

**AGENDA
WOOLWICH TOWNSHIP COMMITTEE
DECEMBER 21, 2020
6:00 p.m.**

VIRTUAL MEETING. CALL IN INFORMATION 206-279-9591 ID# 212514

Call to order:

The November 16, 2020 meeting of the Woolwich Township Committee is being called to order. Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act.

Roll Call:

Flag Salute:

Proclamation-Haley Blair/National American Miss Pageant

Safety on the Agenda-Chris Powell

Privilege of the Floor/Agenda Items Only: The public is reminded to please stand and state their name and address for the record prior to addressing the Committee.

R-2020-187 Resolution of the Committee of the Township of Woolwich Ratifying the General Settlement Terms Reached in Mediation between the Township of Woolwich and the Wolfson Group and as Placed on the Record on August 27, 2020 (Previously Tabled on 9-7-20)

Resolutions for Consent Agenda

R-2020-244 Resolution Certifying that all Members of the Governing Body have Reviewed the Annual Report of Audit for the Year 2019

R-2020-245 Resolution of the Township of Woolwich Approving the Corrective Action Plan for the 2019 Municipal Audit

R-2020-246 Resolution Authorizing Budget Appropriation Transfers During the Last Two Months of the Fiscal Year for the Township of Woolwich, County of Gloucester, State of New Jersey

R-2020-247 Resolution of the Township of Woolwich Authorizing a Lease Agreement for Farming Purposes on Municipally Owned Lands Known as Block 28.01 Lot 1, Block 3, Lot 6 and Block 5, Lot 3 to Gary Stecher in the Total Amount of \$2,250 for the Year 2021

R-2020-248 Resolution Authorizing the Tax Collector to Waive Interest-Block 2.35, Lot 37

R-2020-249 Resolution of the Township of Woolwich Authorizing the Cancellation of Tax Overpayments or Delinquent Amounts of Less than \$5.00

R-2020-250 Resolution Authorizing the Tax Collector to Transfer or Refund Overpayment of Taxes

R-2020-251 Resolution Authorizing Totally Disabled Veteran Deduction

R-2020-252 Resolution of the Township of Woolwich Making an Elevation Within the Woolwich Township Police Department

R-2020-253 Resolution of the Township of Woolwich Adopting a Policy Addressing the Protection and Safe Treatment of Minors

Reports: Month of November
Tax Collector: \$8,571,795.34 remitted

Woolwich Fire Company: Monthly Report

Police: Monthly Report

Township Engineer: Monthly Report

Administrator's Report: Monthly Report

Municipal Services: Monthly Report

Liaison Reports:

Committeeman Frederick: Municipal Services; (Blds./Grounds/Code/UCC/Zoning/Public Works); Environmental Commission

Committeeman Nocentino: Municipal Alliance; Solid Waste and Recycling

Committeewoman DeLuca-Curran: BDAC

Dep. Mayor Matthias: Educational Partners; (KRHS and SWSD); Recreation

Mayor Marino: Administration: (Finance; Court; JLUB, TDR Task Force); Public Safety

Old Business: Park Expansion Concepts
Basketball League/Proposed Premium

Privilege of the Floor: The public is reminded to please stand and state their name and address for the record prior to addressing the Committee.

R-2020-254 Resolution for Closed Session: Litigation: Woolwich Adult Settlement
Negotiations: Proposed Terms of PILOT

New Business: Logan Township Request to Approve Municipal Truck Route

Approval of Minutes: November 16, 2020 and Closed Session
December 7, 2020 and Closed Session

Approval of Bills and Purchase Orders: (Request verbal acknowledgement of bill list review)

Adjournment:

NOTICE PURSUANT TO N.J.S.A. 10:4-8(d)

The items listed on the tentative agenda of the Mayor and Township Committee of the township of Woolwich constitutes the agenda to the extent known at the time of posting. Since this agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final agenda.

RULES AND REGULATIONS OF THE WOOLWICH TOWNSHIP COMMITTEE: These procedures are designed to ensure an orderly conduct of business and to allow the tape recording of the proceedings to record all comments made with accuracy.

Township Committee welcomes public comment on any governmental issue that a member of the public feels may be of concern to the resident of the municipality. There will be two (2) portions, up to thirty (30) minutes in duration or as determined by the Mayor or Deputy Mayor, set aside for such comment at every monthly meeting of the Committee. There will be no other public comment accepted unless directed by the Mayor or Deputy Mayor or by an approved motion of the Committee, such as a public hearing.

Comments relating to specific items that are scheduled for a public hearing can only be made at the time of the public hearing on the issue. In taking action on these items, the Township Committee will consider the comments presented at public hearing and any member of the committee can request the Mayor or Deputy Mayor designee for permission to question or address Township Committee.

Each person who wishes to speak shall raise his or her hand to be recognized before speaking. When recognized, the speaker must state their name, address and purpose of their comments. A second opportunity for the same individual to speak will only be allowed after all others have had their opportunity.

Individuals' comments will be limited to a maximum of five (5) minutes to allow as many residents to speak as possible. Other members of the Committee, municipal employees or Township professionals will respond only when requested by the Mayor or his/her designee.

No intra-audience dialogue is permitted during the open session of any meeting. Such behavior is disruptive and will not be permitted.

Speakers on both sides shall treat each other with courtesy and respect in both action and utterance. No personal attacks or "poisonous" rhetoric will be permitted. The Mayor or Deputy Mayor will give one warning of improper behavior or rhetoric to a speaker. On the next offense the speaker will be asked to relinquish the floor to another speaker.

Closed sessions of the Township Committee will normally be held at the end of the normal business part of any meeting. Exceptions to this may be made due to professional commitments or anticipated outcomes deemed of significant public interest.

**PROCLAMATION IN RECOGNITION OF
HALEY BLAIR
NATIONAL AMERICAN MISS PAGEANT**

WHEREAS, the Township Committee of the Township of Woolwich would like to take this time to honor and recognize **Haley Blair** on her great achievements as a participant in the National American Miss Pageant recently held in Orlando, Florida; and

WHEREAS, the National American Miss competition helps to give young ladies a voice, with a focus on interview skills, communication skills and presenting their own unique voice in this world; and

WHEREAS, through this achievement, **Haley Blair** has distinguished herself as a talented leader, having represented New Jersey as Miss Gloucester County against over one-hundred pre-teens from across America; and

WHEREAS, during the competition, **Haley Blair** was awarded the following: Top five Nationally Music Artist of the Year; the National Spirit of America Award and Top five Nationally Best Resume; and

WHEREAS, **Haley Blair** campaigned against isolation and suicide and helping to combat senior citizen isolation during the COVID pandemic, and further campaigned to bring awareness of the importance of recycling Class I recycling materials to a Class I Recycle Facility to be turned into energy, and in doing so, portrayed the fact that New Jersey is leading the way in this endeavor; and

WHEREAS, the community should recognize the exceptional achievements of **Haley Blair**, who has not only represented the State of New Jersey, but the County of Gloucester and her home town of Woolwich Township;

NOW THEREFORE BE IT PROCLAIMED by the Township Committee of the Township of Woolwich and on behalf of the people of the Township, that it does hereby recognize the effort and dedication of **Haley Blair** and extends its warmest congratulations to her; and

BE IT FURTHER PROCLAIMED that as an acknowledgement of these great achievements, this Proclamation is adopted by the Township Committee of the Township of Woolwich on this 21st day of December, 2020.

TOWNSHIP OF WOOLWICH

ATTEST: _____
Jane DiBella, Clerk

Vernon R. Marino, Mayor

**RESOLUTION CERTIFYING THAT ALL MEMBERS OF THE GOVERNING BODY HAVE REVIEWED THE
ANNUAL REPORT OF AUDIT FOR THE YEAR 2019
R-2020-244**

WHEREAS, N.J.S.A. 40A:5-4 requires the Governing Body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a registered Municipal Accountant with the Woolwich Township Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by every member of the Governing Body; and

WHEREAS, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the Governing Body of each municipality shall by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the Governing Body have reviewed, at a minimum, the sections of the annual audit entitled "Findings and Recommendations"; and

WHEREAS, all members of the Governing Body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Findings and Recommendations", as evidenced by the group affidavit form of the Governing Body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the governing body to the penalty provisions of N.J.S.A. 52:27BB-52-to wit:

N.J.S.A. 52:27BB-52- A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director, under the provisions of this Article, shall be guilty of a misdemeanor, and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his/her office.

NOW THEREFORE BE IT RESOLVED that the Township Committee in the Township of Woolwich hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

NO PHOTOCOPIES OF SIGNATURES

GROUP AFFIDAVIT FORM

CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

We, members of the governing body of the Township of Woolwich in the County of Gloucester, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Committee of the Township of Woolwich in the County of Gloucester.

2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2019.

3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled FINDINGS AND RECOMMENDATIONS:

(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)

Clerk

Sworn to and subscribed before
me this _____ day of
_____, 2020.

Notary Public of New Jersey

The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH APPROVING THE
CORRECTIVE ACTION PLAN FOR THE 2019 MUNICIPAL AUDIT
R-2020-245**

WHEREAS, the Township Committee of the Township of Woolwich is in receipt of the Annual Audit for the Year 2019 as promulgated by N.J.S.A. 40A: 5-4; and

WHEREAS, as part of said annual audit, a Corrective Action Plan is to be created and implemented in regards to the findings and recommendations contained within the audit report; and

WHEREAS, the Woolwich Township Committee, by way of resolution R-2020-244 certified that they have reviewed the 2019 Audit Report, and have reviewed the general comments and recommendations, and copies of such have been provided to the Woolwich Township Committee;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich as follows:

1. That the Woolwich Township Committee hereby approves the submitted Corrective Action Plan, attached hereto and made a part of this resolution, as it applies to the comments and recommendations contained within the 2019 Audit of the Township of Woolwich
2. That the Woolwich Township Clerk be and is hereby authorized and directed to submit the Corrective Action Plan to the Division of Local Government Services, along with a certified copy of this resolution.

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

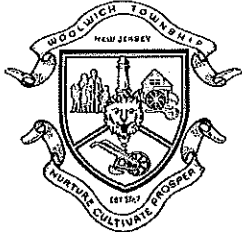
Vernon Marino, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing Resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk



WOOLWICH TOWNSHIP

120 Village Green Drive

Woolwich Township, New Jersey 08085
Main: 856.467.2666 Fax: 856.467.3545

Vernon R. Marino
Mayor

Jane DiBella
Administrator

State of New Jersey
Division of Local Government Services
PO Box 803
Trenton, NJ 08625-0803

December 21, 2020

Re: Township of Woolwich, County of Gloucester
2019 Municipal Audit Corrective Action Plan

CONDITION

Finding 2019-001:

Closing and adjusting entries were not posted to the general ledger for the year ended December 31, 2018. In addition, reconciled cash balances for the current, general capital, open space, payroll and developers' recreations accounts, did not agree with the general ledger account balances as of December 31, 2019.

CORRECTIVE ACTION PLAN

Adjusting entries have been made to bring the general ledger and reconciled cash balances into agreement. The Township has confirmed prior balances with the appointed auditing firm and added personnel in the Finance Office to assist with these and other job tasks.

CONDITION

Finding 2019-002:

The Township did not maintain a fixed asset accounting system in accordance with N.J.A.C. 5:30-5.6.

CORRECTIVE ACTION PLAN

The appropriate land values will be added to the 2020 fixed asset accounting system to rectify this condition.

Respectfully,

William Pine, Chief Financial Officer

**RESOLUTION AUTHORIZING BUDGET APPROPRIATION TRANSFERS
DURING THE LAST TWO MONTHS OF THE FISCAL YEAR FOR THE
TOWNSHIP OF WOOLWICH, COUNTY OF GLOUCESTER,
STATE OF NEW JERSEY**

R-2020-246

WHEREAS, the provisions of N.J.S.A. 40A:4-58, permit the transfer of appropriations during the last two months of a fiscal year and

WHEREAS, from time to time it becomes necessary to transfer funds for various reasons in order to operate the Township on a sound financial basis

NOW THEREFORE BE IT RESOLVED, that the Township Governing Body agrees to said transfer of budget appropriations below:

Department	Account Number	To	From
Mayor & Council S&W	0-01-20-110-011	\$ 1.00	
Clerk S&W - Deputy	0-01-20-120-013	\$ 800.00	
Police Regular S&W	0-01-25-240-011		\$ 70,000.00
Police Maint of Equip	0-01-25-240-026	\$ 15,000.00	
Salary & Wage Adjustment	0-01-30-425-000		\$ 801.00
Capital Improvement Fund	0-01-44-901-000	\$ 90,000.00	
Crossing Guard S&W	0-01-25-240-016		\$ 35,000.00
Totals		\$ 105,801.00	\$ 105,801.00

This resolution will become effective immediately.

Adopted at a meeting of the Township of Woolwich Committee held on December 21, 2020.

Vernon Marino, Mayor

Attest:

Jane DiBella, Clerk

RESOLUTION OF THE TOWNSHIP OF WOOLWICH AUTHORIZING A LEASE AGREEMENT FOR FARMING PURPOSES ON MUNICIPALLY OWNED LANDS KNOWN AS BLOCK 28.01, LOT 1, BLOCK 3, LOT 6 AND BLOCK 5, LOT 3 TO GARY STECHER IN THE TOTAL AMOUNT OF \$2,250.00 FOR THE YEAR 2021
R-2020-247

WHEREAS, N.J.S.A. 40A:12-14 allows for the lease of county or municipal real property; and

WHEREAS, the Township of Woolwich is the owner of property located within the Township of Woolwich on Block 28.01, Lot 1, Block 5, Lot 3 and Block 3, Lot 6 on the official Tax Map of Woolwich Township; and

WHEREAS, the Township of Woolwich has bid said leases for farming purposes at which time one (1) bid was received from Gary W. Stecher in the amount of \$50.00 per tillable (\$2,250.00 total) acres;

Block 28.01 Lot 1	13 tillable acres	\$ 650.00
Block 5, Lot 3	15 tillable acres	\$ 750.00
Block 3, Lot 6	17 tillable acres	\$ 850.00
Total	45 tillable acres	\$2,250.00

WHEREAS, the provisions of N.J.S.A. 40A:12-14(a) are being met;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich as follows; That the Woolwich Township Committee hereby authorizes a Lease Agreement between the Township of Woolwich and Gary Stecher (G & G Stecher) for the lease of Block 3, Lot 6, Block 5, Lot and Block 28.01 Lot 1 for farming purposes in the year 2021 in accordance with the terms and conditions of said Lease agreements.

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

**LEASE AGREEMENT
MUNICIPAL PROPERTY
FARMING PURPOSES**

This Lease is made on the _____ day of _____, 2020

BETWEEN the Landlord, **TOWNSHIP OF WOOLWICH**, whose address is 120 Village Green Drive, Woolwich Township, New Jersey 08085, referred to as the “Landlord” and the Tenant _____ whose address is _____, New Jersey, referred to as the “Tenant” .

The word “Tenant” means each Tenant named above.

1. **Property.** The Tenant agrees to rent from the Landlord and the Landlord agrees to lease to the Tenant the property acknowledged below, referred to as the “Property,”

Block 5, Lot 3	Approximately 15 tillable acres
Block 3, Lot 6	Approximately 17 tillable acres
Block 28.01, Lot 1	Approximately 13 tillable acres

2. **Term.** The term of this lease is for the year 2021, beginning as of the date of execution of this Agreement and expiring on December 31, 2021. Lease may be extended for three (3) additional years at the sole discretion of the Township of Woolwich.

3. **Rent.** Tenant agrees to pay rent in the amount of \$50.00 per tillable acre of the total acreage, at an annual (\$2,250.00). Payment will be due in full by May 1st of each annual year and shall be made payable to Woolwich Township.

4. **Use of Property.** The Tenant may only use the Property for the following purpose(s): The property shall be used for commercially acceptable tillable farming operations.

5. **Assignment or Subleasing of Property.**

Tenant shall not be permitted to assign or sublease the subject premises to any other party.

6. Access, Inspection and Repair. The Landlord and the Landlord's agents, employees or other representatives, will have the right to enter into and upon the Premises or any part thereof, at all reasonable hours, on reasonable prior notice or no notice if an emergency exists, for the purpose of examining the Premises or making such inspections, repairs or alterations therein as may be necessary for the safety and preservation thereof. Landlord will not interfere with Tenant's actual farming operation.

7. Compliance with Laws, etc. The Tenant will promptly comply with all laws, ordinances, rules, regulations, requirements and directives of all Governmental or Public Authorities and of all their subdivisions, applicable to and affecting the Premises, or the use and occupancy of the Premises, and will promptly comply with all orders, regulations, requirements and directives which have been issued covering the Premises and its contents, for the prevention of fire or other casualty, damage or injury, at the Tenant's own cost and expense.

8. Liability Insurance. The Tenant, at Tenant's own cost and expenses, will obtain or provide and keep in full force for the benefit of the Landlord, during the term hereof, general public liability insurance, insuring the Landlord against any and all liability or claims of liability arising out of, occasioned by or resulting from any accident or otherwise in or about the Premises for injuries to any persons, for limits of not less than \$300,000 for property damage, \$1,000,000 for injuries to one person and \$1,000,000 for injuries to more than one person, in any one accident or occurrence. The insurance policies will be with companies authorized to do business in this State and a Certificate of Insurance will be delivered to the Landlord, not less than fifteen (15) days prior to the commencement of the term hereof or of the date when the Tenant enters into possession, whichever occurs sooner. At least fifteen (15) days prior to the expiration or termination date of any policy, the Tenant will deliver a renewal or replacement Certificate of Insurance. Tenant shall include Landlord as an additional named insured on said Certificate of Insurance.

9. Indemnification. The Tenant will hold harmless and indemnify the Landlord from and for any and all payments, expenses, costs, reasonable attorney fees, (including attorney fees incurred in enforcing the Tenant's obligations under this Paragraph 7) and from and for any and all claims and liability for losses or damage to property or injuries to persons occasioned wholly or in part by or resulting from any acts or omissions by the Tenant or the Tenant's agents, employees, guests, licensees, invitees, subtenants, assignees or successors, or for any cause or reason whatsoever arising out of or by reason of the occupancy of the Premises by the Tenant or business of the Tenant.

10. Reimbursement of Landlord. If the Tenant fails or refuses to comply with any of the terms and conditions of this Lease, the Landlord may carry out and perform such conditions at the cost and expense of the Tenant, which amounts will be payable on demand to the Landlord. This remedy will be in addition to such other remedies as the Landlord may have by reason of the breach by the Tenant of any of the terms and conditions of this Lease.

11. Removal of Tenant's Property. Any equipment, fixtures, goods or other property of the Tenant that are not removed by the Tenant upon the termination of this Lease, or upon any quitting, vacating or abandonment of the Premises by the Tenant, or upon the Tenant's eviction, will be considered as abandoned and the Landlord will have the right, without any notice to the Tenant, to sell or otherwise dispose of the same, at the expense of the Tenant, and will not be accountable to the Tenant for any part of the proceeds of such sale, if any.

12. Events of Default; Remedies Upon Tenant's Default. The following are "Events of Default" under this Lease: (a) a default by the Tenant in the performance of any of the other covenants or conditions of this Lease, which the Tenant does not cure within 15 days after the Landlord gives the Tenant written notice of such default; (b) the death of the Tenant (if the Tenant is an individual); (c) the liquidation or dissolution of the Tenant (if the Tenant is an entity); (d) the filing by the Tenant of a bankruptcy, insolvency or receivership proceeding; (e) the filing of a bankruptcy, insolvency or receivership proceeding against the Tenant which is not dismissed within 15 days after the filing thereof; (f) the appointment of, or the consent by the Tenant to the appointment of, a custodian, receiver, trustee, or liquidator of all or a substantial

part of the Tenant's assets; (g) the making by the Tenant of an assignment for the benefit of creditors or an agreement of composition; (h) if the Premises are or become abandoned, deserted, vacated or vacant; (i) the eviction of the Tenant; or (j) if this Lease, or the Tenant's interest in the Premises passes to another by virtue of any court proceedings, writ of execution, levy, or judicial or foreclosure sale. If an Event of Default occurs, the Landlord, in addition to any other remedies contained in this Lease or as may be permitted by law, may either by force or otherwise, without being liable for prosecution therefore, or for damages, re-enter, possess and enjoy the Premises.

13. Termination on Default. If an event of Default occurs, the Landlord may, at any time thereafter, terminate this Lease and the term hereof, upon giving to the Tenant five (5) days' notice in writing of the Landlord's intention so to do. Upon the giving of such notice, this Lease and the term hereof will end on the date fixed in such notice as if such date was the date originally fixed in this Lease for the expiration hereof; and the Landlord will have the right to remove all persons, goods, fixtures and chattels from the Premises, by force or otherwise, without liability for damage.

14. Non-Liability of Landlord. The Landlord will not be liable for any damage or injury which may be sustained by the Tenant or any other person, as a consequence of reason of the elements; or resulting from the carelessness, negligence or improper conduct on the part of Tenant or the Tenant's agents, employees, guests, licensees, invitees, subtenants, assignees or successors. This limitation on the Landlord's liability will not apply to damage or injury resulting from the gross negligence or willful misconduct of the Landlord or of the Landlord's agents, employees, guests, licensees, invitees, assignees or successors.

15. Non-Waiver by Landlord. The various rights, remedies, options and elections of the Landlord under this Lease are cumulative. The failure of the Landlord to enforce strict performance by the Tenant of the conditions and covenants of this Lease or to exercise any election or option, or to resort or have recourse to any remedy conferred in this Lease or the acceptance by the Landlord of any installment of rent after any breach by the Tenant, in any one or more instances, will not be construed or deemed to be a waiver or a relinquishment for the

future by the Landlord of any such conditions and covenants, options, elections or remedies, but the same will continue in full force and effect.

16. Validity of Lease. The terms, conditions, covenants and provisions of this Lease will be deemed to be severable. If any clause or provision contained in this Lease is adjudged to be invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it will not affect the validity of any other clause or provision in this Lease, but such other clauses or provisions will remain in full force and effect.

17. Notices. All notices required under the terms of this Lease will be given and will be complete by mailing such notices by certified or registered mail, return receipt requested, or by hand delivery, fax or overnight delivery service, to the address of the parties as shown at the beginning of this Lease, or to such other address as may be designated in writing, which notice of change of address is given in the same manner.

18. Title and Quiet Enjoyment. The Landlord covenants and represents that the Landlord is the owner of the Premises and has the right and authority to enter into, execute and deliver this Lease; and does further covenant that the Tenant on paying the rent and permitting the conditions and covenants contained in this Lease, will and may peaceably and quietly have, hold and enjoy the Premises for the term of this Lease.

19. Entire Contract. This Lease contains the entire contract between the parties. No representative, agent or employee of the Landlord has been authorized to make any representations or promises with reference to the leasing of the Premises, or to vary, alter or modify the terms hereof. No additions, changes or modifications, renewals or extensions hereof, will be binding unless reduced to writing and signed by the Landlord and the Tenant.

20. Liens. If any construction or other liens are created or filed against the Premises by reason of labor performed or materials furnished by the Tenant in the erection, construction, completion, alteration, repair or addition to any building or improvement, the Tenant will, upon demand, at the Tenant's own cost and expense, cause such lien or liens to be satisfied and

discharged of record together with any lien claims that may have been filed, Failure to do so, will entitle the Landlord to resort to such remedies as are provided in this Lease for any default of this Lease, in addition to such as are permitted by law.

21. Waiver of Subrogation Rights. The Tenant waives all rights of recovery against the Landlord or the Landlord’s agents, employees or other representatives for any loss, damages or injury of any nature whatsoever to property or persons for which the Tenant is insured. The Tenant will obtain from Tenant’s insurance carriers and will deliver to the Landlord, waivers of the subrogation rights under the respective policies.

22. Confirmation with Laws and Regulations. The Landlord may pursue the relief or remedy sought in any invalid clause, by conforming such clause with the provisions of the statutes or regulations of any governmental agency as if the particular provisions of the applicable statues or regulations were set forth at length in this Lease.

23. Number and Gender. In all references in this Lease to any parties, persons or entities, the use of any particular gender or the plural or singular number is intended to include the appropriate gender or number as the text of this Lease may require. All the terms, covenants and conditions contained in this Lease will be for and will inure to the benefit of and will bind the respective parties hereto, and their heirs, executors, administrators, personal or legal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties have signed this Lease or caused these presents to be signed by their proper officers or other representatives, the day and year first above written.

Witnessed or Attested by:

TOWNSHIP OF WOOLWICH

Jane DiBella, Clerk

By: _____ (Seal)
Vernon Marino, Mayor

Witnessed or Attested by:

Signature

By:

_____ (Seal)
Tenant Signature

RESOLUTION AUTHORIZING THE TAX COLLECTOR TO WAIVE INTEREST

R-2020-248

WHEREAS, Charles Sofia and Patricia Parente, owners of property located at Block 2.35, Lot 37 made a partial payment by check, and the balance on a credit card; and

WHEREAS, due to an error in the Woolwich Township Tax Collector's office, the credit card payment was not processed correctly and therefore, the balance remained unpaid and generated interest; and

WHEREAS, the Woolwich Township Tax Collector asks that interest accrued in the amount of \$6.89 be waived;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Woolwich, County of Gloucester, and State of New Jersey, that it hereby authorizes the Woolwich Tax Collector to process the following:

Block 2.35 Lot 37 Sofia, Charles & Patricia Parente 4thQ interest in the amount of \$6.89 waived

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST:

Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH AUTHORIZING CANCELLATION OF TAX
OVERPAYMENTS OR DELINQUENT AMOUNTS OF LESS THAN \$5.00**

R-2020-249

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax overpayments or delinquent amounts of less than \$5.00; and

WHEREAS, the governing body may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$5.00;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Woolwich, County of Gloucester, State of New Jersey, hereby authorizes the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED, that a certified copy of the Resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

SEE ATTACHED LIST

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST:

Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

BLOCK	LOT	QUALIFER	OWNERS NAME	DEBIT	CREDIT
	1	5.01 QFARM	SORBELLO, THOMAS & ETALS		0.72
	1	7	RIZZI, FRANCESCO		2.70
	1	8	RIZZI, FRANCESCO		2.63
	1	8 QFARM	RIZZI, FRANCESCO		1.77
2.11		43	FEDERAL NATIONAL MTG ASSN		4.70
2.11		69	SZUBIAK, MICHAEL & DOROTA		0.24
2.17		2	CINQUINA, ROBERT & HONG, XIA		0.01
2.29		5	LOCK, FREDERICK & JOANNE		0.40
2.29		11	ABATE, SALVATORE		5.05
2.30		6	BAUS, DIAN		0.04
2.32		24	BAYLEY, BARBARA		0.07
2.32		47	HOWERY, DOROTHY		0.03
2.33		5	DCKEY, LYNN		0.01
2.33		14	OCONNOR, ELIZABETH & THOMAS		0.51
2.34		31	ZUCCATO, LAWRENCE & LINDA		0.19
2.35		17	CONNOR, DONNA & THOMAS		0.18
2.35		18	FAWLEY, WILLIAM & KATHLEEN		0.53
2.39		11	ROSENBERGER, JUDITH & WILLIAM		3.83
2.40		8	EACHUS, MARCELLINE & PAUL		0.12
	3	7.03 C0601	SIRAJ, UROOJ		1.25
	12	4.13	GALLAGHER, WM R & GRETCHEN		1.01
	14	1.12	RYDER TRUCK RENTAL INC		2.01
	14	6	SHEPPARD, JEFFREY & PAMELA		0.28
	14	19.16	SOLLENA, NICOLO & FRANCES		0.58
	15	5.10	MATHEW, BOBBY & MARYANNE		0.05
	20	1 QFARM	CALTABIANO, JOSEPH		0.42
	21	5 QFARM	BEIER, EARNEST & DIANE		0.03
	22	3 QFARM	BEIER, EARNEST & DIANE		0.09
	24	18	GIORGIANNI, HARRY & MARGARET		0.70
24.01		20	BATTAGLIA, ANTHONY		3.43
	25	1.06	YURGIN, PHILIP		1.13
	26	2.06	SCHINTZ, MICHAEL & DIANE		1.08
28.10		2	HANSBURY, KELLY & PATRICK		0.01
	35	5.01	BYRNE, LEO & MILDRED		0.36
	36	6.07	BOYER, DOUGLAS RYAN		0.09
	41	10.09	ETTORE, JANET		0.40
	42	2 QFARM	SORBELLO, FRANK & JENNIE		0.45
	42	2.03 QFARM	SORBELLO, FRANK & JENNIE		0.25
	44	9.01 QFARM	VUONG, JENNI		0.03
	44	9.03	RICHARDS, RODNEY		0.01
	45	4.28	MCCAIN, ADAM & KIRSCHNER, MICHELL		0.98
	46	11	FINOCCHIARO, ALFRED		0.31
	46	11 QFARM	FINOCCHIARO, ALFRED		0.21
	46	12.01	JAMESON, KATHERINE & SMITH ALEX		0.05
	48	4.02	PETRONGOLO, GREGORY		0.06
	51	1	PAOLELLA, LAWRENCE JOSEPH		5.01

54	15.16	BRILL, MATHEW	3.86
54.01	3	CAPIZZI, TIMOTHY	0.55
10	3 QFARM	OTTO C RODE	0.03
8	9	OTTO C RODE	0.02
8	3	OTTO C RODE	0.04
10	7	OTTO C RODE	1.34
54	15.10	MULLING, GARY & KATHKEEN MARIE	2.14
25	3.05	BERMEL, DEBORAH & TERRENCE	0.14
1	10.09	SMALL, WAYNE	0.03
2	15.02	GIRAN, AMANDA & BRYAN	0.04
2.01	42	STANFORD, DELORES & GARY	0.01
2.07	24	VO, TERI	0.03
2.16	16	GLAVIANO, FRANK & MARIE	0.02
2.31	7	PELTZER, LOUIS & PROWERS, DONNA	0.01
2.39	4	COOPER, DAWN & GLEN	0.49
3	7 C2206	COLE, PATRICIA	0.01
3.05	7	KOSTICK, BYRAN & NINA	3.29
3.14	1	BRAHMBHATT, HARSHEET & TIKENDRA	1.00
3.37	1	MCILHENNEY, SEAN & KELLY	0.07
3.40	9	DEANGELIS, GARTH & KRISTIN	0.97
9	6 C0006	KINGSWAY PROFESSIONAL BUILDING	0.02
14	24.02	LOBASCIO, NICHOLAS & LYNDA	0.17
14	26 QFARM	GAROZZO, CATHERINE, EST OF	0.65
28.02	13.01	WEATHERBY TOWNHOMES LLC	0.01
28.06	34	ALTOMARI, LOUIS & BEREZOWSKY, SYDNE	0.04
28.07	18	COPPOCK, JOSEPH & SUSAN	0.30
28.15	5	ZAGIEL, LEYNA	0.65
28.16	5	FUSCO, JENNIFER & ROBERT	1.51
28.31	19	ALAM, DEEPA REHANA QUAD & MAHBUBUL	1.53
28.40	1	HRAPCZYNSKI, ROBERT & ROBERT	1.75
35	2.07	KAIN, JAMES & KAREN	0.13
41	10	SORBELLO, THOMAS	0.08
56	4.18	SMITH, DEAN & CAROLINE	0.07
60	5.02	AP HOSPITALITY, LLC	0.81

RESOLUTION AUTHORIZING THE TAX COLLECTOR TO TRANSFER OR REFUND OVERPAYMENT OF TAXES

R-2020-250

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Woolwich, County of Gloucester, and State of New Jersey, that it hereby authorizes the Woolwich Township Tax Collector to process the following refund/ transfer as noted:

Block 2.01	Lot 49	Moskovciak, Alan & Heide	\$ 128.10 transfer
Block 2.11	Lot 46	Moss, Eric & Julia	58.32 transfer
Block 2.16	Lot 71	Corelogic/Sylevester	2,293.30 refund
Block 2.22	Lot 8	Corelogic	2,583.07 refund
Block 2.27	7	Ealy, Ricardo	14.37 transfer
Block 3.02	Lot 30	Corelogic/Flippen	5, 211.28 refund
Block 3.13	Lot 14	Corelogic/Lee	2,797.72 refund
Block 3.16	Lot 2.01	Ruggiero, Gustav & Nancy	2,313.70 refund
Block 3.16	Lot 27	Corelogic/Keener	2,640.47 refund
Block 3.18	Lot 3	Corelogic	3,031.60 refund
Block 3.25	Lot 9	Wells Fargo	3,176.00 transfer
Block 3.42	Lot 26	Hester, Taryn & Marioni, Joseph	180.14 refund
Block 10	Lot 3	Otto C Rode Inc	623.09 transfer
Block 11	Lot 1.01	Corelogic	2,455.87 refund
Block 12.01	Lot 15	Corelogic	2,684.28 refund
Block 19	Lot 4.01	Seger, Jason & Misty	8.45 transfer
Block 24	Lot 3.40	Thompson, Brian & Nicole	18.68 transfer
Block 25	Lot 3	Smith, Bruce	225.00 transfer
Block 27.01	Lot 28	Jackson-White Karen	197.29 transfer
Block 28.02	Lot 11	Woolwich Realty LLC	110.80 transfer to qfarm
Block 28.02	Lot 11.02	Woolwich Realty LLC	30.05 transfer to qfarm
Block 28.08	Lot 4	Corelogic/Kipp	2,439.36 refund
Block 28.14	Lot 16	Wilbraham, Chrostopher	69.53 transfer
Block 28.15	Lot 6	Baderschneider, /Daniel	24.83 transfer
Block 28.20	Lot 3	Haberland, Eric & Lina	19.60 transfer
Block 28.43	Lot 10	Corelogic	571.10 refund
Block 28.50	Lot 2	Caraballo, Ana & Elbin	1,297.22 transfer
Block 36.01	Lot 2	Tetrick, Timothy	1,179.39 refund
Block 40	Lot 18.07	Wells Fargo	2,077.94 refund
Block 41	Lot 3.02 Qfarm	Wolfrom	91.57 transfer
Block 43	Lot 11.13	Kargman, David	46.70 transfer
Block 43	Lot 13 Qfarm	DiBella, Joseph & Mary	1,695.84 transfer to lot 14
Block 44	Lot 9.13	Woolwich Investors LLC	583.12 refund
Block 46	LOT 9.01	Finocchiario, Joseph	689.23 refund
Block 48	Lot 11 Qfarm	Sailey, /Virginia	28.19 transfer
Block 49	Lot 2 Qfarm	Atlantic City Electric	343.68 transfer to lot 2 *
Block 54	Lot 8.14	Womble, Robin	136.14 transfer
Block 54	Lot 13.15	Corelogic	3,540.96 refund

Block 54.04	Lot 4	Schnell, Alverda - widow of a Vet	250.00 transfer
Block 55	Lot 7	Dorsett, Lawrence & Ann	9.97 transfer
Block 55	Lot 9.05	Corelogic	217.67 transfer
Block57	Lot 10 Qfarm	Woolwich Commoms, LLC	71.69 refund

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vern Marino, Mayor

ATTEST:

Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich, at a meeting held on the 21st day of December 2020.

Jane DiBella, Clerk

**RESOLUTION AUTHORIZING TOTALLY DISABLED VETERAN DEDUCTION
R-2020-251**

WHEREAS, certain disabled veterans are entitled to an exemption from payment of real estate taxes otherwise due pursuant to N.J.S.A. 54:4-3.30 et seq.; and

WHEREAS, the Gloucester County Tax Assessor has made a determination that Joshua Moline qualifies for said exemption;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Woolwich, County of Gloucester, State of New Jersey, that it hereby authorizes the Woolwich Township Tax Collector to refund and /or cancel taxes as set forth below. The Homeowner is responsible for the 1st 75 days of the 4th quarter taxes.

Block 17	Lot 7.10	Corelogic/Moline TDV	\$	590.37 refund 4 th qtr. 2020
				590.37 cancel 4 th qtr. 2020
				3,076.87 cancel 1 st qtr. 2021
				3,076.86 cancel 2 nd qtr. 2021

Approved as of December 14, 2020.

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST:

Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of The Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

**RESOLUTION OF THE TOWNSHIP OF WOOLWICH MAKING AN ELEVATION
WITHIN THE WOOLWICH TOWNSHIP POLICE DEPARTMENT
R-2020-252**

WHEREAS, Officer Brandon Lopez has served the Woolwich Township Police Department with distinction since December 12, 2019; and

WHEREAS, the effective Agreement between the Township of Woolwich and PBA Local #122 calls for the elevation in Class after one (1) year;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich as follows:

1. That Brandon Lopez be and is hereby elevated to the position of 8th Class Patrolman within the Woolwich Township Police Department effective retroactive to December 12, 2020.
2. That in accordance with the Agreement between the Township of Woolwich and PBA Local #122, the salary for 8th Class Patrolman shall be \$47,858.40 prorated for the remainder of 2020.

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

RESOLUTION OF THE TOWNSHIP OF WOOLWICH ADOPTING A POLICY ADDRESSING THE PROTECTION AND SAFE TREATMENT OF MINORS

R-2020-253

WHEREAS, The Township of Woolwich is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township to the maximum extent possible; and

WHEREAS, as the result of said concerns and at the direction of the township's insurer (TriCo Joint Insurance Fund) the Township of Woolwich has drafted a policy entitled "A Policy Addressing the Protection and Safe Treatment of Minors" as attached hereto and incorporated within the body of this Resolution by reference, which Policy establishes the guidelines for officials, employees, and volunteers who set policy for the Township of Woolwich or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors; and

WHEREAS, the Township Committee of the Township of Woolwich wishes to adopt the attached policy for implementation effective as of January 1, 2021;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Woolwich as follows:

The attached "Policy Addressing the Protection and Safe Treatment of Minors" be and is hereby adopted, and the requirements established therein will be enforced and followed effective as of January 1, 2021.

Adopted this 21st day of December, 2020

TOWNSHIP OF WOOLWICH

Vernon Marino, Mayor

ATTEST: _____
Jane DiBella, Clerk

CERTIFICATION

The foregoing Resolution was duly adopted by the Township Committee of the Township of Woolwich at a meeting held on the 21st day of December, 2020.

Jane DiBella, Clerk

Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.
- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.
- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations
 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Township of Woolwich is committed to the safety of all individuals in its community however, the Township of Woolwich has particular concern for those who are potentially vulnerable, including minor children. The Township of Woolwich regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Township of Woolwich is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Township of Woolwich or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Township of Woolwich or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Township of Woolwich including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Township to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Township of Woolwich on a full-time or part-time basis, and compensated by the Township.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Township of Woolwich.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the Township of Woolwich, appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Township of Woolwich.
- **Volunteers**-Individuals volunteering their time to provide services to the Township of Woolwich who are not on the payroll and receive no compensation.

III. Policy:

The Township of Woolwich is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Township is firmly committed to protecting children under the care and supervision of the Township of Woolwich from all forms of physical, mental, sexual and emotional abuse. The Township of Woolwich is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Township. The procedures outlined below shall apply to all officials, employees, and volunteers of the Township of Woolwich.

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers (directly involved with activities wherein participants are considered minors as defined herein) shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the Township of Woolwich in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Township ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Township of Woolwich ***PRIOR TO*** starting employment or volunteer service.
- iv. **In addition to completing the training course adopted by the Township** all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)

Coaches involved in sports organizations **not affiliated with the Township of Woolwich** shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Education Today's Youth*) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) Further, the individual organizations shall require background checks as described herein (at the sole expense of the organization) and annually provide a roster of all coaches and individuals affiliated with the organization which includes certification of such individuals having passed the background check and completed the Rutgers Safety Clinic course.

- v. The Township of Woolwich shall ***annually*** re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.

- vi. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Township. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Township of Woolwich.

➤ Officials of the Township are required to :

- i. Complete the initial training course adopted by the Township, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Township adhere to all policies and procedures as adopted.
- ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Township to implement whatever changes are necessary as soon as possible to make certain the policy is followed.

- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Township.

VI. Program Procedures:

All Township programs operated by, sponsored by, or affiliated with the Township of Woolwich shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Township. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Township shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the Township shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Township.
- c. Implement and adopt a "**Code of Conduct**" for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.

- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Township shall set forth rules and procedures governing when and under what circumstances participants may leave the Townships property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.

- Misuse or damage of Township property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Township to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The Township of Woolwich shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the Township of Woolwich frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the Township shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the "***Code of Conduct***" for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
 - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.

- ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
- iv. Officers shall make certain that they are neat, clean, and appropriately attired.
- v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
- vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

IX. Training Requirements:

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the Township of Woolwich are required to complete training (and refresher course training) adopted by the Township. ALL employees of the Township shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Township and individual trainees also keep copies of their own training records.

a. Officials

Complete the initial training course adopted by the Township of Woolwich, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.

- o Fully understanding the legal consequences for not being diligent in making certain that employees of the (local unit type) adhere to all policies and procedures as adopted.

b. **Department Heads**

- i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. **Volunteers and Employees of the Township of Woolwich**

- i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

d. **Law Enforcement Officers**

- i. Content of course shall include:

1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

X. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Township of Woolwich shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support**. Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. **Do not "investigate" an abuse situation. Do not interrogate the child.** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For employees or volunteers of programs conducted by the Township of Woolwich:

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.

- e. ***How:*** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Township of Woolwich.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. ***Who:*** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. ***What:*** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. ***When:*** When the alleged abuse/neglect occurred and when you learned of it.
 - d. ***Where:*** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. ***How:*** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. ***Who:*** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. ***What:*** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.

- c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
- d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

➤ For **Law Enforcement Officers:**

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Township of Woolwich encourages all officials, employees, and volunteers in programs operated by the Township or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. *Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. *However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. *When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XII. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Township of Woolwich. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes • To external genitalia 	<p>Wary of adult contacts Apprehensive when other children cry</p> <p>Behavioral extremes:</p> <ul style="list-style-type: none"> • Aggressiveness • Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none"> • Compliant, passive • Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none"> • Inappropriately adult • Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.

Policy Addressing the Protection and Safe Treatment of Minors

I. Purpose and Scope:

Under New Jersey law (N.J.S.A. 6-8.21), an abused or neglected child is anyone "under the age of 18 who is caused harm by a parent, guardian or other person having custody or control of that minor." A child who is under the age of eighteen (18) is considered to be abused or neglected when a parent, caregiver, another child or another adult does one of more of the following:

1. Inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm, and/or
2. Fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so, and/or
3. Commits or allows to be committed an act of sexual abuse against a child.

Child abuse can have long-term effects on victims. A lack of trust and difficulty with healthy relationships is common, as is a core feeling of worthlessness and low self-esteem. There may even be long-term trouble with regulating emotions that can lead to destructive behaviors.

There are typically four common types of abuse:

- The failure to meet a child's basic needs, physically or emotionally, which is called ***neglect***.
- The intentional use of physical force that results in injury, which is called ***physical abuse***.
- The practice of any behaviors that harm a child's feelings of self-worth or emotional well-being, which is ***emotional abuse***.
- Engaging in sexual acts with a child including pornography, which is ***sexual abuse***.

Unfortunately, statistics reflect that abuse is all too common in any form.

- In New Jersey, abuse reports involving 80,000 children are filed each year. 50,000 of those children receive prevention and post-response services.
- 75% of the cases involve neglect, 18% of the cases involve physical abuse, and psychological abuse accounts for 7% of the cases.
- 55% of the perpetrators are female, while males account for 45%.
- Sadly, child abuse is a vicious cycle, in that 30% of abused children will later abuse their own children.

The statistics and characteristics pertaining to **sexual abuse** are sobering and equally as disheartening:

- ✓ **"Peer-to-Peer"** abuse is by far the most common, where one or more children or adolescent(s) sexually abuses or inappropriately touches another. Legally, the abuser must be at least 4 years older to trigger the statute. The *American Psychological Association* reports this type of abuse is driven by power and dominance, the same factors that drive bullying within this age group. In fact, bullying can be a precursor to sexual abuse, especially when there is a lack of supervision.
- ✓ In contrast, **"adult-to-child"** abuse is typically thought out and planned in advance, demanding access and privacy and control. These three factors demand a specific type of relationship and setting, meaning that 90% of juvenile sexual abuse victims know their abuser. The scope of the problem is massive: by the age of 18, 1 in 4 girls and 1 in 6 boys have experienced sexual abuse. From those figures, 88% of those molestations are attributed to individuals with pedophilia. ***Pedophilia is a psychotic disorder in which an adult or adolescent demonstrates a primary sexual attraction to prepubescent children.*** It is important, however, not to confuse pedophilia with actual child molestation, as many pedophiles never act on their attractions.
- ✓ Child sexual abusers are not always easy to spot. Though 7 out of every 8 molesters are male, they match the general population in ethnicity, religion, education, and marital status. So there is no stereotype, especially since abusers go to great lengths to blend in. However, only 10% of them abuse children that they don't know, and 68% look no further than their own families for victims.
- ✓ 40% of abusers first begin molesting children before they themselves reach the age of 15, and the vast majority before the age of 20.
- ✓ Adolescent abusers generally begin their acts of abuse on younger siblings.
- ✓ Most sexual abuse occurs within the family. However, molesters can gain access to children outside of their own families through employment or volunteer work with an organization that works primarily with children. This allows them both time alone with potential victims and the ability to build trust and credibility. In fact, child abusers are often known and respected in their communities for dedication to children.

- ✓ In terms of a victim profile, it is important to remember that, although there are characteristics that make some children more vulnerable, every child is in danger. Passive, lonely or troubled children, especially those who live with step-parents or single parents may be targeted. Children between the ages of 7 and 13 years old are most at risk, and children from low socioeconomic backgrounds or rural areas are more likely to be victimized.

- ✓ Molesters have behavioral patterns that can be identified as **"grooming"** their victims. Sexual abuse is rarely violent. The molester's goal is to solicit compliance by beginning to win the victim's trust. There might be pet names, gifts to foster exclusivity and encouragement to "keep secrets." The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child's life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed trustworthy. Inevitably, the favoritism is not enough to keep the victim silent any more, and the abuser resorts to threats—threats that play off of a child's guilt over the sexual contact.

- ✓ During the grooming process and abuse, victims often begin to show signs such as sexual behaviors or strong sexual language that is too adult for their age. Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm. They may begin to display cuts and scratches or other self-inflicted injuries. However, some children are naïve and unaware of the gravity of the abusive nature of their experience. Research shows that children often delay reporting sexual abuse. They should not be disbelieved just because they waited a long time to seek help.

In the State of New Jersey every level of government has a role in protecting minors.

- At the State level:
 - State law is enforced through the NJ Family Division of the State court system. The court has broad powers including the ability to remove children from dangerous situations

 - The Department of Children and Families, specifically the Division of Child Protection and Permanency, combines all state operations intended to safeguard children into a single, coordinated program working closely with the Courts, legal advocates and law enforcement.

- The Department of Corrections operates adult prisons and youth correctional centers to deal with perpetrators, while individual counties operate youth detention centers and special purpose schools.
- At the local level:
 - Educational professionals have the most contact with children, meaning they are often the first to detect issues.
 - Housing Authority employees may also frequently come into contact with children.
 - Municipalities and counties operate or sponsor a variety of programs that involve children including but not limited to:
 - Recreation programs
 - Before and After Care programs
 - Youth sports leagues
 - Youth centers
 - Youth in Government programs
 - Junior law enforcement training programs
 - The role of **Police and law enforcement agencies** is especially important. Police officers assist in resolving reported situations, often acting as first identifiers. In New Jersey, police are given broad authority to protect children, including the authority to remove them from their parents or caregivers without a court order if necessary to prevent imminent danger to a child. Under the **Prevention of Domestic Violence Act**, a law enforcement officer must make an arrest when the officer finds "probable cause" that domestic violence has occurred. This holds even if the victim refuses to make a complaint. The Act is invoked in situations where the victim exhibits signs of injury caused by domestic violence, when a warrant is in effect, or when there is probable cause to believe that a weapon has been involved in an act of domestic violence. Abusers often use psychological tactics or coercive control over their partners, such as making threats to prevent a victim from leaving or contacting friends, family or police. But even if these conditions are not met, an officer may still make an arrest or sign a criminal complaint if there is probable cause to believe acts of domestic violence have been committed. Now if there is no visible sign of injury but the victim states that an injury did, in fact, occur, the officer must take other factors into consideration in determining probable cause.

The Township of Woolwich is committed to the safety of all individuals in its community however, the Township of Woolwich has particular concern for those who are potentially vulnerable, including minor children. The Township of Woolwich regards the abuse of children as abhorrent in all its forms and pledges to hold its officials, employees and volunteers to the highest standards of conduct in interacting with children. Statistics show that 93% of victims under the age of 18 know the abuser. Further, a perpetrator does not have to be an adult to harm a child but are typically in a caregiver role. They can have any relationship to the child including a playmate, family member, a teacher, a coach, or instructor.

The Township of Woolwich is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Township to the maximum extent possible. These Policy and Procedures establish the guidelines for officials, employees, and volunteers who set policy for the Township of Woolwich or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

This Model Policy provides guidelines that apply broadly to interactions between minors and officials, employees, and volunteers in programs operated by the Township of Woolwich or affiliated programs or activities. All officials, employees, and volunteers are responsible for understanding and complying with this policy.

II. Definitions:

- **Authorized Adult**- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee and/or interact with minors in program activities, recreational, and/or residential facilities. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
- **Child or Minor** - A person under the age of eighteen (18).
- **Department Heads**- Appointed department heads of the Township of Woolwich including the chief administrative officer, and any assistants.
- **Direct Contact** - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.

- **Dual Reporting** – Reporting possible abuse to both the NJ Department of Children and Families and law enforcement at the same time by the individual designated by the Township to report all possible cases of abuse.
- **Employees, Staff, or Counselors** – persons working for the Township of Woolwich on a full-time or part-time basis, and compensated by the Township.
- **Facilities** - Facilities owned by, under the control of, or rented or leased to the Township of Woolwich.
- **Grooming** - is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Refer to Appendix B for more detailed information on grooming.
- **NJMEL JIF**-New Jersey Municipal Excess Liability Fund Joint Insurance fund
- **Officials** – Elected officials of the Township of Woolwich, appointed Board members, and Authority Commissioners
- **One-On-One Contact** - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
- **Programs** - Programs and activities offered or sponsored by the Township of Woolwich.
- **Volunteers**-Individuals volunteering their time to provide services to the Township of Woolwich who are not on the payroll and receive no compensation.

III. Policy:

The Township of Woolwich is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Township is firmly committed to protecting children under the care and supervision of the Township of Woolwich from all forms of physical, mental, sexual and emotional abuse. The Township of Woolwich is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Township. The procedures outlined below shall apply to all officials, employees, and volunteers of the Township of Woolwich.

IV. Recruitment and Hiring of Employees and Vetting of Individuals Volunteering Their Time:

- i. All prospective employees and volunteers (directly involved with activities wherein participants are considered minors as defined herein) shall undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. ***Written documentation of the background check shall be maintained by the Township of Woolwich in perpetuity.***
- ii. Background checks that disclose any negative or questionable results must be reviewed and approved by the Township ***prior to*** the individual being hired and/or working with minors. ***Provisional hiring is not permitted.***
- iii. All prospective employees and volunteers must complete the training adopted by the Township of Woolwich ***PRIOR TO*** starting employment or volunteer service.
- iv. **In addition to completing the training course adopted by the Township** all volunteer coaches shall complete the Rutgers SAFETY Clinic course (*Sports Awareness for Educating Today's Youth*™) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.)

Coaches involved in sports organizations **not affiliated with the Township of Woolwich** shall complete the Rutgers SAFETY Clinic course (Sports Awareness for Education Today's Youth) which is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" under (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.) Further, the individual organizations shall require background checks as described herein (at the sole expense of the organization) and annually provide a roster of all coaches and individuals affiliated with the organization which includes certification of such individuals having passed the background check and completed the Rutgers Safety Clinic course.

- v. The Township of Woolwich shall ***annually*** re-check and document the Megan's Law directory for New Jersey to make certain that current employees are not listed.

- vi. Once employed, authorized Adults who are employed are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense within 72 hours of knowledge of the arrest or conviction.

V. Procedures and Responsibilities of Officials:

Under New Jersey Law, an official may be held liable for the abuse or neglect of a child if he or she fails to implement appropriate safeguards to protect the child while the minor has been entrusted to the care of the Township. Most importantly, recent changes in the law in New Jersey extended the statute of limitations for child abuse and neglect cases substantially, thus placing local officials and employees at a far greater risk.

A valid cause of action can be filed by an alleged victim well after the official has left office. It is, therefore, critically important for officials to establish and monitor policies and procedures designed to safeguard minors entrusted to the care of the Township of Woolwich.

➤ Officials of the Township are required to :

- i. Complete the initial training course adopted by the Township, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts:
 - Recognizing the signs of abuse and neglect of minors.
 - Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
 - Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
 - Becoming familiar with the legal requirements to report suspected cases of abuse.
 - Fully understanding the legal consequences for not being diligent in making certain that employees of the Township adhere to all policies and procedures as adopted.
- ii. Meet **annually** with all Department Heads to review the "Policy Addressing Sexual Abuse of Minors", and to verify that the administration is adhering to this policy which includes all of the following provisions. If the policy is not being adhered to, it is the legal obligation of the officials of the Township to implement whatever changes are necessary as soon as possible to make certain the policy is followed.

- iii. Conduct **random and unannounced** visits to program sites to observe the setup of the programs and conduct of the employees and volunteers of the Township.

VI. Program Procedures:

All Township programs operated by, sponsored by, or affiliated with the Township of Woolwich shall comply with the following procedures. All officials, employees, and volunteers who interact with or could possibly interact with minors, and those employees who supervise employees who interact with or could possibly interact with minors, shall adhere to the following policy.

VII. Specific Program Procedures:

The following policies shall apply to **all programs** offered by, sponsored by or affiliated with the Township. As an essential element of compliance with the overall objective of protecting and addressing the safe treatment of minors, the Township shall:

- a. Establish a written procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program. In addition, the Township shall provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.
- b. Make certain that all program participants provide a **Medical Treatment Authorization form** to the Township.
- c. Implement and adopt a "**Code of Conduct**" for volunteer and paid staff members which, **at a minimum**, will include the following:

Code of Conduct

- Staff members will, at all times, respect the rights of program participants and use positive techniques of guidance including positive reinforcement and encouragement.

- Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff members shall not transport children in their own vehicles, unless written authorization from the child's parent or guardian has been received.
- Members of the staff shall not be alone with children they meet in the programs outside of the camp. This includes babysitting, sleepovers, and inviting children to their home.
- Staff members shall, at all times, be visible to other staff members while supervising minors. Any exceptions require a written explanation before the fact and approval of the Program Director.
- Staff members will appear neat, clean, and appropriately attired.
- Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff members are required to refrain from texting, and posting or checking any of the social media outlets while they are working or volunteering. The only exception is for texting for the purposes of communicating with another staff member or parent regarding a programmatic issue pertaining to a child.
- Staff members are prohibited from buying gifts for program participants.

In addition to the Code of Conduct, the following shall be a part of the specific program provisions:

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The Township shall set forth rules and procedures governing when and under what circumstances participants may leave the Townships property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited and will be addressed immediately.
- No theft of property will be tolerated.
- No use of tobacco products will be tolerated.

- Misuse or damage of Township property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Under no circumstances are any images of any child taken during any of the activities conducted or sponsored by the Township to be shared on any social media platform without the expressed written consent of a parent or legal guardian.
- The Township of Woolwich shall assign a staff member who is at least 21 years of age to be accessible to participants. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- Take appropriate steps to make certain that children are not released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file in advance.)
- Develop and made available to participants and their parents or guardians, the rules and discipline measures applicable to the program. Program participants and staff must abide by all regulations and may be removed from the program for non-compliance with rules.
- The recommended ratio of counselors to program participants should reflect the gender distribution of the participants, and should meet the following:
 1. One staff member for every six participants ages 4 and 5
 2. One staff member for every eight participants ages 6 to 8
 3. One staff member for every ten participants ages 9 to 14
 4. One staff member for every twelve participants ages 15 to 17
- Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

Specific Policy and Procedures for Use of Restrooms by Children/Minors:

- All restrooms shall be checked in advance by staff persons before minor children enter to make certain that no other individuals are present.
- Staff members (of the same sex) are to stand guard at the doorway to make certain that no one else enters the restroom while a child is there. Children should not be permitted enter restrooms in pairs or in groups, unless it is absolutely necessary.

VIII. Procedures for Law Enforcement Officers:

Law enforcement officers of the Township of Woolwich frequently interact with minors in a variety of ways. It is important to establish guidelines to assist law enforcement officers in being aware of how to act and react in these circumstances. To that end, the Chief of Police or his or her designee of the Township shall formulate a written policy addressing the safe treatment of minors for consideration and approval by the governing body for law enforcement officers who interact with minors.

The policy shall, at a minimum, incorporate and address the following:

- a. **Transporting minors in a police vehicle.** Whenever possible, victims or alleged victims of sexual assault or other crimes, or minors removed from a situation for protective purposes, shall be transported by two officers (at least one of whom shall be of the same sex as the victim) in unmarked vehicles that does not have a prisoner compartment/partition. Officers transporting a minor for whatever reason shall document starting and stopping mileage through radio contact.
- b. Directives issued by the NJ State Attorney General pertaining to interaction with minors shall be incorporated into the policy.
- c. The following provisions from the "***Code of Conduct***" for counselors shall be included in the policy for officers assigned to work in school settings (i.e. Class 3 officers):
 - i. Officers will, at all times, respect the rights of students and use positive techniques of guidance including positive reinforcement and encouragement.

- ii. Officers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- iii. Officers shall not transport children in their own vehicles. Officers shall not arrange to see students outside of school and this includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and approval of the Chief.
- iv. Officers shall make certain that they are neat, clean, and appropriately attired.
- v. Officers will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Officers shall not buy gifts for students at any time.
- vi. All officers are required to complete the initial training course offered by the NJMEL JIF, and any refresher courses as well.

IX. Training Requirements:

Individual training courses have been designed for each of the following categories and **all** officials, employees, and volunteers of the Township of Woolwich are required to complete training (and refresher course training) adopted by the Township. ALL employees of the Township shall complete the training course whether they interact with children/minors or not. Although training records will be maintained, it is recommended that each Township and individual trainees also keep copies of their own training records.

a. Officials

Complete the initial training course adopted by the Township of Woolwich, and any updated/refresher course, in order to better understand their legal duties and responsibilities under Federal and NJ State Law. The training program will include the following concepts.

- o Recognizing the signs of abuse and neglect of minors.
- o Establishing guidelines for protecting minors from emotional and physical abuse and neglect.
- o Understanding and being prepared to implement the procedures necessary to eliminate opportunities for abuse.
- o Becoming familiar with the legal requirements to report suspected cases of abuse.

- o Fully understanding the legal consequences for not being diligent in making certain that employees of the (local unit type) adhere to all policies and procedures as adopted.

b. **Department Heads**

- i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

c. **Volunteers and Employees of the Township of Woolwich**

- i. Content of course shall include:

1. Current State NJ State Law pertaining to Sexual Abuse of Minors
2. Recognizing the signs of abuse and neglect
3. Different types of abuse (i.e. Peer to Peer, Adult to Child, etc...)
4. Your legal responsibility for implementing and monitoring procedures and employees
5. Reporting cases of abuse

d. **Law Enforcement Officers**

- i. Content of course shall include:

1. Current Status of NJ Law and Directives from the Attorney General for Law Enforcement personnel
2. Your responsibilities
3. Officers in Schools
4. Reporting Abuse

X. Reporting Suspected Child Abuse/Neglect:

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Township of Woolwich shall also train officials, department heads, employees and volunteers in the concept of **"dual reporting"** as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Child Abuse is hard thing to talk about, especially with victims. The most important thing to remember is to **show calm reassurance and unconditional support.** Avoid interrogation and leading questions. Understand that denial and embarrassment are common reactions. Don't display disbelief, shock, or disgust. Instead, be reassuring. Make sure the child knows that they did nothing wrong. Reassure them that this is not their fault and make sure they know that you take it seriously.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not "investigate" an abuse situation. Do not interrogate the child.*** Rather report it immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as "dual reporting."

For employees or volunteers of programs conducted by the Township of Woolwich:

- Immediately report suspected cases to the Program Director in charge.
- The Program Director shall immediately investigate the alleged incident. The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.

- e. ***How:*** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor's role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Township of Woolwich.

1. The Volunteer shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. ***Who:*** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. ***What:*** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. ***When:*** When the alleged abuse/neglect occurred and when you learned of it.
 - d. ***Where:*** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. ***How:*** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
2. After documenting all of the facts surrounding the alleged abuse, the Volunteer shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. The Officials and Department Heads shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. ***Who:*** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. ***What:*** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.

- c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
- d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

- After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873.

➤ For ***Law Enforcement Officers:***

- Immediately report any suspected or alleged cases of abuse or neglect to the County Prosecutor.

XI. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Township of Woolwich encourages all officials, employees, and volunteers in programs operated by the Township or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. *Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. *However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*
- iii. *When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.*

XII. Acknowledgement of Receipt and Review of Policy:

All officials, employees/counselors, and volunteers shall sign and date an acknowledgement form that confirms they have received and reviewed the Policy Addressing the Protection and Safe Treatment of Minors, issued to them by the Township of Woolwich. The same process shall be used for any revised policy issued in the future.

Appendix A: Indicators of Child Abuse/Neglect

The New Jersey Department of Children and Families issued the following guidelines to assist in recognizing the indicators of child abuse/neglect.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes • To external genitalia 	<p>Wary of adult contacts Apprehensive when other children cry Behavioral extremes:</p> <ul style="list-style-type: none"> • Aggressiveness • Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none">• Compliant, passive• Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none">• Inappropriately adult• Inappropriately infant

Appendix B – Grooming Behavior

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.

Here are some common characteristics of someone attempting to “groom” a child.

- Molesters often refer to their intended victims by pet names and use gifts to foster exclusivity and build a relationship while starting the practice of keeping secrets.
- The molester might begin to spend time with the victim outside of the regular program or schedule, contacting parents to become involved in a child’s life in some capacity, like babysitting. For this reason, many parents are shocked after abuse comes to light simply because the abuser seemed so good – too good to be true, in fact.
- Inevitably, the favoritism is not enough to keep the victim, and the abuser resorts to threats—threats that play off of a child’s guilt over the sexual contact.
- During the grooming process and abuse itself, victims often begin to show tell-tale signs including:
 - Sexual behaviors or strong sexual language that is too adult for their age.
 - Many children feel at fault after the abuse and begin to suffer guilt and depression, even resorting to self-harm.
 - Also look for cuts and scratches or other self-inflicted injuries.