



# OPEN PUBLIC RECORDS ACT AND RECORDS MANAGEMENT FOR SUPERVISORS, OFFICERS, AND CLERKS

## COURSE OVERVIEW

This two-day interactive program is open to Supervisors, Officers, and Clerks handling the Records Function.

The course is designed by Chief Bendul specifically for New Jersey law enforcement agency Records Staff to increase their knowledge and obligations in managing the records functions including complying with OPRA and Common Law. The course will breakdown New Jersey's OPRA statute and how to supervise the records function in an expeditious and efficient manner. This program will provide opportunity for attendees to gain the necessary knowledge base relative to these important job functions.

Topics to be covered include, but not limited to:

- Defining what is a "Government Record"
- Public versus Exempt Records
- Statutory and Executive Order Exemptions to Public Records
- Statutory Requirements to follow in regard to the handling of your agency records
- Copying and transmission of records
- Role of the Government Records Council
- Record Retention Schedules
- Statutes and procedures regarding retention and destruction of police records
- Fee schedules that are applicable and permissible
- Expungement of Records
- Purging of Records
- Records Unit dealing with the public requests in terms of both public and exempt type records under OPRA or Common Law
- Available resources to assist through the interpretation of the law or related decisions

Students will leave with a clear understanding of the difference between Discovery, Common Law requests for documents, and OPRA requests. The program will identify strategies to increase the effectiveness and efficiency of the department's records functions. The program will also help the Records Staff become better acquainted with the techniques to make their jobs easier and less stressful.

## **ABOUT THE INSTRUCTOR**

Chief Keith Bendul retired in 2019 after a 30-year career with the Fort Lee Police Department. He served as Chief of the 96-officer department from January 1, 2013 until May 31, 2019. He is the owner of Bendul & Associates Law Enforcement Consulting LLC specializing in executive leadership, crisis management, employee-management relations, and police records.

Chief Bendul was an Emergency Medical Technician for over 30 years and is an exempt volunteer firefighter. In 2022 he earned his Juris Doctor. Chief Bendul previously received his Master's Degree in Administrative Science from Fairleigh Dickinson University and is a Certified Public Manager.

During his career he has served in and supervised all three of the department's divisions: Patrol, Detective and Administration. For seven years he served as the Secretary for Fort Lee PBA Local #245. He was awarded the NJSACOP Sandy Danco Service Award in 2018. He has received numerous community awards, 17 Merit Board commendations, and the Chief's Achievement Award from Bergen County Police Chief's Association.

Chief Bendul is a member of the IACP Legal Officers Section, a member of the New Jersey State Association of Chiefs of Police and is an instructor for the New Chiefs Orientation Program. He is a graduate of the Command & Leadership Academy, as well as receiving the FBI- Law Enforcement Training Association's Trilogy Award.

He is on the Executive Board of the Bergen County Police Chief's Association. He continues to serve as the Past Chairman of both the Mutual Aid & Special Operations Committee and the Internal Affairs Committee.



# OPEN PUBLIC RECORDS ACT AND RECORDS MANAGEMENT FOR SUPERVISORS, OFFICERS, AND CLERKS

**Monday, March 20 & Tuesday, March 21, 2023**  
**9:00 am - 4:00 pm**  
**COURSE FEE: \$299**

*Middlesex County Fire Academy, 1001 Fire Academy Drive, Sayreville, NJ 08872*

**MAKE CHECKS / PURCHASE ORDERS PAYABLE TO AND SEND TO:**

**New Jersey State Association of Chiefs of Police**  
**751 Route 73 North, Suite 12**  
**Marlton, NJ 08053**  
**P/ 856-334-8943**  
**F/ 856-334-8947**  
**E/ [registrations@njsacop.org](mailto:registrations@njsacop.org)**

**Name:** \_\_\_\_\_

**Rank/Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Form of Payment:** Check  Purchase Order  Credit Card:  Visa  Mastercard  AMEX

**Credit Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_