
	<b>TRENTON POLICE DEPARTMENT SPECIAL ORDER</b>	
<b>SUBJECT: Weather Emergency - Snowstorm</b>		<b>SPECIAL ORDER NO. 2022-002</b>
<b>DATE: January 27, 2022</b>	<b>EXPIRATION DATE: January 30, 2022</b>	<b>DISTRIBUTION: ALL COMMANDS</b>

This directive contains the following enumerated sections:

- I. INTRODUCTION
- II. PURPOSE
- III. ALERT INFORMATION
- IV. PERSONNEL ALLOCATION/ASSIGNMENTS
- V. OVERTIME TRACKING

## I. INTRODUCTION

In response to an approaching winter storm and the potential weather-related emergencies facing the City of Trenton, the Police Department has formulated this directive to address the emerging weather conditions.

## II. PURPOSE

The purpose of this order is to delineate specific areas of responsibilities for the department personnel and procedures to adhere to during emergency operations. Personnel shall be deployed to provide the additional police services associated with inclement weather.

## III. ALERT INFORMATION

The National Weather Service has issued a winter storm warning for Mercer County NJ commencing Friday, January 28, 2022 and continuing through Sunday, January 30, 2022. It is anticipated that the Greater Trenton area will experience snow with possible accumulation of 4 to 9 inches, with a possible glaze of ice.

Field Lieutenants shall monitor weather conditions on a continuous basis. They shall periodically check with the National Weather Service website for weather updates and disseminate any pertinent information as it becomes available to the Police Director or his designee.

<https://forecast.weather.gov/>



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## IV. PERSONNEL ALLOCATION/ASSIGNMENTS

Personnel for this operation shall be procured from on-duty personnel. All on-duty personnel shall be attired in the Patrol Bureau uniform of the day.

**Acting Lieutenant John Harbourt** shall be the Towing Coordinator and will coordinate all towing operations with the assistance of the Field Lieutenants and Patrol personnel.

**Officer Olix Heredia** is authorized for a call back for snow removal operations at main headquarters and the district buildings if needed.

### A. Patrol Bureau

The Patrol Bureau shall provide the necessary personnel to maintain minimum manpower requirements.

The Field Lieutenant shall serve as the Police Incident Commander for this weather event and will coordinate the Police Department's response to the snow emergency within the City.

### B. Deployments

The Field Lieutenant is authorized to re-deploy personnel as needed based on the weather conditions to meet the public safety needs at the time.

Officers assigned to field operations utilizing four-wheel drive vehicles shall be responsible for providing transportation relating to medical emergencies, transporting officers requiring a ride to work and transporting officers to post. All transports shall be relayed to the Communications Section.

Police personnel and Police Aides shall assist with the removal of un-used police vehicles from the police department's parking lots. The main parking lot at police headquarters as well as the lots at both district buildings shall remain clear in order to facilitate plowing of these areas in the event of significant snowfall.

### C. Emergency Snow Routes – Towing Teams

In anticipation of weather emergencies, the Office of the Police Director shall coordinate emergency operations with the Department of Public Works, Trenton Fire Department. Contact numbers for listed City departments shall be available through the Communication Center.

The Trenton Police Department shall communicate with the Department of Public Works to coordinate the time to deploy the emergency action plan and/or resources. The City of



## TRENTON POLICE DEPARTMENT SPECIAL ORDER



Trenton Street Department will begin plowing operations as necessary. It shall be the responsibility of the Police Department to clear the designated snow routes of vehicles to allow for the plowing. The ordinance providing authorization to clear the snow routes is attached as Appendix A. The snow routes are attached to this order as Appendix B. The streets that are highlighted in Appendix B should be given initial attention in order to provide emergency routes throughout the City.

Once an action plan has been coordinated with the various city departments, City Hall Public Information will make a citywide announcement through the automated telephone notification system (Robo-call) to notify the citizens of Trenton of the emergency and to remove all vehicles parked on all major roadways outlined in City of Trenton Ordinance 14-2.10. Citizens are authorized to park their vehicles in designated school parking lots, listed in Appendix D.

Once the Field Lieutenant is notified by **Acting Lieutenant John Harbourt (Towing Coordinator)**, Police Units assigned to street clearing duties shall first drive back and forth on the designated snow routes and, utilizing their public address system, order persons to remove their vehicles from the route. In the event that a vehicle has not been moved from the route, the police unit responsible for that route should make every effort to locate the owner and advise them to move their vehicle. No towing of any vehicles should take place until all efforts to locate the owners of vehicles and have them moved have been exhausted. The Field Lieutenant and Patrol Desk Supervisor shall monitor the weather and may adjust the time based upon the circumstances to begin this phase of operations.

Towing operations shall begin once all efforts to have vehicles removed from the streets have been exhausted. Street clearing/towing teams shall be comprised of a one-officer police patrol unit and a wrecker. The wrecker shall tow any vehicles, as directed by the patrol unit that are not moved from the street, to the towing companies' lot. Under no circumstances are the towers to remove a vehicle from the streets without the officers' direction. Snowplows will plow the street after clearing of vehicles. A minimum of four one-officer units shall be deployed as a part of the tow teams to assist the four contracted towing companies. The Field Lieutenant and the Towing Coordinator shall monitor the weather and may adjust the time based upon the circumstances to begin this phase of operations.

Officers shall continue to patrol the streets even after they have been plowed. Persons will often re-park on the street after it has been plowed. Emergency routes are to remain clear for the duration of the plowing operation. The "**Emergency Snow Removal Tow Log**" found in Appendix C, shall be utilized for the towing of vehicles from the snow route. Each vehicle that is towed from an emergency snow route shall be called in to the Communications Section where Communications personnel shall maintain an additional vehicle tow log. **Vehicle reports are required for all vehicles towed from the snow route.** Vehicles will be towed and stored at the vehicle owner's expense.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



Citizens may park their vehicles in the school lots listed in Appendix D of this order. Parking in the school lots should be only in a marked parking space. In the event a vehicle is left in a school lot after notification by the City of Trenton Public Information to remove the vehicle, the vehicle will be towed from the school lot at the vehicle owner's expense thus also requiring a vehicle report.

## **D. Field Lieutenants**

The Field Lieutenants shall ensure the following:

- All police vehicles are fully fueled on every tour and prepared for the weather emergency (fluids, wipers, flares, etc.)
- Notifying the fleet manager once four inches or more of snow has accumulated in the police headquarters parking lot.
- The auxiliary police parking lot and the Grant School parking lot shall be utilized for police parking while the police lot is being plowed.
- City Maintenance Personnel clear the sidewalks/entrances in and around Police Headquarters.
- Officers reporting off sick during the weather emergency are in compliance with sick leave policies and restrictions. The Patrol Bureau shall be responsible for monitoring personnel reporting off sick.
- Any individual reporting off on a single sick day shall be required to produce a return to duty note from either their personal physician or the corporate health center.

## **E. Towing Coordinator**

The Towing Coordinator shall be responsible for the following:

- Assigning each tow company to a specific area.
- Notifying all tow companies two hours prior to commencing tow operations.
- Request additional police radios from the Communications Section to ensure that radios are provided to the tow truck operators during the snow removal operation.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## F. Fleet Management

The Fleet Management Liaison (**Officer Olix Heredia**) shall ensure sufficient vehicles are available for this emergency.

## G. Communications

In the event a City-Wide Emergency is declared, the Chief and/or on-duty supervisor of Communications shall be requested to ensure that the "CITYWIDE" channel is manned and operational for this operation. This channel shall be used exclusively for the weather emergency coverage.

The Communications Section shall keep a tow log listing all vehicles and their location that have been towed from the emergency snow routes.

## V. OVERTIME TRACKING

No overtime is authorized for this snow emergency without prior approval of the Police Director or her designee.

All overtime reports PD-157's shall indicate, "Snow Storm" in the comments section.

By Order Of:

Steve E. Wilson  
Police Director

### Attachments:

- Appendix A – Emergency Snow Route Ordinance
- Appendix B - Emergency Snow Removal
- Appendix C - Tow Log
- Appendix D – Designated School Parking Lots
- Appendix E – Tow company areas of responsibility and locations



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix A

### CITY OF TRENTON ORDINANCE 14-2.10 EMERGENCY SNOW REMOVAL

**14-2.10 Emergency Snow Removal.** Whenever snow has fallen and the accumulation is such that it covers the street and highway, no vehicle shall be parked on the major roadways referred to in Schedule X attached hereto and made a part of this chapter.

- a. The prohibitions provided by this subsection shall remain in effect after the snow has ceased until the streets referred to have been plowed sufficiently and to the extent that parking will not interfere with the normal flow of traffic.
- b. Upon the declaration of an emergency there shall be no parking upon streets or portions of streets where temporary EMERGENCY NO PARKING signs are displayed. The Police Director or in his absence the ranking police officer is authorized to declare an emergency and to direct the posting of EMERGENCY NO PARKING signs when weather conditions, accidents, fires or public celebrations dictate or require the avoidance of hazards or other conditions which interfere with the free flow of traffic. Notification that the EMERGENCY NO PARKING signs are being or will be posted shall be given to the operator or owner of any vehicle, which has been parked prior to the postings of the signs.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix B

### SCHEDULE X NO PARKING FOR SNOW PLOWING

In accordance with the provision of subsection 14-2.1, whenever snow has fallen and the accumulation is such that it covers the street or highway, no vehicle shall be parked on the major roadways described below.

<i><b>Name of Street</b></i>	<i><b>Location</b></i>
Bellevue Avenue	Parkside Avenue to North Willow Street
Bert Avenue	Hamilton Avenue to St. Francis Avenue
North Broad Street	Brunswick Avenue to East State Street
South Broad Street	East State Street to Lalor Street
Brunswick Avenue	North Broad Street to Strawberry Street
Centre Street	South Broad Street to Lalor Street
Chambers Street	E. State St to Cedar Lane
North Clinton Avenue	Nottingham Way to East State Street
South Clinton Avenue	East State Street to Cedar Lane
East Front Street	South Warren Street to Amory Drive
West Front Street	Barrack Street to South Warren Street
Fuld Street	New York Avenue to Brunswick Avenue
Greenwood Avenue	South Clinton Avenue to City Line
Hamilton Avenue	South Broad Street to City Line
East Hanover Street	North Warren Street to North Stockton Street
West Hanover Street	Prospect Street to North Warren Street
Ingham Avenue	Kelsey Avenue to Martin Luther King Blvd.
Lafayette Street	Barrack Street to South Broad Street
Lamberton Street	John Fitch Way to Lalor Street
Liberty Street	Lalor Street to South Clinton Avenue
Lincoln Avenue	North Clinton Avenue to East State Street
Market Street	South Warren Street to South Broad Street
Martin Luther King Blvd.	Pennington Avenue to Cadwick Street
North Montgomery Street	Brunswick Avenue to East State Street
South Montgomery Street	East State Street to Mercer Street
Mulberry Street	North Clinton Avenue to Brunswick Avenue
Parkside Avenue	Kelsy Avenue to Hillcrest Avenue
Pennington Avenue	Martin Luther King Blvd. to Parkway Avenue
Perry Street	North Warren Street to North Clinton Avenue
Princeton Avenue	Chadwick Street to North Clinton Avenue
Prospect Street	West State Street to Parkway Avenue
Riverside Drive	Clearfield Avenue to east end of Riverside Drive
Roebing Avenue	South Clinton Avenue to Revere Avenue



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix B continued:

St. Francis Avenue  
Sanhican Drive  
Southard Street  
East State Street  
West State Street  
North Stockton Street  
South Stockton Street  
Stuyvesant Avenue  
Sullivan Way  
North Warren Street  
South Warren Street  
North Willow Street

Chambers Street to Bert Avenue  
West State Street to Sullivan Was  
Perry Street to Calhoun Street  
Broad Street to City Line  
Sanhican Drive to Warren Street  
Perry Street to East State Street  
East State Street to Market Street  
Prospect Street to City Line  
West State Street to City Line  
Pennington Avenue to State Street  
State Street to Market Street  
West State Street to Pennington Avenue





# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix C

### Emergency Snow Removal Tow Log

Vehicle Info Make & Model	Registration or VIN	Location Towed From	Location Towed To	Wrecker Company	Date & Time Towed

Officers: \_\_\_\_\_

Date: \_\_\_\_\_



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix D

### Designated School Parking Lots

SCHOOL	LOT LOCATION
Hedgepath-Williams	S. Olden and Farragut Aves.
Robbins Elementary	Tyler St.
Washington Elementary	Division St.
Franklin Elementary	Dayton St.
Dunn Middle	Virginia Ave.
Mott Elementary	Stokely Ave.
Parker Elementary	S. Warren St.
Gregory Elementary	Exton Ave.
TCHS West	Riverside and Parkside Aves.
Kilmer	Stuyvesant Ave.
Jefferson Elementary	Whittlesey Rd.
Stokes Early Child	Maple Ave.
Monument Elementary	Pennington Ave.
Rivera Middle	N. Montgomery and Violet Sts.
Martin Luther King	Evans Ave.
Columbus Elementary	Mulberry St.
Wilson Elementary	Houghton Ave.
P.J. Hill Elementary	N. Cook Ave.
Grant Elementary	Perry and Southard Sts.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix E Tow company areas of responsibility and locations

**Affordable Towing**  
**346 Bunting Ave**  
**Hamilton, NJ 08611**  
**Emergency Snow Removal Towing**  
**Zone South**

S. Broad St	E. State St. to Lalor St.
S. Clinton Ave.	E. State St. to Cedar Ln.
E. Front St	S. Warren St. to Armory Dr.
W. Front St.	Barracks St. to W. Warren St.
Liberty St.	Lalor St. to S. Clinton Ave.
Market St	S. Warren St. to S. Broad St.
S. Warren St.	State St. to Market St.
Centre St.	S. Broad St. to Lalor St.
Lafayette St.	Barrack St. to S. Broad St.
Lamberton St.	John Fitch Way to Lalor St.
S. Montgomery St.	E. State St. to Mercer St.

**ATTENTION:** All vehicles towed from the above streets during emergency snow removal will be located at 346 Bunting Ave. Hamilton, NJ. All vehicles that are towed during emergency snow removal must obtain a release form. The release form can be obtained at the Trenton Police Department.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix E Continued

**Hawk's Auto and Truck Recycling  
65 Muirhead Ave.  
Trenton, NJ 08609  
Emergency Snow Removal Towing  
Zone West**

<b>Bellevue Ave.</b>	<b>Parkside Ave. to N. Willow St.</b>
W. Hanover St.	Prospect St. to N. Warren St.
Parkway Ave.	Kelsey Ave. to Hillcrest Ave
Pennington Ave.	Martin Luther King Jr. Blvd. to Parkway Ave.
Prospect St.	W. State St. to Parkway Ave.
Riverside Dr.	Clearfield Ave. to east end of Riverside Dr.
Sanhican Dr.	W. State St. to Sullivan way
<b>W. State St.</b>	<b>Sanhican Dr. to Warren St.</b>
Stuyvesant Ave.	Prospect St. To City Line
Sullivan Way	W. State St. to City Line

**ATTENTION:** All vehicles towed from the above streets during emergency snow removal will be located at 65 Muirhead Ave., Trenton, NJ. All vehicles that are towed during emergency snow removal must obtain a release form. The release form can be obtained at the Trenton Police Department.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix E Continued

**Risoldi's Towing**  
**25 Muirhead Ave.**  
**Trenton, NJ 08609**  
**Emergency Snow Removal Towing**  
**Zone East**

Bert Ave.	Hamilton Ave. to St. Francis Ave.
St. Francis Ave.	Chambers St. to Bert Ave.
Greenwood Ave.	S. Clinton Ave. to City Line
Hamilton Ave.	S. Broad St. to City Line
Roebing Ave.	S. Clinton Ave. to Revere Ave.
E. State St.	Broad St. to City Line
Chambers St.	E. State St. to Cedar Ln.
Liberty St.	S. Clinton Ave. to S. Olden Ave.

**ATTENTION:** All vehicles towed from the above streets during emergency snow removal will be located at 25 Muirhead Ave. Trenton, NJ. All vehicles that are towed during emergency snow removal must obtain a release form. The release form can be obtained at the Trenton Police Department.



# TRENTON POLICE DEPARTMENT SPECIAL ORDER



## Appendix E Continued

**Hawk's Recovery and Towing  
401 New York Ave  
Trenton, NJ 08638  
609-392-1511**

**Emergency Snow Removal Towing  
Zone North**

<b>N. Broad St.</b>	<b>Brunswick Ave. – N. Willow St.</b>
<b>Brunswick Ave</b>	<b>N. Broad St. – Strawberry St.</b>
Mulberry St.	N. Clinton Ave. – Brunswick Ave.
<b>N. Clinton Ave.</b>	<b>Nottingham Way – E. State St.</b>
Perry St.	N. Warren St – N. Clinton Ave
Martin Luther King Jr. Blvd	Pennington Ave. – Chadwick St.
Princeton Ave	Chadwick St. – N. Olden Ave.
Ingham Ave.	Kelsey Ave. – Martin Luther King Jr. Blvd.
Lincoln Ave.	N. Clinton Ave. – E. State St.
E. Hanover St.	N. Warren St. – N. Stockton St.
N. Montgomery St.	Brunswick Ave. – E. State St.
Fuld St.	New York Ave. – Brunswick Ave.
Southard St	Perry St. - Calhoun St
Stockton St.	Perry St. to Market St.
N. Warren St.	Pennington Ave. – State St.
N. Willow St.	W. State St. – Pennington Ave.

**ATTENTION:** All vehicles towed from the above streets during emergency snow removal will be located at 401 New York Ave., Trenton, NJ. All vehicles that are towed during emergency snow removal must obtain a release form. The release form can be obtained at the Trenton Police Department.