



# **BAYONNE POLICE DEPARTMENT**

## **Traffic Unit**

### **Hiring Under Jobs4Blue**

Any contractor or individual that will conduct work that may interfere with the public right of way or any entity or individual that wants to hire an Extra Duty Police Officer for security or other purposes shall first be registered with the Bayonne Police Department. Upon registration the Registered Entity is assigned a Contractor Registration Number (CRN).

Any Registered Entity that wants to hire Extra Duty Police shall first submit to the Bayonne Police Traffic Unit a Work Site Evaluation request, in order to obtain a Police Permit. This Permit is the authorization required to conduct their work and/or schedule their Officer. That Police Permit will have a Call Number (Call #) assigned to it.

When a Registered Entity has been granted a Police Permit, authorizing them to hire Police, they shall contact Jobs4Blue and provide their CRN and the valid Call # that authorizes that hire. These two numbers shall be posted by Jobs4Blue to the POSS entry generated for that assignment of Extra Duty Police. The Traffic Unit and the Assignment Officer will then verify the posting against the information submitted by the Registered Entity and their Permit. Should the information provided to Jobs4Blue deviate from the Police Permit that Permit will become invalid and the Registered Entity will be subject to a summons violation. If work is scheduled at a later date the Registered Entity should ensure they have cleared their planned hire for potential conflicts with the Traffic Unit prior to calling Jobs4Blue.

Registrations and Evaluations are conducted by the Traffic Unit, Monday thru Friday except holidays, from 7 am to 2 pm. All submissions are completed online via our documents posted at <http://www.bayonnepd.com/worksites.htm>. Those documents are then submitted to the Traffic Unit via email, [traffic@bayonnepd.org](mailto:traffic@bayonnepd.org).

In the event of true emergency work (such as a broken water main or gas leak), outside of Traffic Unit hours, the Contractor shall first contact the Police Desk Lieutenant at 201.858.6949. A Police Supervisor will respond to the scene and meet with the contractor to determine the scope of the work. The Supervisor will complete a Patrol Documentation of Work Sites form which will contain details of the work and Call #. The Contractor will be issued a copy of the document and call Jobs4Blue to hire Extra Duty Officer(s) specified on the report. The Contractor shall then complete and submit our documentation found online, as they normally would, to formally obtain their Police Permit. A Contractor is required to be a Registered Entity. While emergency work may

be authorized without being first registered the Contractor shall complete the required documentation without delay.