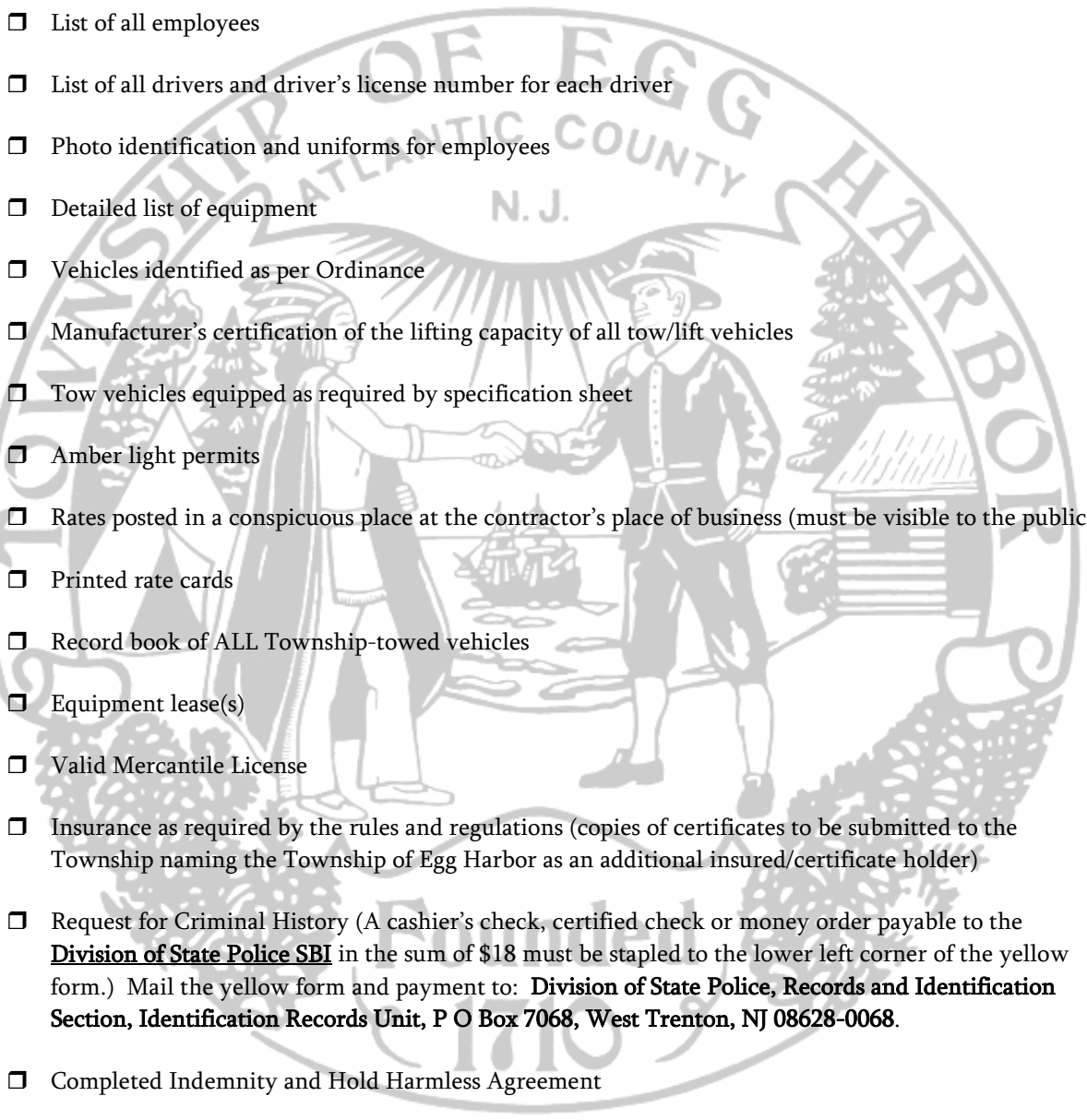


ROTARY TOW LIST DETAIL SHEET

TOW COMPANY _____

DATE _____

- 
- Application form and non-refundable fee (\$500 for new, \$250 for renewal)
 - List of all employees
 - List of all drivers and driver's license number for each driver
 - Photo identification and uniforms for employees
 - Detailed list of equipment
 - Vehicles identified as per Ordinance
 - Manufacturer's certification of the lifting capacity of all tow/lift vehicles
 - Tow vehicles equipped as required by specification sheet
 - Amber light permits
 - Rates posted in a conspicuous place at the contractor's place of business (must be visible to the public)
 - Printed rate cards
 - Record book of ALL Township-towed vehicles
 - Equipment lease(s)
 - Valid Mercantile License
 - Insurance as required by the rules and regulations (copies of certificates to be submitted to the Township naming the Township of Egg Harbor as an additional insured/certificate holder)
 - Request for Criminal History (A cashier's check, certified check or money order payable to the **Division of State Police SBI** in the sum of \$18 must be stapled to the lower left corner of the yellow form.) Mail the yellow form and payment to: **Division of State Police, Records and Identification Section, Identification Records Unit, P O Box 7068, West Trenton, NJ 08628-0068.**
 - Completed Indemnity and Hold Harmless Agreement
 - Affirmative Action (2 forms)



Michael J. Morris
Chief of Police

DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAINTOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234-8321



(609) 926-4036
FAX: 926-4004

APPLICATION FOR PARTICIPATION IN ROTARY TOWING AND STORAGE

Business Name _____

Corporate Name _____

Business Location _____

Block/Lot/Unit Number _____

Office Location (if different than business location) _____

Business Telephone Number _____

Home Telephone Number _____

Emergency Contact Person _____

Telephone Number _____

List the names, addresses, telephone numbers, and social security numbers of all owners (Corporate officers and persons owning 10 percent or more of the business). If more space is required, please attach additional sheet(s).

Name _____

Address _____

City/State/Zip _____

Social Security No. _____

Driver's License No./State _____

Name _____

Address _____

City/State/Zip _____

Social Security No. _____

Driver's License No./State _____

Name _____

Address _____

City/State/Zip _____

Social Security No. _____

Driver's License No./State _____

Describe in detail the type of business activity being conducted: _____

Are there any additional businesses being conducted by you at this location? Yes No
If yes, please explain: _____

Are there any additional tenants conducting business at this location? Yes No
If yes, Name(s) _____
Type of Business _____

Days/Hours of licensed activity _____
Area in square feet of licensed business _____

Addresses, Block and Lot numbers and dimensions of all storage areas:

Is security fencing (a minimum of six feet in height), and a gate provided at each storage area? Yes No
If no, will the required fencing be installed prior to starting the contract towing? Yes No

If this place of business is rented or leased from another, please provide name and address of owner:

Has the applicant ever been convicted of any crimes or misdemeanors? Yes No
If yes, indicate date, place, and penalty/punishment imposed _____

List the names, addresses, social security numbers and driver's license numbers of each and every person who will be performing towing services for the applicant and attach a current copy of each person's driver's license to this application.

Name _____
Address _____
City/State/Zip _____
Social Security No. _____
Driver's License Number/State _____
Number of current points _____
Has license ever been revoked in NJ or other state? Yes No
If yes, which State _____

Name _____
Address _____
City/State/Zip _____
Social Security No. _____
Driver's License Number/State _____
Number of current points _____
Has license ever been revoked in NJ or other state? Yes No
If yes, which State _____

Name _____
Address _____
City/State/Zip _____
Social Security No. _____
Driver's License Number/State _____
Number of current points _____
Has license ever been revoked in NJ or other state? Yes No
If yes, which State _____

Name _____
Address _____
City/State/Zip _____
Social Security No. _____
Driver's License Number/State _____
Number of current points _____
Has license ever been revoked in NJ or other state? _____ Yes _____ No
If yes, which State _____

Name _____
Address _____
City/State/Zip _____
Social Security No. _____
Driver's License Number/State _____
Number of current points _____
Has license ever been revoked in NJ or other state? _____ Yes _____ No
If yes, which State _____

Name _____
Address _____
City/State/Zip _____
Social Security No. _____
Driver's License Number/State _____
Number of current points _____
Has license ever been revoked in NJ or other state? _____ Yes _____ No
If yes, which State _____

If more space is needed, please attach additional sheet(s)

Attach all other documents as required by Egg Harbor Township Towing Chapter 190 and Egg Harbor Township Police Department Directive 94-49.

I state that the answers, statements and declarations made in this application are absolutely true and correct in all respects.

Signature of Applicant _____

Date _____

Subscribed and sworn to before me this
____ day of _____, ____.

Notary Public

[Seal]



Michael J. Morris
Chief of Police

DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAIN TOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234-8321



(609) 926-4036
FAX: 926-4004

TOW EMPLOYEE REGISTRATION

Contractor: _____

I, the undersigned attest to the fact that I am an employee of the aforesaid contractor and provide the below information to meet the requirements of the tow contract's "Detail Specifications" entered into by my employer.

(Attach a copy of the employee's NJ Driver's License)

Employee Name _____
Position _____ Full or Part Time Employee _____
NJ Driver's License # _____
Eye Color _____ Date of Birth _____
Social Security No _____
Signature _____ Date _____

Employee Name _____
Position _____ Full or Part Time Employee _____
NJ Driver's License # _____
Eye Color _____ Date of Birth _____
Social Security No _____
Signature _____ Date _____

Employee Name _____
Position _____ Full or Part Time Employee _____
NJ Driver's License # _____
Eye Color _____ Date of Birth _____
Social Security No _____
Signature _____ Date _____

Employee Name _____
Position _____ Full or Part Time Employee _____
NJ Driver's License # _____
Eye Color _____ Date of Birth _____
Social Security No _____
Signature _____ Date _____

Employee Name _____
Position _____ Full or Part Time Employee _____
NJ Driver's License # _____
Eye Color _____ Date of Birth _____
Social Security No _____
Signature _____ Date _____

Township of Egg Harbor

INDEMNITY AND HOLD HARMLESS AGREEMENT

_____ (Contractor, Individual, Group) agrees to indemnify and hold harmless the Township of Egg Harbor and/or the Atlantic County Municipal Joint Insurance Fund, and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or in part by _____ (Contractor, Individual, Group) negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.


This indemnification and agreement shall apply in all instances whether Township of Egg Harbor and/or the Atlantic County Municipal Joint Insurance Fund is made a direct party to the initial action or claim or is subsequently made a party to the action by third party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Description of Event/Facility/Contract: _____

Date of Event/Contract: _____

By: _____

Date Signed: _____

 EGG HARBOR TOWNSHIP POLICE DEPARTMENTAL DIRECTIVE	Date Issued: October 2, 2001 <input type="checkbox"/>	
	Date Effective: Immediately	
Directive: GENERAL ORDER	Directive # 01-27	Section # F-1
Subject: Towing, Release, Storage and Auction of Vehicles		

Purpose:

This policy is intended to provide guidelines for the proper towing, release, storage and auction of vehicles towed by members of this agency.

Towing:

Unless the vehicle is being held as evidence or is being impounded, the owner has the option of having, and should be encouraged to have, their vehicle towed to a location of their choice.

When vehicles are being towed to the Municipal Tow Lot the following procedures will be followed:

A sequential number will be issued for every vehicle towed. This "control number" will be given to the tow truck operator every time a vehicle is towed.

Officers will request a tow truck thru the dispatcher and provide vehicle information to the dispatcher who will enter the information into our computer through the "Property Vehicle Module." The control number will be documented in block #32 of the Property Description Report short form, along with the name of the contractor. The officer will also list the vehicle key(s), when possession is taken, in block #32 on the Property Report. The officer requesting the tow will insure that the tow truck operator is given the control number. ¹ The officer will include in block #32 the full expiration date of the vehicle's insurance and the expiration date of the registration. Example: "November 20, 2001"

² The officer at the scene will provide the owner/operator with a Tow Information Sheet that has been prepared by the police department. (See Attachment #1)

During normal working hours, prior to the vehicle leaving the scene, the officer having the vehicle towed will notify Communications that the vehicle is being towed to the Municipal Tow Lot. Communications will contact Public Works and advise them that the towed vehicle is en route. Prior to the vehicle leaving the scene, the owner will be given an opportunity to remove valuables, if practical. If not, the officer at the scene must inventory all valuables as outlined in Property and Evidence Procedures.

¹ Added: 8-27-01

² Revised: 8-27-01

After normal working hours the O.I.C. will be notified of the tow and an officer will be assigned to meet the tow truck operator at the tow lot. This will be done without delay. The officer will also notify Communications to initiate the "TOWLOT" Call For Service. In either case, a Property Report for the towed vehicle and any property inventoried will be completed by the officer at the scene. This report must be turned in at the completion of the officer's tour of duty that day.

If the vehicle is being towed to the Municipal Lot, the vehicle will not be released until the vehicle owner comes to headquarters and pays storage fees.

During normal working hours the Public Works Department will take possession of the keys for the vehicles towed that day. The O.I.C. will make arrangements to pick up the keys at the end of the day tour. After normal working hours the officer responding to the tow lot will allow the tow truck operator access to the lot and ensure the vehicle is parked appropriately. The tow contractors have been provided with a diagram of the Municipal Lot which explains the proper parking procedures.

³ The officer will then take possession of the keys. The keys will be returned to headquarters as soon as possible. At headquarters the keys will be placed on the key board in the Armory. The keys will be placed in the Vehicle Key Locker using the pre-numbered tags. The case number, control number and key number will be recorded in the Towed Vehicle Key Log. When a vehicle's keys are released, the date will be noted on the Towed Vehicle Control Log in the date section, and initialed. (See Attachment #3)

Example:

Towed Vehicle Key Control Log

Case Number	Control Number	Key Hook Number	Released Date
99-43160	92619	56	
99-42432	93653	2	1-25-00

Release:

New Jersey Public Law 2000, Chapter 61, requires that owners of vehicles who are New Jersey residents and are seeking the release of an impounded motor vehicle must present documented proof that the vehicle is currently covered by a motor vehicle insurance policy. This law applies to all motor vehicles whether the owner seeks to drive the vehicle from the impound lot or have the vehicle towed. This law applies to all motor vehicles seized and impounded, whether for motor vehicle violations, forfeiture, evidence, etc. This law does not apply to the recovery or salvage of the impounded motor vehicle by, or on behalf of, an insurer, financial institution or other lending entity.

³ Revised: 8-27-01

When releasing vehicles from the Municipal Tow Lot during normal working hours, the Records clerk will ensure that the party requesting the release has a receipt from the tow operator indicating that the towing bill has been satisfied. All parties paying storage fees will be given the original copy of the receipt; the carbon copy will remain in the receipt book. The receipt will contain the date, case number, control number, the name of the person from whom the monies are received, amount received and the signature of the person receiving the monies. The monies will be handled in accordance with the established Records Room procedures. Prior to the vehicle owner/agent leaving headquarters, the Records clerk who receives the monies will telephone Public Works and advise them that the vehicle has been released.

The same administrative procedures will be followed after normal working hours, with the following exceptions: The tow receipt book will be turned over to the O.I.C. or Desk Officer by the Records Clerk at the end of the business day. At the beginning of the next business day, the Records Clerk will retrieve the tow receipt book and return it to the Records Room.⁴ The officer receiving the monies will place it in a white envelope. The case number and amount received will be entered on the outside of the envelope and placed in the Evidence Locker. As with any evidence being entered, an entry will be made in the evidence log book.

Storage fees will be calculated at a rate of \$15 a day. The first day of storage starts when the vehicle arrives at the lot. The second day of storage starts at midnight that date, and continues for each day thereafter. Vehicle owners will be given an information sheet and map which gives the directions to the Municipal Tow Lot. (See Attachment #2)

Holds on Vehicles:

The responsibility of seeing to the proper disposition of the towed vehicle remains with the officer investigating the case. For example, if a vehicle is towed as a recovered stolen vehicle and the case is handled by the patrol officer, it is that officer's responsibility to notify the owner of record and see to its proper release. If the case is handed off to another officer or detective, the disposition then becomes that investigating officer's responsibility.

Following are the procedures to be utilized when vehicles are held for evidence due to a fatal accident or for other investigative purposes:

After the officer takes all photographs required for the investigation, the case and photographs will be reviewed by the Division Commander who will authorize whether the vehicle can be released or is to be kept in storage for evidence. Vehicles involved in fatal accidents will not be released without written approval of the County Prosecutor. If vehicles are towed for proof of ownership or other minor charges, officers will release the vehicle at once when evidence of proper identification is shown.

Officers should refrain from putting "holds" on vehicles for proof of ownership only. Ownership must be produced when persons come to claim and sign a release for their vehicle. When officers tow vehicles for reasons such as abandonment, disabled, etc. it is their responsibility to make contact with the owner.

⁴ General Order 01-27 (F-1) Page Three - Revised - 06-10-03

If the party produces proper papers, any officer has the authority to release the vehicle. The releasing officer should photocopy the identification papers; i.e, registration, driver's license, insurance card, etc. and insure the investigating officer receives the information.

When vehicles are recovered, all personnel are to note at the bottom of the Property Report the name of the person who was contacted regarding the recovery, their affiliation with the vehicle in question, the time and date that they were notified, and the case number of any other agency that was involved.

⁵ All vehicles impounded as a result of a *Driving While Intoxicated* arrest (39:4-50) will adhere to departmental procedures for the handling of DWI arrests.⁶ In such instances, the vehicle impounded will be held for a period of 12 hours after the time of the arrest, or until such later time as the arrestee or other person claiming the vehicle meets the conditions set forth in the DWI policy.

Private/Repossessed Tows:

All private tows will be entered into the CAD system by Communications, using "TOW" as the Call for Service. Communications personnel will assign their dispatch number to the case. The tag will be plate checked into the case.

All repossessions will be entered into the CAD system by Communications using "REPO" as the Call for Service. The Dispatcher will run the VIN number to obtain the tag number if it is not provided and plate check the tag into the case. Communications personnel will assign their dispatch number to the case. The Shift Commander will be advised of the repossession.

The dispatcher will run all towed and repossessed vehicles NCIC. If there is a discrepancy in the lookup information and the vehicle description provided, the on-duty Shift Commander will be advised.

Storage:

The contractor will be responsible for properly securing all vehicles in the Township Tow Lot unless otherwise directed by the police. All doors and windows will be closed and locked to prevent vandalism and/or damage from inclement weather.

The owner/agent will be allowed to visit the lot to remove personal items not mechanically attached to the vehicle such as clothing, groceries, shopping bags, briefcases, tools, etc. and to take photographs and inspect for insurance purposes. Items of value removed from the vehicle will be documented as released on a Property Report. This visit will take place by appointment only.

⁵ Added: 8-27-01

⁶ Sources: 1: Egg Harbor Township departmental General Order: "*Driving While Intoxicated - Arrest Procedures.*"
2: Attorney General's Law Enforcement Directive No. 2001-5

In the event the Police Department requires a vehicle involved in a crime or a fatal motor vehicle accident to be held for investigation, the Chief of Police may, after review of all of the circumstances, waive storage fees incurred up to the date of release.

⁶ In the event the Police Department does not provide for a proper and timely notification to the motor vehicle owner, the Chief of Police may, after review of all of the circumstances, waive a portion of storage fees which have accrued in accordance with Egg Harbor Township Code 190-9.

Auction Sales:

- A. The Township will endeavor within 90 days of removal and storage to place a vehicle for auction with an Application for Certificate of Ownership form as required by N.J.S.A. 39:10-A-1 et seq. Vehicles with Junk Title certificates will be auctioned as statutorily required by N.J.S.A. 39:10A-1 et seq., provided the certificates are processed in a timely manner by the Division of Motor Vehicles. The Township will, when necessary, request a waiver from the Department of Community Affairs, Division of Local Government Services. Once the "Application for Certificate of Ownership" is received by the Township, any towing fees due to the towing contractor will be satisfied by the Township.
- B. At the sale by auction of any vehicle, it will be the responsibility of the Township to determine the recommended minimum bid. Should there be no bidders, the Township will maintain possession of the "Application for Certificate of Ownership."


John J. Coyle
Chief of Police

If

Distribution: Police Manuals
Briefing

DELETE: General Order 00-31 (F-1)
INSERT: General Order 01-27 (F-1) Revised: August 27, 2001

⁶ Revised: 8-27-01

**EGG HARBOR TOWNSHIP POLICE DEPARTMENT
TOWED VEHICLE INFORMATION**

Your vehicle was towed to the Egg Harbor Township Police Department Vehicle Storage Lot located at 6120 Mill Road on the date and by the towing company indicated:

Date towed: _____ **Tow Company:** _____

In order that we may better serve you, please contact the above tow company to satisfy their tow charge. They will then give you a receipt to bring to this police department showing payment has been made. When you come to the police department, you will need to satisfy the storage bill which has accrued from the date of tow. You can claim your vehicle at this police department daily between the hours of 8:30 a.m. and 7:00 p.m. You will then be informed about the location of the vehicle at the storage lot.

The charge for storage is \$20 per day starting from the date of tow. The storage charges will continue to accrue on a per-day basis until you remove your vehicle from our premises.

Please contact the Egg Harbor Township Police Department Records Unit at 609.926.4055 if you have any questions. Your cooperation in removing this vehicle will be greatly appreciated.

Please refer to the following numbers:

Case number: _____ **Control number:** _____

If we do not hear from you within the next 30 business days, a complaint may be filed under Chapter 39:4-56.5 of the New Jersey Statutes (Motor Vehicle and Traffic Laws). This may result in a fine of not less than \$100 nor more than \$500, your license or driving privileges may be suspended or revoked for not more than two (2) years and this vehicle will be disposed of, along with any and all contents, at a public auction.

Michael J. Morris, Chief of Police

**EGG HARBOR TOWNSHIP POLICE DEPARTMENT
TOWED VEHICLE INFORMATION**

Your vehicle was towed to the Egg Harbor Township Police Department Vehicle Storage Lot located at 6120 Mill Road on the date and by the towing company indicated:

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Michael J. Morris, Chief of Police



Michael J. Morris
Chief of Police

DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAINTOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234-8321

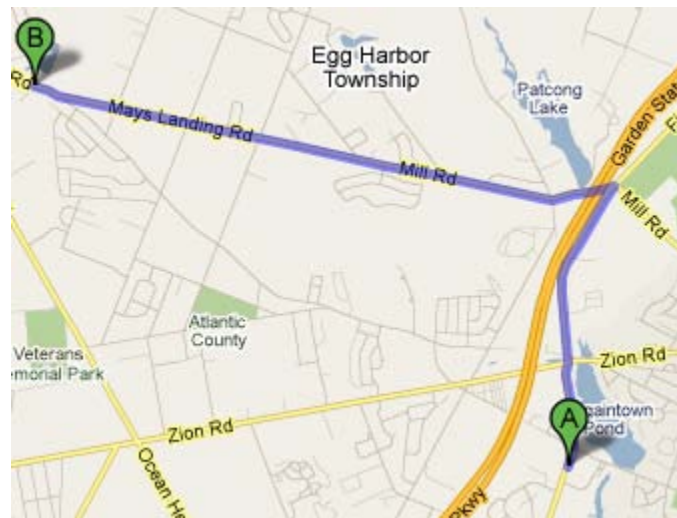


(609) 926-4036
FAX: 926-4004

CASE NUMBER _____
CONTROL NUMBER _____

DIRECTIONS TO THE IMPOUND LOT

As you exit the Police Department's parking lot, make a left onto Bargaintown Road. Continue on this roadway until you come to the second traffic light (Mill Road). Make a left onto Mill Road and go approximately three miles. The Public Works yard will be on your right hand side just after Tremont Avenue. If you arrive at Ocean Heights Avenue, you just passed the lot.



MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature →

Print Name

Date

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE.** IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)** TO:

**NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
P.O. Box 206**

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

Memorandum – Township Clerk’s Office

To:

From:

Date:

Subj: **EMPLOYEE INFORMATION REPORT**

The subject form is available through the State’s website. Please complete the form per the instructions by going to http://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf

After completion, it will have to be printed on legal size paper (8.5 x 14).

Memorandum – Township Clerk’s Office

To:

From:

Date:

Subj: **REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION FOR A NONCRIMINAL JUSTICE PURPOSE**

The form to be completed may be obtained at the Township Clerk’s Office, Township of Egg Harbor, 3515 Bargaintown Road, Egg Harbor Township NJ 08234 (609/926-4085).