit also has the responsibility to investigate all reports of potential threats to homeland security within the City of Linden. This includes, but is not limited to, reports of suspicious activity / persons in the vicinity of critical infrastructure, thefts of items that may help to facilitate an attack on any facility, and information received from members of the public on any activity that may be of a suspicious nature. Other crimes occurring within the City of Linden are analyzed for any potential nexus with terrorism. After these investigations are completed on the local level, they are forwarded on to the Union County Prosecutor’s Office Terrorism Task Force for review and further dissemination to the New Jersey Office of Homeland Security & Preparedness, as well as the FBI Joint Terrorist Task Force. The New Jersey State Police Regional Operations and Intelligence Center (ROIC) receives this information as part of the chain.

Currently, the Linden Police Department holds a seat of the Newark Division of the FBI Joint Terrorist Task Force. One Linden detective is assigned to this function. The Task Force interacts with various Municipal, County, State, and Federal agencies. The exchange of information, as well as a constant flow of intelligence, is paramount to a joint effort in the fight against terrorism.

Detective Bureau

The Detective Bureau has the responsibility of investigating all indictable crimes committed by adults. Detectives may also investigate disorderly person’s offenses which may assist victims with the identification of criminal suspects in order to aid in prosecution.

The Detective Bureau Commander or Supervisor reviews all police reports on a daily basis and assigns cases to detectives for a follow-up investigation. The Commander is also the designated Public Information Officer responsible for media relations and news releases.

Detectives are given cases based on the patrol district to which they are assigned. Also, some detectives have developed an expertise in certain areas and are assigned these cases as well. These include missing persons, Megan’s Law offenders, frauds and ABC violations.

A detective is also assigned to identification duties. Much of this work includes the processing and evidence handling at crime scenes, as well as classifying fingerprints and matching the prints to criminal suspects, reviewing and enhancing video images, and maintaining files of prints and photographs of criminal suspects. The identification officer is also responsible for submitting all evidence to various laboratories for analysis,

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and works with the Union County Sheriff's Department Crime Scene Unit at major crime scenes.

All criminal homicides are investigated by the Union County Prosecutor's Office Homicide Unit with the assistance of the Linden Police Detective Bureau.

Auto Squad

Incorporated into the Detective Bureau is the Auto Squad. The Auto Squad has the responsibility to conduct the follow-up investigations into the thefts of motor vehicles, other vehicle related crimes, and insurance fraud. The squad devotes the majority of its time investigating individuals and organized groups actively involved in the theft of motor vehicles. Other related auto crime investigations include chop shop operations, vehicle identification alteration, counterfeit motor vehicle documents and vehicle burglaries. The Auto Squad provides intelligence information to the other divisions within the Police department regarding current auto theft trends and wanted felony vehicle information. The Auto Squad has an excellent rapport with the Essex/Union County Auto Theft Task Force and routinely shares information and personnel. The squad is comprised of one detective under the direct supervision of a Sergeant from the General Assignment Detective Bureau.

Detective Bureau FAQ's

What exactly do detectives do?

Detectives investigate crimes or incidents assigned to them by their respective supervisors. They respond to crime scenes, collect evidence, interview witnesses and victims. They conduct interrogations when suspects have been identified with the goal of arresting the actor. Detectives may also investigate suspicious activity that they have uncovered through the use of informants or anonymous information.

Are all crimes and incidents assigned to a detective for a follow-up investigation?

No, this would not be possible. There are a number of factors that determine whether or not a case is assigned to a detective. Some of these "solvability" factors include the seriousness of the crime, how recently was it reported, the amount or absence of physical evidence, the amount of information readily available pertaining to a possible suspect and the availability of departmental resources.

Can I find out which detective has been assigned to my case?

Yes, if you do not receive a telephone call from a detective within five working days, you can call the Detective Bureau at (908) 474- 8537.

How do I check on the status of a case that has been assigned to a detective?

Please call that detective assigned to the case directly. If you are unsure of the detective assigned to your case or have been unable to reach that person, please call the detective bureau at (908) 474-8537 for assistance.

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What is the difference between making a police report and signing a criminal complaint?

A police report is an official record of the crime or incident. It's filed by the victim of a crime who wants to have this incident on file and /or to request a follow-up investigation. A criminal complaint is the legal process of signing a criminal charge against a particular person or persons in a court of law.

Juvenile Bureau

The City of Linden Police Department Juvenile Bureau is committed to the protection of its youth and strives to meet the daily challenge of working with and for Linden's future. The bureau is commanded by a lieutenant and manned by four highly trained detectives.

A detective is visible during the school year at the high school and makes daily visits, as necessary, to the two middle schools. They have received additional specialty training regarding "cops in schools" and are available to handle all juvenile crime, reports, problems and issues.

The three remaining detectives deal with all aspects of juvenile crime, investigation and issues; working closely with all of the schools, businesses and citizens of Linden. Help is always available to parents of children in need of additional counseling, peer mediation, psychiatric evaluation and immediate resolution to crisis situations.

Representatives of the bureau talk one-on-one, to classrooms and sometimes school assemblies. There is constant interaction between bureau personnel and our city's youth. By keeping aware of trends and the ever-changing world involving our "generation gap" Linden's Police Juvenile Bureau is constantly remaking itself to keep pace with our juveniles and their culture in order to foster positive understanding and a safer community. Through cooperation and strong presence, our goal is to recognize situations before police involvement becomes necessary and therefore, help to alleviate any problems before hand.

Finally the Linden PAL is under the direction of the Police Officer assigned from the Juvenile Bureau.

Narcotics Unit

The Linden Police Department Narcotics Unit is made up of three detectives, headed by a Lieutenant. These dedicated individuals are tasked with the investigation of Narcotics violations as well as Vice (prostitution and gambling) offenses and any other investigations, which may be assigned.

All members of the Narcotics Unit have completed various seminars, courses and schools relating to the enforcement of the New Jersey Drug Statues, Drug Identification,

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Advanced Narcotics Investigations and the Laws of Arrest, Search and Seizure. Continued in-service training for the members of the Unit is essential to ensure that they remain cognizant of the ever-changing drug subculture and enhance their expertise in the field of narcotics. The Narcotics Unit assists the Juvenile Bureau and the Community Oriented Policing Unit in an intelligence and advisory capacity in their school education..

The Narcotics Unit works closely with the Union County Prosecutor's Office Narcotic Strike Force (NSF). They exchange officers in an undercover capacity, supply each other with intelligence information and assist each other with investigations, search warrant executions and arrest. The Linden Police Department's Narcotics Unit works hand in hand with NSF making arrests, not only in Linden, but other municipalities. In addition, the Narcotics Unit has also worked closely with various other local, state and federal law enforcement agencies.

Please use the phone number on this page to contact a Narcotics Detective or to leave a message. **You are not required to give your name or location for your information to be investigated.**

Professional Standards Division

Internal Affairs

Internal Affairs has the primary responsibility to investigate departmental and citizen complaints made against police officers. The office is also responsible for conducting internal audits of all cash amounts in the police department as well as conducting background investigations of police recruits and dispatchers.

Uniformed Services Division

The Uniformed Services Division is comprised of two bureaus: Patrol and Traffic.

Patrol Bureau

The Linden Police Patrol Bureau is the largest single unit of the Linden Police Department. The officers of the Patrol Bureau are dedicated to preserving the safety of the citizens of the City of Linden, twenty four hours a day, seven days a week.

The Patrol Bureau is headed by a patrol captain. He works with an administrative assistant, who may hold the rank of lieutenant or sergeant. There are two platoons and four shifts in the division. Each platoon has a roster of between 30 and 35 officers distributed on shifts as the need for police services dictate. Each shift is headed by a lieutenant and has at least two sergeants as first-line supervisors.

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The objectives of the Patrol Bureau are to prevent crime, apprehend criminals, enforce laws, maintain order, regulate vehicular traffic, investigate traffic accidents, respond to emergency calls for service, educate, and provide services to the public.

The City of Linden is divided into nine patrol districts to insure the highest quality of services to the public. Each district is unique and enforcement strategies are tailored to the individual area.

We are fortunate to have a staff of dedicated officers who take pride in providing a valuable service to all the people of the City of Linden.

Traffic Bureau

Officers of the Traffic Bureau have Investigator status and all are qualified motor vehicle accident re-constructionists. They are assigned investigations ranging from a minor collision to vehicular homicide. Investigators follow up and attempt to apprehend all hit and run violators. They work with insurance companies to identify fraudulent insurance documents and help in the prosecution of these offenders. The Bureau conducts traffic counts as well as evaluates traffic patterns and conditions that affect the safety and quality of life for Linden residents. They also conduct surveys to determine if any traffic; regulations, signage, lane markings or other traffic control needs to be updated, removed, added or amended. The Bureau also investigates all requests for handicapped parking spots. Speed monitors and radar units are used as selective enforcement tools in areas of complaints or collisions attributed to excessive speed.

Each member of the Traffic Bureau also are members of the NJ State Traffic Officers Association and the Union County Traffic Officers Association. These associations are used to share resources and information pertaining to laws and regulations, equipment and technology related to traffic enforcement. In addition, the Traffic Bureau is responsible for coordinating parades and various festivities, and also provides funeral escorts. They insure work zone safety for roadway construction and can provide child safety seat inspections for families.

The Traffic Bureau is also responsible for running and maintaining the red light camera system. The City of Linden has three intersections with red light cameras. There are approximately three thousand five hundred red light summons per month.

Within the Traffic Bureau are three Parking Enforcement Officers whose duties consist of enforcing all parking statutes and filling in as school crossing guards when needed.

The Traffic Bureau is responsible for hiring, training and supervising the school Crossing Guards to assure the safety of children attending both public and parochial schools.

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Traffic Bureau FAQ's

Where can I get a copy of the Parking Decal Ordinance?

View the ordinance [here](#).

How can I obtain a temporary handicap placard for my vehicle?

Come to the Traffic Bureau and pick up an application.

How can I obtain a merchant parking permit sticker for my vehicle?

Call the Gregorio Center at 908-474-8627 and speak to Mrs. Crane.

How can I apply to have a handicap parking spot installed in front of my home?

Click [here](#) to download the application or come to the Traffic Bureau or call at 908-474-8505 for an application, or contact your Council Person for an application.

How can I report a broken parking meter?

Call the Linden Transportation and Parking Department at 908-474-8404.

How can I report a minor motor vehicle collision?

Contact Police Central Dispatch at 908-474-8500

When the New Jersey Transit ticket machines at the train lot fail what should I do?

Contact Transportation and Parking at 908-474-8404.

Who do I call to find out if an accident report is finished?

You must call the record bureau at 908-474-8555.

Where do I go to pick up an Accident Report?

Linden Police Record Bureau at 301 N. Wood Ave.

How can I obtain a two hour parking permit for my car?

Bring your driver's license and vehicle registration to the LPD Traffic Bureau.

Support Services Division

Support

Support Services augments all police functions within the department. Support Services arranges for supplies, equipment, facilities cleaning/maintenance/repair, computer and program upgrades, all technical issues, vehicle maintenance, all training issues, essential communication between the department and 9-11/Central Dispatch, use and communication between the NJ State Police Criminal Justice Information System, records keeping, etc.

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Support Services is also engaged in the total revamping of the department's Rules and Regulations, Policies/Procedures, and the Accreditation of the department. The Support Services Division is comprised of the following:

1. Records and Evidence Bureau
 - a. Technical Services/Computers
 - b. GPS Mapping
2. Training Unit
 - a. In-Service Training
 - b. Supervisor Training
 - c. Recruit Training
3. Facilities Management
4. Equipment
 - a. Acquisition/Repair/Sale/Destruction
 - b. Maintenance
 - c. Tracking
5. Motor Pool and Fleet Liaison to the City Garage
6. 9-11 and Central Dispatch Liaison
7. Rules and Regulations Development
8. Policy Development

Records Bureau

As society evolved through the 20th Century, it found that the proper use of records materially aids the present and future. It is through the written word that knowledge is obtained and that knowledge becomes the power behind the laws that govern. The Police Records Bureau is the nerve center of the Department. It is responsible to collect and assemble the multi-faceted and complex volume of information that comes to the attention of the Police on a daily basis as submitted by the individual Officers in their written reports. This documentation includes not only all criminal offenses reported as well as the action taken to correct them, but also the everyday situations that people find themselves in and then ask for help from the Police. These reports then become available to the victim for the use in Criminal or Civil Court action, submission to insurance companies for the reimbursement of loses, or any other need a victim may have.

Data collected is also forwarded to the Federal (FBI) and State (NJ State Police) Governments in order to reveal the trends in society, diagnosis needs of its people, and formulate plans for the future.

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The Records Bureau is also responsible to safeguard any evidence or property that may come into the possession of the Police for its use in the court system and/or the eventual return of an item to its rightful owner.

Records Bureau FAQ's

When is the Record Bureau open?

The Record Bureau is open Monday through Friday, 08:45am until 04:15pm. We are closed weekends and holidays. We can be reached at 908 474-8555.

How do I obtain a copy of a police report or a motor vehicle accident report?

To obtain a copy of a motor vehicle accident report, wait three to five business days and then call the records bureau and check to see if the report is available. If the report can be released, you may request a copy by mail, fax or come to the record bureau during our regular business hours. To request a copy by mail or fax, send a check for \$5.75 written out to the Linden Police Dept, enclose a note with your name, the case number and the location and date of the event. If you wish the report faxed, please include a fax number. If you wish the report mailed, include a self addressed, stamped envelope. If you want to come in and pick up the report, it will cost .75 cents per page.

Police investigative reports are exempt under O.P.R.A., the Open Public Records Act, and as such we can only release limited information under certain circumstances. If you would like to request a police investigative report, you must complete an O.P.R.A. form, which you can pick up at the record bureau. We have seven days to determine what information, if any, can be released. If we deny you the report, you may appeal the denial.

How do I obtain a letter of good conduct?

A letter of good conduct is a local (Linden) criminal history record check. You must come to the record bureau with photo ID, and the cost for the record check is \$5.00. If you want a statewide record check, you must contact the NJ State Police.

How do I obtain a firearms ID card, handgun purchase permit or permit to carry?

All of the forms needed to obtain the above are available at the record bureau. Fingerprinting for any of these can be done by our firearms clerk, during normal business hours.

Fingerprinting?

The Linden Police Dept. no longer fingerprints for Immigration, Bd of Education, Dept. of Insurance, NJ CDL Licenses, or Nursing/Home Health Aides. You must contact Sagem Morpho at 1 800 503 5981 in order to be fingerprinted.

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The Linden Police Dept. fingerprints persons applying for ABC employee permits and Cab/Limo permits.

We only fingerprint Wed. and Thur. 9:00am to 12:00pm, and 1:00pm until 4:00pm.

Who do I contact about Discovery?

All requests for discovery should be sent to attention Daniella Sanchez, Discovery Coordinator, at the dept. She can be contacted by fax 908 474-0012, and telephone 908 474-8537.

Property and Evidence FAQ's

How do I obtain my property?

Call the record bureau at 908 474-8471 and speak to the Property Clerk to set up an appointment. All property/evidence is kept until the case is over and a disposition can be obtained.

Where do I come to retrieve my property?

The record bureau located at the entrance to the Police Dept.

How can I purchase property that is placed for auction?

The Linden Police Dept. currently uses an online auction site, www.propertyroom.com to dispose of property that is ready for auction.