General Order
DEPARTMENT OF POLICE SERVICE

New Haven, CT

GENERAL ORDER NO. 00-01

RE: POLICY REGARDING DOMESTIC VIOLENCE EMERGENCY NOTIFICATION SYSTEM (ENS)

I. PURPOSE

Domestic violence accounts for a large number of homicides and is a major cause of injury to victims. In an attempt to reduce injury and provide a greater level of security in the victim's home, the New Haven Police Department is now initiating a domestic violence alarm system.

The domestic violence alarm is a signaling device that will enable an individual to immediately notify the New Haven Police Department of an emergency. This will be done by activating the ENS alarm device that is intended to be worn or carried by the program participants person while they are in the immediate proximity of their homes. The alarm will not work when the individual is a significant distance away from his or her residence.

The New Haven Police Department ENS-Domestic Violence Program involves multiple agencies that collaborate with the Domestic Violence Unit to assist victims of domestic violence. For example, victim advocates deliver services to victims, coordinate activities regarding victim rights with other agencies, and appear in court for a victim at trial, plea agreements, and sentencing; the State's Attorneys Office prepares cases; and Yale Child Study provides 24 hour clinical assistance to the victims of domestic violence and their families.

The purpose of this directive is to establish policy and procedures regarding the ENS-Domestic Violence Program. This directive will guide Department personnel in fulfilling their responsibilities and in cooperating with outside parties with whom we collaborate to address the problem of domestic violence.

II. POLICY

In addition to seeking to reduce crime in general, it is the policy of the New Haven Police Department to make every effort to ensure public safety by reducing the threat of domestic violence specifically. The ENS-Domestic Violence Program is being implemented to utilize available resources in the most effective manner in order to combat this serious threat.

B. Domestic Violence Unit Supervisor

1. Provide training to all unit personnel outlining the ENS-Domestic Violence Program.

2. Provide training to outside agencies and to victims who are participating in the ENS-Domestic Violence Program regarding the services of the Program.

3. Provide a liaison of the Domestic Violence Unit to the State's Attorney's office and the numerous area shelters.

4. Maintain a list of participants in the ENS-Domestic Violence Program for both internal and external use.

C. Detectives in the Domestic Violence Unit

1. Maintain a file on previous and active participants on the ENS-Domestic Violence Program.

2. Provide victims with the following ENS documents:

   - Recipient agreement.
   - Informational document to be forwarded to CCS / Records Management
   - Recipient Safety Plan.

3. Maintain, test, and install ENS equipment in victim's residence.

PER ORDER OF:

MELVIN H. WEARING
CHIEF OF POLICE

DISTRIBUTION: ALL PERSONNEL

EFFECTIVE: UPON RECEIPT

DISTRIBUTED: VIA PAYCHECKS 8/24/00

References:
Connecticut General Statutes 46b-38b
NHPD General Orders 79-4, 86-2, and Special Order 80-1
Public Act 86-337

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 1.01 **EFFECTIVE DATE: 1/13/21**

DEPARTMENT MISSION AND VALUES

1.01.01 PURPOSE

The purpose of this general order is to explain the mission and values of the department.

1.01.02 GENERAL

The police department is a community within a community. It has a reason for existing (mission) and is bound together by common principles of behavior (values). The mission and values statement reflects the department as a whole as we strive to protect and serve the community.

1.01.03 MISSION STATEMENT

The New Haven Police Department will engage, empower, and partner with our community to create a safer and more inclusive city. We pledge to protect life and property, prevent and fight crime, and stand against injustice.

1.01.04 VALUES

Values are ethical statements of principle which bind us together as an organization. Values form the ethical basis for our decision making. As outlined in our mission statement, we subscribe to these values:

Honor: We will act with the utmost integrity and be both honest and truthful. We will perform our duties within the confines of the law and treat all those we encounter with fairness, dignity and respect. We are proud of our badge and will hold ourselves to the highest standards of professional conduct.

Excellence: We will provide the highest level of service possible, exceed the community's expectations in every interaction and serve as a model Department. We are passionate about our work and seek to continually improve our police services. We will adopt an innovative mindset that encourages creative, flexible and forward-thinking ideas to pursue the best solutions to all problems.

Accountability: We will work with and for the community we serve. Our relationship with the community is based on trust. We will maintain this trust with a commitment to uphold our values and not abuse our police power or authority. We will communicate with the public to explain what we do, why we do it and the results of our actions. We will use technology to disseminate information and facilitate dialogue.

Respect: We value the inherent worth and dignity of all individuals and will act with empathy and compassion regardless of the situation. We embrace diversity and will familiarize ourselves with the cultures, customs and beliefs represented throughout our communities to enhance our ability to communicate with, listen to, and relate to all individuals.

Tenacity: We are committed and determined to protect the vulnerable, help others and enforce the law. We will be relentless in our efforts to solve crimes and apprehend offenders to bring justice to our victims. However, we recognize that our work cannot be done alone. We will work collectively with our community and partner agencies to achieve our goals.

This supersedes General Order 1.01 – issued on October 20, 2015.

Otoniel Reyes
Chief of Police

1/13/21
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 1.02 **EFFECTIVE DATE: October 20, 2015**

CUSTOMS AND COURTESIES

1.02.01 PURPOSE

The purpose of this General Order is to explain the customs and courtesies of the New Haven Department of Police Service. The use of customs and courtesies will ensure professionalism and respect among the ranks of sworn officers.

1.02.02 DEFINITION

SALUTE: A gesture used to display good manners, respect, and politeness between junior and superior officers.

1.02.03 PROCEDURES

ADDRESSING SUPERIOR OFFICERS
When referring to or addressing a superior officer in public, the appropriate title of the officer addressed or referred to shall be used.

SALUTING
A hand salute is executed by smartly raising the right hand until the tip of the forefinger touches the lower part of the hat or forehead above and slightly to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight and when appropriate offer a verbal greeting.

Finish the salute by dropping your arm to your side in one motion. A salute should be rendered in the following circumstances:

- A sworn police officer in uniform and outdoors shall render a salute when approaching, meeting or passing any superior officer, ranked Lieutenant or above who is also in uniform.

- Superior officers will return salutes promptly. At that time, the junior officer will finish his/her salute.

- A superior officer, ranked Lieutenant or above who is also in uniform, of any other police department shall be saluted by a uniformed junior officer where courtesy, respect, politeness and good manners would require such an action.

- Officers of all ranks will salute the American flag during parades and ceremonies, and when it wouldn't interfere with the performance of their duties. The flag will be saluted when the flag is approximately six paces from the officer, and the salute will be held until the flag is six paces beyond the officer.

- From time to time a superior officer in uniform may initiate a salute in circumstances not addressed above. In such circumstances, a uniformed junior officer shall return the salute.

EXCEPTIONS TO A SALUTE:

- While indoors, salutes are typically not rendered. In such circumstances, a junior officer will offer a verbal greeting. A salute will be rendered indoors only during ceremonies or other circumstances when a hat is worn.

- When carrying articles in both hands. In such circumstances, the junior officer should stop, come to attention and offer a verbal greeting when a salute cannot be executed.

- When in civilian clothing. The junior officer should offer the appropriate verbal greeting.

- When engaged in work and if the salute would interfere will a tactical operation.

- When operating a motor vehicle or other types of police equipment.

This General Order supersedes Rule 22.

Dean Esserman
Chief of Police

10/20/2015
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 1.03 **EFFECTIVE DATE: January 13, 2016**

RULES OF CONDUCT

1.03.01 PURPOSE

The purpose of this General Order is to set forth rules of personal conduct for members of the New Haven Department of Police Service. These 'Professional Standards' when combined with General Orders, Rules and Regulations, Training Bulletins and City of New Haven policies comprise the governing policies of the Department.

1.03.02 APPLICABILITY

This General Order has applicability to all members of the Department. Whenever a rule or standard begins with the words "police officers" the rule or standard is applicable to ALL sworn members of the Department. Whenever a rule or standard begins with the word "Employees", the rule or standard is applicable to all Department employees regardless of job classification.

1.03.03 ORGANIZATION

This General Order is organized into two sections. The first section has applicability to all sworn personnel regardless of rank. Section One identifies general principles of personal and professional conduct under the general heading “Principles” and has applicability to all sworn members of the Department. Section Two has applicability to

both sworn and civilian personnel depending on the introductory term used (see Section Two - Applicability).

1.03.04 SECTION ONE – PRINCIPLES

The following principles of personal and professional conduct have their basis in the general proposition that police officers hold their office *in the public trust.* Whenever a police officer's actions, whether on or off duty, have a provable adverse relationship on the officer's performance, *or* have a tendency to destroy confidence or respect for the profession, such action(s) form the basis for a charge of "*Conduct Unbecoming an Officer*".

This Section contains seven principles governing the conduct of officers. Each principle is followed by the rationale explaining the principle and a set of rules describing that principle.

Section One of this General Order is linked in principle to General Order 1.01 (Department Mission and Values).

It is illusionary to believe that any organization can adopt a General Order, no matter how carefully crafted, that will encompass every rule relating to the conduct of its employees. This is especially true when that group of employees are police officers. Police officers hold their office in the public trust and therefore can and must be held to a higher standard. Police officers will normally be able to determine what kind of conduct indicates unfitness to perform the functions of a police officer. Therefore, following the seven principles outlined in Section One, officers will find a general statement regarding specific rules of conduct. Violations of these rules are considered *"Conduct Unbecoming an Officer".*

1.03.05 PRINCIPLE ONE – LAW ABIDING

Police officers shall conduct themselves, whether on duty or when applicable, in accordance with the Constitution of the United States, the Constitution of the State of Connecticut, and all applicable laws, ordinances and rules enacted or established by legal authority.

RATIONALE

Police officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Police officers may only act in accordance with the powers granted to them. (Refer to the General Order on Department Role and Authority)

RULES

1.1 Police officers shall not knowingly exceed their authority in the enforcement of the law.

1.2 Police officers shall not knowingly disobey the law or rules in such areas as interrogation, arrest, detention, searches, seizures, use of informants, and preservation of evidence.

1.3 Police officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Connecticut.

1.4 Police officers whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction in which the officer is present, except where permitted in the performance of duty under proper authority.

1.5 Police officers are permitted to use force, to include deadly force, in the performance of their lawful duties. Refer to General Order on Use of Force. No officer has authority to abuse his/her lawful authority to use force and shall use only that force necessary to overcome resistance to affect a lawful arrest, or protect himself/herself or a third person from injury.

1.03.06 PRINCIPLE TWO – INTEGRITY

Police officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

RATIONALE

Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The police officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

RULES

2.1 Police officers shall carry out their duties with integrity, fairness, and impartiality.

2.2 Police officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.

2.3 Police officers shall truthfully, completely and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.

2.4 Police officers shall take no action knowing it will violate the constitutional rights of any person.

2.5 Police officers must obey lawful orders but must refuse to obey any orders the officer knows would require him/her to commit an illegal act. If in doubt as to the clarity of an order, the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his/her actions.

2.6 Police officers learning of conduct or observing conduct which is in violation of any law or policy of this Department shall take necessary action and report the incident to the officer's immediate supervisor, who shall forward the information to the Chief of Police or designee. If the misconduct is committed by the officer's immediate supervisor, the officer shall report the incident to the next higher level of supervision.

1.03.07 PRINCIPLE THREE – WITHOUT PREJUDICE OR DISCRIMINATION

Police officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

RATIONALE

Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Police officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or age.

RULES

3.1 Police officers shall provide every person in our society with professional, effective and efficient law enforcement services.

3.2 Police officers shall not express, whether by act, omission or statement, prejudice concerning race, color, creed, religion, national origin, sex, marital status, and status with regard to public assistance, disability, sexual orientation, gender identity, or age.

1.03.08 PRINCIPLE FOUR – TRUSTWORTHY

Police officers shall not, whether on or off duty, exhibit any conduct which discredits themselves, or the Department, or otherwise impairs their ability, or that of other officers, or the Department to provide law enforcement services to the community.

RATIONALE

A police officer's ability to perform his/her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Police officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.

RULES

4.1 Police officers shall not consume alcoholic beverages or chemical substances, while on duty, except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in 4.3.

4.2 Police officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for his/her next scheduled shift. A police officer shall not report for work with the odor of an alcoholic beverage on his/her breath.

4.3 Police officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. Where the employee has been informed that the use of a prescribed drug may pose a risk to the employee or others, the employee shall so advise the shift supervisor.

4.4 No employee of the Department shall smoke (including the use of electronic cigarettes and vaporizers) or use other tobacco products while in uniform and involved in a complaint, at a crime scene, performing traffic control, on foot patrol or otherwise in contact with the public. Police headquarters has designated smoking areas for use by all employees.

4.5 No games of chance or gambling of any kind shall be permitted in any police building. Card games, billiards and like games social in nature in which a skill is involved and in which no money is exchanged, shall not be subject to the provision of this item.

4.6 Except in the line of duty, employees of the Department shall not visit or loiter near any bar, nightclub, lounge or other establishment suspected by police of being a place which has documented law violations and/or violence associated with it.

4.7 During their tour of duty, employees of the Department shall not loiter in cafes, saloons, restaurants, drive-in theaters, service stations or other public places, except for the purpose of police business. Persons other than those transacting police business shall not be permitted to loiter in or about the police buildings.

4.8 Police officers shall not commit any acts which, as defined under Connecticut law, constitute sexual assault or indecent exposure. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.

4.9 Police officers shall not commit any acts which, as defined under Connecticut law, constitute:
1) Domestic abuse.
2) The violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the police officer from the petitioner's home or workplace.

4.10 Police officers shall avoid regular personal associations with persons who are known to the officer to engage in criminal activity or those that are subject to an active police investigation where such associations will undermine the public trust and confidence in the officer or Department. This rule does not prohibit those associations that are necessary to the performance of official duties, or where such associations are unavoidable because of the officer's family relationships.

1.03.09 PRINCIPLE FIVE – COURTESY AND RESPECT

Police officers shall treat all members of the public with courtesy and respect.

RATIONALE

Police officers are the most visible form of the community they represent. Therefore, police officers must act in a courteous and professional manner when interacting with the public and each other.

RULES

5.1 Police officers shall exercise reasonable courtesy in their dealings with the public, fellow officers, superiors and subordinates, and non-sworn members of the Department.

5.2 No police officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.

5.3 Police officers shall promptly advise any inquiring citizen of the Department's complaint procedure and shall follow the established Department policy for processing complaints. (Refer to General Order 2.08, Civilian Complaints)

5.4 If requested, a member of the Department shall give their name and badge number in a courteous manner to any person whom requests.

5.5 All employees of this Department shall answer questions from citizens in a courteous manner and if unable to supply an answer, shall make every effort to obtain the answer for the citizen, avoiding argument and unprofessional conversation.

1.03.10 PRINCIPLE SIX – IMPARTIALITY

Police officers shall not compromise their integrity, or that of the Department or profession, by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments, or by using their status as a police officer for personal, commercial, or political gain. Officers should also avoid all situations involving conflicts of interest, whether in fact or appearance.

RATIONALE

For a community to have faith in its police officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the Department.

RULES

6.1 Police officers shall not use their official position, identification cards or badges:
1) For personal or financial gain, for themselves or another person, without express permission from the Chief of Police.
2) For obtaining privileges not otherwise available to them except in the performance of duty.
3) For avoiding consequences of unlawful or prohibited actions.

6.2 Police officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced for illegitimate purposes without approval of the Chief of Police.

6.3 Police officers shall refuse favors or gratuities which could be reasonably interpreted as capable of influencing official acts or judgments.

6.4 No employee of the Department shall solicit anyone to intercede with the Board of Police Commissioners, Chief of Police or any Superior Officer, in relation to promotion or pending charges or findings in connection with a violation of police rules and regulations except as provided for in Article 25, Section 13 of the Collective Bargaining Agreement.

6.5 Unless required for the performance of official duties, police officers shall not, while on duty, be present at establishments that have the primary purpose of providing sexually-oriented adult entertainment. This rule does not prohibit officers from conducting walkthroughs of such establishments as part of regular assigned duties.

6.6 No employee of the Department shall seek, directly or indirectly any gift, present, gratuity, reward or money from any person, firm, group of persons, on the basis of his or her employment in the Department.

6.7 Police officers shall:
(a) Not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this Department in connection with advertisements for any product, commodity, or commercial enterprise.
(b) Maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity.
(c) Not make endorsements of political candidates, while on duty, or while wearing the Department's official uniform.
(d) Not seek or be obliged to make contributions in money, service or otherwise for political purposes while on duty, or while wearing the Department's official uniform.
None of these rules shall prevent officers from engaging in free expression as protected by the United States Constitution or the Constitution of the State of Connecticut.

6.8 Department members are prohibited from engaging in outside employment or other activities which may in any way hinder the objective and impartial performance of their public duties, as determined by the Chief. Employees must obtain approval to engage in off-duty employment by the Chief of Police, or his or her designee. Requests must be submitted in writing.

1.03.11 PRINCIPLE SEVEN – CONFIDENTIALITY

Police officers shall observe the confidentiality of information available to them due to their status as police officers.

RATIONALE

Police officers are entrusted with vast amounts of private and personal information, or access thereto. Police officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information, and to maintain public faith in the officer's and Department's commitment to preserving such confidences.

RULES

7.1 Police officers shall not knowingly violate any legal restriction for the release or dissemination of information.

7.2 Police officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.

7.3 Police officers shall not divulge the identity of persons giving confidential information except as required by law or Department policy.

7.4 Shall not use Department letterhead for private correspondence out of the Department without the approval of the Chief of Police or his/her designee.

1.03.12 SECTION TWO – RULES OF CONDUCT

Police officers shall not commit any act or action constituting *"Conduct Unbecoming an Officer"*. Conduct unbecoming a police officer shall include conduct which indicates that the officer is unable or unfit to continue as a member of the Department, or tends to impair the operation of the Department or its other members. Although it is by no means an exhaustive list, violations of the following rules of conduct shall be considered conduct unbecoming a police officer:

RULES OF CONDUCT

1. Employees must be punctual in their attendance and shall not abuse sick leave.

2. Employees shall promptly obey, without reservation, the rules, directives, regulations and orders of the Department and all lawful orders and directives of a superior officer.

3. Employees shall be courteous to each other and members of the general public. Employees shall not engage in any conduct that would cause to discredit, lower or injure the morale of any member of the Department or the Department in general.

4. Employees, except on a need to know basis, shall keep matters confidential and shall not divulge information that has come to their attention regarding pending and/or closed criminal and Internal Affairs investigations and matters unless authorized to do so by the Chief of Police or, in the Chief's absence, his/her designee. With the exception of "speech" deemed by prevailing court decisions to be protected by the First Amendment to the United States Constitution, or section 3, 4 or 14 of article first of the Connecticut Constitution, or relevant state and federal statutes, employees shall not talk for publication, make public speeches on police business or impart information relating to the official business of the Department unless authorized by the Chief of Police or, in the Chief's absence, his/her designee.

5. Employees are prohibited from bringing into the workplace intoxicants or narcotics substances, except in accordance to law or policy or as may be prescribed by a licensed physician. Employees shall not render themselves unfit for work due to intoxicants or narcotic substances.

6. Police officers shall not drive a private vehicle to their beat or regular duty assignment unless authorized by his/her superior officer.

7. Employees are expected to be truthful in all matters and shall not knowingly enter or cause to be entered into any Department books, records or reports, any inaccurate, false or improper information.

8. Employees shall have respect for the property of the Department and the property of others. To this extent, employees shall not willfully damage or misappropriate the property of the Department or the property of others. Employees shall not mark, mar or deface any printed or written notice, memorandum, general order, directive, or any notice posted on a bulletin board or blackboard maintained by the Department. No employee shall post any item which is derogatory or offensive to another employee.

9. Employees are expected to perform their respective assignments and tasks in a professional manner. Employees shall not engage in personal business while working; however, the administration of the police department realizes that family or personal emergencies might occur that could affect the application of this rule.

10. Police officers shall not make recommendations for the disposition of any case pending in the courts without the knowledge and consent of the Chief of Police or his/her designee.

11. Employees shall answer any duly issued subpoena or court directive promptly, and shall appear as required in their proper uniform or business attire as directed by their supervisor or counsel. Employees shall testify with strict accuracy, confining themselves to the case before the court or administrative agency, neither suppressing nor overstating the facts.

12. Employees are expected to present themselves in a businesslike manner. To this extent, police officers are expected to be in the proper uniform and present a neat and professional appearance (except as otherwise authorized by the Chief of Police or his/her designee). Civilian employees are expected to wear appropriate business attire and present a neat and professional appearance.

13. Police officers shall properly patrol their beat while on duty. No police officer shall leave his/her prescribed area of patrol without the full knowledge and approval of a supervisor except in exigent circumstances. Supervisory approval shall not be unreasonably withheld.

14. Police officers, while on duty, shall carry only the equipment on their duty belt that has been either issued or authorized by the Department. Use of unauthorized firearms is prohibited.

15. Employees are expected to show courtesy to supervisory Departmental personnel both on and off duty.

16. No employee of the Department shall commit any act contrary to good order and discipline or constituting neglect of duty.

17. Employees are expected to comply fully with the rules and regulations of the Department. Any employee who has established a record based on written documentation or testimony, indicative of non-compliance with the rules, regulations and General Orders of the Department, or an inability or unwillingness to properly fulfill the tasks as outlines in his/her job description shall be subject to disciplinary action up to and including termination of employment. The principle of progressive discipline shall normally apply in the implementation of this rule.

18. Employees of the Department shall not make for their own use any lost, found or stolen property nor convert to their own use any property of the City of New Haven or property held by the Department for evidence.

19. Employees of the Department shall not fabricate, withhold or destroy any evidence of any kind.

20. No employee of the Department shall recommend to any prisoner the employment of any person as bondsperson, attorney or counsel.

21. No employee of the Department shall become bondsperson or surety for any person arrested upon a criminal charge except a relative within the class of parent, child, brother, sister, husband, or wife.

22. No employee of the Department shall influence or attempt to influence by threat or otherwise the business of any citizen or group.

23. No employees of the Department shall endorse any application for a license permitting the sale of alcoholic liquor, become surety or bondsperson for any person obtaining such license or have an interest in any such license, directly or indirectly.

24. All employees of the Department shall remain in sufficient physical condition to satisfactorily perform the duties and responsibilities of the position.

25. No employee of the Department shall under any circumstances whatsoever loan money or borrow money from or otherwise become indebted to, directly, or indirectly any other member of the Department.

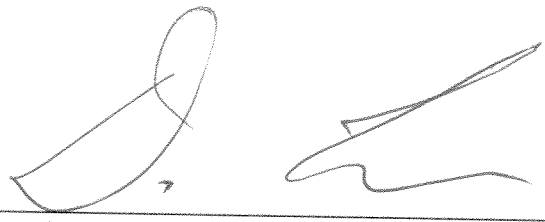
26. No Sworn members of the Department shall make an arrest in a quarrel in which they or a member of their immediate family are involved, except when there is no other officer available to do so.

27. The Department has assigned lockers to each sworn personnel to provide them with a place to store Department issued equipment. The locker shall contain a Department issued uniform appropriate to the season. The locker shall be kept in a neat and sanitary condition. It is understood that lockers are provided by the Department for the convenience of the employee and that no right to privacy

exists or should be expected. The Department reserves the right to have two supervisors enter an employee's locker without notice to inspect for sanitary conditions and/or contraband. This will be approved by the Chief of Police or his/her designee and timely notification will be made to the union except in circumstances where such notification will hinder an investigation. No personal locks are permitted.

28. No employee shall engage in any physical altercation when on duty with any member of the Department.

This General Order supersedes Rule 15.



Dean Esserman
Chief of Police

1/12/16
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.02 **EFFECTIVE DATE: June 16, 2016**

DEPARTMENT AWARDS

2.02.01 PURPOSE

The purpose of this General Order is to establish guidelines for recognizing employees of the New Haven Department of Police Service and citizens for exceptional performance, proficiency, heroism, and service.

2.02.02 POLICY

It is the policy of the New Haven Department of Police Service to formally recognize meritorious conduct, service, or extraordinary contributions to public safety by its members and others through the issuance of Departmental Awards.

2.02.03 AWARDS COMMITTEE

The New Haven Department of Police Service shall have an Awards Committee that will be comprised of two sub-committees known as the Selection Committee and the Ceremony Committee. The members of these subcommittees, with exception of the member from the Board of Police Commissioners, shall be designated by the Chief of Police or his/her designee and may serve a term of up to three (3) years.

The Selection Committee shall consist of five members, including:

- One Police Commissioner, approved by the Chair of the Board of Police Commissioners, who may serve a term up to 3 years.

- Four police officers, one each from Investigative Services Division, Internal Affairs Unit, Training, and the Uniformed Patrol Division.

The Chair of the Selection Committee will be appointed by the Chief of Police or his/her designee.

Members are expected to attend the Awards Committee meetings. Committee members should plan to attend The Annual Employee Awards Ceremony in a non-compensated status. Sworn members who do not regularly attend meetings may be removed from the Committee at the discretion of the Chief of Police.

The Selection Committee shall meet as determined by the Chairperson. A quorum of three members is required to conduct business.

- The role of the Selection Committee is to review the nominations received for the various awards and make a "Committee Recommendation" to the Chief of Police or his/her designee.

- All voting shall be recorded and the recommendations submitted to the Chief of Police or his/her designee for approval.

- The Chief or his/her designee shall approve or reject the recommendations of the Committee.

- Letters, indicating the issuance of the award, will be placed in the Officers personnel file.

The Ceremony Committee shall consist of four sworn members of the New Haven Department of Police Service designated by the Chief of Police or his/her designee.

- The Ceremony Committee will be responsible for details surrounding the ceremony such as:

    - Venue
    - Notification to recipients
    - Production of awards
    - Presentation of awards

2.02.04 PROCEDURE FOR RECOMMENDATION OF AWARD

Any department employee may recommend him/herself, another officer, another employee, or a citizen as a candidate for departmental recognition.

- All recommendations for departmental recognition shall describe the circumstances and be submitted in writing (typed form) using the Department's nomination form.
- Recommendations must be submitted to the committee within 45 days of the nominated action.
- Recommendations for awards shall be submitted to the Selection Committee chair or through the Assistant Chief of Professional Standards for review.
- A majority vote by the Selection Committee members present shall decide the recommendation.
- The Selection Committee must present a written report to the Chief or his/her designee of its recommendations.
- Awards will not be approved for actions that violate any departmental policy and procedure.
- A final decision of departmental awards and recognitions will be made by the Chief of Police or his/her designee.

2.02.05 PROCEDURE FOR PRESENTATION OF AWARDS

- Presentation of departmental awards consisting of a Certificate of Commendation and above will be made at the yearly awards ceremony.
- Presentation of departmental awards consisting of Letters of Recognition will be presented at the officer's roll call within one month of the Chief's approval.
- All department members receiving recognition shall have a notation of the awards placed in his/her personnel file.

2.02.06 AWARD CATEGORIES

The New Haven Department of Police Service recognizes the following awards for both sworn and non-sworn personnel:

POLICE MEDAL OF HONOR

POLICE MEDAL OF VALOR

POLICE CROSS

OFFICER OF THE YEAR

OUTSTANDING CONTRIBUTION AWARD

POLICE ACHEIVEMENT AWARD

DETECTIVE ANDREW FAGGIO AWARD

DAVID WILLIAMS SPECIAL MERIT AWARD

DANIEL PICAGLI SPECIAL MERIT AWARD

CERTIFICATE OF COMMENDATION

LETTER OF RECOGNITION

UNIT CITATION

EXCELLENCE AWARD

LONGEVITY

CERTIFICATE OF APPRECIATION

BRONZE OAK LEAF

SILVER OAK LEAF

SILVER STAR

GOLD STAR

2.02.07 CRITERIA AND DESCRIPTIONS OF AWARDS

POLICE MEDAL OF HONOR (SWORN):

The Police Medal of Honor is the highest medal awarded for bravery. Recommendation for this medal will be based on the following criteria:

- The act displayed self-sacrifice so conspicuous as to clearly distinguish the individual above his/her fellow officers and must have involved the risk of his/her life.
- The act was necessary to prevent death or serious injury to him/herself or another person(s).
- The act was not necessitated by the officer's use of poor judgment or procedures.

- The officer did not willfully violate department policy or procedures while performing the act.

This award consists of a medal, ribbon bar, and a certificate.

POLICE MEDAL OF VALOR (SWORN):

The Police Medal of Valor is the second highest medal awarded for bravery. Recommendations for this medal will be based on the following criteria:

- The act displayed extraordinary heroism not justifying the Medal of Honor. The act of heroism must have been so notable, and have involved a risk of serious physical injury, so extraordinary as to set the individual apart from his/her fellow officers.

- The act was necessary to prevent death or serious injury to him/herself or another person(s).

- The officer did not use poor judgment, tactics, or procedures that created the necessity for the act.

- The officer did not willfully violate department policy or procedures while performing the act.

This award consists of a medal, ribbon bar, and a certificate.

POLICE CROSS (SWORN):

Recommendations for this medal will be based on the following criteria:

- The Police Cross is awarded to an officer who, in the line of duty, received a life threatening or disabling injury. This award is primarily intended to recognize officers who are injured as a result of an assault, but the committee may consider injuries from other non-violent events such as fire, collision, etc. as valid justification.

- The officer did not use poor judgment, tactics, or procedures that created the necessity for the act.

- The officer did not willfully violate department policy or procedures while performing the act.

This award consists of a medal, ribbon bar, and a certificate.

OUTSTANDING CONTRIBUTION AWARD (SWORN/CIVILIAN EMPLOYEE):

The Outstanding Contribution Award is to be awarded to members of the Department for outstanding police service accomplishments in the following categories:

- Any member for an act above and beyond the expectations of their position which made a positive impact on a problem, issue or event.

This award consists of a ribbon bar and a certificate.

POLICE ACHIEVEMENT AWARD (SWORN):

Nominations for this award will be based on any the following criteria:

- Any sworn member who has developed a solution to a long standing problem or issue and/or has been part of a project that was substantially above and beyond what is normally expected or required.

- This award is given to an employee who deserves more than a Certificate of Commendation.

This award consists of a ribbon bar and a certificate.

CERTIFICATE OF COMMENDATION (SWORN):

Nominations for this award will be based on the following criteria:

- The employee has demonstrated outstanding performance in a specific event/project that was substantially above and beyond what is normally expected or required.

- This performance shall have directly contributed to the attainment of the New Haven Department of Police Service's mission, either through the success of an event/project or through exemplary citizenship or community involvement.

This award consists of a ribbon bar and a certificate.

LETTER OF RECOGNITION (SWORN):

The letter of recognition is given to a sworn member who performs a positive act, service, assistance, or action that helps in resolving an incident.

This award is for acts that warrant departmental recognition but do not meet the established criteria requirement of a certificate of commendation.

This award consists of a ribbon bar and certificate.

UNIT CITATION (SWORN):

Nominations for this award will be based on the following criteria:

- A work unit or group of employees whose team effort directly resulted in an outstanding accomplishment or the successful achievement of New Haven Police Department's goal.

This award consists of a ribbon bar and a certificate.

EXCELLENCE AWARD (SWORN/CIVILIAN):

This Excellence Award is given for any action which brings credit to the individual, the Department and/or fellow employees through outstanding job performance including any non-sworn personnel for consistently performing especially meritorious work.

This award consists of a ribbon bar and a certificate.

CERTIFICATE OF APPRECIATION (SWORN/CIVILIAN):

This award will be presented based on the following criteria:

- The nominee is a volunteer, citizen, or employee of other governmental or criminal justice agencies who has performed specifics acts of assistance that has enhanced the New Haven Police Department's ability to fulfill its mission.

This award consists of a certificate.

LONGEVITY (SWORN):

In recognition of loyal service, an award will be given to officers after completing 5 years of service.

This award consists of a ribbon bar.

OFFICER OF THE YEAR (SWORN):

This Officer of the Year Award is presented in recognition for service by a Public Safety Officer who has consistently displayed exemplary performance, dedication, and professionalism to duty and is thereby recognized by the Administration of the Department.

This award consists of a medal, ribbon bar, and a certificate.

DETECTIVE ANDREW FAGGIO AWARD (SWORN):

The Detective Andrew Faggio Service Award is presented to one sworn member of the Department who is viewed by their peers as selfless and compassionate, who exhibits unyielding integrity and devotion to both their fellow officers and the Department, and who brings only pride and honor to those who serve with them.

This award consists of a certificate.

DAVID WILLIAMS LIFE SAVING AWARD (SWORN):

The David Williams Life Saving Award may be awarded to any officer who performs an exceptional act under emergency conditions, not involving bravery, which results in sustaining a human life. Such acts may include:

- Providing CPR and/or other first aid, or assisting EMS personnel.
- Other actions associated with saving a life such as a fire or water rescue.

This award consists of a certificate.

DANIEL PICAGLI SPECIAL MERIT AWARD (SWORN):

The Daniel Picagli Special Merit Award may be given to any officer for performing other especially meritorious police work not covered in the above categories, such as:

- Professional conduct and ethics.
- Community service work.
- Outside volunteer services.
- Day-to-day excellence.

This award consists of a certificate.

BRONZE OAK LEAF:

Denotes any receipt of duplicate award.

SILVER OAK LEAF:

Denotes any five certificates of commendation.

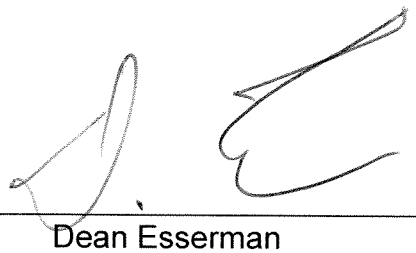
SILVER STAR:

Denotes any ten certificates of commendation.

GOLD STAR:

Denotes any twenty certificates of commendation.

This General Order supersedes General Order 226.



6/16/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.03 **EFFECTIVE DATE: January 13, 2016**

EMPLOYEE INJURIES

2.03.01 PURPOSE

The purpose of this General Order is to establish standard procedures for the reporting, documentation and investigation of injuries sustained by sworn personnel.

2.03.02 POLICY

It is the policy of the New Haven Department of Police Service that all injuries, either on duty or directly en route to or from duty, regardless of the nature or extent of the injury, should be reported, documented and investigated immediately.

2.03.03 PROCEDURE

REPORTING OF INJURIES

- Any member of the Department sustaining an on-duty injury will immediately notify their supervisor regardless of the nature or extent of the injury.
- Any member of the Department sustaining an off-duty injury while directly en route to or from duty, will notify his/her on-duty supervisor as soon as possible.
- The Chief of Police will be notified whenever any member of the Department sustains a serious injury.

MEDICAL ASSISTANCE

- Whenever a supervisor is notified of an on-duty injury sustained by a member of the Department, he or she will immediately offer medical treatment.
- Whenever the injury is of a serious nature, the injured employee will be provided IMMEDIATE medical care and transported to the closest hospital.
- If the injury is of a non-serious nature requiring only FIRST AID, the employee may wait to be examined by Occupational Health at the next available date.
- Supervisors are responsible to ensure that officer's weapons and equipment are secured and held for safekeeping whenever officers are transported to medical facilities for treatment.

2.03.04 DOCUMENTATION

All work related injuries will be reported to his/her on-duty supervisor whose duty it will be to call the following number, 1-800-652-4762 (1-800-OK-CIRMA), to report a first report of injury and provide the following information:

- Employee's Name
- Department (Police)
- Nature of Injury (to the extent known at the time)
- The circumstances which led to the injury
- Hospital or First Aid

The supervisor will also be responsible for completing the Supervisor's Incident Report and a brief memo describing the incident, which will be forwarded through the chain of command to the Chief's Office.

The injured employee is required to call CIRMA and provide additional information as soon as possible regarding his/her release from treatment. In the event the employee is admitted for treatment, the supervisor will be responsible for obtaining follow-up information.

2.03.05 BLOODBORNE PATHOGEN EXPOSURE

When any member of this Department has occasion to come into contact with blood, he/she will file a First Report of Injury with his/her on-duty supervisor and seek immediate medical attention. The supervisor and employee will complete a "Bloodborne Pathogen Exposure Incident Report." For further information, please see General Order 2.04 Bloodborne Pathogens Policy.

2.03.06 RECURRENCES

Employees will report recurrences of previously reported injuries to the employee's unit supervisor or the Front Desk Supervisor, at which time the employee will contact CIRMA. NO SUPERVISORY REPORT OR CALL TO CIRMA FROM A SUPERVISOR IS REQUIRED ON RECURRENCES.

2.03.07 MEDICAL STATUS FORMS

A Medical Status Form has been developed to provide the Department a summary of medical treatment received by an injured employee, along with their work duty status. A written report from Yale-New Haven Hospital/St. Raphael's Campus Occupational Health will serve in lieu of a Medical Status Form.

It is the responsibility of the employee to pick up and return the Medical Status Form from the Chief's Office before and after every visit to their physician. Medical Status Forms are not required for Physical Therapy or second opinions. If the injury makes it difficult for the employee to pick up and return the Medical Status Form from the Chief's Office, arrangements will be made upon notice from the employee to the Chief's Office.

2.03.08 COOPERATION

It is the obligation of the injured employee to cooperate with the Department and City Worker's Compensation or its agents in providing information relative to their injury. This also includes the cooperation of attending appointments such as Independent Medical Examinations, Pension Examinations, Fitness for Duty Examinations and/or Functional Capacity Examinations as provided under the Worker's Compensation Act.

2.03.09 LIGHT DUTY POLICY

The Department provides "Light" or "Limited Duty" assignments on a limited and temporary basis. These positions facilitate the employee in his or her return to full duties.

This General Order supersedes 96-1.

Dean Esserman
Chief of Police

1/15/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.04 **EFFECTIVE DATE: December 23, 2015**

BLOODBORNE PATHOGENS POLICY

2.04.01 PURPOSE

The purpose of this General Order is to provide officers with guidelines for preventing the contraction of the AIDS virus, Hepatitis B and other bloodborne pathogens and to be in compliance with OSHA 29-CFR 1910.1030.

2.04.02 POLICY

It is the policy of the New Haven Department of Police Service to take all reasonable measures to allow its members to perform their duties in a safe and effective manner. The safe performance of daily operations is threatened by any bloodborne pathogen virus that can be contracted through exposure to infected blood and several types of bodily secretions. Therefore, it is the policy of this agency to continuously provide employees with information and education on the prevention of these diseases, provide up-to-date safety equipment and procedures that will minimize their risks of exposure and to institute post-exposure reporting, evaluation and treatment for all members exposed to these diseases.

2.04.03 DEFINTIONS OF TERMS

BLOODBORNE PATHOGEN: A communicable disease that can be transmitted by human body fluids.

BODILY FLUIDS: Blood, semen and vaginal fluids or other secretions that might contain

these fluids, such as saliva, vomit, urine or feces.

COMMUNICABLE DISEASE: Any bloodborne infectious disease, or "Bloodborne Pathogen," that can be passed from one person to another by contact to skin with blood or any other potentially infectious material. This includes HIV (Human Immunodeficiency Virus), or HBV (Hepatitis "B" Virus), or any other bloodborne pathogenic disease.

OCCUPATIONAL EXPOSURE: Any reasonable anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

PERSONAL PROTECTIVE EQUIPMENT (PPE): Any item that prevents skin to skin contact, or contact with skin or work clothes to any blood or body fluids that may be present (protective latex/vinyl gloves, face shields, breathing masks, gowns, face masks, as may be required, etc.).

UNIVERSAL PRECAUTIONS: An approach to infection control that assumes that all human blood, or body fluids, is infected with HIV, HBV, or any other bloodborne pathogen.

2.04.04 EXPOSURE DETERMINATION

This exposure determination indicates those members of the Department at risk of exposure to bloodborne pathogens and when, during the course of their employment, these members are at risk.

JOB CLASSIFICATIONS INVOLVING OCCUPATIONAL EXPOSURE

The following list of job classifications are those within the Department in which all employees within each classification may be expected to have occupational exposure to bloodborne pathogens.

- Bureau of Identification detectives
- Detention officers – Booking
- Property room sworn and civilian personnel
- Police garage personnel
- Sworn police officers
- Building maintenance personnel

The following chart of job classifications are the same as those listed above and are those within the department that may have occupational exposure to bloodborne pathogens. All employees in these categories perform tasks or procedures in the routine performance of their jobs and may be exposed to blood or potentially infected materials:

JOB CLASSIFICATION	TASK OR PROCEDURE
Bureau of Identification detectives	Fingerprint analysis, firearms examination. Examination / collection of physical evidence.
Detention officers	Processing / care of custodial prisoners.
Property room personnel	Receives evidence.
Garage personnel	Vehicle repair and maintenance. Inspections of motor vehicles involved in accidents.
Sworn police personnel	Performing arrests. Arson investigations. Crime Scene processing. Drug enforcement activities. Evidence handling or seizures. HAZMAT activities. Medical assists / transports. "Pat down" searches. Prisoner processing / transports. Evidence search / seizure. Traffic accident investigations.
Building maintenance	Clean up or removal of biohazard materials.

2.04.05 TASKS AND PROCEDURES INVOLVING OCCUPATIONAL EXPOSURE

The following tasks are reasonably anticipated to involve exposure to blood, body fluids or other potentially infectious materials:

- Police response to accidents, incidents of violent crime and other incidents which pose a threat of exposure to the responding officer of blood and body fluids.
- Searches of suspects and/or their automobiles, homes or other property.
- On-site investigations of crime scenes.
- Evidence seizure and control.
- Assaults, bites, needle punctures and other disruptive behavior encountered by police officers while performing their sworn duties.
- SteriCycle's removal of infectious waste.

- Cleaning of possibly contaminated surfaces.

- Mechanic's duties. Specifically: general maintenance, repairs, cleaning and decontamination of department vehicles.

    - **NOTE:** This exposure determination has been made without regard to the use of personal protective equipment.

2.04.06 TRAINING OF PERSONNEL

All infection control training materials will be appropriate in content and vocabulary to the educational level and language of members being trained. Training will be in compliance with OSHA Regulation 29 CFR Part 1910.1030, Occupational Exposure to Bloodborne Pathogens. The Department's Director of Training and Education, through designated instructors, shall run the training program(s) that shall include:

- An accessible copy of the OSHA regulation and an explanation of its contents at the following locations:

    - Training Library, Maintenance, Communications Division and with the Department Safety Officer.

- A general explanation of the epidemiology and symptoms of bloodborne diseases.

- An explanation of the modes of transmission of bloodborne pathogens.

- An explanation of the Department's infection control plan.

- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.

- An explanation of the basis for selection of personal protective equipment.

- Information on the Hepatitis B Virus, including information on the vaccine for this disease and its efficacy, safety, method of administration, benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge.

- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

Members of the City of New Haven Department of Police Service will be required to complete:

- Initial training prior to the time of assignment to job classifications where occupational exposure may occur (See Exposure Determination). Members presently assigned to such job classifications who have not already received such training will complete such training within a reasonable period of time.

- Infection control refresher training at least annually thereafter. Re-training will be held during in-service training periods.

- Information on the post-exposure evaluation and follow-up that the Department is required to provide for the employee following an exposure incident.

- An explanation of the signs and/or color coding required by law for biohazard materials.

- Information on the proper storage and disposal of regulated medical waste.

- An opportunity for interactive questions and answers with the person conducting the training session.

- Persons conducting infection control training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the services provided by this Department.

- Written training records will be maintained for a period of three (3) years from the date on which the training occurs. Copies of all training records will be forwarded to the Office of Risk Management immediately after training. These records shall include:

    - The dates of the training sessions.

    - The contents or a summary of the training sessions.

    - The names and qualifications of all persons conducting the training.

    - The names and job titles of all persons attending the training sessions.

2.04.07 HEALTH MAINTENANCE

All full-time employees of the New Haven Department of Police Service shall receive a pre-employment entrance physical performed by a designated physician or his/her designee. This examination shall certify that the member is fit for duty.

Work restrictions for reasons of infection control may be initiated by a designated physician or his designee. Prior to returning to duty, members will be cleared by the physician or his/her designee.

All members of the Department identified in Section 2.04.04 of this plan will be offered immunizations against the Hepatitis B Virus at a reasonable time and place and at no cost to the employee. This vaccination will be made available within ten (10) working days of employment. Recruits in Training will be offered this vaccine during their course of training.

Members may refuse immunizations, or may submit proof of previous immunizations. Whenever members refuse such immunizations, they shall sign a refusal form. However, members who initially refuse may later receive immunizations upon request at no cost to the member. The Department will provide the physician or his/her designee administering the immunizations with a copy of the OSHA regulation, 29 CFR 1910.1030.

If (a) routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) will be made available, also at a reasonable time and place and at no cost to the employee. Employees hired after January 1999 are entitled to request a titter (antibody test) after completion of the vaccine series, at no cost to the employee.

The City of New Haven Department of Police Service will maintain records in accordance with OSHA regulation, 29 CFR Part 1910.1030. Member participation in the infection control program will be documented, including:

- Name and Social Security number.
- Immunization records. NOTE: Immunization records may be kept off-site at the office of the designated physician, or designee, who administered the immunization.
- Circumstances of exposure to communicable diseases.
- Post-exposure medical evaluation, treatment and follow-up.
- Additionally, members' health records will be maintained in accordance with OSHA regulation 29 CFR 1910.20.
- Medical records will not be released without the written consent of the member.
- Members may examine their own medical records, and may request that copies be sent to their personal physician.
- All members' medical records relating to Hepatitis B vaccination and/or exposures shall be maintained for the duration of employment plus thirty (30) years.

2.04.08 PROCEDURES TO ELIMINATE OR MINIMIZE RISK OF EXPOSURE

Universal precautions are to be taken in order to prevent contact with blood or other potentially infectious materials. ALL BLOOD and most body fluids are considered to be infectious for bloodborne pathogens and must be handled with the utmost of care and in strict accordance with the procedures promulgated in this plan.

FIRST LINE OFFICERS

- Will be equipped with or have access to a kit consisting of rubber gloves, biohazard bags, alcohol sterile wipes or appropriate antiseptic cleanser, and a sharps container.

- The Quartermaster will ensure that all officers have access to both vinyl and latex gloves in all sizes.

POST INVESTIGATIVE PERSONNEL

- Plainclothes personnel, especially those assigned to Identification, will wear protective equipment (including, but not limited to: disposable exam gloves, heavy rubber gloves, masks and disposable coveralls) whenever the possibility exists for exposure to body fluids. Personnel assigned to Identification should take special care in that their work requires the removal of evidence possibly contaminated with body fluids such as blood and semen. The utmost of care must be taken in the bagging of evidence and in processing evidence contaminated by body fluids.

DISPOSAL OF CONTAMINATED EQUIPMENT

- Soiled gloves and personal protective equipment shall be placed in biohazard bags (provided by the Department), sealed and brought to a disposal container clearly marked "Infectious Waste" which is located in the basement of One Union Avenue near the Patrol elevator. This container, lined with biohazard bags, will be checked daily by the maintenance staff. The maintenance staff should contact Steri-Cycle, 80 Industrial Park Road, Middletown, CT 06457, (800) 231-7233, for proper disposal.

The use of proper protective equipment is mandatory. All personnel will thoroughly wash before returning to duty.

SOILED CLOTHING

- Soiled clothing shall be placed in biohazard bags (provided by the Department), sealed and brought to a clothing bin which is located outside of the gym entrance in the basement of One Union Avenue. The bags should be sealed and labeled with the officer's name, type of clothing and type of exposure (ie. blood/vomit).This container, lined with biohazard bags, will be checked daily by the Quartermaster. The Quartermaster should contact Steri-Cycle, 80 Industrial Park Road, Middletown, CT 06457, (800) 231-7233, for proper disposal or arrange for the item(s) to be laundered. Contaminated clothing should not be brought home.

REPLENISHMENT OF SUPPLIES

- After usage of any item in the Bloodborne kit, the officer will return the remaining items to the shift supervisor to arrange for replenishment. Extra kits will be available at police headquarters, supervisors' vehicles and substations.

DECONTAMINATION OF POLICE VEHICLES

- In the event of the contamination of a police vehicle, the officer will lock up the vehicle and call the tow clerk for the removal of the vehicle to 710 Sherman Avenue Parkway for decontamination by a professional cleaning service. For a small area that needs to be decontaminated (i.e. a blood smear on the seat), the officers will decontaminate the vehicle with a fresh 10% bleach solution or acceptable substitute, E.g. "Dispatch," provided by the department. Manufacturer recommended contact times shall be strictly followed.

DISPOSAL OF NEEDLES

- When encountering an object to be disposed of in a sharps container, the employee should safeguard the area and arrange for the delivery of a sharps container to the site. The employee should not transport the object without first placing it into a sharps container. Needles and other sharps will be handled with personal protective equipment.

DEAD ANIMALS

- The Police Department is not responsible for the removal and/or disposal of dead animals. Public Works should be contacted for dead animals, except birds, in which case the Health Department should be contacted.

2.04.09 POST-EXPOSURE EVALUATION AND FOLLOW-UP PROCEDURE

GENERAL

In the event that a member of the Department is exposed to blood and/or body fluids, he/she will complete a Supervisor's Incident Investigation Form with their supervisor and CIRMA will be notified. The employee will also meet with the Department Safety Officer and complete form CNHRM 1030a Bloodborne Pathogen Exposure Form within 24 hours or if circumstances prohibit this then as soon as possible.

The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.

The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

The medical provider shall evaluate the exposure and determine the appropriate course of treatment.

The Department Safety Officer has been designated as the person responsible to assure that the policy outlined here is effectively carried out, and the records pertaining to this policy are maintained.

SIMPLE EXPOSURE TO BODY FLUIDS

In the event that any member of the Department is exposed to body fluids, the exposed area must be washed with an appropriate antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. This rule applies even when the requisite protective equipment has been worn.

ASSAULTS, BITES, NEEDLE PUNCTURES AND OTHER DISRUPTIVE BEHAVIOR

In the event that any member of the Department is assaulted, bitten or otherwise injured and is exposed to body fluid (blood, semen, saliva) the following protocol will be followed:

1. Encourage the wound to bleed by applying pressure and "milking the wound."
2. Wash the area thoroughly with the appropriate antiseptic hand cleanser and soap and water.
3. Seek immediate medical attention.
4. Notify CIRMA.
5. Complete the standard Supervisor's Incident Investigation Form.
6. Complete the Bloodborne Pathogen Exposure form with the Safety Officer.

During the confidential medical evaluation the employee must detail the routes of entry and circumstances of the exposure to the person conducting the evaluation. This evaluation shall include:

- Post-exposure prophylaxis, when medically indicated, counseling, and evaluation of reported illnesses.

POST-EXPOSURE EVALUATION PROCEDURE – HIV TESTING

Reference is made here to Section 19a-582 C.G.S. In cases of occupational exposure, testing for HIV can be performed without informed consent so long as the following conditions are met:

- The employee must be able to identify and document the source individual as well as document "significant" exposure while performing job duties. Significant exposure is defined as a parenteral exposure (e.g. a needlestick or cut) or mucous membrane exposure (e.g. a splash to the eye) to blood, or a cutaneous exposure involving large amounts of blood, or prolonged contact with blood, especially when the exposed skin is chapped, abraded or afflicted with dermatitis.

- The employee must have completed a First Report of Injury within 48 hours of exposure that identified the parties to the exposure, witnesses, time, place and nature of the event. This information will be provided to the health care professional responsible for evaluating an employee after an exposure incident.

- The employee must have submitted to baseline HIV testing within 72 hours of exposure, and the test results must be negative.

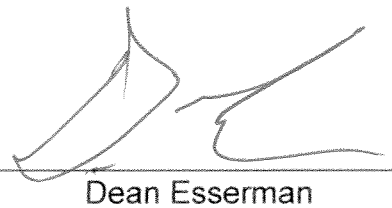
- The person or persons' physician must have approached the subject and sought voluntary consent, and the individual must have refused consent to testing (except if the individual is deceased).

- The employee's treating physician must have determined that the first three criteria (cited above) were met, that the employee had a significant exposure and that the individual to whom the employee was exposed has refused consent for testing. If the individual is in the care or custody of a health facility, correctional facility or other institution and a blood sample is available, the sample may be tested without consent; if a sample is not available, blood may be drawn and tested. If the individual is not in the care or custody of a health or other facility, the employee may seek a court order for testing. The Chief's Office of the New Haven Department of Police Service shall assist the employee in obtaining such court order. Generally, a court order cannot be issued to require testing unless there is a "clear and imminent danger to the public health or the health of a person for whom there is compelling need" to obtain an HIV-related test result.

- The cost of the HIV test is covered by the City of New Haven, consistent with workers' compensation rules.

- The Department will obtain and provide the employee with a copy of the evaluating health care professional's written opinions.

- Note: Existing Department of Police Service rules still apply, in particular, those rules regarding the filing of Workers' Compensation claims and of claims for post-incident care.



12/22/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.05 **EFFECTIVE DATE: March 8th, 2022**

ALCOHOL AND DRUG USE POLICY

2.05.01 PURPOSE

The purpose of this General Order is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any City employee or member of the public. It is also to ensure compliance with Public Act No. 20-01, Section 3 (Section 7-294d) Subsection 10 for police officer recertification purposes. The New Haven Department of Police Service discourages alcohol and drug abuse and strives to achieve a work force free from the influence of drugs and alcohol. *(Refer to City of New Haven Administrative Policy – Drug-free Workplace Policy*, a copy of which is attached hereto in Appendix 1, and to the applicable sections of the current Collective Bargaining Agreement). Therefore, it is the policy of the New Haven Department of Police Service that the illegal use of drugs or misuse of alcohol is strictly prohibited.

2.05.02 GENERAL GUIDELINES

Employees of the Department shall not consume alcohol and/or intoxicants in any manner while on-duty or in uniform. When off-duty, employees of the Department shall not drink intoxicating beverages to an extent that it will render one unfit when reporting to duty. Employees of the Department are strictly prohibited from using any narcotics, exhilarants, hypnotics, hallucinogens, anabolic steroids, toxic drugs or controlled substances that are unlawfully administered.

2.05.03 DEFINITIONS

ALCOHOL OR ALCOHOLIC BEVERAGES: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol, including methyl and isopropyl alcohol.

BREATH ALCOHOL TECHNICIAN (BAT): The Collection Site representative who will instruct and assist the employee in the alcohol testing process and operates the evidential breath-testing device.

CONFIRMATION TEST: In drug testing, a second analytical procedure to identify, the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to insure reliability and accuracy. In alcohol testing, a test done after the screening test is required when the BAC is over 0.02.

CONTROLLED SUBSTANCES: Any drug included in Schedules I through V, as defined by Section 802(6) of Title 21 of the United States Code (21 USC 802(6)), the possession of which is unlawful under Chapter 13 of that title, or any drug included within the definition of "Controlled substance" in Title 21A, Chapter 420B of the Connecticut General Statutes (for example, including, but not limited to: cocaine, marijuana, barbiturates, amphetamines, morphine.) The term does not include the use of prescribed drugs which have been legally obtained and are being used for the purpose for which they were prescribed.

DRUG: Any substance (other than alcohol) capable of altering the mood, perception, pain level or judgment of the individual consuming it.

EMPLOYEE ASSISTANCE PROGRAM: The Employee Assistance Program is provided by the City of New Haven or any agency/entity with whom the City has contracted to provide said program.

EVIDENTIAL BREATH TEST DEVICE (EBT): An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath.

ILLEGAL DRUG: Any drug or controlled substance, the sale possession or consumption of which is illegal.

MEDICAL REVIEW OFFICER (MRO): A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information. If an employee's test result is positive, the MRO will contact the employee to discuss the test to determine if the positive result is valid and to notify the employee that he has seventy-two (72) hours to request a test of the split specimen.

PRESCRIBED DRUG: Any substance prescribed for the individual consuming it by a licensed medical practitioner.

RANKING SUPERVISOR: Any officer with the rank of Sergeant or above who is the employee's immediate supervisor in the chain of command, or the Chief of Police or his designee.

REASONABLE SUSPICION OF DRUG AND/OR ALCOHOL USE: The reasonable suspicion standard for drug testing of sworn personnel is based upon a specific objective fact(s) and reasonable inferences drawn from that fact(s) in light of experience that the individual may be involved in the use of any illegally-used drug, controlled substance, or alcohol.

RECERTIFICATION TESTING: To renew the certification of police officers who have satisfactorily completed review training programs, officers must submit to a urinalysis drug test that screens for control substances, including, but not limited to, anabolic steroids, the results of which indicated no presence of any controlled substance not prescribed for that officer. Any required correspondence with P.O.S.T.C. on recertification drug testing will be the responsibility of the Police Training Academy Commander and/or training academy staff under the direction of the Commander of Training.

REFUSAL TO SUBMIT TO DRUG AND ALCOHOL TESTING: The refusal by an officer to submit to a drug or alcohol screening test based on General Order 2.05 "Alcohol and Drug Use Policy" and General Order 1.03 "Rules of Conduct" shall constitute insubordination and shall subject the employee to subsequent disciplinary action.

UNION PRESIDENT: President of New Haven Police Union Elm City Local, CACP or his designee.

2.05.04 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON-DUTY

Department employees shall not purchase or possess alcohol or other controlled substances/illegal drugs on City property, at work, or while on-duty except in the performance of a special assignment and with the approval of a ranking supervisor in writing. Department employees shall not illegally manufacture any alcohol or illegal drugs while on-duty, on City property, or at any other time.

2.05.05 USE OF PRESCRIBED MEDICATIONS

- No prescription drug shall be brought upon Police Department premises by any employee other than the employee (or members of the employee's immediate family) for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner, combination and quantity prescribed.

- This Section shall not apply to prescription drugs which are brought into the Police Department by an officer(s) in the official performance of his/her duties for drugs which are logged as evidence in a timely manner.

- The use of any legally prescribed drugs while on-duty is prohibited unless the use is pursuant to the instructions of a physician who has advised the officer that the substance will not adversely affect his/her work performance. The use of any legally prescribed drugs that may impair the officers' work performance or may affect workplace safety shall be reported immediately to the Department of Disability Services. The officers' immediate supervisor shall only be notified when the Department of Disability Services is not available for any reason.

2.05.06 ILLEGAL DRUGS

- The illegal use of controlled substances, including Anabolic Steroids, at any time is strictly prohibited.

- The use or possession of an illegal drug or controlled substance by an employee, on or off duty, is cause for suspension or termination, and/or referral for criminal prosecution.

- The sale, trade or delivery of illegal drugs or controlled substances by an employee, on or off duty, to another person is cause for suspension or termination, and/or referral for criminal prosecution.

- Special consideration shall be given to officers who have been assigned undercover work and may have developed an addiction through such service. In such case, referral to a rehabilitation program shall be required for the first offense.

- This Section shall not apply to illegal drugs or controlled substances which are brought into the Police Department by an officer(s) in the official performance of his/her duties for drugs which are logged in as evidence in a timely manner.

2.05.07 EMPLOYEES SUBJECT TO TESTING & TYPES OF DRUGS TESTED FOR

All sworn officers of the New Haven Department of Police Service shall be subject to the alcohol and drug testing procedures detailed within the current collective bargaining agreement and within this policy. Drug testing will be administered to test for the presence following substances:

1. Marijuana (Carboxy – THC)
2. Cocaine (Benzoylecgonine)
3. Amphetamine/Methamphetamine
4. Anabolic Steroids

5. Opiates (Codeine/Morphine/Heroin)
6. Phencyclidine (PCP)

Note: The Chief or his/her designee may order testing for Hallucinogens or Steroids, whenever appropriate. This list is subject to change based on POST mandates.

2.05.08 RANDOM TESTING

- Employees performing safety-sensitive functions will be tested for controlled substances at a minimum annual rate of fifty percent (50%) of the average number of positions.

- Random selection shall be performed independently by the City's third-party program administrator utilizing a computer based scientifically valid method of selection. The selection process shall give each employee an equal chance of being selected each time a selection is made.

- The City shall conduct a minimum of four (4) selections annually, spread reasonably throughout the calendar year.

- Each employee upon notification of selection for controlled substances testing shall proceed immediately to the designated testing site, barring extenuating circumstances.

- All confirmed positive test results are confidential, unless required for disciplinary action, and shall be placed in the employee's medical file.

2.05.09 DRUG TESTING PROCEDURES

- All drug testing procedures will be done from urine specimens collected under highly controlled conditions of the contracted health care provider. Any bargaining unit member normally assigned to D Squad may be tested during his/her regular working hours on site at the New Haven Department of Police Service. Personnel of St. Raphael's Occupational Health will administer the test and adhere to all protocols associated with the random drug testing program, except for the change of location. The person collecting the urine sample will be the same gender as the employee submitting the sample. The collection site will be secured to prevent any tampering or switching of samples. The City reserves the right to change and/or add providers.

- Any D Squad bargaining unit employee may undergo random drug testing on any date during the fiscal quarter in which his/her name appears on a monthly generated random list.

- When the employee has submitted a specimen, the collection person will determine whether there is a sufficient amount of urine for testing. If there is not enough, the employee may be asked to drink fluids and wait until the employee is able to provide a sufficient amount of urine to test. The urine collected from each employee will be divided into two different sample containers. This is known as a split-specimen collection. The person collecting the specimen will divide the specimen into the two containers in the presence of the employee and will label both accordingly. The employee must ensure that the split samples are both accurately marked with the correct identification.

- The primary sample is then tested for the presence of drugs, while the second or "split" sample is stored in a secured, refrigerated location. The initial test is the immunoassay test, which screens the sample for usage of the classes of drugs indicated in the below table. The second test is a confirmation test. The labs that perform the tests must be certified by the Federal Department of Health & Human Services.

- If the results of the initial test are negative, the testing laboratory will so advise the Medical Review Officer (MRO). The MRO is a licensed physician not employed by the testing laboratory who interprets the drug test results. The MRO's role includes making determinations that other factors besides drugs may be affecting a particular test result, and the MRO may conduct sessions with individual employees to learn more about their medical histories and other factors which might influence a test result.

- If the results of the initial test exceed the test levels for any of the tested for drug classes described in this policy, a second (confirmation) test is performed. This test is done differently by using gas chromatography/mass spectrometry techniques. Only specimens that are confirmed positive on the second or confirmatory test are reported positive to the Medical Review Officer for review and analysis.

- If the test result of the primary specimen is positive, you may request the Medical Review Officer to send the second (or split) specimen to a different certified lab for testing. The testing of the split specimen will be for the presence of drugs with the same criteria for the primary specimen being applicable. If the result of the test of the split specimen is "negative", the MRO shall cancel the test. If an employee wants the split specimen tested, he or she must advise the MRO within seventy-two (72) hours of being notified of the positive test result of the primary specimen.

- The City will keep a record in the employee's file showing the type of test (pre-employment, periodic, etc.); date of collection; location of collection; entity performing the collection; name of the lab; name of the MRO; and the test results.

2.05.10 REASONABLE SUSPICION DRUG/ALCOHOL TESTING

A. When a "reasonable suspicion" is determined, indicating that an employee is using illegal drugs/controlled substances, anabolic steroids, and/or alcohol, that employee will be tested pursuant to the procedures set forth in this policy. If a supervisor has "reasonable suspicion" that an employee is under the influence of alcohol and/or illegal drugs/controlled substances, they shall immediately inform the employee of this preliminary determination and relieve said employee from duty with pay in order to protect said employee, fellow employees and the public from harm. Whenever possible two supervisors should make the observation that leads to reasonable suspicion.

B. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to, the following:

1. Direct observation of drug and/or alcohol use;
2. The employee's body shows evidence of drug use (e.g. track marks);
3. The employee is found to be in possession of any illegal drugs/controlled substances or alcohol on duty and outside their official capacity;
4. An unauthorized pattern of sick time usage;
5. Information which is provided by a reliable and credible source documented to the Chief of Police;
6. The presence of signs of drug or alcohol use (e.g. odor of alcoholic beverage, glassy or blood shot eyes, slurred speech, poor coordination and/or reflexes, etc.)

Any observation for controlled substances/drugs and/or alcohol, reasonable suspicion testing must be reported immediately to a commanding officer.

C. Any employee who has a reasonable suspicion that his/her supervisor may be under the influence of illegal drugs/controlled substances, anabolic steroids and/or alcohol shall report such suspicion to the next supervisor in the chain of command, and if not available, to the highest-ranking supervisor on duty. Reports relative to the Chief of Police shall be made to the Board of Police Commissioners.

D. An employee or Supervisor who has a reasonable suspicion under this Policy shall report the basis for his/her reasonable suspicion to the Chief of Police, Captain, or the Lieutenant. The Chief, Captain or Lieutenant shall decide whether to direct the employee to testing. A memorandum detailing in writing the specific facts, signs or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of the employee shall be prepared by the reporting supervisor and the Chief, Captain or Lieutenant at the time of referral for testing.

E. Immediately upon being relieved of duty, the employee shall be ordered to submit to the Standardized Field Sobriety Tests and provide a breath or urine sample for analysis. Should the employee refuse, said refusal shall be documented and no further effort made at obtaining either sample.

F. Refusal on the part of the employee to cooperate fully with the content of this Order shall constitute insubordination, with the employee subject to disciplinary action. The following actions may constitute a refusal to take a drug or alcohol test:

1. Blatant refusal to submit to the testing procedure or engaging in any conduct that clearly obstructs the testing process; including being unavailable for testing;
2. Failure to provide an adequate amount of breath for an alcohol breath test without a valid medical reason;
3. Failure to sign the alcohol testing form;
4. Failure to submit to a confirmation test for alcohol after a positive result;
5. Failure to endorse items to verify chain of custody for any specimen;
6. Failure to provide sufficient amount of urine for a drug test without a valid medical reason;
7. Failure to provide necessary identification before submitting to test;
8. Failure to remain available for such testing.

G. During normal business hours, specimen samples shall be collected at Yale New Haven Hospital/St. Raphael's Campus Occupational Health. Outside of normal business hours, the specimen will be collected in the presence of a Supervisor, in a private location, affording the employee proper dignity. If a sample is required from a female employee; a female Supervisor will be present.

H. Specimen samples obtained outside of normal business hours shall be sealed and placed into the refrigerator in the Property Room Annex to be brought to Yale New Haven Hospital/St. Raphael's Campus Occupational Health by the Officer in Charge of Internal Affairs.

I. It shall be the obligation of the Department to arrange transportation for the employee to either the employee's home or a medical facility. In no event shall the employee be permitted to operate a motor vehicle or leave headquarters unassisted.

J. At any time during the course of the inquiry, the employee shall enjoy the right to notify his/her union and have a representative present. Testing shall not await the arrival of a union official, and the status of said union official shall be only as an observer.

2.05.11 ALCOHOL TESTING PROCEDURES

A. Alcohol testing is done by testing breath, using a device called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument that determines the concentration of alcohol in the bloodstream by analyzing a specific amount of exhaled breath. The test result is a number representing the blood alcohol concentration (BAC), which is expressed in grams of alcohol per 210 liters of breath. The EBT prints outnumbered copies of the test results. A BAC in excess of the statutory limit shall constitute a violation of this policy.

B. Supervisors who have been trained and certified as breath alcohol technicians (BAT) will conduct the tests, check the EBT prior to testing to ensure its accuracy, and conduct the tests. Testing should be conducted in an area that allows the employees as much privacy as is feasible. The tester will remain present at all times during the testing procedure.

C. First, in the employee's presence the BAT makes sure that the EBT is responding accurately. Then, a sealed mouthpiece is opened and placed into the device. The employee is required to blow into the mouthpiece for at least six seconds or until the EBT indicates that it has obtained a sufficient amount of air to test. The EBT will then print the test results, with a copy given to the employee.

D. Two breath tests will be required to determine if a person has a prohibited alcohol concentration. If the first test result is less than .02, the test will be considered negative. If the test shows an alcohol concentration of .02 or greater, a second confirmation test must be conducted. The second test result will determine what action if any need be taken. If the employee is unable to provide a sufficient amount of breath, the employee will be referred to a mutually agreed upon physician to assess the employee's inability to provide an adequate breath sample.

E. In order to ensure that an EBT is working properly, the BAT will follow the normal procedures used in DUI testing procedures.

2.05.12 RECERTIFICATION TESTING

- Officers scheduled for POSTC triennial officer recertification must submit to a urinalysis drug test that screens for controlled substances, including, but not limited to, Anabolic Steroids in accordance with House Bill 6004 "An Act Concerning Police Accountability," Public Act No. 20-01, Section 3 (Section 7-294d) Subsection 10.

- As part of the officer recertification process, New Haven Police training academy staff, with the assistance of the Commander of Training, shall schedule officers for the required drug testing. Such testing shall occur no sooner than 90 days prior to the recertification date. Accordingly, any officer scheduled for recertification in a given year shall expect to be ordered to submit to a urinalysis screening starting on April 1st of that year, beginning with those police officers who have a certification expiration date of 6/30/21 of that respective year. Every certification period thereafter, all Police Officers as defined in CGS Sec. 7-294a(9) shall meet the recertification requirements established in Public Act 20 – 1 and maintain documentation as proof of successful fulfillment of these requirements.

- The results of the drug test shall be provided to the Chief of Police.

- The results of the drug test shall be noted on the POSTC Form 50CS. This form will be retained in the officer's training file and provided to POST upon request.

- Reasonable efforts shall be made to ensure random drug testing is not scheduled at the same general timeframe as recertification testing.

- If any officer tests positive for the use of a controlled substance (including steroids) or alcohol, they must be retested and provide a negative sample prior to June, 30th of that same year. If the officer provides a second positive drug test, he/she may then be subject to loss/forfeiture of certification by POST in accordance with HB 6004, as well as the consequences outlined in section 2.05.18 of this policy. Any officer who tests positive for the use of a controlled substance (including steroids) or alcohol, but then provides a second negative test prior to June, 30th of their respective recertification test year may still be subject to the consequences outlined in section 2.05.18 of this policy. However, this does not preclude the officer from receiving EAP services (mandated by the Chief of Police or voluntary) for providing the initial, positive sample.

Recertification testing will test for the following substances:

1. Marijuana (Carboxy – THC)
2. Cocaine (Benzoylecgonine)
3. Amphetamine/Methamphetamine
4. Anabolic Steroids
5. Opiates (Codeine/Morphine/Heroin)
6. Phencyclidine (PCP)

Note: The New Haven Department of Police Service is not required to test for ALL controlled substances on this list and the list may change over time as determined by Health Department guidance, POSTC and/or the Chief of Police.

2.05.13 RETURN TO DUTY TESTING

- If an employee has engaged in prohibited conduct regarding alcohol and/or ill drug misuse, the employee must undergo a return to duty test prior to returning to the job. The test must indicate a breath alcohol concentration of less than the recognized legal limit or a verified negative result for drug use. When an employee engages in prohibited conduct, the City must advise the employee of the resources available to evaluate and resolve drug and/or alcohol problems through the EAP program. In addition, each employee who engages in prohibited conduct must be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the employee needs in resolving drug and/or alcohol problems.

- On a first offense for a positive alcohol test, if the SAP determines that the employee requires assistance in handling an alcohol problem, the employee

must properly follow the prescribed rehabilitation program. If the rehabilitation program requires time off, said time off will be granted with or without pay for up to sixteen weeks without a loss of seniority or benefit eligibility. During the period of rehabilitation, the employee may elect to use any accrued vacation or sick time. Any paid time off (vacation or sick time) used in accordance with this provision shall be subtracted from the sixteen-week entitlement referred to herein.

- On a first offense for a positive drug test, if the SAP determines that the employee requires assistance in handling a drug problem, the employee must properly follow the prescribed rehabilitation program. If the rehabilitation program requires time off, said time off will be granted with or without pay for up to sixteen weeks without a loss of seniority or benefit eligibility. During the period of rehabilitation, the employee may elect to use any accrued vacation or sick time. Any paid time off (vacation or sick time) used in accordance with this provision shall be subtracted from the sixteen-week entitlement referred to herein. The remaining period of treatment shall be considered an unpaid leave of absence for a maximum of fifty (50) days without a loss of seniority or benefit eligibility.

- When an employee has properly followed the prescribed rehabilitation, the employee must then be reevaluated by the substance abuse professional. If the SAP determines that the employee has properly followed the rehabilitation program, then the employee must undergo a return to duty test with a negative result as prescribed herein before being allowed to return to the performance of his job. Failure to comply with the defined rehabilitation program and/or failure to pass a return to duty test may be considered grounds for further discipline.

THE FOLLOWING TABLE REFELCTS THE CUT OFF LEVELS THAT WILL INDICATE A POSTIIVE ON A DRUG SCREENING TEST:

*ng/ml means nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.

Drug/Metabolite	Initial Test/Screen Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Amphetamines		
Amphetamine	1,000	500
Methamphetamine	1,000	500
Cocaine		
Benzoylecgonine	300	150
Opiates		
Codeine	2000	2000
Morphine	2000	2000
Phencyclidine	25	25
Marijuana		

Carboxy - THC	50	15

Targeted Anabolic Steroids:
Boldenone
Methandienone
Methyltestosterone
Nandrolone (19-Nortestosterone)
Oxandrolone
Oxymetholone
Stanozolol

T/E Ratio Interpretation:
Testosterone
Epitestosterone

This list is subject to change and should only be referred to as guidance. Additional tests and/substances may be tested and analyzed under this policy and the list may change over time as determined by Health Department guidance, POSTC and/or the Chief of Police.

2.05.14 STEROID TESTING CONSIDERATIONS

- Testosterone occurs naturally in the body and will be found in all urine specimens (men, women, transgendered persons). Due to the presence of testosterone in all urine samples, testing agencies cannot submit a result indicating "no presences" of an anabolic steroid.

- To determine improper/illegal use of anabolic steroids, technicians/scientists will review the ratio of testosterone to epitestosterone (T/E). A urine specimen will constitute as a positive test result when the Testosterone/Epitestosterone (T/E) ratio result is > 6.0.

- Analysis for anabolic steroids is performed by GC/MS. GC/MS means gas chromatography/mass spectrometry. Any positive or abnormal results are confirmed by GC/MS or HPLC/MS/MS. HPLC/MS/MS means high performance liquid chromatograph/mass spectrometer.

- On a rare occasion, an officer may have a natural elevation that exceeds the 6.0 ratio requiring further testing such as Carbon Isotopic Ratio or sequential testing. This will be determined by the Medical Review Officer.

2.05.15 VOLUNTARY DISCLOSURE AND EMPLOYEE ASSISTANCE

1. An employee who has completed his or her initial probationary period with the City and has engaged in substance abuse and voluntarily discloses this issue to the Chief of Police and requests treatment and rehabilitative assistance shall be given assistance under the City's Employee Assistance Program. Access of this type shall be limited to two occasions. An employee referred to the program shall not be disciplined for the substance abuse disclosed. However, failure to comply with the terms of this program shall subject the employee to discipline.

2. In addition, an employee who has completed the initial probationary period and voluntarily admits there is cause for reasonable suspicion detailed within this Policy shall be entitled to one opportunity to enroll in the Employee Assistance Program of the City and avoid discipline, provided that he or she has not already engaged in that program twice prior, and provided further that the employee has not previously failed to comply with the requirements of that program during a prior enrollment.

3. Any employee who returns to employment following completion of a program under the Employee Assistance Program shall be subject to follow-up testing as determined by the EAP provider.

2.05.16 GENERAL PRECAUTIONS AND PROHIBITED CONDUCT

- Police Officers should be aware of over-the-counter performance enhancing supplements found in local stores. Most of these supplements are not FDA controlled and may contain produces that will test positive for anabolic steroids. Warning labels may or may not indicate a positive test result for anabolic steroids on the packaged material. If unsure, officers should not use such products.

- Officers should not use foreign products or products sold over the internet.

- Officer should be aware of hemp and/or CBD oils/produces sold over the counter in local stores and/or over the internet; these types of products may test positive for THC.

- It is the responsibility of the individual officer to know what products they use, ingest, or take for maintaining health and fitness. It is recommended that all officers consult with a physical or medical provider before taking over-the-counter supplements/products as they may contain substances that can test positive on a drug screening.

- The use of a masking agent designed to conceal the use of illegal drugs and/or alcohol to be tested is strictly prohibited. The use of such an agent will be deemed a confirmed positive test.

- A blood alcohol level of .02 or greater is prohibited while performing any Police Function, unless otherwise authorized under Department Regulations.

2.05.17 CANNABIDIOL (CBD)

- The plant *Cannabis sativa* has two primary species, hemp, and marijuana. Both contain CBD, but there's a much higher percentage in hemp, which also has very low (less than 0.3%) levels of THC compared to marijuana.

- Tetrahydrocannabinol (THC) and cannabidiol (CBD) are the two primary cannabinoids that occur naturally in the *Cannabis sativa* plant, most commonly known as cannabis. CBD has the same chemical formula as THC, with the atoms in a different arrangement. This slight variance causes THC to create a psychoactive effect, while CBD does not.

- The 2018 U.S. Farm Bill included a provision that legalized the cultivation of hemp (cannabis with less than 0.3 percent THC) in large part because of the popularity and driving economic force of CBD. Because of this, and CBD's non-psychoactive trait, CBD appears more frequently than THC in dietary and natural supplements, and can frequently be found as an ingredient in lotions, creams and salves that are available for purchase over the counter at various stores including Walgreen's and CVS. Because of its over-the-counter accessibility, many people do not realize that CBD is still classified by the U.S. Drug Enforcement Administration (DEA) as a Schedule I illegal narcotic.

- In light of the easy access and non-psychoactive properties of CBD, the New Haven Department of Police Service does not view the use or possession of over-the-counter products containing CBD as constituting the illegal use or possession of marijuana.

- However, officers must be cautious as to the substances ingest or use as CBD products are not regulated and may result in a positive urinalysis test.

2.05.18 CONSEQUENCES OF A POSITIVE TEST

Any employee who has tested positive for the use of a controlled substance (including steroids) or alcohol during any of the above listed drug testing procedures, including but not limited to, a random drug test, a recertification test, a reasonable suspicion drug/alcohol test or return to duty test, in violation of this policy will immediately be subjected to the following discipline:

1. The first offense shall result in an immediate two (2) day suspension without pay.
2. Second offense shall result in an immediate five (5) day suspension without pay.
3. Third offenses shall result in immediate termination.

It is the policy of the City of New Haven to encourage the rehabilitation of its employees with alcohol and/or substance abuse problems. Therefore, the Employee Assistance (EAP) Program is available to provide rehabilitative counseling and treatment to employees with alcohol and/or substance abuse problems. Any counseling or treatment received through EAP is confidential and will not be reported to the City. However, should an employee disclose to a member of the Police Department that he/she is engaging in the illegal use of a controlled substance or abuse of a prescribed medication, that disclosure must be reported to a commanding officer, and up the chain of command to the Chief of Police, and will subject the employee to discipline, up to and including termination.

2.05.19 COLLECTIVE BARGAINING AGREEMENT

- If any section of this General Order conflicts with the current Collective Bargaining Agreement, the language of the current CBA will control.

NOTIFICATION

Notification shall proceed via the normal chain of command, and in any event shall include the Shift Commander and the employee's unit Commander.

DOCUMENTATION

A memorandum outlining the Supervisor's actions will be filed by the Supervisor before the end of his/her tour of duty.

This supersedes General Order 2.05 issued on December 23rd, 2015.

History: General Order 87-1 issued on February 5th, 1987.

This general order was approved by the civilian Board of Police Commissioners on Tuesday, March 8th, 2022.

Renee Dominguez
Interim Chief of Police

3/8/22
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.06 **EFFECTIVE DATE: November 9th, 2021**

MENTAL HEALTH WELLNESS CHECKS

2.06.01 PURPOSE

The purpose of this policy is to ensure that the New Haven Department of Police Service is in compliance with the provisions of Public Act 20-1 and all requirements of the Connecticut Police Officer Standards and Training Council (P.O.S.T.C.). It is also to establish guidelines under which sworn members of the New Haven Department of Police Service will participate in a Mental Health Wellness Check.

Periodic Mental Health Wellness Checks have existed for law enforcement officers for many years. It is recommended that a broad scope of officer wellness, not exclusive to P.T.S.D., be part of a Mental Health Wellness Check performed every (5) years of P.O.S.T.C. certified law enforcement officers. While P.T.S.D. is a concern for law enforcement officers, prevalent data suggest that issues such as substance abuse, depression, family issues, and suicide are also impactful on an officer's life and are mental health concerns that need to be assessed in the Mental Health Wellness Checks.

2.06.02 POLICY

The New Haven Department of Police Service values its partnership with Connecticut's municipal and state law enforcement agencies and supports initiatives aimed at maintaining and improving the mental, physical and spiritual health of its sworn officers. This policy seeks to implement the aforementioned mandates while removing the

stigma associated with treatment for the impacts of critical incidents, acutely stressful events, and adverse experiences associated with the duties of sworn police officers. The New Haven Department of Police Service values its officers and has a vested interest in assisting officers in maintaining their health and wellness. Therefore, it is the policy of the New Haven Department of Police Service that all sworn members are required to participate in a Mental Health Wellness Check at least once every five (5) years.

2.06.03 DEFINITIONS

P.O.S.T.C: Police Officer Standards and Training Council.

P.T.S.D: Post Traumatic Stress Disorder.

BOARD CERTIFIED PSYCHOLOGIST/PSYCHIATRIST: A licensed professional certified by the American Board of Psychology.

EMPLOYEE ASSISTANCE PROGRAM: The Employee Assistance Program is provided by the City of New Haven or any agency/entity with whom the City has contracted to provide said program.

2.06.04 PROCEDURES

- On a five (5) year rolling cycle the New Haven Department of Police Service, under the direction of the Chief of Police, shall ensure that all sworn officers participate in a Mental Health Wellness Check. This will be accomplished by cycling through approximately 20% of the staffing level of sworn officers each calendar year to ensure that all sworn officers of the Department are screened at least once every five (5) years. The Chief of Police will have sole discretion in determining which officers will participate in these checks each year.

- The Chief of Police reserves the right to require more than 20% of the staffing level of sworn officers to participate in a Mental Health Wellness Check in any given year in the event that any sworn officer is at risk of not receiving a Mental Health Wellness Check beyond the required five (5) year time period.

- Any required correspondence with P.O.S.T.C. on Mental Health Wellness checks will be the responsibility of the Police Academy Commander and/or staff.

- It is the intention of the New Haven Department of Police Service to have the Mental Health Wellness Checks take place at Police Headquarters during the participating officers' regularly scheduled workday.

- The Mental Health Wellness Check shall consist of an approximately forty-five (45) minute scheduled meeting with a Board-Certified Psychologist or

Psychiatrist. These meetings are intended to explore an officer's overall "mental health wellness" and should not be confused with the more comprehensive psychological examinations that are conducted during the entry-level or lateral police officer hiring processes.

- Upon conclusion of the meeting, a final report shall be prepared by the evaluator and shall include information pertaining only to an officer's attendance and participation/cooperation in the Mental Health Wellness Check and shall be made available to both the participating officer and the Chief of Police upon completion. These reports shall contain no clinical information, as A.D.A requirements and confidentiality restrictions shall apply to these visits. It is essential that officers feel assured that the process is confidential as their well-being is of a paramount concern to the New Haven Department of Police Service.

- These assessments may, at times, identify areas of mutual concern that warrant a referral to available resources, such as the Employee Assistance Program (EAP). Referrals such as these would be considered strictly voluntary, and this information will not be included in the evaluator's report or shared in any way with the Chief of Police or his/her designee.

- In the event that an evaluator determines that an officer is a danger to themselves or others, a report will be promptly sent to the Chief of Police delineating those concerns. In these instances, the subject of confidentiality limits are outweighed by a concern for a danger to one's self, a danger to others, elder and child abuse, involvement with criminal activity, or where information is divulged that would require a more thorough examination, such as a fitness for duty evaluation.

- The Chief of Police or his/her designee shall determine the best course of action. This shall include consideration of the specific circumstances, the respective officers' best interests, any applicable City of New Haven Human Resources policies, any applicable Workers Compensation statutes and the current Collective Bargaining Agreement.

- When the Chief of Police or the Board of Police Commissioners determines that an employee is unable to perform the essential functions of a police officer, a fitness for duty exam which may include, but not be limited to a mental health wellness check, may be ordered prior to the five year rolling cycle, in accordance with the procedures detailed in the current collective bargaining agreement.

2.06.05 SECOND OPINION EVALUATION

- If an officer disagrees with the findings of the final report prepared by the evaluator who conducted their first Mental Health Wellness Check, they may elect to have a second Mental Health Wellness Check conducted as a second opinion evaluation.

- The second opinion evaluation must be performed by a Board-Certified Psychologist or Psychiatrist, other than the one who conducted their first evaluation. If opted for, the second opinion evaluation must be completed with the officer and a second final report must be presented to the Chief of Police prior to any deadlines set forth by POST to ensure full compliance with Public Act 20-1.

- The second opinion evaluation report will be a document created and provided by the Department. The second opinion evaluation report will not contain any clinical information. It will only include information pertaining to an officer's attendance and participation/cooperation in a Mental Health Wellness Check. (See Appendix A).

- The second opinion evaluation report must be finalized by the evaluator conducting an officers' second opinion evaluation and provided to both the participating officer and the Chief of Police as soon as practicable after the second opinion evaluation is completed.

- The full and complete cost of a second opinion evaluation will be covered solely by the participating officer.

- In the event that an evaluator determines that an officer is a danger to themselves or others, a notification will be promptly made to the Chief of Police delineating those concerns. The Chief of Police or his/her designee shall determine the best course of action. This shall include consideration of the specific circumstances, the respective officers' best interests, any applicable City of New Haven Human Resources policies, any applicable Workers Compensation statutes and the current Collective Bargaining Agreement.

2.06.06 CONFIDENTIALITY

- Mental health services are normally confidential, and the Department will not normally be notified if an employee seeks voluntary treatment beyond the scope of the mental health checks, but some exceptions to confidentiality exist. These exceptions include, but are not limited to, expressions of an intent to hurt one's self, expression of an intent to hurt others, elder or child abuse, or involvement in criminal activity, or other information divulged that would require a fitness for duty evaluation.

- This general order was approved by the civilian Board of Police Commissioners on November 9th, 2021

Renee Dominguez
Interim Chief of Police

11/9/21
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.08 **EFFECTIVE DATE: August 12, 2015**

CIVILIAN COMPLAINTS

2.08.01 PURPOSE

The purpose of the General Order is to establish the Civilian Complaint function of the New Haven Department of Police Service and to provide a uniform policy to accept, process, investigate, take appropriate action upon and resolve complaints from a member of the public relating to alleged misconduct or malfeasance committed by law enforcement personnel of the New Haven Department of Police Service. Complaints may allege abuse of authority, corruption, criminality, poor or slow service, or other misconduct or malfeasance on the part of Department personnel.

2.08.02 POLICY

It is the policy of the New Haven Department of Police Service to respond to allegations of misconduct or malfeasance against its employees consistent with this policy and fairly and impartially investigate all complaints or allegations of such conduct to determine their validity. The Department shall impose any disciplinary or non-disciplinary corrective actions that may be warranted in a timely manner. The Department shall accept and document all complaints against any employee regardless of whether the filed complaint is in writing, verbal, in person, by mail, by telephone (or TDD), by facsimile, electronic, or anonymous.

- There shall be no retaliation in any form by any member of this Department directed at an individual who makes a complaint.

- During the complaint intake process, no questions shall be asked of a complainant regarding their immigration status.

- Officers who withhold information, fail to cooperate with department investigations or who fail to report alleged misconduct or malfeasance of employees to a supervisor shall be subject to disciplinary action.

2.08.03 BACKGROUND

Public Act No.14-166 provides that "Not later than July 1, 2015, the Police Officer Standards and Training Council shall develop and implement a written policy concerning the acceptance, processing and investigation of a complaint from a member of the public relating to alleged misconduct committed by law enforcement agency personnel."

2.08.04 DEFINITIONS

CHIEF OF POLICE: Department Head

COMPLAINT: An allegation of employee misconduct or malfeasance. A disagreement over the validity of a traffic infraction or criminal arrest is not a complaint. The complaining person should be advised to contact the proper court which has jurisdiction in the matter.

COMPLAINANT: Any person who files a complaint regarding misconduct or malfeasance on the part of a Department employee.

COMPLAINT CASE NUMBER: A sequential number used to identify and track civilian and internal complaint investigations.

COUNSELING: Information relayed to an employee by a ranking officer or training officer, in which the information relayed points out strengths, weaknesses, or training needs, or offers the employee the opportunity to improve performance. Counseling is not disciplinary by itself, but may progressively lead to discipline.

DISCIPLINE: Adverse action taken by the Department against any employee as the result of a sustained internal affairs investigation including, but not limited to, a written reprimand, suspension, demotion or dismissal.

EMPLOYEE: Any person employed by the Department, whether sworn or non-sworn.

EXTERNAL COMPLAINT: A complaint that originates from outside the department.

INTERNAL AFFAIRS UNIT (IA): The designated unit with primary responsibility to conduct investigations of administrative or Citizen Complaints of misconduct or malfeasance.

INTERNAL COMPLAINT: A complaint that is opened by the Chief of Police or his/her designee. Such complaints may be initiated by other New Haven Department of Police Service employees or from supervisors who observed, or were informed by other employees, of possible policy violations.

MALFEASANCE: Illegal or dishonest activity especially by a public official.

MISCONDUCT: Any act or omission by an employee that is illegal or which violates established policy.

OFFICERS: Any law enforcement officer employed by or assigned to the New Haven Department of Police Service including supervisors.

SERIOUS USE OF FORCE: Any action by an officer that involves:

- The use of deadly force, including all firearm discharges, excluding the dispatch of an animal.
- A use of force in which the person suffers serious bodily injury, or requires hospital admission.
- A canine bite.
- The use of chemical spray or Conducted Electrical Weapon against a restrained person.

SERIOUS MISCONDUCT: Suspected criminal misconduct and the specific forms of misconduct identified below. Such conduct shall be investigated by the Internal Affairs Unit and may be referred to the State's Attorney's Office. A parallel Internal Affairs investigation will be conducted to ensure no administrative or departmental violations have occurred but may be delayed until the resolution of the criminal investigation. Examples of serious misconduct include, but are not limited to the following:

- All criminal arrests or filing of criminal charges against a New Haven officer.
- Discrimination (e.g., on the basis of age, ethnicity, gender, marital status, physical ability or disability, race, religion, sexual orientation, but excluding employment discrimination).
- Unlawful search and seizure.
- False arrests or filing of false charges.
- Any act of retaliation or retribution against an officer or person.

- Excessive use of force or improper threat of force (including strikes, blows, kicks, or other similar uses of force against a compliant subject or administered with a punitive purpose).

- Intentionally providing false or incomplete information during the course of a New Haven Department of Police Service investigation, or in any report, log, or similar document.

SUPERVISOR: Includes those holding the rank of Sergeant or higher.

USE OF FORCE INCIDENTS INDICATING POTENTIAL CRIMINAL LIABILITY: Includes, but is not limited to, all strikes, blows, kicks, or other similar uses of force against a handcuffed subject, and all accusations or complaints of excessive force.

2.08.05 PROCEDURES

ACCEPTANCE, FILING AND INTAKE OF COMPLAINTS

All persons are encouraged to bring forward legitimate complaints regarding possible misconduct or malfeasance of employees of this Department. All sworn and civilian employees shall be required to accept a complaint alleging misconduct or malfeasance by Department personnel. All employees must courteously inform an individual of his or her right to make a complaint if the individual objects to an employee's conduct. Employees have a duty to assist any person who wishes to file a citizen's complaint by documenting the information and allegations they provide, advising the individual how to proceed, and by promptly putting the complainant in contact with a supervisor who can assist them with filing their complaint. No employee shall refuse to assist any person who wishes to file a citizen complaint or discourage, interfere with, hinder, delay, or obstruct a person from making a citizen complaint.

ACCEPTANCE OF COMPLAINT

- The Department shall use a standardized form to record complaints. Each complaint shall be assigned a Complaint Case Number (CCN) to track complaints and a copy of this form shall be filed in a separate Complaint File.

- Complaints may be accepted in writing, verbally, in person, by mail, telephone (TDD), facsimile, and electronically, or by any other means. Anonymous and third party complaints will be accepted.

- All employees will assist those who express a desire to lodge complaints against any member of the Department. This includes:

    - Calling a supervisor to the scene to conduct a preliminary inquiry and document the complaint.
    - Explaining the Department's complaint procedures.

- Providing complaint form(s) and/or complaint filing information and/or giving instructions as to where the complaint forms may be obtained.

- Ensuring that complainants who are unable to read, write or understand the English language with sufficient proficiency to fill out the complaint form, or to be interviewed regarding their knowledge of the incident complained of, receive adequate language assistance to permit them to file their complaint and assist, as needed, in the investigation thereof. The name and identifying information of any person providing such language assistance to a complainant shall be recorded on the complaint form or in the body of the report.

- All personnel who are approached by a person seeking to make a complaint will, when possible, call a supervisor, obtain a brief description of the allegation, and record contact information from the complainant if provided.

- If a supervisor is not readily available, the officer will inform the complainant that they will be contacted by a supervisor or the internal affairs unit by the next business day, if practicable. If contact cannot be made by the next business day, the reason(s) why such contact could not be made shall be documented.

- Sworn and civilian employees who receive a complaint about their own conduct shall immediately refer the complaint to a supervisor.

- All complaints shall be documented by a supervisor to include the date, time, location, and nature of the complaint, complainant's information (name, address, date of birth, telephone number, or other contact information, if provided), date and time the complaint was received, and the name, rank and/or title of the person receiving the complaint.

- The withdrawal of a complaint does not prohibit the Department from completing an investigation.

- If complaints are received by mail, all correspondence received containing allegations shall be forwarded to the Chief of Police or the Chiefs designee where they will be officially received. These complaints shall be assigned a Complaint Case Number. A letter of acknowledgment must be prepared advising the complainant that the matter is being investigated and that they will be contacted by the investigator assigned.

- Walk-in complaints, shall be referred to a Supervisor who shall then forward the complaint to the Internal Affairs Unit. After the complaint is received and properly documented, the complainant may be placed under oath and requested to sign the complaint after reading or having it read to them the warning for perjury or false statement. If the complainant refuses to sign the complaint or acknowledge the oath, the complaint will still be accepted and investigated, however the

refusal to sign or acknowledge shall be noted. In any event, the complaint will be assigned a Complaint Case Number and forwarded as above.

- Telephone complaints shall be referred to a Supervisor or the internal affairs unit. The party who receives the complaint shall obtain the details of the complaint as soon as practicable, dispatch a supervisor to the complainant's location, and proceed as described in the foregoing paragraph.

- Complaints from the field in which any member of the Department is approached by a complainant expressing allegations of misconduct or malfeasance shall immediately be reported to a supervisor. The complainant shall be requested to await the arrival of the supervisor. If a supervisor is unavailable, or the complainant is unable to await the arrival of a supervisor, the complainant should be informed that he/she may respond to the Department headquarters to make his/her complaint.

VALIDITY AND TIMELINESS OF COMPLAINTS

- Complaints by persons Under the Influence of Alcohol or Drugs:
    - When a person who is noticeably intoxicated or impaired wishes to make a complaint, he or she shall be encouraged to wait until the earliest opportunity after he or she has regained sobriety to do so. When the Supervisor determines the circumstances require immediate action, preliminary details of a complaint should be taken by a Supervisor, when available, regardless of the person's sobriety. In that event, the internal affairs unit should re-interview the person after he or she has regained sobriety.

- Delayed or Untimely Complaints:
    - Complaints of misconduct or malfeasance shall be accepted regardless of when the alleged misconduct or malfeasance is alleged to have occurred. However, the timing of a complaint is one of the circumstances that the Department may consider in determining whether misconduct or malfeasance can be reliably substantiated and, if so, the nature and extent of discipline to be imposed. Where a delay in reporting alleged misconduct may call into question the veracity of the complainant, or has resulted in the loss or destruction of evidence or the inability to locate witnesses due to the passage of time, the facts and circumstances should be detailed in the report.

    - Although allegations of criminal behavior may be made past the expiration of the applicable statute of limitations and criminal prosecution may no longer be possible, a criminal violator may still be held accountable administratively.

- Complainant Who Fears Retaliation Associated With Filing A Complaint:

    - If a complainant expresses fears of retaliation as a result of filing a complaint, they must be assured that those fears will be taken seriously. Complainants should be asked to provide the basis for their concerns, if possible, and the information provided should be noted in the complaint. This will allow the supervisor or internal affairs unit to be aware of these fears and develop reasonable strategies to assist the complainant in dispelling those fears.

INTERNAL AFFAIRS RESPONSIBILITY

The Office of the Chief of Police has primary oversight and authority over investigation of complaints made against employees. Upon receipt of a complaint, the Chief of Police will assure that the complaint is assigned to the Internal Affairs Unit for investigation through the appropriate chain of command.

The designated division, unit, person or supervisor shall be responsible for:

- Conducting a thorough, fair and impartial investigation of every complaint received regardless of the method of receipt.

- Investigating and determining the nature, facts and circumstances of every complaint.

- Reporting to a supervisor up to and including the Chief of Police, if warranted, the results of the investigation, any recommendations and the resolution of that investigation.

- Identifying and recommending for appropriate investigation and prosecution criminal misconduct discovered on the part of any individual during the course of an internal affairs investigation.

- Preparing suggested revisions of Department Policies and Procedures where existing deficiencies have been a contributing factor to misconduct.

2.08.06 INVESTIGATION OF COMPLAINTS

COMPLAINTS

Upon receipt of a Complaint Form, the complaint will be reviewed and classified in its proper category for assignment. The two types of complaints are formal complaints and informal complaints.

FORMAL COMPLAINTS

- A formal complaint is investigated by an Internal Affairs Investigator who will conduct a thorough investigation of the complaint. Witnesses and employees will be contacted and asked to give statements. Records and other evidence will be collected and analyzed. Every effort shall be made to collect all data pertaining to the complaint so that an impartial conclusion may be reached. The outcome of this investigation will be maintained in a file in the Internal Affairs Unit. The disposition of the investigation is provided to the complainant who files the complaint. The formal complaint process is utilized under the following circumstances:
    - The Chief of Police may initiate a formal complaint for an infraction of department rules, regulations or policies or for an illegal act. This is classified as an "I" case (for Internal Investigation).
    - A citizen may initiate a formal complaint. This is classified as a "C" case (for Citizen Complaint).
    - The formal complaint process may be utilized when an investigation would be so complex that it would be impractical for the accused employee's supervisor to undertake the task.

INFORMAL COMPLAINTS

- The informal complaint process is utilized when a complainant asks, or agrees, to have the supervisor take the criticism directly to the employee in the form of either feedback or informal counseling. These are complaints that are not of a serious nature and both the complainant and the Department official taking the complaint agree that the situation can be handled without going through the formal process. Generally:
    - No discipline is administered.
    - No investigative paperwork is entered into an employee's personnel file.
    - Does not preclude the use of a Department Inspection Report being completed, if appropriate.
    - A memo on interaction will be maintained in Internal Affairs.

The Chief of Police or the Chief's designee shall assure that all complaints received are processed and investigated appropriately as set forth in this policy. Internal Affairs investigations shall be completed in a timely manner within the time limits determined by the Chief of Police, including extensions granted by the Chief of Police or designee for good cause.

- Complainants shall be notified in writing within five (5) business days of receipt that:
    - Their complaint has been received by the Department and is currently pending.
    - That a complaint number has been assigned (including the assigned number.
    - That they will be informed in writing of the outcome of the complaint promptly following conclusion of the investigation.
    - That they may contact the designated investigator (identify by name, telephone and/or email) at any time for further information while the investigation is pending.

- An employee who is the subject of a complaint shall be notified in writing within five (5) business days of the receipt of such complaint of; (1) the fact that a complaint has been made, (2) the identity of the complainant, if known, (3) the substance of the complaint, (4) the law or policy that is alleged to have been violated, and (5) the date upon which the investigation is expected to be completed.
    - Where prior notification of the subject of a complaint is reasonably likely to impede the progress of an investigation, result in the loss or destruction of evidence, or jeopardize the safety of any individual, the Chief of Police may direct in writing that such notification be delayed, stating the reasons therefore and the anticipated extent of the delay.

- Nothing in this policy precludes the Chief of Police from referring an internal affairs investigation to an outside agency if such action would be in the best interest of the municipality and of justice.

RESPONSIBILITIES OF THE COMMANDING OFFICER (OIC):

- Maintain a complaint log.

- Maintain a central file for complaints in a secured area, and in conformity with records retention requirements of local law.

- Conduct an annual audit of complaints to ascertain the need for changes in training or policy.

- Maintain statistical and related information to identify trends involving all complaints of use of force, officer misconduct, and/or abuse of authority.

- Track complaints against individual employees to assist in employee risk analysis.

- Provide the Chief of Police and the Assistant Chief of Professional Standards with quarterly summaries of complaints and final dispositions against officers.

NOTIFYING COMPLAINANT REGARDING STATUS OF COMPLAINT INVESTIGATION

- Upon receipt of a complaint, the investigator shall provide a copy of the Complaint Form to the complainant, acknowledging its receipt.

- The assigned investigator of an Internal Affairs case is responsible for providing periodic status reports to complainants on all pending internal investigations. Generally, internal investigators should maintain at least monthly contact with their complainants and provide them status reports on the investigation, as far as practical. Such contact can be accomplished by telephone or email, in lieu of a written letter.

- For formal investigations, the reporting party shall be notified as indicated below, by the Chief of Police or designee, informing him/her of the results of the Department's Investigation. Such notification should normally occur within fourteen (14) days after the conclusion of the investigation and the determination by the Chief of Police of the "Finding of Facts."

CONFIDENTIALITY OF COMPLAINTS

- All employees who have knowledge that an open Internal Affairs case is pending are prohibited from discussing material issues related to the case.

- Exemptions include:

    - Employees subject to the investigation when consulting with Union or legal representation, in accordance with supervisory directives, testifying at an official hearing regarding the matter, or otherwise authorized by law, policy, or regulation.

INVESTIGATIVE INTERVIEWS AND PROCEDURES OF OFFICERS

- Prior to being interviewed, the officer against whom a complaint has been made shall be advised of the nature of the complaint and be allowed to review the complaint form.

- All interviews will be conducted while the Officer is on duty, unless the seriousness of the investigation or other justifiable reason is such that an immediate interview is required.

- The complete interview shall be electronically recorded. The recording will note the time at which breaks are taken in the interview process, who requested the

break, and the time at which the interview resumed. At the conclusion of the investigation, the Union will be provided with a copy of all interviews on a CD or DVD. The CD or DVD will be provided to the Internal Affairs Unit by the Union.

- The Officer shall be provided with the name, rank, and command of all persons present during the questioning.

- Subject to the approval of the Chief of Police, Officers will be administered the applicable Warnings prior to the interview:

    - Garrity Warnings: For compelled statements if the inquiry is administrative.

    - Miranda Warnings: Where the inquiry is criminal and the officer is under arrest or in custody.

- Officers may have Union representation during the Internal Affairs interview.

    - Officers, under internal (administrative) review, may have present with them a union representative during any administrative internal investigative interview so long as the representative is not involved in any manner (*i.e. a witness or subject of the complaint*) with the incident under investigation, or a conflict of interest does not exist. (*Note: refer to Collective Bargaining Agreement (CBA)*).

    - The representative's role is primarily that of an observer and shall not be permitted to interrupt the interview except for the purpose of advising and/or conferring with the officer who is concerned about a contractual right.

    - In criminal investigations the employee has the right to talk to legal counsel or to have one present during questioning.

EXAMINATIONS AND SEARCHES

- The department may direct an officer to undergo substance abuse testing consistent with the CBA. The Chief can direct an officer to undergo psychological and/or medical testing consistent with the CBA.

- An on-duty supervisor may direct an officer to submit to a breath, blood, or urine test when there is reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct, and is required to submit to such tests as the result of either being involved in a traffic accident with a department vehicle or involved in a discharge of a Department issued firearm whether on or off-duty.

- An officer may be required to participate in a lineup if it is used solely for administrative purposes. This does not in any way affect the requirements of a legal order to participate.

TIME LIMITS ON COMPLETING INTERNAL AFFAIRS INVESTIGATIONS

- All administrative investigations, including Internal Investigations ("I" cases) and Civilian Complaints ("C" complaints), shall be a priority for the Department, and should be expeditiously investigated and reviewed. These investigations should be completed and forwarded to the Chief of Police for review within ninety (90) days. The Chief of Police may waive the 90-day requirements for complex investigations and investigations involving extenuating circumstances.

- Time limits governing disciplinary action which may arise from internal investigations for police officers and civilian employees shall comply with any applicable State or Federal statues, City of New Haven Ordinances, and provisions of the respective labor agreements for sworn and non-sworn employees.

- Investigators shall be held accountable for the quality of their investigations. Appropriate non-disciplinary corrective action and/or disciplinary action will be taken when an investigator fails to conduct a timely and thorough investigation.

2.08.08 REVIEW OF THE INVESTIGATION

- The designated internal affairs investigator's supervisor shall review the investigation to determine the thoroughness, completeness, accuracy and objectivity of the investigation.

- The completed report of investigation, disciplinary recommendation if any and the recommended disposition shall be reviewed by the Chief of Police or the designee of the Chief of Police.

- The complainant shall be promptly notified in writing of the status and/or disposition of his or her complaint at the conclusion of the investigation by the Chief of Police or his designee.

- Findings of completed investigations and disciplinary recommendations if any, shall be promptly conveyed, in writing, to the employee through his or her chain of command.

2.08.09 CASE DISPOSITIONS — STANDARDS

For each charge or allegation of misconduct or malfeasance which forms the basis for an internal affairs investigation, such charge or allegation shall be classified upon closing of the investigation in one of the following manners:

EXONERATED: The investigation determined by a preponderance of the evidence that the alleged act did occur, but the officer engaged in no misconduct because, the act was lawful, justified, and proper, or the investigation determined by a preponderance of the evidence that misconduct or malfeasance was committed, but not by the subject of the investigation.

UNFOUNDED: The investigation determined by a preponderance of the evidence that the misconduct or malfeasance complained of did not occur.

NOT SUSTAINED: The investigation was unable to determine by a preponderance of the evidence whether or not the misconduct or malfeasance complained of occurred, or whether or not it was committed by the subject of the investigation.

SUSTAINED: The investigation determined by a preponderance of the evidence that the misconduct or malfeasance complained of occurred and that it was committed by the subject of the investigation.

MISCONDUCT NOT BASED ON ORIGINAL COMPLAINT: The investigation determined by a preponderance of the evidence that other misconduct or malfeasance which was not the basis for the original investigation occurred, was discovered during the course of the original investigation, and was committed by the subject of the investigation.

WITHDRAWN: At some point prior to the completion of the investigation, the complainant notified the Department that he/she wished the investigation to be discontinued and concurrence for this action was obtained from the Chief of Police.

SUMMARY ACTION: Supervisory action in the form of an oral reprimand, or counseling documented in writing, was taken by an employee's supervisor or commander for minor violations of department rules, policies or procedures as defined by this Department. Summary actions are the lowest level of supervisory action or remediation.

RECONCILED: At the discretion of the Chief of Police, the process of reconciliation may be encouraged in lieu of any of the above dispositions. When authorized by the Chief of Police, supervisors receiving complaints shall to the extent possible, bring together the complainant and the officer or employee involved in minor violations and attempt reconciliation. This may be used where the complaint is from a misunderstanding on the part of the affected officer, employee or the complainant. Reconciliation may be employed for complaints of a minor nature that do not reflect:

- Discredit upon the Department.

- Discredit upon the involved employee.
- Commission of a criminal offense.
- Allegations of racism, bigotry or prejudice against any race, religion, creed, national origin, sexual orientation, or circumstances beyond the individual's control.

Reconciliation must be documented through the chain of command to the Chief of Police or his or her designee. Reconciliation does not preclude further corrective action on the part of the Department.

DISCIPLINE AND DISPOSITION

- Disciplinary action shall be administered in accordance with Department policy.
- Final disciplinary authority is vested in the Chief of Police and the Board of Police Commissioners.
- Following final disposition of the complaint, a letter shall be sent to the complainant and officer, addressed from the Chief or his/her designee, explaining the final disposition.
- In cases where there exists probable cause to believe that a fraudulent complaint was logged (*officially documented*) in violation of Connecticut law, the case may be referred to the State Attorney's Office for a prosecutorial determination upon approval by the Chief or his/her designee.

2.08.10 INTERNAL AFFAIRS RECORDS AND CONFIDENTIALITY

- Internal Affairs SHALL be informed of all final disciplinary decisions.
- Internal Affairs SHALL forward a copy of all final disciplinary decisions to the Department's personnel authority.
- Internal Affairs case files and information shall be maintained separately from personnel records.
- Internal Affairs information is considered confidential and will be retained under secured conditions within the Internal Affairs Unit.
- Internal Affairs case files and personnel dispositions may not be released to any source without prior approval of the Chief, unless otherwise provided by law.
- Case investigation files shall be retained for a period of time as defined by law, CBA, or the Chief.

2.08.11 TRAINING

All supervisory personnel will be required to attend training on the department's Complaint Policy and the responsibilities of supervisors conducting internal investigations upon the implementation of this policy.
All supervisory personnel will be required to attend periodic refresher training, as determined by the department, regarding the policies and procedures contained herein and professionally accepted practices related to conducting internal investigation.

2.08.12 PUBLIC INFORMATION AND ACCESS

The Chief of Police or his/her designee will:

- Ensure informational materials are made available to the public through police personnel, the police department facility, the police Department web site, the general government web site of the Department, the internet, libraries, community groups, community centers and at other designated public facilities.

- Ensure that copies of this policy and complaint forms are available at City Hall. This information should include relevant phone numbers and any addresses where complaints can be made. This information must explain the complaint process in English and Spanish.

- The complaint policy and forms should be made available online on the Department Internet website

This General Order supersedes the sections of Rule 16 pertaining to civilian complaints and the Internal Affairs function of the Department.

8/12/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.10 **EFFECTIVE DATE: December 23, 2015**

EMPLOYEE ASSISTANCE PROGRAM

2.10.01 PURPOSE

The purpose of this General Order is to describe the services offered by the New Haven Department of Police Service's Employee Assistance Program (EAP) and to establish a standard procedure for notifying EAP staff and the New Haven Department of Police Service Peer Support Team members. The Employee Assistance Program is designed to offer confidential support and counseling to members for personal and job related circumstances. The Peer Support Team is comprised of department members who are trained by EAP staff to listen and provide confidential guidance and support to their peers.

2.10.02 POLICY

It is the policy of the New Haven Department of Police Service that the Employee Assistance Program will be available to the employees of the Department. The Employee Assistance Program specializes in public safety needs and is available to all department members and their immediate family. The program is designed to assist members with dealing with stress, emotional difficulties, or other job related or personal circumstances. These circumstances could have an impact on the member, and in some cases, could present a danger to the welfare and safety of the member, their family, the public, or another member. All information shared with EAP or a member of the Peer Support Team will remain highly confidential, unless failure to disclose such information would be a violation of law or would compromise the safety and well being of the member and/or any other person.

2.10.03 PROCEDURES

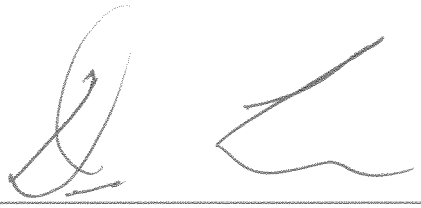
EAP services and the Peer Support Team will be easily accessible to members who need their services. A list of EAP contacts and Peer Support Team members will be made available to all members. The following is a list of types of referrals:

SELF REFERRAL: Employees or their family members are encouraged to seek counseling on their own initiative. They are eligible to receive assistance even if their problems are not affecting job performance.

SUPERVISORY REFERRAL: A supervisory referral will be made when an employee's job performance or attendance is unsatisfactory, and there is reason to believe that personal problems are an underlying factor. The employee may however refuse the referral or discontinue participation at any time.

CRITICAL INCIDENTS: A member of the EAP staff will be contacted at the direction of a supervisor during a crisis situation, traumatic incident, or any other circumstance involving a member of the department.

Participation in the EAP is voluntary regardless of the source of referral. However, continued sub-standard job performance will be considered unacceptable, whether or not the employee participated in the EAP. The employee is subject to normal disciplinary procedures.



12/22/2005

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.11 **EFFECTIVE DATE: December 23, 2015**

PERFORMANCE EVALUATIONS

2.11.01 PURPOSE

The purpose of this General Order is to establish the responsibilities for conducting performance evaluations.

2.11.02 POLICY

It is the policy of the New Haven Department of Police Service that the Department is committed to the pursuit of excellence in the workplace and to helping departmental employees contribute to their maximum potential. These aspirations can best be reached by evaluating employee performance and providing staff members with timely and clear performance feedback. The goals of performance evaluations are to ensure that:

- The effort of employees are focused on achieving the most important outcomes in alignment with the goals of the Department.
- Employees are provided with direction and feedback that will help them to increase their contribution.
- Employees who make significant contributions are recognized.

- Employees understand their development opportunities and are provided with adequate coaching and support.

2.11.03 PROCEDURES

- Supervisors will conduct performance evaluations twice per year.
- Performance evaluations will be documented using the form provided by the Department.
- The evaluation should cover employee performance during the current rating period, include measurement definitions, and be specific to the assignment of the employee during the rating period
- The rater will meet with the rated employee to discuss the results of the performance evaluation, the level of performance expected, rating criteria and objectives for the new reporting period, career development topics such as specialization or advancement and appropriate training.
- At the meeting, employees have the opportunity to review the evaluation with the supervisor and sign the evaluation form. The employee's signature is not required for approval of evaluation and only signifies that the employee has received the evaluation.
- Completed evaluation documents will be retained in the employee's assigned division and will not be part of the official personnel file.
- The evaluations will be removed after five years.
- The evaluations will not be used for discipline against any patrol officer, detective or supervisor.
- The evaluations will not be used to determine promotions for any patrol officer, detective or supervisor.
- The names of the rated employee will be omitted when evaluated by the Chief of Police.

2.11.04 PERFORMANCE MEASURES

PERFORMANCE DIMENSIONS

- There are twelve (12) Performance Dimensions used in the evaluation of an employee's job performance which include:

- Knowledge of the job
- Performance dependability
- Reporting
- Initiative
- Personal appearance
- Interpersonal relationships
- Attendance
- Safety consciousness / Care of Department Equipment
- Productivity
- Scene Management
- Leadership
- Promotability

EVALUATON CATEGORIES

- There are five (5) categories used to evaluate an employee's job performance for each of the Performance Dimensions which include:

  - Superior
    - Consistently exceeds expectations.
    - Always follows through and does more than what is expected.

  - Very good
    - Meets all expectations, strives for excellence, sometimes exceeds expectations.

  - Satisfactory
    - Consistently competent performance. Sometimes needs guidance.

  - Needs improvement
    - Performance occasionally or periodically falls short of normal standards. This evaluation indicates that the employee can and will make the necessary improvement. Employee may have slipped from previous performance or is new at the job.

  - Unsatisfactory
    - Performance is clearly inadequate. The employee has demonstrated inability or unwillingness to improve.

This supersedes the Memo of Understanding between the City and the Union reached on May 23, 2013.

12/22/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.12 EFFECTIVE DATE: February 11, 2016

ABSENCE FROM DUTY

2.12.01 PURPOSE

The purpose of this General Order is to establish the procedures for sworn personnel of the New Haven Department of Police Service to follow when taking an unscheduled day off.

2.12.02 DEFINITION

UNSCHEDULED DAY OFF: A day in which any sworn member is scheduled to work but cannot due to an illness, injury, family emergency or funeral.

ABUSE OF SICK TIME: Frequent or habitual absence from duty without a medical certificate.

2.12.03 PROCEDURES

PERSONNEL ASSIGNED TO PATROL

- All patrol personnel requiring an unscheduled day off shall follow this procedure:

- If the employee must be absent from duty for any reason other than sickness or injury, he/she must obtain permission for such absence from the Shift Commander at least two hours before his/her tour of duty is scheduled to start.

- If the employee must be absent from duty for sickness or injury, he/she shall notify the Front Desk Supervisor as soon as practical prior to the time that he/she is scheduled for duty.

- If absent due to illness, inform the Front Desk Supervisor of a location that he/she will use to convalesce.
  - If he/she is required to leave this location, he/she will notify the Front Desk Supervisor.

- Any patrol personnel of the Department, having been absent from duty for any reason, must report to the Front Desk Supervisor when they intend to return to duty at least two (2) hours before his/her tour is scheduled to start.

- At the option of the department, the employee may be visited by a Supervisor to verify that they are at the location provided to the Front Desk Supervisor.

- The "Daily Sick Sheet" has been adopted as the Department form to record absences from duty and will be maintained by the Front Desk Supervisor.

PERSONNEL ASSIGNED TO THE INVESTIGATIVE SERVICES DIVISION (ISD)

- ALL ISD personnel requiring an unscheduled day off should call the I-200 desk and request to speak with the on-duty Supervisor.

ALL SWORN PERSONNEL

- No employee of the Department who is absent from duty on account of illness, injury or disability shall by concealment, false statement or otherwise, seek to deceive or mislead the attending physician or a supervisory officer, regarding such illness, injury or disability.

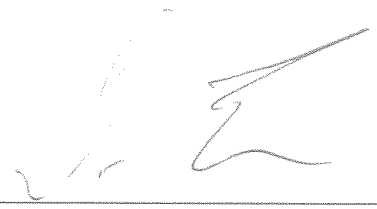
- Personnel who are off duty due to an illness are not eligible for overtime or extra duty until eight (8) hours have passed from the end of the shift for which such sick time was taken.

- Whenever any employee of the Department has established a record of being absent from duty on account of illness that is indicative of an abuse of sick leave, such employee may, upon conviction, be dismissed from the department or otherwise disciplined.

- Whenever any sworn employee of the Department has established a record of being absent from duty on account of illness that is indicative of poor health or from an injury from which the employee, after having reached maximum improvement, will be

unable to perform full police duties, such employee shall be examined by a police physician who in turn will forward a written report of his/her findings to the Board of Police Commissioners. The Board of Police Commissioners shall, after hearing testimony and weighing all available medical records, render a judgment whether to retain or terminate the employment of the employee.

This General Order supersedes General Order 75-1 and Rule 17.



2/11/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 2.13 **EFFECTIVE DATE: May 2, 2016**

RELINQUISHMENT OF POLICE DEPARTMENT EQUIPMENT AND IDENTIFICATIONS

2.13.01 PURPOSE

The purpose of this General Order is to outline situations and the procedure when a sworn officer may be required to relinquish his/her police authority, credentials, and equipment as the result of suspension, arrest, administrative assignment, investigation, termination, or retirement.

2.13.02 POLICY

It is the policy of the New Haven Department of Police Service to require officers to return their police credentials and equipment when the Chief of Police deems it in the best interest of the Department. Said equipment must be returned to the appropriate units upon surrender.

2.13.03 DEFINITIONS

The following definitions apply to circumstances under which an officer may be required to surrender his/her credentials and equipment:

ARREST: Any sworn member of this Department arrested (whether or not taken into custody) for any crime involving the use, attempted use or threatened use of physical

force against another person, or any felony, whether or not charged in the State of Connecticut shall, within 24 hours of the time of such arrest, report the matter to the Internal Affairs Unit or the On-Duty Shift Commander of Patrol. Any officer whose driver's license is suspended must also report this information within 24 hours to the Internal Affairs Unit or the On-Duty Shift Commander.

SUSPENSION: After following required procedures and/or other contractual obligations, an officer may be suspended for such period of time as deemed suitable by the Chief of Police or the Board of Police Commissioners. A suspension issued by the Chief of Police does not automatically render an officer in the Officer in Residence Program ***ineligible***. The Chief reserves all rights to assign/remove personnel from the Officer in Residence Program at his/her discretion.

INVESTIGATIONS: Examination or inquiry, especially a detailed examination that is undertaken officially, during which time the Chief of Police deems it to be in the Department's best interest to have the police powers of a sworn member suspended. This may occur prior to a finding that leads to a formal suspension from the Department.

2.13.04 PROCEDURES

Reasons for the relinquishment of police department equipment and identifications:

- Suspension
- Arrest
- Administrative assignment
- Investigation
- Termination
- Retirement

If a court order (i.e., Protective or Civil Restraining Order) is issued against an officer, he/she shall surrender his/her duty weapon to the Internal Affairs Unit. (Refer to General Order 5.08, Officer-Involved Domestic Violence). Under no circumstances will this requirement be circumvented or ignored. Failure to comply with this requirement will lead to further disciplinary action.

Officers required to surrender their credentials and equipment shall:

- Surrender their badge, hat shield, Department issued ID, and Department issued weapon to the Internal Affairs Unit.
- Notify the detail room of the change in work status.

5/2/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

Reference CLESP Standard 10

GENERAL ORDER 2.16 **EFFECTIVE DATE: September 14, 2021**

RECRUITMENT

2.16.01 PURPOSE

The purpose of this General Order is to establish guidelines for recruitment for the New Haven Department of Police Service. The New Haven Department of Police Service is committed to the equal opportunity principle of hiring competent personnel based solely on qualifications. The recruitment process is therefore established with the goal of attracting a diverse body of candidates to fill all positions within the Department in accordance with section 7-291a of the Connecticut General Statutes.

2.16.02 PROGRAM ADMINISTRATION

The New Haven Department of Police Service will be responsible for the recruitment of employees for sworn positions within the Department.

2.16.03 RECRUITMENT

The goal of the Department is to hire sworn personnel who are representative of the composition of the available work force.

The Department will ensure that all personnel assigned to recruitment are knowledgeable regarding:

- Equal Employment Opportunity.
- Affirmative Action Plans of the City and of the Department.
- The Department's recruitment needs and commitments.
- Career opportunities, salaries, benefits, and training provided by the Department.
- Federal and State compliance guidelines.
- Availability of educational and community organizations which may be appropriate for recruiting efforts.
- Community demographics and diversity.
- Different ethnic groups and cultures.
- The selection process and procedures used by the City and the Department.
- The recruitment programs of competing law enforcement agencies.
- Characteristics that are disqualifying factors for candidates.
- Medical requirements for candidates.

Personnel assigned to recruitment will enhance their efforts by:

- Seeking advice, assistance, and referrals from community organizations and key leaders including, but not limited to, members of the local faith community.
- Circulating job announcements published by the City.
- Sending recruiters to educational institutions, including but not limited to, local high schools, colleges/universities, military installations, job fairs and community organizations and to recruit throughout the state with the intent of recruiting local talent to the position of New Haven Police Officer and to promote the goal of achieving racial, gender and ethnic diversity within the Department.

2.16.04 INVOLVEMENT OF EMPLOYEES

The Department will utilize sworn officers in the recruitment process.

2.16.05 CANDIDATE MANAGEMENT

As needed, the Officer in Charge of recruitment will submit to the Assistant Chief of Professional Standards a recruitment evaluation. The evaluation will contain summary information for recruitment drives. The evaluation will contain the following:

- Measurements of recruitment activities against quantitative objectives.
- An analysis of the effectiveness of recruitment activities.
- Recommendations for improvement as needed.

2.16.06 JOB ANNOUNCEMENTS

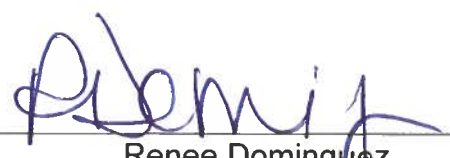
Job announcements may be published online at www.policeapp.com and/or through other advertisement venues as deemed appropriate by the Chief of Police or his/her designee, and shall contain the following information:

- A description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
- A statement that the NHPD is an equal opportunity employer.
- A notification of the official application filing deadlines.

2.16.07 APPLICANT/CANDIDATE PROCESSING

Throughout the Civil Service testing process, applicants will be periodically informed of the status of their application as they proceed from one phase of testing to the next. Applicant contacts during the conditional offer period will be recorded in the applicant's file.

This General Order was approved by the civilian Board of Police Commissioners on September 14, 2021.



Renee Dominguez
Interim Chief of Police

9/16/24
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.01 **EFFECTIVE DATE: March 28, 2016**

ORGANIZATIONAL STRUCTURE AND FUNCTION

3.01.01 PURPOSE

The purpose of this General Order is to delineate the organizational structure of the New Haven Department of Police Service. A clearly defined organizational structure is imperative for the orderly delivery of police services to our community. Through division of labor, the Department is able to deliver a wide range of police services in furtherance of the Department's mission.

3.01.02 POLICY

Pursuant to the provisions of the Charter of the City of New Haven, the Chief of Police is responsible for the efficiency, discipline and good conduct of the New Haven Department of Police Service. The Board of Police Commissioners shall advise and consult with the Chief of Police concerning matters pertaining to the conduct of the Department, and together with the Chief shall make all rules and regulations relating to the administration of the Department which it may deem necessary or advisable.

3.01.03 ORGANIZATION STRUCTURE

The New Haven Department of Police Service consists of the Office of the Chief of Police and four Divisions: the Operations Division, the Investigative Services Division, the Professional Standards and Training Division and the Administrative and Support Services Division.

3.01.04 OFFICE OF THE CHIEF OF POLICE

The Chief of Police is the chief executive officer of the Department and is responsible for the administration of all matters pertaining to the Department of Police Service. The Chief of Police and his/her four Assistant Chiefs form an executive management team through which organizational components are defined, arranged, and coordinated based upon direction from the Chief of Police. The Office of Victim Services and Media Relations are units within the Office of the Chief of Police.

3.01.05 THE OPERATIONS DIVISION

The Operations Division is responsible for all operational police matters and for providing 24 hour uniformed police service. This division is commanded by an Assistant Chief who reports directly to the Chief of Police. The daily operations of the Patrol Division are supervised by an Officer in Charge. The city is divided into geographical policing districts, each of which is commanded by a district manager. The daily patrol operations are provided by various squads, with each squad being assigned to a particular shift. Each squad is overseen by a Shift Commander and staffed by Officers who are supervised by Sergeants. The Emergency Services Unit and Patrol Support are part of the Operations Division.

EMERGENCY SERVICES UNIT (ESU)

The Emergency Services Unit consists of the following specialized teams: SWAT, Hazardous Devices, Hostage Negotiations, and Underwater Search and Recovery. Under the Assistant Chief of Operations, these teams are commanded by the ESU Commander.

PATROL SUPPORT

The Patrol Support Unit is commanded by an Officer in Charge and supports the Operations Division with the following functions: Court Liaison Sergeant, Motorcycle Officers, Crash Reconstructionists, Towing Officer, Detail Room, Extra Duty Office, Field Training Program, Front Desk, Patrol K-9s, and Detention.

3.01.06 THE INVESTIGATIVE SERVICES DIVISION (ISD)

The Investigative Services Division is responsible for conducting original and follow-up criminal investigations of all major crimes and crimes referred by the Operations Division. The Division is commanded by an Assistant Chief who reports directly to the Chief. The daily operations of the division are managed by an Officer in Charge. The Division is staffed by Captains, Lieutenants, Sergeants, Detectives and Officers (who are assigned to ISD on a temporary basis). The Division consists of three Bureaus: Family Services, the Bureau of Identification and Major Crimes. The Division is further divided into units that specialize in the following types of investigations: homicides,

robberies, burglaries, sexual assaults, sex offender registry, missing persons, arsons, financial crimes, forensics, firearms, narcotics and criminal intelligence.

3.01.07 THE ADMINSTRATION AND SUPPORT SERVICES DIVISION

The Administration and Support Services Division is responsible for providing auxiliary and staff services to the other Divisions and the Office of the Chief of Police. The Division is commanded by an Assistant Chief and is supervised by an Executive Officer. The Division is divided into the following units: Planning, Research and Analysis, Fleet and Garage, Facilities and Maintenance, Budget and Payroll, Supply, Printing, Records, Property and Evidence, and Animal Shelter.

3.01.08 PROFESSIONAL STANDARDS AND TRAINING DIVISION

The Professional Standards and Training Division is responsible for evaluating and overseeing all aspects of officer accountability and for the training needs of the department. The Division is commanded by an Assistant Chief who reports directly to the Chief. The Division is divided into the Internal Affairs Unit and the Training Unit with each unit headed by an Officer in Charge.

INTERNAL AFFAIRS

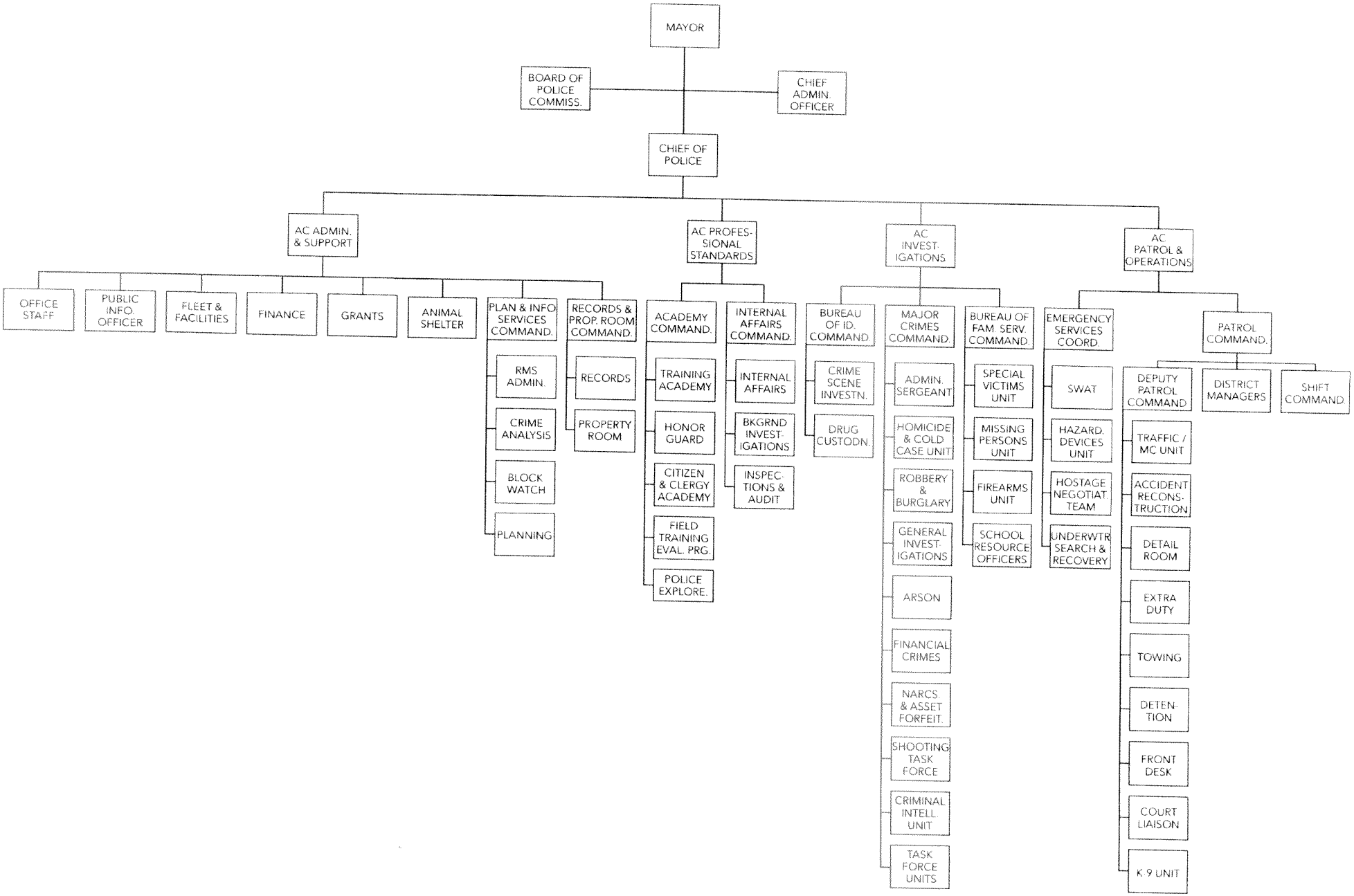
This unit coordinates and exercises supervision over disciplinary matters which involve alleged or suspected officer misconduct. The unit conducts proactive and reactive investigations, inspections, and audits of procedures. This unit also coordinates recruitment of new officers and conducts background investigations.

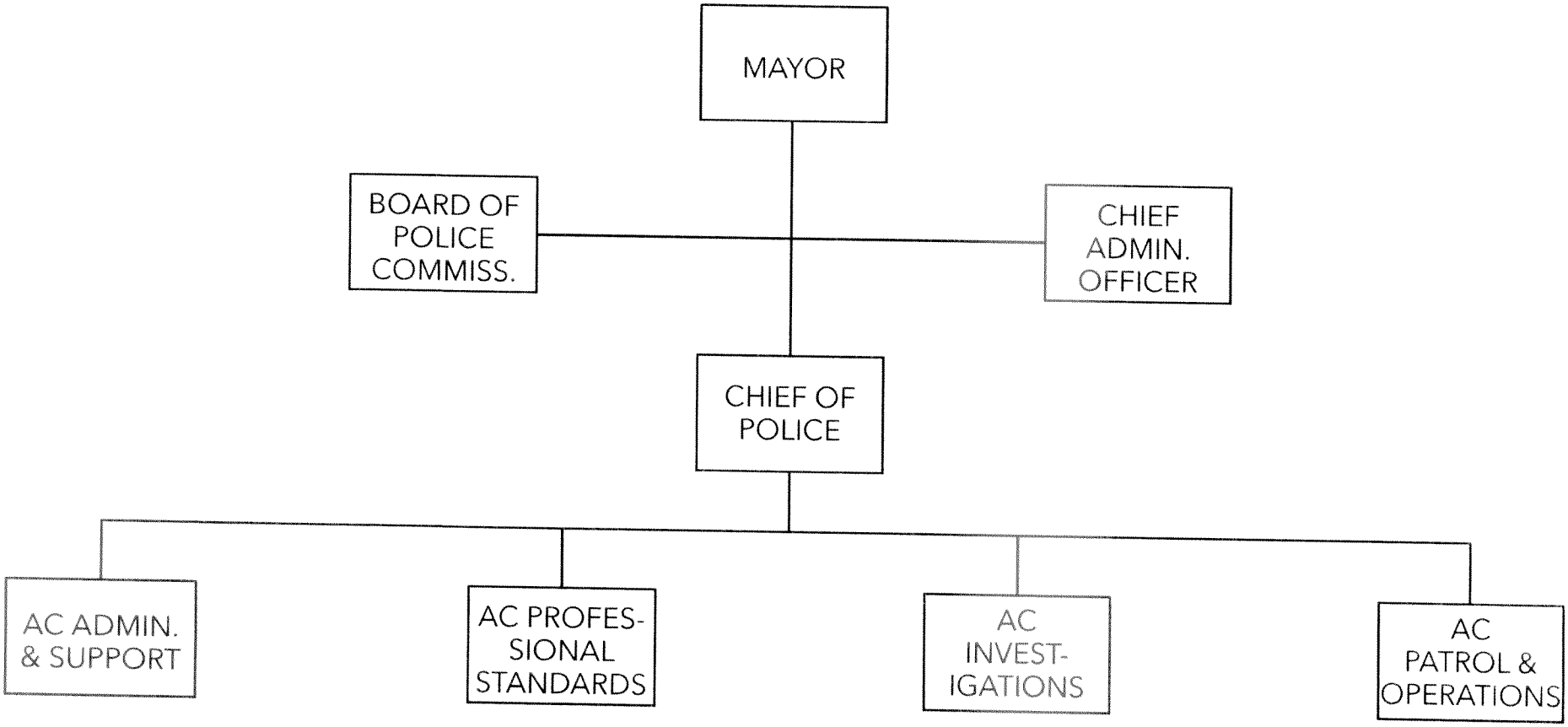
TRAINING

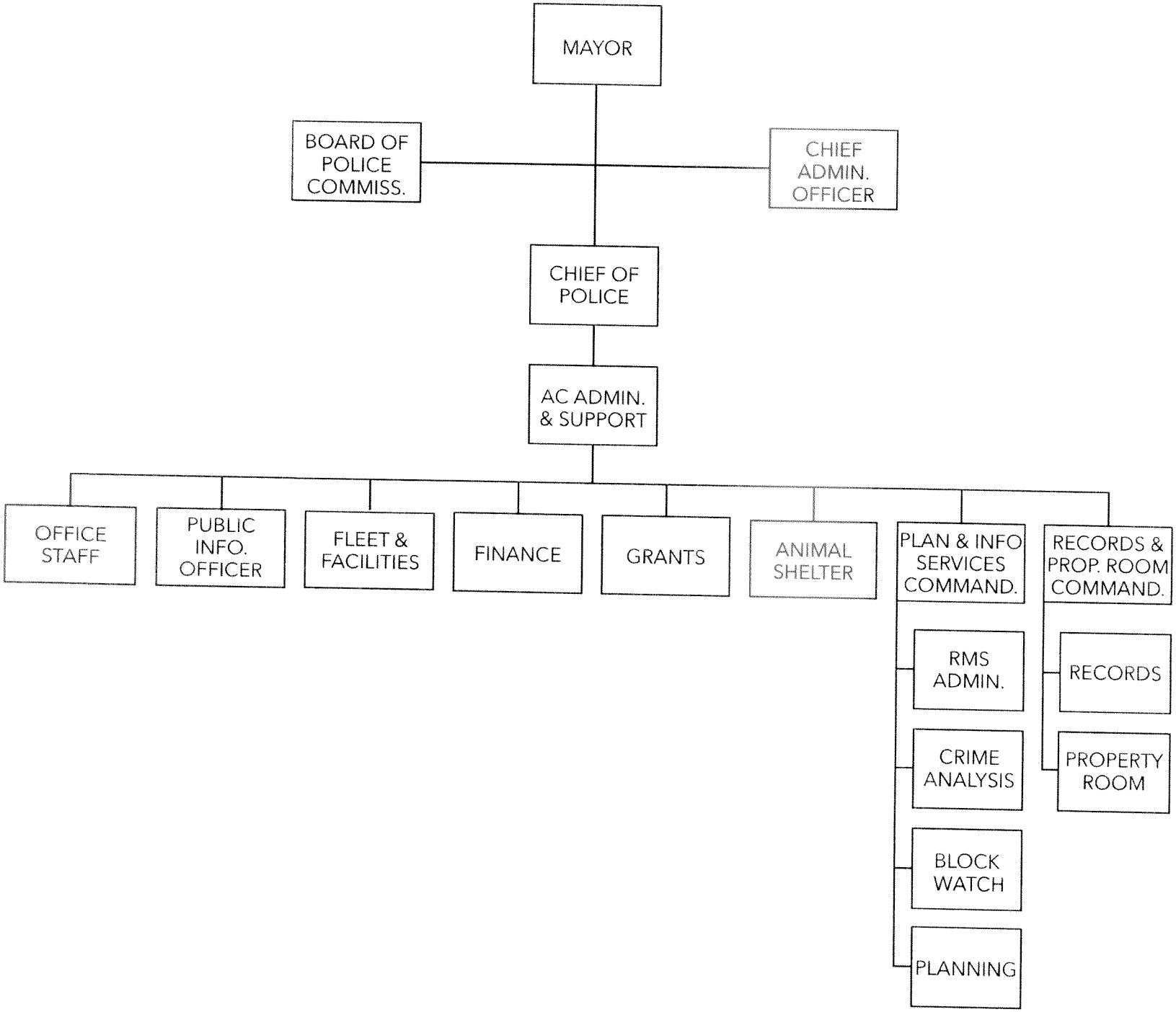
This unit coordinates all training needs of the Department by ensuring that the education and training of recruit and incumbent personnel adhere to Department policy, and the guidelines established by the Connecticut Police Officers Standards and Training and Council (POST).

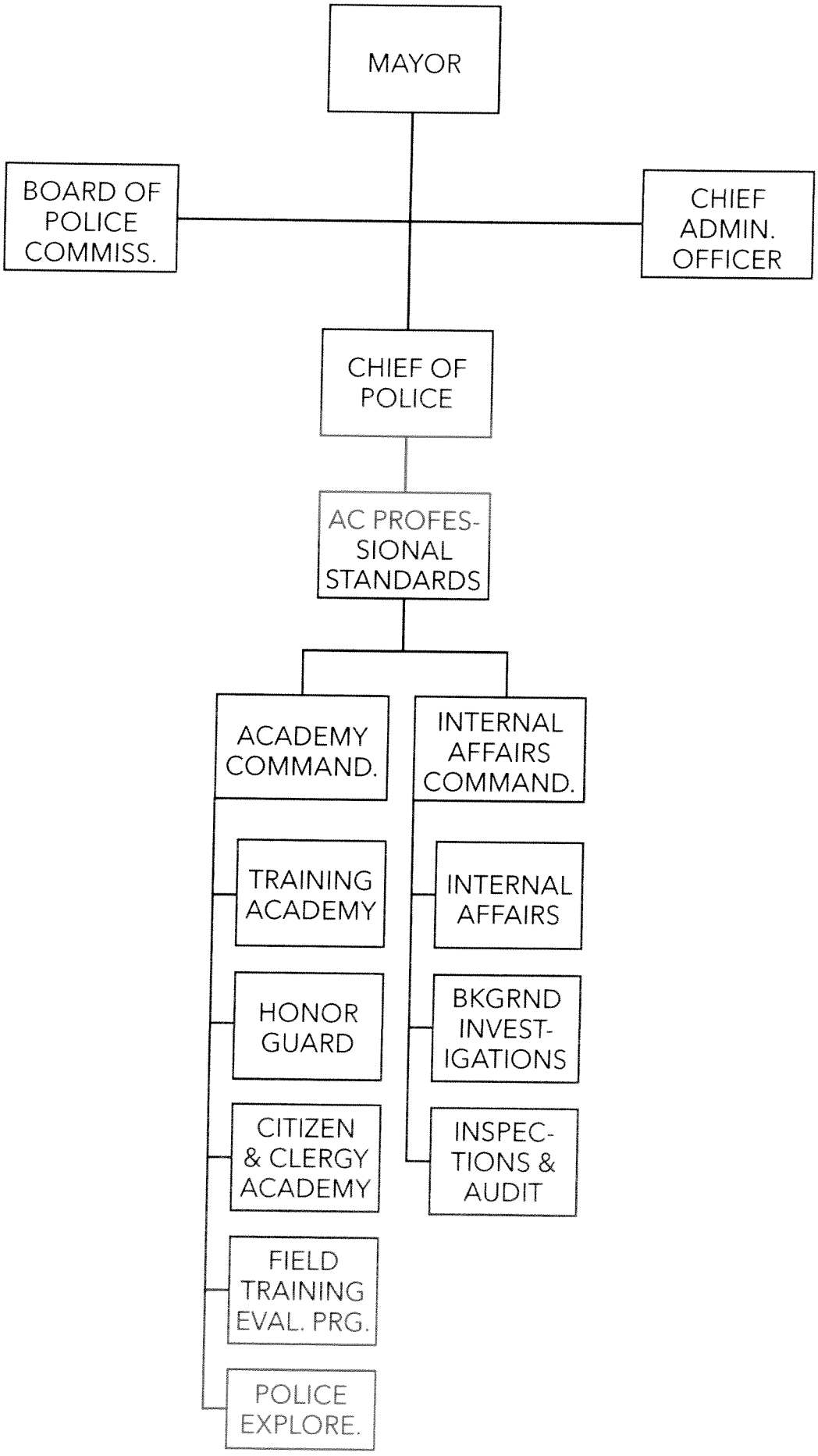
Dean Esserman
Chief of Police

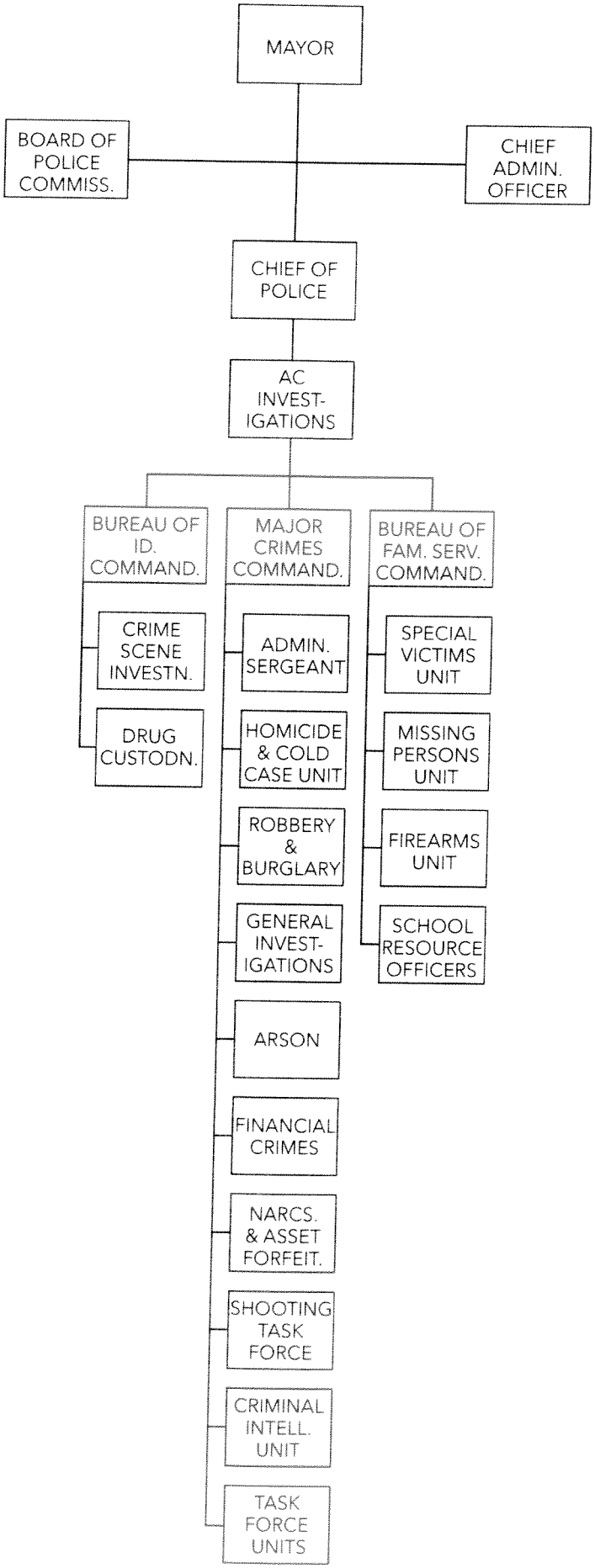
3/28/2016
Date

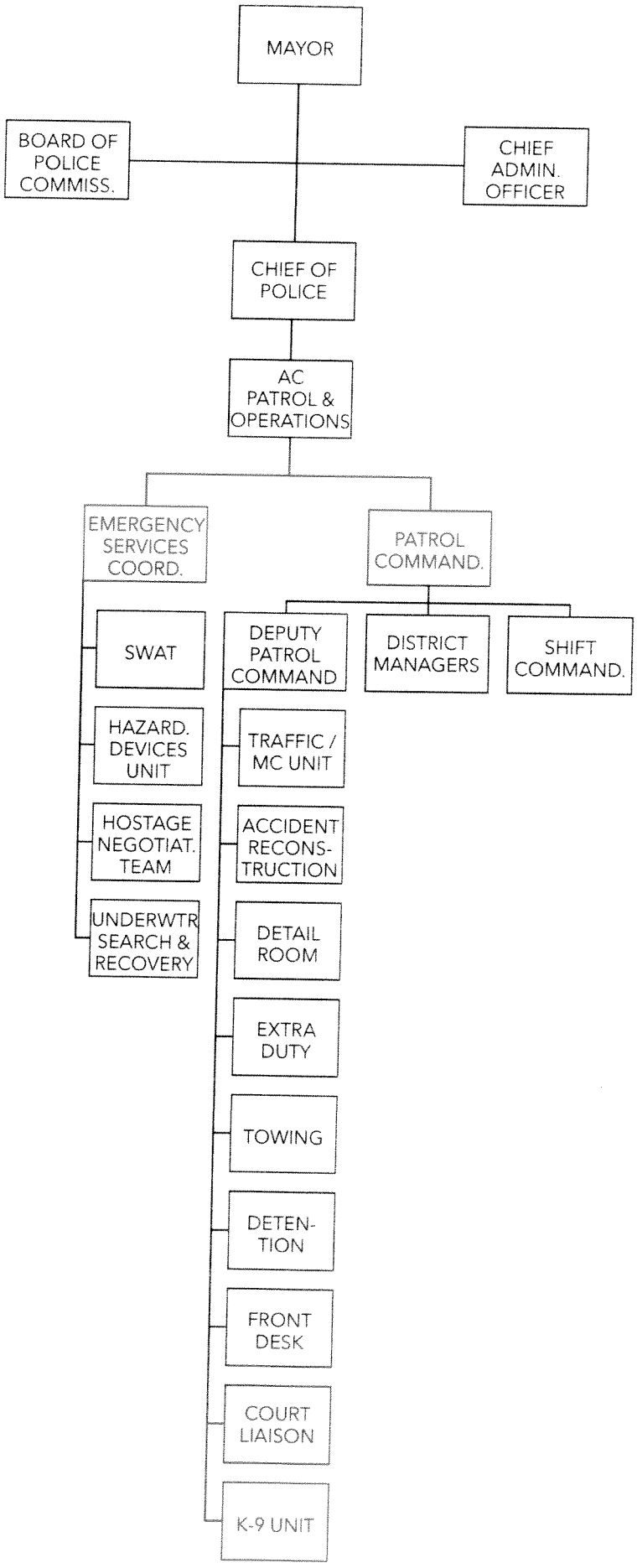

MAYOR
BOARD OF POLICE COMMISS.
CHIEF ADMIN. OFFICER
CHIEF OF POLICE
AC ADMIN. & SUPPORT
AC PROFES-SIONAL STANDARDS
AC INVEST-IGATIONS
AC PATROL & OPERATIONS
OFFICE STAFF
PUBLIC INFO. OFFICER
FLEET & FACILITIES
FINANCE
GRANTS
ANIMAL SHELTER
PLAN & INFO SERVICES COMMAND.
RECORDS & PROP. ROOM COMMAND.
ACADEMY COMMAND.
INTERNAL AFFAIRS COMMAND.
BUREAU OF ID. COMMAND.
MAJOR CRIMES COMMAND.
BUREAU OF FAM. SERV. COMMAND.
EMERGENCY SERVICES COORD.
PATROL COMMAND.
RMS ADMIN.
CRIME ANALYSIS
BLOCK WATCH
PLANNING
RECORDS
PROPERTY ROOM
TRAINING ACADEMY
HONOR GUARD
CITIZEN & CLERGY ACADEMY
FIELD TRAINING EVAL. PRG.
POLICE EXPLORE.
INTERNAL AFFAIRS
BKGRND INVEST-IGATIONS
INSPEC-TIONS & AUDIT
CRIME SCENE INVESTN.
DRUG CUSTODN.
ADMIN. SERGEANT
HOMICIDE & COLD CASE UNIT
ROBBERY & BURGLARY
GENERAL INVEST IGATIONS
ARSON
FINANCIAL CRIMES
NARCS. & ASSET FORFEIT.
SHOOTING TASK FORCE
CRIMINAL INTELL. UNIT
TASK FORCE UNITS
SPECIAL VICTIMS UNIT
MISSING PERSONS UNIT
FIREARMS UNIT
SCHOOL RESOURCE OFFICERS
SWAT
HAZARD. DEVICES UNIT
HOSTAGE NEGOTIAT. TEAM
UNDERWTR SEARCH & RECOVERY
DEPUTY PATROL COMMAND
DISTRICT MANAGERS
SHIFT COMMAND.
TRAFFIC / MC UNIT
ACCIDENT RECONS-TRUCTION
DETAIL ROOM
EXTRA DUTY
TOWING
DETEN-TION
FRONT DESK
COURT LIAISON
K-9 UNIT


MAYOR
BOARD OF POLICE COMMISS.
CHIEF ADMIN. OFFICER
CHIEF OF POLICE
AC ADMIN. & SUPPORT
AC PROFES-SIONAL STANDARDS
AC INVEST-IGATIONS
AC PATROL & OPERATIONS


MAYOR
BOARD OF POLICE COMMISS.
CHIEF ADMIN. OFFICER
CHIEF OF POLICE
AC ADMIN. & SUPPORT
OFFICE STAFF
PUBLIC INFO. OFFICER
FLEET & FACILITIES
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ANIMAL SHELTER
PLAN & INFO SERVICES COMMAND.
RMS ADMIN.
CRIME ANALYSIS
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RECORDS & PROP. ROOM COMMAND.
RECORDS
PROPERTY ROOM


MAYOR
BOARD OF POLICE COMMISS.
CHIEF ADMIN. OFFICER
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POLICE EXPLORE.
INTERNAL AFFAIRS
BKGRND INVEST-IGATIONS
INSPEC-TIONS & AUDIT


MAYOR
BOARD OF POLICE COMMISS.
CHIEF ADMIN. OFFICER
CHIEF OF POLICE
AC INVEST-IGATIONS
BUREAU OF ID. COMMAND.
CRIME SCENE INVESTN.
DRUG CUSTODN.
MAJOR CRIMES COMMAND.
ADMIN. SERGEANT
HOMICIDE & COLD CASE UNIT
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ARSON
FINANCIAL CRIMES
NARCS. & ASSET FORFEIT.
SHOOTING TASK FORCE
CRIMINAL INTELL. UNIT
TASK FORCE UNITS
BUREAU OF FAM. SERV. COMMAND.
SPECIAL VICTIMS UNIT
MISSING PERSONS UNIT
FIREARMS UNIT
SCHOOL RESOURCE OFFICERS


MAYOR
BOARD OF POLICE COMMISS.
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FRONT DESK
COURT LIAISON
K-9 UNIT

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.02 **EFFECTIVE DATE:**

CHIEF OF POLICE

3.02.01 PURPOSE

The purpose of this General Order is to establish the qualifications, duties and responsibilities for the position of Chief of Police (hereinafter "Chief"). The Chief directs the activities of the New Haven Department of Police Service as its executive head. In accordance with the provisions of the Charter of the City of New Haven (hereinafter "Charter"), the Chief is appointed by the Mayor of the City of New Haven (hereinafter "Mayor"), which appointment requires approval by the Board of Alders of the City of New Haven. The Chief is subject to the authority of the Mayor.

3.02.02 QUALIFICATIONS

- In addition to the general requirements applicable to a Department Head specified in the Charter, the Chief shall have the qualifications set forth in the Charter for the position of Chief of Police.

3.02.02 DUTIES AND RESPONSIBILITIES

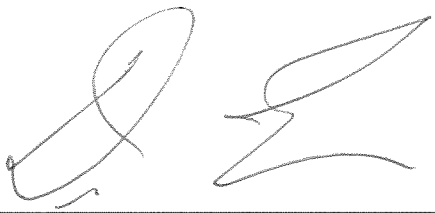
- The Chief of Police shall exercise the duties and responsibilities set forth for that position in the Charter, the Ordinances of the City of New Haven, applicable statutes and applicable law.

- The Chief of Police shall report to the Board of Police Commissioners at their regular meeting and any special meetings, the state of the Department, disciplinary action taken by him/her, and such other matters pertaining to the Department as should be brought to the notice of the Commissioners.

- In the event of a temporary absence where the Chief may not be able to exercise his/her duties and responsibilities, the Chief may designate an Assistant Chief of Police (herein after "Assistant Chief") to exercise his/her duties and responsibilities during such absence.

- In the event of an absence where the Chief cannot exercise his/her duties and responsibilities, and the Chief has not, or is unable to make the designation set forth above, the duties and responsibilities of the Chief shall be exercised by the Assistant Chief next in seniority (seniority is determined; first by time in rank, second by continuous service in the Department), until such time as the return of the Chief, or the appointment of an Acting Chief or new Chief by the Mayor in accordance with the Charter.

This General Order supersedes Rule Two, as it pertains to the Chief of Police, and General Order 102.



4/1/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.03 **EFFECTIVE DATE: March 28, 2016**

ASSISTANT CHIEF OF POLICE

3.03.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Assistant Chief of Police.

3.03.02 GENERAL DUTIES AND RESPONSIBILITIES

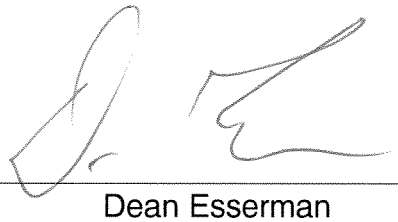
Assistant Chiefs of Police, under the direction of the Chief of Police, shall be responsible for the supervision of the entire Department.

3.03.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Plans, directs, coordinates and evaluates the activities of all units and operations under his/her command.
- Works directly with subordinate command officers in the preparation and administration of Special and General Fund budgets.
- Must possess general knowledge and insight into all objectives and functions of the Department.

- Works independently or along with the Chief of Police or other command or staff officers in the review, development and application of rules, regulations and polices of the Department.
- May fulfill the duties and responsibilities of the Chief of Police in his/her absence.
- Represents the Chief of Police at various functions and/or official meetings at the direction of the Chief.
- Handles all personnel problems under his/her command.
- Assists the Chief of Police in the general administration of the Department.
- Performs related duties as required.

This General Order supersedes Rule Two, as it pertains to an Assistant Chief of Police. The job description for Assistant Chief of Police, as developed by the Office of Human Resources, is incorporated into this General Order.



3/28/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.04 **EFFECTIVE DATE: March 28, 2016**

POLICE CAPTAIN

3.04.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Police Captain.

3.04.02 GENERAL DUTIES AND RESPONSIBILITIES

The position of Captain, under the supervision of the Chief of Police and/or the Assistant Chief of Police, plans, schedules, organizes, supervises, reviews and evaluates the daily operations of the Police Department.

3.04.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Plans, directs, coordinates and evaluates the various activities of the New Haven Department of Police Service in its effort to accomplish the Department's mission statement and goals.

- Supervises the operation of any assigned function, division or unit or shift as defined by the organizational chart.

- Develops, implements and monitors department programs and activities and assists in formulating the goals, objectives, policies and priorities for enforcement activities and operations using a Community Policing philosophy.

- Responsible for problem solving in areas of responsibility to include but not limited to: personnel issues, staffing and deployment, crime trends, community concerns, and special events.

- Plans, schedules, organizes, assigns, reviews, and evaluates the work of sworn and non-sworn staff.

- Upgrades the skills of personnel through the use of training, guidance, counseling, and other management techniques when appropriate.

- Recognizes the need to create, modify, and implement operational plans.

- Completes administrative duties such as daily paperwork and ensures administrative work of subordinate personnel is completed.

- Participates in daily, weekly, and monthly meetings with employees, supervisors, departments within the city, and citizens as required or needed.

- Establishes and maintains quality working relationships with other law enforcement jurisdictions, social service agencies, and members of the community to promote and foster a positive public service image of the City of New Haven.

- Attends meetings with citizens' groups concerning crime-related activities and provides police service feedback and proper representation of the Department.

- Communicates effectively with people from a variety of backgrounds.

- Attends meetings and various training seminars and conferences as needed and required for job responsibilities.

- Represents the department on various committees, task forces, and organizations.

- Practices effective leadership principles.

- Continuously direct the efforts of their subordinates toward the achievement of Department goals.

- Evaluates performance of subordinates and their adherence to Department policies and procedures and takes appropriate action when deficiencies in performance are observed.

- Recognizes and commends exceptional police performance.
- Request training for personnel and make recommendations for the improvement of Department procedures.
- May perform the duties of a police officer or detective with respect to the investigation of criminal behavior.
- Performs related work as required.

This General Order supersedes Rule Two, as it pertains to a Police Captain. The job description for Police Captain, as developed by the Office of Human Resources, is incorporated into this General Order.



3/28/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.05 **EFFECTIVE DATE: March 28, 2016**

POLICE LIEUTENANT

3.05.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Police Lieutenant.

3.05.02 GENERAL DUTIES AND RESPONSIBILITIES

Under the general supervision of a Police Captain, Assistant Chief of Police and/or Chief of Police, the Lieutenant directs the activities of the division to which he/she is assigned. They are responsible for the effective utilization of the uniform police and support personnel under their command providing general enforcement.

3.05.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Supervises the operation of any department function or operational unit as defined by the organizational chart.

- Serves as Assistant Shift Commander or Shift Commander as required within the Patrol Unit.

- Carries out the lawful orders of their commanding officers. Such orders shall not be countermanded, except when necessary in cases of emergency, and when such action is taken, a report shall be made to the commanding officer of the reasons.

- Inspects the personnel, communicates all orders, gives proper instructions and advice, notes all absentees, inquires into all complaints, and charges of laxity or misconduct by members under his/her command and shall submit a written report of such investigation to his commanding officer. Makes such reports and keeps such books and records as are required and performs such other duties as may from time to time be prescribed by his superiors.

- Evaluates performance of subordinates and their adherence to Department policies and procedures and takes appropriate action when deficiencies in performance are observed.

- Upgrade the skills of personnel through the use of training, guidance, counseling, and other management techniques when appropriate.

- Continuously direct the efforts of their subordinates toward the achievement of Department goals.

- Recognize and commend exceptional police performance.

- Request training for personnel and make recommendations for the improvement of Department procedures.

- Completes evaluations of sergeants under his/her command consistent with the General Order on Performance Evaluations.

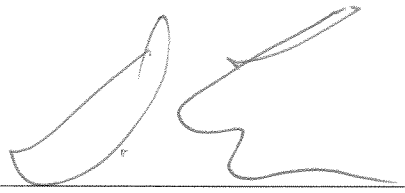
- Represents the Department at meetings, either community or governmental.

- May perform the duties of a police officer or detective with respect to the investigation of criminal behavior.

- Ensures notifications are made as necessary and consistent with Department directives.

- Performs related work as required.

This General Order supersedes Rule Two, as it pertains to a Police Lieutenant. The job description for Police Lieutenant, as developed by the Office of Human Resources, is incorporated into this General Order.



3/25/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.06 **EFFECTIVE DATE: March 28, 2016**

POLICE SERGEANT

3.06.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Police Sergeant.

3.06.02 GENERAL DUTIES AND RESPONSIBILITIES

Under the supervision of a superior officer, the Police Sergeant engages in supervisory and participatory police work in protecting life and property and enforcing criminal and traffic laws and local ordinances. They are responsible for the efficient and prompt performance of assigned police officers or detectives within the Patrol or Investigative units.

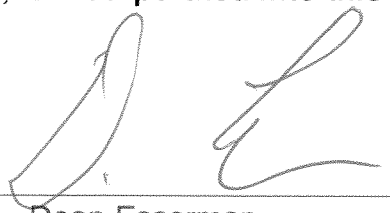
3.06.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Inspects equipment, appearance, and persons of subordinates at roll call; patrols assigned areas to supervise subordinates in the performance of their duties and gives assistance and direction when necessary.

- Responds to all situations which require direction and control or in which an employee is injured.

- Assigns work to subordinates.
- Inspects work product for form and content.
- Upgrade the skills of personnel through the use of training, guidance, counseling, and other management techniques when appropriate.
- Continuously direct the efforts of their subordinates toward the achievement of Department goals.
- Recognize and commend exceptional police performance.
- Request training for personnel and make recommendations for the improvement of Department procedures.
- Evaluates performance of subordinates and their adherence to Department policies and procedures and takes appropriate action when deficiencies in performance are observed.
- Inasmuch as the efficiency of the patrol force depends largely upon the manner in which the Sergeants perform their duties and enforce discipline, they shall be held jointly responsible with their commanding officers for the proper conduct and appearance of subordinates; and will be deemed guilty of neglect of duty and efficiency when those under his command or supervision are habitually lax and indifferent in the performance of their duties.
- May perform the duties of a police officer or detective with respect to the investigation of criminal behavior.
- Meets with the public in a formal or informal setting.
- Represents the Department at public meetings as required.
- Performs related work as required.

This General Order supersedes Rule Two, as it pertains to a Police Sergeant. The job description for Police Sergeant, as developed by the Office of Human Resources, is incorporated into this General Order.



3/28/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.07 **EFFECTIVE DATE: March 28, 2016**

POLICE DETECTIVE

3.07.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Police Detective.

3.07.02 GENERAL DUTIES AND RESPONSIBILITIES

Under the immediate supervision of a Sergeant or Lieutenant, Police Detectives assigned to the Investigative Services Division (ISD) and conduct investigations of major crimes such as homicides, serious assaults, robberies, burglaries, drug trafficking, sexual assaults, domestic violence, and other related crimes.

3.07.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Detectives assigned to the Investigative Services Division, respond to crime scenes; search for, preserve and collect evidence; investigate and follow-up investigations, search for and apprehend violators; interview witnesses, complainants, and suspects.

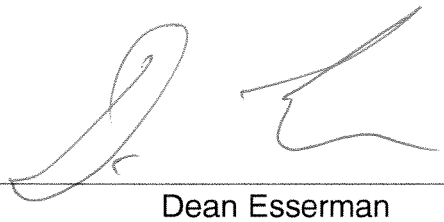
- Detectives prepare written reports of investigations and appear in court to present evidence and to testify.

- Secures evidence, seeks and develops sources of information, and ascertains information necessary for the arrest of persons alleged to have committed a crime.

- Detectives may be assigned and trained for specialized duties in a specialized unit within the Investigative Services Division at the discretion of the ISD commanding officer.

- Performs related work as required.

This General Order supersedes Rule Two, as it pertains to a Police Detective. The job description for Police Detective, as developed by the Office of Human Resources, is incorporated into this General Order.



7/18/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.08 **EFFECTIVE DATE: March 28, 2016**

POLICE OFFICER

3.08.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Police Officer.

3.08.02 GENERAL DUTIES AND RESPONSIBILITIES

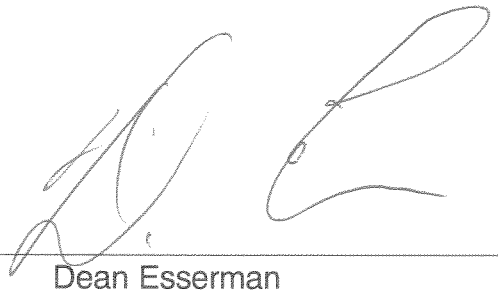
The Police Officer shall provide a wide scope of police services to the City of New Haven for the purpose of preventing and detecting crime, preserving the public peace, protecting life and property, investigating crimes, motor vehicle violations, parking violations, accidents, and suspicious activities. Under regular supervision, performs basic law enforcement services in accordance with the mission, goals, and objectives of the New Haven Department of Police Service in compliance with governing federal, state, and local laws. The Police Officer shall compile and complete necessary crime and incident reports, provide assistance to other divisions or units as may be required, and render miscellaneous, field and support services as directed by the Chief of Police.

3.08.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Patrols assigned beat via radio equipped patrol vehicle or on foot.
- Observes and handles physical hazards and takes appropriate action.

- Uses communications equipment to include two-way radio and telephone.
- Makes written and/or verbal reports in accordance with department directives and law on forms provided for such purpose.
- Enforces traffic laws and maintains traffic flow.
- Handles calls for emergency service.
- Handles calls for services, both criminal and non-criminal in nature.
- Observes and handles emergencies, both criminal and non-criminal in nature coming to his/her attention.
- Investigates traffic accidents.
- Makes arrests in accordance with law and Department procedure.
- Collects evidence for criminal and civil proceedings, testifies as a witness in court or other official proceedings.
- Conducts follow-up investigations using support services as required.
- Handles problems concerning juveniles.
- Identifies and solves community problems.
- Officer must be able to gain a thorough knowledge of the community he/she serves and be able to effectively deal with that community at large.
- Performs related work as required.

This General Order supersedes Rule Two, as it pertains to a Police Officer. The job description for Police Officer, as developed by the Office of Human Resources, is incorporated into this General Order.



3/20/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.09 **EFFECTIVE DATE: February 11, 2016**

SCHOOL RESOURCE OFFICER

3.09.01 PURPOSE

The purpose of this General Order is to define the duties, procedures and areas of responsibilities of the School Resource Officers.

3.09.02 BACKGROUND

There are currently 8 School Resource Officers (SRO) positions that are funded by the New Haven Department of Police Service. The SROs are assigned at the High Schools and K-8 Schools. The officers are in full police uniform and assigned marked police vehicles.

The SRO's primary responsibilities are crime prevention, enforcement, and mentoring. They can also assist in coordinating with school employees, social workers, probation officers, other law enforcement agencies, parents and community groups at the schools to assist in bringing services and education to the community. Currently, the SROs are on a 5 – 2 schedule with Saturdays and Sundays off. The working hours for the SROs are from 0700 – 1500 and 0800 – 1600 hours, unless otherwise directed by the SRO Supervisor.

3.09.03 AREAS OF RESPONSIBILITY

SROs are assigned to one of the schools listed below, or others as deemed necessary by the Chief of Police or his/her designee, as their primary assignment.

Wilbur Cross High School
181 Mitchell Drive

Hillhouse High School
480 Sherman Avenue

Career High School
140 Legion Avenue

New Horizons
103 Hallock Avenue

New Light High School
21 Wooster Place

Adult Education
580 Ella T. Grasso Boulevard

SROs will also be assigned two additional schools to cover as a secondary responsibility. The SROs will handle calls for service at their primary and secondary schools of responsibility. If an SRO is unavailable for a call for service, the dispatcher shall send a patrol officer and notify the SRO Supervisor. The dispatcher will also notify the SRO Supervisor of any school involved Priority One calls for service.

All schools are not the responsibility of the SROs. If time allows, an SRO may be able to take a call for patrol; however, routine calls are Patrol's assignment.

3.09.04 PROCEDURE

- The primary duty of the SRO is to respond to calls that occur on or near the school grounds involving students, either as suspects or victims.

- In the event all available SROs are busy on calls, the SRO Supervisor should be contacted. Patrol officers may be required to respond.

- Any incident involving the use of, or threatened use of violence toward students or faculty, on school grounds, during school hours shall be dispatched as a "PRIORITY ONE" call to the closest possible unit.

    1. The Shift Commander and SRO Supervisor shall be notified of any incident involving officers responding to school campuses.

    2. The SRO Supervisor may downgrade the dispatch priority classification if deemed necessary.

- SRO Supervisor may reassign an investigation to a SRO from another school if the case involves a school administrator, teachers or staff at their school. This decision will be made on a case-by-case basis and shall be at the discretion of the SRO Supervisor.

- The SROs will assist with any follow-up and investigative requests from other units or outside agencies, which involve students at their schools.

- Any report, whether actual or rumor, of school violence involving gangs, students or staff shall be forwarded to the SRO Supervisor immediately. A phone call explaining the incident shall also be made. These reports may include allegations of students bringing guns, any device designed to do harm to another person on campus, shooting, gang retaliation, threats or B.O.L.O.s (Be On The Look Out) information.

- All property taken by the SRO as evidence will be booked into evidence in accordance with established department policy and procedure. Property taken from students by school administrators will be handled according to their regulations. SROs shall not store, save or retain any student property.

- Incidents occurring after school hours shall be handled by Patrol and not held over until the next school day for the SRO. A copy of the report should be forwarded to the SRO Supervisor.

FORCIBLE REMOVAL OF A STUDENT FROM SCHOOL GROUNDS

The following outlines the circumstances and procedures for the physical removal of a student from school property:

- When a student has committed a crime or is a threat to himself/herself or others, the officer may use the appropriate level of force necessary to safely remove the student.

- In the event that a student exhibits disruptive and non-violent behavior, such as refusal to remove a hat or failure to follow the instructions of a teacher, the officer shall immediately meet with the principal or his/her designee.

    - The officer will accompany a member of the school staff to the student's classroom, and the officer will remain outside the classroom while that staff member attempts to remove the student. The officer will not interfere with this process unless the student becomes violent. The officer is not to enforce school rules and will intervene only if the student's actions elevate to the level of a criminal offense.

    - If the student is still non-complaint after repeated attempts by school staff to remove him/her, the officer will speak to the principal or his/her designee about an arrest for the charge of Criminal Trespass. The officer will explain to the principal or designee that he/she will be the complainant for the arrest. If the administrator wants to proceed, the officer will use reasonable force to execute the arrest.

3.09.05 NOTIFICATION CRITERIA

The School Resource Supervisor should be notified in the following situations during the school year. If the supervisor is not available, notify the School Resource Officer (SRO) assigned to the involved school. (When practical, route copies of any reports involving the affected school to the SRO Supervisor).

- Death or serious injury to a student.
- Felony or class A misdemeanors (*Connecticut General Statue Sec. 10-233h*) Notifications to School Superintendents including weapons arrest.
- Any serious threat directed at a public school or its students.
- Any incident which is likely to be disruptive to the involved school.
- Any police action that would require a lockdown or lock in of students at schools i.e. chase of suspects in area of a school facility.
- Any arrest involving staff members of the Board of Education.



2/11/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.11 **EFFECTIVE DATE: February 11, 2016**

HONOR GUARD

3.11.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the Honor Guard, which is a unit of the New Haven Department of Police Service which consists of sworn officers trained to represent the department at police funerals, certain official department functions, and other occasions as authorized.

3.11.02 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

MEMBERSHIP

- All sworn police officers who have completed the probationary period are eligible for selection.
- In selecting members, the person's prior experience with military facing commands, rifle drills, and honor guard functions will be considered. Selected members must be professional in demeanor, with no recent disciplinary action.
- Assignments within the unit may be made by the Chief of Police or his/her designee based on experience and skill level, without respect to the member's rank.

UTILIZATION

- Requests for utilization of the Honor Guard will be made through the Chief of Police or his/her designee.

- Assistance of the Honor Guard will be offered to regional agencies for police funerals. Normally, the Honor Guard would represent the department at funerals for active duty police officers in the State of Connecticut, retired New Haven police officers who left in good standing, civilian employees who worked for the City of New Haven for at least 10 years and elected City of New Haven officials.

TRAINING

After initial training, periodic maintenance training and special training will be held as authorized by the Chief of Police or his/her designee.

UNIFORMS

- Honor Guard uniform components will be issued to each member, and it is the member's responsibility to maintain the uniform in excellent condition.

- Honor Guard uniforms will be worn only when participating in a function as a member of the Honor Guard, or as otherwise authorized by the Chief of Police or his/her designee.

COMPENSATION

For approved functions, participating members of the Honor Guard will receive compensation in the form of Time Allowed (TA).

2/11/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.12 **EFFECTIVE DATE: October 17, 2016**

POLICE EXPLORER PROGRAM

3.12.01 PURPOSE

The purpose of this policy is to describe the role of the New Haven Department of Police Service's Explorer Post 300.

3.12.02 POLICY

The New Haven Department of Police Service shall serve as a sponsor for Police Explorer Post 300. It is the policy of the Department to provide opportunities for Explorers to learn about careers in law enforcement while assisting with tasks related to community service.

3.12.03 BACKGROUND

New Haven Police Explorer Post 300 is affiliated with the New England Regional Law Enforcement Agency (NERLEA). This program is for young adults, ages 12-20, who have an interest in learning more about careers in law enforcement. Youth leaders, who have gone through a selection process, run the program under the guidance of adult advisors. The Explorers participate in activities related to public service, citizenship, personal fitness, outdoors, social events and career awareness. These activities enhance Explorer preparation for future roles as citizens, community members, and prospective law enforcement officers.

3.12.04 PROCEDURE

POST CHARTER

- Explorer Post 300 shall be required to re-charter with NERLEA on an annual basis.

- The Chief of Police shall have sole authority for granting the charter and may terminate the sponsorship agreement at any time.

MEMBERSHIP REQUIREMENTS

- Explorer Post 300 is a co-ed program with equal opportunities available to males and females. Further, the New Haven Department of Police Service does not discriminate on the basis of race, gender, cultural background, appearance, mental or physical impairment, sexual orientation, socioeconomic standing, educational background, religious belief, gender identity, or political affiliation.

- When Explorers reach the age of 21, they may become an advisor.

- Applicants to the program must pass a background check to be conducted by the Post advisor or designee and an oral interview conducted by Post youth officers. Police contact of a negative nature or lack of maturity may result in the application being denied.

- Explorers are expected to have and maintain a 2.0 or better grade point average (on a 4.0 scale), consistent with the policies in the Explorer policy manual.

ADULT SUPERVISION

- The lead advisor to the Explorer program shall be a sworn member of the Department who has successfully completed his/her probationary period. Other employees may assist as associate advisors, dependant on the approval of their supervisor.

- Supervisory oversight of the Explorer program will be the responsibility of a Sergeant assigned to Training, designated by the Chief of Police or his or her designee. This Sergeant will function as the program's operations coordinator.

- All applicants who wish to register with NERLEA as adult leaders for Post 300 are subject to the approval of the Chief of Police.

- At least two adult leaders, one of whom must be 21 years of age or older, are required for all trips and outings. This requirement does not apply to routine details and department "Ride-Alongs."

- The duties of the advisor or their designee include, but are not limited to:

- Prepare for meetings, set agendas and plan programs
- Train appointed youth leaders and other members
- Budget and fundraise
- Recruit new members
- Coordinate with internal and external agencies for special events
- Positively promote the program
- Keep accurate records of attendance, awards and progress
- Provide positive feedback to members, and counsel or discipline when necessary
- Supervise and chaperone meetings, trips and activities
- Serve as a role model and mentor to the youth

- The advisor and associate advisors are expected to coordinate their Explorer involvement with their supervisor so that much of the Explorer work can be done during their regular duty hours. Time spent at meetings, events or activities that require the assistance of the advisor and/or associate advisor(s) will be compensated with Time Allowed (TA), if arrangements can't be made to have the work done on-duty. Prior approval for TA time must be authorized by the operations coordinator.

- Depending upon available funding, up to two advisors or associate advisors, who are department employees will be allowed to attend the biennial National Law Enforcement Explorer Conference, if youth members of Post 300 are also attending. The conference is a department sanctioned training event and, as such, the Department will pay fees and employee wages.

AUTHORITY

- Police Explorers do not possess sworn status and have no more police authority than the average citizen.

- The Explorer uniform shall differ from Officers.

- Misuse or misrepresentation of authority or other misconduct by an Explorer shall be communicated to the Post advisor who shall proceed with disciplinary or discharge action, as appropriate, under the rules and regulations of the Post.

DUTIES

- Explorers shall only be assigned to assist in **non-hazardous** situations under the direction and supervision of Police Officers. **Duties assigned to police Explorers shall be limited to those that do not require sworn status.**

- In performing their duties, Explorers are expected to act maturely and professionally.

- Department personnel or community members seeking to utilize the services of the New Haven Police Explorers shall make a request through the operations coordinator or designee.
    - The advisor or associate advisor shall have the authority to determine whether the request will be honored.
    - The involvement of the Explorers is to be meaningful but, at the same time, sufficiently restrictive to prevent them from becoming unnecessarily exposed to dangerous situations.
- Examples of appropriate requests for Explorer assistance include:
    - Direction of pedestrian and vehicular traffic at a community event
    - Assisting at large scale emergencies in non-risk functions
    - Distributing crime prevention information in a neighborhood experiencing an increase in burglaries
    - Collating new evidence or policy manuals

TRAINING

- The Post advisor or designee shall be responsible for providing classroom training in the area of policies and procedures that relate to the function of a police Explorer as an auxiliary of the department.
- New Explorers are required to attend three meetings prior to working any official events. These meetings will provide the Explorer with hands on training involving traffic direction, policies and procedures, and the role of the Explorer within the department and community.
- Additional field training may occur during the Explorer "Ride-along" program. Explorers must be at least eighteen years of age to participate in a "Ride-along." This voluntary program permits Explorers to ride with sworn officers and community service officers to observe the practical application of department policies and procedures.
- Police Explorers may receive specialized training at meetings from law enforcement professionals who have been invited to speak with the Explorers about their areas of expertise.

10/17/2016

Anthony Campbell
Interim Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.13 **EFFECTIVE DATE: February 11, 2016**

FRONT DESK SUPERVISOR

3.13.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of Front Desk Supervisor.

3.13.02 GENERAL DUTIES AND RESPONSIBILITIES

The Front Desk Supervisor shall be under the general supervision of the Deputy Patrol Commander and the direct supervision of the Shift Commander. The Front Desk Supervisor will be stationed and available at the front desk unless other responsibilities require their presence elsewhere (e.g., distribution of keys in patrol).

3.13.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Prepare arrest paperwork for court:
    - Place copies of all arrest reports with the appropriate Uniform Arrest Report (UAR), and mark off the report box on each shift's Detention Transmittal.
    - Property Seized Without a Search Warrant forms (JD-CR-18), bond forms and Promise to Appear forms should also be placed with the corresponding arrest paperwork.

- Answer telephone calls that are received from the public during all shifts and route these phone calls to the Public Service Answering Point (PSAP) and other divisions and units as appropriate.

- Receive walk-in complaints:

    - Contact a field supervisor to conduct a preliminary inquiry and document the complaint.
    - Refer them to the Internal Affairs Unit.

- Accept, verify and secure all money and drug evidence during all shifts. Accept and verify all seized evidence that comes in from Patrol and Investigative Services on both B Squad and C Squad, and whenever the Property Room is closed.

- Whenever the Detail Room is closed, receive requests to hire Extra-Duty Officers and use the call lists to find available Officers to work. Complete the proper form used by the Extra Duty Office to track this information.

- Assist the Shift Commander when Officers need to be hired for overtime when the Detail Room is closed.

- Contact the Records Unit to verify arrest warrants and BOLO's on individuals that turn themselves in at the front desk and then contact PSAP to initiate the CAD call.

- Review police reports which require sworn signatures such as arrests, broadcasts, and arrest warrant applications when an Officer's immediate supervisor is not available.

- Receive and process surety bonds:

    - Complete the Appearance Bond Form and set a court date that is within two weeks of the date of arrest unless it is domestic violence, which must be set for the next court date. Ensure that the appropriate court location is chosen, especially for PRAWN warrants.
    - Verify the Bonds person with either their insurance issued power papers or their CT State Police License.
    - Return the Appearance Bond Form to the Bonds person who will then return it to detention to be signed by the arrestee prior to their release.

- Receive and process cash bonds:

    - Receive a copy of the UAR of arrestee.
    - Complete the Appearance Bond Form (with appropriate court chosen), the cash receipt, a transmittal sheet, a bond log, and a cash envelope.
    - Request a copy of the warrant from the Booking Officer.

- Obtain a copy of the identification of the person posting the bond.
- Verify the accuracy of the payment.
- If bond monies total or exceed $10,000 complete the IRS Form 8300.
- Return the Appearance Bond Form to the individual who posted the bond. This Form will then be brought to Detention where it will be signed by the arrestee prior to release.
- Receive the signed UAR and Appearance Bond Form from the Booking Officer and then place the envelope with the cash and completed paperwork in the temporary safe in the property annex room.

- In the event that a supervisor from the Investigative Services Division (ISD) sets a bond on a prisoner, a "Notification for Reduction in Bond or Pending Release of Prisoner" form will be completed by the Front Desk Supervisor. The Front Desk Supervisor will then provide a copy of this form to the Booking Officer. The form will be placed in a visible place at the Front Desk so that the oncoming Front Desk Supervisor will know about the prisoner in detention and can make the appropriate notifications if the need arises.

- If notified by the Booking Officer that the Bail Commissioner intends to reduce a bond set by ISD, the Front Desk Supervisor will then notify one of the ISD Supervisors listed on the "Notification for Reduction in Bond or Pending Release of Prisoner" form.

- Maintain communication with the Booking Officer in detention in order to set bonds for arrestees, which may require the review of the arrest report and/or the arrestee's arrest record as it relates to failures to appear in court in order to place an appropriate bond.

- Monitor the number of arrestees in detention that need to be processed to determine if additional booking personnel may be needed. This must be done prior to the court run to ensure that all prisoners are brought to court.

- Supervise building security and have visitors and vendors sign the visitor's log book.

- Receive and record telephone calls on the "Daily Sick Sheet" log from officers booking off sick from regular, overtime, and extra-duty work, as well as return to duty calls. If the Detail Room is open, convey this information to them immediately and if the Detail Room is closed, inform the Shift Commander.

- If an officer books off from training, the Front Desk Supervisor must notify the Training Division.

- Accept and verify subpoenas for Department personnel. Accepted subpoenas shall be logged in the Subpoena Log book, and placed in the box labeled subpoenas. The 'A' Squad Front Desk Supervisor will deliver all subpoenas to the Chief's Office.

- Ensure that the various front desk supplies are available for oncoming shifts and secure these items if they are not stocked. (JD-CR-18's, regular and cash evidence envelopes, paper bags for evidence, gun boxes, narcotics bags, license plate and found property forms, lab request forms, bond forms, Probable Cause forms, etc.)

- Assist and supply citizens with the Connecticut stolen vehicle reports that owners must file within 24 hours. Check for accuracy, and place form in Records box.

- Prepare Probable Cause requests for arrestees to be held 48 hours or longer:

    - The 'A' Squad Booking Officer prepares a list of arrestees that require a Probable Cause Determination on Fridays and Saturdays (on Sundays when there is no court on a Monday).
    - The Front Desk Supervisor completes a triplicate State Probable Cause request form and attaches a copy of all relevant reports from that case.
    - A form and accompanying reports must be completed for each arrest when an arrestee has multiple arrests.
    - The Front Desk Supervisor must arrange for the Probable Cause paperwork to be brought to the on call judge.

- Coordinate with the Judicial Marshals to obtain medical assistance for arrestees in Detention.

    - Obtain information on the arrestee.
    - Notify Communications that an arrestee needs to be transported to the hospital and be guarded by an officer.
    - Complete the "Hospital Information Sheet."
    - Notify the Shift Commander.

- On a daily basis, review "Hospital Information Sheets" to determine if a Probable Cause request will need to be transmitted to court on weekdays, in addition to weekends, in order to comply with the 48 hour rule.

- Direct walk-in complainants to the telephone in the lobby to initiate a call for service.

- The Front Desk Supervisor may be relieved for a thirty minute lunch break by a patrol officer. The officer will not accept evidence or bonds but will be responsible for general desk duties including answering phones, directing complainants to the telephone in the lobby to initiate a call for service and general building security.

- The Front Desk Supervisor will not take a lunch break and terminate prior to the end of their shift until relieved face to face by another supervisor which will ensure that all information pertinent to the shift is properly forwarded to the oncoming supervisor.

2/1/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 3.14 **EFFECTIVE DATE: March 28, 2016**

DISTRICT MANAGER

3.14.01 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities for the position of District Manager.

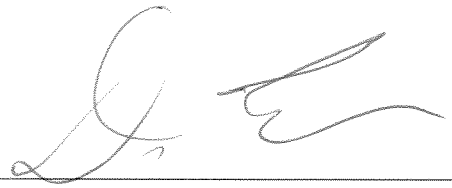
3.14.02 GENERAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Commanding Officer of Patrol, and in conjunction with the Shift Commanders, the District Manager engages in supervisory and participatory police work to ensure that personnel under their command provide quality police service in a professional manner. They are held accountable for addressing crime and disorder conditions in their assigned districts.

3.14.03 SPECIFIC DUTIES AND RESPONSIBILITIES

- Ensure that Department policies and procedures are implemented at the district level.

- Utilize their respective commands in a manner that provides professional police service through:
    - Implementation of mission-oriented directed patrol (refer to General Order 1.01, Department Mission and Values).
    - Maintenance of effective supervision through the chain of command.
    - Formulation and implement strategies to address crime and disorder.
    - Cooperation with members of specialized units who are working in the district.
- Upgrade the skills of personnel through the use of training, guidance, counseling, and other management techniques when appropriate.
- Continuously direct the efforts of their subordinates toward the achievement of Department goals.
- Report to the Commanding Officer on specific problems requiring police action and the means they are using to resolve them.
- Recognize and effectively apply the talents of subordinates.
- Evaluates performance of subordinates and their adherence to Department policies and procedures and takes appropriate action when deficiencies in performance are observed.
- Disseminate information concerning crime-related problems within the district to personnel.
- Recognize and commend exceptional police performance.
- Request training for personnel and make recommendations for the improvement of Department procedures.
- Attends meetings with citizens' groups concerning crime-related activities and provides police service feedback and proper representation of the department.
- Promote community efforts to assist law enforcement through participation in community-based programs.
- Support the philosophy that the community is entitled to the highest level of police service the Department can provide and lead, direct, and command the patrol force in their districts to that end.



2/28/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.04 **EFFECTIVE DATE: May 2, 2016**

USE AND MANAGEMENT OF CONFIDENTIAL INFORMANTS

4.04.01 PURPOSE

The purpose of this General Order is to provide parameters for the conduct of police officers who use confidential informants, to thereby ensure the safety of the officers and the public, preserve the integrity of the department, its investigations and the confidential informants, and ensure that confidential informants do not abuse their relationship with members of the Department for their own unwarranted benefit.

4.04.02 POLICY

It is the policy of the New Haven Department of Police Service (NHPD) that:

- Confidential informants may be used to enhance the Department's efforts to detect, investigate, and prosecute criminals.
- All necessary precautions shall be taken to protect the identity of confidential informants and to guard against the misconduct or misuse of confidential informants.
- All confidential informants, paid with funds from the NHPD, shall be registered with the Department.

4.04.03 DEFINITIONS

CONFIDENTIAL INFORMANT: For the purpose of this General Order, the term confidential informant will be used to refer to a confidential source of information – a person whose identity is known to the police, but by agreement, is not intended to be disclosed to anyone outside of law enforcement. The term confidential informant shall not apply to persons, such as mail carriers, hotel clerks, or delivery persons, who through the routine course of their activities, obtain information that is valuable to the police, or to citizens who call the police confidentially about suspicious or criminal activity in their neighborhoods. However, should such a person ever be paid with Department funds for the information they supply, they shall be registered as a confidential informant as provided below.

CONTACT OFFICER: A police officer who maintains an ongoing professional relationship with a confidential informant.

COOPERATING WITNESS: A registered confidential informant who has been established as a confidential informant willing to testify in court, and seeks monetary gain and/or assistance with a pending court case from the NHPD.

COOPERATING DEFENDANT: A registered confidential informant who has a pending criminal court case and is providing such information for consideration of his/her pending case.

4.04.04 PROCEDURES

DEVELOPMENT OF CONFIDENTIAL INFORMANTS

- Officers of all ranks and assignments are encouraged to develop confidential informants, and to use the information provided by them to further criminal investigations. Any officer using a confidential informant who is paid or given court consideration to further proactive investigations shall require the approval of the Assistant Chief of Investigations.

- Although individual officers are responsible for recruiting confidential informants, confidential informants do not "belong" to the officer, but represent a resource to the Department.

- All Department employees are reminded that information concerning confidential informants is highly sensitive. Accordingly, Department employees shall never disclose or confirm any information, no matter how trivial, to any person or organization, which may tend to confirm the existence or non-existence of a particular confidential informant, or otherwise tend to identify a particular confidential informant unless:

- As necessary and with the consent of the confidential informant in the furtherance of a criminal investigation.
- Ordered to do so in a judicial proceeding or by court order.
- Requested to do so by another law enforcement agency with demonstrated need to know, as determined by the Assistant Chief of Investigations.

CONFIDENTIAL INFORMANT MANAGEMENT

- A confidential informant must be registered with the department if he/she:
  - Purchases evidence on behalf of the Department.
  - Introduces an undercover officer to the target of an investigation.
  - Expects or demands to be paid for information.
- A confidential informant need not be registered with the Department if the confidential informant is registered with another law enforcement agency and a contact officer of that agency is assisting officers of this Department with their investigation.
- Confidential informant files will be maintained by the Assistant Chief of Investigations. At all times, files shall be in a secure location accessible to only the Assistant Chief of Investigations and the Chief of Police or his/her designee.
- Files will contain the following information, obtained by the contact officer and given to the Assistant Chief of Investigations:
  - All applicable Confidential Informant Agreement Forms.
  - A legible copy of a prospective confidential informant's fingerprints.
  - A complete criminal history background.
  - A current photograph of the proposed confidential informant.
  - The confidential Informant Control Number (see section 4.04.05).
- The Assistant Chief of Investigations will maintain a Confidential Informant Contact Sheet for each confidential informant file. This sheet will record the activities of any given confidential informant regardless of the officer that utilizes the confidential informant. The contact sheet will record the date, the Department case number, type of investigation, contact officer, amount paid to confidential informant and any relevant miscellaneous information.
- Any person offering information on a one-time basis in exchange for money may be reluctant to sign the above forms. In this case, the Assistant Chief of Investigations may approve the payment and approve the Confidential Informant Control Number.
- Each confidential informant's file shall be maintained for a minimum of ten years after the confidential informant is declared inactive or disqualified.

- An annual audit of the Department's confidential informant files shall be conducted by the Chief of Police or his/her designee to ensure that they are being properly maintained, and that they contain all the necessary documentation.

DEACTIVATING CONFIDENTIAL INFORMANTS

- If the Assistant Chief of Investigations determines that a confidential informant should no longer be used, the Assistant Chief shall mark the file with the designation "INACTIVE."
    - An inactive confidential informant shall not be used again without the approval of the Assistant Chief of Investigation and/or the Chief of Police.

4.04.05 RESPONSIBILITIES OF THE ASSISTANT CHIEF OF INVESTIGATIONS

- After approving the use of a confidential informant, the Assistant Chief of Investigations shall:
    - Establish a specific file for the confidential informant and assign the applicable Informant Control Number (ICN).
    - Review and maintain the files.
    - Notify the controlling officer or the officer's supervisor.
- The Assistant Chief of Investigations shall ensure that the confidential informant files are secured in compliance with this policy.
- Each master file maintained by the Assistant Chief of Investigations shall contain the following:
    - The original copy of the Confidential Informant Cooperation Agreement.
    - The original copy of the Confidential Informant Data Interview Form.
    - The confidential informant's complete criminal history.
    - A copy of the informant's fingerprint card, if available.
    - The original copy of all forms that reflect a request or expenditure of case funds.
    - The confidential informant's assigned ICN.

4.04.06 CONFIDENTIAL FUNDING

The department will maintain a Confidential Informant Case Expenditure Fund for the purpose of purchasing contraband and/or otherwise supporting intelligence operations.

MANAGEMENT OF CONFIDENTIAL FUNDS:

- The accounting system that documents case funding activities will be managed by the Assistant Chief of Investigations.
- All requests for expenditures from the case expenditure fund must be approved by the Assistant Chief of Investigations.
- All forms relating to case expenditures involving confidential informants shall refer to said confidential informant by their ICN only.
- Cash payments for information given, services rendered, or expenses incurred will be made as follows:
    - All confidential informant payments shall require two officers to be present.
    - The control officer will fill in the ICN and the amount of payment on the voucher. The confidential informant shall sign their name.
    - The voucher shall then be signed by the witness officers and the original voucher shall be retained within the confidential informant file.
    - The voucher must be completed in full, without exception.
    - The completed voucher shall be treated as law enforcement sensitive and shall not be disclosed to unauthorized personnel.
    - The Assistant Chief of Investigations shall keep a case account log reflecting all case expenditures.
- If practical, money will not be paid until the case is completed or the information is checked or verified.

4.04.07 ACCOUNTING PROCEDURES

- The Assistant Chief of Investigations will establish an accounting system for the Confidential Funds Account. The account system must include:
    - The Confidential Informant Control Number only.
    - Date of transaction.
    - Type of incident and amount of expenditure.
- An annual audit will be performed by the Assistant Chief of Investigations.
- Department funds will not be used for personal use, nor will they be mixed with personal funds.

This supersedes Subsection II.B. of General Order 76-3.



5/2/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.05 **EFFECTIVE DATE: May 2, 2016**

PISTOL PERMIT PROCESSING

4.05.01 PURPOSE

The purpose of this General Order is to establish procedures for the processing of pistol permit applications by the Firearms Unit.

4.05.02 POLICY

It is the policy of the New Haven Department of Police Service that the Firearms Unit will receive and process pistol permit applications in accordance with the rules set forth in the Connecticut General Statutes. Once the process is complete and if the applicant has met the legal requirements, the application will be forwarded to the Chief of Police for final approval.

4.05.03 PROCEDURES

Sections 29-28, 29-28a and 29-29 of the Connecticut General Statutes gives the Chief of the New Haven Department of Police Service the exclusive right to issue or refuse the issuance of a Temporary State permit to carry pistols and revolvers.

1. Applicants for a Temporary State Pistol/Revolver Permit shall submit the following:

- A completed and notarized Connecticut State Police form (DPS-799C).
- A completed and notarized authorization/release.
- Copy of birth certificate or passport.
- Copy of ID or proof of residency.
- NRA safety course certificate or a course approved by the Commissioner of Public Safety.
- Three (3) certified bank checks or money orders (one payable to City of New Haven, the other two payable to the "Treasurer, State of Connecticut").
- Fingerprint Card.

2. The applicant fingerprint cards will be submitted to the Connecticut State Police Bureau of Identification (SPBI) along with the checks/money orders made out to "Treasurer, State of Connecticut," as indicated in the application instructions. The check or money order issued to the City of New Haven will be given to the Firearms Unit. Monies are non-refundable if application is denied.

3. Firearms Unit personnel will conduct a computer background check (COLLECT, SPRC,SPSC, III) as well as a check of New Haven Department of Police Service in-house records to determine if the applicant has a criminal record or any warrants. A check is also completed to determine if the applicant has any restraining or protective orders against them.

4. When the fingerprint check is received that indicates no record or no disqualifying criminal convictions, the applicant is then checked for suitability. If the applicant is found suitable, a temporary state permit is typed and sent to the office of the Chief of Police for approval. When the permit is signed, the applicant will be notified via telephone of their approval. The permit can be picked from the front desk at any time. The permit is valid for 60 days upon approval of the Chief of Police and a permanent permit must be obtained at prescribed State Police locations during the 60 day period. Once the permit is issued, the permit holder's information is entered into a file jacket and maintained as part of the Firearms Unit records for a minimum of five (5) years prior to being purged.

5. If the permit is denied, the applicant is notified via certified mail and a copy of the application and a denial form is sent to the Connecticut State Police Special Licensing and Firearms Unit notifying them of the denial. The denial is also entered into the applicant's file jacket, and the reasons for the denial are entered.

PERMIT DENIALS

- The applicant's application for a Temporary State Pistol Permit shall be denied when sufficient evidence is gathered during the course of the background investigation that would show the applicant is unsuitable or the existence of another condition, i.e., arrest, protective order, etc.

- When an applicant is denied for false statement, the original application may be used as evidence in a criminal case.

- Upon denial of an application for temporary state permit, the Firearms Unit shall send a certified letter to the applicant and forward a copy of the original application and the denial letter to the Department of Public Safety Special Licensing and Firearms Unit.

REVOCATION OF TEMPORARY STATE PISTOL PERMITS

- In any situation where, in the opinion of the investigating officer, a pistol permit holder has in some way abused the privilege afforded him, the officer shall prepare a report and contact the Firearms Unit. The report should include the facts concerning the situation and should also include the permit number on the State Permit.

- The Firearms Unit will then forward a copy of the Incident Report with (if necessary) a supplementary report detailing further reasoning for revocation to the Connecticut State Police Special Licensing and Firearms Unit. The permit will then be reviewed by the State Firearms Unit and possibly revoked according to their prescribed procedures.



5/2/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.07 **EFFECTIVE DATE: June 30, 2016**

NEWS MEDIA POLICY

4.07.01 PURPOSE

The purpose of this General Order is to establish guidelines for the dissemination of police information to representatives of the media.

4.07.02 POLICY

It is the policy of the New Haven Department of Police Service to cooperate impartially with the news media in providing information on crime and police-related matters while simultaneously conforming to the protections guaranteed to individuals under the United States Constitution, the Connecticut Constitution and applicable law.

The Chief of Police and the Public Information Officer (PIO) are the official spokespersons for the Department.

4.07.03 PROCEDURES

PUBLIC INFORMATION OFFICER

The Public Information Officer is the central point of contact for the release of information and responses to requests for information from the media and the public.

The Public Information Officer will:

- Assist media representatives covering news stories.
- Assist the news media on an on-call basis.
- Prepare and distribute news releases.
- Coordinate and authorize the release of information about victims, witnesses and suspects.
- Assist in crisis situations within the agency including response to serious incidents.
- Coordinate the release of confidential information concerning agency investigations and operations.

RELEASE OF INCIDENT, CRIME OR UNUSUAL OCCURRENCE INFORMATION – AFTER HOURS

- Outside of normal business hours and in the absence of the PIO, the ranking officer at the scene or in charge of an investigation of a crime, arrest, or other police incident may respond to news media inquiries. The ranking officer may designate a subordinate member to speak to the media. When there is doubt regarding the release of information, the PIO will be contacted for assistance.
- The following information **may** be disseminated:
    - The type and nature of an event or crime.
    - The location, date and time, condition and prognosis of injured parties, damage and a general description of how the event occurred.
    - The type and quantity of property taken.
    - Numbers of officers or people involved in an event or investigation, the length of the investigation or the name of an officer in charge of a case, the supervisor or division assignment.
    - Following an arrest, the following may be released:
        - The accused's name, age, residence, and occupation, unless such person is a juvenile.
        - The time, place, reason for the arrest, and associated charges
        - The amount of bond and court date

        - Requests to aid in locating evidence, witnesses, suspects, or perpetrators.

    - Following the issuance of an arrest warrant, the following may be released:

        - Any information to aid in the apprehension of the accused or to warn the public of any dangers that the accused may present

- The following information **will not** be disseminated except where allowed by law and then only through the Office of the Chief of Police:

    - Any information pertaining to police business outside of those inquiries concerning a crime scene or active police investigation.

    - The identity of a suspect prior to arrest unless the information would aid in apprehension or to warn the public of potential danger.

    - The identity or addresses of witnesses or cooperating individuals, or specific information from their oral or written statements that could reasonably be used to identify them or endanger their lives or physical safety.

    - The identity of juvenile suspects, arrestees or victims or any information that could lead to their being identified. The only exception would be if the juvenile poses an imminent threat to themselves or others.

    - Information which may compromise an ongoing investigation.

    - Information that may be of evidentiary value in a criminal proceeding, including video, or image surveillance.

    - If there is a question as to the cause of death, the cause of death will not be released. The information will only be released when officially determined by the medical examiner.

    - The home address and/or telephone number of any member of the Department.

    - Names and addresses of victims of sexual assaults.

When it is necessary to withhold or delay the release of information, Department members will explain the reason for doing so to news media representatives and refer them to the PIO.

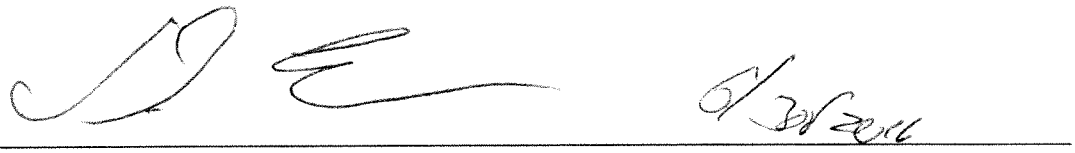
- The following **general information may** be released subject to the specific restrictions as indicated below:

  - The identity of a crime victim may be given to the news media **except** when the release of such information may endanger the victim's life or physical safety or the release of such information is prohibited by provisions in this General Order or applicable law.

  - The name of a deceased person may be given to the news media after the next of kin has been notified. If this information is to be released prior to next of kin notification, the PIO should be contacted.

  - Information concerning physical evidence will be released only with the approval of the *Commanding Officer of the Investigative Services Division* or the commanding officer in charge of the investigation. If necessary, the State's Attorney's Office may be contacted for further guidance.

This supersedes General Order 84-1.



Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.08 **EFFECTIVE DATE: November 16, 2016**

ELECTRONIC MAIL (E-MAIL)

***Notice:** Pursuant to Connecticut General Statutes Sec. 31-48d(b), this policy serves as notice that the City reserves the right to monitor communications on its electronic communication systems, to obtain information stored or otherwise contained in any such system, and to access all files and remove unauthorized data files and software programs.*

4.08.01 PURPOSE

The purpose of this General Order is to establish guidelines for the proper use and application of electronic mail (e-mail) by employees of the New Haven Department of Police Service (NHPD).

The guidelines set forth in this General Order apply to all stand-alone, networked computers, and other electronic devices that are owned by the City of New Haven as well as personal computers and devices used to access e-mail. This General Order is in addition to any similar city policies or guidelines. (*City of New Haven Computer Hardware and Software Policy.*)

4.08.02 POLICY

It is the policy of the NHPD that e-mail is a communication tool available to department employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law including Connecticut General Statutes Sec. 31-48d. Messages transmitted over the e-mail

system must only be those that involve city business activities or contain information essential to city employees for the accomplishment of business-related tasks, and/or communication directly related to city business, administration or practices.

4.08.03 E-MAIL RIGHT OF PRIVACY

All e-mail messages transmitted over the computer network are considered Department records and, therefore, the property of the New Haven Department of Police Service. The City reserves the right to access, audit and disclose, for whatever reason, all messages transmitted over its e-mail system or placed into its storage.

The e-mail system is not a confidential system since all communications transmitted on the system are the property of the City of New Haven. Therefore, the e-mail system is not appropriate for confidential communications.

4.08.04 PROHIBITIED USE OF E-MAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the e-mail system will **NOT** be tolerated and is subject to disciplinary action.

E-mail messages addressed to all city employees are only to be used for city business-related items that are of particular interest to all users and must be approved by the Chief of Police or Division Commander. Personal advertisements are not acceptable.

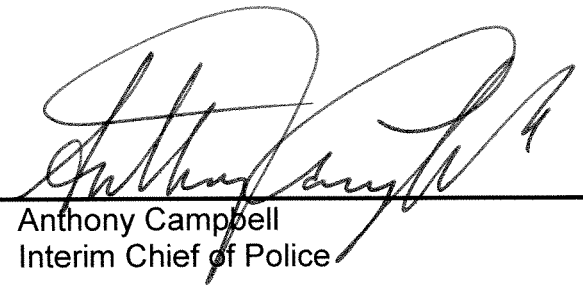
It is a violation of this policy to transmit a message under another user's name. Users must lock their computer when unattended. This added security measure prevents the misuse of an individual's e-mail, name and/or password by others.

A mandatory disclosure statement will be included at the end of each e-mail that originates from a department computer or cellular telephone. The City's Information Technology Department will be responsible for attaching said disclosure.

4.08.05 MANAGEMENT OF E-MAIL

E-mail users are solely responsible for the management of their mailboxes. E-mail messages should be checked by all employees at least daily when they are on a scheduled work day.

This supersedes General Order 206



01/04/2017

Anthony Campbell
Interim Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.09 **EFFECTIVE DATE: October 18, 2017**

CELLULAR TELEPHONES

4.09.01 PURPOSE

The purpose of this General Order is to establish the policy and procedures for the issuance and management of cellular telephones issued by the New Haven Department of Police Service (NHPD).

4.09.02 POLICY

It is the policy of the NHPD that cellular telephones are provided to employees to encourage and support the exchange of information, to use for documentation of crime scenes and evidence, and to allow employees to access Department programs such as Milestone, Shotspotter, and Telestaff. Employees to whom the devices are issued will abide by all related communications and conduct policies and procedures as well as applicable Federal and State Statutes.

4.09.03 REGULATIONS

Each member assigned a cellular telephone shall properly maintain and use the device in accordance with:

- Applicable Federal and State laws, rules, and regulations, including those relating to intellectual property protection, privacy, misuse of government resources, sexual harassment, data security, and confidentiality.

- City of New Haven Computer Hardware and Software Policy, Electronic Mail and Internet Access Policy, Personal Communication Devices Usage Policy and other related communications and data policies.

Employees are prohibited from operating a motor vehicle while using a mobile telephone or other electronic device (excluding the MDT) except when equipped with a built-in speaker or a hands-free accessory.

4.09.04 PROCEDURES

- Cell phones shall be issued to all sworn personnel. Non-sworn personnel may be issued cell phones at the discretion of the Chief of Police or his or her designee.

- All employees issued a cell phone must agree to abide by all related policies, procedures, laws, and regulations, and be responsible for safeguarding the equipment and controlling its use.

- All employees shall be provided information concerning the lawful and proper use of the cellular telephone according to NHPD policies and procedures and applicable City of New Haven policies.

- All employees issued a cellular telephone shall ensure the physical security of the device.

    - All cellular telephones shall be locked with an access code. Access codes shall not be posted or left in conspicuous locations.

    - The device shall not be left unattended in a public space, and all reasonable and appropriate precautions shall be taken to protect and control the device from unauthorized physical access, tampering, loss, or theft.

- Employees shall use the cellular telephones for communication, information exchange, photographs in performance of duties, research activities related to the work of the NHPD, and other allowable purposes. The device may be used for incidental personal purposes provided that the use does not:

    - Directly or indirectly violate any NHPD and City of New Haven policies.

    - Burden the NHPD with noticeable incremental cost; and/or

- Interfere with the employee's duties.

- Employees shall not download or install any software, including screen savers and games, or any hardware on any cellular telephone that is not authorized in advance, in writing, through the employee's chain-of-command.

- All photographs taken of evidence must be uploaded to evidence.com by the end of the Officer's shift. The photographs will be deleted from the camera once they have been successfully uploaded.

- Each employee who has lost, or has had a cellular telephone stolen, shall:

  - Notify his/her supervisor, or if unavailable, the next higher official in his/her chain-of-command, within one (1) hour of the discovery of the incident. By the end of his/her shift, the employee shall also complete a memo to his/her immediate supervisor which details the circumstances of the loss or theft.

  - The supervisor shall immediately notify the Information Technology (IT) department.

  - The IT department will disable the device, disable access to NHPD networks, and activate tracking procedures. If necessary, the contents of the cellular telephone will be remotely deleted.

4.09.05 INSPECTIONS

- Cellular telephones are subject to regular inspections.

- All cellular telephones and the data contained within may be seized in order to comply with the Connecticut Freedom of Information Act.

Please be aware that all off-duty in-coming and out-going phone calls may not be considered business related for overtime purposes.

This supersedes General Order 224.

10-18-2017

Anthony Campbell
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.10 **EFFECTIVE DATE: October 20, 2015**

CITIZEN'S RIGHT TO VIDEO

4.10.01 PURPOSE

The purpose of this General Order is to provide officers in the New Haven Department of Police Service with guidance for dealing with situations in which they are being recorded, to include videotaping, audiotaping, or both, by members of the public or agencies of mass communication, including, but not limited to, television, radio, internet and printed publications.

4.10.02 POLICY

It shall be the policy of the New Haven Department of Police Service that members of the public, including media representatives, have an unambiguous First Amendment right to record officers in public places, as long as their actions do not interfere with the officer's duties or the safety of officers or others. Officers should assume that they are being recorded at all times when on duty in a public space.

4.10.03 DEFINITIONS

RECORDING: Capturing of images, audio, or both, by means of a video camera, cell phone, audio recorder, or other device.

MEDIA: The storage source for visual or audio recordings, whether by film, analog, or digital means.

4.10.04 PROCEDURES

Persons who are lawfully in public spaces or locations where they have a legal right to be present—such as their home, place of business, or the common areas of public and private facilities and buildings—have a First Amendment right to record things in plain sight or hearing, to include police activity. Police may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities. However, the right to record is not absolute and is subject to legitimate and reasonable legal restrictions, as follows:

- A reasonable distance must be maintained from the officer(s) engaged in enforcement or related police duties.

- Persons engaged in recording activities may not obstruct police actions. For example, individuals may not interfere through direct physical intervention, tampering with a witness, or by persistently engaging an officer with questions or interruptions. The fact that recording and/or overt verbal criticism, insults, or name-calling may be annoying, does not of itself justify an officer taking corrective or enforcement action or ordering that recording be stopped, as this is an infringement on an individual's right to protected speech.

- Recording must be conducted in a manner that does not unreasonably impede the movement of emergency equipment and personnel or the flow of vehicular or pedestrian traffic.

- The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the recording party.

ARREST

- Persons who violate the foregoing restrictions should be informed that they are engaged in prohibited activity and given information on acceptable alternatives, where appropriate, prior to making an arrest.

- Arrest of a person who is recording officers in public shall be related to an objective, articulable violation of the law unrelated to the act of recording. The act of recording does not, in itself, provide grounds for detention or arrest.

- Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files requires a search warrant. Files and media shall not be erased under any circumstances by the police, unless pursuant to a court order.

CONFISCATION OF RECORDING DEVICES AND MEDIA

Absent arrest of the recording party, recording equipment may not be confiscated. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or other police operations.

- If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should:
    - Advise and receive instructions from a supervisor.
    - Ask the person in possession of the recording if he or she will consent to voluntarily and temporarily relinquish the recording device or media so that it may be viewed and/or copied as evidence.
    - In exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be confiscated under a temporary restraint. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy.
- In those exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be confiscated and viewed.
- Whenever a recording device or media is seized without a warrant or obtained by consent, the seized item shall be held in police custody no longer than reasonably necessary for the police, acting with due diligence, to obtain a warrant. The device must be returned at the earliest possible time and its owner/operator given instruction on how it can be retrieved. In all incidents, the case number shall be provided to the owner.
- The lawfulness of a particular seizure of a recording device will be judged not by public opinion but from the perspective of a reasonably prudent person on the scene without the benefit of 20/20 vision or hindsight. Officers and supervisors who violate this policy may be subject to progressive discipline.

SUPERVISORY RESPONSIBILITIES

A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant or lawful consent.

This supersedes General Order 311.



10/20/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.11 **EFFECTIVE DATE: May 2, 2016**

MOBILE COMMUNICATIONS TERMINAL/COLLECT

4.11.01 PURPOSE

The purpose of this General Order is to institute standards for the security and integrity of the Mobile Communications Terminal (MCT) and Connecticut On-line Law Enforcement Telecommunications System (COLLECT) by authorized personnel of the New Haven Department of Police Service.

4.11.02 POLICY

It is the policy of the New Haven Department of Police Service that all sworn personnel maintain a valid COLLECT certification, and adhere to the *City of New Haven Computer Hardware and Software Policy* as well as the procedures outlined below.

4.11.03 PROCEDURES

- Department personnel shall not share their log-on ID access codes or passwords, and will be responsible for the security and integrity of these codes.
- Supervisors shall not order any personnel to give their password to them or another person, excluding those times when IT or a computer administrator needs to access an account for troubleshooting or maintenance.

- Department personnel shall promptly provide a memorandum to their immediate supervisor when they suspect or know that their log-on ID access code and/or password has been compromised. The memorandum shall then be sent to the Shift Commander and forwarded to the IT staff. The IT staff will facilitate a change in password.

- At the end of their shift, Department personnel must ensure that they have exited and logged off the computer system completely.

- Information obtained from either COLLECT or other department databases or programs are not to be copied, photographed and/or transferred to a thumb/flashdrive/CD/DVD for personal use.

- Department personnel shall adhere to the State of Connecticut Security agreement that is reviewed in all COLLECT certification and recertification training.

- All computerized information received via an MCT terminal is confidential. It is provided for OFFICIAL POLICE USE ONLY. It is not to be disclosed unless disclosure is necessary for the completion of a police investigation and permitted under the Freedom of Information Act.

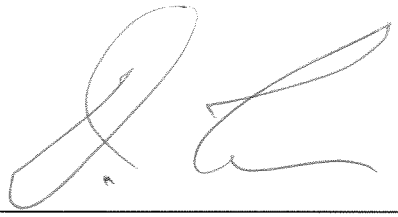
- Sworn personnel must ensure that all inquiries made on the MCT are kept out of sight of the general public including witnesses, complainants, detainees, arrestees, and/or ride-alongs.

- **The MCT's messaging function is for official police business only**. Messages sent on the system are recorded and periodically reviewed. The use of profanity, abusive or offensive language or non-business related messages will not be tolerated and will be grounds for disciplinary action.

- Department personnel shall not move, change, alter or disconnect the MCT, docking stand, wiring or antenna.

- If Department personnel discover damage to any MCT equipment, or is present when it is damaged, he/she shall make an immediate report to his/her immediate supervisor. Any supervisor so notified shall, prior to the end of his/her tour of duty, make a written report to the Shift Commander. The Shift Commander shall forward this notification to the Patrol Commander. A copy of this report shall be forwarded to the IT manager and the Superintendent of Vehicles. The supervisor shall also notify IT through the City of New Haven Web Help Desk System. The report is to identify the vehicle, describe the damage and make a determination of responsibility for the damage.

This order supersedes General Order 97-2



5/2/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.15 **EFFECTIVE DATE: May 2, 2016**

MEDICATION DISPOSAL PROGRAM

4.15.01 PURPOSE

The purpose of this General Order is to establish the guidelines for the Medication Disposal Program offered by the New Haven Department of Police Service.

4.15.02 POLICY

It is the policy of the New Haven Department of Police Service to offer a medical collection and disposal program to provide a safe disposal location for citizens to properly dispose of unused household medications. This program provides an environmentally safe alternative to disposing of medications in the landfill or sewer systems that may later negatively affect the environment. This program encourages citizens to remove their unneeded medications from their homes and reduces access to addictive medications for accidental or intentional misuse by children or others in the home. Commercial disposal from medical facilities, doctor/dental offices, veterinarians, etc. is prohibited and is not part of this program.

4.15.03 PROCEDURES

The New Haven Department of Police Service will provide a steel one-way hopper door type collection box in its lobby into which citizens may deposit these medications.

- The collection box shall be clearly marked for this purpose with instructions for proper use.

- The collection box shall be double locked and securely fastened in place to prohibit removal of the box or retrieval of medications from within the box by unauthorized persons.

- Citizens may place their unused medications/drugs into the collection box anonymously. Markers will be provided to encourage depositors to obliterate personally identifying information.

- Medications should be placed into plastic bags provided at the drop location before depositing items into the drop box. Opened containers of liquid will not be accepted unless they are completely sealed.

- Syringes shall not be placed into the drop box.

    - Signage will instruct depositors of alternative methods of disposal.

- No medications or other waste shall be permitted to be left outside of the drop box.

- The Bureau of Identification and/or designated full-time officer will be responsible for the periodic collection of the deposited medications and the Medication Disposal Program.

- The Bureau of Identification and/or designated officer will hold one of two keys to the collection box, the other key will be held by another designated full time certified police officer.

- No one person shall have individual access to the contents of the collection box.

- Staff may monitor the collection of the drop box contents. This allows the ability to survey the kinds of medications that are being disposed of. This information can be used for evaluation and decisions regarding this program.

- A case number will be assigned to the collection box annually. The Bureau of Identification and/or designated officer will document each collection on a supplemental report. This allows for tracking of data to monitor the programs benefits.

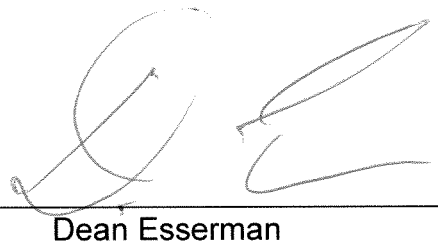
- The deposited drugs will be collected on a frequency deemed necessary based on usage. Two officers will be present to retrieve the drugs from the box. The viewports on the collection box should be checked weekly, unless an especially large deposit is observed.

- The individual retrieving the box or bucket shall wear protective gloves. The box or bucket shall be closed with a lid and sealed with evidence tape. A numbered tag shall be applied.

- The chain of custody shall be documented from retrieval through destruction. Access to the box shall be logged, including date, time, case number, tag number, and individuals involved.

- The Bureau of Identification and/or designated officer will package the deposited drugs, document a general description of the contents, provide a weight of the contents, and place into evidence as abandoned property pending destruction through witnessed incineration.

- The Bureau of Identification and/or designated officer shall ensure the destruction of the collected medications by witnessed incineration through a contracted provider of this service and at intervals not to exceed six months.



5/2/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 4.16 **EFFECTIVE DATE: June 16, 2016**

SOCIAL MEDIA

4.16.01 PURPOSE

The purpose of this General Order is to establish the guidelines for the use of social media. The New Haven Department of Police Service endorses the secure use of social media to enhance communication, collaboration, and information exchange, streamline processes, and foster productivity.

4.16.02 POLICY

It is the policy of the New Haven Department of Police Service to establish the Department's position on the utility and management of social media and provide guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge. Social media provides a new and potentially valuable means of assisting the Department and its personnel in meeting community outreach, problem-solving, and investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Department also recognizes the role these tools play in the personal lives of some Department personnel. The personal use of social media can have bearing on Department personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department personnel.

4.16.03 DEFINITIONS

BLOG: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web Log."

PAGE: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

POST: Content that an individual shares on a social media site or the act of publishing content on site.

PROFILE: Information that a user provides about himself or herself on a social networking site.

SOCIAL MEDIA: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo-and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

SOCIAL NETWORKS: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

SPEECH: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

SURFING: To navigate through the World Wide Web or Internet. The term also has a generic meaning of spending time on the Internet.

WIKI: Web page(s) that can be edited collaboratively.

4.16.04 ON-THE-JOB USE

DEPARTMENT-SANCTIONED PRESENCE

- Determine Strategy
    - Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the New Haven Department of Police Service's presence on the website.
    - Where possible, the page(s) should link to the Department's official website.
    - Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.

- Procedures
    - All Department social media sites or pages shall be approved by the Chief of Police or his/her designee and shall be administered by a designee of the Chief.
    - Where possible, social media pages shall clearly indicate they are maintained by the Department and shall have Department contact information prominently displayed.
    - Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Department.
        - Pages shall clearly indicate that posted comments will be monitored and that the Department reserves the right to remove obscenities, off-topic comments, and personal attacks.
        - Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
- Department-Sanctioned Use
    - Department personnel representing the Department via social media outlets shall do the following:
        - Conduct themselves at all times as representatives of the Department and accordingly, shall adhere to all Department standards of conduct and observe conventionally accepted protocols and proper decorum.
        - Identify themselves as a member of the Department.
        - Not make statements about guilt or innocence of any suspect or arrestee, or comments concerning active investigations, pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to Department training, activities, or work-related assignments without express permission.
        - Not conduct political activities or private business.
    - The use of Department computers by Department personnel to access social media is prohibited without authorization.
    - Department personnel use of personally owned devices to manage the Department's social media activities or in the course of official duties is prohibited without express written permission.

- Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

POTENTIAL USES

- Social media is a valuable investigative tool when seeking evidence or information about:
  - Missing persons.
  - Wanted persons.
  - Gang participation.
  - Crimes perpetrated online (i.e, cyberbullying, cyberstalking).
  - Photos or videos of a crime posted by a participant or observer.
- Social media can be used for community outreach and engagement by:
  - Providing crime prevention tips.
  - Offering online-reporting opportunities.
  - Sharing crime maps and data.
  - Soliciting tips about unsolved crimes (i.e Crimestoppers, text-a-tip).
- Social media can be used to make time-sensitive notifications related to:
  - Road closures.
  - Special events.
  - Weather emergencies.
  - Missing or endangered persons.
- Persons seeking employment and volunteer positions use the Internet to search for opportunities and social media can be a valuable recruiting mechanism.
- This Department has an obligation to include Internet-based content when conducting background investigations of job candidates.
- Search methods shall not involve techniques that are in violation of existing law.
- Vetting techniques shall be applied uniformly to all candidates.

4.16.05 PERSONAL USE

PRECAUTIONS AND PROHIBITIONS

- Absent relevant state laws, court decisions or binding employment contracts to the contrary, Department personnel shall abide by the following when using social media:

- Departmental personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Department.

- As public employees, Department personnel are cautioned that speech, on-or off-duty, made pursuant to their official duties–that is, that owes its existence to the employee's professional duties and responsibilities–may not be protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Department. Departmental personnel should assume that their speech and related activity on social media sites will reflect upon their office and this Department.

- Department personnel shall not post, transmit, or otherwise disseminate the following:

  - Any information to which they have access as a result of their employment without permission from the Chief of Police or his/her designee.

  - Any references to any other Department member's employment by the Department without that person's consent.

  - Any intellectual property of the Department or the City of New Haven without the specific authorization of the Chief of Police or his/her designee. Intellectual property includes but is not limited to badges, patches, logos, uniforms, official photographs, audio/video files, or any text documents (papers or electronic). The only exception will be photographs of official ceremonies of the Department such as promotions or award ceremonies.

- When using social media, Department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Department's code of conduct is required in the personal use of social media. In particular, Department personnel are cautioned that the following could result in adverse employment consequences up to and including termination:

  - Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, or any other protected class of individuals.

- Engaging in prohibited speech noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination.

- Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express permission.

- Department personnel should be aware that they may be subject to civil litigation for:

    - Publishing or posting false information that harms the reputation of another person, group, or organization (defamation).

    - Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.

    - Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose.

    - Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

- Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

- Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time without prior notice.

- Department personnel shall not post or blog during duty hours, unless such activity is for agency purposes.

- Department personnel shall not use agency email addresses to register for or to respond to social media sites, unless such activity is for agency purposes.

- Department personnel shall not knowingly or recklessly post false information about the New Haven Department of Police Service, superiors, co-workers, public officials or others who have a relationship with the agency.

REPORTING VIOLATIONS

Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

No enforcement action shall occur before 60 days after the effective date. The Department shall endeavor to post, disseminate, and train on this policy.

Dean Esserman
Chief of Police

6/16/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.01 **EFFECTIVE DATE: June 6, 2016**

ARREST PROCEDURE

5.01.01 PURPOSE

The purpose of this General Order is to provide officers of the New Haven Department of Police Service with basic guidelines for conducting arrests.

5.01.02 POLICY

It is the policy of the New Haven Department of Police Service that all arrests made by departmental personnel shall be conducted professionally and in accordance with established legal principles. In furtherance of this policy, all officers of this department are expected to be aware of, understand, and follow the laws governing arrest. This policy sets forth the fundamentals of the arrest procedure.

5.01.03 DEFINITIONS

ARREST: Actual or constructive seizure or detention of a person, performed with the intention to effect an arrest and so understood by the person detained.

ARREST WARRANT: A written order issued by a judge or other proper authority that commands a law enforcement officer to place a person under arrest.

PROBABLE CAUSE FOR ARREST: The existence of circumstances that would lead a reasonably prudent person to believe that a crime was committed and the individual to be arrested has committed the crime.

REASONABLE SUSPICION: The existence of circumstances that would lead a reasonable police officer to believe that an individual is engaging in criminal activity.

INVESTIGATIVE DETENTION ("TERRY STOP"): Temporary detention for investigative purposes of a person based upon reasonable suspicion that the person has committed, is committing, or is about to commit a crime, under circumstances that do not amount to probable cause for arrest.

EXIGENT CIRCUMSTANCES: A situation in which a police officer must take immediate action to effectively make an arrest, search, or seizure for which probable cause exists, and thus may do so without first obtaining a warrant. Such emergency situations are those that would cause a reasonable person to believe that entry (or relevant prompt action) was necessary to prevent physical harm to the officers or other persons, the destruction of evidence, the escape of the suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

CONSENSUAL CITIZEN CONTACT: An encounter between a police officer and a citizen that may be initiated by the officer for any reason and during which the citizen is free to leave at any time.

5.01.04 PROCEDURES

BASIS FOR ARREST

- Officers shall conduct arrests only when based upon either probable cause or an arrest warrant.
- Officers may make a warrantless misdemeanor arrest when they have probable cause, based either on speedy information or on sight observations, that the accused committed a criminal offense within the jurisdiction of New Haven. Warrantless felony arrests may be made when the officer has probable cause to believe that the suspect has committed or is committing a felony criminal offense.
- Probable cause for an arrest may be established by one or a combination of the following:
    - Observations of the officer.
    - Information or evidence obtained during an investigative detention or during a consensual citizen contact.
    - An identified citizen's specific complaint.

- Information provided by a police informant of proven reliability.
- Information provided by other law enforcement sources.

- Officers shall not make any arrests based on information from an anonymous source or mere suspicion, not amounting to probable cause.

- Officers may serve warrants anywhere in the State of Connecticut. Officers who are serving warrants should make a reasonable effort to verify that the person to be arrested is the person named/described in the warrants kept on file in the Records Unit or, in the case of an out of town warrant, contacting the originating agency.

- Officers who have reasonable information that an individual has an outstanding felony warrant from another state should arrest the person and charge them as a Fugitive from Justice pursuant to Connecticut General Statutes Sec. 54-170, if the following conditions are met:
  - The charges are confirmed to be both a felony and punishable by one year of jail or more in the originating agency.
  - The originating agency will extradite.
  - The validity of the warrant is confirmed, including the statute number and the bond.
  - The identity of the person in custody is confirmed by fingerprints, and/or photographs.

- Fugitives from justice with misdemeanor charges need to be arrested by a Connecticut warrant pursuant to Connecticut General Statutes Sec. 54-169. The subject cannot be detained until the warrant is signed by a judge.

SAFETY PRECAUTIONS

- Officers shall approach every arrest situation with the knowledge that any arrest, regardless of the offense involved may present an element of danger. Therefore, officers making arrests shall take all reasonable precautions to ensure their own safety.

- Restraint of the Arrestee
  - All arrested persons shall be handcuffed after being taken into custody, except as otherwise provided by departmental policy. (Refer to General Order 5.02, Prisoner Transportation.)

- Leg shackles may be used when necessary and reasonably available for the safety of officers, prisoners, and others.

- Search Incident to Arrest

  - Officers shall conduct a thorough search of the person arrested.

  - Any criminal evidence discovered during the search of the arrestee's person shall be seized and preserved in accordance with standing departmental procedures.

  - The search incident to arrest shall include not only the person of the arrestee, but also areas within the reach and control of the arrestee. However, a vehicle search incident to the lawful arrest of an occupant is permitted only when the arrested individual is unsecured and within reach of the passenger compartment at the time of the search; or the officer has reason to believe that the vehicle contains evidence of the offense for which the arrest is being made. When circumstances create reasonable belief that evidence may be found in a car related to the crime for which a vehicle occupant is arrested, then a warrantless search of the passenger compartment and unlocked containers within is permitted. For example, a warrantless search of a passenger compartment of a driver under the influence is permitted if the officer reasonably believes evidence of intoxicants may be in the vehicle. Likewise, if an officer arrests a vehicle occupant on probable cause of a recent burglary and theft, it is reasonable for the officer to believe that evidence of those crimes may be within the vehicle, justifying a search incident to arrest.

  - Strip searches shall not be conducted in the field except under the most extreme circumstances and with prior written approval (Strip Search Authorization Form) from a supervisor. Any officer conducting a strip search of an arrestee in the field shall be prepared to justify the reasons for such a search and to document those reasons in a subsequent written report (Refer to General Order 5.07, Strip Searches).

  - Body cavity searches shall not be conducted in the field.

  - Whenever possible, searches incident to arrest shall be conducted by officers of the same gender as that of the person being searched.

  - Protective sweeps of the premises or area where the arrest occurs shall be performed to ensure that no other persons or weapons are present that may represent a danger to the officers or the arrestee.

POST-ARREST PROTECTION

- Officers shall be aware that, following an arrest, they are legally responsible for the safety of the arrestee, any victims present, and all bystanders. Therefore, officers shall take all steps reasonably necessary to protect:
    - The officer from the arrestee.
    - Victims and third persons from the arrestee.
    - The arrestee from self-injury or injury by others.
- In particular, officers shall not allow victims into close proximity with the arrestee and shall prevent bystanders from approaching the arrestee in accordance with safety considerations. In addition, officers shall not allow the arrestee out of their immediate presence for any reason until the arrestee is properly secured and transported.

USE OF DISCRETION/ALTERNATIVES TO ARREST

- The use of discretion is the power of an officer to exercise judgment in the selection of a proper course of action in accordance with State and Federal laws and Department guidelines. An example of discretionary power is the utilization of an alternative to arrest. Alternatives to arrest include, but are not limited to:
    - Referral to another agency.
    - Issuance of a warning.
    - Informal resolution or mediation.
- Alternatives to arrest may be used when they will suffice as well as, or better than an arrest. Officers should consider the following when considering an alternative to an arrest:
    - The degree and severity of the offense.
    - Risk that the suspect will commit another crime.
    - Past criminal history of the suspect.
    - Age and condition of suspect.
    - Risk of further danger.

MISDEMEANOR CITATION POLICY

- Officers of this Department are required to review each instance where a citation may be issued, and based upon the totality of the circumstances involved, including the interview conducted, and the guidelines set forth in this General Order, decide whether or not a citation shall be issued in lieu of a custodial arrest.

- Every New Haven Police Officer is authorized to release misdemeanor offenders 16 years of age and over on their written promise to appear in court. For those persons under 18 years of age, the Officer is still required to make every reasonable attempt to notify the parent or guardian, even though a citation has been issued.

- The issuance of a citation has no effect on the status of an arrest. Citations can only be issued after an arrest has been made. Each Police Officer, therefore, must continue to determine that an arrest should be made based upon the Officer's judgment that an offense has been committed, and the arrest is supported by probable cause.

- Every individual arrested for a misdemeanor is eligible for a citation except:

    - An offense involving the possession or use of a weapon.

    - An arrest for a sex related offense.

    - The following Motor Vehicle Violations:

        - Any person charged with an infraction or with a violation who is not a resident of Connecticut or of a state that is a signatory with Connecticut of a no-bail compact.

        - Driving while under the influence of intoxicating liquor or drugs

        - Using a motor vehicle without the permission of the owner

        - Evading responsibility

        - Any offenses involving an accident resulting in death

    - Where the arrest also includes a felony charge (excluding juvenile offenses that are felonies).

    - Offenses involving Domestic Violence.

        - In those domestic violence cases where more than one arrest is required and minor children are affected, a citation may be

issued to one of the two parties involved, generally the least aggressive. SET THE APPEARANCE DATE FOR THE NEXT COURT DATE.

- If an individual is eligible for the issuance of a citation based upon the above criteria, a decision must still be made whether to issue a citation or transport the suspect to the Detention Facility. This decision is to be based upon the citation standards outlined below:
    - Is there a substantial danger that if immediately released the arrestee will continue the offense?
    - Is there a need to detain the arrestee to prevent injury to himself or herself, the Arresting Officer, or other persons?
    - Does the arrestee understand that he/she has been arrested and must appear in court?
    - Does the arrestee demonstrate sufficient ties to the New Haven area to make it likely that he/she will appear in court? Such factors as residence, years of residence, employment, etc., are factors, which increase the arrestee's likelihood of appearance in court.
    - Check with the Records Division and have them check the arrestee's criminal history record for Failures to Appear.
- If the citation standards are not satisfied, it means that there is a reason to bring the arrestee to the Detention Facility. However, if the standards are satisfied, the arrestee shall be given a citation and released.
- When issuing a citation be sure that it is signed by both the Arresting Officer and the arrestee. Allow no longer than seven (7) days between the date of arrest and the arrestee's appearance in court, except in domestic violence cases.

RELEASE AFTER ARREST/LACK OF PROBABLE CAUSE

- If, after an arrest, it becomes apparent that there is no probable cause to hold the arrestee, the individual shall be released unless there is some other articulable reason such as an unrelated warrant. A supervisor must make this decision.
- Any record of the arrest shall include a record of release that classifies the incident as a "detention" rather than an arrest. If the individual has already been fingerprinted, photographed, and processed, a memo shall then be forwarded to the Records Unit requesting that these records be sealed.
- The investigating officer shall complete an incident report detailing the circumstances of why the individual was arrested/detained and then

subsequently released. A copy of this report shall be forwarded to the State's Attorney's Office and the Office of the Corporation Counsel.

- The investigating supervisor will make notifications through the chain of command and conduct a review of the incident and officer's actions. A written report of this review will be completed and submitted through the chain of command.

ARRESTEES' DEPENDENTS

- When feasible, officers should provide persons taken into custody with an opportunity to arrange care for children or persons dependent upon the arrestee for care. The existence of dependents, however, should not be the determining factor as to whether the arrestee is held in custody or released.

- Whenever an arrestee is taken into custody, and is accompanied by a child or other dependent, the following procedures are to be followed:

    - If another appropriate adult is present with the arrestee, the arrestee will be permitted to place the dependent in the care of that adult. The officer must check first with the Department of Children and Families to determine if that adult is suitable.

    - If another appropriate adult is not present or refuses custody of the dependent, the dependent will be transported to police headquarters in accordance with Department Guidelines. A reasonable effort will then be made to arrange for alternate care.

    - If alternate arrangements are unable to be made in a reasonable time period, the investigating officer will contact the Department of Children and Families or other appropriate social service agency to make temporary custody arrangements.

ARREST OF A POLICE OFFICER

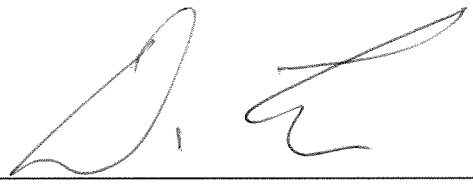
- All reports of possible criminal activity implicating police officers of any jurisdiction shall be received, documented, and fully investigated by a supervisor, regardless of the involved officer's jurisdiction. Officers shall immediately notify and request a supervisor upon arrival at an officer-involved incident.

- The supervisor shall make an arrest if probable cause exists, and an arrest is warranted. If the offender has left, the supervisor shall ensure that the appropriate information is obtained, a search is conducted when necessary, and an arrest warrant is obtained.

- Whenever a New Haven officer is arrested, the supervisor shall relieve the accused officer of their service weapon. If the individual under arrest is a member of another department, the Chief or designee at that department must be notified immediately. At the request of that department, the arrested officer's service weapon may be seized. Any other weapons owned by or at the disposal of the officer, regardless of whether the officer is a member of the New Haven Department of Police Service, should be removed when such removal is authorized by law.

- The investigating supervisor shall make appropriate notifications through the chain of command when a criminal incident involves a police officer. If the officer is arrested and is a member of the New Haven Department of Police Service, the Internal Affairs Unit will be notified.

This General Order supersedes General Order 89-3, Misdemeanor Citation Policy.



6/6/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.02 **EFFECTIVE DATE: January 13, 2016**

PRISONER TRANSPORTATION

5.02.01 PURPOSE

The purpose of this General Order is to establish guidelines for the transportation of prisoners between points of arrest and destinations that include the New Haven Department of Police Service, court and other police departments and agencies.

5.02.02 POLICY

It shall be the policy of the New Haven Department of Police Service to take the precautions necessary while transporting prisoners to protect the lives and safety of officers, the public and the person in custody.

5.02.03 PROCEDURE

GENERAL TRANSPORT

- The primary means of transporting prisoners is the prisoner conveyance van. One (1) officer will be used to conduct prisoner transports by the van. The officer assigned to the van is responsible for the safety and custody of the prisoner being transported. The transporting officer shall perform a complete vehicle check at the beginning and end of their shift. The assigned officer will ensure the safety doors are intact and all latches and locks are in working order. The

interior shall be thoroughly searched to ensure that no weapons or contraband have been left behind within the vehicle. An overall assessment of the vehicle will be performed to check for damage and/or unsanitary conditions in the interior of the van. The transporting officer will notify his/her supervisor of all damage and/or unsanitary conditions and, if necessary, another van will be used for transport.

- The vehicle shall be searched again after the prisoner has been delivered to the detention facility or other destination.

- Prior to transporting a prisoner, the officer will perform the following:

    - Activate emergency lights while parked and loading prisoners, if necessary, activate rear spotlight during low light conditions.
    - Ensure the prisoner is properly handcuffed except in situations set forth in this General Order in the Section titled, "**USE OF RESTRAINING DEVICES.**"
        - Officers shall handcuff (double-lock) all prisoners with their hands behind their backs and palms facing outwards.
        - The officer may handcuff the prisoner with his/her hands in front where the prisoner is in an obvious state of pregnancy, has a physical handicap, or has injuries that could be aggravated by standard handcuffing procedures.
        - Prisoners shall not be handcuffed to any part of the vehicle during transport.
        - Leg shackles may be used to secure a prisoner who violently resists arrest, or attempts to escape from handcuffs.
    - Conduct a search of the prisoner regardless of searches that may or may not have been conducted by arresting officers.
    - Place the prisoner in the van and latch interior and exterior door locks.

- Prisoners shall be taken to the detention facility without delay once all pick-ups have been completed. Prisoners shall enter detention through the sally port door entrance. The transporting officer shall secure their firearm in the sally port gun lockers. Restraint devices may be removed by the Judicial Marshals once the prisoner has been searched.

- Juvenile prisoners shall be transported by cruiser. However, if necessary, a supervisor may authorize transportation by a van that does not contain any adult arrestees.

- Prisoners shall not be left unattended in the van nor be allowed to communicate with civilians during transport.

- If the transporting officer becomes aware that a prisoner may be in distress, he/she shall immediately notify the dispatcher and render assistance when it is safe to do so.

TRANSPORTING VIA POLICE CRUISER

- Marked police cruisers equipped with a security screen and a modified rear passenger compartment can be used for prisoner transportation. Prisoners will be cuffed behind their backs and thoroughly searched prior to transporting. The arrested person will be placed in the rear seat area of the vehicle with the seat belt securely fastened.

- Officers will request permission from their supervisor prior to transporting prisoners in their police cruiser.

- A secondary unit should follow the transporting unit, if only one officer is in the police cruiser.

- The police cruiser shall be examined prior to and immediately after transport for weapons, contraband and physical damage from tampering.

- The Officer shall note the prisoner's name, odometer mileage and time of departure prior to transport and again upon arrival in the Mobile Computer Terminal (MCT). If the Officer cannot access the MCT, he/she shall notify the dispatcher of this information.

TRANSPORTING IN AN UNMARKED POLICE CRUISER

- Prisoners being transported in unmarked vehicles must be searched, handcuffed and accompanied by two (2) officers/detectives. The prisoner will be secured by the seat belt in the rear seat and the second officer/detective will sit in the rear seat on the side which allows for his/her firearm to be away from the prisoner.

SPECIAL TRANSPORT SITUATIONS

- Disabled / Special Needs Prisoners
    - The prisoner's condition will determine the suitable vehicle for transportation, whether by prisoner conveyance van or ambulance. Restraint devices will be used when necessary to prevent escape or ensure the safety of the transporting officer and the prisoner.

- Physically Injured or Ill Prisoners
    - Prisoners requiring immediate medical treatment will be evaluated by medical/ambulance personnel called to the scene. If deemed necessary by medical personnel, the prisoner will be transported to the hospital by ambulance. An officer will follow the ambulance to the hospital and guard the prisoner as he/she is further evaluated. If the prisoner is to be admitted to the hospital, a supervisor will be called to decide the next

course of action. At the time the prisoner is released from the hospital, he/she will then be transported to the detention facility.

- Inter-Agency Transport
    - Prisoners requiring transport to or from other towns or agencies will be transported by the prisoner conveyance van or by patrol cruiser, at the discretion of the Shift Commander. Two (2) officers will be sent for transport when a cruiser is required or if the officer travels to an area outside of radio contact.

TRANSPORTING TO COURT

- Prisoners shall be transported to court via the prisoner conveyance van. Male and female prisoners will be segregated during transport. Prisoners shall be searched and secured with handcuffs prior to transport.
- Prisoners will be brought to court Monday through Thursday prior to 0900 hours and Friday prior to 1000 hours.
- Paperwork must be given to the court liaison by the times stated above. The court liaison shall be notified if the paperwork is going to be late.
- The transporting officer will escort prisoners through the court sally port door and deliver the prisoner's property to the Marshals. The officers will retrieve the restraint devices and notify the Marshals of any prisoner that is a security risk and/or behaves in a violent or suicidal manner.
- The transporting officer will deliver any medical documents to the Marshals.

RESPONDING TO CALLS DURING TRANSPORT

- The primary duty of the transporting officer is the safe delivery of the prisoner. While transporting a prisoner, the officer will stop and render assistance only in emergency situations where there is a clear risk of death and injury. When the transporting officer stops to render assistance they will notify PSAP*** or the local agency (if out of New Haven) and remain on scene until relieved by another unit.
- In non-emergency situations the transporting officer will report the incident to PSAP and continue the transport.

ESCAPE OF A PRISONER DURING TRANSPORT

- In the event of a prisoner escape the primary objective will be to recapture the prisoner in a manner that prevents injury to the public and police officers; and prevents the destruction of property. The transporting officer shall:

- Immediately notify PSAP or the local agency (if outside of New Haven) to request back-up units, and to report the location, direction of flight, prisoner's description and current charges.
- Ensure remaining prisoners are secure.
- Establish a perimeter.
- Upon arrival of a Supervisor, assist in an area search using canine units when possible.
- Notify surrounding towns if there is the potential that the prisoner may cross city lines.
- Prepare a written report documenting the escape (same case number as original arrest) and assist in the application of an arrest warrant (53a-171) if the prisoner is not captured.

USE OF RESTRAINING DEVICES

- Handcuffs
  - Generally, all prisoners, while being transported in a department vehicle, will have their arms handcuffed behind their back with palms facing outward, unless the prisoner has special needs. In that case the prisoner will be restrained by an alternate appropriate method. Prisoners shall not be handcuffed to any part of the vehicle during transport. Maintaining a prisoner in handcuffs should be based on the officer's judgment while observing and taking into account the following:
    - Seriousness of the criminal charges.
    - Risk of escape.
    - Physical impairments (which may cause or worsen an existing medical injury).
  - Officers may use discretion in handcuffing juveniles, elderly, handicapped or cooperative prisoners arrested for minor non-dangerous offenses, if there is reason to believe handcuffing will exacerbate an injury. If an arrestee is not secured in handcuffs, he/she will not be transported in conjunction with other arrestees.
- Leg Restraints
  - In the event leg restraints are required they can be found in the prisoner conveyance van or with the Judicial Marshals. Leg restraints will be used as necessary to restrict movement of the prisoner's feet and legs.

- Belly Chains

    - Belly Chains can be used when prisoners are to be transported for long distances. A chain around the waist connects to the prisoner's handcuffs. These restraints are stored in the traffic division.

- Flex Cuffs

    - Flex cuffs can be used during mass arrests. They are issued to specialized units such as Narcotics and SWAT and are also issued with riot gear. Flex cuffs are a temporary restraint device and should not be used during transport in the prisoner conveyance van.

MOBILE VIDEO-AUDIO RECORDING SYSTEM

EQUIPMENT

The department uses the Safety Vision Observer 4100 recording system, consisting of the following components:

- Three (3) cameras: interior camera in driver side prisoner compartment; interior camera in passenger side prisoner compartment; exterior camera on rear of van
- Monitor/control panel mounted from the ceiling in the driver compartment
- DVR mounted behind the driver's seat

TRAINING

- All sworn personnel will complete a course of prescribed instruction to use the mobile video-audio recording system (MVR). All patrol supervisors will also be trained.

- The training academy will be charged with providing appropriate training to ensure proper use and operation of the MVR system. The training will include, but not be limited to the following:

    - All practices and protocols contained in the portion of the General Order on Prisoner Transportation which pertains to the MVR system.

    - An overview of relevant state laws governing consent, evidence, privacy and public disclosure.

    - Procedures for operating the equipment safely and effectively.

    - Procedures for documenting and reporting any malfunctioning device or supporting system.

    - A knowledge test of the course material.

OPERATIONAL GUIDELINES

PRE-SHIFT INSPECTION

- Prior to each shift, the transporting officer will visibly inspect the cameras and the monitor to ensure there is no visible damage, and the system is in good working order. Any visible damage or concerns about the functionality of the equipment will be brought to the attention of the officer's immediate supervisor as soon as it is practical to do so.

- If the MVR is operating on only one side of the van, arrestees will only be placed in the side of the van with the functioning MVR.

- If the MVR is not functioning at all, the Officer will alert his supervisor and another van will be used for transport, if available.

USE OF AND RECORDING WITH THE MVR

- The MVR will be activated as soon as the prisoner conveyance van arrives at a scene to pick up an arrestee.

- The MVR will be activated by placing the dome light switch for the prisoner compartment in the "on" position.

- Once the MVR is activated, the system will be left on until the arrestee is transferred to the custody of the Judicial Marshals.

CRITICAL INCIDENT PROTOCOL

- In the event of a critical incident (i.e. serious injury or death in the van, motor vehicle accident), the transporting officer will notify his/her immediate supervisor.

- The supervisor will notify the shift commander. The shift commander will request that the Systems Administrator download all recorded data.

DEPARTMENT REVIEW

- The Chief of Police or his/her designee will have the ability to review captured video at any time to ensure compliance with policy and to investigate civilian complaints.

DATA PRIVACY/RETENTION OF RECORDINGS/RECORDS REQUESTS

- All recorded media, images, and audio recordings are property of the NHPD and shall not be copied, released, or disseminated in any form or manner except as provided by this directive.

- The recorded data on the MVR is stored for a period of 140 hours and then the data begins to overwrite itself. The department shall retain and preserve any recordings that are under investigation, involved in litigation, or reasonably anticipated to lead to litigation for at least four years after disposition of the particular matter.

- With the exception of requests made by the Office of the Corporation Counsel of the City of New Haven and the Connecticut State's Attorney, any request for MVR recordings by non-sworn members, citizens or the media will require a formal FOI request or be governed by the laws of discovery. No one entity, group or individual will be exempt from this requirement.

- The Chief of Police or his/her designee must approve the release of any MVR recording and shall make a copy of the recording before it is released. Once approval is granted by the Chief of Police or his/her designee, the Systems Administrator or his/her sworn designee will comply with the FOI request.

SYSTEM ADMINISTRATOR

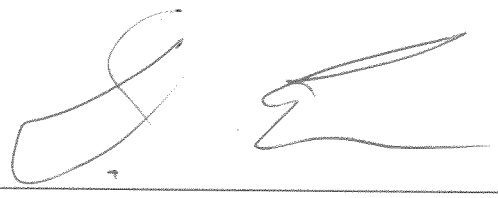
- The System Administrator(s) are designated by the Chief of Police and have oversight responsibilities to include, but not limited to, the following:
  - Operator and user administration of the system.
  - System evaluation.
  - Training.
  - Policy and procedure review and evaluation.
  - Coordination with IT regarding system related issues.
  - At least once a month, the System Administrator or his/her sworn designee will randomly review MVR recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
  - Ensure MVR files of evidentiary value are secure and retained per this policy.

- Ensure MVR files are reviewed and released in accordance with federal, state, local statutes and New Haven Department of Police Service retention policy.

DISCIPLINE

With respect to the operation and use of the MVR, sworn personnel will be given a 90 day grace period from effective date of Order wherein no disciplinary action will be taken against an employee for failure to activate the system.

This General Order supersedes Rule 2, Prisoner Conveyance.



Dean Esserman
Chief of Police

1/2/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.03 **EFFECTIVE DATE: June 24, 2016**

DETENTION

5.03.01 PURPOSE

The purpose of this General Order is to outline general procedures and responsibilities of Officers and Supervisors assigned to the Detention facility to ensure prisoners are properly processed, booked, and safeguarded.

5.03.02 POLICY

It is the policy of the New Haven Department of Police Service to provide a secure, and safe environment for holding and processing prisoners. Personnel assigned to Detention shall adhere to the following procedural guidelines to help resolve any problems or conditions that may compromise security, safety or the well-being of Department members and prisoners.

5.03.03 DEFINITIONS

STRIP SEARCH: Having an arrested person remove or arrange some or all of his/her clothing or, if an arrested person refuses to remove or arrange his/her clothing, having a peace officer or employee of the police department remove or arrange the clothing of the arrested person so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments used to clothe said anatomical parts of the body (Refer to General Order 5.07, Strip Search).

CUT-DOWN TOOL: Tool designed to assist in cutting material used in a hanging attempt.

FOREIGN NATIONAL: Any person who is not a citizen or permanent resident alien of the United States.

5.03.04 PERSONNEL

OFFICER IN CHARGE (OIC)

The OIC shall have overall responsibility for the management and administration of Detention on all three shifts. In addition to prisoner processing, record keeping, staff training, he/she shall:

- Ensure that a safe and secure environment is maintained for members of the Department and prisoner(s) while in Detention.
- Ensure that all members assigned or detailed to Detention receive training that includes:
    - The operation of the holding facility;
    - Use of Live Scan;
    - The policies and procedures outlined in this order;
    - Any changes in the rules and regulations relating to their duties;
- Maintain a sufficient number of trained personnel on each shift and ensure that both male and female officers are assigned to each shift to conduct prisoner searches.
- Maintain a Standard Operating Procedure (SOP) and ensure that an updated copy of the SOP is provided to the Internal Affairs Unit.
- Notify the Assistant Chief of Patrol of all critical incidents (e.g. deaths in custody, escapes).
- Serve as the PREA Coordinator and administer a program of education, prevention, detection, response, investigation, and tracking of all reported acts of sexual abuse and sexual harassment. (Refer to General Order 5.05, PREA)
- Maintain the video recording system as the Systems Administrator and have oversight responsibilities to include, but not be limited to, the following:
    - Operator and user administration of the system.

- System evaluation.
- Training.
- Policy and procedure review and evaluation.
- Coordination with IT regarding system-related issues.
- At least once a month, the System Administrator or his/her sworn designee will randomly review video recordings to ensure that the equipment is operating properly.
- Ensure video recordings will be maintained for 30 days.
- Ensure video files are reviewed and released in accordance with FOIA, and federal, state, local statutes and New Haven Department of Police Service retention policy.

SUPERVISORS

The Detention Supervisor is responsible for the daily operations of the Detention facility and supervision of prisoners on his/her shift. The Supervisor's duties include, but are not limited to:

- Overseeing the use and security of the video recording system. Prior to each shift, the Supervisor will visibly inspect the cameras and monitors to ensure there is no visible damage, and the system is in good working order. Any visible damage or concerns about the functionality of the equipment will be brought to the attention of the OIC as soon as it is practical to do so. In the event a critical incident is captured on video (e.g. serious injury or death in Detention), the Supervisor will notify the OIC to request that the video be secured.
- Notifying PSAP to request medical assistance when a prisoner is ill or injured.
- Providing of any medications or pharmaceuticals in accordance with the physician's directions. If necessary, the Supervisor shall arrange for the administering of any medicines or pharmaceuticals that require the assistance of medically trained personnel.
- Ensuring that all forms, equipment, and supplies needed for processing prisoners are ordered and kept in stock (PD forms, gloves, paper gowns, etc.).
- Ensuring adequate staffing.
- Notifying the OIC and Shift Commander of unusual occurrences or critical incidents.

- Properly issue, maintain and account for all keys assigned to cell blocks.
- Notifying foreign consulates and embassies, when necessary.
- Setting bonds, and ensuring that arrestees are processed without unnecessary delays.
- Reviewing court paperwork for accuracy and thoroughness.
- Monitoring the Officers to ensure that they perform their duties in compliance with this order.

DETENTION OFFICERS

Under the immediate supervision of a Sergeant or Lieutenant, Officers assigned to the Detention Facility are responsible for the intake, processing, booking, and guarding of prisoners. Officers not assigned to Detention shall not enter the facility except to conduct official police business.

All Officers assigned to the Detention Facility shall receive training in the operation and procedures of the Detention Facility. This training shall include a knowledge and understanding of all cell block areas; booking and processing procedures; handling of prisoners; and security and safety procedures, including, but not limited to;

- Authorized weapon systems
- Securing of firearms and use of gun lockers
- Intake procedures
- Monitoring and Care of Prisoners
- Proper use of restraints
- Medical Emergencies/Suicidal Prisoners
- Critical Incident Protocols
- Evacuation routes and procedures for relocating prisoners

5.03.05 PROCEDURES

USE OF FORCE

- Officers shall use only the amount of force necessary and reasonable to control a situation, effect an arrest, overcome resistance to arrest, prevent escapes, or defend themselves or others from harm.
- All Use of Force and the reporting thereof must be in compliance with General Order 6.01, Use of Force.

- Oleoresin capsicum (OC) Spray (General Order 7.07) and the Expandable Baton (General Order 7.08) are the only authorized weapons permitted in the Detention facility.
- The Booking Officer will not have any weapons on their person while processing a prisoner.

- Unauthorized weapons, such as firearms, tasers, and knives, will not be carried or kept within the Detention facility.

INTAKE

Officers shall adhere to the following procedure when a prisoner is brought to the Detention facility:

- Accept the prisoner into Detention. Only one prisoner should be accepted at a time. The prisoner must be restrained.

- Immediately search the prisoner. Searches will be conducted by Officers of the same gender as the prisoner, whenever possible. When an Officer has reason to believe that the prisoner is a transgender individual, the Officer will ask the prisoner whether they prefer to be searched by a male or female Officer.

- Scan all prisoners with a metal detecting device to ensure against concealment of weapons not discovered in the initial search.

- In order to conduct a "strip" search on prisoners, Officers must have reasonable suspicion that weapons, contraband, or evidence are concealed, on the prisoner or in the clothing, in such a manner that employing a full post-arrest search may not discover them. Officers must obtain authorization from the Detention Supervisor and complete a "Strip Search Authorization Form" and a report. Strip searches shall be conducted by persons of the same gender as the arrested party, in the intake room and should be limited to two officers, unless more Officers are needed to conduct the search in a safe manner. (Refer to General Order 5.07, Strip Search)

- Remove all articles of clothing worn by the prisoner that could be used by the prisoner to cause harm to himself or herself, such as neckties, belt, shoestrings and drawstrings from hoodies and sweatpants.

- Inventory the prisoner's property in front of the prisoner and record all items that can be placed into a property bag on a triplicate "Prisoner Property Inventory Form." The form will be signed by both the Officer and prisoner and be dispersed of as follows:

    - One copy will be attached to the bag
    - One copy provided to the prisoner
    - One copy retained by Detention for records

- Log large items of property that cannot be placed into the property bag or be transported with the prisoner to court into the Property Room as safekeeping. Provide a copy of the "Prisoner Property Inventory Form" to Records personnel.
- Complete the intake screening questions on a "Behavior Intake Form" to obtain information to better care for prisoners and to determine if a prisoner needs a heightened level of observation.

- Complete the "PREA Screening Form" to assess the prisoner's risk of being sexually abused or being sexually abusive towards other prisoners.

- Before placing the prisoner in an unoccupied cell, conduct a search of the cell for weapons or contraband.

- Place the prisoner in his or her own cell, unless circumstances preclude it.

- Transgender prisoners should be housed in the cell block area designated for prisoners with the same gender identity as the transgender person. Officers must not search or physically examine a transgender prisoner for the sole purpose of determining the prisoner's genital status.

- Remove restraining devices when the prisoner is placed into the holding cell, unless the Officer deems that the removal will be a security risk.

ARREST OF FOREIGN NATIONALS

When Foreign Nationals are arrested or detained, they must be advised of the right to have their consular officials notified. In some cases, the consular must be notified regardless of the prisoner's wishes. The following procedure shall apply:

- Determine the Foreign National's country either through travel documentation (e.g. passport) or by asking the prisoner if he/she is a Foreign National and of which country.

- Check the list of Mandatory Notification countries.

- If the prisoner is a Foreign National from a country that is not on the mandatory list:

    - Inform the Foreign National of his/her right to have his/her government notified of his/her arrest or detention.

    - If the prisoner wishes to exercise his/her rights, the Supervisor shall inform the appropriate foreign consulate or embassy without delay.

    - A supplemental report should be generated which indicates that the Foreign National has been afforded his/her international rights. If the

consulate or embassy was notified, the report will indicate the time and person notified.

- If the prisoner is a Foreign National from a country that is on the mandatory list:
  - The Supervisor shall notify the consulate or embassy of the arrest or detention without delay regardless of the desires of the Foreign National.
  - A supplemental report should be generated which indicates that the consulate or embassy was notified, and include the time and person notified.

- Consular and embassy officials have the right to visit their nationals who are in custody or are being detained to converse with them and to arrange for their legal representation. If requested by the consular, they will be granted access to their Foreign National via the interview rooms in the Investigative Services Division.

- If a Foreign National dies while in custody, consular officials shall be notified.

MONITORING AND CARE OF PRISONERS

- Conduct cellblock tours at least every fifteen minutes and complete the following:
  - Visually inspect each cell for any damage or hazards.
  - Visually inspect prisoners for any signs of physical or emotional distress, including signs of sexual abuse or sexual harassment.
  - Physically check all cell doors to ensure that doors are properly secured.
  - Physically check exits and evacuation doors to ensure that all doors are properly secured and free from obstructions.
  - Record the tour on the "Cell Tour Block Form."

- Prisoners will be fed at the approximate times for breakfast, lunch and dinner.

- Prisoners will be provided with prescription medications that are brought to the facility by the prisoner or by a third party. The medications must be in the original prescription container. The Supervisor will verify that the medications match the description detailed on the container and will complete a medication log which will indicate what medication was administered, the time it was administered and the name of the Supervisor who gave the prisoner the medication.

MEDICAL EMERGENCIES/SUICIDAL PRISONERS

- Should a medical emergency occur, the Detention Supervisor will initiate the request for medical services through PSAP and also request an Officer to guard the prisoner at the hospital. The Supervisor will notify the Shift Commander.
- Upon return of the prisoner to Detention, the Prisoner Conveyance Driver must provide the Detention Supervisor with the prisoner's hospital Medical Discharge documents. The Detention Supervisor will notify the Shift Commander that the prisoner has returned from the hospital.

- It will be the responsibility of the Connecticut Judicial Marshal Services to provide for the proper guarding/transportation of prisoners who need to be sent to the local hospital for medical treatment after arraignment has occurred.

- All prisoners who are suicidal must be sent to the hospital for an emergency examination. The Detention Supervisor shall contact PSAP to arrange for the suicidal prisoner to be transported via ambulance and for an Officer to guard the prisoner at the hospital.

- A Detention Officer shall complete a written Police Emergency Examination Request detailing the circumstances of why the prisoner was transported to the hospital for an evaluation. A copy of this form will be provided to the Officer who will guard the prisoner at the hospital. The Detention Officer will complete and submit an incident report.

- When a prisoner returns from the hospital after a Police Emergency Examination was requested, the prisoner will be closely monitored for any signs of physical injury or emotional distress.

- When an Officer responds to an attempted suicide by a prisoner, the Officer must:

    - Check the scene for safety. Do not enter the cell until back-up arrives.

    - Radio the nature of the emergency and request medical assistance.

    - Use the cut-down tool in an attempted hanging.

    - Remain with the prisoner until EMS arrives and assumes medical responsibility.

    - Secure the cell as a crime scene.

    - Complete an incident report.

    - Initiate a lock down of the cell block.

- Notify the Shift Commander and the Investigative Services Division (ISD).

BONDS

- A prisoner is guaranteed reasonable bail under the Eighth Amendment of the United States Constitution.

- The Supervisor shall have the authority to set a reasonable bond for an arrestee or to release an arrestee on a P.T.A.. The Supervisor will comply with Connecticut General Statutes Sec. 54-63c, "Release by Law Enforcement Officer."

- All prisoners, who qualify, shall be afforded an opportunity to contact a bail bondsman and post bond. This will include an opportunity to contact others in order to make arrangements for bail money.

- The Supervisor will receive and process surety bonds, which consists of the following:

  - Complete the Appearance Bond Form and set a court date that is within two weeks of the date of arrest unless it is domestic violence, which must be set for the next court date. Ensure that the appropriate court location is chosen, especially for PRAWN warrants.

  - Verify the Bonds person with either their insurance issued power papers or their CT State Police License.

  - Have the Appearance Bond Form signed by an Officer or Supervisor and the arrestee prior to their release.

- The Supervisor will receive and process cash bonds, which consists of the following:

  - Receive a copy of the UAR of arrestee.

  - Complete the Appearance Bond Form (with appropriate court chosen), the cash receipt, a transmittal sheet, a bond log, and a cash envelope.

  - Request a copy of the warrant from the Booking Officer.

  - Obtain a copy of the identification of the person posting the bond.

  - Verify the accuracy of the payment.

  - If bond monies total or exceed $10,000 complete the IRS Form 8300.

- Have the Appearance Bond Form signed by an Officer or Supervisor and the arrestee prior to their release.

- Receive the signed UAR and Appearance Bond Form from the Booking Officer and then place the envelope with the cash and completed paperwork in the temporary safe in the property annex room.

- In the event that a supervisor from the Investigative Services Division (ISD) sets a bond on a prisoner, a "Notification for Reduction in Bond or Pending Release of Prisoner Form" will be completed by the Supervisor. The Supervisor will make the appropriate notifications if the need arises.

- Within 48 hours following an arrest, prisoners detained on a warrantless arrest shall be presented in court or the case shall be presented before a judge for a determination of probable cause. The Supervisor shall prepare all paperwork necessary for a determination of probable cause and arrange for such paperwork to be delivered to a judge by a patrol officer.

BOOKING

- After intake, the arrestee will be placed in a holding cell to await processing. Arrestees will be processed without unnecessary delay.

- A copy of the wagon slip will be sent to the Record Room for an arrest number, record check and warrant check.

- Upon receipt of the necessary paperwork from the Record Room (i.e., SPRC), the arrestee will be escorted to the Booking Room to be processed. All persons placed under custodial arrest and brought to the Detention facility will be photographed and fingerprinted; REGARDLESS OF THE NATURE OF THE OFFENSE. The exceptions:

  1) Mass arrest situations (to be authorized by the Assistant Chief of Operations or his/her designee)
  2) Unusual circumstances or occurrences.

- The Booking Officer shall interview the arrestee to enter all pertinent information into the Live-Scan system.

- When prompted by Live-Scan, the Booking Officer shall fingerprint the arrestee.

- The Live-Scan computer will be prompted to print fingerprint cards (State U.A.R. cards) and the U.A.R. (JD-CR-21). The fingerprint card will be given to the records clerk along with a copy of the U.A.R.. Three copies of the U.A.R. will be attached to the SPRC of each arrestee for court. The transporting Judicial Marshals will be given a copy of the U.A.R. if the arrestee is transported to court.

- Records personnel shall take one (1) FRONT VIEW photograph of the arrestee; and, (1) LEFT SIDE PROFILE photograph of the arrestee. If, at the time of the arrest, the subject was wearing a hat, glasses, wig, etc., then two (2) FRONT VIEW and two (2) LEFT SIDE PROFILE photographs will be taken with the subject wearing these items, and with these items removed. If feasible, records personnel should try to photograph visible tattoos.

- After the booking process is completed, the arrestee is to be advised of his/her bond, afforded the opportunity to make at least one phone call and then be escorted back to a cell.

- If an arrestee is given a promise to appear bond (P.T.A.), the Booking Officer will fill out the P.T.A. form. The form will be signed by the arrestee prior to his/her release.

- If a subject arrested for domestic violence posts bond prior to speaking with the bail commissioner, the subject shall be issued a Conditions of Release by the Booking Officer prior to his/her release.

- Upon the completion of his/her shift, the Booking Officer will compile the completed paperwork in an envelope for review by the Supervisor. If court is in session and the arrestee is going to court, the paperwork will be sent to court with the Prisoner Conveyance Van driver.

COMPLAINTS AND UNUSUAL OCCURRENCES

The New Haven Police Department will investigate complaints arising from an arrestee's confinement at the Detention facility where the arrestee involved has been arrested by either the New Haven, Yale University, or Metro North police departments. The State Police (Troop I) shall be responsible for the investigation where the involved prisoner was arrested by a state agency including the Connecticut State Police, Southern Connecticut State University, and Connecticut Mental Health.

The Supervisor shall promptly communicate to the OIC and the Shift Commander regarding all unusual occurrences such as: sudden death, suicide, fire, escape, assaults, etc. The Supervisor will complete a brief memorandum of the occurrence to the OIC of Detention who will forward a copy to the following:

1) Shift Commander
2) The Commander of Patrol

EMERGENCY PRISONER EVACUATION PROCEDURE

If the cell block area has to be evacuated, the following procedures shall apply. The Supervisor shall determine the proper course of action depending on the circumstances.

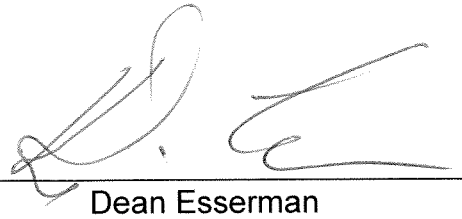
- All prisoners will be shackled with appropriate restraints, in groups appropriate to safely enter and exit the prisoner conveyance van. Male and female prisoners will not be shackled together.

- The Supervisor will request the prisoner conveyance vans and any necessary additional vehicles be dispatched to detention.

- The Sally Port doors may have to be opened manually if electricity to the building is not operational.

- If the facility will remain evacuated for an extended period of time, the Supervisor will contact either the Judicial Marshals at the lock-up at GA-23 or the Department of Corrections to arrange for the transfer of the prisoners to another facility.

This Order supersedes General Order 5.03 with effective date May 2, 2016.



6/24/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.04 **EFFECTIVE DATE: June 6, 2016**

IN-CUSTODY INTERVIEW AND INTERROGATION

5.04.01 PURPOSE

The purpose of this General Order is to establish guidelines for in-custody interviews and interrogations for the New Haven Department of Police Service.

5.04.02 POLICY

Custodial interrogations of suspects and the statements and confessions that are elicited are vitally important in the preparation of criminal cases. However, to be admissible as evidence, statements and confessions must be given freely and voluntarily, and with due consideration for the suspect's right to silence and right to counsel. Therefore, it is the policy of the New Haven Department of Police Service that all officers understand and follow this Department's policy in order to observe due process rights of suspects and to guard against any charges of police coercion or intimidation during interrogation.

5.04.03 DEFINITION

CUSTODIAL INTERROGATION: An interrogation in which a reasonable person would consider themselves in custody, and the questions asked during the interrogation are reasonably likely to elicit an incriminating response.

5.04.04 PROCEDURE

ADVISING THE INDIVIDUAL OF THEIR RIGHTS

- Before the interrogation of an individual who is in custody, including in the field, regardless of the offense, the officer will, in the presence of another officer if possible, expressly warn the individual of their constitutional rights by orally reciting each of the warnings and obtaining a response for each warning.

- Warning of the individual's rights must be given before the commencement of any in-custody interrogation about a specific crime or offense for which the individual is in custody.

    - Pursuant to Berkemer v. McCarty, 468 U.S. 420 (1984), a Miranda warning applies to misdemeanors as well as felonies, but only if there is an in-custody interrogation. Routine traffic stops do not require that a Miranda warning be given before asking questions related to a traffic stop.

- A JUVENILE SHOULD BE WARNED AND QUESTIONED ONLY IN THE PRESENCE OF A PARENT OR GUARDIAN. Before proceeding with the interrogation of a juvenile, officers will refer to the General Order on Juvenile Operations.

- A failure to follow Department policy and procedures regarding Miranda warnings may result in a confession being excluded at trial.

- If the individual:

    - Requests advice as to whether or not they should decide to answer questions, officers are not permitted to offer opinions or attempt to persuade the subject.

    - Has limited English proficiency, the officer will request and use a translator.

    - States he/she does not wish to answer questions and remains silent, the officer will document that the individual invoked their right to remain silent in their report.

WAIVER OF RIGHTS

- An individual may waive these rights, provided the waiver is made voluntarily, knowingly, and intelligently.

- An express statement by the individual, after hearing the warnings, that they are willing to make a statement and that they do not want a lawyer, constitutes a waiver. The officer will document, in their report, the conditions and the

circumstances in which an express statement was given by the individual.

- Pursuant to Berghuis v. Thompkins, 560 U.S. 370 (2010), an individual who is aware of their right to remain silent must unambiguously invoke that right. If the individual does not explicitly invoke their right to remain silent, the interrogation may continue and any subsequent voluntary statements may be used in court.

- Any indication that the individual was threatened or coerced into a waiver of these rights will establish that the waiver was not voluntary.

INTERROGATION PROCEDURE

- Warning of the individual's rights must be given before the commencement of any in-custody interrogation about a specific crime or offense for which the individual is in custody.

- An individual who wishes to consult a lawyer will not be interrogated until they have an opportunity to do so.

- **The individual will be informed if a lawyer appears at any time and requests to see the subject, regardless of the fact that the subject had previously waived their right to have an attorney present**. In addition, the person to be questioned will have an opportunity to have the lawyer present during any subsequent questioning, if they so desire.

- If the person to be questioned:

    - States that they understand the meaning of the warnings and that they nonetheless wish to answer questions without speaking to a lawyer and without having a lawyer present, and later changes their mind, the questioning will immediately cease.

    - Refuses to answer questions, and later changes their mind, officers must take care to show that this change of mind was initiated by the person to be questioned, that it was made voluntarily and intelligently, and that the rights were given again.

SUBSEQUENT INTERROGATIONS – TIME PERIOD LIMITATION

- Pursuant to Maryland v. Shatzer, 559 U.S. 98 (2010), if an individual who has asserted their 5th Amendment right to an attorney before answering questions is released from Department custody prior to being charged with the offense for which they have asserted their rights, officers may attempt to question the individual about this offense after a period of fourteen days has expired.

    - The fourteen-day period begins upon release of the subject from custody.

- Police may also resume questioning if the subject is incarcerated in another facility, as long as they have not been charged/convicted with the offense for which they originally asserted their rights following Miranda.

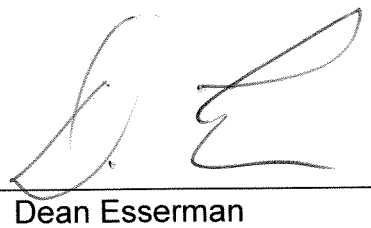
WHEN WARNINGS ARE NOT REQUIRED

- The warnings need not be given to any person who spontaneously volunteers information without any questioning by anyone.

- There is no requirement that the police stop and warn a person who enters a police facility and states that they wish to confess a crime, nor that they stop and warn a person who telephones the police or approaches any police officer on duty to offer a confession or any statement about said crime and their part in it.

- A person need not be advised of their rights if the police are engaged in general on-the-scene questioning about a crime or other general questioning of witnesses in the fact-finding process, as long as the questioned person has not been taken into custody or has not become the focus of the investigation. Such a person can leave the scene at any time they so desire.

- Warnings need not be given on the scene immediately to a person in custody when the urgency of a situation poses a threat to the public safety or the safety of the officer. However, any further questions designed solely to elicit testimonial evidence from the person in custody must be preceded by the Miranda warnings.



6/6/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.05 **EFFECTIVE DATE: June 24, 2016**

PRISON RAPE ELIMINATION ACT (PREA)

5.05.01 PURPOSE

The purpose of this General Order is to establish policies and procedures to ensure compliance with the standards set in the Prison Rape Elimination Act (PREA).

5.05.02 POLICY

The New Haven Department of Police Service (NHPD) has a zero tolerance stance toward all forms of sexual abuse and/or harassment. Prisoners and employees that report sexual abuse or sexual harassment or cooperate with such investigations will not suffer retaliatory action.

5.05.03 DEFINITIONS

PRISON RAPE ELIMNATION ACT (PREA): A federal law enacted in 2003, which was created to eliminate sexual abuse in confinement (42 U.S.C. Sec. 15601, et seq.).

RETALIATION: Any covert or overt action or threat of action taken against an employee, contractor, or prisoner in response to their complaint of sexual abuse or sexual harassment or cooperation in the reporting or investigation of sexual abuse or sexual harassment, regardless of the merits or the disposition of the complaint. Examples of acts of retaliation are unnecessary discipline, intimidation, unnecessary

changes in work or program assignments, unjustified transfers or placements and unjustified denials of privileges or services.

SEXUAL ABUSE OF A PRISONER BY ANOTHER PRISONER: Includes any of the following acts, if the prisoner does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva or anus.
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

SEXUAL ABUSE OF A PRISONER BY AN EMPLOYEE OR CONTRACTOR OF THE NHPD: Includes any of the following acts, with or without consent of the prisoner:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva or anus.
- Contact between the mouth and any body part where the employee has the intent to abuse, arouse, or gratify sexual desire.
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the employee or the contractor has the intent to abuse, arouse, or gratify sexual desire.
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the employee or the contractor has the intent to abuse, arouse or gratify sexual desire.
- Any attempt, threat, or request by an employee or contractor to engage in the activities described above.
- Any display by an employee of his or her uncovered genitalia, buttocks, or breasts in the presence of a prisoner.

- Voyeurism by an employee or contractor, which means an invasion of privacy of a prisoner by an employee or contractor for reasons unrelated to official duties, such as peering at a prisoner who is using a toilet in his or her cell to perform bodily functions; requiring a prisoner to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a prisoner's naked body or of a prisoner performing bodily functions.

SEXUAL HARRASSMENT:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one prisoner directed toward another.

- Repeated verbal comments or gestures of a sexual nature to a prisoner by an employee or contractor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

5.05.04 PROCEDURES

PREA COORDINATOR

The Officer in Charge (OIC) of the Detention facility is the designated PREA Coordinator. The OIC will develop, implement, and oversee the New Haven Department of Police Service's efforts to prevent, detect and respond to sexual abuse or sexual harassment within the Detention Facility. This shall include, but not be limited to the following:

- Ensure that all allegations of sexual abuse and sexual harassment are referred for investigation.

- Ensure that each shift has adequate levels of staffing to protect prisoners against sexual abuse.

- Place vulnerable prisoners in cells that are video monitored.

- At least yearly, review staffing levels, camera placement and available resources to determine if adequate to protect prisoners against sexual abuse.

- Monitor for any acts of retaliation.

TRAINING

Annually, all Officers and Supervisors, must be trained and sign a statement that they understand the following:

- The NHPD's zero tolerance for all forms of sexual abuse and sexual harassment.
- The prisoner's right to be free from sexual abuse and sexual harassment.
- The dynamics of sexual abuse and sexual harassment in confinement settings, including determining which prisoners are most vulnerable.
- The right of prisoners and employees to be free from retaliation for reporting sexual abuse or sexual harassment.
- How to detect and respond to signs of threatened and actual abuse.
- How to communicate effectively and professionally with all prisoners.
- How to comply with relevant laws related to the mandatory reporting to authorities outside of the NHPD.

INTAKE NOTICE

During the intake process, Officers must notify prisoners that the NHPD:

- Has a zero tolerance for all forms of sexual abuse and sexual harassment.
- Has multiple ways for prisoners to privately report sexual abuse and sexual harassment, retaliation by other prisoners or Officers for reporting sexual abuse and sexual harassment, and Officers' neglect or violation of responsibilities that may have contributed to such incidents.
- Has a way to report sexual abuse or sexual harassment to the Internal Affairs Unit. Such reports may be made anonymously.
- Officers will provide prisoners with telephonic language assistance services to obtain a translation of this notice, if necessary. Officers and/or other prisoners will not be used for translation assistance.
- Prisoners will then sign a "PREA Notification Form," which indicates that they have received this notice.

GENERAL

- Strip searches shall be conducted by Officers of the same gender as the prisoner

and in a place where it cannot be observed by persons not conducting the search. (Refer to General Order 5.07, Strip Search).

- If the screening process determines that a prisoner is at risk of being abused or being an abuser, steps should be taken to mitigate any danger to prisoner(s). These steps may include continuous supervision (direct sight and sound); single-cell housing and/or placement in an actively video-monitored cell with an Officer close enough to intervene.

- Officers must announce their presence when entering areas of Detention where prisoners of the opposite sex may be performing bodily functions.

ALLEGATION OF SEXUAL ABUSE

When a prisoner alleges that he or she was sexually abused, the first Officer to respond must:

- Not leave the victim alone.

- Notify a Supervisor.

- Separate the alleged victim and abuser.

- If necessary, request medical attention.

- Preserve and protect the crime scene.

- If the abuse occurred within a time period that would still allow for the collection of physical evidence, request that the alleged victim not take any action that could destroy physical evidence, including washing, drinking or eating, unless medically indicated. If toileting needs to take place, the prisoner should be instructed not to wipe.

REPORTING

All employees must report the following through the chain of command (the chain of command may be circumvented in extenuating circumstances):

- An incident of sexual abuse or sexual harassment that occurred in Detention.

- Retaliation against prisoners or employees who reported an incident of sexual abuse or sexual harassment.

- Any employee neglect or violation of responsibilities that may have contributed to such an incident or retaliation.

- As soon as practical, the on-duty Supervisor will report all allegations of sexual abuse or harassment to the OIC. The OIC will make the following notifications:
    - Internal Affairs
        - If the allegation is against a NHPD employee.
    - Investigative Services Division (ISD)
        - If the allegation is against another prisoner.
    - The Shift Commander
    - The Assistant Chief of Operations



6/24/2016

Dean M. Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.06 **EFFECTIVE DATE: June 6, 2016**

OFF-DUTY ARREST

5.06.01 PURPOSE

The purpose of this General Order is to provide guidelines to Officers in the New Haven Department of Police Service regarding acceptable criteria for effecting an off-duty arrest.

5.06.02 POLICY

Out-of-uniform, off-duty officers may confront criminal activity to which they should take, or must decide whether to take, enforcement action. When engaged in off-duty enforcement of this type, non-uniformed officers risk being mistaken as criminal suspects by responding officers. The following protocols are intended to define when off-duty, non-uniformed enforcement action is authorized. This policy is also intended to limit unnecessary enforcement action by off-duty officers.

5.06.03 DEFINITIONS

PERSONAL INTEREST: An officer is deemed to have a personal interest when the off-duty officer, a family member, or a friend becomes engaged in a dispute or incident involving a personal matter with any person to be arrested or any other person connected with the incident.

OFFICIAL ACTION OR OFFICIAL CAPACITY: Includes any act, process, or procedure that, when taken, would constitute a police officer's regular or expected duty.

5.06.04 GENERAL PROVISIONS

Off-duty encounters requiring police action are inherently dangerous as off-duty officers are normally at a distinct disadvantage, especially when dealing with an incident that develops spontaneously in their presence. Lack of communications, lack of essential equipment, and absence of body armor all contribute to the danger. Additionally, off-duty officers may be mistaken for criminal participants with tragic results.

Consistent with Sec. 54-1f of the Connecticut General Statutes, police officers have the authority to take appropriate action, when off duty, when they become aware of a crime or offense or an impending crime or offense.

- ***Appropriate action shall be construed to include notification to a law enforcement agency and does not necessarily mean actual physical involvement in the incident.***

- When an officer is prohibited from taking off-duty enforcement actions under the provisions of this policy, the officer shall act as a trained observer and witness to the offense and shall summon on-duty uniform personnel as soon as reasonably possible.

Officers may carry a firearm while off-duty in accordance with state and federal law. When armed, sworn personnel shall carry the appropriate credentials, either a valid pistol permit or P.O.S.T. certification card, with them at all times. Officers should refrain from carrying firearms when contemplating the consumption of alcoholic beverages or under other circumstances where the need to carry a firearm is outweighed by safety issues associated with the activities the officer will be undertaking.

Police officers making an arrest or otherwise engaged in police duty authorized by Sec. 54-1f of the Connecticut General Statutes, are considered to be acting within the scope of their employment and have liability protection for the on- and off-duty performance of their official duties. This protection does not extend to willful, wanton or reckless acts, and the consequences thereof, or to those actions that the police officer knew, or reasonably should have known, were in conflict with the law or the established policies of this Department.

5.06.05 PROCEDURES

PERMITTED OFF-DUTY ARRESTS

When off-duty and within the legal jurisdiction of the New Haven Department of Police Service, an officer may make an arrest only when:

- The detaining officer does not have a personal interest in the incident underlying the arrest.

- There is an immediate need to prevent a crime or apprehend a suspect and the crime would usually require a custodial arrest.

- The arresting officer identifies himself/herself as a New Haven Police Officer.

OFF-DUTY RESPONSIBILITIES IN JURISDICTIONS OUTSIDE OF NEW HAVEN

- New Haven Police Officers should immediately report any suspected or observed criminal activity to local law enforcement authority.

- Officers, within their discretion, may act to assist a citizen or citizens about to be subjected to serious imminent harm.

- Officers, within their discretion, may act to stop an active felony or make an arrest of a felon with an active arrest warrant.

OFF-DUTY RESPONSIBILITIES IN NEW HAVEN

- Officers should immediately report any suspected or observed criminal activities to on-duty officers.

- Officers should intervene, after identifying themselves as New Haven Police Officers, to protect a citizen or citizens who are or are about to be subjected to physical harm.

- Officers may, within their discretion, take enforcement action regarding misdemeanors when they observe the crime or are acting on speedy information.

PROHIBITED OFF-DUTY ARRESTS

Officers of the New Haven Department of Police Service may not make an arrest off-duty under the following circumstances:

- When the officer has a personal interest in the incident underlying the arrest except when there is no other officer available to do so.

- When engaged in off-duty employment of a non-police nature, and the officer's actions are only in furtherance of the interests of the private employer.

- When the arrest is for a misdemeanor offense outside of the City of New Haven.

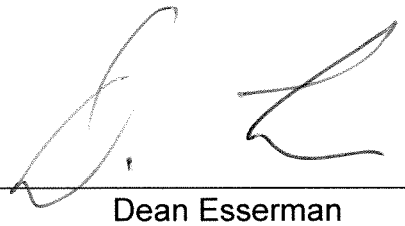
- Officers are discouraged from enforcing minor violations or infractions. On-duty personnel should be summoned to respond to the situation, where an off-duty officer becomes aware of such violations and infractions.

NOTIFICATIONS

- Any officer that takes police action while off-duty shall, as soon as practical, notify the on-duty Shift Commander via telephone and submit a written memorandum to the Assistant Chief of Operations, through the chain of command, within 24 hours of returning to duty which contains at least the following information:

    - Type of incident
    - Date and time incident occurred
    - A narrative which details the Officer's involvement
    - Type and degree of Officer involvement
    - Location and law enforcement jurisdiction where the incident occurred
    - The name and title of the supervisor or ranking Officer in charge of the scene or incident
    - Location and telephone number where the Officer can be contacted

- The on-duty Shift Commander or supervisor must assess the incident to determine if further immediate departmental notifications are necessary. Serious or sensitive incidents will usually require an immediate command level notification.



6/6/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.07 **EFFECTIVE DATE: May 2, 2016**

STRIP SEARCH

5.07.01 PURPOSE

The purpose of this General Order is to set guidelines in order to adhere to state and federal laws under which strip searches may be authorized and conducted during misdemeanor and/or motor vehicle arrests.

5.07.02 POLICY

The New Haven Department of Police Service recognizes that the use of strip searches and body cavity searches may, under certain conditions, be necessary to protect the safety of officers, civilians and other prisoners; to detect and secure evidence of criminal activity; and to safeguard the security, safety and related interests of this Department's prisoner detention and holding facilities. It is the policy of this Department that such searches shall be conducted only with proper authority and justification, and in accordance with the procedural guidelines for conducting such searches as set forth in this General Order.

No persons arrested for a misdemeanor or motor vehicle violation shall be strip searched unless there is a reasonable belief that the individual is concealing weapons, a controlled substance or contraband. A strip search shall only occur after a Strip Search Authorization Form is filled out. **This General Order does not pertain to strip searches that are conducted incident to a lawful arrest on a felony charge; during such time a Strip Search Authorization Form is not required**.

5.07.03 DEFINITIONS

STRIP SEARCH: Having an arrested person remove or arrange some or all of his/her clothing or, if an arrested person refuses to remove or arrange his/her clothing, have a peace officer or employee of the police department remove or arrange the clothing of the arrested person so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments used to clothe said anatomical parts of the body.

BODY CAVITY SEARCH: A body cavity search is either a visual search or a manual internal inspection of body cavities, other than the mouth, for contraband, such as illegal drugs, money, jewelry, weapons, etc.

5.07.04 PROCEDURES

AUTHORITY

Any superior officer of the Department, holding the rank of Lieutenant or above, or acting as the Shift Commander and as a disinterested party, may authorize a strip search of someone arrested for a misdemeanor or motor vehicle violation, when, after the on-site independent assessment of the facts, the superior officer develops a reasonable belief that the subject is concealing weapons, a controlled substance, or contraband.

STRIP SEARCHES

- Field strip searches of arrestees shall be conducted in private, except where exigent circumstances exist because the life of officers and/or others are reasonably believed to be at risk, and with the explicit approval of a supervisory officer.

- Strip searches shall be conducted by persons of the same gender as the arrested party, preferably two officers, and conducted on premises where the search cannot be observed by persons not physically conducting the search or not absolutely necessary to conduct the search.

- A "Strip Search Authorization Form" shall be completed by the superior officer authorizing the search and when practical, hand-delivered to the person subject to the search. If hand delivery is impractical, delivery by certified mail is permitted. An original of the Strip Search Authorization Form shall be attached to the original report and forwarded to the Records Division.

BODY CAVITY SEARCHES

- Searches of body cavities, other than the mouth, shall not be engaged in other than pursuant to a search warrant and then only pursuant to C.G.S. Section 54-33l(b).

- A search warrant authorizing a body cavity search shall specify that the search shall be performed under sanitary conditions and shall be conducted either by or under the supervision of a person licensed to practice medicine in the State of Connecticut.

This supersedes General Order 906.

5/2/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 5.08 **EFFECTIVE DATE: May 13, 2015**

OFFICER-INVOLVED DOMESTIC VIOLENCE

5.08.01 PURPOSE

The purpose of this policy is to establish clear and concise procedures that will guide Officers and Supervisors in addressing incidents where one (or more) of the parties to a possible domestic violence incident is a sworn employee, of any rank, in the Department. The purpose of this section is to:

- Ensure the safety of the victim(s);
- Provide procedures for the uniformity of the investigation of said incidents;
- Provide notification and reporting procedures;
- Provide for the securing and safeguarding of Department weapons, equipment, and personally owned weapons taken into custody;
- Ensure compliance with all provisions of a court order; and
- Ensure Departmental compliance with Federal law. Federal law prohibits police officers that have been convicted of misdemeanor domestic violence crimes from possessing a firearm.

5.08.02 POLICY

When incidents of domestic violence are alleged to have occurred, the Department will act quickly to protect the victim(s), arrest the perpetrator and conduct parallel administrative and criminal investigations. This policy delineates a position of zero tolerance by the Department.

5.08.03 RESPONSIBILITIES

RESPONSIBILITIES OF COMMUNICATION PERSONNEL

- Upon receiving a call for assistance in a domestic violence incident where the dispatcher assistant determines that one of the parties involved is a police officer of any department, the communications supervisor shall be notified immediately. The communication supervisor shall ensure that a patrol supervisor be automatically dispatched to the scene along with the officers dispatched to the call.

- Communication officer/dispatchers shall be instructed to categorize such domestic violence calls as priority one, regardless of the nature of the domestic violence incident.

- The communications supervisor on duty shall prepare and preserve documentation of the facts and circumstances of the call, including the 911 tape, for use in potential criminal and/or administrative investigations.

RESPONSIBILITIES OF THE RESPONDING OFFICERS

- Upon arrival on the scene of a domestic violence incident involving a police officer, the primary patrol unit shall immediately notify dispatch and request a supervisor be sent to the scene, regardless of the involved officer's jurisdiction/department.

- The responding officers shall perform the following actions:

    1. Obtain needed medical assistance.
    2. Address the immediate safety of all parties involved.
    3. Secure the scene and preserve evidence.
    4. Note all excited utterances, admission and/or incriminating statements.

- The patrol officer shall remain at the scene and assist the patrol supervisor as requested.

RESPONSIBILITIES OF THE PATROL SUPERVISOR

- A supervisor shall respond to the scene of all police officer domestic violence situations within the city's jurisdiction.

- The on-scene supervisor shall assume command, ensure that the crime scene is secured, all parties and witnesses interviewed, medical attention rendered as needed, and that all evidence is collected, including photographs.

- In cases where probable cause exists, the on-scene supervisor shall ensure that the appropriate arrest(s) is made and that all appropriate paperwork is completed.

- If the offender has left the scene, the supervisor shall ensure a search is conducted for him/her and submit an arrest warrant to the States Attorney's Office.

- Whenever an officer is arrested for a domestic violence incident where there is the use of physical force, the attempted use of physical force, or the threatened use of physical force, the supervisor shall relieve the accused officer of his/her service weapon. All firearms seized shall be placed in the annex of the property room unless the firearm is evidence in the incident. No firearm, at any time, shall be returned to the officer until after the disposition of the police case. In the event that a firearm cannot be immediately seized, the supervisor will consult with the Firearms Unit and a search and seizure warrant shall be prepared and executed.

- The supervisor shall be the lead investigator and shall author and submit a report and a Family Violence Offense Report (FVOR) before the end of his or her tour of duty. In all domestic violence cases, the reports shall be readily available for the arraignment. A copy of the report along with a detailed cover sheet *(memorandum)* shall be submitted to the Commander of the Patrol Division with a copy to the Chief of Police or his/her designee

RESPONSIBILITES OF THE SHIFT COMMANDER

The Shift Commander, upon being notified of a domestic violence incident involving a police officer, shall:

- Ensure that the Patrol Supervisor has responded to the scene and commenced an investigation.

- Upon confirmation of the incident, the Shift Commander shall request CS-2 to notify the employee's supervising officer.

- If the involved officer of the domestic violence incident is the victim, standard domestic violence response and investigation procedures should be followed, and the Shift Commander should ensure that the appropriate supervisor in the Investigative Services Division is forwarded copies of all reports.

- Ensure that the above provisions relative to firearms have been complied with.

- In an arrest situation, the Shift Commander shall review the circumstances of each incident and determine whether a custodial or citation arrest will be made.

- The Shift Commander will assure that any officer arrested for domestic violence receives a court appearance date for the following day or next arraignment date.

- The Shift Commander will issue a direct order to all officers who responded to a police officer involved domestic violence call that they are prohibited from all discussions of the incident outside of the official inquiry.

- The Shift Supervisor shall notify the following personnel:

    - Chief of Police
    - Duty Chief
    - The Patrol Commander
    - Internal Affairs

RESPONSIBILITES OF THE INVOLVED SWORN DEPARTMENT MEMBER

- Any officer who is arrested for a domestic violence incident in any other jurisdiction shall notify the Officer in Charge of the Internal Affairs Unit within 24 hours. If any officer's Department-issued weapon is seized by another department for any reason, the officer shall immediately notify the Officer in Charge of the Internal Affairs Unit.

- Any Department employee who has been served with a Restraining Order or Protective Order, or learns that he/she is a defendant named in any such order, shall immediately notify his/her supervising officer. This information shall include any change in status of any existing restraining order/protective order, including but not limited to, the modification or addition of restrictions and an extension of the expiration date.

- A Department employee who is served with a Restraining Order or Protective Order shall immediately turn over their Department issued firearm to the Patrol Shift Commander. Privately owned firearms, electronic defense weapon(s), and pistol permit should be turned over to either the police department of their town/city of residence or the Firearms Unit of the New Haven Department of Police Service. The employee shall be prohibited from carrying a firearm while the Order is in forcing effect.

RESPONSIBILITES OF AN EMPLOYEE'S SUPERVISING OFFICER

- Ensure that the officer's issued firearm, and privately owned firearms and permits have been seized and placed into the property room annex for safekeeping pending the direction of the Chief of Police or his/her designee.

5.08.04 POST-INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS

- If the facts of the case indicate that domestic violence has occurred or any Departmental policies have been violated, administrative action shall be taken

separate and distinct from any criminal proceedings as soon as practical. The Internal Affairs Unit shall follow the criminal proceedings in their entirety, gather all information and reports from other jurisdictions and forward information with detailed memorandum to the Chief of Police or his/her designee.

- All information obtained will be forwarded to the Chief of Police for review. Where sufficient information exists, the Department shall take administrative action which can include discipline up to and including termination.

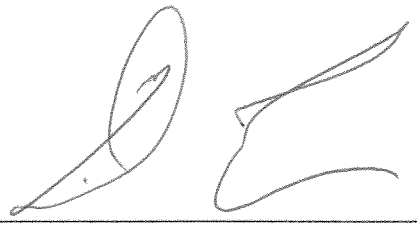
5.08.05 ADDITIONAL CONSIDERATIONS

- When responding to a domestic violence complaint involving a police officer from another jurisdiction, all responding officers, investigators and supervisors shall follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from their own Department. The Shift Commander shall notify the officer's agency as soon as possible, but no later than by the end of the Supervisor's shift.

- When responding to a domestic violence situation where the victim is a police officer, standard domestic violence response and investigation procedures should be followed.

- All Department personnel shall keep all information concerning victims confidential, including their whereabouts, safety plan, and any communications or addresses.

This General Order supersedes General Order 04-01.



5/21/2015

Chief Dean Esserman
Chief of Police

Date

General Order

NEW HAVEN DEPARTMENT OF POLICE SERVICE

GENERAL ORDER 06-2

RE: DISCLOSURE OF STATUS INFORMATION: POLICIES AND PROCEDURES

I. PURPOSE

The purpose of this General Order is to establish New Haven Police Department policy and procedures concerning citizenship status, enforcement of federal immigration laws and the disclosure of confidential information.

II. IMMIGRATION STATUS

A. General

The City of New Haven is home to a diverse population. Many of its residents have emigrated here from other countries, and some are not citizens of the United States. The City and the Police Department are committed to promoting the safety and providing proactive community policing services to *all* who live here. Residents should know that they are encouraged to seek and obtain police assistance and protection regardless of their immigration status.

The department relies upon the cooperation of all persons, both documented citizens and those without documentation status, to achieve our goals of protecting life and property, preventing crime and resolving problems. Assistance from immigrant populations is especially important when an immigrant, whether documented or not, is the victim of or witness to a crime. These persons must feel comfortable in coming forward with information and in filing reports. Their cooperation is needed to prevent and solve crimes and maintain public order, safety and security in the entire community. One of our most important goals is to enhance our relationship with the immigrant community, as well as to establish new and ongoing partnerships consistent with our community policing philosophy.

B. Policy

The limited resources of the city; the complexity of immigration laws; limitations on authorities; risk of civil liability for immigration and enforcement activities; and the clear need to foster the trust and cooperation from the public, including members of immigrant communities are all factors that were taken into account when formulating this policy. A community member's potential status as an undocumented immigrant has no relation to the mission or goals of the New Haven Police Department.

C. Procedures

1. Police officers shall not inquire about a person's immigration status unless investigating criminal activity.

2. It shall be the policy of the department not to inquire about the immigration status of crime victims, witnesses, or others who call or approach the police seeking assistance.

3. Officers and other members of the New Haven Police Department shall continue to cooperate with federal authorities in investigating and apprehending illegal immigrants suspected of criminal activity.

4. No person shall be detained solely on the belief that he or she is not present legally in the United States, or that he or she has committed a civil immigration violation. There is no general obligation for a police officer to contact U.S. Immigration and Customs Enforcement (ICE) regarding any person, unless that person is arrested on a criminal charge.

5. Officers shall not make arrests based on administrative warrants for arrest or removal entered by ICE into the FBI's National Crime Information Center (NCIC) database, including administrative immigration warrants for persons with outstanding removal, deportation or exclusion orders. Enforcement of the civil provisions of U.S. immigration law is the responsibility of federal immigration officials.

6. The New Haven Police Department shall conduct all necessary training and education to ensure that its officers are knowledgeable about all provisions contained in this General Order. Referrals to medical or social service agencies will be made to undocumented immigrants in the same manner they are made to all other community members.

   Nothing in this general order shall be construed to prohibit any officer or employee from cooperating with federal immigration authorities as required by law.

III. CONFIDENTIAL INFORMATION

A. Definition

As used herein, "confidential information" means any information obtained and maintained by the department relating to an individual's sexual orientation, status as a victim of domestic violence, status as a victim of sexual assault, status as a crime witness, recipient of public assistance, or immigration status, and shall include all information contained in any person's income tax or other financial records, including but not limited to Social Security numbers.

General Order 06-2
Disclosure of Status Information: Policies and Procedures

B. Disclosure

Obtaining pertinent information may in some cases be difficult or impossible if some expectation of confidentiality is not preserved, and preserving confidentiality in turn requires that the department regulate the use of such information by its employees.

In furtherance of this policy, confidential information relating to immigration status or other personal or private attributes should be disclosed only as provided herein. No department officer or employee shall disclose confidential information unless such disclosure:

a. Has been authorized in writing by the individual to whom the information pertains, or by the parent or guardian of same if the individual is a minor or not legally competent; or
b. Is required by law; or,
c. Is relevant to another City officer or employee and is necessary to fulfill the purpose or achieve the mission of any City agency; or,
d. Is necessary to apprehend an individual suspected of engaging in criminal activity other than mere status as an undocumented immigrant; or
e. Is necessary in furtherance of a criminal investigation of potential terrorism.

Any city officer or employee with a question relating to the disclosure of confidential information under this general order shall consult with his or her supervisor.

BY ORDER OF:

FRANCISCO ORTIZ, JR.
CHIEF OF POLICE

DISTRIBUTION: All Personnel

DISTRIBUTED: 12/12/2006

EFFECTIVE: 12/21/2006 (via paycheck)

References:

- M.C.C. Immigration Committee Recommendations For Enforcement of Immigration Laws by Local Police Agencies (adopted by Major Cities Chiefs, June 2006)
- Issue in Brief: Immigration Law Enforcement by State and Local Police (National Immigration Forum, January 2006)
- The IACP Policing Document on the Role of State, Local and Tribal Police in Enforcing Immigration Laws (International Association of Chiefs of Police)

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 6.01 **EFFECTIVE DATE: April 9, 2024**

USE OF FORCE

6.01.01 PURPOSE:

The purpose of this General Order is to establish the guidelines and limitations concerning the appropriate and acceptable use of deadly and non-deadly force for sworn members of the New Haven Department of Police Service. All sworn police officers of the New Haven Department of Police Service (NHPD) recognize and value the sanctity of human life and respect every person's rights and dignity. As guardians of a lawful and ordered society, police officers are vested with significant authority, the judicious use of which serves to protect public safety while fortifying public confidence in the legitimacy of the police. A peaceful resolution is the best, most desired outcome in all situations.

To that end, police officers must use only the level of force necessary to achieve legitimate, lawful purposes and resolve each situation they face fairly and safely. Acknowledging that circumstances may compel the use of physical force upon a person, up to and including deadly force, police officers must view the use of force as a last resort. Any immediate supervisor who uses force, or who authorizes conduct leading to a reportable use of force, shall not be allowed to conduct that use of force investigation/review. In these circumstances, the next level supervisor who holds the rank of Lieutenant, or the position of Division Commander (OIC) or shift commander, shall be responsible for completing the use of force review.

6.01.02 POLICY:

It is the policy of the New Haven Department of Police Service (NHPD) to provide clear procedures to sworn officers regarding the use of force in the performance of their duties. The safety of innocent persons and officers is of paramount importance.
In compliance with applicable law, all sworn police officers employed by the NHPD must use only the minimum level of force necessary to achieve a lawful purpose. Any use of force must be reasonable, proportionate to the threat, and employed in a manner consistent with this policy. While not an actual use of force, the mere presence of a police officer can be intimidating to some. Therefore, officers should be mindful of their body language and tone of voice upon arrival at a scene and throughout their interaction with subjects, complainants, and witnesses.

6.01.03 DEFINITIONS:

ACTING IN A LAW ENFORCEMENT CAPACITY: Any on-duty police officer or any off-duty police officer who identifies themselves as such and asserts their law enforcement authority.

ACTIVE RESISTANCE: Any physical act undertaken by a subject against an officer that could reasonably impede or defeat the officer's lawful attempt to gain control of the subject.

CHOKEHOLD/NECK RESTRAINT: A physical maneuver or other method of restraint applied to the neck area or that otherwise impedes the ability to breathe or restricts blood circulation to the brain.

DEADLY FORCE: Any force that is likely to cause serious injury or death.

DEADLY WEAPON: Any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

DE-ESCALATION: The use of strategies and/or techniques to reduce the intensity of or stabilize a conflict or potentially volatile situation.

DISPLAY OF FORCE: The pointing of any firearm, less lethal launcher, or CEW laser sight at or in the direction of another human being.

IMMINENT: Likely to occur at any moment; impending.

IMMEDIATE SUPERVISOR: An immediate supervisor is a frontline supervisor at the rank of Sergeant who is assigned the responsibility of supervising officers of a lower rank, or a Lieutenant serving in the capacity of a Sergeant.

LAST RESORT: A final course of action, used only when other reasonable options are unavailable or have failed.

LESS-LETHAL FORCE: Force that is not likely to cause serious physical injury or death. Less lethal force includes weaponless defensive and control techniques (such as open hand strikes, elbow or closed fist strikes, leg sweeps, kicks, and forcible restraint), weapons and munitions (such as OC spray or chemical agents such as tear gas, CEW, projectiles like rubber projectiles and bean-bag rounds, batons and other impact weapons, and flash bang devices), and K9 apprehensions.

MITIGATION: The action of reducing the danger, severity, seriousness, or potential harmfulness of a condition or circumstance.

NECESSARY: An action chosen when, in an officer's judgement, no effective alternative exists.

THE OBJECTIVELY REASONABLE STANDARD: Is the legal standard used to determine the lawfulness of a use of force under the Fourth Amendment to the U.S. Constitution. The U.S. Supreme Court established this standard in its ruling in *Graham v. Connor* (490 - U.S. 386, 1989).

OFFICER CREATED JEOPARDY: Situations where officers needlessly put themselves in a position where they must use deadly force to protect themselves.

PASSIVE RESISTANCE: An unarmed, non-violent person's failure or refusal to cooperate with a police officer's lawful directions, such as in an act of civil disobedience or by a non-violent handcuffed person. Passive resistance generally involves lack of voluntary movement by the resister.

POLICE OFFICER: As used in this policy, means any Connecticut "peace officer," as defined in CGS 53a-3.

POSITIONAL ASPHYXIA: A condition where the supply of oxygen to a person's body is deficient because their body position prevents them from breathing adequately, usually as a result of an airway obstruction or limitation in chest wall expansion.

PROPORTIONAL FORCE: Force that is reasonably necessary to overcome the level of resistance, aggression, or threat an officer confronts.

REASONABLE: Sound, fair, sensible, and not excessive under the circumstances.

REASONABLE BELIEF THAT A PERSON HAS COMMITTED AN OFFENSE: A reasonable belief in facts or circumstances which if true would in law constitute an offense. If the facts or circumstances would not legally constitute an offense, an incorrect belief that they do, even if reasonable, does not justify the use of physical force.

REPORTABLE USE OF FORCE: All force used above non-resistant compliant handcuffing and escorting techniques, with the exception of an incident involving drawing a firearm at the low-ready position, which in itself is not considered reportable. This term includes any action that results in, or is alleged to have resulted in, the injury or death of another human being and all displays of force such as pointing a firearm,

less lethal launcher, or CEW laser sight at or in the direction of another human being. Handcuffing an individual to an object is considered a reportable use of force and should only be used in extenuating circumstances.

SERIOUS PHYSICAL INJURY: Physical injury that creates a substantial risk of death, serious protracted and obvious disfigurement, a serious health impairment, or an extended loss or impairment of any body part or bodily organ.

UNREASONABLE FORCE: Any force applied in a manner inconsistent with this policy or applicable law.

UNREASONABLE RISK: Unwarranted exposure to the possibility of a negative consequence.

6.01.04 MORAL AND ETHICAL OBLIGATIONS REGADING THE USE OF FORCE:

All sworn police officers of the New Haven Department of Police Service must comply with this policy and uphold the legal, moral, and ethical obligations of their sworn service to the public, including:

THE DUTY TO RENDER AID

- All sworn police officers shall render aid to the extent that their training allows and request an emergency medical service (EMS) response as soon as possible for any person who sustains an injury, complains of injury, or otherwise exhibits signs of medical distress including shortness of breath, altered mental status, or loss of consciousness.

- An EMS response shall be requested for any person subjected to the use of any deadly force or less lethal force. A display of force alone does not require an EMS response unless requested by the subject. The immediate supervisor shall be immediately notified of any EMS response initiated under these conditions, and injuries shall be documented and photographed and/or captured by body-worn camera whenever possible.

DUTY TO INTERVENE

- Any sworn police officer acting in a law enforcement capacity who witnesses the use of force by any other sworn police officer, regardless of rank or department, that the witnessing officer knows to be unreasonable, must intervene to attempt to stop such use of force. The witnessing officer shall intervene in any manner necessary to stop any unreasonable, excessive, or illegal use of force, including by verbal or physical means or both. Unreasonable force is any force applied in a manner inconsistent with this policy or applicable law.

- These requirements do not apply to officers acting in an undercover capacity if intervening will significantly compromise their safety or the safety of another person.

- In rare cases, exigent circumstances may prevent an officer from complying with these requirements. For example:

    - An officer may be engaged in a simultaneous attempt to apprehend another person.

    - An officer may be actively engaged in rendering aid to a seriously injured person.

    - An officer may be separated by space, elevation, physical barriers, terrain, or other hazards or impediments that prevent access necessary to intervene.

- If circumstances prevent or impede effective intervention, these circumstances shall be promptly reported and documented.

- Any sworn police officer who fails to intervene in an incident involving unreasonable use of force that they witness may be subject to disciplinary action and criminal prosecution for the actions the offending officer took.

DUTY TO REPORT

- Any sworn police officer acting in a law enforcement capacity who witnesses or otherwise becomes aware of the use of force by any other sworn police officer, regardless of rank or department, that the witnessing officer knows to be unreasonable shall notify their immediate supervisor as soon as practicable. The witnessing officer shall also prepare a written report that thoroughly explains how the force was used and submit that report to their immediate supervisor prior to the conclusion of their shift, or as soon as practicable. If their immediate supervisor is the officer involved in the incident, the witnessing officer must submit their report to the next higher level of supervision. (Refer to General Order 1.03 Rules of Conduct).

- The immediate supervisor shall notify the on-duty shift commander or Division Commander (OIC) of the incident as soon as practicable.

- The on-duty shift commander or Division Commander (OIC) is responsible for notifying the (OIC) of the Internal Affairs Division and the Chief of Police and/or his/her designee of the incident prior to the conclusion of his/her shift, or as soon as practicable.

- Any sworn police officer who fails to report any unreasonable use of force as required by this policy may be subject to disciplinary action and criminal prosecution.

PROHIBITION AGAINST RETALIAITON

- The New Haven Department of Police Service and its sworn police officers are strictly prohibited from taking any retaliatory, discriminatory, or punitive action against any officer who acts in good faith in accordance with this policy or cooperates in any internal or criminal investigation related thereto.

6.01.05 DE-ESCALATION AND MITIGATION:

New Haven Police Officers should use force as a last resort and employ de-escalation and mitigation techniques to the greatest extent practicable. Officers are not required to delay taking protective measures that are immediately necessary or to place themselves or others at imminent risk of harm in order to attempt de-escalation, but they should consider the following options that might minimize or avoid the use of force: Using a non-threatening, non-confrontational tone of voice

- Listening carefully and expressing empathy
- Slowing down the pace of an incident
- Waiting to take action until the threat subsides
- Placing additional space or barriers between the officer and a person
- Permitting a person to move about
- Permitting a person to ask questions or engage in conversation
- Tactical repositioning or seeking cover
- Requesting additional resources

De-escalation is most effective when done purposefully, with patience and flexibility. These techniques should only be employed when circumstances permit, and it is safe to do so.

6.01.06 USE OF PHYSICAL FORCE

Any use of force by a New Haven Police Officer shall be necessary, reasonable and proportionate to the threat encountered. Physical force may only be used to achieve a lawful purpose. Before resorting to physical force, and whenever safe and feasible, officers should first make reasonable attempts to gain compliance through verbal commands and allowing appropriate time under the circumstances for voluntary compliance.

- **CONSIDERATIONS:**

Before deciding to use physical force, an officer should consider the following:

- The immediacy of the threat
- The nature and severity of the crime or circumstances
- The nature and duration of actions taken by the subject
- Whether the subject is actively resisting custody
- Whether the subject is attempting to evade arrest by flight
- The number of subjects in comparison to the number of officers
- The size and condition of the subject in comparison to the officer
- The age, health, and condition of the subject
- The subject's violent history, if known
- The presence of a hostile crowd or agitators
- Whether the subject is under the influence of drugs or alcohol to the extent it would affect their tolerance towards pain

- **PERMISSABLE PURPOSES FOR THE USE OF PHYSICAL FORCE**

When necessary and reasonable, an officer may use proportionate physical force to:

- Gain control of a subject who poses an imminent risk to the officer, themselves, or a third person.
- Effect an arrest of a person whom the officer reasonably believes to have committed an offense unless the officer knows the arrest is not authorized.
- Effect an arrest pursuant to an approved arrest warrant unless the officer knows the arrest warrant is invalid for any reason.
- Prevent the escape from custody of a person unless the officer knows the custody is not authorized.
- Gain compliance to a lawful order.

- **PROHIBITIONS ON THE USE OF PHYSICAL FORCE**

The following actions are prohibited:

- Using physical force against any handcuffed or restrained person except to the extent necessary to counter active resistance, prevent escape, prevent the person from sustaining injury, or prevent the person from injuring another.
- Using physical force for the purpose of retaliation.
- Using physical force against a person whose health, age, physical condition, or circumstances make it likely that serious physical injury will result.
- Standing on or kneeling on the neck of another person.

RESTRICTIONS ON THE USE OF PHYSICAL FORCE

The following are prohibited except under circumstances where deadly force is deemed reasonable and necessary, consistent with this policy:

- The intentional use of a chokehold or neck restraint. Including but not limited to: (1). Arm bar hold, (2). Carotid artery hold, (3). Lateral vascular neck restraint, (4). Neck restraint or hold with a knee or other object is prohibited. The use of a choke hold or neck restraint may only be used when the use of deadly physical force is necessary.
- Intentional strikes to the head, neck, spine, or sternum with a baton or impact weapon, improvised impact weapon, knee, kick, or hard object, or striking the head against a hard surface.
- The intentional discharge of a less-lethal launcher projectile at close range to the head, neck, or chest.

6.01.07 POSITIONING OF PERSONS UNDER OFFICER'S CONTROL

Restrained persons shall be positioned so that breathing is not obstructed. Restrained persons should be maintained in a seated position or placed on their side. Restrained persons should not be placed in a prone or other position that increases the risk of positional asphyxia.

6.01.08 LESS LETHAL FORCE

An officer may use less lethal force when reasonable and necessary to overcome the use or imminent use of force against an officer or a third person. The level of less lethal force used must be proportionate to the threat, perceived or existing. Less lethal force may not be used against any person engaged in passive resistance.

6.01.09 USE OF DEADLY PHYSICAL FORCE

Deadly force must be used only as a last resort. Any use of deadly force must be reasonable and necessary. When feasible and consistent with personal safety, an officer shall give warning of his or her intent to use deadly physical force.

PERMISSABLE PURPOSES FOR DEADLY FORCE

A police officer is justified in using deadly force upon another person only when his or her actions are objectively reasonable under the given circumstances at that time and the officer reasonably believes the use of deadly force is necessary to:

- Defend himself or herself or another person from the use or imminent use of deadly physical force, or
- Effect an arrest of a person if the following circumstances exist:
    - The officer reasonably believes the person has committed or attempted to commit a felony that involved the infliction of serious physical injury and,
    - The officer has determined there are no available reasonable alternatives to the use of deadly force and,
    - The officer believes that the use of deadly force creates no unreasonable risk of injury to any other person.
- Prevent the escape of a person if the following circumstances exist:
    - The officer reasonably believes the person has committed a felony that involved the infliction of serious physical injury and poses a significant threat of death or serious physical injury to others and,
    - The officer has determined there are no available reasonable alternatives to the use of deadly force and,
    - The officer believes that the use of deadly force creates no unreasonable risk of injury to any other person.

PROHIBITIONS ON THE USE OF DEADLY FORCE

- Deadly force may not be used against any person for the purpose of protecting property.
- Deadly force may not be used against any person who poses a threat only to themselves.

USE OF FIREARMS

The discharge of a firearm by an officer in any setting other than a training or testing exercise, or to dispatch an animal, shall be considered a use of deadly force. The discharge of a firearm against another person should be considered a last resort.

The discharge of a firearm is prohibited:

- When, in the professional judgment of the officer, doing so will unnecessarily endanger an innocent person.
- In the defense of property.
- To summon assistance, except in an emergency and no other reasonable means is available.
- When fired as a warning shot.
- When fired at or into a moving or fleeing vehicle, except:
    - To counter an imminent threat of death or serious physical injury from an occupant by means other than the vehicle.
    - When a driver is intentionally placing others in the vehicle's path causing an imminent risk of serious injury, such as driving into a crowd of assembled persons or into an occupied area not intended for vehicular traffic.
    - When an officer is unavoidably in the path of a vehicle and cannot move to safety. Officers are strongly discouraged from positioning themselves in the actual or potential path of travel of any vehicle.

POST EVENT REVIEW OF DEADLY PHYSICAL FORCE INCIDENTS

A post event review regarding any use of force shall determine whether any involved officer acted in a manner consistent with or inconsistent with this policy.

Officers must be aware that they are subject to the standards set forth by State Law. In accordance with State Law, evaluations of an officer's actions related to a use of deadly force will consider, *but are not limited to,* the following factors:

- Whether the person possessed or appeared to possess a deadly weapon
- Whether the officer engaged in reasonable de-escalation measures prior to using deadly force
- Whether any unreasonable conduct of the officer led to an increased risk of an occurrence of the situation that precipitated the use of deadly force.

Officers should be aware that the statutory language "but are not limited to" may mean that factors not specified in law or in this policy are considered in the evaluation of an officer's actions.

6.01.10 REPORTING USES OF FORCE

REQUIRED REPORTING AND REVIEW

A reportable use of force is any use of force or display of force described in this policy above unresisted handcuffing and general escorting techniques, including, but not limited to:

- Striking another person with an open or closed hand, elbow, knee, club or baton, kicking another person, performing a take-down technique or any other control technique which requires force.
- Using OC spray, CEW, or less lethal projectile(s)
- Using a chokehold or neck restraint
- All displays of force, which includes the pointing a firearm, less lethal launcher, or CEW laser sight at or in the direction of another human being
- The discharge of a firearm, or the dispatch an animal for any reason other than for testing or training purposes
- Any action that results in, or is alleged to have resulted in, injury or death of another person
- A use of force form is not required for verbal commands alone. However, use of verbal commands should be thoroughly documented in an incident/supplemental report with a case number generated.
- Any incident where a police officer uses physical force that is likely to cause serious physical injury, as defined in C.G.S. Sec. 53a-3, to another person or the death of another person.

The electronic State of Connecticut Police Officer Standards and Training Council *Use of Force* form must be completed for any incident that involves a reportable use of force conducted by any sworn New Haven Police Officer. A separate use of force form must be completed for each person/citizen subjected to a reportable use of force by an officer, as well as every officer who engages in a reportable use of force incident. Except as provided below, all officer(s) who participate in a reportable use of force incident must individually complete a use of force form prior to the conclusion of their shift unless there are extraordinary circumstances. They shall submit the use of force form electronically to both their immediate supervisor and the

on-duty shift commander or Division Commander (OIC) through department issued email addresses for further review and approval.

- The immediate supervisor of the officer(s) involved in a reportable use of force incident must review the use of force form, any related incident/supplemental report(s) and associated body-worn camera footage in order to make a determination on whether the force used was necessary or not. This review must be completed prior to the conclusion of the immediate supervisors' assigned shift, or as soon as practical after the body-worn camera footage of the incident is available for review. Shift Commanders or Division Commanders (OIC) will be responsible to evaluate the use of force reviews completed by their immediate supervisors to ensure they are completed thoroughly, correctly and submitted within the required time frame.

- The Office of the Chief State's Attorney Inspector General shall investigate any incident in which an officer uses deadly force or in which a death occurs as a result of any use of force and shall direct the completion of reports as deemed necessary.

- The department shall document and maintain a record of any incident in which an officer reports or is aware of an unreasonable, excessive, or *illegal* use of force as specified in this policy. This record shall include, at minimum, the name of the officer(s) involved; the date, time, and location of the incident; a description of the circumstances; and the names of any victims and witnesses present, if known.

USE OF FORCE FORM DISPOSITIONS

When an immediate supervisor completes their review of a reportable use of force incident, they will determine the conclusion of the review by selecting one of the four following disposition selections listed on the use of force form:

- "I find this use of force by this Officer to be with POSTC policy."

- "I find this use of force by this officer to be outside POSTC policy, but reasonable and necessary."

- "I find this use of force by this officer to be outside POSTC policy."

- "Needs further review." If this option is selected, the Supervisor must complete a memo to the Shift Commander or Division Commander (OIC), which includes, but is not limited to the following information:

    - The lawful purpose for the use of physical force

    - Any uses of force prohibited or restricted by this policy

    - The severity of the crime

- Whether the subject was an immediate threat to the officers or others
- How the subject was actively resisting arrest
- How the subject was attempting to evade arrest by flight
- The size, strength, health, abilities, and demeanor of the subject
- Threat perceived by a reasonable officer
- An evaluation as to whether the Use of Force was an appropriate response to the perceived threat
- Amount of force in relation to the need for force
- Efforts to de-escalate
- Extent of injuries/medical attention rendered

POLICE OFFICER/POLICE DETECTIVE RESPONSIBILITIES

When a New Haven Police Officer finds it necessary to use force to affect an arrest, or for any other lawful purpose including the duty to intervene, whether on-duty or off-duty, that officer must do the following:

- Unless already present on scene, they shall notify their immediate supervisor via radio transmission of the reportable use of force incident as soon as practicable or, if the incident occurs off-duty, promptly notify the on-duty shift commander via a phone call to communications. They must explain the details of the use of force incident to their immediate supervisor as soon as circumstances allow in those cases which require a *Use of Force Form.* If an individual is injured, claims injuries, alleges excessive force or if the duty to intervene is utilized in any scenario, the officer shall notify his/her immediate supervisor while the individual is still on scene.

- Complete a Use of Force form. The form must be submitted to the officers/detectives' immediate supervisor and the on-duty shift commander or Division Commander (OIC) prior to the conclusion of their shift unless there are extraordinary circumstances. The use of force form must be completed correctly and in its entirety by the officer submitting it for review and approval.

- A Use of Force form must be completed by each individual officer/detective who participates or engages in a reportable use of force.

- Every police officer/detective involved in a reportable use of force incident must document their actions and describe why the force was necessary in either an initial or supplemental incident report with an associated case number.

- Every police officer/detective involved in a reportable use of force incident must dock the body-worn camera they utilized during the incident at the conclusion of their shift unless extraordinary circumstances exist according to the procedures outlined in General Order 7.10 Body-Worn and Dashboard Cameras.

- The officer shall submit the use of force form to both their immediate supervisor and the on-duty shift commander or Division Commander (OIC) electronically utilizing everyone's department issued email addresses.

- In the event that the Use of Force form is not available for electronic submission via email, a Use of Force form must be completed and printed by the officer/detective and submitted by hand directly to their immediate supervisor for review following the above outlined procedures.

IMMEDIATE SUPERVISOR RESPONSIBILTIES

WHEN AN IN-PERSON SUPERVISORY RESPONSE IS REQUIRED

The immediate supervisor of any officer/detective involved in a reportable use of force incident which meets the following criteria shall require an immediate response to the scene and an investigation:

- Any allegation of excessive force

- Any person subjected to the use of force who is transported to the hospital and sustains serious physical injury.

    - A Supervisor shall respond to the hospital for any injuries sustained during a use of force incident. The supervisor will locate the attending physician to determine if the person sustained serious physical injuries.

    - If the physician indicates that the person did not sustain serious physical injury, an investigation will not be required. However, the Supervisor shall document in a report the nature and extent of the injuries and the name of the physician that deemed the injuries not serious in nature.
    - In the event the attending physician refuses to provide information on a subject's injuries, the Supervisor shall document this information in a report.

If these criteria are met, the supervisor shall conduct a preliminary investigation which shall include, but not be limited to, the following:

- Respond to the scene in person and announce their arrival via radio to dispatch.

- Verify that their body-worn camera is activated according to the procedures outlined in General Order 7.10 Body-Worn and Dashboard Cameras.

- Ensure the shift commander or Division Commander (OIC) is made aware of the incident as soon as practicable.

- Secure the scene as needed and ensure that medical attention is called for all injured person(s) or those alleging to be injured, including officers.

- Collect, or cause to be collected, any evidence of the use of force and ensure it is entered into the property room. This includes any video surveillance footage, which also must be logged into the property room or evidence.com when appropriate.

- Identify and individually interview all witnesses and any officer(s) who responded to the scene or who were directly involved in the use of force incident to learn details of the incident.

- Ensure that all officers that responded or were directly involved in the reportable use of force incident document their actions and/or observations in an incident or supplemental report with an associated case number prior to the termination of their shift, or as soon as practicable.

- Identify and interview the person(s) subjected to the officer(s) use of force and determine their account of the incident and how any alleged injuries were sustained.

- When possible, identify and interview the physician or other qualified health care provider concerning any injuries sustained by the officer and the person(s) subjected to the use of force. Inquire if the injuries are consistent with the uses of force reported.

- When able, photograph and/or capture via body-worn camera all claimed or visible injuries, and all areas where the officer reports making physical contact with the person(s). Photographs and/or body-worn camera footage must be taken of the person(s) subjected to an officer's force whether there are signs of injury or not. Photographs must also be taken of any officer injuries as well. The photographing or recording of injuries must not interfere with the rendering of any medical attention.

- Review all relevant body-worn camera footage of the incident as soon as practicable.

- Complete a memorandum to the shift commander or Division Commander (OIC) detailing the preliminary investigation and findings with all relevant documents attached by the conclusion of their shift, or as soon as practicable.

- In situations where an officer uses deadly force, or when a death occurs as a result of an officer using less lethal force as a rare and unexpected outcome, the

immediate supervisor shall follow the same procedures outlined in General Order 6.12 Officer-Involved Shootings and await the arrival of the Office of the Chief State's Attorney Inspector General for further direction.

USE OF FORCE REPORTING - IMMEDIATE SUPERVISORS

- When a reportable use of force incident occurs, the immediate supervisor of any officer/detective using force has the primary responsibility to make certain that all required *Use of Force Forms* and incident/supplemental reports are properly completed, reviewed for accuracy, and submitted as required by officers/detectives under their supervision. The immediate supervisor of the officer(s)/detective(s) involved in a reportable use of force incident is responsible for completing all sections of the use of force form that require supervisory completion.

- The immediate supervisor of the officer/detective involved in a reportable use of force incident is required to review body-worn camera footage from officers involved in the incident to the extent that they are satisfied in making a decision on whether the force used was within policy or not. This review must be completed prior to the conclusion of their assigned shift or as soon as practical after the body-worn camera footage of the incident is available for review.

- Immediate supervisors will be held responsible to ensure that the use of force form is completed prior to the officer/detective concluding their tour of duty. However, under special circumstances, such as those incidents resulting in death or serious injury of a person, the Use of Force form will be completed when an incident report is written by an involved officer(s).

- The immediate supervisor of the officer/detective involved in a reportable use of force incident is required to notify the shift commander or the (OIC) of their Division that a reportable use of force incident took place as soon as practicable.

- If the immediate supervisor of any officer/detective reasonably believes that any use of force is not within policy, they must complete a memorandum detailing their concerns and notify their Shift Commander or the (OIC) of their Division prior to the conclusion of their shift.

- The immediate supervisor is responsible for emailing the completed use of force form, and any relevant documents, to their shift commander or Division Commander (OIC) as soon as practicable.

- Appropriate non-disciplinary correction action and/or disciplinary action will be taken when an immediate supervisor fails to conduct a timely and thorough investigation, neglects to recommend appropriate corrective action, or neglects to implement appropriate corrective action.

- Any immediate supervisor who uses force, or who authorizes conduct leading to a reportable use of force, shall not be allowed to conduct that use of force investigation/review. In these circumstances, the next level supervisor who holds the rank of Lieutenant, or the position of Division Commander (OIC) or shift commander, shall be responsible for completing the use of force review.

PATROL SHIFT COMMANDER AND DIVISION (OIC) RESPONSIBILITIES

- Ensure that the immediate supervisors under their supervision respond to the scenes of reportable use of force incidents as required.

- Ensure that immediate supervisors under their supervision conduct a thorough review of reportable use of force incidents prior to the conclusion of their shift or, as soon as practicable.

- Verify that all applicable use of force forms and accompanying paperwork are submitted correctly and as soon as practicable.

- Ensure that the use of force form and accompanying paperwork were reviewed and completed correctly by the immediate supervisor.

- Verify that the use of force is reported accurately and completely, and that all information concerning the incident/arrest is consistent in all reports.

- Immediately notify the Patrol Commander and the (OIC) of the Internal Affairs Division, or his/her designee, of any reportable use of force incident that is deemed excessive, inappropriate or unnecessary.

- When an on-duty or off-duty officer has engaged in a reportable use of force incident, which has resulted in death or serious injury to any person, the shift commander will immediately report the incident to the Chief of Police, via the chain of command, and respond to the scene of the incident to take command until the Office of the Chief State's Attorney Inspector General arrives and provides further direction. This also includes those cases where any firearm is accidentally or purposefully discharged which results in injury or death to any person.

- The on-duty shift commander is responsible for retrieving and accounting for all of the body-worn cameras for the officers involved in or who are witnesses to any officer use of force that results in serious injury or death. These body-worn cameras will be docked at the direction of the Office of the Chief State's Attorney Inspector General.

- The shift commander shall complete their assessment of the immediate supervisors' use of force review and forward all documentation to the Patrol Commander via department email for further review within seven (7) calendar days after receipt of the documents from their immediate supervisor.

- The Patrol Commander or Division Commander (OIC), when appropriate, must forward all use of force forms to the (OIC) of the Internal Affairs Division as soon as practicable via department email.

- The Chief of Police, or his/her designee, shall hold shift commanders or Division Commanders (OIC) accountable for the quality of their assessments into their immediate supervisors use of force reviews.

ANNUAL USE OF FORCE REPORTING

Each year, but not later than February 1st of the following year, the department shall ensure that a copy of each completed *State of Connecticut – Police Officer and Standards Training Council - Use of Force Report* (POSTC Form – PUOF) that meets the reporting requirements of either C.G.S. 7-282e and/or C.G.S. 54-1t is submitted in electronic form to the Criminal Justice Policy and Planning Division of the Office of Policy and Management or its designee. Prior to the submission of these reports, the department shall redact any information that may identify a minor, victim, or witness.

Use of force reports that do not meet the State reporting requirements by statute, but are required by this policy, shall be stored in-house.

USE OF FORCE REVIEW TASK FORCE

The (OIC) of the Internal Affairs Division and/or his/her designee, the Patrol Commander and the Training Academy Commander and/or his/her designee will collaboratively form a "use of force review task force." Each Division head and/or their designee will independently review every reportable use of force incident that includes all uses of deadly force and non-lethal force. At least 25% of reportable display of force incidents must also be reviewed. The review shall include an examination of use of force form(s), incident/supplemental reports, and any/all associated body-worn camera footage of the reportable use of force incident to:

- Determine if the officers' actions were necessary and consistent with policy and procedure as outlined in this general order.

- Determine if the officers' actions warrant the initiation of an internal investigation into the reportable use of force incident and/or if the officer requires remedial training in any use of force area.

- Recommendations on equipment upgrades, training, and/or policy issues, if applicable.

- The Chief of Police will be informed about any reportable use of force incident that may not be consistent with policy and procedure or indicates the action warrants further administrative review/investigation.

- The (OIC) of the Internal Affairs Division will maintain a yearly log accounting for all reportable use of force incidents organized by force type and amount and with totals per month and year listed. The (OIC) of the Internal Affairs Division will also be responsible for maintaining a log of officers involved in reportable use of force incidents, which includes the force type used, type of incident, date, and associated incident case number.

- Use of Force Reports will be maintained within the Internal Affairs Division. The (OIC) of the Internal Affairs Division will regularly report use of force data to the civilian Board of Police Commissioners and Civilian Review Board.

6.01.11 TRAINING AND QUALIFICATIONS

- In addition to training required for firearms qualification (Refer to the General Order 7.01), sworn personnel shall receive Department authorized training designed to simulate actual situations and conditions and, as otherwise necessary, to enhance officers' discretion and judgment in using deadly and less lethal force in accordance with this policy.

- All sworn personnel shall, at least annually, receive in-service training in the Department's Use of Force Policy and related case law updates. All training, including remedial training, will be documented.

- Training and proficiency results for any authorized weapon will be documented in the training files. Officers must demonstrate proficiency with weapons in compliance with P.O.S.T. requirements.

- Officers who fail to qualify with their duty weapon will be scheduled for one retry opportunity to reach qualification score. Officers who fail to qualify on the scheduled retry will receive remedial firearms training and given another opportunity to reach qualification score, as mandated by P.O.S.T. Both the retry and remedial training will take place within one month of the initial firearms qualification attempt.

    - If, after this third attempt, an officer fails to achieve qualification score, the officer will be placed on firearms probation. During this firearms probation, the officer will be required to receive remedial firearms training with a firearms instructor and be given the opportunity to qualify on a weekly basis until either they qualify or their P.O.S.T. certification expires. Weekly qualifications will be scheduled by the firearms instructor and will only be rescheduled based on extenuating circumstances.

    - Officers who are placed on firearms probation for failing to qualify with their service weapon will be restricted to an "in-house assignment," with the exception of the firearms training and will only carry their service weapon during remedial training. Officers whose firearms probation stems

from a failure to qualify with a department rifle will not be authorized to carry such weapon until they have qualified.

- Officer(s) who fail to qualify after remedial training may be in danger of losing their State Officer Certification and may be subject to disciplinary action up to and including termination.

6.01.12 RELATED GENERAL ORDERS

Other general orders related to this and department use of force policies include, but may not be limited to:

- General Order 12.03 Vehicle Pursuits
- General Order 10.01 Incident Reports
- General Order 7.10 Body-Worn and Dashboard Cameras
- General Order 7.08 Expandable Baton
- General Order 7.07 Oleoresin Capsicum (OC Spray)
- General Order 7.06 Conducted Electrical Weapons
- General Order 7.05 Patrol Rifles
- General Order 7.01 Firearms
- General Order 6.12 Officer-Involved Shootings
- General Order 6.11 Crowd Control and Management
- General Order 1.03 Rules of Conduct
- General Order 1.01 Department Mission and Values
- General Order 452 Police Service Dog Program

This supersedes General Order 6.01 – issued on January 11, 2022

History: Special Order 20-06 - Issued on October 1st, 2020
General Order 6.01- Issued on February 15th, 2018
General Order 5.03 - Issued on June 24th, 2016.
General Order 300 - Issued on February 4th, 2013.
General Order 07-01 - Issued on July 5, 2007.

This General Order was approved by the Civilian Board of Police Commissioners on April 9, 2024

4/9/24
Chief of Police
(Signature and Date)

Evelise Ribeiro 4/9/24
Chair, Board of Police Commissioners
(Signature and Date)

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 6.07 **EFFECTIVE DATE: June 6, 2016**

UNDERWATER SEARCH AND RECOVERY TEAM (U.S.R.T.)

6.07.01 PURPOSE

The purpose of this General Order is to outline a standard procedure to be followed by the New Haven Department of Police Service in the event an incident develops within our jurisdiction that requires the deployment of the Underwater Search and Recovery Team (U.S.R.T.). This order pertains to the role of department officers who initially respond, and to the role of the U.S.R.T., its deployment, and the responsibility of personnel of various ranks.

The U.S.R.T. is a specialized team within the Emergency Services Unit (ESU) that has been established to retrieve evidence, vehicles, or persons which may be in or under the water within the geographical boundaries of the city of New Haven.

6.07.02 POLICY

It is the policy of the New Haven Department of Police Service that all U.S.R.T. operations will be conducted with the upmost regard for the safety of the members of the Team. The Team will only be deployed for search and recovery and not be used to perform water rescues.

6.07.03 ADMINISTRATION OF THE U.S.R.T.

The U.S.R.T. is a component of the Emergency Services Unit under the Assistant Chief of Police commanding the Operations Division.

COMMANDER

The U.S.R.T., as well as all other components of ESU, are overseen by a Lieutenant or Captain designated as the ESU Commander.

OFFICER IN CHARGE (OIC)

The U.S.R.T. shall be managed by an OIC who is selected by the Assistant Chief of Police of Operations and the ESU Commander. The OIC reports directly to the ESU Commander. The OIC supervises the operations of the U.S.R.T. and is responsible for deployment, training and other duties as directed. He/she must maintain a Standard Operating Procedure (SOP) and ensure that an updated copy of it is provided to the Internal Affairs Unit. The SOP will contain the policies, procedures, and training requirements for the U.S.R.T. and a list of equipment used by its members.

UNIT PERSONNEL

The U.S.R.T. members will be selected through a Department-wide application and testing process which will be administered by the OIC. Members of the Team must be open water certified divers and shall obtain and maintain the necessary certification to perform underwater search and recovery.

6.07.04 PROCEDURES

RESPONSE GUIDELINES

The U.S.R.T. can be requested to assist in the following after an initial assessment by a field supervisor and/or Shift Commander:

- To perform body recoveries where the victim has died from accidental drowning, suicide, or homicide.
- To locate and assist in the removal of submerged vehicles.
- To locate and recover evidence used in a crime or evidence otherwise related to a case. This evidence may include, but is not limited to, knives, guns, ammunition, jewelry, tools, body parts, bones, and clothing.
- Assist other agencies upon approval by the Assistant Chief of Operations.

NOTIFICATION PROCEDURES

A request for the U.S.R.T. may be initiated by any police supervisor or Shift Commander to the ESU Commander. It is the responsibility of the ESU Commander to determine if a response by the U.S.R.T. is appropriate. In the event that the U.S.R.T. is activated, the ESU Commander shall notify the Assistant Chief of Police commanding the Operations Division and the Police Chief.

INITIAL RESPONDING OFFICERS' RESPONSIBILITIES

- Establish an inner and outer perimeter.
- Attempt to gather information as to the location the body or evidence entered the water and the time of this occurrence.
- Advise the dispatcher of the circumstances.
- Notify his/her immediate supervisor.

SUPERVISOR RESPONSIBILITIES

- Respond to the scene and determine if the U.S.R.T. should be requested. If so, contact the Shift Commander and relay this information.
- Deploy personnel to adequately maintain an inner and outer perimeter.
- Brief OIC of U.S.R.T. upon arrival.

U.S.R.T. PERSONNEL

The OIC of the U.S.R.T. shall respond to all call-outs and shall determine the probability of a successful dive and whether or not any operation can be undertaken by the Team based on operational safety, mission parameters, or equipment limitation.



6/6/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 6.12 **EFFECTIVE DATE: October 17, 2016**

OFFICER-INVOLVED SHOOTINGS

6.12.01 PURPOSE

The purpose of this General Order is to establish the investigative and reporting procedures in an officer-involved shooting.

6.12.02 POLICY

It is the policy of the New Haven Department of Police Service that all officer-involved shootings will be properly reported, documented, investigated, and reviewed. During this process, all involved officers will be treated with dignity and the officers, and their families, will be provided with the support needed to cope with the emotional, psychological, and behavioral effects often experienced after an officer-involved shooting. The Department maintains that both an awareness of and attempts to mitigate the potential effects of critical incident stress along with professionally accepted investigative procedures provide the best opportunity to establish an accurate record of events surrounding an officer-involved shooting.

6.12.03 DEFINITIONS

COMPANION OFFICER: An officer assigned to another officer to provide emotional support and assistance following a critical incident, such as an officer-involved shooting.

The assigned officer is normally a member of the department's peer support program but may also be another officer who has had a similar experience or a fellow officer.

CRITICAL INCIDENT: An incident that is unusual, is violent, and involves perceived threat to, or actual loss of, human life. A critical incident is a significant emotional event that breaks through an individual's normal coping mechanisms and may cause extreme psychological distress.

CRITICAL FIREARM DISCHARGE: A discharge of a firearm by an officer. Range and training discharges, and discharges at animals, are not included under this policy.

USE OF DEADLY FORCE INVESTIGATIONS: The State's Attorney's Office is the lead agency in the criminal investigation of the use of deadly force by a police officer which results in serious physical injury or death to a person (Public Act 15-4).

INVOLVED OFFICERS: Unless otherwise indicated, refers to those sworn personnel, whether on-duty or off-duty, who discharge a firearm in a hostile situation or by accident, or who are direct witnesses to an event.

OFFICER-INVOLVED SHOOTING: A discharge of a service weapon by an officer during a hostile encounter or an accidental discharge, while on-duty or off-duty, irrespective of injuries to suspects, officers, or third parties.

6.12.04 PROCEDURES

INVOLVED OFFICERS

- Officers involved in a shooting incident shall, immediately, to the degree reasonably possible, take initial steps to protect their safety, request medical assistance, and to preserve evidence.

- Notify the Communications Center of the incident and location. Relay information on fleeing suspects to Communications and other units and work with them to establish a containment area.

- Officers involved in a shooting incident should provide preliminary investigative information to the first arriving supervisor. This should include, but may not be limited to those questions to which reference is made in the Public Safety Statement which is attached hereto in Appendix A:

    - Type of force used.

    - Direction and approximate number of any shots fired by the involved officer(s) and/or suspect(s), if applicable.

- Location of injured persons, including those in need of medical attention, if any.
- Description of outstanding suspect(s) and their direction(s) of travel, time elapsed since the suspect was last seen, and any suspect weapon(s).
- Identity, description and location of any known victims or witnesses.
- Description and location of any known evidence.
- Other information as necessary to ensure the safety of the officer and the public and assist in the apprehension of outstanding suspect(s).

- In order to maintain the integrity of the investigation, the involved officer(s) should not discuss a Reportable Deadly Force Incident with anyone other than the assigned investigator, supervisors, or with legal representation unless otherwise directed to do so by an Assistant Chief of Police or his/her designee. Involved officers are advised that any conversation with anyone other than those privileged by law will not be treated as confidential.

- The officer may be required to take a urine and/or breathalyzer test in accordance with General Order 2.05, Alcohol and Drug Use Policy.

- The officer will maintain custody of his/her firearm and ensure that his/her firearm remains holstered and secured until the Armorer and lead investigative agency arrives on scene. If the officer is injured and needs to be relieved of his or her firearm prior to receiving medical treatment, the supervisor on scene or, if the supervisor has yet to arrive, another non-involved officer, will take possession of the firearm and duty belt and will ensure that the firearm remains holstered and secured.

- The Armorer will wait for the arrival of the lead investigating agency who will take custody of the firearm(s) in private, away from the immediate scene, and then the Armorer will provide the officer(s) with a replacement weapon(s).

- The officer will refrain from driving a vehicle, unless instructed otherwise. If transportation is necessary the on-scene supervisor will assign someone to provide transportation.

- All officers present at the time of the shooting of an individual will be sent for a debriefing by the Employee Assistance Program during their scheduled work hours. The services of the Employee Assistance Program (EAP) will also be made available to the family of the involved officer(s). The debriefing shall take place as soon as possible after the assigned investigator has interviewed the involved employee(s).

- If an arrest is to be made, the involved officer will complete a probable cause report. If the involved officer is unable to complete this report for any reason, it will become the responsibility of the supervisor to complete this report.

SUPERVISOR RESPONSIBILITIES AT THE SCENE

- The Shift Commander, or in his/her absence, the ranking patrol supervisor on duty will respond to the incident scene and assume command insuring appropriate action is taken to:
    - Obtain first aid for the injured
    - Detain suspects
    - Identify witnesses
    - Secure evidence

- The supervisor will ensure the inner perimeter of the scene is secured, preserved and protected without the removal or relocation of evidentiary materials, including motor vehicles. The inner perimeter is the area(s) at the scene of the incident where physical evidence is likely to be recovered.

- Direct that an outer perimeter be established to prevent all from entering except those who have a specific function to perform. The outer perimeter is the area surrounding and encompassing the inner perimeter where assigned personnel can be briefed and deployed.

- The supervisor will ensure that the involved officer(s) maintain custody of his/her firearm and that the firearm remains holstered and secured until the Armorer and lead investigative agency arrives on scene.

- In the event that the involved officer is injured and requires medical attention, the supervisor will take possession of the officer's firearm and duty belt, and will ensure that the firearm remains holstered and secured.

- Ensure that a media staging area is established beyond the outer perimeter. The location of the staging area will be relayed to the Public Information Officer.

- If the supervisor observes obvious signs of physical and/or emotional distress in the officer(s) involved, the supervisor will take appropriate action.

- During any period where the involved officer is required to remain on the scene, but has no immediate duties to fulfill, the officer should be taken to a quiet area away from the immediate scene of the incident.

- The supervisor should assign a companion officer to remain with the involved officer to provide emotional support and assistance. The companion officer will accompany the involved officer to the hospital. The companion officer can be a peer support team member, a fellow officer, or an officer that has been involved

in a shooting. The companion officer should be advised not to discuss details of the incident.

- The officers should be advised about standard investigative procedures that will occur.

- The supervisor shall briefly meet with the involved officers individually and obtain a Public Safety Statement (refer to attached Appendix A) from all involved officer(s).

- The supervisor should arrange for the officers directly involved in the incident to leave the scene as soon as they provide the Public Safety Statement, and be taken to the Investigative Services Unit.

- Supervisors should be aware that officers may seek legal counsel or union representation prior to making a statement.

- The officers should be advised not to discuss the incident with anyone except a union representative or attorney or state's attorney or law enforcement investigator until the conclusion of the preliminary investigation. Involved officers are advised that any conversation with anyone other than those privileged by law will not be treated as confidential.

- If the mental or emotional state of the officer suggests the need for medical attention, the on-duty supervisor shall make such arrangements.

- If a suspect is transported to the hospital, the supervisor will ensure that officers respond to guard said subject and to perform crowd control.

- The Field Supervisor or Shift Commander will ensure all necessary department notifications have been made, including the following:

    - The Chief of Police
    - Assistant Chief of Professional Standards
    - The Assistant Chief of Police (Duty Chief)
    - Patrol Commander
    - Commanding Officer of Internal Affairs
    - Commanding Officer of the Investigative Services Division
    - Commanding Officer of Training
    - Media Relations Officer
    - Employee Assistance Program

- In the case of serious injury or death to an officer, notifications shall be conducted in conformance with the Department's General Order pertaining to On-Duty Death and Life Threatening Injuries Notification.

- If an arrest is to be made and the involved officer is unable to complete a probable cause report, the supervisor shall complete it.

ASSISTANT CHIEF OF POLICE (DUTY CHIEF)

- Shall immediately notify the Chief of Police.

- Approve any release of information regarding the incident to the media or to other individuals or agencies not involved in the investigation.

CHIEF OF POLICE

- Shall immediately notify:

    - The Mayor or Chief Administrative Officer
    - Corporation Counsel
    - Board of Police Commissioners Chair

- May extend the administrative leave period if appropriate or necessary.

- May order an involved employee who has been placed on administrative leave to return to regular duty, if the employee has cleared a fitness for duty examination, if applicable.

- The Chief of Police will initiate an Internal Affairs investigation and assign an investigator.

- Make the final determination regarding compliance with policy and procedures, and any appropriate corrective action, taking into consideration the findings of the Internal Investigation.

INVESTIGATIVE SERVICES BUREAU (ISU)

- The Commanding Officer of ISU will respond to the scene and ensure that the scene is "frozen." He/she will receive a briefing from the Shift Commander including details of the incident as available, a summary of all actions completed or in progress and conduct a walk-through of the incident scene.

- The Commanding Officer of ISU will immediately notify the State's Attorney's office and determine who will be the lead investigative agency.

- If the State's Attorney's Office or another agency will act as the lead investigators, the Commanding Officer of ISU will act as a liaison with that agency and ensure that the scene is maintained until the lead agency arrives.

- If the New Haven Department of Police Service will be the lead investigative agency, the Commanding Officer will assign investigators to conduct an investigation of the shooting incident including the facts and circumstances surrounding the shooting and perform other appropriate investigative activities as necessary.

- The lead investigative agency will coordinate with the Armorer to secure and replace the involved officer(s) weapon(s).

INVESTIGATIVE PROCESS

- The investigation of officer-involved shootings shall normally be conducted in two separate parts and by separate authorities—a criminal investigation and an administrative investigation. The criminal investigation is normally completed by homicide investigators prior to the administrative investigation, which is most often conducted by the department's Internal Affairs Unit, although the investigations may occur concurrently.

    - **CRIMINAL INVESTIGATION PHASE**

      The lead homicide investigator shall manage the criminal investigation unless, by interagency agreement, the lead is passed to another investigative authority.

        - All interviews will be recorded.

        - The Internal Affairs Investigator may be present for all interviews except for the interviews of officer(s) subject to the criminal investigation.

        - Upon completion of the criminal investigation, findings shall be submitted to the Chief of Police, the Assistant Chief of Professional Standards and the State's Attorney's Office.

    - **ADMINISTRATIVE INVESTIGATION PHASE**

      This investigation, undertaken by the department's Internal Affairs Unit, must be kept separate and apart from the criminal investigation. It is intended to determine whether violations of departmental policy, procedures, rules, or training have occurred and, if so, whether disciplinary action should be recommended or modifications to policy, procedures, or training considered.

        - Criminal investigators may not be present during Internal Affairs questioning of the officer(s) who is the subject of a criminal investigation nor may information gained as a result of administrative interviews be shared with criminal investigators.

- All interviews shall be recorded in order to provide evidentiary records of statements.
- The lead Internal Affairs investigator shall complete a report which details their findings and forward such report to the Assistant Chief of Professional Standards.

6.12.05 REASSIGNMENT

- Any officer directly involved in a shooting incident will be transferred immediately to an administrative assignment. The Department recognizes that in some instances a period of administrative leave will be appropriate, and the officer shall report to said assignment at such time that he or she is mentally and physically ready to return to work. The Department may require documentation from a certified medical professional if the administrative leave period becomes prolonged.

- After reporting to work, the officer will remain on administrative duty and during such time will be restricted from working extra duty and overtime, other than overtime which is available in the assigned administrative area.

- The Chief of Police will evaluate the following in determining whether and when to transfer the officer from an administrative assignment:

    - Post Critical Incident Meeting with EAP
    - Review of the investigation

- Notwithstanding the above protocol, the Chief has the discretion to retain an officer on administrative assignment when it is deemed in the best interest of the City and/or the Department and will notify the union in writing of said decision.

6.12.06 PEER ADVOCACY

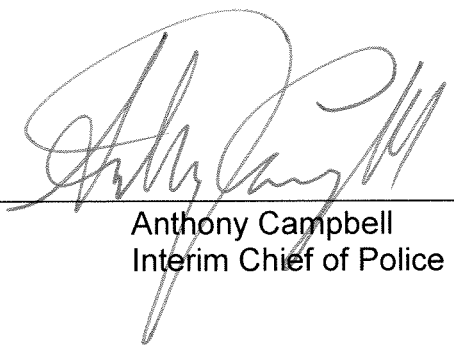
While waiting to be interviewed by the State's Attorney's investigators, an officer may have another officer of his/her choice, not involved in the shooting, present.

6.12.07 COUNSELING

A representative from Public Safety EAP may be assigned by the Chief of Police to make contact with the officer(s) as soon as practicable to see if the officer or his/her immediate family is in need of assistance. The counseling representative may ensure that the officer(s) seeks psychological review within a three (3) week period from the date of the shooting. The counseling representative may maintain contact with the Chief of Police

and the officer(s) involved concerning the need and coordination of any psychological counseling that may be necessary. The officer is free to refuse counseling but is encouraged to take advantage of it. If counseling for family members is requested it will also be provided.

This supersedes General Order 6.12 with effective date of January 13, 2016.



Anthony Campbell
Interim Chief of Police

10/17/2016
Date

Revised October 17th, 2016

Appendix A

PUBLIC SAFETY STATEMENT

The following is a list of questions that the supervisor may ask the involved officer(s) on scene. The officer(s) are not compelled to answer these questions on scene but should be encouraged to assist with the preliminary investigation. The purpose of these questions is to assist with evidence location, and identification of suspects, witnesses and injured parties.

- Are you injured or do you need medical attention?
- Were you involved in an officer-involved shooting?
- Approximately how many rounds did you fire and in what direction did you fire them?
- Do you know if any other officers fired any rounds?
- Is it possible the suspect fired rounds at you?
- Is anyone injured? If so, where are they located?
- Are you aware of any witnesses? If so, what is their location?
- Approximately where were you when you fired the rounds?
- Are there any outstanding suspects? If so, what is the description, direction, and mode of travel?
- How long have they been gone? What crime(s) are they wanted for? What weapons are they armed with?
- Are there any weapons or evidence that need to be secured/protected? Where are they located?

Additionally, supervisors should obtain the public safety statements of all substantially involved personnel *before* they are transported from the scene. The supervisor, absent exigent circumstances, *shall remain* at the scene to provide the Public Safety Statement to responding investigators.

These questions should be followed by an order *not to discuss the incident with anyone*, prior to the arrival of the assigned investigators, with the exception of legal representatives.

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 7.01 **EFFECTIVE DATE: February 11, 2016**

FIREARMS

7.01.01 PURPOSE

The purpose of this general order is to establish procedures for the issuance, use and care of Department owned weapons by sworn officers.

7.01.02 AUTHORITY TO CARRY FIREARMS/WEAPONS

The Chief of Police authorizes the carrying of the department issued weapons only after:

- Successful completion of the Police Academy
- Qualifying with the Department issued firearms/weapon(s).

Authorized weapons are those with which the police officer has qualified and received departmental training, by a certified instructor, on proper and safe usage, and that comply with departmental specifications. While on-duty, officers shall only carry their department issued firearms. No other firearms are allowed without the express permission of the Chief of Police. At their option, sworn members of the department may carry their Department-issued weapons with the prescribed ammunition while off duty.

7.01.03 DEPARTMENT ISSUED AND APPROVED FIREARMS

The department issued firearms for all full time personnel shall be the Glock Model 22 RTF .40 Caliber semi-automatic pistol. All weapons will be inspected by a qualified armorer or firearms instructor prior to being issued and carried by officers.

- All personnel will be issued three magazines with their firearm.
- Only Department issued duty ammunition shall be carried in duty weapons.
- All department issued duty weapons shall be carried in a duty holster or alternative holsters which has been approved by the Chief of Police or his/her designee.
- Officers shall not carry a second handgun while on duty unless specifically authorized by the Chief of Police.

7.01.04 FIREARMS QUALIFICATIONS

The police department shall schedule regular training and qualification sessions for firearms. All sworn personnel must demonstrate proficiency with their department-issued firearm once each calendar year by firing a score of 80% or higher in a prescribed course approved by P.O.S.T. The preceding will be a fundamental requirement to continue employment as a sworn member of this department.

7.01.05 FAILURE TO QUALIFY

- Officers who fail to qualify will be scheduled for one retry opportunity to reach qualification score. Officers who fail to qualify on the scheduled retry will receive remedial firearms training and given another opportunity to reach qualification score, as mandated by P.O.S.T. Both the retry and remedial training will take place within one month of the initial firearms qualification attempt.
- If, after this third attempt, an officer fails to achieve qualification score, the officer will be placed on firearms probation. During this firearms probation, the officer will be required to receive remedial firearms training with a firearms instructor and be given the opportunity to qualify on a weekly basis until either they qualify or their P.O.S.T. certification expires. Weekly qualifications will be scheduled by the firearms instructor and will only be rescheduled based on extenuating circumstances.
- Officers who are placed on firearms probation for failing to qualify with their service weapon will be restricted to an "in-house assignment," with the exception of the firearms training and will only carry their service weapon during remedial training. Officers whose firearms probation stems from a failure to qualify with a

department rifle will not be authorized to carry such weapon until they have qualified.

- Officer(s) who fail to qualify after remedial training may be in danger of losing their State Officer Certification and may be subject to disciplinary action up to and including termination.

7.01.06 ALCOHOL & DRUGS

Weapons shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment.

7.01.07 MAINTENANCE, REPAIR AND MODIFICATIONS OF DEPARTMENT ISSUED FIREARM

- Firearms carried on duty shall be maintained in a clean, serviceable condition.

- If an officer finds that their firearm is defective or in need of repair, they shall notify their on-duty supervisor immediately. The on-duty supervisor will contact the armorer.

- All Department issued firearms will be inspected and cleaned on an annual basis by the department armorer. Defects and malfunctions will be corrected as soon as possible. If the defects cannot be corrected immediately, the officer will be issued another weapon.

- The armorer shall be the only person authorized to repair or modify any Department owned weapon.

7.01.08 RECORDS KEEPING

- The Department armorer will maintain a file on all firearms authorized for service by the Department. These records shall include, but are not limited to, a complete description of the firearm, the name of the officer to whom the firearm is issued, inspection and maintenance performed on each firearm.

- The training officer shall maintain the records of each officers' training and proficiency records. These records shall be a permanent record in the officer's training file.

7.01.09 SAFE HANDLING OF FIREARMS

The intent of this policy is to promote proper firearm safety on and off duty. Employees shall maintain the highest level of safety when handling firearms and shall consider the following:

SAFETY CONSIDERATIONS

- Officers shall not unnecessarily display or handle any firearm.
- Officers shall be governed by all rules and regulations pertaining to the use of the police range, and shall obey all orders issued by the firearms instructor. Officers shall not "dry fire" or practice "quick draws" except under the supervision of a firearms instructor.
- Any member who discharges a weapon, whether Department issued or otherwise, accidentally or intentionally, on or off-duty, except during training or recreational use, shall make a verbal report to the on-duty supervisor as soon as circumstances permit.
- Officers shall not load or unload a firearm anywhere in the department, except where clearing barrels are present.
- When not being carried or used by officers, all department weapons must be locked in a gun locker, secured police vehicle(s), the officer's assigned locker, or a locked desk drawer. Firearms may not be left unattended in any other area of the building.
- No one shall carry firearms into the detention facility or any part thereof when securing or processing a prisoner, but shall place all firearms in a secured location.
- Every precaution shall be taken at all times to keep weapons out of the hands of prisoners, children, or other unauthorized persons.
- Any officer who loses their department firearm, or has it stolen, shall immediately notify the on-duty supervisor and follow-up immediately with a memo that addresses the loss and surrounding circumstances. The on-duty supervisor will then begin an investigation and notify the Shift Commander.

7.01.10 STORAGE OF FIREARMS AT HOME

Officers shall ensure that all firearms and ammunition are locked and secured while in their homes in a manner that will keep them inaccessible to children and irresponsible adults. Officers shall be aware that negligent storage of a firearm could also result in criminal prosecution under Connecticut General Statues.

7.01.11 LAW ENFORCEMENT OFFICER'S FLYING ARMED (LEOFA)

The Federal Aviation Administration (FAA) requires that law enforcement officer's who have a need to fly armed must complete FAA training which is accomplished by viewing a video tape at the Office of the State's Attorney. A letter from the Chief of Police which identifies the officer as a member of the department and outlines the need for the officer(s) to fly while armed must accompany each officer.

7.01.12 CARRYING FIREARMS OUT OF STATE

Pursuant to 18 USC Sec. 926B, full time sworn officers and qualified retired officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions:

- The officer shall carry his/her department identification whenever carrying such weapon.
- The officer will remain subject to this and all other department policies (including qualifying and training).
- The officer may not be under the influence of alcohol or any other intoxicating drug.
- Officers are cautioned that individual states may still restrict or prohibit carrying firearms in certain areas such as government buildings, property and parks.

7.01.13 USE OF FIREARMS

Officers may discharge their weapons in the performance of their duties under the guidelines established in the Department's Use of Force Policy, General Order 6.01, during approved Department training, or to terminate a dangerous, or injured animal when other methods are impractical.

This order supersedes General Order 85-2 and 82-8.

2/1/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 7.02 **EFFECTIVE DATE: November 16, 2016**

ASSIGNMENT AND ACCOUNTABILITY OF EQUIPMENT

7.02.01 PURPOSE

The purpose of this General Order is to establish guidelines for the issuance, re-issuance, and return of Department-owned property.

7.02.02 POLICY

It is the policy of the New Haven Department of Police Service to provide employees with the proper equipment, in the best possible condition, in order to perform their job in the safest and most efficient manner. Property maintained in both the armory and equipment room shall be locked and secured at all times, except when an authorized representative of the assigned unit, i.e., the supply room, supervisor of the unit and/or an armorer, or designated supervisor, is present.

7.02.03 EQUIPMENT ISSUANCE FOR NEW OFFICERS

- When a new employee begins work with the Department, it will be the responsibility of the Training Sergeant and/or his/her designee to make sure the employee receives all of his/her equipment. The Training Sergeant, and/or his/her designee, shall utilize the "Employee Equipment Issuance Form" to ensure all equipment is issued.

- As the required equipment is issued to a new employee, the items will be checked off on the "Employee Equipment Issuance/Return Form."

- The employee shall acknowledge receipt of each item by initialing next to items received. Once all items are received, the employee will sign and date the Employee Issuance form. The completed form will be forwarded to the Quartermaster.

- It is the responsibility of the Training Sergeant and/or his/her designee to take the employee to the necessary areas of the department, e.g., supply room, Office of the Chief – Administrative Assistant, Armory, etc., in order to procure each item needed for their assignment.

- No Department-owned property and equipment, issued to any employee, shall be modified and/or altered with respect to operability, without the Division Commander (Assistant Chief's) approval. Attaching the name of the assigned employee to the equipment is permissible.

7.02.04 EQUIPMENT REPLACEMENT

- When Department equipment or property has been lost, stolen or damaged, the employee shall write a memo to his/her supervisor stating pertinent facts related to the circumstances of the loss, theft or damage of the property. If a badge, body armor, police identification, laptop computers or any weapon (e.g. firearm, taser, baton) are lost or misplaced, a memo, which shall be forwarded to the Patrol Commander, **and** an official police report must be completed. A COLLECT broadcast must be issued for the lost or missing item. A copy of the broadcast must be presented to the Quartermaster to obtain replacement equipment.

- If equipment or property has worn out and needs replacement, the employee shall write a memo to his/her immediate supervisor to request that the property be re-issued.

- When equipment or property is replaced, a copy of the paperwork will be forwarded to the appropriate person or unit to ensure that tracking requirements are maintained.

7.02.05 EQUIPMENT RETURN

- Employees voluntarily separating from employment with the Department should submit a letter of resignation/retirement. This letter will be routed through the chain of command to the Chief of Police with a copy presented to the Department's Human Resources Director.

- Upon notification that an employee is separating from the Department by resignation or retirement, the Quartermaster will prepare the "Employee Equipment Issuance/Return Form" for the return of property.

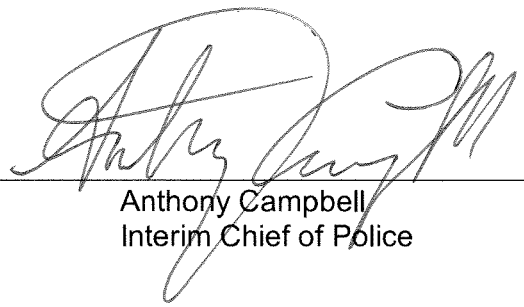
- It is the responsibility of the employee to make an appointment with the Quartermaster and/or his/her designee to return all issued equipment and uniform items.

- If the employee's separation from the Department occurs when the Quartermaster is not available, it will be the responsibility of the Shift Commander or his/her designee, to secure the items in an evidence bin until they can be returned to the Supply Room for proper distribution and documentation.

- The Quartermaster (or Shift Commander) will provide the Officer with a receipt for the returned equipment. The Officer will present this receipt to Management Services. Management Services will then authorize the release of the separation check.

- If a sworn employee is terminated from the Department, the Commanding Officer of the Division to which the employee was assigned shall be responsible for securing all issued equipment and uniform items.

- Any employee or former employee shall be held financially liable for any equipment not returned prior to separation from the New Haven Department of Police Service.



11/16/2016

Anthony Campbell
Interim Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 7.05 **EFFECTIVE DATE: October 17, 2016**

PATROL RIFLES

7.05.01 PURPOSE

The purpose of this General Order is to establish a procedure regarding the availability of patrol rifles to qualified patrol officers and supervisors as an additional immediate tactical resource.

The New Haven Department of Police Service recognizes that officers and supervisors may be placed at a substantial disadvantage by criminal elements armed with superior firearms and other dangerous weapons, which may preclude the safe use of the sidearm to effectively defend themselves and the public. In the initial phase of certain critical life-threatening situations, the immediate resource of a rifle, used by qualified patrol officers, may be paramount to saving lives and/or achieving containment until specialized tactical personnel can be deployed.

7.05.02 POLICY

It is the policy of the New Haven Department of Police Service that the use of patrol rifles shall be by sworn personnel only. The use of the patrol rifles shall be in accordance with departmental policies and procedures. While on-duty, the rifle shall be maintained in the rifle rack located in the interior of the vehicle until it is needed.

This procedure shall not preclude the use of SWAT. The field supervisor and/or shift commander shall make an immediate assessment of the need for specialized personnel

in any situation involving a tactical response and/or specialized weapons. Violations of this procedure will result in the revocation of the privilege to carry a patrol rifle and/or other disciplinary action.

7.05.03 DEFINITIONS

PATROL RIFLE: Colt Law Enforcement AR 15/M4 Semi-Auto Carbine. It is an authorized weapon that is owned by the Department and is made available to properly trained and qualified officers as a supplemental resource to their duty handgun. **No personally owned rifles may be carried for patrol duty.**

PATROL RIFLE OPERATOR (PRO): A sworn police officer of the department who is assigned to the patrol division and has successfully completed the department's mandated patrol rifle course or its equivalent.

TRANSPORT AND STORAGE READY: Safety On, Empty Magazine Well, Empty Chamber, Bolt Forward, and Dust Cover Closed.

INSPECTION READY: Safety On, Empty Magazine Well, Empty Chamber, Bolt Locked to the Rear, and Dust Cover Opened.

CRUISER READY: Safety On, Bolt Forward on Empty Chamber, Magazine in Well of Weapon, NO CHAMBERED ROUND, Dust Cover Up, and Weapon Stored in Rifle Case.

DEPLOYMENT READY: Safety On, Chamber Round, Dust Cover Up/Down.

7.05.04 PROCEDURES

The only authorized patrol rifle is one which is owned and issued by the Department. This rifle shall be the Colt Law Enforcement AR 15/M4 Semi-Auto Carbine. No personally owned rifles and rifle equipment may be carried for patrol duty. The only ammunition authorized for the patrol rifle is that which has been issued by the Department.

PATROL RIFLE OPERATOR CERTIFICATION REQUIREMENTS:

- Annual attendance at in-service firearms training with a minimum score of 80%.
- Assigned to uniform service division (patrol).
- Good attendance record with no patterns of abusive sick leave.
- Attend all patrol rifle certification training.
- Successfully complete and pass all required training.
- No pending or current departmental disciplinary actions.

SPECIFICATIONS

- Patrol Rifle: Colt AR 15/M4 Law Enforcement Semi-Auto Carbine
- Ammunition: Department issued duty ammunition
- Special Patrol Rifle Attachments: Must be approved by patrol rifle instructors

AUTHORIZATION AND DEPLOYMENT OF THE PATROL RIFLE

- Rifles will be available to personnel qualified to use the weapon. Vehicles will be outfitted with required rack devices intended to carry and secure the weapon during patrol operations.

- Rifles will be issued at the beginning of a shift and returned prior to termination, from an area designated by the Assistant Chief of Police of Operations.

- Officers may only deploy the weapon under any of the following circumstances:

    - At the direction of their supervisor.

    - When an officer can articulate a need beyond the scope of capabilities of the service sidearm that is reasonable, based upon his/her assessment of the existing circumstances.

    - When the suspect is believed to be wearing protective body armor.

    - When the suspect is situated in a tactically advantageous position (due to distance or a fortified location) in which the deployment of a rifle is required to neutralize the threat posed by the suspect(s) and minimize the risk of death or serious bodily injury to officers or members of the community.

- The deployment of the patrol rifle **shall not** be used in situations requiring the deployment of the SWAT team.

PATROL SUPERVISORS

- Issue patrol rifles and equipment to **ONLY** certified officers.

- Keep a running sign out/in log of all patrol rifles and equipment issued on a regular basis.

- Prior to issuing any rifles, **VERIFY SAFE.**

- Issue each patrol rifle in **INSPECTION READY.**

- Receive all returned patrol rifles in **INSPECTION READY.**

- **VERIFY SAFE** and secure all rifles in the safe in **STORAGE/TRANSPORT READY.**

- Account for all PROs rifles in **CRUISER READY CONDITION** and not in **DEPLOYMENT READY CONDITION** during tour of duty.

PATROL RIFLE OPERATIONS

- Officers will be issued their assigned patrol rifle.

- Officers will receive their rifle in **INSPECTION READY.**

- Officers will **VERIFY SAFE** and then place the bolt forward and close the dust cover.

- Officers will make their rifle **CRUISER READY** and insert the magazine into the rifle while it is pointed into the trunk of the vehicle.

- Officers will place rifle in rifle carrying case, secure rifle in the rifle rack in the trunk of their cruiser.

- After making the rifle **DEPLOYMENT READY**, find a safe place to make the rifle back to **CRUISER READY**. A safe place would be one where if an unintentional discharge were to occur, minimum property damage might occur and **NOT THE LOSS OF LIFE**.

- After tour of duty, officer will return rifles to patrol supervisor in **INSPECTION READY** and sign in the rifle.

- The patrol rifle is a deadly force weapon and its discharge shall be governed by the Departments Use of Force Policy.

- All officers selected to attend the Department's patrol rifle certification course will attend all training hours.

- If any training hours are missed for any reason, officers will have to re-schedule for another training session, **NO EXCEPTIONS**!

- PROs are required to attend all scheduled training, successfully complete and pass all scheduled training and qualification courses on a quarterly basis.

- Officers who fail to successfully complete their quarterly training and qualifications will have their patrol rifle certification revoked.

- This policy will not preclude the use of SWAT.

- PROs shall be responsible only for general maintenance that is in accordance with their certification training.

- Anytime a rifle encounters inclement weather, PROs shall have to perform general maintenance on the rifle.

- Any major repairs and maintenance work need to be brought to the attention of the department's armorers and instructors.

- All **AVAILABLE** PROs shall respond to all active shooter calls.

- All Patrol rifles will be secured in the rifle rack located in the trunk of the cruiser.

PATROL RIFLE INSTRUCTORS/ARMORERS

- All Patrol Rifle Instructors will be POST Certified Instructors.

- All Lead Patrol Rifle Instructors must attend a POST Patrol Rifle Instructor School or equivalent that POST recognizes, and attend an 8 hour session at POST with an instructor on the range.

- Instructors and armorers shall maintain their certification.

- Instructors and armorers shall continue their instructor development skills and knowledge to always enhance and challenge their student's knowledge and skill ability.

- Instructors and armorers will provide the highest level of realistic real world training and education.

- Instructors and armorers will inspect each patrol rifle, ammunition, and equipment as needed, or at least every three months.

- Instructors and armorers will document all inspections and perform maintenance repairs based on their inspections. All documentation will be forwarded to the Executive Training Officer/Academy Director.

- Instructors and armorers will perform an annual maintenance on all patrol rifles.

- Anytime a patrol rifle will need extended repairs, the armorer will replace the rifle with a reserve rifle.

- Monthly inspections may be conducted on the patrol rifles by the instructors and armorers.

RIFLE MAINTENANCE

- Primary responsibility for maintenance of the patrol rifles shall fall on the Department Armorer who shall service patrol rifles on an annual basis.
- Each officer carrying a patrol rifle will be required to field strip and clean an assigned patrol rifle as needed.
- Each officer shall be responsible for promptly reporting any damage or malfunction of an assigned patrol rifle.
- Each patrol rifle shall be subject to inspection by a supervisor or the Department's Armorer at any time.
- No modification shall be made to any patrol rifle without prior written authorization from the Department's Armorer.

TRAINING DIVISION

- The Training Division will provide patrol rifle training schedules for all PROs in accordance with the department's Patrol Rifle Operational Policy.
- The Training Division will maintain all training records of all patrol rifle operators who complete all required training and qualifications in accordance with this patrol rifle operational policy.

This supersedes General Order 7.05 with effective date of February 11, 2016.

Anthony Campbell
Interim Chief of Police

10/17/2016
Date

Revised October 17th, 2016

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 7.06 **EFFECTIVE DATE: October 11, 2022**

CONDUCTED ENERGY WEAPONS

7.06.01 PURPOSE

The purpose of this General Order is to provide sworn officers of the New Haven Department of Police Service with guidelines regarding the application, procedures, and regulations governing the use of Conducted Energy Weapons (CEW) and to ensure compliance with applicable State statute(s) and regulations adopted by the Police Officer Standards and Training Council.

7.06.02 POLICY

It is the policy of the New Haven Department of Police Service that the primary duty of all police officers is to preserve human life. Only the amount of force necessary to protect life, effect an arrest, or prevent an escape from custody, will be used by an officer. Excessive, unnecessary, unreasonable, or unlawful force will not be tolerated. Officers will exercise all safe and reasonable means of control and containment, using only the amount of force that they reasonably believe is necessary to overcome resistance. The application of force by a police officer is guided by General Order 6.01, Use of Force. In addition, the Department only authorizes the CEW and its Cartridges to be used by sworn officers who are properly trained and certified on the use of the CEW.

7.06.03 DEFINITIONS

CONDUCTED ENERGY WEAPON (CEW): (Also referred to as an "Electronic Defense Weapon" or "EDW" and Taser X26P or TASER 7). The CEW is a less than lethal weapon designed to disrupt a subject's motor nervous system by deploying battery-powered electrical energy sufficient to cause uncontrolled muscle contractions and override voluntary motor responses.

TASER X26P: The Taser X26P is a conducted energy less than lethal use of force device manufactured by Axon Enterprise, Inc. It has a 25-foot Cartridge with Extended Probes and a Signal Performance Power Magazine (SPPM) and is issued with a belt or leg holster system. The Taser X26P is used for control, defense, and protection for police officers and third parties from violent and combative subject(s) and is an alternative option to more extreme applications of force.

TASER 7: A 2-shot conducted energy weapon manufactured by Axon Enterprise, Inc. The TASER 7 uses two replaceable cartridges, a close quarter (CQ) 12-degree cartridge and a standoff (SO) 3.5-degree cartridge. The TASER 7 is a less lethal option designed to affect the sensory and motor functions of the peripheral nervous system and cause involuntary muscle contractions.

DEPLOYMENT: The use of the CEW against any person including the removal of the CEW from the holster and aiming it at any person.

7.06.04 WEARING OF THE CEW

- The CEW will be carried by all certified sworn personnel whenever on duty, including overtime and extra-duty assignments.
- The CEW will only be carried in a Department-issued holster worn on the support side with either a belt mount or drop leg attachment.
- All personnel issued a CEW will also be issued duty cartridges. All personnel issued a TASER 7 will be issued one CQ cartridge and one SO cartridge to be loaded in accordance with Department training.
- Replacement cartridges will be issued from Patrol. The Officer will receive an equivalent cartridge as the one expended.
- The TASER 7 will be issued with an exchangeable, rechargeable battery pack.
- The device shall be carried in accordance with manufacturer's recommendations and Department training. The CEW shall be pointed in a safe direction during loading, unloading, or when handled in other than an operational deployment.
- The TASER 7 extended battery pack shall be docked at least once every 30 days

or when the battery reaches 20%. This ensures that the firmware is updated, and the battery maintains a sufficient charge. The TASER 7 docks will be in the Patrol Supervisor's Office. The Officer will bring the battery pack to a Supervisor to be exchanged when necessary. The battery packs are not Officer specific and can be reissued to any Officer once docked and uploaded.

7.06.05 PRIOR TO TOUR OF DUTY TESTING

- Any officer issued a CEW will test the unit at the start of his/her shift, including overtime or extra-duty assignments, by conducting a "spark test" and check the battery power on the CID display on the back of the CEW using the method learned in training to verify the unit is functioning properly.

- To perform a spark test or function test on the TASER 7:

    - Ensure the weapon is on safe and pointing in safe direction

    - Press and release both Arc Switches simultaneously

    - The screen will display the current firmware version and the battery percentage remaining

    - Axon Signal capability is turned off (Axon Signal Mute mode). This is designed to NOT alert Axon cameras to record

    - Move the safety switch to the up, armed position and any arc switch functions that follow will log as a Functional Test Mode

    - If the trigger is pulled on a loaded TASER 7, the weapon will immediately exit Functional Test Mode and deploy a cartridge

    - When the weapon is placed back on safe, it will return to normal operation

7.06.06 WHEN TO USE THE CEW

- A CEW is authorized for use when other less lethal options have been ineffective, or when it reasonably appears that such options will be ineffective in subduing the subject. Conducted Energy Weapons shall only be used in a situation where the subject is actively resisting or attempting to avoid arrest by escape and additionally poses an imminent threat to the safety of him/herself, another person, or the officer. (Refer to General Order 6.01, Use of Force.)

- The CEW may also be used to prevent persons from harming themselves, or for defense of the officer, and any third party against a vicious attacking animal.

- The CEW should never be used indiscriminately or punitively, nor shall it be applied to any subject once he/she is secured and properly in custody. Therefore, as with any other police tool, the CEW shall only be used in circumstances under which the use of force is justified, and then only to the extent necessary.

7.06.07 DEPLOYMENT OF THE CEW

- As soon as reasonably possible, an officer shall notify his or her supervisor of a potential or completed CEW deployment. The supervisor will respond to every incident when an officer deploys his or her taser.

- As in all uses of force, certain individuals may be more susceptible to injury. Officers should be aware of the greater potential for injury when deploying a CEW against persons of small stature, irrespective of age, or those who the officer has reason to believe are pregnant, equipped with a pacemaker, the infirm, or those in obvious ill health.

- Upon discharging the device, the officer shall energize the subject the least number of times and no longer than necessary to accomplish the legitimate operational objective. Once the action(s) by the subject(s) that prompted the deployment of the CEW de-escalates or stops, the use of the CEW must de-escalate and stop.

- The subject should be secured as soon as practical while disabled by the CEW to minimize the number of deployment cycles. In determining the need for additional energy cycles, officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure. Personnel should deploy the CEW for one standard cycle and then evaluate the situation to determine if subsequent cycles are necessary. Each application of the CEW should be independently justifiable. Officers should only deploy the CEW to the extent necessary to gain control of the subject.

- Whenever possible, prior to a CEW deployment, a loud, clear warning of a CEW deployment should be made. When aiming the CEW at a subject, officers should adhere to the manufacturers preferred target zones whenever reasonably possible. Officers should take into consideration the capabilities and limitations of the CEW whenever employing it at close quarters.

- A CEW should be aimed by use of the aiming laser(s) when possible. Fixed sights shall be used when the laser sight(s) are ineffective or as a secondary aiming tool.

- The device may also be deployed in certain circumstances in a "drive stun" mode. Deployment of the CEW in drive stun mode, from a policy perspective, is no different than a cartridge deployment. It is important to note that when the

device is deployed in this manner, it is primarily a pain compliance tool, is minimally effective compared to a conventional cartridge deployment, and is more likely to leave marks on the subject's skin.

- A TASER 7 drive stun is conducted by pressing the arc switch. The cartridges do not have to be removed to drive stun.

- Officers should not intentionally activate more than one CEW at a time against a subject.

- The CEW should not be deployed:

    - In a punitive or coercive manner

    - On any subject demonstrating only passive resistance

    - In any environment where an officer knows that a potentially flammable, volatile, or explosive material is present (including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane).

    - Where it is likely that the subject may drown or fall from an elevated area.

- The officer must inform the prisoner conveyance officer and booking officer that subject(s) was exposed to the CEW and its probes.

- The probes should be placed in a sharps container for transport and disposed of in a biohazard container which can be located in the basement of police headquarters, an ambulance or healthcare facilities.

7.06.08 MEDICAL ATTENTION

- Any subject against whom a CEW is deployed shall be evaluated by qualified medical personnel.

- CEW probes should be treated as a biohazard. Police officers shall not remove probes which have implanted anywhere on a subject's body, except under extenuating circumstances such as if required to render aid. Only qualified medical personnel shall remove any probes embedded in the skin. Officers may remove probes from clothing as long as they are not embedded in the skin. The need for further medical treatment will be determined by the responding medical provider.

- The following persons shall be transported to a hospital for examination following exposure to a CEW. Any person who:

    - Loses consciousness, exhibits irregular breathing or is known to be under

the influence of drugs or medications

- Is hit in a sensitive area (e.g., face, head, female breasts, male groin)
- Does not appear to recover properly after being energized
- Has been energized more than three times or has been subjected to a continuous energy cycle of 15 seconds or more
- Has had more than one CEW effectively used against him or her in any given incident
- Has exhibited signs of extreme uncontrolled agitation or hyperactivity prior to CEW deployment
- Is in a potentially susceptible population category, including persons of small stature, irrespective of age, the infirm, or those who the officer has reason to believe are pregnant, equipped with a pacemaker, or in obvious ill health
- Exhibits bizarre or violent behavior, including self-mutilation
- Is naked in a public place or exhibits signs of overheating
- Exhibits slurring or slowness of speech
- Subject claims to have been injured or in medical distress

REPORTING/DOWNLOADING

- The Taser X26P will be downloaded after each field use (no later than end of shift), and at the discretion of the Chief of Police, or his/her designee, by certified Taser Instructors and designated supervisors. The computer used will be dedicated for Taser use only and be placed in a location at the discretion of the Chief of Police, or his/her designee.
- After deployment of the TASER 7, the TASER 7 battery pack will be docked in the Patrol Supervisor's Office. The data will automatically upload to evidence.com. A Patrol Supervisor will then issue the Officer a replacement battery from the dock.
- Officers shall complete a Use of Force report for all deployments including aiming the CEW at any human being and use of the warning arc display.
- The officer will complete the "Use of Force Notification" report by the end of the shift. Reports must be completed in their entirety and specifically describe the

justification for the use of force, including:

- Events and communications leading up to the physical confrontation
- The subject's behavior
- The environment in which the incident took place
- Any injuries sustained by anyone during the event
- Medical attention and notification to the prisoner conveyance officer that the subject was struck with the CEW and its probes
- Notification to an on-duty supervisor

The report will be reviewed by the supervisor and then forwarded to the shift commander for review and notarization. The shift commander will forward the incident report and the "Use of Force Notification" report to the commander of patrol. The reports will then be forwarded to the Internal Affairs Division for storage.

- All written reports generated regarding the deployment of a CEW will be promptly reviewed by a supervisor to determine that the deployment of the CEW was appropriate. Should a determination be made by the supervisor that the deployment of the CEW was questionable or inappropriate, the matter shall be immediately referred for further review per Department policy. The supervisor's findings regarding the deployment of the CEW shall be documented in the Use of Force Report.

- Beginning January 1, 2016, the New Haven Department of Police Service will complete the POSTC EDW/CEW Annual Report Form as required by statute. Said Report Form is to be submitted to the State of Connecticut Criminal Justice Policy and Planning Division within the Office of Policy and Management no later than January 15th covering the preceding calendar year. The report is required for any department having deployed a CEW against any individual within the calendar year; any department authorizing the deployment of a CEW but not having any deployments within that calendar year; and, finally, by any department not authorizing the deployment of the CEW. Fields are provided on the Annual Report for those departments falling into the latter two (2) categories.

- The New Haven Department of Police Service will conduct an annual review of all CEW deployments in the field in order to evaluate policy compliance.

TRAINING

- All sworn personnel will complete a course of prescribed instruction prior to use of the CEW.
- The Training Division will maintain training records of all personnel who complete required training in accordance with this policy.

This supersedes General Order 7.06 – issued on February 15, 2018

History: General Order 7.06 – issued on May 13, 2015
General Order 300 (Use of Force, Appendix E) - issued on February 4, 2013
General Order 07-01 – issued on July 5, 2007

This General Order was approved by the Civilian Board of Police Commissioners on October 11, 2022.



10/11/22

Karl Jacobson
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 7.07 **EFFECTIVE DATE: October 10, 2017**

OLEORESIN CAPSICUM (OC) SPRAY

7.07.01 PURPOSE

The purpose of this General Order is to provide police officers with guidelines for the use of oleoresin capsicum (herein after referred to as O.C.). Officers may use O.C. Spray when physical force is reasonably indicated, and the use of force falls within the Department's Use of Force General Order, 6.01.

7.07.02 GENERAL INFORMATION

O.C. Spray is a less-lethal use of force option and is to be used when an officer reasonably believes it is necessary to control an individual who is a threat to the officers or others, or as a means to overcome active resistance.

- The New Haven Department of Police Service currently authorizes the First Defense O.C. Spray Model MK-3 360 Degree, Model MK-9 Stream O.C. Aerosol (12.0 oz) and the Model MK-46V O.C. Aerosol (46 oz) to be used by sworn New Haven Police Officers.

- Only those officers properly trained and certified may use the First Defense O.C. Sprays.

7.07.03 SPECIFICATIONS

First Defense Aerosol Pepper Projector by Defense Technology

Model MK-3 360 Degree

- Average number of short burst= 6-8
- Weight 1.5 oz.
- Major Capsaicin Content: 0.20%
- Non-Flammable
- Non-Toxic
- Made from Food Grade Ingredients
- Method of delivery = Stream

Model MK-9 STREAM OC AEROSOL

- Average number of short burst= 14
- Weight 12.0 oz
- Major Capsaicin Content: 0.20%
- Non-Flammable
- Non-Toxic
- Made from Food Grade Ingredients
- Method of delivery = Stream

MODEL MK-46V STREAM OC AEROSOL

- Average number of short burst= 26
- Weight 46 oz
- Major Capsaicin Content: 0.20%
- Non-Flammable
- Non-Toxic
- Made from Food Grade Ingredients
- Method of delivery = Stream

7.07.04 TRAINING

- Instruction during the Academy in the use of O.C. will be included in training sessions provided by certified instructors.

- Only agency personnel who demonstrate proficiency in the use of O.C. Spray will be authorized to carry it.

- Prior to receiving initial authorization to carry O.C., officers will receive a copy of the department policy concerning O.C.

7.07.05 DEPLOYMENT CONSIDERATIONS

O.C. Spray shall never be used indiscriminately or punitively, nor shall it be deployed to any subject once they are secured and are properly in custody. Therefore, as with any other use of force equipment option, O.C Spray shall only be used in those circumstances under which the use of force is justified, and then only to the extent that it is reasonable and necessary.

- O.C. Spray may be used when a subject(s) actions are perceived by the officer to be ***Active Resistance or greater,*** and in accordance with General Order 6.01, Use of Force.
- Once the ***Active Resistance or greater*** action(s) by the subject deescalates or stops, the use of O.C. Spray must deescalate and stop.
- Short bursts are recommended based on the facts and circumstances of a situation.
- O.C. Spray is not recommended to be used against young children, pregnant women, and the elderly.
- OC Spray may not be 100% effective.
- Officers should check periodically for proper operation of the aerosol projectors.

7.07.06 AFTER DEPLOYMENT

- When O.C. Spray is used, the officer shall request medical attention from the dispatcher to provide first aid for the subject(s) as soon as possible. The need for further medical treatment will be determined by the responding medical provider.
- Monitor the subject(s) and reassure subject(s) to calm down and breathe normally.
- If the subject(s) wears contact lenses, they should be permitted to remove them.
- The officers must inform the prisoner conveyance officer that subject(s) was affected with O.C. spray.

7.07.07 REPORTING

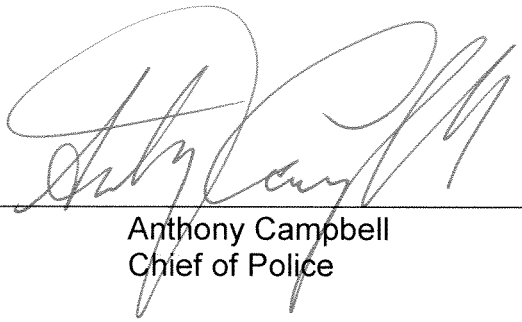
When a sworn officer of the New Haven Police Department uses O.C. Spray, a Police Use of Force Report must be completed, notarized, and documented for the use of force justification. If the officer is unable to complete the report for any reason, an on-

duty supervisor will complete the report. The report should include a detailed account of the incident with specific reference made to:

- Action of the subject(s), which led to the use of the O.C. Spray.
- Actions taken with the O.C. Spray and results.
- Medical attention and notification to the prisoner conveyance officer that the subject was struck with O.C. Spray.
- Notification to an on-duty supervisor by the conclusion of the officer's shift regarding the use of the O.C. Spray, and the report must be notarized.

This supersedes General Order 7.07 – issued on April 6, 2017.

History: General Order 7.07 – issued on February 11, 2016
General Order 300 (Use of Force, Appendix B) - issued on February 4, 2013
General Order 07-01 – issued on July 5, 2007



10/10/2017

Anthony Campbell
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 7.08 **EFFECTIVE DATE: October 10, 2017**

EXPANDABLE BATON

7.08.01 PURPOSE

The purpose of this General Order is to provide police officers with guidelines regarding the application, procedures, and regulations, relating to the use of force, deadly, and less-lethal force; specifically, to familiarize and instruct members of the department of the deployment of a Police Expandable Baton. All sworn personnel will be issued a copy of, and instructed in, all aspects of this policy prior to being allowed to utilize any weapon systems.

The primary duty of all police officers is to preserve human life. Only the minimal amount of force necessary to protect life or affect an arrest will be used by an officer. Excessive, unnecessary, unreasonable, or unlawful force will not be tolerated. Officers will exercise all safe and reasonable means of control and containment, using only the amount of force necessary to overcome resistance. The application of force by a police officer is guided by the principles found in General Order 6.01, Use of Force.

7.08.02 GENERAL INFORMATION

The police Expandable Baton is used for control, defense and protection for police officers and third parties from violent and combative subject(s). It is an alternative option to more extreme applications of force in the General Order 6.01.

- The New Haven Department of Police Service currently authorizes the Monadnock Auto-Lock Baton and the Bonowi Smartlock Push Button Expandable Baton for sworn New Haven Police Officers.

- Only those officers properly trained and certified may use these Batons.

7.08.03 SPECIFICATIONS

Monadnock Patrol Officers Baton Model: 22 inch, 22oz., power safety tip, Hindi baton cap, and carried in polycarbonate front draw holder.

Monadnock Detective Baton Model: 21in, 19oz., rubber safety tip, with or without Hindi baton cap, and carried in polycarbonate front draw holder, or in a feasible position for plain clothes personnel to have speedy accessibility.

Bonowi Patrol Officers Baton Model: 26 inch, 25 oz., Bonowi Smartlock Push Button Expandable Baton, and carried in a black, H3 360° rotating holster.

Bonowi Detective Baton Model: 20 inch, 20 oz., Bonowi Smartlock Push Button Expandable Baton, and carried in a black, H3 360° rotating holster.

7.08.04 DEPLOYMENT CONSIDERATIONS

The Baton shall never be used indiscriminately or punitively, nor shall it be deployed to any subject once they are secured and are properly *in* custody. Therefore, as with any other use of force equipment option, the Baton shall only be used in those circumstances under which the use of force is justified, and then only to the extent that is reasonable and necessary.

- Although the Baton primary techniques are intended to be less-lethal, based on the facts and circumstances of a situation, it may be considered and deployed as a deadly weapon under Connecticut General State Statute 53a-3(6).

- The Baton may be used when the subject(s) actions are perceived by an officer to be ***Passive Resistance or greater,*** as found in the New Haven Police Use of Force General Order 6.01.

- Once the ***Passive Resistance or greater*** action(s) by the subject deescalates or stops, the use of the Baton must de-escalate and stop.

- Officers shall read and understand the attached Monadnock Baton Chart (see attached) that outlines areas of the body for the potential trauma to the body resulting from a baton strike.

7.08.05 AFTER DEPLOYMENT CONSIDERATIONS

When the Baton is used, and if needed, the officer should request medical attention from the dispatcher to provide first aid for the subject(s) as soon as possible. The need for further medical treatment will be determined by the responding medical provider.

7.08.06 REPORTING

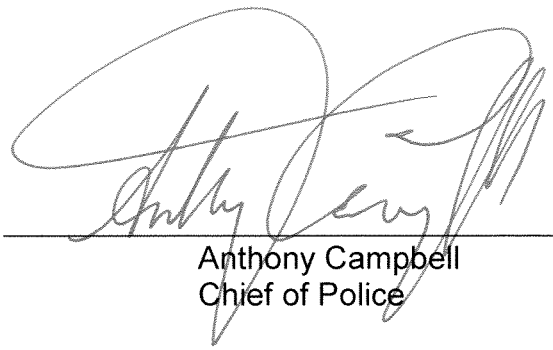
When a sworn officer of the New Haven Department of Police Service uses less-than lethal force, a Police Use of Force Report must be completed, notarized, and documented for the justification for the use of force.

If the officer is unable to complete the report for any reason, an on-duty supervisor will complete the report. The report should include a detailed account of the incident with specific reference made to:

- Action of the subject(s), which led to the use of the Baton.
- Actions taken with the Baton and results.
- Medical attention and notification to the prisoner conveyance officer that the subject was struck with the Baton.
- Notification to an on-duty supervisor by the conclusion of your shift regarding the use of the Baton and the report to be notarized.

This supersedes General Order 7.08 – issued on February 11, 2016.

History: General Order 300 (Use of Force, Appendix B) - issued on February 4, 2013
General Order 07-01 – issued on July 5, 2007



10/10/2017

Anthony Campbell
Chief of Police

Date

CITY OF NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDER

GENERAL ORDER 7.10 **EFFECTIVE DATE: June 14, 2022**

BODY-WORN AND DASHBOARD CAMERAS

7.10.01 PURPOSE

The purpose of this policy is to set standards related to the use, management, storage, and retrieval of digital multimedia video files stored on or generated from the use of department issued or approved body-worn cameras (BWC) and dashboard cameras (DC), including but not limited to:

- Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
- Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
- Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
- Documenting police response to an incident.

- Aiding in the documentation of victim, witness, or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.

The purpose of equipping police officers with issued or approved BWC and police vehicles with issued or approved DC is to assist in the following:

- Strengthening police accountability by documenting incidents and encounters between officers and the public.

- Resolving officer-involved incidents and complaints by providing an objectively independent record of events.

- Improving agency transparency by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.

- Identifying and strengthening officer performance by using footage for officer training and monitoring when appropriate and consistent with the law.

- Improving evidence documentation for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

It should be noted that the video footage captured from the BWC, and DC represents the 'perspective' of the video camera and is not the same as the officer's perception from his/her perspective during an encounter. All other available evidence, such as witness statements, officer interviews, forensic analyses and documentary evidence should be evaluated to determine the appropriateness of an officer's actions.

7.10.02 POLICY

It is the policy of the New Haven Department of Police Service (NHPD) that all BWC and DC equipment and media associated with BWC and DC data, images, video/audio, and metadata captured, recorded, or otherwise produced by the BWC and DC shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the parameters of this policy pursuant to the City of New Haven's FOIA policy and practice. This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations.

7.10.03 DEFINITIONS

ADMINISTRATIVE VEHICLES: Any unmarked police issued vehicle that is not outfitted with a Mobile Communications Terminal (MCT).

AXON BODY-WORN CAMERA: The Department authorized BWC. This BWC is a single unit device that can attach to the outermost garment of an officer's uniform with a variety of mounting options.

AXON FLEET 3 DASHBOARD CAMERA: Axon Fleet 3 solution is a purpose-built in-vehicle recording system capable of capturing video and audio supplemented by artificial intelligence designed for use in high-risk environments encountered by Law Enforcement. The Axon Fleet 3 system records events for secure storage, retrieval, and analysis leveraging Axon's Evidence services. The recorded events are transferred securely to Axon Evidence using Long-Term Evolution (LTE), Wi-Fi or manual operations.

AXON SIGNAL VEHICLE: Axon Signal is a technology that enables your Axon body-worn and Fleet (dashboard) Cameras to sense nearby events and start recording. The Fleet Hub and Axon Signal Vehicle, the in-vehicle products, detect certain trigger events, such as turning on a vehicle's light bar, and take actions to activate nearby Axon cameras. With Axon Signal helping to record events, officers can focus on critical situations rather than on their cameras. Axon Evidence administrators can configure which Axon Signal, Fleet Hub, and Weapon triggers will activate body-worn and dashboard cameras.

BODY-WORN CAMERA (BWC): A body-worn camera is an "on-the-body" video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of his/her police duties.

BODY-WORN AND DASHBOARD CAMERA SYSTEM ADMINISTRATOR: A sworn member of the Department assigned by the Chief of Police or his/her designee to administer the Dashboard Camera System for the Department. This person is responsible for completing all the training needs of the department related to BWC and DC.

"COLD" CAMERA: A back-up camera stored on the dock during an officer's shift.

DASHBOARD CAMERA (DC): A camera that affixes to a dashboard, prisoner compartment and windshield of a police vehicle that electronically records video of the

view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.

DIGITAL MULTIMEDIA VIDEO FILES (DMVF): Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.

DOCKING STATION: Hardware connected to the NHPD's network that is designed to offload recordings from the BWC.

EVIDENCE TRANSFER MANAGEMENT (ETM): ETM is the transfer of media from the body worn and dashboard camera to a secured server or other reliable secured storage source. The method of evidence transfer management for BWC and DC shall be approved by the Chief of Police.

"HOT" CAMERA: The BWC in use during an officer's shift that may contain digital files.

POLICE PATROL VEHICLE: Any department issued vehicle other than an administrative vehicle in which an occupant is wearing body worn camera equipment, a bicycle, a motor scooter, an all-terrain vehicle, an electric personal assistive mobility device, or an animal control vehicle, is subject to this General Order.

SIGNAL VEHICLE: Automatically starts recording of Axon body-worn cameras in Bluetooth range when a qualified trigger event occurs (such as the lightbar being activated, weapon rack release, etc.) 30–50-foot range.

TRIGGER EVENT: An event that causes the vehicle's dashboard camera system to begin recording audio/video of an event. Trigger events can be configured to activation of emergency lights, vehicle collision sensor, vehicle speed exceeds preset threshold, manual activation. The recording ends when the officer presses the TWO stop buttons.

PRE-EVENT RECORDING FOR DASHBOARD CAMERA: The vehicle Dashboard Camera system will retain the video recording made prior to a trigger event, up to 30 seconds, depending on system settings. Audio is not recorded until the trigger event occurs.

PRE-EVENT RECORDING FOR BODY-WORN CAMERA: The body-worn camera will retain the video recording made prior to the manual activation of the BWC,

up to 30 seconds, depending on system settings. Audio is not recorded until the activation occurs.

METADATA: Descriptors that identify the time, date, location, badge #, vehicle # linked to the creation of the record and officer interaction/offense categorization of the BWC and DC recordings.

7.10.04 TRAINING

- All sworn personnel will complete a course of prescribed instruction prior to use of the BWC and DC.
- The BWC and DC system administrator will be charged with providing appropriate training to ensure proper use and operation of the BWC and DC. The training will include, but not be limited to the following:
    - All practices and protocols contained in the General Order on BWC and DC.
    - An overview of relevant state laws governing consent, evidence, privacy, and public disclosure.
    - Scenario-based exercises that replicate situations that officers might encounter in the field.
    - Procedures for operating the equipment safely and effectively.
    - Procedures for downloading and tagging recorded data.
    - Procedures for accessing and reviewing recorded data.
    - Procedures for documenting and reporting any malfunctioning device or supporting system.
    - A knowledge test of the course material.
- Additional training will be provided at least once a year to ensure the continued effective use and operation of the equipment, proper calibration, and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

7.10.05 PROCEDURES

ISSUANCE OF BODY-WORN CAMERAS

- BWC shall be issued to and used by all sworn personnel. Within this policy, all sworn personnel will be referred to as police officers, regardless of rank or assignment.

- Officers must use only the Department issued BWC equipment per this General Order unless otherwise authorized by the Chief of Police or her/his designee.

ISSUANCE/INSTALLATION OF DASHBOARD CAMERAS

- A Dashboard Camera System shall be installed in all police patrol vehicles and any police department issued vehicle equipped with an MCT.

- Officers must use only the authorized DC equipment per this General Order unless otherwise authorized by the Chief of Police or her/his designee.

BEGINNING OF THE SHIFT PROCEDURES

- Issued or approved BWC and DC shall be used by the police officer while in the performance of his/her scheduled duties and in accordance with this policy.

- Issued or approved BWC and DC shall be operated in accordance with the manufacturer's recommended guidelines, department training and department policies and procedures.

- At the beginning of each shift, the police officer issued shall test and perform an inspection to ensure that the BWC has a properly charged battery and is functioning correctly.

    - If problems are encountered with any component of the system, either the BWC or DC, the system shall not be used, and the police officer shall arrange for repair or replacement through

department established procedures. The police officer should be immediately provided a replacement BWC and/or DC, when practicable.

- Malfunctions, damage, loss, or theft of any issued or approved BWC shall be immediately reported by the police officer to the on-duty shift supervisor or other responsible person as designated by the Chief of Police. The police officer should be immediately provided a replacement BWC, if practicable. In case of a malfunctioning DC the police officer must be issued or assigned a vehicle with a functioning DC, when practicable.

PRE-SHIFT INSPECTION FOR DASHBOARD CAMERAS

- Log into Axon Fleet 3 module on MCT, using individual username and password (this is the same credentials as Evidence.com/CAD/MFR).
- Activate the cruiser's emergency lights to ensure the trigger event functions properly.
    - Inspect the lens for damage and/or debris (clean lens with a soft, dry cloth only. Do not use liquid solvents or cleaners of any kind.)
    - Ensure the windshield is free of debris.
    - Ensure the camera is oriented in the proper direction for appropriate recording.

USE AND ACTIVATION OF ISSUED OR APPROVED BODY-WORN CAMERAS

- Police officers issued or assigned a BWC shall wear such camera on his/her outmost garment and shall position it above the midline of his/her torso when in use.
- Police officers issued or assigned a BWC shall activate the camera at the inception of the interaction with the public in a law enforcement capacity. Officers are not required to notify the public when the camera

is in use. However, if asked, the Officer will inform the person that they are being recorded.

USE AND ACTIVATION OF ISSUED OR APPROVED DASHBOARD CAMERAS

- Police officers shall not cover or obstruct the video lens or microphone of the DC recording equipment for the purpose of intentionally defeating the recording capabilities of the DC when department policies and procedures would otherwise require the DC to record.

- Police officers issued or assigned a DC shall activate the camera at the inception of the interaction with the public in a law enforcement capacity. Officers are not required to notify the public when the camera is in use. However, if asked, the Officer will inform the person that they are being recorded.

USE AND ACTIVATION OF AN ISSUED OR APPROVED BODY-WORN AND DASHBOARD CAMERAS

- For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation, or infraction.

- In addition, police officers equipped with BWC and DC shall record the following:

    - Vehicular pursuits
    - Foot Pursuits
    - Motor Vehicle stops
    - Serving arrest and search warrants
    - Motorist assists

- The taking of statements from suspects, witnesses, and victims
- The conducting of interviews with suspects, witnesses, and victims
- Transportation and processing of prisoners
- Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes
- Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video
- Any incident or event not otherwise prohibited by this policy, where the police officer anticipates a use of force encounter may occur.

- The officer may turn on the BWC and DC in any other circumstances, not expressly prohibited by this policy.

Note: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing the BWC and DC.

- Once the BWC and DC is activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.
  - Additional police officers arriving on a scene that have been issued or assigned a BWC and DC shall also record the interaction with the public and shall also continue to record until the completion of the incident.
  - For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.
- Officers shall not edit, alter, erase, duplicate, copy, share (except with other officers, as provided for in this policy), or otherwise distribute in any

manner BWC and DC recordings without prior written authorization and approval of the Chief of Police or his or her designee.

- Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. Officers may review the recordings for arrest reports, use of force reports, and potential arrests or affidavits or as needed when preparing written reports of events to help ensure accuracy and consistency of accounts. However, BWC and DC recordings are not a replacement for written reports.

DASHBOARD CAMERA TRIGGER EVENTS:

- Rear door passenger side
- Emergency Light bar
- Weapon rack release (unlock button)
- Weapon/trigger release
- 4G crash impact (crash, high acceleration, and sudden brake impact)
- Taser or another fleet signal or signal sidearm activation within Bluetooth range (30 feet).
- When the vehicle speed exceeds 80 MPH.

Note: Officers should be aware that there is a 30 second pre-event buffer which is recorded with no audio.

WHEN AN ISSUED OR APPROVED BODY-WORN AND DASHBOARD CAMERA IS NOT TO BE ACTIVATED OR SHOULD BE DEACTIVATED

- Except as otherwise required by this policy, no police officer shall use either their BWC and/or DC recording equipment to intentionally record:
    - In headquarters or a substation, except when interacting with the public in a law enforcement capacity.
    - A communication with other law enforcement agency personnel, including personal conversations between employees, except as the officer performs his or her duties.
    - An encounter with an undercover officer or informant.

- When an officer is on break or is otherwise engaged in a personal activity.

- A person undergoing a medical or psychological evaluation, procedure, or treatment.

- Any person other than a suspect to a crime if an officer is wearing his/her issued or approved BWC in a hospital or other medical facility setting.

- In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.

- Any private conversation to which the officer is not a party.

- Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.

- A strip search.

- In a locker room, changing room or restroom, unless confronting a violent or assaultive suspect or in an incident involving anticipated use of force.

- Deactivation of a BWC and/or DC under certain circumstances:

  - Although generally, BWC and DC should remain activated until the conclusion of an incident, police officers may consider requests to deactivate the BWC and DC should they determine that, based upon the circumstances, the investigation could be significantly hampered if the recording were to continue. Whenever possible, police officers should consult with supervisors before making the decision to deactivate their BWC and DC.

  - Whenever possible, a police officer who deactivates the BWC and DC during an event in which this policy otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn and dashboard camera, and document such event in his/her report.

- When extenuating circumstances prevent a police officer from activating a BWC and/or DC or cause a camera to be deactivated in accordance with the guidelines established within this policy, the officer shall activate or reactivate their cameras as soon as practical.

MALFUNCTION OF BODY-WORN AND DASHBOARD CAMERA

- Upon discovery that there is a malfunctioning or unintentional failure to record with either a BWC and/or DC, the police officer shall document the reason in a memorandum and notify his/her supervisor regarding the lack of recording.

END OF SHIFT PROCEDURES FOR BODY-WORN AND DASHBOARD CAMERAS

- Officers must sign out of Axon Fleet 3 at the end of each shift.

- At the end of their tour of duty, Officers shall switch the "hot camera" for the "cold camera" in the charging docks. The "hot" BWC will be docked to download video and to charge the camera. The "cold" BWC shall be removed from the dock and secured by the officer for his or her next assignment.

- For officers assigned to the Patrol Division, videos will be automatically tagged with metadata from Computer Aided Dispatch (CAD) and Records Management System (RMS). However, all officers shall ensure that the automatic tags generated through the system accurately categorizes the incident. If the tag is incorrect, the officer shall update the tag at the conclusion of their shift.

- In addition, Officers who have recorded an event on their BWC and/or DC shall ensure the event is classified into the appropriate retention category. Officers shall classify their videos with appropriate category by the end of their shift unless exigent circumstances exist which would delay doing so. A supervisor must authorize any delay in the categorizing an incident. Categorization of an incident can be delayed with authorization from a supervisor.

- Officer shall tag and categorize in the following manner:

    - ID must be 8 numbers. For example: YYXXXXX, 22000000

- Police Officers shall ensure that all files from an issued or approved BWC and DC are securely downloaded and retained in accordance with section 7.10.09 Store and Retention, of this policy, with sufficient frequency to ensure that there remains adequate data storage available for recording future incidents.

- Officers assigned to Divisions other than Patrol shall tag their videos with the appropriate categories by the end of their shift or as soon as practicable.

- Police Officers shall ensure that all files from an issued or approved BWC and DC are securely downloaded (e.g. docked) and tagged for retention in accordance with 7.10.09, Storage and Retention section of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.

- Officers shall cause the recorded video to be stored, downloaded, transferred, or otherwise saved and tagged as evidence in the following circumstances:

    - Any incident where an arrest is made or may be made, and/or a search is conducted.

    - An event that captures an officer's reportable use of force in the discharge of his/her official duties.

    - Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.

    - An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

RETENTION CATEGORIES:

- Arrest
- Backgrounds
- Dash Cam Pilot Program
- Felony Investigation (No arrest)
- FOI/Request
- FTO
- Homicides
- Infraction
- Injury to Officer or Prisoner (Non-use of Force)
- Misdemeanor Investigation (No arrest)
- NHPD Swat
- Officer Involved Shooting
- Pending Review
- Photographs
- Pursuit

- Restricted
- Routine Calls for Service
- Sig 8 (No arrest)
- Traffic Crash (fleet vehicle)
- Traffic Crash (property damage, minor injury)
- Traffic Crash (serious injuries, fatal)
- Traffic Stop
- Training
- Unintentional recording

Note: This list is subject to change and not encompassing of all retention categories.

7.10.06 RESPONSIBILITIES OF SUPERVISORY PERSONNEL

CHIEF OF POLICE

- The Chief of Police or his/her designee shall designate one or more sworn members of the department to oversee and administer the storage and management of all digital multimedia video files generated using issued or authorized BWC and DC.

- The Chief of Police or his/her sworn designee may authorize BWC/DC policy that provides additional guidelines and training requirements not mandated by this policy, if it does not conflict with state or federal law, or the provisions set forth in this policy.

- The Chief of Police or his/her sworn designee shall ensure the BWC/DC data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.

- The Chief of Police or his/her sworn designee shall ensure that BWC and DC video files that are subject to a preservation request or court order are appropriately catalogued and preserved.

- The Chief of Police or his/her sworn designee shall approve the method of evidence transfer management (ETM) from the body-worn

and dashboard camera to a secured storage server, cloud, website, or other secured digital media storage.

SUPERVISORS

- Supervisors shall ensure that police officers equipped with issued or approved BWC and DC are using the camera and audio in accordance with policy and procedures as defined herein.

- Supervisors shall periodically inspect issued or approved BWC and DC equipment assigned to police officers to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.

- Supervisors or other sworn persons designated by the Chief of Police may periodically review issued or approved BWC and DC recordings of traffic stops and citizen contacts in accordance with this policy as well as reports generated because of these incidents to:

    - Ensure BWC and DC equipment is operating properly

    - Ensure that police officers are utilizing the BWC and DC appropriately and in accordance with policies and procedures

    - Immediately resolve citizen complaints by reviewing video captured by BWC and DC. In those circumstances where a complaint is resolved with no further action needed, supervisors will document the incident in a memo and submit it through their chain of command.

    - Identify any areas in which additional training policy revisions or guidance is required.

- When an incident arises that requires the immediate retrieval of a digital recording, (for example, serious crime scenes, officer involved shootings, department involved motor vehicle accidents which resulted in serious physical injury), a supervisor may respond to the scene to secure both BWC and DC to maintain the chain of custody.

- Supervisors shall ensure that all BWC and DC video files are appropriately preserved in accordance with this policy.

- Except as delineated in the section of this policy under the System Administration, supervisors shall not review video recordings for the purpose of searching for instances of Department members committing violations of law or Department policy, unless such reviews are related to a specific complaint, third-party allegation, or observed Departmental policy violation(s).

- Upon request, the Union will be provided with audit trails related to specific videos viewed by supervisors, unless such requests interfere with an ongoing investigation.

BODY-WORN AND DASHBOARD CAMERA SYSTEM ADMINISTRATOR:

- The BWC and DC system administrator must be a sworn member of the Department who will be designated by the Chief of Police and have oversight responsibilities to include, but not limited to, the following:

  A. Operator and user administration of the system

  B. System evaluation

  C. Training

  D. Policy and procedure review and evaluation

  E. Coordination with IT regarding system related issues

  F. The OIC or his/her sworn designee will randomly review BWC/DC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

  G. Ensure BWC/DC files of evidentiary value are secured and retained per this policy.

H. Ensure BWC/DC files are reviewed and released in accordance with federal, state, local statutes, and New Haven Department of Police Service retention policy.

7.10.07 AUTHORIZED PERSONNEL ACCESS TO UPLOADED DIGITAL MULTIMEDIA VIDEO FILES

- General access to digital multimedia video files shall be granted to persons authorized under this policy. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies, and procedures. The system shall not be configured to allow the camera footage to be viewed remotely.

A. The Chief of Police or his/her sworn designee may review specific BWC and DC digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.

B. A police officer may review and/or share with another officer a recording from his or her BWC and/or DC equipment to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.

C. If a police officer is giving a formal statement about the use of force, or if an officer is the subject of a disciplinary investigation in which a recording from BWC recording equipment or a DC with a remote recorder, is being considered as part of a review of an incident, the police officer shall have the right to review such recording in the presence of the officer's attorney or labor representative at the conclusion of the investigation and upon request receive a copy of the BWC/DC footage. Further, such police officer shall have the right to review recordings from other police officers' BWC and DC recording equipment capturing the police officers' image or voice during the incident under review, at the conclusion of the investigation. Not later than forty-eight hours following an officer's review of a recording under subparagraph (A) of this subdivision, or if the officer does not review the recording, not later than ninety - six hours following the initiation of such disciplinary investigation,

whichever is earlier, such recording shall be disclosed, upon request, to the public, subject to the provisions of C.G.S. 29-6d subsection (g).

D. If a request is made for public disclosure of a recording from BWC recording equipment or a DC of an incident about which (A) a police officer has not been asked to give a formal statement about the alleged use of force, or (B) a disciplinary investigation has not been initiated, any police officer whose image or voice is captured on the recording shall have the right to review such recording in the presence of the officer's attorney or labor representative. Not later than forty-eight hours following an officer's review of a recording under this subdivision, or if the officer does not review the recording, not later than ninety-six hours following the request for disclosure, whichever is earlier, such recording shall be disclosed to the public, subject to the provisions of C.G.S. 29-6d subsection (g).

- Under no circumstances shall any individual with access to BWC and DC media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any police officer or individual, or for other non-law enforcement related purposes. This includes disclosure of any portion of a BWC and DC video files to a media organization unless such disclosure has been approved by the Chief of Police or his/her designee.

- Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:

A. By a supervisory department member investigating or adjudicating a complaint regarding a specific act of officer conduct

- By technical support staff for purposes of assessing proper functioning of BWC.

- By the Internal Affairs Unit or other Unit or sworn person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct

- By a sworn law enforcement officer who is participating in a criminal investigation

- By the City's legal representative, in the course of their official duties

- Law enforcement personnel may review a recording from their own issued or assigned BWC and DC recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations

- By representatives of the Division of Criminal Justice including members of the Inspector General's Office, Office of the Corporation Counsel, Office of the Attorney General, retained counsel and other representatives authorized by the municipality, such as municipal insurance carriers, in the course of their official duties

- By other sworn personnel as authorized by the Chief of Police or his/her designee, as consistent with this policy

7.10.08 RELEASING OR DUPLICATING BODY-WORN AND DASHBOARD CAMERAS RECORDINGS

RELEASING BODY-WORN AND DASHBOARD CAMERAS DIGITAL MULTIMEDIA VIDEO FILES

- The release of a recording(s) to any person shall be made in accordance with applicable law including but not limited to, the Freedom of Information Act (FOIA) and Connecticut General Statutes Sec. 1-210.

    - All FOIA requests for BWC and DC digital multimedia video files shall be processed through the Office of the Chief of Police or his/her designee. Prior to release, said designee shall review and redact the video files in accordance with applicable law.

- The officer(s) recorded in the BWC/DC, requested under FOIA, shall be provided a copy of the released video upon written request.

DUPLICATING BODY-WORN AND DASHBOARD CAMERA DIGITAL MULTIMEDIA VIDEO FILES

- When a police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order, the Chief of Police or other designee shall arrange, prior to the date of the court appearance, for a copy of the required portion of the original video file to be duplicated. Any officer required to appear in any such case shall be provided an opportunity to review his or her subpoenaed BWC and/or DC video prior to such appearance.

- The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

7.10.09 STORAGE AND RETENTION

- Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website, or other approved secure storage media, authorized by the Chief of Police.

- Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.

- All digital multimedia video files shall be securely stored in accordance with state record retention laws and Department policy.

    - Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with this policy shall be maintained for a period of a minimum of ninety (90) days.

- Digital multimedia video files shall be preserved while a case remains open and under investigation, or while criminal or civil proceedings are ongoing or reasonably anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.

- All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of four (4) years.

- Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, including members of the Inspector General's Office, Office of the Corporation Counsel, Office of the Attorney General, Department of Justice, retained counsel and other authorized claims representatives in the course of their official duties.

- Digital multimedia video files shall be preserved in response to oral, electronic, or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated.

    - All such preservation requests shall promptly be brought to the attention of the recipient's supervisor and the Office of the Corporation Counsel.

Note: SIGNAL VEHICLE CONFIGURATION: Refer to photos depicted in Appendix A, B, C and D.

OTHER

While not exempting a police officer from the requirements of this General Order, there will be a ninety (90) day grace period from the completion of prescribed dashboard camera training wherein no disciplinary action will be taken against the police officer for failure to activate the system except for repeated violations during the grace period.

RELATED GENERAL ORDERS

Other general orders related to this policy, include, but may not be limited to:

A. General Order 4.11 Mobile Communications Terminal/COLLECT

B. General Order 12.03 Vehicle Pursuits

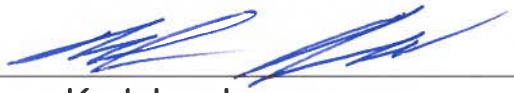
C. General Order 7.01 Assignment and Accountability of Equipment

D. General Order 10.01 Incident Reports

E. General Order 5.02 Prisoner Transportation

This supersedes General Order 7.10 issued on October 18, 2017.

This General Order was approved by the civilian Board of Police Commissioners on (June 14, 2022)



6/14/22

Karl Jacobson
Acting Chief of Police

Date

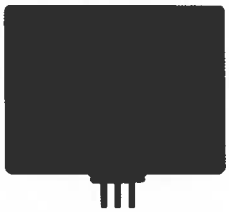
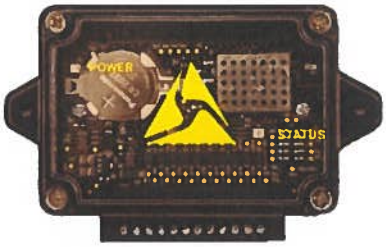
Appendix A:

Axon Fleet 3 System Overview

Fleet Hub • 240GB Solid State Drive • Wi-Fi 6 & BLE • GNSS with IMU and dead reckoning • Controls recording of cameras and mics • Stores all evidence securely • Automatic wireless evidence upload using Ethernet connected WAN source • Automatically starts recording of Ethernet connected cameras when an appropriate event occurs (such as the lightbar being activated)	
Fleet Dashboard • Interface for camera activation, evidence review, and evidence tagging. • ALPR hotlist notification and response • Windows 10 recommended, Windows 7 supported	
Cradlepoint IBR-900 Router • The router is connected to the Fleet Hub using an Ethernet cable. When the router has an active 2FF SIM in the primary modem, it can provide WAN via LTE. When the router connects to a Wireless Access Point network with direct Internet connectivity, the router can be configured to connect as a Client enabling WiFi as WAN. • The MDC connects to the Hub through the router	**FRONT**  **REAR**  
Airgain 5-in-1 Antenna • Mounted to the exterior of the vehicle • Enables WAN connectivity and GNSS positioning for the vehicle Router • Includes 2 elements for Wi-Fi, 2 elements for Cellular, and 1 element for GNSS communications	

Appendix B:

Axon Fleet 3 System Overview

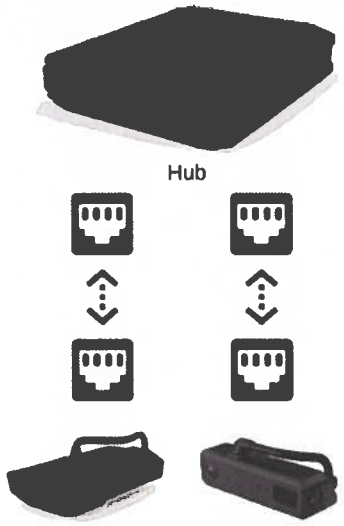
3-in-1 Antenna • Internally mounted in the vehicle on glass or flat surface with view of sky • Enables communication between Fleet Hub and Axon Body Worn cameras (BWCs) • Enables GNSS positioning data in evidence and Axon Respond. • Includes 2 elements for Wi-Fi and Bluetooth, and a GNSS antenna	
Wireless Mic (Optional) • Includes Charging Base, lapel mic, and belt clip • Maximum of 2 per vehicle • 1,000ft range with 12-hour battery life • When inserted in the Charging Base, a Wireless Mic will recharge to 85% within 2 hours • RapidLock mount works seamlessly with existing Axon BWC mounting solutions	
Signal Vehicle • Automatically starts recording of Axon body cameras in Bluetooth range when an appropriate event occurs (such as the lightbar being activated) • 30 foot range • 30 second broadcast maximizes the likelihood that nearby body cameras start recording	

Appendix C:

Additionally, TASER 7, TASER X2, and X26P Smart Weapons that are equipped with a Signal Performance Power Magazine (SPPM) can alert Axon Body-Worn and Fleet cameras. Axon Evidence administrators can configure if the SPPM alerts cameras when the CEW is armed, when the trigger is pulled, and/or when the arc is engaged.



Signal Side Arm & Smart Weapons



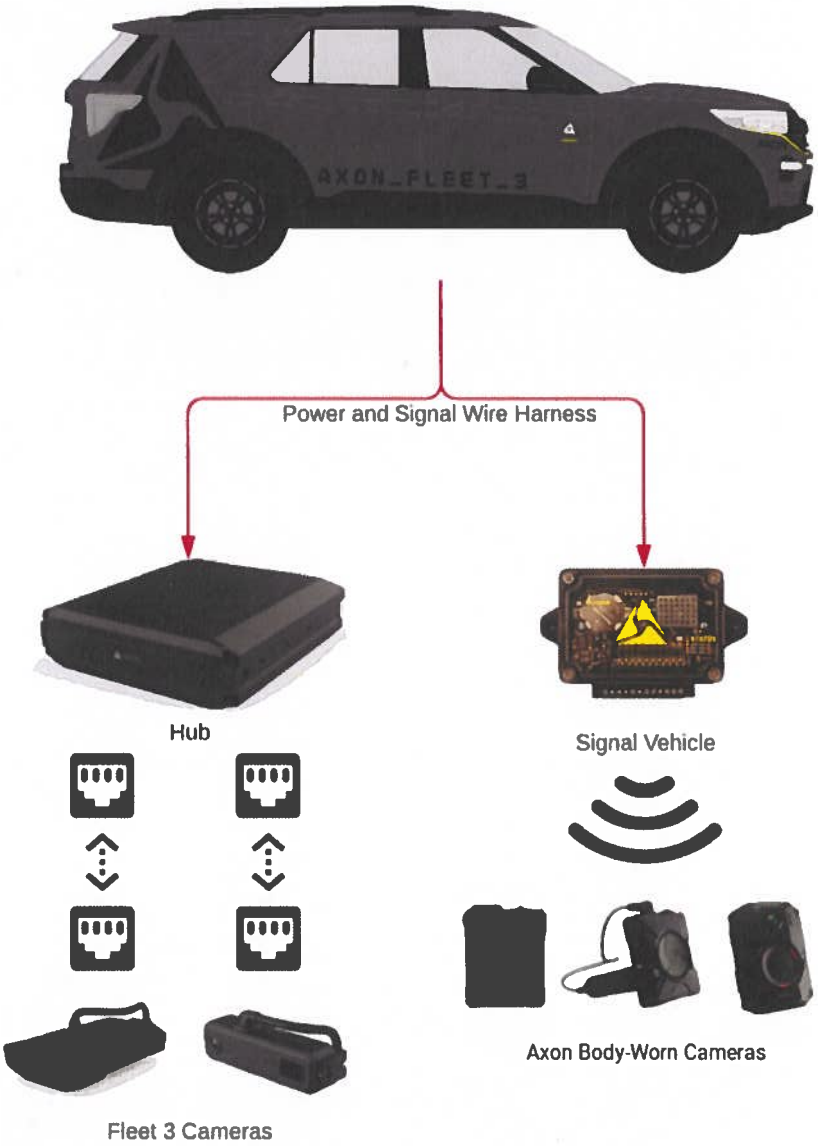
Fleet 3 Cameras

Appendix D:

Axon Fleet 3 System Overview

Axon Fleet 3 cameras are activated by their Ethernet connected Fleet Hub, while Axon Body-Worn Cameras are activated by Axon Signal Vehicle. Agencies that do not want to activate Axon Body-Worn Cameras using Fleet trigger events do not need Axon Signal Vehicle.

Example: An administrator configures the lightbar to activate Body Worn cameras and the Fleet 3 front camera. When vehicle A turns on its light bar, the Fleet 3 front camera and any Axon Body-Worn Cameras in range will begin recording. The front cameras in other vehicles are not activated.



NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.01 **EFFECTIVE DATE: November 16, 2016**

JUVENILE OPERATIONS

8.01.01 PURPOSE

The purpose of this General Order is to establish guidelines for managing cases involving juveniles. All employees will be responsible for actions related to juvenile cases and will coordinate their efforts, as appropriate, with other agencies. The safety of the juvenile is the most important part of any juvenile investigation. The investigators must first determine if the juvenile has been harmed or is in danger of being harmed. The parents or guardians shall be notified as soon as practicable whenever a juvenile has been taken into custody.

8.01.02 POLICY

It is the policy of the New Haven Department of Police Service that the Department addresses those situations unique to handling children and juveniles. If a subject area is not covered herein, Officers should refer to other applicable policies for guidance. In such areas as investigative detentions, pat-downs, searches and use of force, Officers should refer to the appropriate policies pertaining to adult offenders.

8.01.03 DEFINITIONS

JUVENILE: Any unemancipated person who has not reached the age of eighteen (18) years. The exception would be 16 or 17 year olds, charged with the commission of:

- an infraction, except the possession of drug paraphernalia for use with under ½ ounce of marijuana;
- a violation, except the possession of under ½ ounce of marijuana;
- a motor vehicle offense or violation under title 14;
- a violation of a municipal or local ordinance, or
- a violation of C.G.S. section:
    - 51-164r (Failure to pay or plead);
    - 53a-172 (Failure to appear 1st);
    - 53a-173 (Failure to appear 2nd);
    - 53a-222 (Violation of conditions of release 1st);
    - 53a-222a Violation of conditions of release 2nd)
    - 53a-223 (Criminal violation of a protective order); or
    - 53a-223a (Criminal violation of a standing criminal protective order);

**A 16 or 17 year old charged with these offenses or violations would be handled as adults. Any person under the age of 16 charged with these offenses or violations would be handled as a juvenile in the juvenile court system.

CHILD: For delinquency & Family With Service Needs (FWSN) matters, it means any person under 18 years old who has not been legally emancipated.

8.01.04 COORDINATION OF ACTIVITIES

The OIC of Family Services will ensure that the NHPD, Juvenile Court, and DCF coordinate their efforts with regards to juvenile matters, which will include at the minimum:

- Design and implement programs intended to prevent and control delinquent and criminal behavior by juveniles.
- Design and implement department policies with regard to juveniles.
- Follow-up of juvenile arrests and/or referrals.
- Diversion of juvenile defendants to local programs, including, but not limited to the following:
    - Yale Child Study Center
    - Juvenile Review Board

8.01.05 ASSIGNMENT OF JUVENILE CASES

All police personnel assigned a case in which the complainant, victim, or suspect is a juvenile will investigate the case to its logical conclusion, unless serious circumstances dictate the need for Investigative Services Division (ISD) involvement.

8.01.06 USE OF DISCRETION WITH JUVENILE OFFENDERS

Investigating Officers have a number of options available to them when handling cases involving juvenile offenders. In making their decision, the Officer should consider:

- The nature of the offense.
- The age of the offender.
- Past police involvement.
- Possibility of gang affiliation.
- Complainant/victim's input.
- Public safety.
- The availability of community based programs for the juvenile.
- Any other legitimate issue related to the case.

It shall be the investigating Officer's responsibility to determine a juvenile's status by reviewing prior cases documenting police involvement and court dispositions. The Officer shall use this information in making their decision on how best to deal with that juvenile. The investigating Officer should consult with their supervisor prior to making such a decision. This will prevent juveniles who have or have not had prior involvement with the police and/or juvenile court from being subjected to consequences either too severe or too lenient.

8.01.07 OPTIONS AVAILABLE FOR HANDLING OF JUVENILE OFFENDERS

HANDLE IN DEPARTMENT WITH PARENT OR GUARDIAN

- No further involvement or referral.

JUVENILE REVIEW BOARD (JRB)

- The Juvenile Review Board (JRB) was established September 2007 through a partnership with New Haven Family Alliance and Community Mediation for a restorative justice model. The JRB represents an effort to divert juvenile offenders from the formal juvenile justice system. The JRB generally provides juvenile offenders who admit their guilt an opportunity to avoid going to Juvenile Court by facing a group of volunteer community members, their victim, their parent(s)/guardian(s) and a law enforcement official. Eligible cases will be identified by the New Haven Department of Police Service and then referred to the JRB. Juveniles will be considered for the Juvenile Review Board when they are 17 years of age or under, have not been previously arrested, not arrested for a domestic, drug or gang related offense and are charged with misdemeanors only.

REFER TO JUVENILE COURT

- Juveniles with Connecticut address – The juvenile court which has jurisdiction over the case is the juvenile court which serves the juvenile's town of residence, which may not be the court serving the location where the crime was committed.

    - If the juvenile is not brought to a juvenile detention facility, the official should prepare and serve a juvenile summons and complaint/promise to appear (JD-JM-95). The appearance date, for those offenders not taken to a juvenile detention facility, should not be less than five nor more than ten business days from the date the summons is served. The time for appearance should be 9 AM.

- Juveniles with Out-Of-State address – If the juvenile is from another state and is not brought to a juvenile detention facility, the Officer should process that juvenile offender according to procedures for Connecticut residents and refer the juvenile to the Superior Court for Juvenile Matters in New Haven.

- Juvenile offenders who are not released with a juvenile summons may be transported to a juvenile detention facility.

8.01.08 COURT DATES

In the event of multiple juvenile arrests, the arresting Officer should attempt to stagger the appearance dates for the juveniles within the five-to-ten business day window to ensure that no more than six juveniles appear on the same day. If the number of juveniles being referred requires more than six to appear on a single day, the Officer should follow the five-to-ten day requirement and refer them as required by statute. Superior Court Juvenile Matters should be advised ahead of time when large numbers of juveniles are being referred.

Juveniles that are issued a summons for family violence related charges should be given a court date between five and ten days from the date of issuance of the summons. The juvenile being referred, unlike an adult, is not required to appear on the next available court date. However, the arresting Officer does have the option of assigning the next available court date or any other court date available prior to the normal five day minimum wait. If the court date is less than five days from the issuance of the summons, the Officer should make sure the paperwork relating to the case is immediately forwarded to the court for processing. If a juvenile and his/her parent or guardian are both arrested, the Officer should assign them two different court dates. (These provisions do not apply to arrests where the juvenile is being transported to a juvenile detention facility.)

The parent/guardian or other person to whom the juvenile is being released must sign the Promise to Appear. The identity of the person to whom the juvenile is released should be verified and documented.

8.01.09 NOTICE TO SUPERINTENDENT OF SCHOOLS

Whenever any person ages 7 to 21 and enrolled in school is arrested for committing a felony, a Class A misdemeanor, or a violation of C.G.S. 53-206c which prohibits the sale, carrying and brandishing of a facsimile firearm, police must orally notify the superintendent of schools for the school district in which the person resides or where they attend by the end of the next weekday following the arrest, of the identity of the person and the alleged offense.

Written notification to the superintendent must be made within 72 hours of the arrest and include a brief description of the incident per C.G.S. 10-233h.

The Records Supervisor shall send a copy of the Juvenile Arrest Report to the superintendent of schools and submit with all arrest paperwork. This will be reviewed by the Officer in Charge of Support Services and forwarded to the Superintendent of Schools for the jurisdiction in which the juvenile offender resides or attends.

8.01.10 REFERRAL TO SOCIAL SERVICES

YALE CHILD STUDY (YCS)

Yale Child Study is a partnership that involves mental health professionals that provide immediate services to children caught in urban violence. All department members are encouraged to make referrals regarding incidents where children are witnesses or victims of violence.

FAMILIES WITH SERVICE NEEDS (FWSN)

In some cases, a juvenile, whether or not he/she is an offender, may be identified as coming from a family with service needs. A family with service needs is one which includes a person under the age of years eighteen (18) old, and who is a Connecticut resident and is involved in the following non-criminal activity:

- Has without just cause run away from his/her parental home or other residence.
- Is beyond the control of his/her parents or guardian(s).
- Has engaged in the indecent or immoral conduct.
- Is a truant or habitual truant or who, while in school, has been continuously and overly defiant of school rules and regulations.
- Is 13 years or older and has engaged in sexual intercourse with another person who is 13 years or older and not more than two years older or younger than the other person.

Offenders from FWSN families may be provided additional services by directing their parents or guardians to the appropriate social service agency or referring the child to juvenile court by completing JD-JM-120. A child may be referred as a "FWSN" even if

they have not committed a criminal act. The Officer's duties with regard to a child who is a member of a family with service needs are as follows:

- Attempt to locate the child.
- If located, report the location of the child to the parent.
- If necessary, hold the child in protective custody for a maximum period of 12 hours until a more suitable disposition can be determined.
- At no time may a child from a family with service needs be held in a secure area - cell, lockable room (exit restricted), holding cage nor should they be unsupervised while in police custody.
- If the parent/legal guardian refuses to allow the child to come home and also refuses permission for the child to enter an alternative housing program, the child should be reported to the Department of Children and Families at 1-860-550-6550 and for Connecticut residents, a referral to court made.
- If the child refuses to return home due to allegations of abuse or neglect, or if an out of state runaway refuses to return home and refuses DCF service, call DCF at 1-860-550-6550 for notification of the child's refusal and location. For out-of-state runaways, notify the parents of their right to pursue a requisition process through their state's Interstate Compact Office. The Connecticut Interstate Compact Office can be contacted for advice and guidance, or to coordinate services with an out-of-state Interstate Compact Office, by calling 860-550-6328.
- If the child refuses all other options, the child may be released. This should be avoided but may be necessary. Referral to court should be made in such a case.

8.01.11 INTERROGATION AND/OR TAKING STATEMENTS FROM JUVENILE OFFENDERS

The rules governing the questioning of children are, as a matter of constitutional law, the same as those governing the questioning of adults, with a few exceptions:

- Whenever practical, Officers shall utilize video/audio during the entire pre-interview, interview, interrogation, statement-taking process of any juvenile.

Taking a statement from a juvenile under age sixteen (16) years old:

- A parent or guardian must be present and
- Both the juvenile and the parent must be advised of:
    - The juvenile's right to retain counsel, or if unable to afford counsel, to have counsel appointed.
    - The juvenile's right to refuse to make any statements.
    - That any statements the child makes may be introduced into evidence against the juvenile.
    - The parent/legal guardian and juvenile must both sign a written waiver of their Miranda Rights.

- If any of the above requirements are not met, questioning about the alleged offense(s) may not occur.
- NOTE: this applies to any admission, confession or statement, written or oral, made by a person under sixteen (16) years old to a police Officer or Juvenile Court official regardless of whether they are in custody or subject to an interrogation.

Taking a statement from a sixteen (16) or seventeen (17) year old juvenile:

- The police Officer must make reasonable efforts to contact a parent or guardian of the juvenile and shall document these attempts in their report.

- Such juvenile must be advised that:

    - The juvenile has the right to contact a parent or guardian and to have a parent or guardian present during any interview.
    - The juvenile has the right to retain counsel or, if unable to afford counsel, to have counsel appointed.
    - The juvenile has the right to refuse to make any statement.
    - Any statement the juvenile makes may be introduced into evidence against the juvenile.
    - The juvenile and, if present, the parent, shall sign a written waiver of their Miranda rights.
    - NOTE: this applies to any admission, confession or statement, written or oral, made by a sixteen (16) or seventeen year (17) old to a police Officer or Juvenile Court official regardless of whether they are in custody or subject to an interrogation.

The admissibility of any admission, confession or statement, written or oral, made by a juvenile sixteen (16) or seventeen (17) years of age to a police Officer shall be determined by considering the totality of the circumstances at the time of the making of such admission, confession or statement. To the extent possible, document and include in the narrative report the circumstances in which the advisement and statement were made, including any information indicating the following:

- Age, experience, education, background and intelligence of the juvenile;
- The capacity of the juvenile to understand the advice concerning rights and warnings given, the nature of the privilege against self-incrimination, and the consequences of waiving such rights and privilege;
- The opportunity the juvenile had to speak with a parent, guardian or some other suitable individual prior to or while making such admission, confession or statement;
- The circumstances surrounding the making of the admission, confession or statement including, but not limited to:

    - When and where the admission, confession or statement was made.

- The reasonableness of proceeding, or the need to proceed, without a parent or guardian present.
- The reasonableness of efforts by the police to attempt to contact a parent or guardian.

- When practical, it is recommended that there not be more than two (2) Officers in the same room during the interview. Juveniles will not be interrogated or held in custody longer than six hours. The six-hour period begins when the juvenile enters the secure area and ends when the juvenile leaves the police station.

8.01.12 PROCESSING OF JUVENILES IN CUSTODY

Any juvenile charged with a crime may be required to submit to the taking of their photograph, information on physical descriptors and fingerprints. The processing Officer shall complete the following information when handling the arrest of a juvenile offender:

- Complete Juvenile Log in processing room (for compliance with the Juvenile Justice and Delinquency Prevention Act (JJDPA)).
- Photograph taken by records personnel.
- Complete two fingerprint cards including palm prints to identify the individual as a juvenile.

8.01.13 HOLDING A JUVENILE WITHIN THE POLICE STATION

All names of juveniles within the Department should be entered in the appropriate log:

- Front Desk log (for example, missing children and runaways)
- Juvenile holding cell log
- Juvenile processing room log

In addition to the following procedures, all Officers shall comply with the provisions of "Securing Prisoners," when handling juvenile offenders:

- Juveniles should not be placed in locations where they could have contact with adult offenders within the police station.

- Contact is defined as sight and sound contact, or in other words, where normal conversation can take place.

8.01.14 OPTIONS FOR RELEASE FROM POLICE CUSTODY

In making the decision to release from police custody, the least restrictive option should always be considered with detention being the last resort. Such options include:

- Release to parent, guardian, or other suitable person or agency.
- At the discretion of a supervisor, the Officer may release the juvenile to the juvenile's own custody. When exercising this option, which should only be used sparingly, the Officer must:

    - Make a reasonable effort to notify the parent or guardian
    - Make a reasonable effort to provide a copy of a written complaint and summons to the parent or guardian or some other suitable person or agency prior to the court date on the summons.
    - Document all efforts and steps taken to notify the parent/guardian and to provide them with a copy of the written complain/summons.
    - Notify the parent/guardian of the nature of the charges, and the planned course of action, even when release is to someone other than a parent.

- State Juvenile Detention centers – in order to turn a child over to a State Juvenile Detention Center pursuant to applicable policies and procedures:
    - A court order, such as an Arrest Warrant, Take into Custody Order or Order to Detain, signed by a judge, is required to admit a juvenile into a State Juvenile Detention center, regardless of the charge. The police Officer may request at the time of application for an arrest warrant or Order to Detain that the judge indicate on the warrant or Order to Detain that the child not be released by the detention supervisor prior to the court hearing.

- Officers shall contact the detention facility to notify them that a juvenile is being transported to their facility. Juvenile detention will accept only the following juveniles for admission:

    - Juveniles who are the subject of an outstanding warrant or other court order to take such child into custody.
    - Juveniles who are subject of an Order to Detain (JD-JM-190) signed by a judge. To apply for an Order to Detain, the Officer must present to a judge an affidavit containing sufficient information to permit the judge to find that there is probable cause to believe that the juvenile has committed the act(s) alleged, there is no less restrictive alternative available and there is:
        - a strong probability that the juvenile will commit or attempt to commit other offenses injurious to the community prior to the court disposition
        - probable cause to believe that the juvenile's continued residence in the juvenile's home pending disposition poses a risk to the community because of the serious and dangerous nature of the act or acts the juvenile is alleged to have committed
        - a need to hold the juvenile for another jurisdiction

        - a need to hold the juvenile to assure the juvenile's appearance before the court, in view of the juvenile's previous failure to respond to the court process
    - If denied, the denial and any reasons given should be noted in the Officer's report and the juvenile should be served with a juvenile summons as set forth above.
    - If granted, the juvenile should be immediately transported to the Bridgeport Juvenile Detention Facility located at 60 Housatonic Avenue in Bridgeport.
    - Prior to transporting the juvenile to the detention facility, the facility should be called (203-579-3671) and advised of the admission and the juvenile's parent/guardian contacted and advised of the admission.
    - As set forth in section 8.01.15, any juvenile in need of immediate medical or psychiatric attention or under the influence of drugs or alcohol should be transported to a medical facility prior to being transported to the detention facility.
    - When a juvenile is brought to a juvenile detention facility a copy of the arrest warrant, Take Into Custody Order or Order to Detain must accompany the juvenile.

8.01.15 TRANSPORTATION TO A MEDICAL FACILITY

Officers should arrange for appropriate transportation and/or medical treatment of juveniles who are in need of immediate medical or psychiatric attention or under the influence of drugs or alcohol to appropriate services. If possible, notify a parent or guardian prior to transport.

8.01.16 POLICE INVESTIGATIONS AT SCHOOLS

Officers entering school grounds should be aware of the potential disruption of the educational process that police presence may cause. Prior to entering a school to conduct an investigation, arrest or search, Officers should consider the necessity of such action based on:

- The potential danger to persons.
- The likelihood of destruction of evidence or other property.
- The ability to conduct the investigation, arrest or search elsewhere.
- With the exception of emergency circumstances, police should consult with the Juvenile Services Coordinator whenever they plan any activity on school grounds.
- When feasible, the principal should be notified by the Officers when they arrive at the school.

8.01.17 STUDENT INTERVIEW AND INTERROGATION

When questioning student witnesses or victims, Officers are encouraged to have a school administrator present.

When the questioned student is a suspect and a juvenile, a parent or legal guardian must be present during any interviews or questioning of the student. The parent/guardian and student must both be advised of the student's rights as outlined herein in section 8.01.11.

8.01.18 TAKING A STUDENT INTO CUSTODY

Officers should remove students from school premises only after placing them under arrest or obtaining parent/guardian and student consent.

8.01.19 CHILD ABUSE AND NEGLECT

As required by C.G.S. 17a-101a, when Officers have reasonable cause to suspect or believe that a child or juvenile (child abuse and neglect statutes pertain to all unemancipated persons under the age of 18 years) has been abused, neglected or is placed at imminent risk of serious harm, an immediate telephone report to the Department of Children and Families Child Abuse and Neglect HOTLINE must be made (1-800-842-2288) or to 860-550-6550 for law enforcement only.

Such a report must also be made when:

- A 16 or 17 year old is a victim of prostitution and/or human trafficking, or
- The Officer is deemed to be a "school employee" as defined in C.G.S. 53a-65 and has reasonable cause to suspect or believe that a student, other than an adult education student, has been sexually assaulted by another school employee.

8.01.20 REASONABLE CAUSE

An Officer can have "reasonable cause" to suspect or believe that a child is abused or neglected or placed at imminent risk of serious harm if, considering what physical evidence the Officer observes or is told about, and from the Officer's own training and experience, it is possible that the injury or condition was caused by neglect or by non-accidental means. The Officer's suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. Such suspicion or belief does not require certainty or probable cause.

Note: In situations where a child is injured by an individual such as a neighbor or stranger who is not a parent, guardian, foster parent, school employee or volunteer,

staff personnel or volunteer of a day care setting, staff of a licensed camp, or employee or volunteer in a residential child care setting, Officers should proceed with the incident as a criminal assault and a report to DCF is not required. Since the failure of a mandated reporter to make a timely report is a crime and, since there is immunity from criminal and civil liability for a mandated reporter that makes a report in good faith, when in doubt, Officers should file a report with DCF.

A written report to DCF must follow the oral report within 48 hours. State report form DCF 136 will be used and the following categories must be reported:

- Abuse, including:
    - Non-accident injuries.
    - Injuries without consistent explanations.
- Maltreatment, including:
    - Malnutrition.
    - Sexual Abuse.
    - Sexual exploitation.
    - Depravation.
    - Emotional maltreatment.
    - Cruel punishment.
- Neglect, including:
    - Abandonment.
    - Denial of proper care and attention.
    - Living under conditions which are injurious to well being.
    - Risk of abuse.
- A 16 or 17 year old is arrested for a violation of C.G.S. 53a-82 (prostitution);
- The Officer is deemed to be a "school employee" as defined in C.G.S. 53a-65 and has reasonable cause to suspect or believe that a student, other than an adult education student, has been sexually assaulted by another school employee.

8.01.21 TRUANCY AND DEFIANCE OF SCHOOL RULES (FWSN) COMPLAINTS

Complaints alleging truancy or defiance of school rules will be referred to the school where the juvenile is or should be enrolled in, for their appropriate action. The school may refer truancy or defiance of school rules complaints to the Juvenile Court or to the Juvenile Review Board where appropriate. The police DO NOT make such referrals directly to the Juvenile Court or Juvenile Review Board.

8.01.22 MAINTAINING JUVENILE RECORDS

The Records Clerk shall be responsible for the collection, dissemination and retention of juvenile records. All records pertaining to juveniles shall be considered confidential. All persons requesting juvenile records will be referred to the Records Clerk, who will release records and information concerning juveniles only in conformance with applicable Connecticut State Statutes and Federal Statutes.

Fingerprint cards and records relating to juvenile offenders shall not be open to public inspection, except as authorized by C.G.S. 46b-124 and shall not be combined with fingerprint cards and records relating to adult offenders. Erasure of records regarding juveniles shall comply with C.G.S. 46b-146. Upon the receipt of a court order to expunge or seal a criminal history record, the Records Clerk shall ensure that the requirements of the order are met.

This General Order supersedes 74-39.

Anthony Campbell
Interim Chief of Police

11/16/2016
Date

Revised November 2016

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

Reference CLESP Standard 5

GENERAL ORDER 8.03 **EFFECTIVE DATE: September 14, 2021**

DOMESTIC VIOLENCE

8.03.01 PURPOSE

The purpose of this General Order is to guide law enforcement in responding to and investigating family violence crimes. In addition, this General Order seeks to reaffirm the officer's responsibility for making arrest decisions in family violence cases in accordance with traditional probable cause standards, existing state statutes and the Family Violence Prevention and Response Act (FVPRA).

8.03.02 POLICY

It is the policy of the New Haven Department of Police Service that family violence be treated as serious, violent or potentially violent criminal behavior and, consistent with this policy, that officers fully comply with the Family Violence Prevention and Response Act to:

- Make arrest decisions in such cases in accordance with traditional probable cause standards and existing state statutes;
- Protect victims of domestic violence and provide them with relevant information regarding the availability of community services and support ("Duty to Protect"); and
- Promote officer safety when dealing with family violence situations.

8.03.03 FAMILY VIOLENCE DEFINITIONS

FAMILY VIOLENCE: An incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument does not constitute family violence unless there is present danger and the likelihood that physical violence will occur. C.G.S. Sec. 46b-38a(1).

FAMILY VIOLENCE CRIME: A crime as defined in C.G.S. Sec. 53a-24, other than a delinquent act as defined in C.G.S. Sec. 46b-120, which, in addition to its other elements, contains as an element thereof an act of family violence to a family or household member. "Family violence crime" does not include acts by parents or guardians disciplining minor children unless such acts constitute abuse. C.G.S. Sec. 46b-38a(3).

FAMILY OR HOUSEHOLD MEMBER: As defined in C.G.S. Sec. 46b-38a(2) means any of the following persons, regardless of the age of such person: (A) Spouses or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship." C.G.S. Sec. 46b-38a(2).

POSSESS per C.G.S. Sec. 53a-3(2): To have physical possession or otherwise to exercise dominion or control over tangible property.

SAFETY PLAN: A plan developed between an advocate/counselor or a police officer and a victim that contains specific activities for a victim to be safe from an offender. Safety planning is an essential step to be completed with all adult survivors of domestic violence. It allows individualized planning for situations the survivor and children or family may encounter regardless of what the survivor decides to do about the relationship with the abuser. Age appropriate Safety Planning is also important for child survivors/witnesses of domestic violence.

SHORT-TERM SAFETY PLAN: An immediate plan developed at the time of the report. A responding police officer should remain on scene and assist the victim with this plan. Some of these steps could include but are not limited to:

- Creating a plan as to what to do next.
- Verify that the victim(s) has the ability to call 911.
- Verify that the victim, including any minor child(ren), can get to a safe location.
- Calling a friend, family member or advocate for support.

- Going to a safe place for the night.

LONG-TERM SAFETY PLAN: A long-term plan developed with an advocate which allows individualized planning for situations the survivor and children or family may encounter regardless of what the survivor decides to do about the relationship with the abuser.

TRAUMA INFORMED CARE: Pursuant to C.G.S. Sec. 46b-38b(d) police officers and family violence intervention unit counselors must inform the victim of services available, including providing the victim with contact information for a regional family violence organization that employs, or provides referrals to, counselors who are trained in providing trauma-informed care.

ADVOCACY: Collaboratively working with, and in support of, a survivor that keeps with a survivor-centered, empowerment-based, and self-determined approach. Both in-person or phone-advocacy and support are provided by the program's qualified staff and volunteers to domestic violence clients.

FAMILY VIOLENCE VICTIM ADVOCATE – FVVA: A person who is employed by and under the control of a direct service supervisor of a domestic violence agency.

CHILD AND FAMILY ADVOCATE: A person who is employed by and under the control of a direct service supervisor of a domestic violence agency whose primary role is to provide services, support and advocacy services to sheltered and non-sheltered child, adolescent and teen victims of domestic violence and their families.

DOMINANT AGGRESSOR: The person who poses the most serious ongoing threat in a situation involving the suspected commission of a family violence crime. [C.G.S. Sec. 46b-38a(5) as amended by PA 18-5]

INTIMATE PARTNERS: Persons involved in an intimate relationship who:

- Are married, separated, or divorced;
- Live or have lived together;
- Have children in common; or
- Are dating, or have dated, but do not live, or never have lived together.

LETHALITY ASSESSMENT: The identification of victims who are at the highest risk of danger or serious injury by their abuser.

LETHALITY ASSESSMENT PROGRAM (LAP): A two-pronged intervention process that features a research-based lethality screening questionnaire and an accompanying protocol referral that provides direction for law enforcement, medical personnel, clergy, social workers and others to initiate appropriate action based upon the results of the screening process.

LAP ASSEMENT SCREEN: A lethality assessment utilizing the Connecticut Coalition Against Domestic Violence's (CCADV) Form, the Lethality Assessment Screen For First Responders (lethality assessment screen).

SCREENED IN: A term that refers to situations when a victim's responses initiate a "protocol referral."

PROTOCOL REFERRAL: The process of initiating a LAP call to the regional domestic violence service provider and speaking to a LAP Victim Advocate from that agency.

8.03.04 ORDERS OF PROTECTION (OOP)

CONDITIONS OF RELEASE ORDER: For family violence should be set by Law Enforcement or Bail Commissioner upon release from custody, and remains in effect until the arrested person has been presented before the Superior Court [C.G.S. Sec. 54-63c(b)]. For Law Enforcement specifically, in addition to completing the JD-CR-146, the duty supervisor shall ensure that the conditions and restrictions are entered into NCIC as a File 20 with restrictions.

RESTRAINING ORDER: A restraining order is issued by a judge of the civil court against a person who is a family or household member, usually after a hearing, but the court may issue the order immediately upon application by the victim as an "ex parte" order to remain in effect until the hearing. In the restraining order, the judge can order the abuser not to hurt or harass the victim. The judge may also order the abuser to move out of the home and order the victim to have temporary custody of the children.

PROTECTIVE ORDER: A protective order is issued by a *criminal court* judge and is directed against a defendant who has been arrested for a family violence crime or whenever a protective order is an appropriate remedy in a criminal case.

STANDING CRIMINAL PROTECTIVE ORDER: A criminal order of protection issued by a criminal court judge at the time of an offenders sentencing. The order can remain in effect for a significant duration of time. Previously known as a Standing Criminal Restraining Order (prior to October 1, 2010) with no expiration date.

FOREIGN ORDER OF PROTECTION: Any protection order, as defined in 18 USC 2266, a restraining or protective order issued by a court of another state, the District of Columbia, a commonwealth, territory or possession of the United States or an Indian tribe.

CIVIL PROTECTION ORDER: An order of protection issued by a civil court to protect an applicant who has been the victim of stalking, sexual assault and/or sexual abuse that is not related to family or domestic violence.

NOTE: Pursuant to C.G.S. Sec. 53a-223, no person who is listed as a protected person in any order of protection may be liable for:

1) Soliciting, requesting, commanding, importuning or intentionally aiding in the violation of the order or

2) Conspiracy to violate such order.

8.03.05 RECOMMENDED RESPONSE PROCEDURES

TELECOMMUNICATION PERSONNEL

When taking a call for service, telecommunication personnel should follow department protocol when obtaining information regarding a family violence incident. Particular attention should be paid to the following:

- The **caller's** name and relationship to the offender.
- The **victim's** name and the offender's name, and their relationship to each other.
- The nature of the abuse, or suspected or sustained injuries.
- Whether weapons were implied, involved and/or present.
- Previous available complaint history.
- Ask the victim if there is a current OOP.
- Whether a court order of protection is in place.
    - Check the Connecticut Protective Order Registry – File 20 and relay to the responding officer;
- Whether children are involved.
- Whether there is a presence of alcohol, drugs, or mental illness.

RESPONDING OFFICER

- Assess and define the nature of the incident by talking to parties separately – where it is safe and practical - and not in view of one another.
- Determine the presence and status of any weapons and refer to the model policy section on firearms.

- Determine whether the offender is the subject of any *Order of Protection or Conditions of Release.*

- Verify that the order and conditions apply to the involved victim and offender.

- Determine whether children are present, that they are safe, and unhurt and complete the following if necessary:

    - If child abuse and/or neglect is suspected, report to DCF by phone [C.G.S. Sec. 17a-101b] and complete form DCF-136. [C.G.S. Sec. 17a-101c]

    - Interview children as witnesses according to circumstances and department policy

        - Consider a trauma informed (forensic interview) when necessary.

        - When possible and appropriate, work cooperatively with the Child and Family Advocate at the regional family violence provider or other mental health and child welfare agencies to identify opportunities to more fully offer children trauma informed services and a response at the scene of a family violence incident and develop strategies that measure impact.

        - When Appropriate, consider utilizing the Emergency Mobile Psychiatric Services (EMPS) at the scene.

        - Make arrangements for their care if dual custodial arrests are made;

- Do not use children to serve as an interpreter for the adult.

- If abuse and/or neglect of an elderly person or a person with an intellectual disability is suspected complete the required reports and/or notifications.

- Obtain a statement from the victim, and when appropriate, a signed medical release form with victim's consent.

- Carefully document the condition of the scene.

- When the Bureau of Identification does not respond to photograph and/or process a domestic violence crime scene, the investigating officer **shall,** if practical, photograph the crime scene and any visible injuries on the victim. Photographs **shall** be taken via body-worn camera in addition to body-worn camera video footage when deemed necessary. Officers should encourage victims to report any/all injuries that become visible in the days following a domestic violence incident that weren't immediately apparent at the time of the initial complaint. If reported by a victim, these injuries **shall** be photographed via body-worn camera in addition to body-worn camera video footage when deemed necessary and documented in a supplemental report. If

photographs are refused by the victim or if the Officer is unable to take photographs, this shall be documented in a supplemental report.

- When complaints of family violence are made by two or more opposing persons, an officer is not required to arrest both persons. The officer shall evaluate each complaint separately to determine which person is the dominant aggressor. [C.G.S. Sec. 46b-38b(a) as amended by PA 18-5]

- Give the victim(s) a "Victim of Crime Card" containing information about victims' rights and phone numbers for services; [C.G.S. Sec. 46b-38b(d)]. (C.G.S. Sec. 54-216 permits victims of domestic violence to obtain restitution services from the Office of Victim Services.)

- Provide assistance to the victim regardless of the victim's race, age, gender, religious beliefs, immigration status, ethnicity, disability, sexual orientation, gender identity, or gender expression. Pursuant to C.G.S. Sec. 46b-38b(d) :

    - Assist the victim to obtain medical treatment if such treatment is required.

    - Notify the victim of the right to file an affidavit for a warrant for arrest.

- Perform a Lethality Assessment Screen with the victim when the domestic violence incident involves an intimate partner relationship and:

    - The officer reasonably believes there has been an assault or other act of domestic violence, and/or

    - The officer reasonably believes that the victim may face danger once the officer leaves, and/or

    - This agency has investigated previous domestic violence incidents at the home or previous incidents involving the family or household members, and/or

    - When the officer's training and experience indicates the situation is dangerous, but the officer may lack probable cause to make an arrest.

- If, based on physical observations and/or information gathered from the interviews, the officer believes that the victim could be in danger or is at risk of serious injury, the officer shall complete a lethality assessment screen. (See Screening Procedure Below)

- Inform the victim of services available, including providing the victim with contact information for a regional family violence organization that employs, or provides referrals to, counselors who are trained in providing trauma-informed care.

- Refer the victim to the Office of Victim Services.

- Provide assistance in accordance with the uniform protocols for treating victims of family violence whose immigration status is questionable.

- Remain at the scene for a reasonable time until, in the reasonable judgment of the officer, the likelihood of further imminent violence has been eliminated.

- Officers are strongly discouraged from requesting information about or otherwise investigating or assisting in the investigation of citizenship or residency status of any victim, unless such an inquiry or investigation is required by statute, ordinance, federal regulation, or a court decision. Officers should refer to the uniform enforcement protocol for treating victims of family violence whose immigration status is questionable in General Order 8.04, **Treatment of Domestic Violence Victims Whose Immigration Status Is Questionable**.

- Before leaving the scene, identify the local domestic violence service provider, and help the victim to develop a short-term safety plan.

- Explain to the victim the process for arrest, arraignment, and bond, including the following:

    - The offender will be arraigned the next available court date.

    - Prior to arraignment, the victim can meet with or call a family violence victim advocate (FVVA) whose phone number is listed on the "Victim of Crime Card" under *Domestic Violence Programs*.

    - The FVVA will provide the victim with accurate information regarding the court process and her/his constitutional rights as a crime victim. The FVVA will represent the victim's wishes to the court. The FVVA will provide information and referrals regarding available community services, and will help the victim develop a long-term safety plan. (*The FVVA will only disclose information as allowed by the victim - otherwise any information given by the victim to the FVVA is confidential.)

    - Victim safety is enhanced when she/he has information in regard to the offender's incarceration status. The offender might not be held overnight, and may be released shortly after the arrest. A representative of the arresting agency shall provide the victim(s) with the incident case number and appropriate contact information for the investigating agency. Victim(s) are to be encouraged to contact the investigating agency, at the number provided, for periodic updates as to the offender's incarceration status, as they deem appropriate.

- It is highly recommended that in domestic violence incidents or investigations of order of protection violations, that an officer not notify the alleged offender of a pending arrest or offer voluntary surrender. Voluntary surrender should only be offered where there are unusual circumstances related to officer or victim safety, etc. that would warrant the voluntary surrender.

- When an officer feels that a recorded 911 call or any recorded call for police response will enhance an investigation, she/he should request, pursuant to department policies, that the recorded call be preserved, seize the recording as evidence and document the seizure in the incident report.

- Complete, file and forward to the appropriate agencies a Family Violence Offense Report, DPS-230-C, to include the **Crimes Analysis Unit at the Department of Emergency Services and Public Protection (DESPP).**

- Document any visible injuries within the report.

- Document any verbal statements made by the victim(s), offender, or witnesses and distinguish the statements with quotes where appropriate.

- Initiate a BOLO (Be On the Lookout) for the offender if probable cause for an arrest is developed and the offender has left the scene and complete a signed/sworn report/affidavit to support the arrest in the event the offender is located and arrested.

- The provisions of C.G.S. Sec. 46b-38b shall not apply to persons who are, attending an institution of higher education and presently residing together in on-campus housing, provided such persons are not in a dating relationship, [C.G.S. Sec. 46b-38a (j) as amended by PA 18-5] and presently residing in a dwelling unit, as defined in C.G.S. Sec. 47a-1, and making payments in accordance with a rental agreement, as defined in C.G.S. Sec. 47a-1.

- *If unsure of how to proceed in any situation, seek guidance from his/her supervisor.*

LETHALITY SCREENING PROCEDURE

The investigating officer shall refer to the Lethality Assessment Form and:

- Advise the victim that he or she will be asked a series of questions to help the officer determine the immediate potential for danger to the victim.

- Ask the questions in the order that they are listed on the form.

- Ask all the questions in assessing the victim. The more questions the victim responds to positively, the clearer and more immediate the potential for danger is to the victim

Assessing the Responses to the Lethality Questions

After the responding officer asks the questions on the Lethality Screening, the information shall be handled as follows:

- A **single** "yes" or positive response by the victim to questions #1, 2 or 3 signifies a high danger situation and automatically triggers the protocol referral.

- If the victim gives negative responses to questions #1 – 3, but positive responses to **four** or more of questions #4 through 11, this also signifies a high danger situation and triggers the protocol referral.

- "No" or negative responses, to all of the assessment questions, or positive responses to less than four of questions #4 through 11, may still trigger the referral if the investigating officer believes it is appropriate. The officer should ask the victim the following clarifying questions:

    - 'Is there anything else that worries you about your safety?" If the victim answers, "Yes;" then ask, "What worries you?" The response to this question may aid in your decision.

- Trust your instincts. Use of the domestic violence lethality screen takes into account your training and experience as a police officer. It's flexible and relies on the investigating officer acting on that training and experience. If the victim's responses don't trigger the referral, but the officer's assessment of the situation indicates high danger, the officer should still initiate the referral.

If the Officer concludes that a referral is not indicated

- If the referral is not indicated or the victim does not answer the screening questions, the officer should:

    - Advise the victim that domestic violence is dangerous and sometimes fatal.

    - Inform the victim to be alert to signs listed in the assessment because they may convey to the victim that she or he is at an increased level of danger.

        - Refer the victim to The Umbrella Services for Domestic Violence

- Provide the victim with the Department's telephone number, the case number and the officer's contact information should the victim wish to discuss the event further or requires additional assistance.

- Ensure that the encounter complies with the requirements of C.G.S. Sec. 46b-38b concerning the investigation of family violence crimes by Connecticut Peace Officers, and the Connecticut Police Response To Crimes of Family Violence - Model Policies, Procedures and Guidelines.

If the Officer concludes that a referral is indicated

- If a danger assessment is made or the officer believes it is appropriate, the referral will be implemented as follows:

  - Advise the victim that this situation indicates that the victim may be at an increased risk of danger and that others in similar situations have suffered serious injury or death.

  - Advise the victim that you would like to call The Domestic Violence Hotline and have the victim speak with an advocate.

    - If the victim declines to speak with an advocate, the officer should:

      - Tell the victim that the officer will contact the domestic violence hotline to receive guidance on how to proceed further.
      - Tell the victim that they would like the victim to reconsider speaking with the hotline advocate and;

      - Ask the victim again if they have reconsidered and would now like to speak with the advocate.

    - Regardless of whether the victim continues to decline to speak with an advocate, the officer should provide the same service he/she would perform for a victim when a referral is not indicated pursuant to the provisions of C.G.S. Sec. 46b-38b concerning the investigation of family violence crimes by Connecticut Peace Officers, and the Connecticut Police Response To Crimes of Family Violence - Model Policies, Procedures and Guidelines, including conveying information that the advocate may have suggested, reviewing safety tips and discussing the option of leaving the location if possible.

- If the victim agrees to speak with an advocate, the officer will advise the advocate that the officer has completed an assessment that indicates danger or that the officer believes that the victim may be in danger and would like the advocate to speak with the victim.

- Officers should not provide the name of the victim and their contact information to the advocate without the consent of the victim.

- During the conversation between the victim and the advocate, the advocate may ask to speak with the officer regarding the situation.

- The officer will then be guided by the discussion with the advocate for further assistance.
- Officers should provide reasonable assistance to the victim if the victim wants to leave the residence.

Reporting

All lethality assessment screens will be signed by a supervisor and will be sent by the Supervisor of the Family Services Division to the Umbrella Services for Domestic Violence, regardless of whether the victim screened in, as soon as possible.

The Supervisor of the Family Services Division will also complete and forward to The Umbrella Services for Domestic Violence the Lethality Assessment Reporting Template each month which contains the following information:

- The number of lethality assessment screens that were attempted.

- The number of victims screened to be "at risk."

- The number of victims screened to be as not "at risk.

- The number of victims who did not respond to the screening questions.

- The number of victims who were screened and spoke with a domestic violence advocate.

SUPERVISOR

- It is recommended that the supervisor conduct a probable cause review at the scene (when necessary and feasible) and/or at booking and review all arrests, dual arrest situations and self-defense issues.

- Ensure that all reports, including the **DPS-230-C** are properly completed, filed and forwarded.

- Ensure that follow-up investigative responsibilities and victim safety and offender release considerations are coordinated to allow for shift changes and/or referral to specialized units.

- Upon approval from the court, expedite the arrest warrant execution.

- Be aware that pursuant to C.G.S. Sec. 54-63c(a), any offender arrested who uses or threatens to use a firearm cannot be released on a promise to appear (PTA).

- Conditions of release for family violence should be set by the duty supervisor [C.G.S. Sec. 54-63c(b)] or the Bail Commissioner [C.G.S. Sec. 54-63d(c)]. Either the duty supervisor or the Bail Commissioner should enter or ensure that a File 20 has been entered into NCIC, with the appropriate conditions/restrictions listed.

- The shift supervisor is responsible for setting bail after arrest. In the rare instance when a Bail Commissioner reduces the bond set by law enforcement, a shift supervisor, who has concern for the safety of the victim, may contact the State's Attorney, who in turn may authorize the police department to delay release on the Bail Commissioner's recommendation until the arraignment. [C.G.S. Sec. 54-63d(d)].

- Each law enforcement agency shall designate at least one officer with supervisory duties to expeditiously review and oversee the Police Response to Crimes of Family Violence Model Policies, Procedures, and Guidelines and to enhance such agency's response to victims, community, and court personnel with respect to family violence.

- The New Haven Department of Police Service shall annually (on or before July 1) submit the *Survey to Determine Compliance with the State of Connecticut Family Violence Model Policy* form *[DESPP -231-C]* to the Crimes Analysis Unit at the Department of Emergency Services and Public Protection (DESPP), regarding the law enforcement agency's compliance with the Connecticut Family Violence model policy. [C.G.S. Sec. 46b-38b(e)(4)]

8.03.06 ARREST GUIDELINES

GENERAL CONSIDERATIONS

- Except as provided below, whenever an officer determines upon speedy information that a family violence crime, as defined in C.G.S. Sec. 46b-38a(3), has been committed within such officer's jurisdiction, such officer shall arrest the person suspected of its commission and charge such person with the appropriate crime(s). [C.G.S. Sec. 46b-38b(a)]

- The FVPRA does not alter standards for arrest. Traditional constitutional and statutory standards, including C.G.S. Sec. 54-1f guidelines, should direct decisions and procedures for making and processing family violence arrests. An officer must determine that probable cause exists for any charge which forms the basis for an arrest.

- When complaints of family violence are made by two or more opposing persons, a police officer is not required to arrest both persons. The police officer shall evaluate each complaint separately to determine which person is the dominant aggressor. [C.G.S. Sec. 46b-38b(b) as amended by PA 18-5].

- In determining which person is the dominant aggressor, the police officer shall consider the need to protect victims of domestic violence:

    - whether one person acted in defense of self or a third person

    - the relative degree of any injury

    - any threats creating fear of physical injury

    - and any history of family violence between such persons, if such history can reasonably be obtained by the police officer.

- The police officer shall arrest the person whom the officer believes to be the dominant aggressor.

- No officer investigating an incident of family violence shall threaten, suggest or otherwise indicate the arrest of all parties for the purpose of discouraging requests for law enforcement intervention by any party. [C.G.S. Sec. 46b-38b(b)]

- An officer should emphasize to the parties the criminal nature of family violence and that the criminal action is being initiated by the State, not the victim.

- An officer can choose to make a custodial arrest, a summons arrest, or, in limited situations, may apply for an arrest warrant. Determination of which type of arrest to pursue should include careful consideration of imminent safety concerns for the victim and her/his children.

    - Whether or not an accused posts bond, he or she shall be scheduled for arraignment before the superior court for the geographic area where the offense is alleged to have been committed on the next regularly scheduled day of court business. [C.G.S. Sec. 54-1g]

    - If an arrested person is hospitalized, or has escaped or is otherwise incapacitated, the person shall be presented, if practicable, to the first regular sitting after return to police custody.

- Officers shall obtain the approval of a Supervisor prior to the issuance of a misdemeanor summons.

- An arrest warrant must be completed by the end of an Officer's shift if the offender has not been located and arrested.

PROHIBITED CONSIDERATIONS

- Pursuant to C.G.S. Sec. 46b-38b(a) the decision whether to arrest an offender ***shall not*** be influenced by the following:

  - *The specific consent of the victim*

  - *The relationship between persons suspected of committing a family violence crime* -- The seriousness of crimes committed between family or household members is not mitigated because of the relationships, living arrangements or genders of those involved.

  - *Solely on the request of the victim.*

- In addition to the statutory considerations above, the following considerations should not influence the decision to arrest an offender:

  - *The fact that civil proceedings such as separation, divorce or custody disputes are pending.* -- Pending civil action does not preclude a thorough investigation and arrest if probable cause exists. Officers should not assume parties are using claims of domestic violence to gain advantages in civil actions. It is well documented that violence escalates when victims take steps to seek protection and/or to leave a violent relationship.

  - *The victim's previous unwillingness to participate in the complaint or arrest process.* -- Often, a victim may be immobilized by fear. Officers should treat each incident with equal importance. There is no way to tell, for example, when a victim may be in more danger or when an abusive partner may become more violent.

  - *The number or frequency of calls for police assistance at a particular location.*-- It is well documented that the level of violence may increase over time and escalate significantly when a victim seeks assistance.

  - *The victim's wishes to not have the suspect arrested.* -- Officers should emphasize that criminal action is being initiated by the state, not the victim.

  - *Assurances from the offender that the violence will cease.* -- If probable cause for an arrest exists the officer must proceed accordingly.

8.03.07 DUAL COMPLAINTS AND DOMINANT AGGRESSOR

When complaints of family violence are made by two or more opposing persons, a police officer is not required to arrest both persons. The police officer shall evaluate each complaint separately to determine which person is the dominant aggressor. In determining which person is the dominant aggressor, the police officer shall consider the need to protect victims of domestic violence, whether one person acted in defense of self or a third person, the relative degree of any injury, any threats creating fear of physical injury, and any history of family violence between such persons, if such history can reasonably be obtained by the police officer. The police officer shall arrest the person whom the officer believes to be the dominant aggressor. [C.G.S. Sec. 46b-38b(b) as amended by PA 18-5]. If a police officer believes probable cause exists for the arrest of two or more persons, in lieu of arresting or seeking a warrant for the arrest of any person determined not to be the dominant aggressor, such police officer must submit a "Request for Review and Advice Form" along with a report detailing the conduct of such person during the incident to the state's attorney for the judicial district in which the incident took place for further review and advice. The provisions of this section shall be construed to discourage, when appropriate, but not prohibit, dual arrests. [C.G.S. Sec. 46b-38b(c) as amended by PA 18-5].

No police officer investigating an incident of family violence shall threaten, suggest or otherwise indicate, the arrest of all persons involved in such incident for the purpose of discouraging any request from a person for law enforcement intervention. [C.G.S. Sec. 46b-38b(d) as amended by PA 18-5].

No police officer shall be held liable in any civil action regarding personal injury or injury to property brought by any party to a family violence incident for (1) an arrest based on probable cause; [or for] (2) any conditions of release imposed pursuant to subsection (b) of section 54-63c; or (3) determinations made pursuant to subsection (b) or (c) of this section. [C.G.S. Sec. 46b-38b(e) as amended by PA 18-5].

Officers should be aware that, given the nature of family violence, a victim may be afraid to make true and accurate statements regarding the incident due to fear of further violence by an abusive partner. Each complaint must be carefully and thoroughly investigated prior to making an arrest decision to ensure that victims will not be re-victimized by the legal system, or made to fear police intervention. An arrest itself can be particularly traumatic for victims of family violence.

The FVPRA requires officers to arrest a person only if there is probable cause to believe that person committed a family violence crime. Officers are prohibited from threatening, suggesting or otherwise indicating the arrest of all parties involved in an incident of family violence for the purpose of discouraging requests for law enforcement intervention by any party. [C.G.S. Sec. 46b-38b(d)].

Dual arrests should be made only when probable cause exists to charge each party with a crime, unless the dominant aggressor has been identified or a request will be made to have the case reviewed by a state's attorney, [C.G.S. Sec.46b-38b(c) as amended by PA 18-5]. In

some instances, officers may receive dual complaints, but thorough investigation may only establish probable cause to arrest one of the parties. In other instances, there may be probable cause to arrest one party for a family violence crime and the other for a non-family violence charge, such as interfering with an officer. This does not constitute a dual arrest. Officers should thoroughly document in the report all claims and complaints, as well as any facts and/or circumstances that either corroborate or disprove the claim or complaint. An officer should determine what type of arrest is necessary and appropriate under the circumstances, e.g., a misdemeanor summons arrest, a custodial arrest, or, in limited situations, a later arrest by warrant.

SELF-DEFENSE

In determining which person is the dominant aggressor, the peace officer shall consider whether one person acted in defense of self or a third person. [C.G.S. Sec. 46b-38b(b) as amended by PA 18-5].

Determining whether or not a person is criminally liable when allegedly acting in self-defense can often be a complex legal issue. This section is not intended to be a complete, exhaustive summary of the law regarding self-defense, but rather, is an aid to responding officers in determining whether an arrest may or may not be required under the existing family violence statutes. If an officer is unsure how to proceed in a situation involving self-defense and/or dual complaints, the officer should contact a supervisor and/or state's attorney.

The law in Connecticut recognizes that the use of physical force upon another person which would otherwise constitute a criminal offense is justifiable and therefore not criminal in certain circumstances. *C.G.S. Sec. 53a-19* is applicable in the context of family violence crime and addresses such circumstances.

C.G.S. Sec. 53a-19 Use of physical force in defense of person:

- Essentially, the statute requires that, before a person uses physical force in self-defense or to defend a third person, she/he must have two "reasonable beliefs."

    1) The first is a reasonable belief that physical force is being used or about to be used upon her/him or another.

    2) The second is a reasonable belief that the degree of force she/he is using to defend her/himself is necessary for that purpose.

- When attempting to determine whether or not a person was justified in using self-defense and therefore not subject to the mandatory arrest provisions of the law, the responding officer must make his or her own judgments about the reasonableness of these "beliefs." In making these judgments the officer must first consider:

    1) The situation from the perspective of the person acting in self-defense; that is, what did the person actually believe, and - because statute requires that the actor's

belief be reasonable, and not irrational or unreasonable under the circumstances, and

2) Whether a reasonable person in the actor's circumstances could have reached that belief.

- The analysis can be broken down into 4 steps or elements:

1) That the actor actually believed that someone else was using or about to use physical force against her/him or a third person;

2) That such belief was reasonable because a reasonable person in the actor's circumstances would have shared that belief;

3) That the actor actually believed that the degree of force that she/he used was necessary to repel the attack;

4) That such belief was reasonable because a reasonable person in the actor's circumstances, viewing those circumstances from the defendant's perspective, would have shared that belief.

8.03.08 ORDERS OF PROTECTION (OOP)

(Please also see Reference Chart at the end of this Document in the APPENDIX)

Implicit in the issuance of an OOP is a court's finding that a named protected party(ies) is in imminent danger or risk of harm, from a named, identified respondent. In the interest of immediacy, and in light of the threat always present when an order of protection is violated, coupled with the statutory mandate to arrest, officers shall make a warrantless arrest of any person the officer witnesses or has probable cause to believe has violated a restraining order (including ex-parte order), protective order, standing criminal protective order, a foreign order of protection, or the Conditions of Release.

Once probable cause for arrest has been established and if the offender has left the agency's jurisdiction, the Officer shall notify the dispatcher to advise neighboring jurisdictions or jurisdictions where the offender is believed to have fled, that there is probable cause to arrest the offender and to do so if the offender is located, and complete a signed/sworn report/affidavit to support the arrest. The investigating Department, as soon as practical, shall prepare an arrest warrant at this juncture.

- The officer's authority and mandates to arrest are set forth in C.G.S. Sec. 46b-38b, and Sec. 54-1f.

- A very important role for law enforcement in family violence cases is the enforcement of *Orders of Protection.* Police should make use of the Connecticut Protective Order Registry – File 20.

- Officers should be aware that the words **"Orders of Protection"** generally could refer to any type of order. Most especially, in the federal law regarding interstate enforcement of *orders of protection*, the reference is general--not specific as to any one of Connecticut's types of such orders. Officers should be aware that each state has its own type(s) and titles of order(s) that may or may not be equivalent to one or any of Connecticut's orders.

- Connecticut has several types of *orders of protection* available for victims of family violence, including:

    - Restraining Order (RO) (includes Ex-Parte Order)
    - Protective Order (PO)
    - Civil Protective Order (includes Ex-Parte Order)
    - Standing Criminal Protective Order (SCPO)
    - Foreign Orders of Protection
    - Conditions of Release (COR) (that include "no contact with the victim" and "not to use or possess dangerous instruments or possessing any deadly weapons.")
    - Family Court Orders

- Each type of order has specific characteristics, requirements for issuance and penalties for violation. See Appendix for a ***Comparison of Orders of Protection*** chart that summarizes and compares the types of orders, how they are issued, what they may include and how they are enforced. Officers should fully understand all aspects of each type of order.

- It is important for police officers to understand and always remember that *orders of protection* are issued by the court, against the offender, for the protection of the victim. They restrict the offender's behavior and ***only*** the offender can violate the orders. (See C.G.S. Sec. 53a-223, Sec. 53a-223a and Sec. 53a-223b, regarding immunity for persons protected by an order of protection.)

- **Standard conditions** in an OOP or a SCPO (C.G.S. Sec. 54-1k) may include provisions enjoining the offender from:

    - Imposing any restraint upon the person or liberty of the victim.

- Threatening, harassing, assaulting, molesting or sexually assaulting the victim.
- Entering the family dwelling or the dwelling of the victim.

- A judge (pursuant to C.G.S. Sec. 54-64a) or a bail commissioner (pursuant to C.G.S. Sec. 54-63d) can impose on any person charged with a felony, misdemeanor or motor vehicle violation for which a term of imprisonment may be imposed a **Condition of Release** that she/he have "*no contact with the victim*" in that case. A person who intentionally violates that condition should be arrested for Violation of a Condition of Release. [C.G.S. Sec. 53a-222 or Sec. 53a-222a]

- **Special conditions** that a judge may order in an OOP include, but are not limited to:
  - No direct or indirect contact with the victim.
  - Not to go or remain within a specific distance of the victim.

DOMESTIC VIOLENCE ALERT NOTIFICATION/GPS PROGRAM

The State of Connecticut Judicial Branch has initiated a GPS monitoring program (*Alert Notification/GPS*) to alert protected persons in high risk domestic violence cases that an offender is within a predetermined area using GPS technology.

Alerts:

- An alert is triggered if: 1) The offender breaches one of the restricted areas, 2) the ankle bracelet is tampered with, 3) the battery is not charged or, 4) a GPS signal cannot be located

- Officers dispatched to an Alert Notification/GPS should:
  - Locate and ensure the safety of the protected person(s).
  - With due caution - attempt to locate the offender.
  - Determine the reason(s) for the notification.
  - If probable cause is established that the terms of an existing order of protection have been violated - arrest the offender on speedy information if located or apply for an arrest warrant if the offender cannot be located.
  - Document all information in an incident report.

DOMESTIC VIOLENCE PERSONAL PROPERTY RETRIEVAL

- When a judge issues an order enjoining the offender from entering his/her family dwelling, the offender likely will be advised that she/he may contact the police for a one-time escort to retrieve personal belongings.

- When an order of protection allows for the respondent/defendant to return to the dwelling one time accompanied by an officer, to retrieve belongings:

    - Initiation of the retrieval shall be at the discretion of the agency in a time period that is reasonable and practical.

    - The officer must verify the order.

    - The officer must check to ensure that the retrieval has not already been completed by another officer.

    - The officer must contact the protected party to arrange a time for the retrieval.

    - The officer must activate their body-worn camera during the entire duration of their involvement in a property retrieval in accordance with General Order 7.10 "Body-Worn Cameras."

    - If the officer is unable to make contact with the protected party, or if children are present, the retrieval should be scheduled for a later date/time.

    - The officer is to accompany the respondent throughout the entire retrieval. If they wish to do so, the protected party should be allowed to accompany the officer and respondent during the retrieval.

    - The retrieval should last no longer than 10 to 15 minutes, as the respondent is only retrieving essentials (clothes, toiletry, medication, etc.). Other non-essential or valuable items used by the protected party and/or children (groceries, electronics, jewelry, furniture, etc.) are not to be removed from the dwelling.

    - The officer must document that the retrieval has occurred in a CAD or incident supplement. If a call comes in as something other than a retrieval, such as request for officer, etc., the incident must be changed to "Retrieval."

    - The protected party must have prior notice by the department, and must agree to the timing of the retrieval.

    - The respondent must not be allowed to use this as a means of harassing the protected party.

- If it is not practical or safe for the victim to accompany the officer and the offender during the property retrieval, the officer shall review with the victim, before the officer or the offender leave the premises, what essential items the offender is seeking to remove from the residence.

MULTIPLE ORDERS

- In some situations, a victim may obtain a RO and a PO to get all the court ordered protection available. A victim has a right to apply for a RO even if a PO has already been issued. There is nothing in the RO or PO statutes to prohibit a victim from having both orders.

- In situations where there are multiple orders of protection the officer should:

  - Verify that the order and conditions apply to the involved victim and offender and;

  - Document the existence of and issuance date of all orders in their incident report and;

  - Arrest the offender for any and all valid violations of such orders.

VERIFICATION OF AN ORDER OF PROTECTION

- A violation of any OOP is a felony to include:

  - Protective Order (C.G.S. Sec. 53a-223).

  - Standing Criminal Protective Order (C.G.S. Sec. 53a-223a).

  - Restraining Order (includes ex-parte order) (C.G.S. Sec. 53a-223b)

  - Foreign Order of Protection (C.G.S. Sec. 53a-223b).

  - Civil Protective Order (C.G.S. Sec. 53a-223c).

- A violation of Conditions of Release can be either a felony (C.G.S. Sec. 53a-222) or misdemeanor (C.G.S. Sec. 53a-222a) based on the original underlying charges.

- Any law enforcement officer may enforce any OOP where they have a good faith basis to believe it is valid.

- The best way to verify an OOP is to check with the Connecticut Registry of Protective Orders– File 20.

- Other methods may include:
    - Asking the victim if she/he has a copy of the order.
    - Contacting the issuing court.
    - Contacting the police agency with jurisdiction where the victim resides/works.
    - Contacting the police agency with jurisdiction where the offender resides.

8.03.09 WEAPONS

EFFECT OF A COURT ORDER OF PROTECTION (OOP)

POSSESSION – Definition C.G.S. Sec. 53a-3(2): To have physical possession or otherwise to exercise dominion or control over tangible property.

- When the state marshal service receives an ex-parte order issued by the court that indicates that the respondent holds a:
    - Permit to carry a pistol or revolver
    - An eligibility certificate for a pistol or revolver
    - A long gun eligibility certificate
    - An ammunition eligibility certificate or
    - Possesses one or more firearms or ammunition
- The marshal service shall:
    - Whenever possible, provide in hand service of the order to the respondent.
    - Notify the law enforcement agency for the town in which the service will take place.
    - Provide such agency a copy of the application, the applicant's affidavit, the ex-parte order, and the notice of hearing.
    - Request a police officer from such agency be present when service is executed.

- When possible and consistent with all other provisions of this policy, the law enforcement agency may consider sending an officer to accompany the state marshal during the service of the ex-parte order.

- Immediately, but not later than 24 hours after notice has been provided to a person subject to a restraining order (includes ex-parte order), protective order, or a foreign order of protection (C.G.S. Sec. 29-36k(a)) such person must:

    - Transfer/sell to a federally-licensed firearms dealer, any pistols, revolvers, other firearms and/or ammunition in his/her possession. (C.G.S. Sec. 29-36k(a)(1), or,

    - Deliver or surrender such pistols, revolvers, and other firearms and ammunition to the Commissioner of Emergency Services and Public Protection or any local police department. [C.G.S. Sec. 29-36k(a)(2)]

- Person's subject to a restraining order (includes ex-parte order), protective order, or a foreign order of protection are prohibited from possessing a pistol, revolver, other firearm, ammunition or an electronic defense weapon. [C.G.S. Sec. 53a-217]

- Persons subject to a Condition of Release "no use or possession of a dangerous weapon" are prohibited from possessing or using any dangerous instruments or possessing any deadly weapons. [C.G.S. Sec. 53a-222 or Sec. 53a-222a].

- Refer to *section XI, Federal Domestic Violence Laws*, section regarding federal law, which prohibits the possession of firearms or ammunition by any person, including a police officer, who has been convicted in any court of a family violence crime (a family violence crime that has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon), including a misdemeanor family violence crime.

- Upon the surrender of any firearms or ammunition or if the offender indicates that he/she is not in possession of, nor does he/she have access to, any firearms or ammunition and there is no other evidence to suggest the contrary, consider having the offender complete the Firearm and Ammunition Compliance Statement form (DPS-332C) indicating same.

PERMIT TO CARRY

- The issuing authority of a state permit or temporary state permit to carry a pistol or revolver, pistol or revolver eligibility certificate, long gun eligibility certificate, or an ammunition certificate must revoke the permit and/or certificate(s) if the person holding the permit/certificate(s) becomes subject to an order of protection in a case that involves the use, attempted use, or threatened use of physical force against another person. [C.G.S. Sec. 29-32, Sec. 29-36, Sec. 29-37, Sec. 29-38]

- Within five days of receiving written notice that a permit/certificate has been revoked, the holder of the permit/certificate must surrender the permit/certificate to the issuing authority. [C.G.S. Sec. 29-32, Sec. 29-36, Sec. 29-37, Sec. 29-38]

- If an offender does not surrender the permit/certificate, he/she should be arrested for any of the following that apply:

    - Failure to Surrender Permit to Carry a Pistol or Revolver (C.G.S. Sec. 29-32); or

    - Failure to Surrender Pistol or Revolver Eligibility Certificate (C.G.S. Sec. 29-36i), or

    - Failure to Surrender Long Gun Eligibility Certificate (C.G.S. Sec. 29-37s); or

    - Failure to Surrender Ammunition Certificate (C.G.S. Sec. 29-38p); and

    - The permit/certificate should be confiscated and immediately forwarded to the Commissioner of the Department of Emergency Services and Public Protection. [C.G.S. Sec. 29-32, Sec. 29-36, Sec. 29-37, Sec. 29-38]

- Any local issuing authority that revokes a permit must notify the Commissioner of the Department of Emergency Services and Public Protection of the revocation, and any revocation of a state permit by the Commissioner of the Department of Emergency Services and Public Protection requires notification of the local issuing authority. [C.G.S. Sec. 29-32]

SEIZURE OF FIREARMS AT THE LOCATION OF A FAMILY VIOLENCE CRIME (SAFEKEEPING PROVISION)

Whenever an officer makes an arrest for a family violence crime, the officer may seize any firearm, ammunition, or electronic defense weapon at the location where the crime is alleged to have been committed that is in the possession of the offender/suspect or that is in plain view. [*C.G.S.* Sec. 46b-38b(a)*]. Refer to C.G.S.* Sec. 53a-3 – *Definition of Possession.* Any firearm seized under this section must be returned in its original condition within seven (7) days to its rightful owner unless such person is ineligible to possess the firearm or unless otherwise ordered by the court. Any questions regarding the return of weapons seized under this section should promptly be directed to the state's attorney.

The following procedure shall be followed:

- If an offender has a firearm permit and/or registered firearms, **NOT used in the commission of a domestic violence related crime**, a reasonable effort **must** be made to seize the firearm permit and/or any firearms, by the Officer. Consent must be given to Officers prior to seizing firearms from areas protected under the 4th Amendment.

- If firearms are seized the Officer **shall** complete a ***Firearm and Ammunition Compliance Statement*** form, which the arrestee **must** sign.

- Both a Surrender Log, signed by the arrestee, and a JD-CR-18, marked **INVESTIGATION**, **must be completed** and the firearm(s) is/are to be entered into the Property Room. A copy of the Surrender Log shall be attached to the JD-CR-18 and the original shall be forwarded to the Firearms Unit.

- If the firearm was used in the commission of a domestic violence related crime, it **must** be seized as **EVIDENCE** and a JD-CR-18 completed.

- The initial Officer must document in a report any efforts made and/or what was seized.

- The Shift Commander must notify the Investigative Services Division (ISD) of any of the following:

  - Any arrest involving a firearm permit holder

  - A domestic violence arrest involving a firearm

  - A domestic violence arrest where the offender has registered firearms, even when the firearm was not used in the commission of the crime

USE OR THREATENED USE OF WEAPON IN A FAMILY VIOLENCE CRIME

In responding to family violence incidents, officers shall investigate and arrest in accordance with C.G.S. Sec. 46b-38b. If an officer has probable cause to believe that a person used or threatened to use a weapon in the commission of any family violence crime(s) that person should be arrested for all appropriate crimes and the weapon should be seized as evidence of the crime(s).

CRIMINAL POSSESSION OF A FIREARM, AMMUNITION, ELECTRONIC DEFENSE WEAPON, PISTOL OR REVOLVER

Arrests for criminal possession:

1) Any offender that knows that she/he is subject to a Restraining Order, (includes ex-parte order), Protective Order, Standing Criminal Protective Order or Foreign Order of Protection issued by the court, in a case involving the use, attempted use or threatened use of physical force against another person, or

2) has been convicted of a felony; or

3) has been convicted of a Misdemeanor committed on or after October 1, 1994 (pistol and revolvers); on or after October 1, 2013 (other firearms, ammunition,

electronic defense weapons) as identified in C.G.S. Sec. 53a-217 and Sec. 53a-217c; or

4) is subject to any other firearms prohibitions as defined in C.G.S. Sec. 53-217 and Sec. 53a-217c; and

5) is in possession of any firearm, ammunition, electronic defense weapon, pistol or revolver,

- should be arrested for Criminal Possession of a Firearm or Electronic Defense Weapon (C.G.S. Sec. 53a-217) if found in possession of any firearm, ammunition, electronic defense weapon; or

- Criminal Possession of a Pistol or Revolver (C.G.S. Sec. 53a-217c) if found in possession of any pistol or revolver; and

- The weapon(s) and/or ammunition should be seized as evidence of the crime.

SEIZURE OF FIREARMS FROM PERSON POSING RISK TO SELF OR OTHERS (RISK WARRANT

A judge may issue a search and seizure warrant to search for and take custody of any firearms when any two officers (or any prosecutor) complain on oath that there is probable cause to believe that (1) a person poses a risk of imminent personal injury to him/herself or to other individuals, and (2) such person possesses one or more firearms, and (3) such firearm or firearms are within or upon any place, thing or person. [C.G.S. Sec. 29-38c(a)]

Police officers should consider this option when investigating incidents of family violence.

This supersedes General Order 8.03 – issued on May 13, 2015.

This General Order was approved by the civilian Board of Police Commissioners on September 14, 2021.

Renee Dominguez
Interim Chief of Police

9/16/21
Date

Appendix

Protective Orders and Restraining Orders				
Type of Order	**How the Order is Made**	**How Long the Order Lasts**	**Provisions that May Be Included**	**Violations**
Protective Order (PO) (C.G.S. §46b-38c) (C.G.S. § 54-1k)	Issued by a judge in a criminal case, usually at the time of arraignment. There is no cost to the victim. Victim may not want a PO or even know the PO has been issued. Offender, not the victim, is responsible for upholding order. Is a condition of the offender's release.	Duration of the criminal court case. Judge may modify or terminate at any time, without victim knowing. Check with Protection Order Registry	Offender not to assault, threaten, abuse, harass, follow, interfere with, or stalk the protected person (partial/limited order) (CT01). Offender must stay away from the protected person's home (full/ residential stay-away order) (CT03). Offender to have NO CONTACT with victim (CT05). Offender to remain 100 yards away from victim (CT16). Order may extend to victim's minor children (CT19), but will usually not include custody orders. Any other orders the court deems necessary to protect the safety of the victim and dependent children.	Criminal Violation of a Protective Order (C.G.S. §53a-223) (D Felony). Arrest for all other crimes for which there is probable cause (e.g., criminal trespass, harassment, threatening, burglary, assault, intimidating a witness, etc.).

Restraining Order (RO) (C.G.S. §46b-15) *AKA: TRO, Temporary RO, Ex Parte RO.*	Victim files an "Application for Relief from Abuse" in the Family Division of Superior Court (civil court). Ex-parte order may or may not be immediately granted by judge. A hearing on the order should be scheduled within 14 days. Victim must ensure that offender is "served" with notice of hearing at least 5 days prior to hearing. Offender, not the victim, is responsible for upholding order. There is no cost to the victim (for filing or service).	Ex-parte order lasts until day of hearing, which is within 14 days of date of issuance. At hearing, judge can extend the order for 1 year with possible extension beyond 1 year. If victim wants to extend order beyond initial 1 year term, must file a motion at least 12 days prior to expiration. Order will not end prior to the expiration date without the victim being notified. Check with Protection Order Registry.	Same provisions as in Protective Orders (above). May include custody and visitation orders that are in effect for the duration of the order.	Criminal Violation of a Restraining Order for violating the no contact or no violence provisions of the RO (C.G.S. § 53a-23b) (D Felony). Arrest for all other crimes for which there is probable cause (e.g., criminal trespass, harassment; threatening, burglary, assault, intimidating a witness, etc.). Victim also can file a Motion for Contempt in court where order was issued.
Standing Criminal Protective Order (SCPO) (C.G.S. § 53a-40e) *AKA: Standing Criminal Restraining Order, Permanent Protective/ Restraining Order*	Issued by a criminal court judge at the time of sentencing. Can only be issued if offender is convicted of: A Family Violence crime; or Any crime against a family/household member for good cause shown. No cost to victim. Victim may not want a SCPO or even know the SCPO has been issued.	Orders issued prior to Oct. 2010 could last indefinitely. Orders issued post Oct. 2010 shall remain in effect for any duration specified by the court at the time of sentencing. Orders can be modified and/or terminated without notice to or consent of the victim.	Offender not to assault, threaten, abuse, harass, follow, interfere with, or stalk the protected person (partial/limited order) (CT01). Offender must stay away from the protected person's home (full/ residential stay-away order) (CT03). Offender to have NO CONTACT with victim (CT05). Offender to remain 100 yards away from victim (CT16). Order may extend to victim's minor children (CT19), but will usually not include custody orders. Any other orders the court deems necessary to protect the safety of the victim and dependent children.	Criminal Violation of a Standing Criminal Protective Order (C.G.S. §53a-223a) (D-Felony). Arrest for all other crimes for which there is probable cause (e.g., criminal trespass, harassment, threatening, burglary, assault, intimidating a witness, etc.).

Foreign Orders of Protection (C.G.S. § 46b-15a)	☐☐ Entitled to enforcement in Connecticut where: ☐☐ Issued by courts of: (1) another state; (2) District of Columbia; (3) U.S. commonwealth, territory or possession; or (4) Indian tribe; ☐☐ Issued to protect a person from violence or threatened violence (i.e. order prohibits offender from committing an act of violence against the protected party); ☐☐ Issuing court had jurisdiction over the parties; and ☐☐ Offender had reasonable notice and opportunity to be heard. Note: ex parte orders are enforceable provided the state/tribal law provides for a hearing within reasonable time. ☐☐ Presume an order is valid if the content and form appear to be authentic. The order does NOT have to be a certified copy. ☐☐ A person may register a foreign order of protection in Connecticut, but is NOT required to do so, and law enforcement cannot refuse to enforce an order because the order does not appear in COLLECT, NCIC or the Protection Order Registry.	☐☐ Criminal Violation of a Foreign Order of Protection (C.G.S. § 53a-223b) (D-Felony). ☐☐ Arrest for all other crimes for which there is probable cause (e.g., criminal trespass, harassment, threatening, burglary, assault, intimidating a witness, etc.).

Conditions of Release (COR) (C.G.S. §§ 53a-222, 53a-222a, 54-63c, 54-63d)	☐☐A person charged with a family violence crime can be released with non-financial conditions of relief2 by: ☐☐Law enforcement; ☐☐Bail commissioner; or ☐☐A judge. ☐☐To verify: ☐☐Check File 20; ☐☐Contact clerk of court in JD/GA where order issued; ☐☐Contact bail commissioner who released offender; ☐☐Contact police department who released offender; [2] No person shall be released upon the execution of written promise to appear or the execution of a bond without surety if the person is charged with the commission of a family violence crime and in the commission of such crime used or threatened the use of a firearm (C.G.S. § 54-63d).	☐☐COR imposed by bail commissioner or law enforcement remain(s) in effect until offender is presented to a judge at arraignment. ☐☐COR imposed by a judge remain(s) in effect for the duration of the case or until further order of the court.	Law Enforcement: ☐☐Comply with specified restrictions ☐☐on travel, association, or place of abode; ☐☐Not engage in specified activities, including use/possession of dangerous weapon, intoxicant, or controlled substance; ☐☐Avoid all contact with alleged victim. Bail Commissioner ☐☐Any of the above; plus ☐☐Remain under supervision of designated person or organization; ☐☐Any other condition reasonably necessary to ensure appearance of the person in court. Judge: Any of the above; plus ☐☐Any non-financial condition the judge deems appropriate; ☐☐Compliance with Protective Order.	☐☐If released on a felony charge: violation of conditions of release in the first degree (C.G.S. § 53a-222). ☐☐If released on a misdemeanor charge: violation of conditions of release in the second degree (C.G.S. § 53a-222a). ☐☐If, in the course of violating a COR, a person commits any other crime (i.e. threatening, intimidating a witness, assault, etc.), that person should be arrested for any other appropriate crime(s).

Common Law Orders	Where custody/divorce actions are pending, the Family Court may issue orders that, while not a restraining order or protection order will often mirror traditional provisions of those orders of protection, such as: vacate orders and/or stay away orders, orders around exclusive possession of the home. While these orders are not technically Orders of Protection, they are valid orders of the court and govern the conduct of the relevant parties.	Family Court orders, unless they contain an expiration date, are valid until further order of the court.	The victim should have a copy of the relevant order. Such orders may include, but are not limited to: Exclusive possession of an identified premises; Limitations on when and how one party may contact the other; Stay away orders – from a particular party or location.	Officers can, in some cases, make an arrest for the criminal "behavior" targeted by the Order, such as an arrest for trespass, harassment, custodial interference, etc.

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.04 **EFFECTIVE DATE: May 13, 2015**

TREATMENT OF DOMESTIC VIOLENCE VICTIMS WHOSE IMMIGRATION STATUS IS QUESTIONABLE

8.04.01 PURPOSE

The purpose of this General Order is to establish the policies and procedures of the New Haven Department of Police Service regarding the legal requirements and approved procedures associated with the investigation of domestic violence incidents in which persons of questionable immigration status may be victims, and where the continued presence and availability of such persons may be necessary to the successful investigation and prosecution of one or more alleged criminal perpetrators.

8.04.02 POLICY

It is the policy of the New Haven Department of Police Service that whenever an officer determines that a family violence crime has been committed within such officer's jurisdiction, such officer shall arrest the person or persons suspected of its commission and charge such person or persons with the appropriate crime. No officer investigating an incident of family violence shall discourage a victim of family violence from making or pursuing a criminal complaint against an alleged perpetrator of qualifying criminal activity, or from participating in the prosecution of an alleged offender because of the immigration status of the victim or the offender.

8.04.03 DEFINITIONS

FAMILY VIOLENCE: "An incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument shall not constitute family violence unless there is present danger and the likelihood that physical violence will occur." C.G.S. Sec. 46b-38a(1).

FAMILY OR HOUSEHOLD MEMBER: "Any of the following persons, regardless of the age of such person: (A) Spouses or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship." C.G.S. Sec. 46b-38a(2).

FAMILY VIOLENCE CRIME: A crime as defined in C.G.S. Sec. 53a-24, other than a delinquent act as defined in C.G.S. Sec. 46b-120, which, in addition to its other elements, contains as an element thereof an act of family violence to a family or household member. "Family violence crime" does not include acts by parents or guardians disciplining minor children unless such acts constitute abuse. C.G.S. Sec. 46b-38a(3).

PRINCIPAL PETITIONER: A victim of a family violence crime whose immigration status is questionable, and who is filing for a T Nonimmigrant Visa or a U Nonimmigrant Visa on behalf of himself or herself or a qualifying family member.

"T" NONIMMIGRANT VISA: Victims of Trafficking, also known as the "T-visa," provides immigration protection to victims of a severe form of trafficking in persons. The T-visa allows victims to remain in the United States and assist federal authorities in the investigation and prosecution of human trafficking cases.

"U" NONIMMIGRANT VISA: Victims of Criminal Activity, also known as the "U-visa," provides temporary immigration benefits to aliens and their qualifying family members who are victims of qualifying criminal activity, who have suffered mental or physical abuse as a result, and who are willing to assist law enforcement and government officials in the investigation of criminal activity.

QUESTIONABLE IMMIGRATION STATUS: Any individual who cannot reasonably satisfy the investigating officer that he/she is a U.S. citizen, a lawful permanent resident of the United States, a documented permanent or temporary worker, a student or exchange visitor, a member of the U.S. Armed Forces, or otherwise lawfully present in the United States, or whose visa will likely expire before the case in which the individual is a victim can be fully prosecuted.

QUALIFYING CRIMINAL ACTIVITY: Criminal activity that involves one or more of the following or any similar activity in violation of Federal, State, or local criminal law: rape; torture; trafficking; incest; domestic violence; sexual assault; abusive sexual contact; prostitution; sexual exploitation; female genital mutilation; being held hostage; peonage; involuntary servitude; slave trade; kidnapping; abduction; unlawful criminal restraint; false imprisonment; blackmail; extortion; manslaughter; murder; felonious assault; witness tampering; obstruction of justice; perjury; or attempt, conspiracy, or solicitation to commit any of the above mentioned crimes. See Title 8 U.S.C. § 1101(a)(15)(U)(iii).

8.04.04 BACKGROUND

Generally speaking, U.S. immigration law gives citizens and lawful permanent residents the right to petition for their spouses to be granted a permanent resident visa, which is the necessary prerequisite for immigrating to the United States. In the vast majority of cases, granting the right to seek the visa to the citizen or lawful permanent resident spouse makes sense, since the purpose of family immigration visas is to allow U.S. citizens or lawful permanent residents to live here with their spouses and children. But in the unusual case of the abusive relationship, an abusive citizen or lawful permanent resident can use control over his or her spouse's visa as a means to blackmail and control the spouse. The abusive spouse does this by withholding a promised visa petition and then threatening to turn the abused spouse in to the immigration authorities if the abused spouse sought to leave the abuser or report the abuse.

The Violence Against Women Act of 1994 (VAWA 1994), Public Law 103-322 (September 13, 1994), changed this by allowing immigrants who demonstrate that they have been battered or subjected to extreme cruelty by their U.S. citizen or lawful permanent resident spouses to file their own petitions for visas without the cooperation of their abusive spouse. VAWA 1994 also allowed abused spouses placed in removal proceedings to seek "cancellation of removal," a form of discretionary relief from removal available to individuals in unlawful immigration status with strong equities, after three years rather than the seven ordinarily required. Finally, VAWA 1994 granted similar rights to minor children abused by their citizen or lawful permanent resident parent, whose immigration status, like that of the abused spouse, would otherwise be dependent on the abusive parent.

The Violence Against Women Act of 2000 (VAWA 2000), Section 1001 et seq. of The Victims of Trafficking and Violence Protection Act of 2000, Public Law 106-386 (October 28, 2000), addresses residual immigration law obstacles standing in the path of battered immigrant spouses and children seeking to free themselves from abusive relationships that either had not come to the attention of the drafters of VAWA 1994 or have arisen since as a result of 1996 changes to immigration law. Section 1501 of VAWA 2000, cited as the "Battered Immigrant Women Protection Act of 2000," further enhanced the goal of the immigration protections for battered immigrants included in the Violence Against Women Act of 1994 to remove immigration laws as a barrier that kept battered immigrant women and children locked in abusive relationships by (1) providing battered immigrant women and children who were experiencing domestic violence at home with

protection against deportation, (2) allowing them to obtain protection orders against their abusers, and (3) freeing them to cooperate with law enforcement and prosecutors in criminal cases brought against their abusers and the abusers of their children without fearing that the abuser will retaliate by withdrawing or threatening withdrawal of access to an immigration benefit under the abuser's control.

The Victims of Trafficking and Violence Protection Act of 2000 created two new nonimmigrant visas for non-citizen victims of crimes, the T-visa and the U-visa. Both visas are designed to provide immigration status to non-citizens that are assisting or are willing to assist authorities investigating crimes. The visas are available not only to the victims of domestic violence, but also to victims of trafficking in persons, as defined in Title 22 U.S.C. § 7102, as set forth in Section 1101(a)(15)(T and U) of the Immigration and Nationality Act, Title 8 U.S.C. § 1101 et seq.

The T-visa was created to provide immigration protection to victims of a severe form of trafficking in persons. The T-visa also allows victims to remain in the United States and assist federal authorities in the investigation and prosecution of human trafficking cases. Those who have been granted T-1 nonimmigrant status may file for permanent residency upon meeting certain requirements. There is also a process for qualifying family members of a T-1 principal applicant to apply for permanent residence.

The purpose of the U-visa is to give victims of identified crimes temporary legal status and work eligibility in the United States for up to 4 years. Only 10,000 U visas may be issued every fiscal year. Family members may also be included on the petition including spouses, children, unmarried sisters and brothers under 18; mothers, fathers, as well as step-parents and adoptive parents. An approved U-visa petition will automatically grant the applicant work eligibility in the United States. An Employment Authorization Document will be included with all approved petitions, which can be shown to any employer to obtain a Social Security Number to start work legally. Currently all U-visa applications are filed at the Vermont Service Center of the U.S. Customs and Immigration Service (USCIS).

8.04.04 APPLICABILITY

The Uniform Connecticut Law Enforcement Protocol For Treating Victims of Family Violence Whose Immigration Status Is Questionable applies to all state and local law enforcement agencies in the State of Connecticut.

The requirements of the Uniform Connecticut Law Enforcement Protocol For Treating Victims of Family Violence Whose Immigration Status Is Questionable shall be implemented whenever it reasonably appears that a victim of family violence, whose immigration status is questionable:

1. Is the victim of criminal activity designated in § 1101(a)(15)(U) of the Immigration and Nationality Act.

2. Has suffered substantial physical or mental abuse as a result of having been a victim of qualifying criminal activity.

3. Possesses information concerning the qualifying criminal activity of which he/she was a victim.

4. Will meet the certification requirements that he/she has been, is being or is likely to be helpful to a state or local government official in the investigation or prosecution of the qualifying criminal activity of which he/she is a victim.

5. The qualifying criminal activity of which he/she is a victim violated the laws of the United States or occurred in the United States (including Indian country and military installations) or the territories and possessions of the United States.

6. In addition, a Principal Petitioner filing for a qualifying family member, or currently holding U-1 status and filing for a qualifying family member, must also demonstrate that:

    - If under the age of 21 years, qualifying family members for whom the Principal Petitioner is filing is/are his/her:
        - Spouse.
        - Unmarried children under the age of 21.
        - Parent(s) (including step-parents and adoptive parents).
        - Unmarried siblings under the age of 18.
    - If over the age of 21 years, qualifying family members for whom the Principal petitioner is filing is/are his/her:
        - Spouse or Unmarried children under the age of 21.

8.04.05 PROCEDURES

RESPONSIBILITY

Whenever an officer determines that a crime has been committed, such officer shall:

1. Render immediate assistance to any crime victim, including obtaining medical assistance for any such crime victim if such assistance is required.

2. Present a Victim's Rights Card prepared by the Office of the Chief Court Administrator to the crime victim informing the crime victim of services available and the rights of crime victims in this state.

3. Refer the crime victim to the Office of Victim Services for additional information on rights and services.

Each officer at the scene of a family violence incident involving one or more persons of questionable immigration status who appears to meet the requirements of this Protocol shall, in addition to the above, explain to the victim his/her right to petition for a U-visa and shall, if requested, refer such victim to the commanding officer of the Records Division who is designated to assist such victims with processing the necessary forms.

The commanding officer of the Records Division shall be responsible for providing such assistance as may be necessary to facilitate the expeditious processing of Form I-918, Petition for U Nonimmigrant Status, Form I-918.Supplement A, Petition for Qualifying Family Member of U-1 Recipient, and Form I-918 Supplement 8, U Nonimmigrant Status Certification, upon request of a victim of family violence. See Form I-918 Instructions, Petition for U Nonimmigrant Status, available online at http://www.uscis.gov/files/form/I-918instr.pdf.

Reasonable efforts shall be made to obtain the services of a qualified interpreter whenever it appears that there exists a language barrier which may impede the expeditious processing of a petition for issuance of a U-visa.

8.04.04 LIMITATIONS

Officers shall not render legal advice to applicants concerning matters of immigration law, but shall merely assist applicants in filling out and processing the necessary forms upon request. Whenever possible, law enforcement agencies shall refer applicants to available pro bono legal services or local legal aid agencies which may provide competent legal advice to applicants.

Victims of family violence whose immigration status is questionable, and who appear to require practical assistance beyond that which is permitted by this directive, may also be referred to one or more of the following agencies:

- The Connecticut Coalition Against Domestic Violence at telephone (888) 774-2900.
- The State of Connecticut Office of Victim Advocate at telephone (800) 822-8428.
- The Connecticut State's Attorney's Office at the local courthouse at which the qualifying criminal activity is most likely to be prosecuted.

8.04.04 FORMS AND REPORTS

1. Form I-918, Petition for U Nonimmigrant Status (available online at http://asistahelp.org/Uvisa/I-918.pdf).

2. Form I-918 Supplement A, Petition for Qualifying Family Member of U-1 Recipient (available online at http://asistahelp.org/Uvisa/I-918.pdf).

3. Form I-918 Supplement B, U Nonimmigrant Status Certification (available online at http://asistahelp.org/Uvisa/I-918.pdf).

5/13/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.05 **EFFECTIVE DATE: October 17, 2016**

TRAFFIC CRASH INVESTIGATIONS

8.05.01 PURPOSE

The purpose of this General Order is to establish guidelines for the investigation and reporting of motor vehicle traffic crashes occurring within the City of New Haven.

8.05.02 POLICY

It is the policy of the New Haven Department of Police Service to investigate all reported traffic crashes on public property within the city, regardless of the dollar value of the damage. In some instances, the Department will also investigate accidents on private property.

8.05.03 DEFINITIONS

MOTOR VEHICLE: Any vehicle propelled or drawn by any nonmuscular power (exceptions outlined in Connecticut General Statutes Sec. 14-1).

TRAFFIC CRASH: A collision that occurs when a vehicle collides with another vehicle, a stationary object, a pedestrian, or an animal.

8.05.04 PROCEDURES

RESPONSE GUIDELINES

- Officers will respond to investigate any traffic crash on a public roadway or property which causes property damage or injury. This includes crashes Officers are dispatched to where operators wish to settle claims of damage amongst themselves.

- Officers will investigate late reports of accidents and document on a PR-1.

- Officers will respond to traffic crashes on private property but will not be required to investigate or complete a PR-1. Officers will facilitate the exchange of information between operators by completing the triplicate Crash Information Form, which will include a brief narrative, and provide copies to the operators. Officers will pull a case number and indicate such on the form. **However, the following private property traffic crashes will require an investigation and PR-1** :

    - Driving while under the influence of intoxicating liquor or drugs
    - Operating under Suspension
    - Evading responsibility
    - Reckless Driving (in a parking lot for 10 or more cars)
    - Engaging in pursuit
    - Speeding
    - Operating a Motor Vehicle without Insurance
    - Any traffic crash that results in injury
    - Any traffic crash which involves a City vehicle

- Departmental Motor Vehicle Accidents

    - Traffic crashes involving police department owned vehicles will be investigated by a sergeant.

INITIAL RESPONDING OFFICERS' RESPONSIBILITIES

- The first Officer at the scene of a traffic accident must evaluate the situation and determine the appropriate course of action. This responsibility becomes increasingly important and complex when injuries, fire hazards, or hazardous materials are present on scene. The initial Officer's responsibilities include the following:

- Identify injured parties and obtain medical assistance.
- Safeguard the accident scene to prevent the destruction of evidence.
- Properly position the patrol vehicle and/or direct traffic in order to protect persons and property.

- After safeguarding the scene and obtaining medical assistance for the injured, the Officer should begin to investigate the crash, including, but not limited to:
  - Answer the questions of Who, What, Where, When, Why and How in regard to the cause of the crash.
  - Conduct a canvass for witnesses and/or video surveillance.
  - Interview all involved operators, bicyclists, pedestrians and witnesses when practicable and attempt to reconcile conflicting statements.
  - Document damage to vehicles and property and note any physical evidence.
  - Analyze physical evidence, the testimony of witnesses, condition of involved operators and vehicles and other relevant factors and determine fault based upon facts, which are supported by available evidence.
  - Take enforcement action whenever evidence indicates that a violation of motor vehicle or criminal law has been committed by an involved party. Enforcement options include custodial criminal or motor vehicle arrest; motor vehicle arrest using a summons; issuance of a written or verbal warning; requesting reexamination or referral; or no action.
  - Prevent theft or vandalism to property, such as valuable personal property of an injured or deceased person which is in plain view in the vehicle. Seize and place valuables into the property room as safekeeping.
  - Ensure that the roadway and surrounding areas are cleared of debris.
  - Conduct any necessary follow-up investigatory steps after the crash, which may include checking on injured parties that were transported to the hospital and viewing video surveillance.
  - Complete and submit a PR-1 with all relevant information, including a narrative and a full diagram for all crashes by the end of the shift, unless permission to incomplete the report is granted by a supervisor. If the PR-1 is not completed in this time frame, the Officer must complete the PR-1 on his/her next scheduled working day.

SUPERVISOR RESPONSIBILITIES

- Respond to serious accidents (which includes, but is not limited to, accidents that have resulted in serious injuries and/or extensive property damage) and supervise the investigation.

- Review each PR-1 for compliance with Department policies and procedures, applicable laws and thoroughness of the investigation.

This supersedes General Order 502, with the exception of Sec. 502.05.

10-17-2014

Anthony Campbell
Interim Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.06 **EFFECTIVE DATE: June 6, 2016**

CRIME SCENE PROTECTION

8.06.01 PURPOSE

The purpose of this General Order is to establish procedures to ensure the protection of crime scenes, the preservation of evidence and documentation of a scene.

8.06.02 POLICY

It is the policy of the New Haven Department of Police Service to secure and protect crime scenes, when appropriate, and to collect, preserve, and submit evidence for analysis in a manner consistent with Department policy and legal requirements.

8.06.03 PROCEDURES

INITIAL RESPONDING OFFICERS' RESPONSIBILITIES

- Evaluate the crime scene for the presence of evidence, locate and identify eyewitnesses, identify victims, and obtain medical assistance when necessary.
- Secure the scene (once the incident is stabilized) from all non-essential personnel to prevent the loss of evidence.

- Identify and cordon off the boundaries of the crime scene using yellow crime scene tape or other appropriate markings.

- Notify a supervisor when a preliminary investigation determines that physical evidence is present at a crime scene that requires processing by the Bureau of Identification (B of I).

- Notify responding B of I personnel if circumstances required that physical evidence be moved or disturbed prior to the scene being processed. Detail these circumstances in the narrative of the police report.

- Ensure the safety of those detectives processing the crime scene.

SUPERVISOR RESPONSIBILITIES

- Respond to the scene, when feasible, and determine if B of I personnel are required for crime scene processing. Notify the B of I, if necessary.

- Protect a crime scene until it is completely processed for evidence. Evidence will not be disturbed prior to processing, unless it is absolutely necessary to preserve life or to protect the evidence from loss or damage.

CHAIN OF COMMAND

- The on-scene patrol supervisor will be responsible for the entire scene until formally relieved by a member of the Investigative Services Division (ISD) or the B of I.

- In the absence of a ranking ISD supervisor, the ranking detective will be in charge of the immediate crime scene.

- The on-scene ranking patrol supervisor is in charge of the scene outside of the cordoned area.

- The on-scene patrol supervisor, in consultation with the on-scene investigative supervisor, will designate and set up a staging area outside the cordoned area for media and other non-police personnel.

- The on-scene ISD supervisor will notify the patrol supervisor when they are relinquishing the scene.

- Once the scene has been processed and released by the ISD or the B of I, the on-scene patrol supervisor will assume command of the scene.

6/1/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.06 **EFFECTIVE DATE:**

FATAL AND SERIOUS INJURY CRASH INVESTIGATIONS AND THE CRASH RECONSTRUCTION TEAM

8.06.01 PURPOSE

The purpose of this General Order is to outline a standard procedure to be followed by the Department when a fatal crash or a serious injury crash occurs within our jurisdiction that requires the deployment of the Crash Reconstruction Team. This order pertains to the role of Department officers who initially respond, and to the role of the Crash Reconstruction Team, its deployment and the responsibility of personnel of various ranks.

The Crash Reconstruction Team is a specialized team within the Patrol Division that has been established to investigate all crashes that result in fatal or life-threatening injuries within the City of New Haven.

8.06.02 POLICY

It is the policy of the New Haven Department of Police Service to deploy the Crash Reconstruction Team to serve as a specialized resource to investigate crashes that result in life-threatening injuries or fatalities. The Crash Reconstruction Team may also be deployed to assist patrol officers in the investigation of crashes that cause serious physical injuries.

8.06.03 DEFINITIONS

MOTOR VEHICLE: Any vehicle propelled or drawn by any nonmuscular power (exceptions outlined in Connecticut General Statutes Sec. 14-1).

SERIOUS INJURIES: Physical injury which creates a substantial risk of death, or which causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

FATAL MOTOR VEHICLE CRASH: A motor vehicle crash that results in death, either at the crash scene or within thirty (30) days of the date and time of the motor vehicle crash. The death must be attributed to the crash by the Office of the Chief Medical Examiner.

8.06.04 ADMINISTRATION OF THE CRASH RECONSTRUCTION TEAM

The Crash Reconstruction Team is a component of the Patrol Division under the Assistant Chief of Police commanding the Operations Division.

OFFICER IN CHARGE (OIC)

Under the direction of the Assistant Chief of Police commanding the Operations Division, the Crash Reconstruction Team shall be managed by the Deputy Patrol Commander. The OIC's primary responsibility is to supervise the operations of the Crash Reconstruction Team, which will include deployment, training, case management and other duties as directed. He/she must maintain a Standard Operating Procedure (SOP) and ensure that an updated copy of it is provided to the Internal Affairs Unit. The SOP will contain the policies, procedures, and training requirements for the Crash Reconstruction Team and a list of equipment used by its members. Assistant Crash Reconstruction Team supervisors may be designated by the OIC to act in his/her absence.

UNIT PERSONNEL

The Crash Reconstruction Team members will be selected through a Department-wide application process which will be administered by the OIC.

8.06.05 CRASH RECONSTRUCTION TEAM

RESPONSE GUIDELINES

The OIC shall be notified of all fatal crashes and crashes that have resulted in life-threatening injuries.

The OIC may be consulted in cases of serious injuries that are not deemed life-threatening. The OIC will have discretion as to when the Crash Reconstruction Team is

deployed. Examples of cases where the Crash Reconstruction Team may be deployed include the following:

- When an operator is suspected of driving under the influence, and another individual receives serious injury as a result of the crash.
- Officer-involved traffic accidents where the officer or another person is seriously injured. However, the State's Attorney's Office will be contacted in any motor vehicle pursuit which results in serious physical injury or death to the driver or occupant of the pursued vehicle or to a third party vehicle.
- Hit-and-run crashes that result in serious injury.

NOTIFICATION PROCEDURES

A request for the Crash Reconstruction Team may be initiated by any police supervisor or Shift Commander to the OIC of the Crash Reconstruction Team. It is the responsibility of the OIC to determine if a response by the Crash Reconstruction Team is appropriate. In the event that the Crash Reconstruction Team is activated, the OIC shall notify the Assistant Chief of Police commanding the Operations Division.

INITIAL RESPONDING OFFICERS' RESPONSIBILITIES

- Obtain medical assistance for the injured.
- Ensure scene is "frozen" and vehicles are not moved from final rest position(s).
- Conduct a preliminary investigation as outlined in General Order 8.05, Traffic Crash Investigations.
- Perform field sobriety tests and further tests, if alcohol and/or drug use is suspected.
- Unless instructed by the Crash Reconstruction Team, the initial responding officer will not determine fault or take enforcement action.
- If the Crash Reconstruction Team does not respond, take photographs of all serious injury crashes.
- Follow towed vehicles to impound lot to maintain chain of custody. Complete a JD-CR-18 for towed vehicle and submit to the property room.
- Complete the PR-1, and an initial report.
- Assist the traffic crash reconstructionists as needed.

SUPERVISOR RESPONSIBILITIES

- Respond to the scene and determine if the Crash Reconstruction Team should be requested. If so, contact the Shift Commander and relay this information.
- Deploy personnel to adequately secure the scene.
- Brief the Lead Accident Reconstructionist upon arrival.
- If the Crash Reconstruction Team does not respond, ensure that photographs are taken of all serious injury crashes.

CRASH RECONSTRUCTION TEAM PERSONNEL

When deployed, the Crash Reconstruction Team will respond to a scene to analyze and collect the evidence that will lead to a determination of how a crash occurred. The lead reconstructionist on a case will prepare criminal cases for review by the State's Attorney's Office.

This supersedes Section 502.5 of General Order 502 - Fatal Motor Vehicle Collision.

Anthony Campbell
Interim Chief of Police

11/16/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.07 **EFFECTIVE DATE: October 17, 2016**

EVIDENCE, FOUND PROPERTY STORAGE AND HANDLING

8.07.01 PURPOSE

The purpose of this General Order is to establish Department policies and procedures regarding the receiving, recording, handling, storage, and disposal of evidence and property that is seized by law enforcement personnel during the course of their duties.

8.07.02 POLICY

It is the policy of the New Haven Department of Police Service to safeguard the rights of property owners, to provide a strong evidentiary chain of custody for prosecutions, to safeguard and clearly document property, and to protect the integrity of the Department and its employees who are authorized to remove and/or destroy property.

8.07.03 DEFINITIONS

CONTRABAND: Any item defined by law as illegal to possess.

EVIDENCE: Any physical item seized by a member of the department in connection with a criminal investigation.

FOUND PROPERTY: Abandoned or unattended property that has no apparent evidentiary value, which is found by or turned over to Department employees, of which the owner may be known or unknown.

PROPERTY: All items of evidence, found property, and items taken for safekeeping.

RIGHTFUL POSSESSOR: The person or business with legal standing to have custody of the property, by the permission of the owner, by rule of law, or on other reasonable grounds.

SAFEKEEPING: Items of a non-evidentiary value which are seized by officers to insure they will be kept from harms way and returned to the rightful possessor.

UNCLAIMED PROPERTY: Property for which the rightful possessor cannot be identified or located, or property that the rightful possessor has not claimed within 60 days of documented notice that the property is in the Department's possession.

ANNEX ROOM/TEMPORARY LOCKERS: The facility designated by the Department for the temporary storage of evidence and other property.

PROPERTY ROOM: Secure rooms and areas designated for the storage of evidence/property until final disposition of the evidence or property.

8.07.04 PROPERTY HANDLING

Whenever any member of this Department, who during the course of their duty, takes possession of any evidence or property, they shall deliver it or cause it to be delivered to the Property Room in an expeditious manner. In the event the Property Room is closed, such evidence or property will be secured in the Property Room Annex in the proper locker or safe. The Property Room Annex is a locked facility and is under the custody and control of the Property Room Supervisor. Only the Front Desk Supervisor, Property Room personnel, Bureau of Identifications (B of I) personnel, and Internal Affairs personnel will be permitted to enter the Annex room to secure evidence or property in the proper manner.

- The Front Desk Supervisor shall be responsible for accurately checking all narcotics and monies, and verifying the amount. Further, it shall be the responsibility of the Front Desk Supervisor to insure that Officers have properly and legibly completed all necessary evidence forms, property logs and paperwork that accompanies the evidence or property submitted.

- All evidence and property must be entered into the Property Room or the B of I evidence storage room prior to the termination of the officer's shift, unless otherwise approved by their immediate supervisor. The retention of evidence or property by a member of this Department is prohibited.

- The Property Room accepts evidence and property from the following agencies who shall adhere to the policy and procedures set forth by this Department:

    - New Haven Department of Police Service (NHPD)
    - Yale University Police Department (YPD)
    - Board of Education
    - Office of the Chief Medical Examiner
    - State's Attorney's Office

8.07.05 TURNING IN EVIDENCE OR PROPERTY

Officers turning in evidence or property will observe the following guidelines:

- Complete the State of Connecticut form JD-CR-18, describing each item of evidence or property separately, listing all serial numbers, weight and/or amount of drugs, owner's name, finder's name, and other identifying information or markings.

    - The following evidence sheets are also available for officer use: Lost/Found Property, Safekeeping, and General Investigations.

    - Evidence or property turned in as the result of a search and seizure warrant will require State of Connecticut form JD-CR-52, along with the property seized inventory form (page 6) of the search warrant affidavit.

    - The following will be the procedure with respect to the JD-CR-18:

        - Officers will no longer hold onto JD-CR-18s for pending arrests.

        - For arrests, JD-CR-18s will be submitted with reports, and a copy of the form should be affixed to the evidence.

        - For all non-arrest cases (excluding pending drug arrests), the JD-CR-18 (original) should be affixed to the evidence.

        - For all pending drug arrests, a copy of the JD-CR-18 will be affixed to the evidence, and the original will be given to the Front Desk Supervisor. The Front Desk Supervisor will place the original JD-CR-18 in the annex room.

- List all items entered on the appropriate log forms.

- Review all forms with the Front Desk Supervisor and relinquish custody of the items to the care of the Front Desk Supervisor.

- A written report will be generated whenever property is taken into the possession of the Department.

8.07.06 PROPERTY REQUIRING SPECIAL PROCEDURES

Certain evidence or property items require a separate process for entry into the Property Room.

- Items soiled by bodily fluids or other liquids shall be dried in the Blood Drying Cabinet located in the Bureau of Identification and sealed in paper bags once dry.

- All items that are placed into the property room that pose a biohazard threat should be clearly marked biohazard with either a biohazard sticker or "Biohazard" should be clearly written on the packaging.

- All cash shall be counted in the presence of the Front Desk Supervisor and entered separately from other items.

- Knives shall be secured in knife boxes, large edged weapons will be secured in a manner that will make the sharp edge safe.

- All narcotics and dangerous drugs shall be counted and weighed on a scale in the presence of the Front Desk Supervisor and entered separately from other items.

    - Syringes or other sharp objects shall be stored in plastic tubes

    - Narcotic and dangerous drug seizures of large/ oversized amounts that do not fit into the storage safe or a locker will require the notification of the B of I Supervisor, in order to properly secure them within the Property Room vault.

    - In cases where an officer/detective seized drugs as "found property" and no additional investigation is expected, a found property form will be completed and attached to the drug evidence. The officer/detective will write "To Be Destroyed" on the found property form. No JD-CR-18 will be completed. The form must be initialed, dated, and include the officer's badge number.

    - In cases where an infraction has been issued for possession of a controlled substance (under 4 ounces), the Original JD-CR-18 will be completed and attached to the drug evidence. The investigating officer/detective must write on the original JD-CR-18, "Infraction Issued," along with the infraction number.

- Firearms shall be secured in special cardboard boxes, with the cylinder or slide in the open position. All firearms must be unloaded and made safe prior to being entered into the Property Room. Loaded firearms will not be accepted in the Property Room. Firearms that can not be made safe will be secured in the Department's armory by the armorer or a member of the Special Emergency Response Team (SWAT). Ammunition and magazines should be placed in the same box as the firearm.

    - When firearms are seized/surrendered due to domestic violence arrest guidelines and are not seized as evidence, use the surrender firearms log sheet as an evidence form. Under the slot for Case #, in the upper left hand corner, include a four-digit incident code and the employee number. This form can also be used for voluntary surrender by a firearm owner.

    - A National Crime Information Center (NCIC) report print-out must accompany all firearms turned over to the property room. If the firearm is stolen, two NCIC printouts should accompany the firearm: one which confirms the firearm is stolen and the other that confirms the firearm was cancelled out of COLLECT (if it was stolen from New Haven) or a locate message (for a firearm stolen outside of New Haven).

- Flammable liquids and items with engines that require fuel will be secured in a storage area at the Police Garage. The Superintendent will be notified. The JD-CR-18 or other relevant property form will be marked, "Held at 710," and the item will be placed on the evidence log.

- Explosives that are known or suspected to be armed or live, other than fixed ammunition shall not be entered into the Property Room. All fireworks, road flares or fuses that are considered safe will be secured at a pre-designated location by personnel from the Hazardous Devices Unit.

- City property, unless connected to a known criminal case, should be released directly to the appropriate City Department by the Property Room Supervisor.

- Property Room personnel have the right to refuse an item(s) that are suspected of infestation with roaches, bed bugs, etc. These items can be stored in a locked storage container located at 710 Sherman Parkway.

- All vehicles that are seized as evidence must be listed on a JD-CR-18. If an arrest is made and a vehicle(s) has been seized as evidence, it cannot be released unless authorized by a judge.

    - Vehicles must not be seized unless they are involved in a serious or fatal accident, or with the approval of the B of I Supervisor.

8.07.07 PACKAGING OF EVIDENCE OR PROPERTY

In order to keep a secure chain of evidence and prevent contamination, the officer entering the evidence or property into the Property Room will use suitable containers for the materials. Packaging materials will be available from the Property Room during regular business hours and behind the front desk during times when the Property Room is closed. Property shall be properly labeled on the outside of all items or group of items packaged together, sealed and accompanied by a JR-CR-18 or other appropriate evidence forms.

8.07.08 PROPERTY CONTROL

- All property and evidence in possession of the NHPD will be barcoded by Property Room personnel or B of I personnel to ensure proper tracking, chain of custody, and disposition.

- Each time the Property Room or B of I personnel receives or releases property to the control of another person, the item will be properly logged indicating the name, date, case number, and description of the evidence or property. Officers in need of property for court shall give the Property Room sufficient prior notice of the item requested. If court will hold onto an item of evidence, the officer will obtain the printed name and signature on the property sign-out sheet of the individual in court who will maintain custody of the evidence. A copy of this sign-out sheet will be provided to the Property Room. When court is finished with an item of evidence, the item will be returned to the Property Room by the officer or court personnel.

- Evidence being transported to the State of Connecticut Crime Laboratory will be signed out by the employee who is transferring the items and properly logged by the Property Room personnel. Property, along with any accompanying paperwork, being returned will also be logged into the Property Room by the employee who transports the item back from the State of Connecticut Crime Laboratory.

8.07.09 AUTHORITY TO RELEASE EVIDENCE AND PROPERTY

The authority to release property which is not evidence will be the responsibility of the lead investigator in a case. The release of evidence seized in conjunction to a criminal case will be the responsibility of the Property Room personnel or B of I personnel, following legal notification from the court.

8.07.10 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation. Property Room personnel shall release the property upon proper identification being presented by the owner or rightful possessor for which an authorized release has been received. Sworn personnel may also verify a person's identity when proper identification is not available. A signature of the person receiving the property shall be recorded on the original property release form and the release shall be documented on the Property Log.

8.07.11 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the property involved.

8.07.12 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Supervisor of the Bureau of Identification and the Detective assigned as the Drug Custodian shall be responsible for the storage, control, and destruction of all drugs coming into the custody of this Department, including seized drug paraphernalia.

Upon retrieval from the Property Room Annex all narcotics and dangerous drug related evidence shall be stored in the Bureau of Identification's drug storage facility. Access to the storage facility shall be limited to the Supervisor of the Bureau of Identification, the Drug Custodian, the Assistant Chief of Investigations, the Chief of Police and the Officer in Charge of Internal Affairs. This facility is to remain locked, and videotaped at all times. Keys shall only be issued to the Supervisor of the Bureau of Identification, the Assistant Chief of Investigations and the Officer in Charge of Internal Affairs.

8.07.13 DISPOSAL OF EVIDENCE AND PROPERTY

- All property seized will be retained according to the State of Connecticut Retention Schedule.
    - If seized evidence is associated with Murder/Manslaughter, Kidnapping or Sexual Assault it shall be retained indefinitely, unless a court order authorizes the disposal.

This General Order supersedes General 8.07 with effective date of June 16, 2016.

Anthony Campbell
Interim Chief of Police

10/17/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.08 **EFFECTIVE DATE: November 16, 2016**

FINGERPRINT TECHNICIANS

8.08.01 PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the use of designated Fingerprint Technicians.

8.08.02 POLICY

It is the policy of the New Haven Department of Police Service to investigate various types of incidents, both criminal and non-criminal, through the identification and collection of fingerprint evidence. Fingerprint Technicians will be used for the identification and collection of fingerprint evidence for any property crime in which the value of goods and/or services equals $2,000 or less.

8.08.03 DEFINITIONS

FINGERPRINT TECHNICIAN: Any sworn member of this Department who has completed specialized training in the identification, collection and preservation of fingerprint evidence.

LATENT PRINT EXAMINER: Any person, sworn or civilian, regardless of their affiliation with this Department, who has received specialized training in the comparison and identification of latent prints.

AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) OPERATOR: Any person, sworn or civilian, regardless of their affiliation with this Department, who has been certified by the State of Connecticut to enter latent prints into AFIS.

8.08.04 PROCEDURES

ON SCENE

- Upon being dispatched to a property crime in which the value of goods and/or services equals $2,000 or less and potential fingerprint evidence may be present, any Supervisor may request that a Fingerprint Technician respond to the scene.

- Once on scene, the Fingerprint Technician will **assist** the investigating officer and photograph the scene, process the scene for fingerprints and collect fingerprint evidence. The Fingerprint Technician will ***NOT*** automatically become the investigating officer.

- Any scene in which the property loss exceeds $2,000, or is a crime of violence, should be referred to the Bureau of Identification.

HANDLING OF EVIDENCE

- The Fingerprint Technician shall log fingerprint evidence collected on scene into evidence.

- The investigating officer must place their incident report into the Bureau of Identification Processing Request Book and complete fingerprint examination request form, by the end of his/her shift.

- Once AFIS analysis has been completed, the OIC of the Bureau of Identification shall return the fingerprint evidence to the investigating officer, or his/her immediate supervisor, along with a copy of the fingerprint examination request form and the Latent Print Examiner's report.

- Upon receipt, the investigating officer must log the fingerprint evidence into the property room as soon as practical.

REPORTING

- The investigating officer shall be responsible for completing the initial report and, if identification has been made by the Latent Print Examiner, the arrest warrant affidavit.
- The Fingerprint Technician will be responsible for completing a supplement to the report as to his/her actions while on scene.

- The Latent Print Examiner will be responsible for completing a supplement to the report as to his/her findings.

This supersedes Special Order 13-03.

Anthony Campbell
Interim Chief of Police

11/16/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.13 **EFFECTIVE DATE: May 13, 2015**

MISSING PERSONS

8.13.01 PURPOSE

The purpose of this General Order is to provide the New Haven Department of Police Service with guidelines regarding the authorized requirements and approved procedures associated with the investigation of Missing Person cases.

8.13.02 POLICY

It is the policy of the New Haven Department of Police Service to accept without delay any report of a missing person and may not refuse to accept a missing person report. When the Department receives a report of a missing person, it shall be the lead law enforcement agency in charge of the missing person investigation, and shall continue in that capacity unless another law enforcement agency assumes primary responsibility over the investigation. The lead law enforcement agency shall be entitled to the cooperation of any other law enforcement agency in the State.

8.13.03 DEFINITIONS

MISSING PERSON: Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his or her ordinary habits or behavior and who may be in need of assistance per C.G.S. Sec. 46b-120.

ADULT MISSING PERSON: An individual who has attained the age of 18 years.

MISSING CHILD: Any person who is under the age of eighteen years, whose temporary or permanent residence is in Connecticut or is believed to be in Connecticut, whose location has not been determined, and who has been reported as missing to a law enforcement agency C.G.S. Sec. 29-1e(b)(1).

REPORTING MYTH: It is an incorrect assumption that 24 hours, or any other time frame, must pass before a law enforcement unit will accept a missing person report. There is NO waiting period for acceptance of a report of a missing person.

MISSING CHILD REPORT: A report prepared on a form designed by the Department of Emergency Services and Public Protection for the use by private citizens and law enforcement agencies to report missing children information to the Missing Children Information Clearinghouse. (C.G.S. Sec. 29-1e)

- The DPS 81 C, *AMBER ALERT / MISSING CHILD / SILVER ALERT REQUEST* form must be immediately transmitted to the State Police Message Center to request alert activation. This form is for use by private citizens and law enforcement agencies to report missing children information to the Missing Person Information Clearinghouse (C.G.S. Sec. 29-1e). Any municipal police department which receives a report of a missing child under eighteen years of age shall immediately accept such report for filing, inform all on-duty police officers of the existence of the missing child report and communicate the report to other appropriate law enforcement agencies.

MISSING PERSON CLEARINGHOUSE: Established within the Department of Emergency Services and Public Protection. The clearinghouse establishes services deemed appropriate by the department to aid in the location of missing children. The clearinghouse is established as a central repository of information regarding missing children and other missing persons. Such information shall be collected and disseminated to assist in the location of missing children. The clearinghouse responsibilities include:

- Establish a system of intrastate communication of information relating to children determined to be missing by the parent, guardian or legal custodian of the child, or by a law enforcement agency.
- Provide a centralized file for the exchange of information on missing children within the state.
- Interface with the National Crime Information Center for the exchange of information on children suspected of interstate travel.
- Collect, process, maintain and disseminate information on missing children and shall strive to maintain or disseminate only accurate and complete information.
- Conduct investigations concerning missing children in this state and cooperate with local law enforcement agencies and other state and federal agencies in investigations concerning missing children.

AT RISK: Regardless of age, a missing person is at risk when missing under circumstances in which the individual is in danger of serious physical injury or death. This policy presumes that every missing person or missing adult person will be considered at high risk until a reasonable and articulable basis to conclude otherwise exists.

MISSING/NOT AT-RISK ADULT: An adult will NOT be considered At-Risk if any of the following criteria are met:

- An absent spouse who has committed no crime and is legally free to come and go. (Caution should be exercised both in preserving the privacy rights of the spouse in their wish to keep their whereabouts unknown and in making sure that the "absent spouse" is not, in fact, the victim of foul play related to domestic abuse.)
- An adult who has left a note and/or told a credible person that they are intentionally absent. (An exception would be a suicide note.)
- An adult who simply has not been in touch with the reporting party for an extended period of time, unless extenuating circumstances exist.
- Fugitives from justice including AWOL service personnel.
- Adult who is being sought for business or social purposes such as debt collections or school reunions.

FAMILY WITH SERVICE NEEDS: A family that includes a child who is at least seven years of age and is under eighteen years of age who:

- Has without just cause run away from the parental home or other properly authorized and lawful place of abode.
- Is beyond the control of the child's or youth's parent, parents, guardian or other custodian.
- Has engaged in indecent or immoral conduct.
- Is a truant or habitual truant or who, while in school, has been continuously and overtly defiant of school rules and regulation.
- Is thirteen years of age or older and has engaged in sexual intercourse with another person and such other person is thirteen years of age or older and not more than two years older or younger than such child or youth. *(Effective October 1, 2012)*
- "Youth in crisis" no longer exists and is replaced by the above.

AMERICA'S MISSING BROADCAST EMERGENCY RESPONSE ALERT (AMBER ALERT): A nationally recognized program used by law enforcement to help find children under the most serious life threatening conditions. This is a rapid notification to the public, which utilizes all available technology during the critical period after a child/missing person has been abducted. Any police department in the state can

request an Amber Alert. The State Police Message Center will then determine if the alert meets the guidelines of AMBER and activate the alert. The Message Center is also the clearinghouse for all AMBER Alert information and has set procedures for activating, broadcasting and deactivating the system. Amber Alert creates an emergency notification system for law enforcement agencies to broadcast local, regional, or statewide public alerts via radio, television and electronic highway signs. The specific criteria of AMBER are:

- The child must be under 18 years of age, unless there are special circumstances such as a proven mental or physical disability.
- Law enforcement must believe the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death.
- There must be enough descriptive information to believe a broadcast will help.
- The information must be received in a timely manner.

SILVER ALERT: An alert system for persons who are under the age of 18 but do not meet the criteria of AMBER, adult persons with a mental impairment or medical condition and any person over the age of 65. The request for activation of a silver alert is the same procedure as AMBER, utilizing DPS 81-C. Once the criteria has been determined to meet the standard, the information is disseminated to media outlets in the state of Connecticut in an effort to ask the public for assistance in locating the missing person. The plan alerts the public as quickly as possible to the disappearance so everyone may assist in the search for the safe return of the individual.

LOCATER: A web-based poster-creation program that provides law enforcement agencies with access to create and distribute their own posters to include: Missing Children, Missing Adults, AMBER Alert, Wanted, Crime Alert, and other additional titles. The program allows agencies to distribute posters electronically and transmit the information to other agencies, media outlets, and the general public via Email distribution. It is initiated by contacting State Police Message Center or the National Center for Missing and Exploited Children.

DNA: A material that is found in the nucleus of white blood cells and some structures outside the nucleus called mitochondria. Known as the "blueprint of life" and it acts as a genetic code that distinguishes one person from another.

DNA DATABASE: The Department of Justice DNA database for all cases involving the report of an unidentified deceased person or a high-risk missing person. The DOJ database is called CODIS, an acronym for "Combined DNA Index System." The system is similar in concept to that of the fingerprint index process, in attempting to identify offenders by their unique genetic substance and link them to the crime.

THE NATIONAL CRIME INFORMATION CENTER (NCIC): This is a nationwide, on-line computer telecommunications system that is maintained by the FBI. NCIC's Missing Person File was implemented in 1975. Records in the Missing Person File

are retained indefinitely, until the individual is located or the record is canceled by the entering agency.

THE UNIDENTIFIED PERSONS SYSTEM (UPS): An automated database maintained by the Department of Justice (DOJ).

NCIC NUMBER: The National Crime Information Center (NCIC) Number. A computer generated number automatically assigned by NCIC to each accepted record usually noted on the reporting agency's Missing Person Report.

COMBINED DNA INDEX SYSTEM (CODIS): The Combined DNA Index System for Missing Persons Generates investigative leads in cases where biological evidence is recovered from the crime scene.

NATIONAL MISSING AND UNIDENTIFIED PERSONS SYSTEM (NamUs): A searchable online repository for missing and unidentified persons records that includes case data and circumstances, agency information, dental records and NCIC coding, fingerprint classifications and DNA testing status.

FAMILY REFERENCE SAMPLES: Samples collected from the immediate family members of the reported missing person. These collected samples provided by family members of missing persons can only be searched against the unidentified human remains index and can also be entered as an identifier in NAMUS.

FAMILY REFERENCE SAMPLE COLLECTION KIT: A standardized collection kit that provides a safe and effective, noninvasive means for obtaining DNA reference samples from appropriate family members of a missing person. Family reference samples are entered into the FBI's Missing Persons DNA Database Program for comparative purposes.

INTEGRATED AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (IAFIS): A national fingerprint and criminal history system maintained by the FBI, Criminal Justice Information Services (CJIS) Division.

VIOLENT CRIMINAL APPREHENSION PROGRAM (ViCAP): This national data center is designed to collect, collate, and analyze information on crimes of violence.

RUNAWAY: Any child who is voluntarily missing.

STRANGER ABDUCTION: A missing person taken/kidnapped by a stranger (includes cases of a known abductor who is not a family member).

LOST: A missing person who has strayed away and whose whereabouts are unknown.

ALZHEIMER'S DISEASE: A progressive, degenerative disease of the brain in which

brain cells die and are not replaced. It results in impaired memory, thinking, and behavior.

SUSPICIOUS CIRCUMSTANCES: Circumstances which give rise to the belief that "foul play" may have been involved; the disappearance is out of character for the individual and no known reason can be determined.

PARENT/FAMILY ABDUCTION: A child who has been taken, detained, concealed, enticed away, or retained by a parent or non-parent family member.

DEPENDENT ADULT: An adult who has physical or mental limitations which restrict his/her ability to carry out normal activities (e.g., Alzheimer's disease, mentally handicapped).

VOLUNTARY MISSING ADULT: A missing adult who has left on his/her own free will.

CATASTROPHIC MISSING PERSON: Possibly a victim of a disaster (i.e., boating accident, plane crash, earthquake, flood, fire, terrorist act, etc.).

LAW ENFORCEMENT AGENCY: The Division of State Police within the Department of Emergency Services and Public Protection or any other police department.

ADULT PERSON: An individual who has attained the age of eighteen years.

CHILD ABDUCTION RESPONSE TEAMS (CART): Comprised of specially trained investigators, with representation from State Police Major Crime Squads. They are utilized as a resource in an effort to coordinate an immediate and quick response to the report of a missing child and will assist the investigating agency. The team also consists of members from other state agencies and/or local law enforcement, who will respond based upon the team's needs.

8.13.04 BACKGROUND

Missing Persons Investigations are frequent law enforcement assignments which may be solved in a short period of time with the officer quickly locating the subject nearby, or extend over a long period of time often involving large pools of resources and sometimes, becoming a national event. Throughout law enforcement history, there has been an ever growing number of missing person complaints lodged with police departments. According to the Federal Bureau of Investigation, as of December 31, 2010, NCIC contained 85,820 active missing person records. Juveniles under the age of 18 account for 38,505 (44.9 percent) of the records and 10,248 (11.9 percent) were for juveniles between the ages of 18 and 20. For Connecticut alone, there are almost 500 missing person cases. These statistics

change on a daily basis.
Because of the increasing amount of cases along with the life or death severity attached to many of the scenarios, the nation's law enforcement community, government forensic investigative agencies and private organizations have continually worked to create a sophisticated investigation and communications system which allows interoperability between all concerned groups allowing for the best possible chances to locate a victim. A thorough investigation may find a person, save a life or give closure to a grieving family.

Over the years, the Connecticut Law Enforcement community saw missing person cases grow in number as well. Also observed was the gravity attached to the more complex, long-term investigations. Connecticut Law Enforcement leaders researched the situation and determined that all missing person cases needed to be promptly investigated and that officers were to be provided with a written guide of investigative steps to be taken. A resource list of supporting agencies and organizations should be afforded to all police investigators.

At a Special Meeting of the Police Officer Standards and Training Council on December 13, 2007, the Council adopted the document entitled "Guidelines for Handling Missing Persons Investigations and Acceptance of Reports" pursuant to Public Act 07-151 Section 1. The Police Officer Standards and Training Council, as a matter of policy has developed these guidelines and distributed them to all agencies under POST purview in concert with Public Act 07-151. In recent legislation under Public Act 11-102, the Connecticut General assembly decided to ensure that this information would no longer be considered a guide but now a policy to which all law enforcement must adhere.

8.13.05 APPLICABILITY

As of January 1, 2012, the Police Officer Standards and Training Council shall develop and implement a policy concerning the acceptance of missing person reports, including, but not limited to, adult missing person reports, by law enforcement agencies in this state and such agencies' response thereto. Such policy shall include, but not be limited to:

- Procedure for the acceptance of a missing person report.
- The types of information that a law enforcement agency should seek to ascertain and record concerning the missing person or missing adult person that would aid in locating the missing person or missing adult person.
- The circumstances that indicate that a missing person or missing adult person is a high risk missing person.
- The types of information that a law enforcement agency should provide to the person making the missing person report, to a family member or to any other person in a position to assist the law enforcement agency in its efforts to locate the missing person or missing adult person.

- The responsibilities of a law enforcement agency in responding to a missing person report and the manner of such response, including preferred methods of response that are sensitive to the emotions of the person making such report.

A basic or review training program conducted or administered by the Department shall include training in the policy set forth in this General Order and training in the use of the National Missing and Unidentified Persons System created by the Office of Justice Program's National Institute of Justice.

8.13.06 RESONSIBILITIES

ACCEPTANCE OF INITIAL CALL

- Determination of missing person case and sensitivity to the reporting party.
    - Officers, dispatchers or other designated personnel who take the initial call, by telephone, in person, or by electronic media, shall determine if the call is a missing person case according to the definition of a missing person – see References: Missing Persons Terms Definitions.
    - Reporting parties and families of missing persons often experience feelings of helplessness and anxiety. Dispatchers, officers or other designated personnel dealing with these persons should be sensitive to those feelings and respond appropriately.
    - There are two dimensions to a missing person investigation:
        - Locating and determining the well-being of the missing person.
        - Supporting the person initiating the report and the loved ones who were left behind.
    - Officers need to act in a swift, organized and efficient manner. These investigations must be initiated immediately. Studies show the majority of abducted children are killed within the first three hours of the abduction.
- Confirmation of responsibility for acceptance of report, priority in handling and agency notification.
    - It is the duty of all law enforcement agencies to immediately assist any person who is attempting to make a report of a missing person or runaway and a report shall be accepted regardless of jurisdiction. A Department shall accept without delay any report of a missing adult person.

- The law enforcement agency that receives a report of a missing person shall be the lead law enforcement agency in charge of the missing person investigation, and shall continue in that capacity unless another law enforcement agency assumes primary responsibility over the investigation. The lead law enforcement agency shall be entitled to the cooperation of any other law enforcement agency in the State.

- Any municipal police department which receives a report of a missing child under 18 years of age shall immediately accept such report for filing and inform all on-duty police officers of the existence of the missing child report and communicate the report to other appropriate law enforcement agencies.

- When dealing with a missing person or adult missing person's jurisdictional issues, it is not uncommon for multiple agencies to be involved in the same case. It is essential that agencies work closely together in order to enhance, and not impede, the investigation of the case. The policy requires that the law enforcement unit taking the initial missing person or adult missing person report "promptly notify," and send copies of the report to, the law enforcement unit that has jurisdiction over the missing person's or adult missing person's resident address and to the law enforcement unit where the missing person or adult missing person was last seen. It may also be appropriate to notify the law enforcement unit having jurisdiction of the missing person or adult missing person's intended destination.

- The intent of this policy is to ensure that missing person or adult missing person cases are given appropriate priority over property related cases. Special attention should be given to reports of missing children or for persons with physical or mental limitations. These persons are at greater risk of harm.

- Each law enforcement unit receiving notification of jurisdiction over any aspect of a missing person or adult missing person investigation should promptly give appropriate assistance in the active investigation, follow-up as requested by the law enforcement unit making the request, and provide all reports, records and assistance appropriate to the investigation.

RESPONDING OFFICER'S INITIAL CONTACT AT THE SCENE AND MAKING AN ASSESSMENT AT THE SCENE.

- Responding Officers or other designated personnel shall interview, with sensitivity, the reporting party and any witnesses to determine:

- That this is a missing person or adult missing person case.
- If the person may be at risk - or the existence of any suspicious circumstances.
- If there are any potential crime scene areas and/or potential witnesses.

- Many times, parents or guardians are anxious to assist law enforcement in the initial phase of the investigation and they will want to provide additional documents to assist in the location of their loved one. Besides obtaining photographs of the missing person, additional items such as fingerprint cards obtained through community fair projects, items containing DNA samples of the missing person, or other related documents may be offered voluntarily by the family. The responding officer shall accept these items and properly document their collection in their reports. These items shall be treated, submitted and stored as evidence. Officers shall also inform the follow-up investigators that these items have been collected.

- This policy requires that the following information be obtained to aid in the search for the person and completion of the reports:
  - Name, age and physical description of the missing person, and relationship of the reporting person to the missing person.
  - Time and place last seen and the identity of anyone accompanying the missing person.
  - The extent of any search already conducted for the missing person.
  - Whether the missing person has been reported missing before and the degree to which the absence departs from established behavior patterns, habits or plans.
  - Whether the missing person has been involved recently in domestic problems; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; has talked about running away or committing suicide; is dependent on drugs or alcohol; or has a history of mental illness.
  - The physical condition of the missing person and whether the person is currently on prescription medication. Find out if the person took the needed medication with them.
  - Any information about a vehicle or other form of transportation.
  - Whether the missing person or adult missing person has taken anything

with them (e.g., food, clothing, money, weapons, and personal items). If they have bank accounts, charge cards or debit cards, check them for recent activity.

- If at the missing person's home, check for notes, travel folders, newspaper articles or like items in the person's room. If there is a computer, try to view his/her social networking sites and consider appropriate safeguards for later analysis.

- At the earliest possible moment, notify dispatcher and inform all on-duty police officers of the existence of the missing child or missing person report and communicate the report to other appropriate law enforcement agencies.

- Whether the missing person has a cell phone, pager or any other form of electronic communication or Global Positioning System (GPS) enabled device. Determine the cell phone carrier and consider contacting their Law Enforcement assistance department for help. Record and call the number. Leave a message if voicemail picks up.

- Whether the missing person has relatives, friends or neighbors whom he/she may visit or otherwise contact.

- Whether the missing person has failed to perform some important task. (e.g., pick-up children, feed pets?)

- When a child is reported missing, regardless of reason, the responding officer will immediately notify a supervisor.

- Make a further assessment to determine what reasonable steps should be taken to locate the missing person. Appropriate actions minimally include:

  - Obtain a complete description of missing person or adult person, notifying dispatch and all on-duty officers.

  - Enter information into the Connecticut On-line Law Enforcement Communication Teleprocessing (COLLECT) and N.C.I.C. within two hours.

  - Lay groundwork for neighborhood or area canvass. Determine what personnel and resources are required for this search.

  - Determine if there is any area or property to be protected as a crime scene.

  - The investigating officer shall determine if the missing person fits the

mandatory criteria for an AMBER Alert. The criteria are:

- The child must be under 18 years of age, unless there are special circumstances such as a proven mental or physical disability.
- Law enforcement must believe the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death.
- There must be enough descriptive information to believe a broadcast will help.
- The information must be received in a timely manner.

- If above criteria are met, and there is no extenuating investigative need that dictates otherwise, the DSP 81-C AMBER ALERT / MISSING CHILD / SILVER ALERT REQUEST form must be immediately transmitted to the State Police Message Center to request alert activation. The Message Center will then determine if the alert meets the guidelines of AMBER and activate the alert.
  - MESSAGE CENTER
  - Phone - 860 685-8190
  - Toll Free 800-842-0200
  - Fax- 680-685-8346
  - Dps.messagecenter@ct.gov
- If the missing person does NOT fit the above criteria, officers should continue to exercise discretion in determining which of the many other tools available would be the most appropriate for transmitting information and photographs to other officers, the media and the public. Determine if the missing person fits the mandatory criteria for a SILVER Alert. The Criteria are:
  - Persons who are under the age of 18 but do not meet the criteria of AMBER.
  - Adult persons with a mental impairment or medical condition.
  - Any person over the age of 65.
  - The request for activation of a silver alert is the same as AMBER, by transmitting the DPS 81-C to the State Police Message Center. Once the criteria have been determined to meet the standards, the information is disseminated to media

outlets in the state of Connecticut in an effort to public for assistance in locating the missing person. The plan alerts the public as quickly as possible to the disappearance so everyone may assist in the search for the safe return of the individual.

- A supervisor and/or investigator should respond to the location. The supervisor should assist in determining the scope and area of search operations. Call for any other assistance or support required. Protect all crime scenes. Identified search areas and ensure that they have restricted access. Set up staging areas to control and organize a large number of searchers.

- Thoroughly search the immediate and surrounding area in a logical and systematic manner. For children, search the house first (even if the parents said they have already done so).

- Process any potential crime scene for evidence.

- Identify and interview potential witnesses.

- Consider using a standardized search checklist, which should include the last known location of the missing person and any likely locations where the person may have gone.

- Consider using additional resources to assist in the search:

  - Federal Bureau of Investigation (FBI)
  - Department of Justice (DOJ)
  - Critical Reach, National Center for Missing and Exploited Children (NCMEC)
  - National Center for Missing Adults (NCMA)
  - Child Abduction Response Team (CART)
  - A Child is Missing Alert
  - Everbridge Statewide Reverse 911

- Examine court orders regarding custody matters, if applicable.

- Consider notifying other agencies for assistance in locating the missing person in their related jurisdiction, the agency where the missing person was last seen may initiate the investigation. It is essential that agencies work together to enhance the success of the investigation.

- Request voluntary assistance from the family or reporting party in obtaining initial items of evidence belonging to the missing person such as:

- Recent photograph(s) of missing person (Also try to obtain photos depicting the person smiling with their teeth showing). This is beneficial for assisting in dental comparison and identification.

- Personal electronic devices (cell phones, or cell phone number for tracking purposes, pagers, credit cards, ATM cards, toll passes, computers and any online resources such as: screen names, email sources, websites they may frequent, etc.).

- Information regarding the last dental examination received by the missing person. This information is often purged after a certain number of years, based on the state that the examination was conducted in. In the state of Connecticut, this information may be purged after 7 years, therefore increasing the expediency needed to acquire the records.

o In high-risk, at risk or high priority cases where canine assistance will be requested:

- To ensure best results, dogs should be requested and used as early in the search as possible.

- Contamination at the point where a missing person was last seen must be minimal. While awaiting dogs, officers should protect the scene and keep persons from where the missing person was last seen.

- Shut off car engines. If an engine needs to run to use the radio or during cold weather, park some distance away as exhaust fumes destroy human scent.

- Identify but do not touch any "scent article". Allow the dog handler to take possession of the article. (Vehicles can be scent articles in a search). Suggested items include pillow case, hat, comb/brush, sock, razor, toothbrushes, under garments, etc., that were recently worn by the missing person and not handled by anyone else. Such "scent articles" should be placed in a clean paper bag using a clean glove or a clean stick. Items taken from a family laundry hamper, containing a mix of family member's clothing, will not be beneficial.

o Collect personal clothing, bedding, personal hygiene items, etc., that may contain DNA with evidentiary value (direct all questions about DNA collection to the State Forensic Laboratory, biology).

- Obtain a list of persons known by the missing person's friends, co-workers, acquaintances, associates, etc.

- Obtain a list of locations frequented by the missing person; hobbies, interests, preferences and predilections.

- All missing persons cases SHALL be entered into "NamUs" (the National Missing and Unidentified Persons System) with all practicable speed. (PA11-102)

    - Registered NamUs users can enter missing persons into the system. Registration requests can be made by following the registration link:

        - https://www.findthemissing.org/users/new_confirm
        - Or by selecting the "Register" button on the left navigation bar or the www.findthemissing.org website.

    - A National Crime Information Center (NCIC) number or law enforcement case number must be in place before the case is published on the NamUs site (both are preferred).

    - This will require the Law Enforcement Officer (LEO) to register in NamUs Registration allows the LEO to have direct involvement with the case and the assigned NamUs Regional Services Specialist (RSS) to obtain case details and biometric data.

    - Once the case is entered in NamUs, the submitting LEO should request to be included as a local contact on the case, if they are not already. The RSS will facilitate obtaining the biometric data, which includes dental records for the NamUs Forensic Odontologist to code and upload to the NamUs case file. Additionally, the RSS will facilitate a fingerprint classification request and a request for DNA on a Family Reference Sample (FRS).

    - NamUs has a "Missing Persons to Unidentified Persons (Remains)" (MP to UP) case-matching feature that should be monitored by the LEO for potential matches. When a match of interest is discovered, the officer should bring it to the attention of the RSS for expediting the comparison.

POLICE RESPONSIBILITIES AT DEATH SCENE INVESTIGATIONS WHEN HOMICIDE IS SUSPECTED OF AN UNIDENTIFIED UNKNOWN BODY

- Performing a complete death scene investigation when homicide is suspected. The official with custody of the human remains shall ensure that the human remains are delivered to the office of the Chief Medical Examiner.

- The Chief Medical Examiner shall obtain from the human remains:

    - Samples of tissue suitable for DNA typing.
    - Samples of whose bone or hair suitable for DNA typing.

- The Chief Medical Examiner shall immediately submit the samples obtained to the Division of Scientific Services within the Department of Emergency Services and Public Protection.

GUIDELINES FOR POLICE INTERACTION WITH COMPLAINANTS, FAMILY MEMBERS AND OTHERS

- It is important that officers remain in open contact with the family of all missing persons or adult missing persons and with any other associated person.

- In missing person or adult missing persons investigations, law enforcement agencies should consider appointing and assigning an officer as a "family liaison". The family liaison should:

    - Keep families updated on the progress of the investigation.
    - Assist with the preparation and distribution of missing person or adult missing persons posters.
    - Provide support and coordination with all missing person organizations.
    - Focus the point of contact for communications.

- All officers, investigators and supervisors involved in missing person or adult missing persons investigations need to be particularly sensitive to the interests, concerns and needs of the family or other reporting persons and, to the fullest extent possible, continually communicate relevant and appropriate information on the handling of the case. It is not uncommon for the reporting persons or those left behind to experience significant emotional responses. They are dealing with a situation which is at the very highest stress level possible. Medical support, including consultation with a therapist is advisable, however law enforcement should advise the reporting party of two clearinghouses to which they may also report a missing person:

    - For a missing person under the age of 17, contact the National Center

for Missing and Exploited Children.

- For a missing person over the age of 18, contact the National Center for Missing Adults.

INITIATE FOLLOW-UP CONTACTS WITHIN 30 DAYS

- Officers or other designated personnel should re-contact the reporting party within 30 days of the initial report to determine if any additional information may have become available.

- Other agencies involved in this case should also be contacted to determine if any additional information is available and also to determine which agency should take the lead agency role so as to provide the most optimal investigative resources.

- When a missing person is found, the law enforcement unit must report this event through all formal channels.

- When any person reported missing is found, the officer, dispatcher or other designated personnel shall prepare a formal report of that event.

  - The reporting party and other involved agencies shall be notified and the notification recorded on the law enforcement unit's reporting form.

    - Any automated systems entries shall be cancelled.

    - Information regarding any found, unidentified persons, alive or deceased, should be entered into the Connecticut On-line Law Enforcement Communication Teleprocessing (COLLECT) system and NCIC.

  - Investigate the details relative to the return of the missing person. These details can reveal valuable information about the reasons for going missing, where the missing person has been, with who they have been and what they have been doing. In many cases, the missing person will refuse to cooperate.

  - Consideration must be made that sometimes the reason for running away is to escape abuse by a family member or caregiver. If the interview is conducted in their presence, the aggrieved is unlikely to reveal that and the person will simply have returned to the place of abuse.

CONSIDERATIONS FOR CLOSURE OF MISSING PERSON INVESTIGATION

Careful consideration should be made concerning clearing a missing person investigation.

- Closure is obviously appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

- Inability to move forward in the investigation should not be a reason for closing a case.

    - By closing a case in such a manner, all evidence may be lost for the future identification of a deceased person.

    - An unidentified body may be discovered several years later, after the missing person report had been filed and prematurely closed. In such a case, there may be no relevant evidence that may assist in identifying the body, further hindering a death investigation.

    - When the reported missing person is under the age of eighteen (18), the missing person should remain classified under their actual age as when originally reported missing, regardless of their current age. A missing child report should not be cancelled and re-entered simply because the child has reached adulthood. The missing child report should not be removed or cancelled from any automated system due to emancipation or reaching adulthood.

8.13.07 LIMITATIONS

- A common myth is that 24 hours (or any other time frame) must pass before law enforcement will accept a missing person or adult missing person report is incorrect. A delay in reporting may indicate the existence of neglect or abuse within the family.

- Reporting persons must also know that for adults, being a missing person is not a crime. Once the person is located and found not to be at risk, police cannot divulge information about them without the person's consent.

- Other limiting circumstances:

    - "Missing/NOT At-Risk Adult" means an adult will NOT be considered At-Risk if any of the following criteria are met:

- An absent spouse who has committed no crime and is legally free to come and go. (Caution should be exercised both in preserving the privacy rights of the spouse in their wish to keep their whereabouts unknown and in making sure that the "absent spouse" is not, in fact, the victim of foul play related to domestic abuse.)

- An adult who has left a note and/or told a credible person that they are intentionally absent. An exception would be a suicide note.

- An adult who simply has not been in touch with the reporting party for an extended period of time, unless extenuating circumstances exist.

- Fugitives from justice including AWOL service personnel.

- Adult who is being sought for business or social purposes such as debt collections or school reunions.

8.13.08 FORMS AND REPORTS

REPORTING RESPONSIBILITIES

- Law Enforcement Agencies shall accept without delay any report of a missing adult person.

  - All law enforcement agencies shall submit to the Missing Children Information Clearinghouse all missing child reports received by any such agency CGS 29-1e(d).

  - All law enforcement agencies shall submit to the clearinghouse any missing person reports when the missing person is:

    - Eighteen years of age or older and has a mental impairment.

    - Sixty-five years of age or older, provided a missing person report prepared by the Department of Emergency Services and Public Protection has been filed by such missing person's relative, guardian, conservator, attorney-in-fact appointed by the missing person in accordance with Chapter 7, any health care representative appointed by the missing person in accordance with

section 19a-576 or a nursing home administrator.

- Subject to available resources, the clearinghouse established by section 29-1e may collect, process, maintain and disseminate information to assist in the location of missing persons other than children and those persons who are eligible for assistance.

- Any municipal police department which receives a report of a missing child under eighteen years of age, or a missing person who is eighteen years of age or older and has a mental impairment, or a person who is sixty-five years of age or older shall immediately accept such report for filing and inform all on-duty police officers of the existence of the missing child or missing person report and communicate the report to other appropriate law enforcement agencies.

- All law enforcement agencies shall submit appropriate information into the Connecticut On-line Law Enforcement Communication Teleprocessing (COLLECT) system, within two hours.

- All law enforcement agencies shall require written reports to be completed by investigating officers. Officer reports on missing person or missing adult person cases will be reviewed contemporaneously by supervisors.

- Any department receiving a report of a missing child under eighteen years of age, or who is eighteen years of age or older and has a mental impairment, or a person who is sixty-five years of age or older must complete the DPS 81-C, the AMBER ALERT / MISSING CHILD / SILVER ALERT REQUEST as soon as possible. This form must be immediately transmitted to the State Police Message Center to request alert activation.

- SPECIAL NOTE: A report of a missing person under the age of 21 must be reported to the U.S. Department of Justice National Crime Information Center (NCIC) per Federal Law.

8.13.09 ADDITIONAL RESOURCES

NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC). NCMEC was established in 1984 as a private, nonprofit, and tax-exempt organization to provide services nationwide for families and professionals, to prevent the abduction, endangerment and sexual exploitation of children. NCMEC's national office is:

National Center for Missing and Exploited Children
699 Prince Street
Alexandria, VA 22314
(800) 843-5678

ALZHEIMER'S ASSOCIATION "SAFE RETURN" PROGRAM. This is a nationwide identification registry program designed to assist law enforcement agencies with information to quickly identify and return those individuals who have wandered off. It offers a 24 hour hotline service, provides names, photographs, identifying characteristics and emergency contact information, and offers a Law Enforcement Officer's Pocket Response Guide that describes the best ways to recognize, communicate with and respond to a person with Alzheimer's. The Alzheimer's Association "Safe Return" program may be contacted as indicated below:

Alzheimer's Association "Safe Return" Program
(800) 272-3900

US DEPARTMENT OF STATE, CHILD CUSTODY DIVISION. This agency is the central authority for providing assistance regarding international parent family abduction.

Bureau of Consular Affairs, US State Department
(202) 736-7000

US DEPARTMENT OF STATE, OFFICE OF PASSPORT SERVICES. Authorized to revoke passports of citizens who are subject to federal arrest warrants. This office can be reached by calling (202) 955-0307.

US POSTAL SERVICE. Access to databases of the names of all individuals within the nation who filed "Change of Address" forms will provide law enforcement agencies with return address and postmark information on mail destined for a specific address. The U.S. Postal service can be reached by calling (202) 268-4267.

US DEPARTMENT OF DEFENSE. Information about current and past assignments of active duty members of the Armed Forces can be obtained by calling (800) 336-4592.

US OFFICE OF PERSONNEL MANAGEMENT. Address information about retired members of Armed Forces or retired federal civil service employees Address information of where retiree's federal pension payments are mailed can be obtained by calling (202) 606-2424.

FISHER SCIENTIFIC CATALOG (FTA Collection Cards and Sponges).
Call (800) 766-7000

MEDTECH FORENSICS CATALOG (FTA Collection Cards and Sponges).
Call: (800) 596-6420

NATIONAL CENTER FOR MISSING ADULTS (NCMA). A division of Nation's Missing Children Organization. It can be reached as follows:

4641 North 12th Street, Suite 100
Phoenix, AZ 85014
(800) 690-FIND

NATIONAL MISSING AND UNIDENTIFIED PERSONS SYSTEM (NamUs). (This involves a DNA data base):

U.S. Department of Justice, Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

5/13/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.14 **EFFECTIVE DATE: May 13, 2015**

PROJECT LIFESAVER

8.14.01 PURPOSE

The purpose of this General Order is to establish a uniform procedure for the deployment of the Project Lifesaver equipment, the assignment of the equipment to community members and the proper use of the equipment by the New Haven Department of Police Service when searching for missing persons, who are participants in the Project Lifesaver program. In all cases involving missing persons, responding officers will follow the procedures outlined in General Order 8.13 Missing Persons. The Project Lifesaver Program is intended as an additional resource only and is not intended as a replacement for General Order 8.13 Missing Persons.

8.14.02 BACKGROUND

The Project Lifesaver program uses state of the art technology in the form of a radio frequency tracking system that assists those who care for victims of Alzheimer's, Dementia, Autism, Down Syndrome, and any other cognitive conditions that cause wandering. Personalized radio transmissions are placed on the identified persons wrists at the request of the caregiver(s). The caregivers are instructed on the use of the transmitters and educated on the need for immediate calls to the department if they are unable to locate the identified person. Officers trained on the use of the equipment will respond immediately to the area and begin a search to locate the identified program participant.

8.14.03 EQUIPMENT

8.14.03 EQUIPMENT

Project Lifesaver police tracking equipment will be kept in the SWAT truck (99 Truck) and in the Shift Commander's office for easy deployment. This consists of the PLI–3000 Handheld Tracking Receiver or similar model, receiver headset, lighter adaptor, nylon case and additional batteries. Function checks shall be preformed by assigned qualified personnel on a monthly basis and noted on a log sheet enclosed with the receiver. The Project Lifesaver Program Coordinator will ensure that function checks are properly conducted and recorded. Only trained personnel will be authorized to use the Project Lifesaver equipment. A list of trained personnel will be maintained by the Shift Commander and the Officer in Charge of the Detective Bureau.

Transmitters will be assigned to those applicants who meet the Project Lifesaver criteria to include cognitive conditions that create the potential to wander. The candidate's caregiver must complete an application for approval as a qualified candidate prior to equipment being distributed by trained personnel from the New Haven Department of Police Service or by authorized caregivers based on the participant's condition. The transmitter requires a monthly battery change which is to be logged and installed by trained police personnel. The Project Lifesaver program coordinator will ensure that the battery changes are properly conducted and recorded. The battery function is also required to be checked when installation is complete. Caregivers will be provided instructions on the use of transmitter and checking the battery function.

Additional equipment for new participants, which includes transmitters, wrist bands, transmitter batteries, band-pass filters and transmitter testers will be stored in an equipment locker.

8.14.04 TRAINING

Project Lifesaver requires personnel to receive 16 hours of initial training by a Project Lifesaver certified instructor and an additional 8 hours of re-certification annually.

8.14.05 RECORD KEEPING

The Chief of Police will designate a Program Coordinator who shall maintain all participant, search and equipment records. Current participant information will be maintained in a Project Lifesaver response team binder located in Dispatch. Additionally, there will be a Project Lifesaver computer file with the participant profiles and pictures on the department common drive to allow ease of access for responding personnel. Participant profiles will also be added into the CAD system in the Alert field in connection with the participants address. The files will be monitored and updated monthly when the batteries are changed on the transmitters of active participants.

8.14.06 RESPONSE PROCEDURES

Once a report of a missing Project Lifesaver participant is received, the 99 vehicle or the Shift Commander shall respond to the scene with the equipment. Available Project Lifesaver trained police personnel shall also respond to the scene.

Upon completion of the search, the responding patrol officer shall complete an Incident Report and a copy will be forwarded to the Project Coordinator. The information will be logged by the Project Coordinator who will complete necessary after-action documentation.



5/13/2015

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 8.16 **EFFECTIVE DATE: June 16, 2016**

EMOTIONALLY DISTURBED PERSONS

8.16.01 PURPOSE

The purpose of this General Order is to establish guidelines for the handling of encounters with emotionally disturbed persons (EDP) or gravely disabled individuals by officers of the New Haven Department of Police Service.

8.16.02 POLICY

It shall be the policy of the New Haven Department of Police Service that officers will provide assistance to individuals who are emotionally disturbed or gravely disabled. When appropriate, EDP who are determined to be a danger to themselves or others, gravely disabled, or subject to a court/committal order, will be taken into protective custody. Officers should act in accordance with Department Guidelines and applicable laws, particularly Connecticut General Statutes Sec. 17a-503.

8.16.03 DEFINITIONS

EMOTIONALLY DISTURBED PERSON: A person who has a mental or emotional condition, which has substantial adverse effects on their ability to function and who requires care and treatment. Persons who are alcohol or drug dependent (but otherwise not suffering from a mental or emotional condition) are specifically excluded from this category

GRAVELY DISABLED: A condition in which a person, as a result of mental or emotional impairment, is in danger of serious harm as a result of:

- Inability or failure to provide for their own basic human needs such as essential food, clothing, shelter, or safety and that hospital treatment is necessary and available.

- Such person is mentally incapable of determining whether or not to accept such treatment because his judgement is impaired by his mental illness (Connecticut General Statutes Sec. 17a-495).

PROTECTIVE CUSTODY: An arrangement whereby an EDP is safeguarded by law-enforcement authorities, because there exists a likelihood of serious harm to the EDP or others.

8.16.04 PROCEDURES

INITIAL RESPONDING OFFICERS' RESPONSIBILITIES

- Assess the situation.

- Isolate and contain the EDP, if possible.

- Determine if the EDP is in possession of a dangerous weapon and establish weapons control.

- Establish a zone of safety.

- Use every possible means to verbally de-escalate the situation before resorting to the use of equipment, physical restraints, or other use of force options.

- Allow the EDP time to process what is being said.

- Establish and maintain one on one communication with the EDP and avoid giving simultaneous directions or having multiple members verbally engaging the EDP to avoid confusion.

- Listen and speak in a calm and controlled tone of voice in order to gather the EDP's concerns as a de-escalation strategy while helping to diffuse fear, anxiety, or insecurity.

- Take an EDP who is a danger to themselves or others into protective custody. If the officers are in contact with medical personnel, psychiatrists, psychologists or Crisis Intervention Team (CIT) Clinician who advise the officer that the EDP is a danger to himself or herself or others, the officer may rely on such advice in taking the EDP into protective custody.

- Use only the amount of force necessary and act in accordance with current laws and General Order 6.01, Use of Force, to take an EDP into protective custody. In particular,
    - If a person in need of mental health treatment is a danger to himself or others, officers may use necessary force to prevent serious physical injury or death.
    - Officers should use deadly force only as a last resort for the protection of life for all involved persons.
    - Officers should use time as a tactic to negotiate, de-escalate, and ensure the safety of all persons involved when possible.
- Restraints may also be used, but officers should use good judgment and take into consideration that the EDP is not a prisoner. The safety of the public, officers, and the EDP are paramount.
- Arrange for the EDP to be transported via ambulance to a hospital for an emergency examination. Under extenuating circumstances, an EDP may be transported by police cruiser with the permission of a supervisor.
- Complete a written Police Emergency Examination Request detailing the circumstances of why the EDP was taken into custody. Provide a copy of this report to the hospital and submit a copy to Records.
- Complete and submit an incident report when a Police Emergency Examination Request is submitted.

SUPERVISORS RESPONSIBILITIES

- A supervisor, when available, should respond to EDP calls for service and offer support and supervision.
- Direct the actions of the initial responding officers, while allowing the designated officer to continue interactions with the EDP.
- Assess the situation to determine:
    - The appropriateness of the application of this directive and the Department's Use of Force policy.
    - Whether an alternative force option is appropriate and should be considered.
    - If additional resources should be requested.
- Designate the appropriate inner and outer perimeter, if necessary.

- Continually evaluate the incident and direct appropriate actions or modifications regarding tactics.

ARREST OF PERSONS IN PROTECTIVE CUSTODY

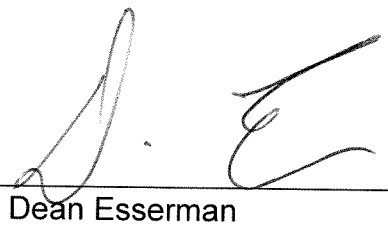
- EDP who are taken into protective custody due to mental illness or being gravely disabled should not normally be arrested. Extenuating circumstances, however, may exist which require the arrest of said EDP. Officers should consult with their supervisor and consider factors such as the seriousness of the offense, the existence of probable cause, the reasons why the EDP has been taken into protective custody, and the option of applying for an arrest warrant at a later date.

FORCED ENTRY

- Officers having reason to believe that an EDP is in imminent risk of harm, may force entry into a home or other premises. Officers should err on the side of protecting life in determining whether to force entry. If feasible, an officer should obtain approval for entry from his/her supervisor.

CRISIS INTERVENTION TEAM

- The purpose of a Crisis Intervention Team (CIT) is to provide law enforcement officers with the training and skills they need to safely de-escalate situations involving people with mental illness who are in crisis. CIT'S primary goal is to ensure that EDP with mental/behavioral health disorders, including drug and alcohol problems, are referred to appropriate local health service providers instead of the criminal justice system, when possible. Officers dispatched to calls involving persons with mental illness are encouraged to contact a CIT certified officer or the on duty CIT Clinician to insure proper follow-up for the EDP in crisis. All reports documenting incidents involving mental health issues should be placed in the appropriate box in patrol to be forwarded to the CIT Clinician.



6/16/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

Reference CLESP Standard 12

GENERAL ORDER 8.17 **EFFECTIVE DATE: September 14, 2021**

SENSITIVE CRIMES

8.17.01 PURPOSE

The purpose of this general order is to establish guidelines for investigating crimes of a sensitive nature by the New Haven Department of Police Service.

8.17.02 POLICY

Recognizing the intense and painful psychological and social pressures placed upon the victims of sensitive crimes, it shall be the policy of the New Haven Department of Police Service to investigate these offenses with a great deal of sensitivity for the victim. The process shall involve collaboration between the New Haven Department of Police Service and area agencies that specialize in these types of investigations. In addition, identifying information pertaining to victims of sexual assaults and other sensitive crimes shall be governed by C.G.S. Sec. 54-86e.

8.17.03 DEFINITIONS

SENSITIVE CRIMES: All criminal offenses, as defined by Connecticut General State Statutes, relating to child abuse, child neglect, and sexual assault.

8.17.04 PROCEDURES

RESPONSIBILITIES OF THE FIRST RESPONDING OFFICER

- The initial contact that the first responding officer has with the victim will create a lasting impression with that victim. Officers should view this as an opportunity to assure the victim that the investigation will be completed in a professional manner.

- Officers responding to a reported sensitive crime should accomplish the following:

    - Assess the victim's medical condition and arrange for immediate care if needed.

    - Determine if, in fact, a sensitive crime occurred.

    - Determine the jurisdiction in which the incident occurred.

    - Protect the crime scene.

    - Conduct or coordinate an area canvas for suspects and/or witnesses.

    - Notify the officer's supervisor and advise of the incident. The supervisor should assess the incident and determine if notification needs to be made to the Special Victims Unit for investigation and the Bureau of Identification for crime scene processing. If the victim is a juvenile, also contact the Department of Children and Families.

- If the victim is an adult, the officers should refrain from conducting lengthy interviews with the victim. This is to prevent the victim from having to repeat the details of the event in subsequent interviews. Interviews shall be limited to determining whether a sensitive crime has occurred, where the incident occurred, basic details of the case including the suspect's information, and efforts to comfort and reassure the victim.

- If the victim is a child, the initial officer will NOT interview the child victim of abuse, if possible. They will gather the information they need from the reporting party and all pertinent individuals. In cases where the officer has no other alternative but to speak to the child victim or in instances of minor assaults and injuries, the officer should:

    - Gather minimal facts.

    - Determine who, what, when, and where.

    - Avoid leading questions.

- Document the incident.
- Establish consistency of accusation.

- The first responding officer shall be responsible for completion of the initial offense report. If the Special Victims Unit is responding, the officer should meet with the detective(s) to inform them of the details of the case.

EVIDENCE COLLECTION

- The initial officer should refer or transport the victim to the hospital for an immediate forensic medical examination if any of the following exists:
  - An act of sexual intercourse is reported to have occurred within the past 5 days or if physical evidence may still be present beyond 5 days. If so, a Sexual Assault Evidence Collection Kit should be completed.
  - The victim has sustained some type of injury associated with the circumstances of the abuse.
  - The victim complains of any injury or asks to go to the hospital.
  - The abuse described suggests the existence of physical evidence, i.e. injury, tearing, scarring, etc.

- In sexual assault cases, the officer should inform the victim the clothing worn during the assault must be seized as evidence. If possible, extra clothing should be brought to the hospital.

- Take the victim to the closest hospital emergency room and request an emergency nurse to collect the evidence.

- In sexual assault cases, explain to the victim the reasons for the medical examination to include preventive treatment for sexually transmitted diseases, HIV testing, pregnancy, and the need to collect biological specimens for evidence. Ensure that the victim has been offered a victim advocate.

- Meet with medical personnel prior to the exam to provide investigative information and to assist in determining what additional evidence may need to be collected. Officers **shall** request and document the names of any medical personnel who provide them with information relative to a victims' injuries in a police report.

- Officers need not be present when medical personnel gather evidence.

- If possible, the officer should exchange information with the medical personnel on the findings of the exam to determine if all relevant evidence was collected.

This exchange will also enable the investigating officer to compare what the victim told the medical personnel with the information the officer has.

- If possible, the officer should contact their supervisor to photograph all visible injuries at the time of the initial investigation. It may be necessary to photograph the injuries again a day or two later to accurately record the extent of the injury.

- An officer will be dispatched to the hospital to collect the Sexual Assault Evidence Collection Kit when it is completed.

- Officers **shall** request and document the name(s) of any medical personnel who provide them with evidence of any crimes in a police report for chain of custody purposes.

- When the exam is finished, the investigating officer will ensure the victim is aware of services that Victim Advocate agencies may offer. The hospital personnel will assist with this. If a victim advocate did not respond to meet with the victim, the investigating officer will provide the victim with the telephone number for the sexual assault hotline:

    - Connecticut Sexual Assault Crisis Services (CONNSACS):

        - Statewide 24 Hour Toll Free Hotline
        - 1-888-999-5545 English
        - 1-888-568-8332 Español
        - All services are free and confidential

- Officers and investigators shall remain sensitive to the needs and requests of the victim, especially during critical stages such as gathering evidence, photographing injuries and conducting interviews.

UNREPORTED SEXUAL ASSAULTS

- If the victim does not wish to report the sexual assault to law enforcement, but still wants an exam, the Sexual Assault Evidence Collection Kit will be completed. Hospital personnel will attempt to determine the jurisdiction where the crime occurred and will contact that agency to pick up the Sexual Assault Evidence Collection Kit. If the jurisdiction cannot be determined, the New Haven Police Department will be called. The department will take custody of the Sexual Assault Evidence Collection Kit and document the incident in a report.

8.17.05 DEPARTMENT OF CHILDREN AND FAMILIES

OFFICERS ARE MANDATED REPORTERS

- Whenever an officer has reasonable cause to suspect or believe that any child under the age of eighteen years has been abused or neglected, has had a non-accidental physical injury, or injury which is at variance with the history given of such injury, or has been placed in imminent risk of serious harm, an oral report by telephone or in person and in writing shall be made to the Department of Children and Families as soon as practicable, but not later than twelve hours.

- Whenever an officer receives an oral report of abuse or neglect, as set forth above, he/she shall immediately notify the Department of Children and Families both orally and in writing as soon as practicable.

- If an officer, has reasonable cause to suspect or believe that any child has been abused or neglected by a staff member of a public or private institution or facility that provides care for such child, or a public or private school, the officer shall report the incident to the Department of Children and Families (Sec. 17a-101b(d), C.G.S.) both orally and in writing as soon as practicable.

FILING ORAL AND WRITTEN REPORTS

- Whenever an oral report of abuse is made to an officer by a mandated reporter, the Department of Children and Families shall be notified immediately by the officer, who shall also follow-up with a written report within forty-eight hours, or as soon as practicable, in accordance with Connecticut General Statutes Sec. 17a-101c.

    - Oral reporting shall be made by telephone to the Department of Children and Families (DCF) CARE LINE at 1-800-842-2288.

    - A written report DCF-136 (Report of Suspected Child Abuse/Neglect) shall follow the oral report within forty-eight hours, or as soon as practicable, if the oral report did not include the following information, if known:

        - Names and addresses of the child, and his parents or other person responsible for his care.
        - The age of the child.
        - Gender of the child.
        - Nature and extent of the child's injury or injuries, maltreatment or neglect.
        - Approximate date and time the child's injury or injuries, maltreatment or neglect occurred.
        - Information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his siblings.
        - The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter.
        - The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect.

- Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect.
- Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child. (Sec. 17a-101d, C.G.S.)

- If a written report on Form DCF-136 was submitted:

  - Write the department case number on the upper left corner of the form.
  - One copy of the form will be forwarded to the Department of Children and Families, a second will remain with the incident report.

RELATED PROCEDURES

- Whenever an officer reasonably believes that a child or youth has been the victim of a crime of violence by a family or household member, the officer shall complete and submit a DPS-230-C (Family Violence Offense Report).

- Whenever a child or youth is the victim of a crime and is intellectually disabled, a report shall be made by DCF to the Office of Protection and Advocacy for Persons with Disabilities.

ASSISTING DCF TO REMOVE A CHILD

- DCF personnel may request an officer to aid in the removal of one or more children from a home without the consent of the parent pursuant to a ninety-six hour hold authorized by the Department of Children and Families (DCF) or a court order transferring custody of the child to DCF. The removal assistance shall be conducted in the least coercive manner possible under the circumstances.

REQUEST AUTHORIZATION FOR REMOVAL OF CHILDREN – DCF CARE LINE

- If a child is in imminent risk of physical harm from his surroundings so that immediate removal is necessary to ensure the child's safety, the Department of Children and Families (DCF) may authorize the officer to remove the child without consent from a parent or guardian. (Sec. 17a-101g(e))

- Request authorization shall be made through the DCF CARE LINE 1-800-842-2288.

DRUG ENDANGERED CHILDREN

- The National Alliance for Drug Endangered Children, and the Connecticut Alliance for Drug Endangered Children, defines drug endangered children as "Children who are at risk of suffering physical or emotional harm as a result of illegal

drug use, possession, manufacturing, cultivation, or distribution. They may also be children whose caretaker's substance misuse interferes with the caretaker's ability to parent and provide a safe and nurturing environment."

- In an effort to ensure positive intervention, officers shall contact the Department of Children and Families (DCF) when conducting investigations that identify drug endangered children as defined above.

- When a child or youth under the age of eighteen years is suffering from abuse, neglect, maltreatment or is at **risk** thereof, officers shall identify them as "drug endangered children."

- If a criminal charge of Risk of Injury is warranted, all investigative efforts will be made to document the crime to include, as warranted, the use of photography, identifying the location of the illicit evidence relative to the proximity of a child and/or where a child could have access to the illicit item(s), videotaping of evidence, and obtaining witness statements.

- If a child is not physically present at the time of police involvement, it does not lessen the likelihood of endangerment, and a DCF referral shall be made.

- All police supervisors shall ensure that:

    - Assigned personnel are proactive in the identification and reporting of drug endangered children to the Department of Children and Families (DCF);

    - Investigative support requested by the Department of Children and Families is granted when practicable;

    - All personnel shall make every attempt to identify those children who are endangered in drug environments and that DCF is notified as required in each case.

    - When completing and forwarding the DCF-136 (Report of Suspected Child Abuse/Neglect), officer shall include the following in the remarks section; **"Drug Endangered Child (DEC) Referral".**

- Once an investigation has identified a drug endangered child, DCF shall be notified as soon as practicable, preferably while still at the scene to allow DCF investigators to take immediate action if necessary. When contacting the DCF CARE LINE number (**800-842-2288**) personnel shall identify the referral as a **DEC Referral.**

    - When practicable, supervisors shall contact DCF prior to execution of search and arrest warrants when it is known and/or likely that children will be present at the scene. This notification shall be made through the DCF CARE LINE number or through the local DCF Drug Endangered Children Investigations Supervisor, which has been established at each DCF office. If

the DCF CARE LINE is notified, they will contact on-call personnel and make notification to the appropriate area office on the next business day.

- Supervisors may contact the DCF area office Drug Endangered Child Investigations Supervisor directly if the supervisor believes that immediate assistance by DCF is necessary.

- Under circumstances described above, **no child** shall be placed in the custody of any adult without first:

  - Making an oral report to the DCF CARE LINE by providing a name, date of birth, and other identifying information so that DCF personnel may perform appropriate internal checks of their databases relative to the adult in question.

  - Conducting a FILE 05 wanted persons check on the adult in question.

  - Conducting a records check (SPRC) on the adult in question.

  - Receiving written, or verbal, approval from DCF to leave the child with the adult in question. In the case where verbal approval is provided, investigating personnel should note the name of the DCF CARE LINE operator within their investigative report.

- If DCF personnel respond to the scene, all checks and fitness determinations shall be made by the Department of Children and Families. In these cases, any assistance from the officer will be given.

- DCF referrals will also be made whenever officers have reason to believe that a suspect has/had routine contact with children. This may include routine caretakers of children who may or may not, be related to the child.

8.17.06 COLLABORATION

CONNECTICUT MULTIDISCIPLINARY TEAM

- Multidisciplinary Teams (MDTs) provide a coordinated interagency approach to enhance investigation and management of child sexual abuse and physical abuse cases.

- Through collaborative effort teams strive to accomplish the following goals:

  - Ensure that prompt and appropriate actions are taken to assure the safety of the child victims.

  - Reduce the trauma of victimization of the child.

- Minimize the number of required interviews for the child victim.
- Facilitate recommended medical and mental health services.
- Coordinate efforts in order to eliminate duplication of services.
- Increase the likelihood of successful prosecution of offenders.
- Provide support for non-offending parents in order to enhance their ability to protect and care for their children.
- Promote policies, practices and procedures that are culturally sensitive

- The Chief of Police, or his/her designee, as a member of MDTs, may refer a case to the multidisciplinary team for review and consultation. Child protection (DCF), law enforcement or the State's Attorney's Office may refer a case for a forensic review.

- Cases may be considered for review by the team when the child/youth is under the age of 18 and is suspected of being a victim of:
  - Sexual abuse.
  - Severe physical abuse.
  - Severe neglect.
  - Domestic violence.
  - Death, due to abuse or neglect.

THE DART TEAM

- DART stands for "detection, assessment, reporting and treatment" since not all cases are admitted to the hospital.

- The DART team at the Yale-New Haven Children's Hospital is one of the oldest child protection teams in the United States.

- The purpose of the Team is to discuss, on a weekly basis, every case of suspected abuse, or neglect of a child identified in the Yale-New Haven Children's Hospital.

YALE CHILD STUDY: CHILD DEVELOPMENT-COMMUNITY POLICING PROGRAM

- The Child Development-Community Policing Program (CDCP) is a model collaboration of mental health, law enforcement, juvenile justice, education, judicial, and social service professionals who work to heal the wounds that traumatic exposure to violence inflicts on children and families. The New Haven CDCP Program involves the following core components:

    - Cross training for police, mental health, and other professionals on the subjects of collaborative responses to trauma, human development and behavior, and policing strategies.

    - Acute response service, where Child Study Center faculty and trainees are on call 24 hours a day, seven days a week to respond with police colleagues to calls involving child victims or witnesses to violence in their homes, schools or the broader community, as well as other potentially traumatic events, such as serious accidents, sudden deaths, fires or animal attacks.

    - Weekly interdisciplinary program conference, a forum for police, domestic violence advocates, DCF representatives, juvenile justice professionals and clinicians review cases and coordinate their follow-up plans for the children and families referred to the program.

    - Domestic Violence Home Visit Intervention Project, which provides home visit follow up to children and families affected by domestic violence, with the goals of increasing safety and security, increasing parents' understanding of children's responses to domestic violence and increasing children and families' access to community services.

    - Officers will receive training on the Yale Child Study CDCP program upon appointment to the New Haven Police Academy and during annual in-service training.

- Referrals to the Child Development-Community Policing Program are voluntary. If the officer believes that a child is a candidate for Child Development-Community Policing Program services, the officer must ask permission from the parent or guardian for permission to make the referral. If services are accepted, the officer will contact the on-call clinician and make the referral.

This supersedes General Order 8.17 – issued on June 16, 2016.

This General Order was approved by the civilian Board of Police Commissioners on September 14, 2021.

Renee Dominguez
Interim Chief of Police

9/16/21
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

Reference CLESP Standard 9

GENERAL ORDER 8.21 **EFFECTIVE DATE: September 14, 2021**

NOTIFICATIONS OF DEATH AND SERIOUS/LIFE-THREATENING INJURIES

8.21.01 PURPOSE

The purpose of this General Order is to establish procedures for death and serious/life-threatening injury notifications to next of kin.

8.21.02 POLICY

It is the policy of the New Haven Department of Police Service to make death and serious injury notifications in a timely and professional manner. The Department recognizes that death and serious injury notifications are difficult and emotional assignments, distressing for both the recipient and the Officer. Furthermore, a death notification represents, for the surviving family or household member, the first information about a traumatic and a life changing event. Planned, thoughtful and caring delivery of sad news provides a supportive and respectful basis upon which the recipient may begin to grieve.

8.21.03 DEFINITIONS

NEXT OF KIN: For the purpose of this policy, the closest relative of the deceased-spouse, parents, brothers or sisters and children.

VICTIM SERVICES OFFICER: A designated, uniformed officer who assists victims of crimes and victim's families by providing a full range of services, including assistance with compensation claims, crisis intervention, court support, case status updates, community referrals, and community awareness; and performs related duties as required.

8.21.04 PROCEDURES

DEATH OR SERIOUS INJURY AS A RESULT OF FOUL PLAY

- The on-scene Patrol Supervisor shall coordinate with the Investigative Services Division.

- The Investigative Services Division will be responsible for ensuring that proper notification is made to the deceased or seriously injured person's next of kin.

- When the death occurs in the hospital and the next of kin or other family members are already present, it is the responsibility of the attending physician or other hospital designee to deliver the death notification. Investigative Services personnel should be available to provide basic information regarding the circumstances surrounding the death.

- The Investigative Services Division will be responsible for ensuring the proper identification procedure is administered with the next of kin for the positive identification of the deceased.

- The Investigative Services Division will be responsible for referring the deceased person's next of kin to the Victim Services Officer.

- The Investigative Services Division will be responsible for ensuring that proper notification is made to the deceased person's next of kin for deaths resulting from suicide.

- Where death is the result of foul play the Investigative Services Division will be responsible for all the property belonging to the deceased.

DEATH OR SERIOUS INJURY INVOLVING A GOVERNMENT OFFICIAL, DIGNITARY, PROMINENT PERSON OR THEIR DIRECT RELATION

- The on-scene supervisor shall coordinate with the Investigative Services Division, Chief of Police and/or Command staff.

- The Chief of Police or his/her designee will be responsible for ensuring that proper notification is made to the deceased or seriously injured person's next of kin.

DEATH OR SERIOUS INJURY INVOLVING A MEMBER OF THE NEW HAVEN FIRE DEPARTMENT OR OUTSIDE LAW ENFORCEMENT AGENCY, OR THEIR DIRECT RELATION

- The on-scene supervisor shall coordinate with the Investigative Services Division, Chief of Police and/or Command staff.

- The Chief of Police or his or her designee will coordinate with the other agency to ensure that proper notification is made to the deceased or seriously injured person's next of kin.

DEATH OR SERIOUS INJURY FROM A MOTOR VEHICLE CRASH

- The on-scene supervisor shall coordinate with the Officer-in-Charge of the Crash Reconstruction Team.

- The OIC of the Crash Team or his/her designee will be responsible for ensuring that proper notification is made to the deceased or seriously injured person's next of kin.

- When the death occurs in the hospital and the next of kin or other family members are already present, it is the responsibility of the attending physician or other hospital designee to deliver the death notification. A member of the Crash Reconstruction Team shall provide basic information regarding the circumstances surrounding the death.

- The Crash Reconstruction Team will be responsible for ensuring the proper procedure is administered with the next of kin for the positive identification of the deceased.

DEATH FROM NATURAL CAUSES

- The on-scene supervisor shall coordinate with the Shift Commander.

- The Shift Commander or his/her designee will be responsible for ensuring that proper notification is made to the deceased person's next of kin.

- When the death occurs in the hospital and the next of kin or other family members are already present, it is the responsibility of the attending physician or other hospital designee to deliver the death notification.

COLLECTING INFORMATION

- Prior to making any notification, Officers should seek out as much information as it is reasonably possible to get, particularly in instances where they are not themselves the investigators of the event. Some of the information that would be helpful includes:

- Name of the deceased or seriously injured person
- Nature or cause of death or serious injury
- When and where the death or serious injury occurred
- Where the body is located and restrictions on recovery (legal issues) or where the seriously injured person is being hospitalized
- Ensure that the deceased has been positively identified
- If any identification is required by a next-of-kin
- An address that may be visited to claim the body
- A telephone number that may be called and with whom to speak to at that number
- The relationship of the person(s) to be contacted to the deceased or to the seriously injured person

- When another agency requests assistance from the Department with a notification, the Patrol Supervisor or Investigative Services Supervisor shall confirm the validity of the request through either a call to the requesting agency or by requesting a teletype.

- In instances where the Officer is performing a "locate and notify" assignment (the death event is not the Officer's case or is in another jurisdiction or medical facility), the Officer should verify any telephone contact numbers prior to the notification to ensure that the first active contact attempt by the family is successful.

- A Patrol Supervisor or the Investigative Services Supervisor will ensure a prompt reply is made to the other agency or individual(s) requesting assistance from this Department.

- Any unsuccessful attempt to make an in-person contact with a family member also requires sensitivity in handling. Officers shall not leave impersonal notes or forwarding messages at a contact location: any messages left should ask that the family member contact the Officer leaving the note, by name, rather than directing the person to call any other person (e.g., at a hospital or in another jurisdiction). Officers shall document in a supplemental report all contact attempts, successful or not.

- Occasionally, continuing investigations delay the release of a victim's body and the family or household member must be told that they cannot move to claim it immediately. In such cases, Officers must inform family members of:

- How details will continue to become known to them
- Why there is a delay in the release of a victim's body
- Who is in charge of the event and its aftermath
- What the family member should do while waiting

Unless at-scene identification is necessary, next-of-kin or family members should not be brought to a crime or accident scene.

TIMING AND CONSIDERATION OF THE SETTING

- All death notifications that are the responsibility of this Department shall be delivered in person except, in rare circumstances, when exigency or other factors dictate notification by telephone. Telephone notifications shall be approved by a supervisor prior to being completed. The reason for any telephonic notifications shall explained in an incident report.

- Other relatives should be contacted only when substantial delays would be required to contact next of kin or if next of kin cannot be located. Officers should contact a supervisor for guidance in these circumstances.

- Law enforcement notification of family or household members should be delivered promptly, as soon after the event as is practicable. While there is no "good" time to deliver sad news, Officers need to keep in mind that notifications delivered in the middle of the night or in circumstances or settings that themselves present significant distractions require particular care and consideration. Arranging for a private room for the conversation is recommended.

- Two Officers should be assigned to deliver death notifications whenever possible, with at least one Officer in uniform, utilizing the victim services officer whenever practicable. The safety of officers is paramount, and the mere presence of a uniformed officer may escalate tensions with members of the community when a notification is made.

- Officers should make an effort to not leave a survivor alone after a notification.

- When next of kin are located in another state or locality, Officers should contact the appropriate police department and request that they conduct the notification in person and provide timely verification when the notification has been completed. The Officer's name and badge number from the assisting jurisdiction should be obtained and added to the initial report.

PERSONAL INTRODUCTION

- The highly personal information Officers bring is delivered in an interaction between strangers which only increases feelings of discomfort for all parties. Offering business cards with contact information is very helpful in these circumstances. When possible, plain clothes Officers should be accompanied by a uniformed Officer, utilizing the victim services officer whenever practicable.

- Since sensitivity and compassion are increased with understanding and association, whenever possible Officers should seek the assistance and accompaniment of clergy, a relative or other known person.

- An Officer's introduction should be made with simple clear statements as they are easiest to follow while mechanical, formal and impersonal delivery of statements, as if by rote, increase confusion and anxiety. The importance of projecting concern, empathy and gravity cannot be overemphasized.

IDENTIFICATION OF THE FAMILY OR HOUSEHOLD MEMBER

- Officers need to know with whom they are speaking in terms of both names and relationships. Limiting the size of a group when delivering a death notification should mainly focus on protecting "vulnerable" people, such as small children or the elderly, from hearing distressing information from a non-family member in a somewhat impersonal way. Asking to move to a more private area to deliver sensitive information should be considered if the situation seems to suggest it. Family members, however, can provide emotional support for each other and should receive the information contemporaneously.

- Multiple notifications present logistical problems and may not allow personal visits, but Officers should attempt to determine if the separations necessitate an individual notification or if the family members who are initially notified will make the additional contacts.

TRANSLATING

If the family or household member does not speak English, or is deaf, the Officer will need a translator or a sign-language interpreter. Occasionally, it will appear necessary to use a child in the household to assist but that should be avoided. Children should not be expected or requested to assume the psychological burden of translating a death notification, and Officers should not rely on children to accurately translate this type of critical information. Instead, the Officer should ask the child to recommend a nearby adult who also speaks English and can be of assistance.

DELIVERING THE MESSAGE AND ITS EXPRESSION

- Officers should begin with a very brief "preparation statement" reviewing the circumstances surrounding the death to the extent it is known. The family or household members will be anxious and will not benefit from an involved, lengthy

report. Still, a brief statement will provide a few seconds for the family to mentally prepare.

- The "core message" should include the deceased's name not a relationship (son, daughter, husband, wife) as it may not be the same relationship for each person present, and it may be incorrect. The word "died" is very important and should be repeated. Terms such as expired, passed or fatally injured are confusing to people under stress. The message should not be misunderstood. Messages should also avoid impersonal words such as body, remains or corpse.

- Officers should express empathy. Officers should be prepared to listen and answer questions honestly, to the extent that they can do so. The notifying Officer should remain calm and offer respectful support. Messages should avoid statements such as "I understand what you are going through."

- Officers should not provide specific details relative to the injuries the deceased sustained.

- Officers should not provide any details relative to the suspect(s) and/or the modius operandi.

INFORMATION AND ASSISTANCE

- Family and household members may have questions that Officers can answer at the time of notification. They may ask that other persons also be notified; ask the Officer who else needs to be notified; or ask how to tell others. It may become an appropriate time to try to locate additional supporting members of the family, or local clergy if that has not yet been done. Officers should assist household or family members by making other contacts, if asked and within reason. As previously noted, separated families may present cause for multiple notifications and Officers should seek to determine if, and to what extent, such a need is present.

- If children who are in school need to be informed immediately, most schools have a counselor who may be called upon to assist with the communication. Some employers may have a "human resources" department which can provide support as well.

- All questions pertaining to organ or tissue donation need to be referred to a hospital staff or family doctor. Autopsy requirements are governed by law but issues relating to autopsy or even transportation of remains frequently involve cultural, ethnic or religious questions.

- In the event the death relates to a law enforcement incident that involves a report, the incident number, along with any other reporting Officer names, should be provided to family and household members contacted.

- Some deaths may lead to family contact by members of the news media. Officers should be aware of that possibility and alert family or household members to that possibility and family members are not under any obligation to speak with media representatives.

- The victim services officer will continue providing information and assistance to the victim and/or the victim's families as requested, even after the adjudication process has been completed.

MEDIA CONSIDERATIONS

- The release of the identity of a deceased or seriously injured person to the media shall be in accordance with General Order 4.07, News Media Policy.

- The identity of the deceased or seriously injured person should never be released until the next of kin have been notified or until all efforts to locate the next of kin have been exhausted. If the media has already obtained information related to the death, the Public Information Officer (PIO) shall ask the media to withhold the information until after the notifications have been completed.

DEALING WITH PROPERTY

- Property in the possession of a deceased at the time of death should not be turned over to family or household members at the time of the notification. A report shall be completed, and all property shall be accounted for and logged in the Property Room. Arrangements should be made for the next-of-kin to obtain the property in a dignified manner carefully accounting for all property passing through the care of the police department.

- Officers should inquire about the need to secure any property of the deceased in the absence of a family member taking responsibility. For example, the person notified may not be able to also secure a deceased's residence and related property. All reasonable efforts must be made to arrange for appropriate security of such property.

- If any property of a deceased, or of a person seriously ill or injured, is to be brought to any family or household member, or secured from them for safe keeping, the use of any "garbage bags" or similar containers is to be avoided. Property to be returned should be folded (e.g., clothing) or otherwise appropriately presented. A list of what is to be turned over to family should be given and discussed prior to its presentation since it may include items that are damaged, stained, ripped, or those that have been cut off a person.

This General Order was approved by the civilian Board of Police Commissioners on September 14, 2021.

Renee Dominguez
Interim Chief of Police

9/14/21
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 9.02 **EFFECTIVE DATE: November 16, 2016**

RADIO COMMUNICATIONS

9.02.01 PURPOSE

The purpose of this policy is to define the radio procedures to be used by employees.

9.02.02 POLICY

It is the policy of the New Haven Department of Police Service (NHPD) that all radio communications be conducted in furtherance of police business and in a professional and effective manner.

9.02.03 GENERAL

The basic function of the Public Safety Answering Point (PSAP) is to satisfy the immediate information needs of the Department in the course of routine activities as well as in emergencies. The system conveys information from the public to police officers, through communications personnel. The speed and accuracy with which the information flows are measures of the agency's ability to respond to the needs of the community.

TELEPHONE COURTESY

Telephones will be answered as quickly as possible. Personnel will project a

professional image in all telephone conversations.
Routine calls will be answered: "New Haven Police Department, (Title, Name).

RADIO OPERATIONS

- The importance of effective radio communications to efficient police operations cannot be overstated. To ensure radio communications are conducted in a manner consistent with the operational goals of the NHPD, the following general rules concerning radio operation will be followed:
    - All radio transmissions should be brief, concise and strictly related to the pursuit of police activities.
    - Officers shall comply with the instructions of dispatchers unless those instructions are rescinded by a supervisor.
    - Courtesy is required between all users of the police radio.
    - Supervisors are to monitor radio communications to ensure rules and regulations are followed and take appropriate action when they are not.
    - Officers and dispatchers should speak in a clear, calm tone when transmitting.
- **OFFICER SAFETY**
    - Plainclothes officers responding to crimes in progress or emergency situations shall advise the dispatcher of their response. The dispatcher shall advise all responding NHPD units of the presence of plainclothes officers on the scene.
    - Whenever an officer exits their department vehicle, they shall turn their portable radio on. Officers assigned to a bicycle patrol or walking patrol shall have their portable radio on at all times. The radio volume should be loud enough for the officer to hear radio communications.
    - In the event of radio failure, upon discovery employees shall immediately contact the dispatcher and their immediate supervisor via telephone.
- **UNIT IDENTIFICATION**
    - All officers are issued portable radios for their use.
    - Each officer will be issued a unique call sign, as follows:
        - Officers assigned to mobile or foot beats will respond to the beat number of their assignment.

- Patrol Officers on extra-duty assignments will use their shield numbers preceded by the letter "P" as their call sign while on the extra-duty assignment (e.g., P-100).

- Detectives on extra-duty assignments will use their "I" numbers as their call sign.

- Post numbers will be issued for certain extra-duty assignments. When post numbers are assigned, officers will use post numbers as their call sign.

- Supervisory personnel will use their assigned "L" or "S" numbers.

- Investigative Services personnel will be assigned "I" numbers.

- **SHIFT START PROCEDURE/RADIO CHECKS**

  - At the beginning of each tour of duty, the shift supervisor shall provide the dispatcher with a list of any changes to the daily detail.

  - Officers shall call the dispatcher separately for a check of their portable radios.

  - Officers assigned to extra-duty assignments will be required to contact the dispatcher immediately upon beginning their assignment, by radio, giving their call sign, location and the duration of their assignment. (e.g., Officer: P-100, Dispatcher: P-100, Officer: Extra duty, Gateway Community College, until 2200 hours. Dispatcher: Roger (TIME)).

- **RADIO SIGNALS**

  - During normal operations, all personnel will use NHPD-specific radio codes to facilitate communication. The phonetic alphabet must be used to transmit letters (e.g., A – Alpha, B – Bravo).

  - Plain language is required for multi-agency, multi-jurisdiction and multi-discipline events, such as major disasters. The following codes may be used in these situations:

9.02.04 PROCEDURES

To standardize the format of radio procedures and provide for uniformity and professionalism in radio communications, the following guidelines will be followed with respect to radio transmissions.

- Dispatchers shall call individual units by announcing their call sign. (e.g.,

Dispatcher- 100).

- Individual units shall answer the dispatcher by announcing their call sign. (e.g.,Officer- 100).
- Individual units shall call the dispatcher by announcing their call sign. (e.g., Officer- 100).
- No transmissions will be initiated without the use of a call sign.
- Except in cases of emergency, units shall call the dispatcher by announcing their call sign and await acknowledgement prior to transmitting any message.
- In an emergency, units shall transmit "99" either preceded or followed by their call sign.
- All other units shall remain off the air until the emergency message is transmitted to and acknowledged by the dispatcher.
- Radio transmissions between units may be conducted without the involvement of the dispatcher.
- All NHPD units should normally function on their main dispatch channels (Channel 2 or Channel 3).
- Any unit leaving these channels shall notify the dispatcher and give the frequency he/she will be operating on.
- The dispatcher shall be advised by the unit when the unit returns to operation on Channel 2 or Channel 3.
- All units shall continuously monitor their radios and shall not interrupt transmissions already in progress except in emergency circumstances as outlined above.
- Long conversations, requests for information, discussions, etc. will be conducted by telephone, whenever possible, or by switching to another radio frequency (e.g., Channel 1 or Scan).
- The use of first names, nicknames or other forms of identification not consistent with the unit identifiers described above is prohibited.
- Officers assigned to mobile patrol shall use vehicle radios in lieu of portable radios when in vehicles.
- Units going out of service for any reason shall notify the dispatcher, giving their

location and reason and shall promptly notify the dispatcher upon returning to service.

BROADCASTS

In events involving missing persons or the commission of crimes where descriptive information could aid in locating the missing person or apprehension of suspects, officers shall obtain descriptive information and disseminate that information immediately over the radio.

- Broadcasts shall be confined to descriptive information that is quickly obtainable and would make a wanted/missing person or vehicle readily identifiable including, but not limited to,
    - Race
    - Sex
    - Approximate age
    - Approximate build (e.g., small, average, heavy)
    - Approximate height (e.g., short, average, tall)
    - Any unusual characteristics (e.g., beard, deformity)
    - Type and color of clothing
    - Method and direction of escape
    - Whether or not armed
    - Make, model and color of vehicle
    - Number of doors on vehicle
    - Vehicle tag number or partial tag number, if available
- If the missing/wanted person is not located, the officer shall contact the dispatcher and request a COLLECT broadcast.

SUPERVISOR RESPONSIBILITIES

Patrol supervisors are responsible to:

- Monitor the number of officers responding to a particular scene and call off or re-direct resources, as necessary.
- Ensure that patrol officers are available for service within a reasonable time after arriving at the scene.
- Monitor the radio to address issues of officer or public safety.

PATROL OFFICER RESPONSIBILITES

While many responsibilities are shouldered by the dispatcher, patrol units also have important responsibilities to ensure an effective and efficient communications process. Patrol Officers shall:

- Keep the dispatcher advised of their activities and status.
- Monitor their radios and promptly answer the dispatcher or other units when called.
- Acknowledge calls given to them by the dispatcher.
- Advise the dispatcher upon arriving at the scene.
- Upon completion of the investigative phase of a complaint, advise the dispatcher that they are in service.
- Upon completion of the report, advise the dispatcher that he/she is returning to patrol.

This General Order supersedes 74-9, 74-10 and 82-5.

Anthony Campbell
Interim Chief of Police

11/16/2016
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 10.01 **EFFECTIVE DATE: April 6, 2017**

INCIDENT REPORTS

10.01.01 PURPOSE

The purpose of this General Order is to establish guidelines for the preparation, review, and submission of police reports generated in the field.

10.01.02 POLICY

The New Haven Department of Police Service recognizes the importance of reports in the documentation of investigations, arrest and prosecution of criminals, and analysis of criminal activity. It is the policy of this Department to document most incidents an Officer investigates except as noted below.

10.01.03 PROCEDURES

REQUIRED REPORTING

Generally, a report is required for every incident responded to or investigated by sworn members of this Department except the following:

- Accident Investigations: An accident investigation requires the completion of a PR-1. However, when a misdemeanor or felony is involved with the accident

(e.g., Evading, DUI), then an incident report is also required. In addition, an incident report shall be completed for all motor vehicle fatalities.

- Minor Motor Vehicle Violations: Details will be noted on the back of the infraction. However, misdemeanor violations such as operating under the influence, reckless driving, evading responsibility, misuse of marker plates and tampering with a motor vehicle require an incident report. In addition, a report must be completed if a vehicle is searched.

- Vehicles towed for Police: Generally, an incident report will not be required for vehicles towed for "routine" violations for which a complainant is not required. Such violations include: obstructing traffic (includes motor vehicle accidents), hydrant violations, red zone violations, emergency parking orders, or other risks to public safety.

- Field Interviews: Information pertaining to the field interview will be entered into the Field Contact Module. A summary shall be included in the notes section which shall include, but not be limited to, the circumstances of the encounter and actions taken by the Officer, including any searches conducted.

- Incidents in which the responding Officer fails to discover any information beyond that already known to the Dispatcher. For example:

    - An Officer responds to a report of a noise complaint, at a specific location, arrives, cannot locate a complainant, and finds no indication of a problem

    - An Officer is unable to locate either the complainant or the location given by the Dispatcher

Nothing in this order should be construed as either prohibiting or relieving an Officer from the responsibility of recording an event or pertinent information known or disclosed as a result of an investigation in an incident report.

GENERAL REPORTING REQUIREMENTS

- The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an Officer to document any incident he/she deems necessary.

- When two or more Patrol Officers respond to an incident, the primary report will be prepared by the primary patrol unit. The primary patrol unit will be the first unit assigned by the Dispatcher. The reporting Officer will list all other responding Officers. Other responding Officers will prepare supplementary reports only if they handle separate aspects of the case. The Supervisor directing the investigation of a major crime may direct all Officers involved in the initial call to prepare reports describing their participation.

- Reports shall accurately and truthfully reflect information received during the course of the investigation. Reports shall be signed (electronically or by hand) by the author under the penalties provided under state law for making a false statement.

- Reports shall be completed as soon as possible upon the conclusion of an investigation, and completed by the end of the Officer's shift, unless otherwise directed by a Supervisor.

- A report shall be completed for all infractions (e.g., possession of controlled substance) issued except minor motor vehicle violations.

- An incident report shall be completed for any custodial arrest or domestic arrest by the end of the Officer's shift. The Supervisor shall review the report, order any necessary changes, and then sign (by hand) the report.

- An incident report shall be completed for all incidents that require a BOLO (e.g., missing persons, wanted persons) by the end of the Officer's shift.

- All reports of a routine nature that cannot be completed prior to the conclusion of an Officer's shift will be completed on the next assigned day of work by the Officer responsible for the report, unless otherwise directed by a Supervisor.

- The report will be authored by the primary Officer, or the Officer assigned to the investigation.

REPORT CORRECTIONS

Supervisors shall review reports to ensure that the report is complete, thorough, that there are no spelling errors, that the report is grammatically correct and that probable cause has been established in arrest cases. If a correction is necessary, the reviewing Supervisor should deny the report in MFR (Mobile Field Reporting) and state the reason(s) for the denial. It shall be the responsibility of the originating Officer to ensure that any denied report is corrected and resubmitted in a timely manner.

REQUIRED INFORMATION

The following information shall be included in each incident report:

- Case Number: This is the number the Dispatcher assigns to the incident under investigation or the number of the original report when an Officer is preparing a supplemental report.

- Incident Date and Time: The date and estimated time when the incident occurred. An approximate time or time range should be given if the exact time is unknown.

- Street Number/Street Name: If the incident occurred at a specific address, that information should be recorded. If no street address is available or applicable, the closest intersecting streets should be entered. Intersecting streets are not required when the exact address is known.

- Name Codes: Principals connected with an incident are listed with their appropriate name code.

    - Victims are the persons, companies or institutions against whom the crime is committed and are required for every crime report.

    - Reporting Persons are people who report crimes but are not crime victims.

    - Witnesses are people who observe crimes taking place or have information.

    - Others are people who are involved in the incident who do not fit other categories.

    - Involved Participant may be used for suspects or offenders not yet charged.

- All people referred to in the narrative portion of the report should be listed in the name fields of MFR. Information should include last name, first name, middle initial, date of birth, home phone, work phone, cell phone and address (if available). Information should be updated even if a name record already exists in the system.

ADDITIONAL INFORMATION

- Whenever a person's name is known, it should be used in the report narrative.

- Each item of property should be listed in the property fields of MFR.

- Specific descriptions should be entered in the property fields of MFR.

- The total value (or estimate) and serial number of stolen property should be included in the narrative.

- Statements should be synopsized in the narrative along with the name of the person making the statement.

- Detailed descriptions of missing persons shall be included in the missing person/runaway field of MFR.

- All narratives should be written in chronological order, in the order in which the events occurred, not from the perspective of any one witness, victim or the Officer.

NARRATIVE

Each incident report requires a narrative which consists of a detailed report of all the information discovered during the Officer's investigation. Use the checklists included below to ensure all pertinent information is included. This section contains lists of essential points to be considered by Officers preparing reports for many of the most common types of offenses. While all items will not be applicable in every instance, the appropriate list should be reviewed when investigating the incident.

Description of a Robbery, Assault, Rape or Breach of Peace

- Date, time and location of incident
- Setting (party, domestic, street corner, etc.)
- Relationship between involved persons
- Details of assault
- Weapons used
- Property taken
- Efforts made to locate witnesses; what witness saw
- How did police become aware of the incident
- What did you actually observe
- If offender has left, give physical description
- Type and extent of injuries
- Treatment of injuries (hospital, admitted or discharged, treating, apparent seriousness, examination results).

Description of Theft, Burglary, Breaking and Entering

- Approximate time/date
- How theft discovered
- Location taken from, how perpetrator(s) gained access
- Property taken
- Physical description of perpetrator(s) if observed
- Special points for breaking and entering: type of building, building vacant or occupied, method of entry and exit, use of tools
- Special points for auto theft: Car Locked?; Keys in car?; has vehicle been towed?; could car have been borrowed?; area check; broadcast made.
- Documentation of attempts by the Officer to canvass the area around the theft location for any witnesses/evidence
- A notation regarding the location of any surveillance cameras in the area and what they show
- A notation regarding who had access to the area, whether it was card access, key entry, open to the public, etc.

Description of Incident Involving Drugs

- Time and location
- Apparent type and quantity, weight of drug
- Was field test made? By whom? What test? Results?
- Handling and disposition of substance
- How did the police become involved?
- Who was present at time of seizure? What was the apparent relationship between these persons?

Description of Property Claimed to be Stolen, Damaged or Missing

- Cash
- Dollar Amount
- Checks
- Number of checks
- Person or firm making out check
- Person or firm check payable to
- Bank check drawn on
- Endorsement(s)
- Dollar amount of check
- Check number
- Credit Cards, Charge Plate
- Issuing firm
- Name of person on card
- Account number
- Approximate value
- Manufacturer
- Model name or number
- Serial number
- Size and color
- Special characteristics or features

Automobile

- Year of manufacture
- Make and Model
- Body style
- Color and decorations or makings
- State or registration and number
- Engine serial number
- Registered owner (responsible individual, if company), address and telephone
- Result of listing check

Physical Description of Person

- Sex
- Race
- Age
- Height, weight, build and posture
- Complexion and eye color
- Hair style, mustache or beard
- Physical disabilities, tattoos, scars or marks
- Distinctive speech characteristics or dialect

Report of a Driving While Intoxicated Arrest

- Location of offense
- Description of vehicle operated
- Vehicle operation observed
- Was an accident involved?
- Demeanor of arrestee (slurred speech, aggressiveness, etc.)
- Was breath or blood/urine test administered?
- Administration of test and results
- Identify witnesses in arrestee's vehicle, those in struck vehicle and bystanders
- State observations or witnesses

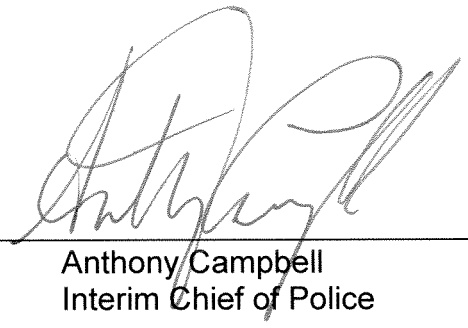
Description of Handling Physical Evidence

- Description of evidence
- Action taken regarding possible latent fingerprints
- Handling of evidence
- Disposition of evidence
- Bureau of Identification contacted

Fugitive From Justice Reports

- Confirmation of the hit (by phone)
- Extradition boundaries
- Who confirmed the hit in the demanding State
- The charge(s) is a felony(s) punishable by one year in jail or more
- Articulate how the positive identification was made (photograph, fingerprints). The suspect's own admission is not acceptable
- Articulate other identification efforts such as comparison information (height, weight, place of birth, mother's maiden name, etc.)

This supersedes General Orders 76-3 and 80-1.



04/07/2017

Anthony Campbell
Interim Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 11.01 **EFFECTIVE DATE: May 2, 2016**

EXTRA DUTY WORK

11.01.01 PURPOSE

The purpose of this General Order is to establish the procedures and guidelines for extra duty details performed by members of the New Haven Department of Police Service.

11.01.02 DEFINITIONS OF TERMS

EXTRA DUTY WORK: Work assigned exclusive of the normal work week and does not include filling patrol vacancies.

OFFICER: Any sworn member of the Department regardless of rank.

11.01.03 ASSIGNMENT OF EXTRA DUTY WORK

The Traffic Supervisor is responsible for reviewing, approving, and documenting extra duty employment. The Office of the Detail Room will serve as the point of administration to insure compliance with Department policies and will serve as the repository of extra duty records and documentation. Officers accepting an extra duty assignment are obligated to complete the assignment. If the officer is unable to report for the assignment, they must notify the Detail Room or front desk sergeant (if the Detail Room cannot be contacted) who will arrange

for a replacement. Officers are not permitted to exchange assignments among themselves or find their own replacements.

11.01.04 PROCEDURES

1. Officers must have completed field training to be eligible for extra duty assignments.

2. Extra duty assignments will not be offered to officers on limited or restricted duty or on suspension.

3. Officers will not knowingly accept "Extra Duty Work" which will in any way interfere with their regular duty assignment. Regular duty work always takes precedent over "Extra Duty Work."

4. Officers will not knowingly accept "Extra Duty Work" which overlaps other extra duty work, without the prior knowledge and approval of both the Department and the person/firm/corporation requesting the services of an officer(s). Persons within the Department authorized to grant such approval will be the Traffic Supervisor, or in his/her absences, the Shift Commander.

5. All extra-duty assignments will be performed in uniform and to grooming standards unless otherwise directed by the Chief or his/her designee.

6. Police personnel working extra duty assignments must follow all Department policies, rules, regulations, procedures, and standards and take law enforcement action regarding any offense or condition as would be authorized in the course of their regular duties.

7. The representative of the contracting organization shall provide the officer with a general description of the work to be completed and a traffic control plan, but has no command authority over police personnel.

8. Police personnel working extra-duty details are required to complete incident and other departmental reports, as required, on actions taken by them during the extra-duty detail.

9. The officer will respond to the location of the assignment on-time and, if a vehicle is assigned, with a vehicle.

10. The officer will park his/her personal vehicle in a manner consistent with safety and public perception.

11. At the onset of the assignment, the officer will notify the dispatcher of the site location and if the location changes. The officer will also notify dispatch of personal and lunch breaks and upon termination of the assignment.

12. Supervisors assigned to events will assume overall responsibility for the event. If there are less than 4 officers and no supervisor is assigned to the event, the officer will check in with the event supervisor or representative of the contracting organization. The Patrol Shift Commander or Patrol Supervisor will assume supervisory responsibility for events not staffed by a supervisor.

13. The officer will view the permit and traffic control plans and not begin the assignment until the time specified on the permit. Except for emergency utility work, the permit and traffic plan must be on site. If an officer believes that the traffic pattern should be changed, he/she should notify a supervisor immediately. The supervisor will then contact Traffic and Parking to request changes to the traffic control plan.

14. The primary responsibilities of the officer are traffic control, worker, and pedestrian safety. The officer will position themselves and, if assigned, their vehicle, in the best location to perform these functions. The position chosen should be the safest and most efficient location that is also in compliance with the traffic control plan.

15. If an officer is assigned a daytime extra duty assignment with a vehicle, he/she is expected to be outside of this vehicle. An exception would include those sites where the officer would be in physical danger if outside of the vehicle. In these cases, the officer must notify his/her supervisor of the danger and request permission to be in the vehicle.

16. Officers must always wear their traffic vest/reflective traffic clothing and the full duty uniform while working an extra duty assignment.

17. Officers should not be in the immediate work zone or buffer area. In ideal situations, officers should be positioned before traffic transitions.

18. Officers should always be alert while on an extra duty assignment. Officers should always face traffic and shouldn't watch the roadwork being done or use their cell phones or text.

19. Whenever two (2) or more officers are assigned to the same "Extra Duty" assignment, their lunch periods while be staggered if the absence of both officers would render the site unsafe.

20. Extra duty sites will be left in a safe condition while the officer takes a break or upon termination. The officer should notify a supervisor immediately if there is any doubt about the safety of the site.

21. Any situation requiring an officer to operate in a manner contrary to the outlined duties or in an unsafe environment, the officer should contact a police supervisor.

22. Job tickets will reflect the exact hours worked, with start and end times recorded accurately on the job ticket.

23. When an officer is unable to report for their regularly scheduled tour or duty due to either sickness or injury, then that officer will not be eligible for an "Extra Duty" assignment until eight (8) hours after their regularly scheduled Department shift would have been completed had they worked.

24. Officers shall not knowingly schedule themselves for more than sixteen (16) hours of work in any twenty-four (24) hour period. As used within this paragraph, the term "work" includes both "Extra Duty" work, overtime work and an officer's regularly scheduled shift.

25. All questions or complaints about extra duty should be directed to the Detail Room Supervisor.

26. The officer assigned to a bar or nightclub will stand outside of the front door to provide security for patrons and staff.

27. The officer assigned to a bar or a nightclub will not enter the premises except in response to a complaint or other emergency. When the officer is required to enter the bar or nightclub, the officer will immediately contact the radio dispatcher and inform them of the action taken.

11.01.05 INSPECTIONS

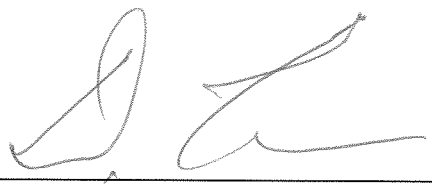
1. Patrol Supervisors are responsible to inspect extra duty assignments occurring on their shift unless a supervisor is a part of the extra duty complement.

2. Patrol supervisors will take appropriate corrective action within the scope of their authority whenever safety or other problems are found as a result of an inspection.

3. Upon completing the inspection, the patrol supervisor will complete the "Extra Duty Assignment Inspection Report" and forward it to the Patrol Commander.

The Patrol Commander will review all "Extra Duty Assignment Inspection Reports" and take whatever remedial action is necessary to address problems identified in the report and will create a file for tracking recurring events.

This General Order supersedes 82-1 and 83-1.



5/4/2016

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 12.01 **EFFECTIVE DATE: January 26, 2017**

TRAFFIC STOP STATISTICS FORM

12.01.01 PURPOSE

The purpose of this General Order is to outline the procedure to document statistical information for all traffic stops initiated by Department members.

12.01.02 POLICY

In accordance with Connecticut General Statutes Sec. 54-1m, the State of Connecticut mandates that all police departments provide statistical data concerning motor vehicle stops. As such, it is the policy of the New Haven Department of Police Service to operate within the guidelines of state law and to prohibit the stopping, detention, or search of any person when such action is solely motivated by considerations of race, color, age, gender, ethnicity, or sexual orientation and such action would constitute a violation of the civil rights of the person.

12.01.03 DEFINITIONS

RACIAL PROFILING: The detention, interdiction or other disparate treatment of an individual solely on the basis of the racial or ethnic status of the individual.

12.01.04 PROCEDURES

- Persons may only be subjected to stops, seizures or detentions upon reasonable suspicion they have committed, are committing, or are about to commit a crime, violation or infraction.

- At no time will an Officer engage in racial profiling by using a person's race or ethnicity as the sole factor in initiating traffic stops or arresting a person for an offense.

- Each time a person is stopped, the Officer shall radio to the dispatcher the location and nature of the stop, the number of people in the vehicle, the plate number and description of vehicle.

- Officers are required to provide persons stopped with a notice of their right to complain about or commend the Officer and instruct them to follow instructions on State form provided in order to file such a complaint or commendation.

- Officers will complete the "Traffic Stop Statistics Form" on their mobile data terminal.

TRAFFIC STOP STATISTICAL REQUIREMENTS:

Officers are to ensure that the traffic stop form is filled out completely and contains the following information:

- The date and time of the stop

- The specific geographic location of the stop

- The badge number and name of the Officer making the stop

- The race, color, ethnicity, age and gender of the operator of the motor vehicle that is stopped. The identification of such characteristics shall be based on the observation and perception of the police Officer responsible for reporting the stop

- The nature of the alleged traffic violation or other violation that caused the stop to be made and the statutory citation for such violation

- The disposition of the stop including whether a warning, citation or summons was issued and the appropriate statute or regulation cited

- Whether a search was conducted, the authority for any search conducted, and the result of any search conducted

- Any other information deemed appropriate

REPORTING PROCEDURES

- Complaints received pursuant to this statute shall be investigated in accordance with departmental rules and regulations
- The records division will provide the appropriate legislative office or committee with a summary report of the compiled data

This order supersedes General Order 99-1

Anthony Campbell
Interim Chief of Police

1/26/17
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 12.02 **EFFECTIVE DATE: January 26, 2017**

TRAFFIC ENFORCEMENT

12.02.01 PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the enforcement of traffic laws within the City of New Haven in a manner that is fair and equitable.

12.02.02 POLICY

It is the policy of the New Haven Department of Police Service (NHPD) to take a pro-active approach to the enforcement of laws governing the operation of motor vehicles, and the movement of bicyclists and pedestrians. One of the primary goals of traffic law enforcement is to reduce accidents that result in fatalities, injuries and property damage. In addition, motor vehicle enforcement increases voluntary compliance with the traffic laws by the motoring public and facilitates the safe and expeditious flow of traffic.

12.02.03 PROCEDURES

ENFORCEMENT ACTIONS

NHPD personnel shall use discretion in determining the level of enforcement action to be taken. The level of enforcement should be commensurate with the degree and severity of the violation. Officers shall take appropriate enforcement action for each traffic law violation

witnessed or reported to them. All enforcement action will be accomplished in a firm, fair, courteous and impartial manner, using the following procedures:

- **VERBAL/WRITTEN WARNING**
  - Officers may issue verbal or written warnings to an offender if the offense is minor, a newly enacted law or specified by Statute. When a verbal warning is issued, the Officer must inform the operator that they have committed a violation and have been issued a verbal warning for said offense. Written warnings may also be issued when the Officer feels it necessary for the vehicle to be inspected by the Connecticut Department of Motor Vehicles.
- **INFRACTIONS**
  - The issuance of an infraction shall not be deemed an arrest or an offense as defined in Connecticut General Statutes Sec. 53a-24. Officers, in most cases, will issue an infraction in the field. Infractions may be issued for moving violations, some parking violations, and equipment violations, when in the Officer's judgment, a warning is not appropriate. Custodial arrests shall not be made when Officers are issuing only an infraction. In the event an operator has no identification and the Officer has exhausted all other means of verifying the operator's identity, the following procedure will be followed. The Officer will transport the operator to the detention facility. The operator will be photographed, fingerprinted, issued the infraction by the Officer, and then released.
- **MISDEMEANOR SUMMONS**
  - Generally, when a summons is used for a misdemeanor offense, the Officer shall have the option of releasing the offender on their own recognizance (PTA) if it is believed that the offender will appear on the specified court date. Refer to the Misdemeanor Citation Policy in General Order 5.01, Arrest Procedure.
- **CUSTODIAL ARREST**
  - When arresting a violator for a misdemeanor offense, a custodial arrest is permitted at the discretion of the Officer. However, pursuant to Connecticut General Statutes Sec. 14-140, custodial arrests shall be made in the following situations:
    - Connecticut General Statutes Sec. 14-227a - Operating motor vehicle under the influence of liquor or drugs
    - Connecticut General Statutes Sec. 53a-119(a)(d) - Using a motor vehicle without the owner's permission

- Connecticut General Statutes Sec. 14-224 - Evading responsibility, when it involves extensive property damage, serious injury or death.

- In addition, custody may be appropriate when:

  - Traffic offenses committed during the course of or conjunction with other crimes;
  - Motor vehicle offenses committed by non-resident operators of states which do not have reciprocal agreements with the State of Connecticut;
  - The violator refuses to sign the summons in the appropriate place and is therefore unwilling to guarantee their appearance in court at the date and time specified via a written promise;
  - The Officer believes the action which caused the violation will continue after the violator is released;
  - Arrests are made by warrant;
  - Felony arrests

- In any custodial arrest, all charges shall be listed on the wagon slip. Arrestees will not be issued a separate infraction or summons for the same incident.

SPECIAL CIRCUMSTANCES

From time to time, violations occur which require Officers to deviate from the procedures outlined above. A number of individuals who are stopped for traffic law violations may require special handling due to their status. Examples of these extraordinary situations include:

- **NON-RESIDENTS OF THE STATE OF CONNECTICUT:**

  - Enforcement of traffic violations by non-residents of the State of Connecticut will be handled pursuant to Section 51-164o of the Connecticut General Statutes. The "Infractions Schedule," Form JD-CR-3, lists the participating states in the "No Bail Compact." Residents of a state that **are** part of the "No Bail Compact," when charged with a traffic violation, will be issued a summons and released without bond. Residents of a state that **are not** part of the "No Bail Compact" or foreigners charged with a traffic violation (other than Connecticut General Statutes Sec. 14-219 speeding) shall be taken into custody and released on bond.

- **JUVENILES**

  - Persons under the age of 18 charged with motor vehicle violations will be handled according to the procedures outlined in General Order 8.01

(Juvenile Operations). Parents or guardians of juveniles taken into custody will be notified as soon as possible.

- **FOREIGN DIPLOMATS-CONSULAR OFFICIALS**

    - The issuance of a traffic citation does not constitute an arrest. Officers may issue an appropriate traffic citation or warning to drivers who have proper and valid identification indicating immunity. Diplomats are not required to sign the citation and cannot be arrested for refusal to sign or accept the citation. Failure of the diplomat to appear in court to answer the citation may cause action by the Department of Motor Vehicles in relation to the diplomat's driving privileges within this state.

- **LEGISLATORS**

    - Members of the United States Congress are immune from arrest during their attendance at the session of their respective houses and in going to and returning from the same, and for any speech or debate in either house. Senators and Representatives of the Connecticut Legislature have limited privilege from arrest pursuant to Article IV, section 15 of the Constitution of Connecticut while traveling to and from the Capitol. At all other times, they shall receive the same treatment as all other citizens.

- **MILITARY PERSONNEL**

    - Military personnel shall be treated the same as all other citizens, except that expired licenses are valid if they expired when on active duty, and they are exempt from the cell phone restrictions set forth in Connecticut General Statute Sec. 14-296aa while operating a military vehicle.

ISSUANCE OF AN INFRACTION OR MISDEMEANOR SUMMONS COMPLAINT

- Members of the NHPD shall provide specific information to any individual issued an infraction relating to the charge, summons, or written warning to include:

    - Court appearance or answer date
    - Whether or not a court appearance is required
    - Whether or not the violator may be allowed to enter a plea and/or pay the fine by mail

- **COURT DATE FOR SUMMONS**

    - The court date will be set for no less than seven or more than fourteen days after the issuance of the summons. The court date will not be set on any legal holiday or on any other day on which the court will not be in session. The Officer shall advise the motorist that a court appearance is mandatory.

- **ANSWER DATE FOR INFRACTIONS**

    - Instructions about responding to an infraction are explained on the violator's copy of the infraction. The issuing Officer shall ensure that all of the required information is included on the infraction including:

        - The amount of the fine
        - The answer date
        - The specific violation(s) charged

- The issuing Officer shall provide the reply envelope to the violator, and ensure that the violator understands the infraction and the response instructions. The Officer shall courteously answer questions that the motorist may have.

- Infractions and summons shall be printed neatly and legibly, and all spaces requiring information shall be completed. The operator's signature is required on a misdemeanor summons complaint signifying their agreement to appear in court. Infractions and summonses shall be submitted with all paperwork to the duty supervisor at the end of the Officer's shift, except under extenuating circumstances.

UNIFORM TRAFFIC ENFORCEMENT

Uniform traffic enforcement policies assist in obtaining the public's voluntary compliance with traffic laws and regulations. The uniform traffic enforcement policy will not supplant an Officer's judgment and discretion as each situation differs from another. The Officer's training, experience, and common sense shall be applied to each situation, while using this uniform enforcement policy as a guideline.

- **DRIVING WHILE UNDER THE INFLUENCE OF LIQUOR OR DRUGS**

    - Arrests will be determined by the Officer's observed operation of the vehicle, involvement in an accident, field sobriety tests and blood alcohol tests. Officers shall arrest all operators found to be in violation of this statute, unless extenuating circumstances exist.

- **SPEEDING VIOLATIONS**

    - Discretion should be exercised when determining if a warning or citation is appropriate. Consideration should be given to the following factors:

        - Weather conditions
        - Traffic volume
        - Pedestrian traffic
        - Time of day
        - Magnitude of violation
        - Specific objective of Officer's assignment

    - The NHPD uses portable laser and radar units to detect speeding violators. Personnel operating laser and radar units shall be certified and laser and radar units shall be operated in accordance with training standards. Officers shall perform the appropriate equipment checks to ensure that the units are operating properly. The Patrol Office will ensure that laser and radar units will be calibrated to meet state standards.

EQUIPMENT VIOLATIONS

- When a vehicle is found to be in violation of several equipment requirements, or it is a repeat or serious equipment violation, the operator of said vehicle generally will be issued an infraction.

- Minor or non-repeat equipment violations may be resolved with the issuance of a verbal or written warning. A written warning may be appropriate when the Officer believes that the violation requires an inspection of the vehicle for defective equipment by the Department of Motor Vehicle personnel. (Connecticut General Statutes Sec. 14-103 (c)).

HAZARDOUS VIOLATIONS

Hazardous traffic law violations are defined as those violations of any law or regulation affecting the use of streets or highways enacted primarily to regulate the safe movement of vehicles and pedestrians.

As a general rule, Officers shall issue a summons or infraction to an operator who has committed such a violation. This should not preclude an Officer from taking lesser action.

OTHER NON-HAZARDOUS VIOLATIONS

Minor, non-hazardous violations may be resolved by a verbal or written warning. Subsequent violations may necessitate the issuance of a summons or infraction.

NEWLY ENACTED LAWS AND ORDINANCES

The NHPD recognizes the need to educate the motoring public on newly enacted laws and regulations with which they must abide. Whenever possible, the Department will alert the public to any such enactment by way of press releases or through the issuance of verbal and written warnings for a specified grace period. Procedures regarding the enforcement of newly enacted regulations shall be determined by the Assistant Chief of Operations on a case by case basis.

DRIVING WHILE PRIVILEGES ARE SUSPENDED OR REVOKED

The Officer should check through the NCIC/COLLECT computer by name, address, date of birth and operator's license number, if available, for the current status of driving privileges. Any Connecticut resident found to be operating a motor vehicle while their license is revoked or under suspension will be arrested and will be prevented from further operation of the vehicle. Any out of state resident found operating a motor vehicle with a suspended license will be issued an infraction complaint for Operating a Motor Vehicle Without a License and the "No Bail Compact" will apply.

An International Driving Permit (IDP) allows an individual to drive a private motor vehicle in another nation when accompanied by a valid license from their home country. An IDP is essentially an English translation of a foreign language driver's license issued by a foreign country. These permits can only be obtained in the country which issued the actual license. An International Driver Permit is not considered a valid license. It must accompany the valid foreign license. The reason to have an IDP is to ensure the foreign language license will be comprehensible and acceptable to all officials who may ask to see the license.

MULTIPLE VIOLATIONS

In general, Officers witnessing multiple violations should cite the operator for each violation. Lesser included offenses may be inclusive under one more serious charge.

Multiple violations may fall into different categories requiring the appropriate citation to be used. If a misdemeanor charge is cited then a misdemeanor summons will be issued and all other charges will be issued on the summons, even if they are infraction offenses. Misdemeanor charges shall not be issued on infraction complaint tickets. Infraction complaints should be completed for infractions only and more than one complaint ticket may be used when necessary.

PEDESTRIAN, BICYCLE AND OFF-ROAD VEHICLE VIOLATIONS

Officers shall be familiar with the laws governing the movement of pedestrians and bicycles on the roadway and take enforcement action at their discretion. Various laws and ordinances regulate the operation of off-road vehicles, and officers, at their discretion, may enforce these. In addition, officers may take action against off-road

vehicle violators who are intoxicated or who operate recklessly. City ordinances prohibit the operation of motor vehicles within City parks.

SUSPENDED REGISTRATION

Any Connecticut resident found to be operating a vehicle displaying plates listed as suspended will be issued an infraction for operating an unregistered motor vehicle. The plates will be removed from the vehicle and submitted as evidence. If the vehicle is not being operated, Officers may remove the plates from the vehicle and have them returned to DMV.

VIOLATIONS RESULTING IN TRAFFIC COLLISIONS

Officers will take appropriate enforcement action when fault is determined in a motor vehicle accident.

PARKING ENFORCEMENT

Officers should issue parking tickets in posted areas or under conditions constituting a violation of City ordinance or State statute. Officers may attempt to locate the owners of vehicles prior to issuing tickets.

REFERRAL OF DRIVERS FOR RE-EXAMINATION

Routine enforcement, accident reporting and investigation activities frequently lead to the discovery of drivers who have suspected incompetency, through physical or mental disability, disease or other condition, which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a person will complete the appropriate forms to request a re-examination by the Commissioner of Motor Vehicles.

- Comply with the requirements of Regs., Conn. State Agencies Sec. 14-217-1
- The request for re-examination will be made on DMV form N-105

Anthony Campbell
Interim Chief of Police

1/20/17
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

Reference CLESP Standard 3

GENERAL ORDER 12.03 **EFFECTIVE DATE: September 14, 2021**

VEHICLE PURSUITS

12.03.01 PURPOSE

The purpose of this General Order is to provide Officers guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Pursuits of suspected or known violators of the law expose innocent citizens, Police Officers, and fleeing suspects to serious injury or death. Vehicle pursuits require Officers to exhibit a high degree of common sense and sound judgment.

12.03.02 POLICY

It is the policy of the New Haven Department of Police Service (NHPD) that a pursuit shall be based on the Police Officer's conclusion that the immediate danger to the Police Officer and the public created by the pursuit is less than the immediate or potential danger to the public should the occupant(s) of such vehicle remain at large. Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no Officer or Supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit because of the risk involved. It is recognized that vehicle pursuit situations are not always predictable, and decisions made pursuant to this General Order will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

12.03.03 DEFINITIONS

PURSUIT: An attempt by a Police Officer in an authorized emergency vehicle to apprehend any occupant of another moving motor vehicle, when the driver of the fleeing vehicle is attempting to avoid apprehension by maintaining or increasing the speed of such vehicle or by ignoring the Police Officer's attempt to stop such vehicle. The mere fact that an Officer has activated his or her emergency lights and siren with the intention of stopping a motor vehicle does not constitute a pursuit.

AUTHORIZED EMERGENCY VEHICLE: A police vehicle equipped with operable emergency equipment, including audible siren and red or blue flashing lights, while such vehicle is being operated by a Police Officer.

PRIMARY UNIT: The police vehicle operated by a Police Officer that initiates a pursuit or any police vehicle operated by a Police Officer that assumes control of the pursuit.

SECONDARY UNIT: Any police vehicle operated by a Police Officer that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

SUPERVISOR: An Officer of the rank of Sergeant or above.

COMMUNICATIONS: The central dispatch center or personnel staffing the central dispatch center of the police agency in the jurisdiction where the pursuit is occurring.

UNIFORM STATEWIDE PURSUIT POLICY: Also known as "the policy" or "this policy," refers to C.G.S. Sec. 14-283a-1 to 14-283a-4, inclusive, of the Regulations of Connecticut State Agencies.

POLICE AGENCY: The Division of State Police within the Department of Public Safety, including local Police Officers serving in municipalities with a Resident State Trooper, or an organized municipal police department.

CRIME OF VIOLENCE: An offense in which physical force, the attempted use or threatened use of physical force, is used against another person(s) for the purpose of, injuring, damaging or abusing another person(s), or any offense that is a felony and that involves a substantial risk that physical force against another person may be used in the course of committing the offense.

BOXING IN: A deliberate tactic by two or more police vehicles to force a pursued vehicle in a specific direction or to force a pursued vehicle to stop or reduce speed by the maneuvering of police vehicles in front of, behind, or beside a pursued vehicle.

FORCING COLLISION: A deliberate tactic by a police operator to cause a pursued vehicle to crash into parked vehicles or fixed objects.

OVERTAKING: The passing of a pursued vehicle by a Police Officer operating an authorized emergency vehicle.

RAMMING: The deliberate tactic by one or more police vehicles to forcibly strike, while attempting to stop, a pursued vehicle.

ROADBLOCK: Any method, restriction, or obstruction used or intended for the purpose of preventing passage of a motor vehicle.

PIT MANEUVER (PURSUIT INTERVENTION TECHNIQUE): A deliberate tactic by a police operator to cause a pursued vehicle to turn sideways abruptly which causes the driver to lose control and stop. This tactic is performed when an Officer places the front quarter of their cruiser next to the back quarter of the fleeing vehicle. The Officer then steers into and taps the rear of the fleeing vehicle. This slight contact causes the fleeing vehicle to lose traction, spin around and stall.

12.03.04 PROCEDURES

INITIATION OF PURSUIT

- An Officer may only engage another vehicle in a pursuit if the Officer has reasonable suspicion to believe that the driver or occupant has committed or is attempting to commit a crime of violence, or there are exigent circumstances that warrant the need to apprehend the suspect in a timely manner because of the potential for harm to the public if the apprehension does not occur. The Officers must be able to articulate the exigent need to apprehend the driver or occupant because of the potential harm or risk to the public which could be caused by the pursuit.

- Offenses that constitute infractions, city ordinances, property crimes, (to include stolen motor vehicles), non-violent misdemeanors and non-violent felonies shall not be justification to engage in a pursuit of another vehicle, absent articulable exigent circumstances.

- The Officers involved in the pursuit and their Supervisors shall continuously reassess the factors listed above to determine whether the pursuit shall continue or be terminated.

- Officers **shall** activate their body-worn cameras at the initiation of any motor vehicle stop, or whenever they have a reasonable belief that a vehicle will engage them in a vehicle pursuit in accordance with General Order 7.01 "Body-Worn Cameras."

- A pursuit shall not be undertaken, even if allowable by other provisions of this policy, unless and until the Officer, based upon the information available to him or her at the time, shall make an objectively reasonable determination that the threat of imminent death or serious physical injury to the Officer, the public or both, created by the pursuit is less than the immediate or potential danger to the

public, should the suspect(s) or occupant(s) remain at large. A decision to engage in a pursuit shall be based upon the following:

- The underlying crime for which the operator or occupants are suspected of committing;
- Whether the identity of the operator or occupant is known and apprehension by other means is feasible;
- That the immediate danger to the public and the Police Officer created by the pursuit is less than the immediate danger to the public should the occupants of the pursued vehicle remain at large;
- Location, speed, direction of other traffic, population density, type of vehicle being pursued and operators driving behaviors;
- Environmental factors such as, weather, time of the day, visibility;
- Relative capability of the police vehicle(s) and the vehicle being pursued;
- Road conditions, including surface type, wet, icy, dry roadway. Road typography, traffic controls;
- The presence of other people in the police vehicle;
- Population density, vehicular and pedestrian traffic.

- Officers will not engage in a motor vehicle pursuit while there is an arrestee or non-law enforcement personnel in the Department vehicle.

PURSUIT OPERATIONS

- All authorized emergency vehicle operations shall be conducted in strict conformity with C.G.S. Secs. 14-283a-1 to 14-283a-4, inclusive, of the Regulations of Connecticut State Agencies, and C.G.S. Sec. 14-283a.

- Upon engaging in or entering into a pursuit, the pursuing vehicle shall activate the appropriate warning equipment simultaneously, which includes both emergency lights and audible sirens so that individuals with sensory and/or auditory disabilities can be made reasonably aware of the pursuit. An audible warning device and emergency lights shall be used during the entirety of all such pursuits.

- Upon engaging in a pursuit, the pursuing Officer shall immediately notify Communications of the location, direction and speed of the pursuit, the description of the pursued vehicle and the initial purpose of the stop. The Officers

shall keep Communications updated on the pursuit. Communications personnel shall immediately notify the Supervisor of the Officer involved in the pursuit, or in that Supervisor's absence, the closest available Supervisor to the pursuit and the Shift Commander, clear the radio channel of non-emergency traffic, and relay necessary information to other Officers of the involved police agency or agencies, and adjacent police agencies in whose direction the pursuit is proceeding.

- When engaged in a pursuit, Officers shall drive with due regard for the safety of persons and property.

- Unless circumstances dictate otherwise, a pursuit shall consist of no more than three police vehicles, one of which shall be designated as the primary unit. The third vehicle shall be, when appropriate, a Supervisor, to provide on-scene supervision. No other personnel shall join the pursuit unless instructed to participate by a Supervisor.

- The primary unit involved in the pursuit shall become secondary when another unit has been assigned primary responsibility.

SUPERVISORY RESPONSIBILITIES

- When made aware of a pursuit, the appropriate Supervisor shall evaluate the situation and conditions that caused the pursuit to be initiated, the need to continue the pursuit, and shall monitor incoming information, coordinate and direct activities as needed to ensure that proper procedures are used. Such Supervisor shall also have the authority to terminate the pursuit. When the Supervisor communicates a termination directive, all Department vehicles shall disengage warning devices and cease the pursuit.

- The Supervisor shall control and manage New Haven units when a pursuit enters another jurisdiction.

- Where possible, a Supervisor shall respond to the location where a vehicle has been stopped following a pursuit.

SHIFT COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this General Order. The Shift Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit, and shall be in overall command.

The Shift Commander shall review all pertinent reports and the Supervisor's post-pursuit memorandum and forward to the Patrol Commander.

PURSUIT TACTICS

- Police officers not engaged in the pursuit as the primary or secondary unit shall not normally follow the pursuit on parallel streets unless authorized by a Supervisor or when it is possible to conduct such an operation without unreasonable hazard to other vehicular or pedestrian traffic.

- When feasible, available patrol units having the most prominent markings and emergency lights shall be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked patrol unit, such unit shall become the secondary unit when a marked unit becomes available as the primary unit, and such unit shall disengage from the pursuit when another marked unit becomes available as the secondary unit.

- Motorcycles may be used for a pursuit in exigent circumstances including, but not limited to, situations where a felony has been committed, deadly force has been used by a vehicle occupant, or the pursuit is necessary to preserve a life, provided that weather and related conditions allow such pursuit to continue. Motorcycles shall disengage from the pursuit when support from marked patrol units becomes available.

- Once the pursued vehicle is stopped, police officers shall utilize appropriate safety tactics and shall be aware of the necessity to utilize only the force the Police Officer reasonably believes to be necessary to take occupants into custody.

- The following activities are prohibited during the course of a motor vehicle pursuit:

    - Boxing in
    - Forcing collision
    - Overtaking
    - Ramming
    - Roadblocks
    - PIT Maneuvers

- Officers shall not pursue suspects the wrong way on a limited access highway unless specifically authorized by a Supervisor.

USE OF FIREARMS DURING A PURSUIT

- Officers shall not discharge their firearms at a moving vehicle or its occupants unless, the occupants are using, or threatened the use of deadly physical force, against the Officer or another person present, by means other than the vehicle.
    - This does not preclude exigent circumstances such as, but not limited to, where the Officer reasonably believes there are no other means available to avert the threat of the vehicle, or if such vehicle is being utilized as a weapon against the Officer(s), or another person, such as in a vehicle ramming attack.
    - No Officer should intentionally position his or her body into the path of a fleeing motor vehicle. Whenever possible, the involved Officer should make an effort to move to an area of safety if the vehicle becomes a threat, including retreating from the threat, if practical.

TERMINATION OF THE PURSUIT

- The police officer serving as the primary unit engaged in the pursuit shall continually re-evaluate and assess the pursuit situation, including all of the initiating factors, and terminate the pursuit whenever he or she reasonably believes that the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
- The pursuit may be terminated by the primary unit at any time.
- Any Supervisor may order the termination of a pursuit at any time and shall order the termination of a pursuit when the potential danger to the public outweighs the need for immediate apprehension. Such decision shall be based on information known to the Supervisor at the time of the pursuit.
- A pursuit may be terminated if the identity of the occupants has been determined, immediate apprehension is not necessary to protect the public or Officers, and apprehension at a later time is feasible.
- A pursuit may be terminated when the Officers are prevented from communicating with their Supervisors, Communications or other Officers.
- A pursuit shall be terminated if the Officer knows or is reasonably certain, that the fleeing motor vehicle is being operated by a juvenile and the suspected offense is not a violent felony.

- When a decision is made to terminate a pursuit, Officers shall:
    - Immediately pull over, turn off their emergency lights and siren, notify the Dispatcher of their location, and acknowledge the order to terminate the pursuit;
    - No longer follow or parallel the suspect vehicle;
    - Remain at the termination point until instructions are received from a Supervisor.

INTER-JURISDICTIONAL PURSUITS

- The primary unit shall notify Communications when it is likely that a pursuit will continue into a neighboring police agency's area of law enforcement responsibility or cross the state line. Municipal police agencies and the State Police shall notify each other whenever entering the other's area of law enforcement responsibility.

- A pursuit into a bordering state shall comply with the laws of both states and any applicable inter-agency agreements.

- In all cases where a pursuit enters an area of law enforcement responsibility of a police agency other than that of the NHPD, NHPD Communications shall be responsible for immediately notifying the police agency responsible for such area. The assigned patrol supervisor or shift commander for the police agency responsible for such area shall determine if assistance is necessary and Police Officers from police agencies other than the initiating agency shall not join the outside pursuit unless:
    - Directed by the assigned patrol supervisor, or shift commander; or
    - The involved pursuit unit is unable to request assistance; or
    - The situation demands immediate assistance. The Supervisors of the respective police agencies involved in the pursuit shall communicate with each other to determine the respective responsibilities of each police agency and to determine which police agency will assume primary operational control of the pursuit. The Supervisors shall also communicate with each other regarding any external conditions pertinent to the continued conduct of the pursuit. Communications between police agencies shall be controlled by inter-agency police radio systems, if they exist, or by telephone, or by both.

- In all cases where the pursuit enters a municipality without a regularly organized Police Department, notification shall be made to the State Police Troop responsible for that area. Such Troop shall maintain radio communications with all local Police Officers serving in any such municipality.

- Agencies pursuing a vehicle into another jurisdiction must notify that jurisdiction as soon as practical, and provide that agency with all available information pertinent to the pursuit, including but not limited to:

    - The reason(s) for the pursuit, or primary offense the driver or occupant(s) are believed to have committed

    - Location, speed, and direction of travel

    - Vehicle and occupant(s) description

    - The number of vehicles and agencies involved in the pursuit

    - Whether assistance is requested/needed or not

    - Other available information as to the conditions of the pursuit

- The pursuing agency will notify the other jurisdiction whether or not the pursuit has been terminated or is leaving their jurisdiction.

- Any agency involved in the pursuit may, at its discretion, choose to terminate its involvement in a pursuit at any time. The Supervisor and the Police Officers involved in the pursuit shall make their own determination whether their Officers shall enter, continue or terminate the pursuit within their jurisdiction.

- This Department shall not join a pursuit by another police agency that enters this jurisdiction unless specifically requested to do so by that agency.

    - The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this Department, with authorization from a Supervisor, may join the pursuit until enough units from the initiating agency join the pursuit.

    - The agency that initiates a pursuit shall be responsible for conducting the pursuit.

    - When a request is made for this Department to assist or take over a pursuit from another agency that has entered this jurisdiction, the Shift Commander or a Supervisor is responsible for approving or denying the request. The Shift Commander or Supervisor should consider the following factors when making this decision:

- Ability to maintain the pursuit.
- Circumstances serious enough to continue the pursuit.
- Adequate staffing to continue the pursuit.
- The public's safety within this jurisdiction.
- Safety of the pursuing Officers.

- This Department's assistance to another agency involved in a pursuit in this jurisdiction will terminate at the city limits provided that the pursuing Officers have sufficient assistance. Ongoing participation from this Department may continue only until sufficient assistance is present.

- In the event that a pursuit from another agency terminates within this jurisdiction Officers from this Department shall provide appropriate assistance to Officers from the other agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

POST-PURSUIT REPORTING

- The primary Officer shall complete the appropriate incident or arrest report. The Supervisor shall review the report to determine if policy has been complied with and to detect and correct any training deficiencies.

- The Supervisor overseeing the pursuit shall complete the Pursuit Module in the Records Management System (RMS).

- The Department shall periodically analyze its police pursuit activity and identify any additions, deletions or modifications warranted in Department pursuit procedures.

- In accordance with C.G.S. Sec. 14-283a-1 to 14-283a-4, inclusive and C.G.S. Sec. 14-283a, not later than January 31, 2020, and annually thereafter, each Chief of Police or his/her designee shall submit an annual report to the Police Officers Standards and Training Council regarding pursuits by Police Officers, on the standardized form developed and promulgated by POSTC.

- Each police agency involved in the pursuit must report their involvement to POSTC on the designated reporting form. Departments shall indicate on the form whether they were the initiating agency or a secondary unit.

OTHER PURSUIT CONSIDERATIONS

- High speed operation: An Officer in pursuit may operate their vehicle at a speed that the condition of the vehicle, existing road, traffic, environmental conditions, and the Officer's driving abilities will safely permit.

- Number of involved pursuit vehicles: No more than three police vehicles shall be actively involved in a pursuit, unless directed otherwise by a Shift Commander, Superior Officer, or Supervisor, however, all Officers should be alert to the progress and location of any nearby and ongoing pursuit.

- Spacing of Vehicles: All police units in active pursuit shall space themselves at reasonable and safe distances to permit adequate braking and reaction times if any preceding vehicle stops, slows, turns, becomes disabled or collides with any vehicle or object.

- Officers shall operate available emergency warning lights and their vehicle siren to alert other motorists to unexpected pursuit vehicle maneuvers.

- A police pursuit vehicle entering any intersection against traffic control signals or signs shall slow to safe speeds and be prepared to slow or stop to avoid any collision.

VEHICLE PURSUIT TRAINING

- Officers who drive police vehicles shall be given initial and biennial update training in the Department's pursuit policy and in safe driving tactics. This includes, but is not limited to, in-service training and line-up training. The provisions of C.G.S. Sec. 14- 283a-1 to 14-283a-4, inclusive, of the Regulations of Connecticut State Agencies shall be a part of the curriculum for all police basic recruit-training and re-certification programs in Connecticut.

- Pursuit Training Programs shall consist of:

    - Knowledge of applicable statutes

    - Court decisions impacting police pursuits

    - Department policy

    - Supervisory and individual responsibilities in a police pursuit

    - Reporting requirements

- Inter-jurisdictional considerations
- Pursuit driving skills and techniques.

This supersedes General Order 302 issued on January 15th, 2012.

History: General Order 94-2 - issued on February 7, 1994

This General Order was approved by the civilian Board of Police Commissioners on September 14, 2021.

Renee Dominguez
Interim Chief of Police

9/16/21
Date

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER NO. 74-4

RE: Statement of Policy

I. PURPOSE

In the best interest of individual police officers, the Department and the community, any Officer involved in a situation which results in bodily injury to a civilian or in a situation that does or could result in a negative public reaction, the following procedures will be instituted:

1. The officers may be transferred to another assignment. This may include assignment to another area of the City or to other duties within the Department.

2. Other appropriate action may be required. In a tense situation, individual officers, the Department and the City must be protected.

The above procedures are designed to ensure that individual officers are not endangered or that tense situations do not become more tense.

All situations of this nature will be reviewed automatically by the appropriate Division Commander, the Chief's of the Department.

EFFECTIVE DATE: January 15, 1974

BY ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

/ta

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut

William F. Farrell
Chief of Police

GENERAL ORDER NO. 74-8

RE: Portable Radios - their issuance and return

I. PURPOSE

The purpose of this general order is to establish the procedure for issuing and ensuring the return of portable radios.

II. CONTENT

1. All portable radios assigned to a division will be kept at an appropriate location. In the Patrol Division, the radios will be kept at the information desk.

2. Portable radios will be issued by a supervisor (or non-supervisor designed by the division commander). The supervisor will obtain a signed receipt from the person to whom it is issued.

3. When a portable radio is returned at the end of a tour of duty, the receipt will be returned to the officer. The officer will destroy the receipt.

4. The person to whom the portable radio is issued will be held strictly accountable for the safekeeping of the radio.

5. The supervisor assigned the duty of issuing and receiving portable radios will be held accountable for all radios assigned to his division.

6. No portable radios will be given to any person without obtaining a signed receipt.

7. The supervisor responsible for issuing and receiving returned portable radios will check off and sign a log sheet of all portable radios assigned to that Division at the beginning of his tour of duty. This sheet will indicate what portable radios were at the Division and what portable radios were in the field at that time. The supervisor will be responsible for noting any portable radios missing (not in the station and no receipt for them) and communicating that information to his division commander.

EFFECTIVE DATE: January 15, 1974

BY ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 74-12

RE: Persons brought to hospitals

I. PURPOSE

The purpose of this General Order is to establish reporting rules for Department personnel who have sent persons to a hospital.

II. CONTENT

When a Department member has had a person transported (or transported himself) to a hospital and he wishes a "hold" placed on that person, he will notify Detention. The officer will inform the supervisor at Detention of the name of the party, the charge on which he is to be held and the hospital to which he has been sent. The officer will also notify the hospital of this status.

Detention supervisory personnel will maintain a continuous log of the above information. In addition, the hospitals will call Detention when the person is ready to be released. Detention will record the time of the call and make the proper arrangements to pick-up the hospitalized party.

EFFECTIVE DATE: January 15, 1974 PER ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

/std

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut

William F. Farrell
Chief of Police

GENERAL ORDER 74-18

Re: Radio Location Checks - Squad "C"

I. PURPOSE

The purpose of this General Order is to establish Department policy and procedures for Squad "C" location checks in the Patrol Division.

II. CONTENT

Effective 15 January 1974 a radio "Location Check" will be made of all patrol vehicles assigned on Squad "C". All odd numbered vehicles will report hourly on the half hour, commencing at 1:30 a.m. and continuing until 6:30 a.m. All even numbered vehicles will report hourly on the hour, commencing at 2:00 a.m. and continuing until 7:00 a.m.

The "Location Check" will be conducted by the radio dispatcher. The following procedure will be followed:

Radio dispatcher will give the usual Time Test and then follow with the announcement "Signal 107". He will then proceed to call each car in numerical order.

EXAMPLE

Dispatcher Call	Radio Car Reply
Car 21	Car 21 - Edgewood and Alden
Car 23	Car 23 - Whalley and Emerson
etc.	

If the operator of a vehicle does not answer immediately when called, the radio dispatcher will call the next vehicle until all cars have been called. He will then proceed to call each vehicle from whom he did not receive a response and will continue to call until the operator acknowledges.

The "Location Check" will be recorded on tape, and therefore the radio dispatcher will not have to maintain a log. He will maintain a record of those cars from which an answer had not been received when called.

EFFECTIVE DATE: January 15, 1974

PER ORDER OF:

BIAGIO DILIETO
Chief of Police

/std reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 74-20

I. CONTENT

Effective 12:01 a.m., 15 January 1974, the following procedures will be followed in the towing of motor vehicles by members of this Department.

Requests for towing service will be handled on a city-wide rotating basis. Owners or employees of towing firms are not to be called at their home for service.

All requests for towing service will be logged on the prescribed form. Two logs will be maintained; one for regular towing and the other for accident towing service.

If a towing firm refuses to accept an assignment, its services are not to be utilized for the following 24 hour period and a report covering the refusal shall be forwarded to the Chief immediately.

If a towing firm cannot fill a request for service due to the unavailability of a tow truck, it is to be credited as having received and filled a request for service and the firm next in order is to be used.

All requests made by an individual for a particular garage to tow his vehicle will continue to be honored and appropriate form completed.

Only the garage dispatched by C.C.S. or requested by the owner is to be allowed to tow a vehicle which was in violation or was involved in an accident. C.C.S. will supply garage with registration number of vehicle to be towed.

All towing companies on the Department's list must provide service during snow storms, street cleaning and other emergencies.

A vehicle in the process of being towed is to be returned without charge to the owner if he or she appears before the vehicle is enroute to the garage.

Officers will submit reports regarding unsatisfactory service by any towing concern.

The tow storage charge will be that allowed by City Ordinance or in lieu of an ordinance that allowed by State Statute.

It will no longer be the policy of the Department to tag recovered stolen motor vehicles. Every effort will be made to contact the owner so that he may personally remove his vehicle, providing this can be done with dispatch or the vehicle can otherwise be secured.

Any motor vehicle, stolen or otherwise, requiring police attention, is mired in mud, off of the roadway or in a position that required special towing equipment or effort, the owner is to be contacted and he or she is to arrange for the removal of the vehicle. In any such case where a hazard to life or property exists, the vehicle should be towed as soon as possible.

Arrests of persons who are driving cars and who are taken into custody does not automatically require that the car be towed. In these cases where an arrest is made and a motor vehicle is involved, the arresting officer will give the driver the option of securing his car or, if necessary, having it towed for safe keeping.

EFFECTIVE DATE: January 15, 1974 PER ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

/std

Reprint 12/88

DEPARTMENT OF POLICE SERVICE
NEW HAVEN, CONNECTICUT 06510

BIAGIO DILIETO, Chief of Police
BARTHOLOMEW F. GUIDA, Mayor

BOARD OF POLICE COMMISSIONERS
Luca Celentano, M.D., President Charles Albom Frank Mongillo, Jr. David Gellinger Thomas Antollino Clarence Butcher

GENERAL ORDER 74-28

January 23, 1974

RE: COMMUNICATION AND REPORTING PROCEDURE

I. PURPOSE

The Department will shortly commence Phase II of a complex analysis of patrol deployment, assessment of street crime, and personnel task analysis. This project will employ the services of highly qualified consultants working in conjunction with Department personnel and utilizing the data base complied during the past 30 months. Phase I of this project indicated a need for reports to be more specific and corrective action was initiated to meet the need. A further evaluation now reveals that we must separate and measure the actual time spent on the investigation of complaints as compared to the administrative or report-writing time requirements.

II. CONTENT

To facilitate the collection of this data while minimizing any additional responsibilities placed upon the investigating personnel, the following procedures have been established and are effective immediately:

1. After completion of the investigative phase of an assignment, but prior to the writing of a report, all personnel shall so notify the dispatcher by using a signal 14.

2. Upon completion of the incident report, personnel shall notify the radio dispatcher, using a signal 78, that they are ready to resume normal patrol. The officer and the radio dispatcher will record the time of all signal 78's.

3. Personnel shall maintain radio contact with the radio dispatcher at ALL TIMES. Whenever personnel anticipate a situation or circumstances where radio contact cannot be maintained, the radio dispatcher is to be advised by using a signal 106A. This signal is defined as "Temporarily Unable to Maintain Radio Communications."

EFFECTIVE DATE: January 24, 1974

BY ORDER OF:

Biagio DiLieto

BIAGIO DILIETO
Chief of Police

DISTRIBUTION: ALL

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER NO. 74-29 (REVISED AS OF FEBRUARY 8, 1974)

RE: Police Emergency Room Procedures at Yale New Haven Hospital

I. PURPOSE

This General Order outlines procedures to be followed by Department personnel in the Yale New haven Hospital emergency room, as well as the procedures Hospital staff have been instructed to follow by their superiors.

II. CONTENT

A. The primary purpose of the emergency room facility is to deal with medical problems requiring immediate attention. Police personnel will continue to perform their duties at the facility in a manner which will not impede the delivery of medical services.

B. In dispatching police personnel to the emergency room, the Department will dispatch only as many as are needed, depending upon the specific situation, the need to protect the safety of persons involved and the nature of the investigation under way.

C. Whenever uniformed or plainclothes personnel are dispatched to the emergency room, or go there in the furtherance of an investigation, they shall inform the head nurse of their name and reason for being there. This will permit the head nurse to know the officer with whom she should communicate regarding the investigation. She will offer all possible assistance to this officer consistent with the circumstances which confront her.

D. In an effort to cooperate with the police and expedite their flow in and out of the emergency room, hospital authorities have agreed, whenever possible, to have a room ready to receive and treat any persons who are in the custody of the police. Therefore, it shall be the policy of the Department to notify the hospital, telephone number 436-1960, that a prisoner is enroute. This notification will be made by the personnel of CCS, however, it will be incumbent upon individual officers to notify CCS that a prisoner is enroute to the hospital, whether this be by police conveyance or ambulance.

E. Personnel who are not dispatched to the emergency room will not go there of their own volition. Additionally, officers who have been dispatched and are no longer needed to pursue or assist in an investigation will return to service immediately. There is to be absolutely no loitering in or about the emergency room.

F. Where it is necessary to secure the clothing and personal effects of a victim and/or prisoner for evidence in connection with a case under investigation, the nurse shall be requested by the officer dispatched to furnish them. The nurse will have been instructed to release such items to police personnel upon request as soon as possible and after execution of a receipt by the receiving officer. Hospital personnel have been requested to exercise care in removing such items of clothing so as not to destroy evidence. If the subject is DOA, removal of clothing will await release by the Medical Examiner.

G. Police Personnel have the authority to take photographs of criminal suspects who are under arrest subject to the suspect's medical condition at the time. If photographs of an arrestee are necessary, the police officers shall so inform the nurse in charge of the emergency room who will assist the officer in securing the photographs. However, the photographing of arrestees in the hospital shall be delayed if such is necessary due to medical reasons. Subjects that are DOA shall be photographed without disturbing the body unless otherwise authorized by the Medical Examiner. If the subject is a victim who is alive, photographs should also be taken eight hours after injury at which time latent bruises will be more visible.

H. If the subject is a victim or witness, hospital rules require their consent to be photographed. The nurse in charge of the emergency room will provide assistance in the securing of consent in such cases.

I. Interrogation in the hospital shall be undertaken only when it does not interfere with the medical situation then present. Interrogations shall be performed consistent with the surroundings and bearing in mind the presence of other patients and the condition of the individual being interrogated.

J. In the event of any dispute over authority, the Director of Security of the Hospital shall be contacted to resolve the dispute. The Director of Security is Thomas Kramer.

EFFECTIVE DATE: January 31, 1974

BY ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

/ta
Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut

William F. Farrell
Chief of Police

GENERAL ORDER NO. 74-30

RE: Accountability for Parking Tags

I. PURPOSE

Effective February 18, 1974, an accounting system for the distribution and subsequent issuance of parking tags will be instituted. The Assistant Chief of Police will be charged with the accounting for all traffic tags that have been issued to individual officers.

Each member of the Department to whom a book of traffic tags has been issued will be held strictly accountable for each tag charged to him. If a tag must be voided due to an error in completing same, a report must be submitted to the Chief's Office following the procedure used with voided Uniform Traffic Tickets.

At the termination of the work day all traffic tags issued by an officer during his tour of duty will be placed in an envelope provided for this purpose. The tag number(s), date and Officer's badge number will be noted on the envelope. The envelope will be sealed and signed by the issuing Officer. It will then be placed in the locked receptacle provided for that purpose.

All envelopes containing tag stubs that were issued during the preceding twenty-four period shall be forwarded to the Chief's Office each morning, Saturday and Sunday excluded.

On the effective date of this General Order all outstanding traffic tag books will be collected and a new book of tags issued to each officer. The Supervisor issuing the book of tags will fill out the tag numbers and date on the two receipts. The receiving officer will fill in his badge number and sign his name in the space provided on both of the receipts. Both receipts will be forwarded to the Chief's Office with the tag stubs each morning.

Periodically during the course of the year, all traffic tag books will be collected for auditing purposes. When this occurs a new book of traffic tags will be issued.

It will be the policy of this Department to excuse a parking tag when the violation is for overtime parking, provided the violator returns to his/her vehicle while the officer is still present. When such excusal is made, the violator will sign his/her name, address and phone number on the face of the tag. All other violations will stand once the tag has been completed.

Whenever a complaint is received by telephone from a person who is of the opinion a parking tag was received unjustly, the Supervisor or other person receiving the call will inform the caller that he/she is to forward the parking tag and an explanation to the Chief's Office for disposition. The caller is to be told that the basis of his/her complaint will be investigated and if it is found to have merit the parking tag will be excused. Otherwise, it will be returned for payment.

On receiving a complaint regarding a parking tag, the Supervisor will fill out the appropriate form and have the meter investigated. The result of the investigation will be noted on the form. The form will then be forwarded to the Chief's Office where it will be used as a basis for determining whether or not a parking tag should be excused.

EFFECTIVE DATE: February 18. 1974 BY ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

/ta
Reprint 12/88

General Order
DEPARTMENT OF POLICE SERVICE
New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER NO. 74-31

RE: Disclosure of Records

I. SCOPE

This order governs the disclosure of information contained in the Department's investigative and arrest records. Investigative and arrest records include identification photographs and fingerprint cards, as well as computerized or other summarizations of records in which individual persons or events can be identified.

II. CONTENT

A. DEPARTMENT PERSONNEL

Information in Department records will be made available to authorized employees to the extent they require it to perform their investigative or administrative assignments.

In order to assure that records are kept intact, records and record retrieval equipment maintained by the Records and Data Processing Section will be physically handled only be personnel of that division. Other police personnel will be provided with copies of needed materials. Commanders of other divisions that maintain investigative records will develop comparable procedures to assure the confidentiality of their files.

B. LAW ENFORCEMENT AGENCIES

1. Other law enforcement agencies will be permitted access to Department information on the same basis as Department personnel, except that juvenile records pertaining to persons 15 years old or younger will not be made available to any other agency. Inquiries regarding juveniles will be referred to the Juvenile Court.

2. For these purpose, other law enforcement agencies include municipal, county and state police departments, prosecutors, state's or district attorneys, United States attorneys, the Federal Bureau of Investigation, the U.S. Secret Service, the U.S. Bureau of Narcotics, the U.S. Customs Bureau, postal inspectors, Connecticut

probation officers and various military police services. Excluded are such enforcement agencies as the U.S. Internal Revenue Service, the U.S. Immigration and Naturalization Service, military recruiting investigators, welfare Department investigators and private detective agencies, by law they are not entitled to arrest information.

C. OTHER GOVERNMENT AGENCIES AND PRIVATE PARTIES

1. ARREST RECORDS

a. No arrest information (except as provided in Section D will be disclosed unless the arrested person expressly authorizes the disclosure and the requesting person shows a compelling need for the information.

b. Authorizations by arrested persons must expressly request disclosure of arrest information by the New Haven Department of Police Service and must be in a written notarized statement to be retained by the Records and Data Processing Section.

c. Some examples of compelling need are:

1. Where an arrest record is pertinent to an inquiry relating to national security,

2. Where a person is being considered for a particularly sensitive job, such as a position involving the handling of large sums of money, and

3. Where a person is being considered for a public position or status for which he is not eligible if he has an arrest record, such as admission to the bar.

Compelling need will not be found merely because the inquiring agency or person believes arrest information will be useful or desirable.

d. A person requesting access to arrest records will be required in writing to the Commander of the Records and Data Processing Section to state his grounds for requesting the information. Persons making repeated inquiries will presumably prefer to submit a general statement explaining its requirements. The Commander will determine whether or not compelling need for the information exists.

e. In order to assure that arrest records remain intact, non-Department personnel will not be permitted to handle original arrest records under

any circumstances. When access to arrest records is authorized, Department personnel will prepare a photocopy of the pertinent records. A fee of $4.00 for the first page and $1.00 for each subsequent page will be charged for this service. If no record is found, a certificate stating that fact will be prepared. A charge of $4.00 will also be made for this service.

2. PATROL REPORTS, DETECTIVE CASE REPORTS, CASE/INCIDENT REPORTS

a. While any criminal prosecution growing out of an accident is pending, or when it remains possible that an arrest will occur, no report pertaining to the incident will be made available. However, the Commander of the Records and Data Processing Section may authorize the preparation of excerpts from reports for the assistance of any victim, or his insurance company or attorney in adjusting any loss growing out of an incident. A fee of $10.00 will be charged for this service.

b. When any prosecution growing out of an incident has been concluded or when it is reasonably clear that no arrests will occur, copies of reports pertaining to the incident may be made available to persons directly involved in it, or their attorneys or insurance companies. Requests for such reports from other parties will be treated in the same manner as a request for arrest information, except that written, notarized authorization from all persons whose privacy might be affected by disclosure will be required. When access is authorized, the same procedures and fees shall apply.

3. ACCIDENT REPORTS

All reports pertaining to accidents will be available to anyone desiring them except when, in the judgement of the Commander of the Traffic and License Section, disclosure might be prejudicial to a pending criminal prosecution. As at present, a $5.00 fee ($4.00 for the first page and $1.00 for the second) will be charged for duplicating a report.

4. JUVENILE REPORTS

Any provision of this Order notwithstanding, reports regarding alleged offense committed by a juvenile will not be made available to anyone other than a duly authorized member of employee of this Department or the Juvenile Court.

5. SCHOLARLY STUDIES

The Chief of Police may authorize access to records when such access is essential to important scholarly projects and those conducting the project have implemented safeguards to assure privacy comparable to those contained in this Order.

D. CURRENT ARREST INFORMATION

The availability of information to accredited newsmen will be governed by General Order No. 74-26. While an arrested person is being held in the Department's Detention facility, such information as his name, the charges upon which he is being held and the bond will be made available to family members, friends, and legal counsel.

EFFECTIVE DATE: March 4, 1974 PER ORDER OF:

DISTRIBUTION: ALL BIAGIO DILIETO
Chief of Police

/std
Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

March 26, 1974

GENERAL ORDER NO. 74-32

RE: Revision of Rule 14 and 15 of the Manual of the Department of Police Service of the City of New Haven, Connecticut

I. CONTENT

On February 19, 1974, the Honorable Board of Police Commissioners revised and then adopted as rules of the Department, Rule 14 and 15 of the Manual of the Department of Police Service of the City of New Haven, Connecticut.

Attached with this order to the paycheck being dispersed commencing with March 28, 1974, is a printed copy of Rule 14 and 15 as revised. Each member of the Department is to insert said copy of Rule 14 and 15 in the Manual of the Department of Police Service assigned to his custody.

EFFECTIVE DATE: March 28, 1974 BY ORDER OF:

DISTRIBUTION: ALL

BIAGIO DILIETO
Chief of Police

/js
Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

August 15, 1974

GENERAL ORDER NO. 74-38

RE: Addition and Amendment to Rule 15 of the Manual of the Department of Police Service, New Haven, Connecticut

I. CONTENT

On August 13, 1974, the Honorable Board of Police Commissioners enacted an additional item to Rule 15, to be known as item 45, and amended item 1 of Rule 15 of the Manual of the Department of Police Service.

Item 45 as enacted reads: "No employee of the Department shall commit any act of insubordination or disrespect towards a superior officer."

Item 1 as amended reads: "All employees of the Department must be punctual in their attendance and shall promptly obey, without reservation, the rules, directives, regulations and orders of the Department and all the lawful orders of a superior officer."

EFFECTIVE DATE: August 15, 1974 BY ORDER OF:

BIAGIO DILIETO
Chief of Police

DISTRIBUTION: ALL

/js
Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut

William F. Farrell

Chief of Police

GENERAL ORDER NO. 75-4

RE: Snow Storm Procedures

I. PURPOSE

A. To provide for the free movement of all traffic; fire apparatus, police vehicles, ambulance and the public.

B. To facilitate plowing and snow removal operations.

II. CONTENT

A. Upon receipt of a snow storm warning, sound cars will be assigned by the Shift Commander to broadcast warnings, advising the public of the snow warning and the conditions of the Emergency Parking Ban. The Shift Commander will designate areas to each sound car and provide the broadcast message.

B. Upon declaration of an emergency, parking will be prohibited on both sides of the street in the Central Business District. The area is bounded by State-Grove-Tower Parkway-Howe-North Frontage.

C. Parking will be prohibited on the odd numbered side of streets where parking is normally allowed on two sides.

D. Parking regulations will remain unchanged on streets where parking is normally restricted on one side or the other.

E. Sound cars will continue to broadcast before, during and after the storm.

F. Enforcement action will be taken a reasonable time after the announcement of the ban not before the sound car has been in the area.

G. No personnel shall give permission to anyone to violate any regulation before the ban is rescinded.

REFERENCES

STANDARD OPERATING PROCEDURE FOR STORM EMERGENCIES (Book City of New Haven)

DISTRIBUTION:

All Police Personnel
Director Public Works
Director Traffic-Parking

EFFECTIVE DATE:

November 13, 1975

PER ORDER OF:

BIAGIO DILIETO
Chief of Police

/tm
Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 76-1

RE: Changes in Department Rules 14 and 15

I. CONTENT

RULE 14 has been revised and now reads as follows:

1. All sworn members of this Department are hereafter prohibited from engaging in:

a. any other calling, or
b. any other vocation, or
c. any other business (directly or indirectly)

without the specific written authorization of the Chief of Police.

Members of the Department, subject to this regulation, are prohibited from:

a. engaging in any work or related activity as described above that does or may conflict with his/her duties as a law officer. In this context, employment by a guard service, private detective agency, attorney, or suchlike is prohibited.

b. engaging in any work that may cast an unfavorable image of the Department or that may adversely reflect upon the integrity of the Department of its employees.

2. All members of the force are required to devote at least eight hours each working day to active police duty. When not employed in active police duty, they shall hold themselves in readiness at all times to act promptly when required.

3. All members of the force must be familiar with the criminal laws of this state and the ordinance of the City.

4. Members of the Department will keep this manual in their possession and carefully study it, in order to become familiar with the rules and regulations of the service, and with their respective duties under them.

RULE 15 has been revised, and Items 3, 5, 9, 13, 17 and 33 will read as follows. All other items will remain as they were.

3. Employees of the Department shall not divulge to any unauthorized person, in or out of the Department (i.e. one who does not have an official "need to know"), any confidential information, and shall not talk for publication, be interviewed, make public speeches on police business or impart information relating to the official business of the Department unless authorized by the Chief of Police or, in his absence, the Deputy Chief of Police.

5. Employees of the Department shall not engage in any conduct that would cause to discredit, lower or injure the morale of the personnel of the Department or that of any individual of the Department.

9. Employees of the Department shall not drink intoxicating beverages or use intoxicants in any manner while on duty or in uniform. When off duty, employees of the Department shall not drink intoxicating beverages to an extent that it would render one unfit when reporting to duty.

13. No game of chance, or gambling of any kind shall be permitted in any police building. Card games, pool and like games social in nature in which a skill is involved and in which no money is exchanged, shall not be subject to the provision of this item (13).

17. Employees of the Department shall not mark, mar or deface any printed or written notice, memorandum, general order, or directive relating to police business. Employees shall not mark, alter, mar or deface any notice posted on any bulletin board or blackboard maintained by the Department. All notices of a derogatory character regarding any employee or unit of the Department are prohibited.

33. Eliminated.

BY ORDER OF:

BIAGIO DILIETO
Chief of Police

BY ORDER OF:

THOMAS ANTOLLINO
Vice President
BOARD OF POLICE
COMMISSIONERS

EFFECTIVE DATE: January 30, 1976
DISTRIBUTION: ALL

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 79-3

RE: SURRENDER OF A WANTED PERSON

I. PURPOSE

To establish procedures for handling requests regarding possible surrender of a wanted person.

II. CONTENT

There are frequent occasions persons wanted by the department seek to make arrangements to surrender, often through their attorney. Typically, the attorney will contact the department and seek to surrender his client at a particular time and arrive at an understanding that extraordinary efforts to arrest the person will not be made in that meantime. These requests are frequently reasonable and desireable, but the potential for misunderstanding is high. Therefore, decisions regarding the surrender of a wanted person are to be made by the following personnel only, at least one of whom will always be on duty:

1. Chief of Police
2. Department personnel actually assigned to the case in question
3. Warrant Squad members when the person is wanted on a warrant
4. Directors, Duty Commanders, and Unit Commanders.

If a surrender agreement is made by authorized personnel, it must be stated explicitly to the person requesting the surrender arrangements that if there is any change in circumstances, or if any material facts come to light that were not known at the time of making the agreement, the agreement will be nullified. Should that occur, the department member making the agreement should make a serious attempt to contact the person with whom they made the agreement and advise him or her of the change. Possibly a new agreement will then be made, but it should be made clear that the old agreement is no longer in effect.

PER ORDER OF:

EDWARD MORRONE
Chief of Police

DISTRIBUTION: ALL

EFFECTIVE DATE: 2/8/78
Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 79-6

RE: RESPONSE TO CIVILIAN COMPLAINTS

I. PURPOSE

To substitute the following for General Order 77-2, which is hereby rescinded.

II. CONTENT

1. Whenever an officer is the subject of a civilian complaint, the officer should avail himself of the opportunities and remedies for addressing the complaint provided in Rule 16.

2. No action of any sort shall be taken by any member of the department as retaliation for any making or pursuing of a civilian complaint.

3. Whenever a civilian complaint has been filed, no officer shall bring new or additional charges or attempt to reopen any nolle or dismissal in any case related to the civilian complaint, without the express written authorization of the Chief of Police.

III. COMMENTARY

It should be stress that this General Order covers all department members, not just those who are the subject of a particular civilian complaint. The retaliation barred consists of improperly motivated official of unofficial action designed to strike back at a person for filing or maintain a civilian complaint. This order does not limit an officer's Rule 16 remedies, nor does it limit an officer's right to seek redress through legal proceedings brought in his or her personal capacity if it should develop that the officer was the victim of actionable misconduct on the part of the complainant. Similarly, this order does not bar the subsequent arrest in an unrelated case of a person who has filed a civilian complaint. Nor does it bar further investigation into a case in which there has been a complaint, although because it is necessary to avoid any

situation that could create the appearance of retaliation, any decision to take further action--for example, to bring additional charges or to reopen the case if it has been nolled or dismissed--will be the direct responsibility of the Chief.

PER ORDER OF:

EDWARD MORRONE
Chief of Police

EFFECTIVE DATE: 10/10/79
DISTRIBUTION: ALL

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 82-4

RE: VEHICLES ORDERED TO THE POLICE GARAGE - INSPECTION/INVENTORY PROCEDURE

I. PURPOSE

To establish standard police procedures for dealing with motor vehicles ordered to the police facility located at 710 Sherman Parkway; use of the police tow truck, and the Inspection/Inventory of vehicles ordered to the police garage.

II. CONTENT

Generally, there are only three (3) reasons for ordering a vehicle to the police garage, these are:

A. Fatal Accident Investigation

Whenever a vehicle is involved in a fatal accident, or an accident which, in the opinion of the investigating officer might become a fatality, it is the policy of this Department that ALL motor vehicles which were being operated or in motion at the time of impact, be towed to the police garage.

1. Purpose

   a. To be checked for defective equipment by garage personnel

   b. To be held as evidence

2. Disposal

   a. If the vehicle is found free of defects and is not needed as evidence, the owner will be notified and petition made by him to the court for release.

   b. If the vehicle is found free of defects and is not needed as evidence, and the owner is deceased, the court will be notified and the vehicle disposed of per court order.

3. Towing

a. Vehicle(s) will be towed by private concerns. (A police officer will accompany the tow truck from the accident/investigation scene to the police garage.

B. Vehicle Used As/or Seized as an Instrumentality in a Crime

1. Purpose

a. To process or otherwise search the vehicle for evidence or fruits of the crime.

b. To hold the vehicle as evidence pending court disposition.

2. Disposal

a. By order of the court of appropriate jurisdiction.

3. Towing

a. By police tow truck, if available, otherwise by private concern. (A police officer will accompany the tow truck from the investigation scene to the police garage.)

C. Vehicle Taken as Evidence, Pending Investigation, or to Determine Ownership

1. Purpose

a. To hold as evidence pending court disposition.

b. To process the vehicle for evidence needed to support an investigation.

c. To discover a hidden Vehicle Identification Number to determine ownership or status.

2. Disposal

a. If held as evidence, release by court order.

b. If not to be held as evidence, return to the owner.

3. Towing

a. By police tow truck if available, otherwise by private concern. (A police officer will accompany the tow truck from the investigation scene to the police garage).

III. PROCEDURE

A. Whenever a vehicle is ordered towed to the police garage, the following procedure will be followed:

1. A supervisor will be notified and apprised of the reason for the tow. Concurrence by the supervisor is required before action can be taken.

2. The Red Sticker will be completed properly and in its entirety and affixed to the left front fender unless placement will interfere with processing.

3. The Investigating Officer shall then notify the Tow Clerk in CCS advising as to the reason behind the tow. The term "Police Investigation" ALONE will not be accepted. Each officer will be expected to qualify what is meant by Police Investigation. Qualifying comments will be recorded on the Tow Slip by the Tow Clerk. In cases of vehicles being held for processing, the following procedure will be followed:

   a. During those times when identification personnel are available, the officer shall contact the Identification Unit and indicate to Unit personnel the type of investigation for which the vehicle is being held.

   b. During those times when Identification Unit personnel are not available, this information will be given to the Tow Clerk who will record it on the Tow Slip. In this instance, merely the type of offense, i.e., sexual assault, robbery, etc., needed be recorded.

      This information is absolutely essential to Identification personnel in their processing of the vehicle since different crime types require different means of processing. CCS personnel are instructed not to accept the term "Police Investigation" without qualifying comment.

4. A State Evidence Form (Form JD-CR-18) will be completed for all vehicles taken into police custody. The form will list all items taken as evidence, as well as, the vehicle itself. The latter is most important, since, if the vehicle (fully described) is not listed on the State Form, it may be impossible to introduce same as evidence at a later date. This is particularly important in fatal accidents and whenever a vehicle is used as an instrumentality.

IV. INVENTORY/INSPECTION

A. General

All vehicles ordered to the police garage will be inventoried and examined for visible damage and for contents of said vehicle, including, but not limited to, the glove compartment and trunk. The purpose for this procedure is three fold: 1)to protect the personal property of the owner; 2) to safeguard the Department from "groundless" claims of loss of damage at a later time, and/or 3) to protect the public.

B. Procedure

1. Two persons, the officer of record and any other Department employee (sworn or non-sworn) shall conduct the inventory/inspection with the latter acting as a witness.

2. Begin with an examination of the exterior, noting on the form provided for this purpose, any visible damage or missing equipment, i.e., tires, hub caps, etc.

3. Examination of the interior should be complete to the extent access can be made without forced entry.

4. All items of value, that are not fixed (stereo equipment, radios, etc.) shall be recorded on the Department form and turned into the Property Room for safekeeping. Be certain to include the keys with items turned in. The spare tire or other like accessories may be left inside the vehicle.

5. Secure the vehicles as best as possible, locking all doors and closing all windows.

6. Record in your CIRS report the fact that an inventory/inspection was completed, the name of the witness, and attach the copy of the Department Inspection Form to your CIRS report. The Department form will be completed in Triplicate: Original forwarded with items sent to the Property Room, Copy attached to CIRS report, copy left with garage personnel.

7. Should any contraband be discovered, a separate case incident number will be drawn and a report completed. Contraband discovered shall be listed on a State Form (JD-CR-18) and placed into evidence.

V. RECORDS AND MONITORING

A. Records

Three Units of the Department have record keeping responsibility, they are:

- Property Room
- Garage
- CCS

1. Property Room

The Property Room shall establish such permanent files as required to control and record the storage and return of items and vehicles held in police custody. Return of items taken from the vehicle shall be made only at the Property Room during their normal hours of operation.

2. Garage

The Garage shall establish such temporary files as required to control the storage of vehicles held at the police garage. The Department form serves as a receipt for the vehicle as well as items taken into storage. Upon authorized release, the owner or his authorized agent shall receipt for the vehicle (excluding items held at the Property Room), noting its condition at time of release. This form, once signed shall be returned to the Property Room where it shall remain on file with all other associated paperwork. Vehicles may be claimed any day during the hours of 9:00 a.m. - 5:00 p.m.

3. CCS

CCS shall establish such temporary and permanent files as required to control for and record the storage of any vehicle held in police custody.

B. Monitoring

Monitoring the status of any vehicle held shall primarily rest with the investigating officer with CCS acting as a check. A ticker file shall be established and maintained at CCS and set a thirty (30) day review date. The person assigned this function shall contact the officer at 30-day intervals requesting the status of this vehicle as to possible release. Problems should be referred to the Commanding Officer of the Unit to which the investigating officer is assigned.

VI. REPORT OF LOSS OR DAMAGE

At the time of receipt by the owner or his agent, if loss or damage is noted, a CIRS report will be completed. A copy of the report will be forwarded to the Office of the Chief for appropriate review and action.

VII. DISPOSAL

Disposal of vehicles held by this Department shall be made in accordance with the provisions of this General Order, or in the event of non-judicial procedure, the Statutes of the State of Connecticut governing disposal if an owner cannot be found or contacted.

THIS ORDER SUPERSEDES GO. 74-21

PER ORDER OF: EFFECTIVE: July 12, 1982

WILLIAM F. FARRELL
Chief of Police

DISTRIBUTION: ALL

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut

William F. Farrell

Chief of Police

GENERAL ORDER 82-5

RE: USE OF RADIO CALL SIGNS

I. PURPOSE

The following order serves to supplement G.O. 74-9 which remains full force and effect. The order sets forth a procedure with regard to radio call signs used by Department Personnel.

II. CONTENT

A. Regular Duty Assignment

While in the performance of their regular duty assignment, Department Personnel will use ONLY the call letters assigned. In the cases of those persons assigned to the Uniform Services Unit, their car number will be used. Example: Assignment, Radio Car 62 - Call Letter - "Car 62". Plainclothes personnel will use their "I" number.

B. Extra Duty Assignment

1. Patrol Officers Not Assigned "I" Numbers

Patrol officers not assigned "I" Numbers while working "Extra Duty" assignments will use their Badge Number PRECEDED by the letter "P". Example: Badge Number 136 - Call Sign P-136.

2. Supervisors Not Assigned "I" Numbers

Supervisors not assigned "I" Numbers while working "Extra Duty" assignments will use their Arrest Number PRECEDED by the letter "P".

3. Personnel Assigned "I" Numbers

Supervisory and Non-Supervisory Personnel assigned "I" Numbers will continue their "I" Number assigned.

4. Emergency Services Personnel

Certain personnel assigned to Emergency Services have been issued call signs preceded with the designation "E.S." These call signs will be used both on and off duty. Emergency Services Personnel NOT issued these personal call signs will defer to Section II, A, B, 1, 2 and 3 above.

5. Major Planned Events

At major planned events, such as: Yale Bowl, Parades, Coliseum, etc., personnel will use the call letters assigned for that event. (Example: Post #2, Car 150, etc.).

III. UNUSUAL OCCURRENCES

A. Definition

An Unusual Occurrence is any natural or man-caused incident involving actual or potential personal injury or property damage, to a degree that is or may be, beyond the control capabilities of immediately available resources.

Examples:

1. Civil Disorder
2. Natural Disaster
3. Accidental Disaster (Man-caused)

B. Radio Call Signs

1. Unplanned Event

If personnel are mobilized in the event of an Unusual Occurrence which is unplanned or spontaneous, their call signs will be as described in Section II, B, 1, 2, 3 and 4 of this Order.

2. Planned Event

If mobilized as a result of a planned event, personnel will use those call letters assigned.

IV. OFF-DUTY

If required to use their radio while off-duty, personnel will use those call letters assigned as described in Section II, B, 1, 2, 3 and 4 of this Order.

V. NOTIFICATION OF CCS - EXTRA DUTY ASSIGNMENTS

Except for events described in II, B, (5) above, ALL personnel working extra and in possession of a portable radio will notify CCS of their location, Call Sign, and Terminal Hour no later than upon their arrival at the job site. Notification of CCS when reporting ON and OFF duty at Extra Duty sites will be by land line.

REFERENCE: G.O. #74-9 "RADIO PROCEDURE"
G.O. #82-1 "EXTRA WORK NIGHT CLUBS"

PER ORDER OF:

WILLIAM F. FARRELL
Chief of Police

EFFECTIVE DATE: June 18, 1982

DISTRIBUTION: ALL

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER: 82-6

RE: CANINE CONTROL PROCEDURE

I. PURPOSE

The purpose of this General Order is to state Department policy with respect to complaints regarding canines. All other memoranda or written material pre-dating this Order is hereby declared void.

II. CONTENT

A. General

In accordance with sections 22-327 through 22-367, C.G.S., primary responsibility for canine control rests with the Dog Warden of the City of New Haven. All complaints from citizens regarding: 1) injured dogs; 2) dangerous or vicious dogs; 3) dogs creating a public nuisance, will be referred to the Animal Shelter for resolution. Generally, there are only two (2) exceptions to this rule:

1. The Department of Police Service will continue to assist the Warden by providing service during those times when the Shelter is not manned. Except, that the Department will not transport canines in any police vehicle. Transportation of any canine will be the responsibility of the owner of said animal or the Shelter.

2. Reports of injured dogs made in accordance with Sec. 14-226 C.G.S.

B. SPECIFICS

1. Whenever an officer responds to a nuisance complaint regarding a canine, he will attempt to resolve the problem to the extent possible and forward a copy of his report of the incident to the Animal Shelter.

2. In the event of a sick or injured animal, the officer will evaluate the situation and take the following action:

a. If the owner can be located, advise and remand the problem to the owner for resolution.

b. If the owner cannot be located, or if the animal is unregistered, evaluate to determine if destruction is warranted based upon humanitarian considerations, contacting a supervisor for approval before destruction. If destruction is unwarranted or impractical, attempt to remove the animal to a location which does not create a public nuisance or hazard, with CCS responsible for notifying Shelter personnel in accordance with established protocol.

Officers shall remain with the injured/sick animal (in service) for a reasonable time awaiting the arrival of Shelter personnel. If Shelter personnel cannot be contacted, the Officer shall resume normal patrol and a memo submitted by the Officer's Supervisor to the Patrol Commander regarding the nature of the complaint and the reason(s) why Shelter personnel could not be contacted or respond.

EFFECTIVE DATE: August 16, 1982 BY ORDER OF:

DISTRIBUTION: ALL WILLIAM F. FARRELL
Chief of Police

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER - 83-3

RE: TRAINING NOTEBOOKS

I. PURPOSE

The purpose of this order is to introduce and establish a procedure for the maintenance of a training notebook to be issued to all personnel.

II. CONTENT

A. General

It is the responsibility of the Department to research and disseminate information needed by officers to effectively and efficiently perform their duties and it is the responsibility of the person receiving this information to retain hand-out material for review and reference at a later date. To assist with the latter, notebooks will be provided to every sworn member of the Department with the responsibility for upkeep and maintenance resting with the individual.

B. Issuance of Notebooks

In the near future a three-ring notebook will be issued to each sworn member of the Department. This notebook will contain printed training materials. The notebook will become the sole property and responsibility of the individual Department member to whom the material was issued. The issuance of notebooks will be made through Training to Division Commanders who will be responsible for the dissemination of same to all sworn members under his command. Forms will be provided by Training which will be attached to the original issue. These forms will be completed by the receiving Department members and returned to Training where they will be maintained as a permanent record.

C. Maintenance

It will be the responsibility of the individual Department member to maintain the training notebook. It will be the responsibility of the Training Unit personnel to prepare and disseminate new material as it is required,

including an updated Table of Contents annually. The Training Unit will maintain a master of all materials distributed in a file located in the library and the file shall be open for review by any member of the Department in accordance with the standard operating procedures of the library. Even though some training materials may be specialized and not directed at every member of the Department, all notebooks will be the same.

D. Accountability

From time to time Department members may be required to produce their notebooks for inspection by Supervisory personnel without advance notice. To facilitate this inspection, personnel shall maintain their Training Notebook within the Department, i.e., office, desk, locker, etc. This order does not preclude officers from taking their notebook home for review, however, it shall be the responsibility of said officer to have the notebook available for inspection when he next returns for duty. Personnel are to periodically review their notebooks for completeness and replace printed material as required. Sufficient copies of printed materials will be available through the Training Unit.

EFFECTIVE DATE: September 12, 1983 PER ORDER OF:

DISTRIBUTION: ALL WILLIAM F. FARRELL
Chief of Police

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 83-4

RE: Police Working Dog Teams

I. PURPOSE

This Order establishes the parameters within which the Police Working Dog Teams will be utilized.

II. CONTENT

A. General

The Police Working Dog Teams will be assigned to the Uniform Services Unit, perform regular patrol duties and be subject to the rotation of shifts mechanism presently operational within the Patrol Unit. However, since Police Working Dog Teams are a valuable and limited resource, assignment to Priority II and III Calls-for-service will be avoided. Police Working Dog Teams will be subject to the direction of on-site supervisory personnel. Nothing in this Order shall preclude the assignment of Police Working Dog Teams to specialized patrol duties by the Chief, Major of Operations, Commander of Patrol, or their designee as need dictates, consistent with contents of this Order.

B. Specifics

1. Appropriate uses of Police Working Dog Teams

a. Building searches

b. Tracking of suspects

c. Evidence Searches

d. Finding lost persons

e. Open Area Searches (Scouting)

These uses are subject to limitations established in subsequent qualifying rules contained in this Order.

2. Requests for Police Working Dog Teams

   a. On-duty - The Utilization of an on-duty Police Working Dog Team shall be pursuant to a request by a superior officer.

   b. Off-duty - The utilization of an off-duty Police Working Dog Team will be subject to prior review and approval of the Commander of Patrol, Major of Operations, Shift Commander, Assistant Commander, in that order as available, or the Duty Commander during during the night season.

   c. By other Police Agencies - The dispatching of a Police Working Dog Team to another jurisdiction will be subject to the prior review and approval of the Chief of Police or his designee. Use of a Police Working Dog Team within another jurisdiction will be governed under the rules and guidelines set forth in this Order.

3. Rules for Use of Police Working Dog Teams

   a. A Police Working Dog Team shall be used to control an unruly person only when necessary to prevent death to, injury of, or to prevent assaults on Police Officers. At no time and under no circumstances is a Police Working Dog Team to be used as an instrument of intimidation.

   b. A Police Working Dog Team will not be dispatched to an incident requiring a second officer in lieu of the assignment of a second officer as back-up.

   c. While entertaining complaints not requiring the use of the Police Working Dog, the handler will leave the dog properly secured in the Patrol Car.

   d. Police Working Dog Teams will not be utilized in crowd control situations without the permission of the Chief of Police or in his absence, the person authorized to act for him.

e. Police Working Dog Teams shall be employed to search for missing persons when, in the judgement of the on-site supervisor there exists: 1) evidence of foul play, or 2) reason to believe that grievous harm may be suffered by the missing person if he/she is not located.

f. Police Working Dog Teams will be utilized at the scene of burglar alarms if available, and there exists the possibility that an intruder is still on the premises or has recently fled. In nearly every case a Police Working Dog Team should be summoned to search a large structure such as a factory, office building, or school where possible entrances or places of concealment are many.

g. A Police Working Dog Team shall never knowingly be utilized to apprehend mentally disturbed persons or persons under the influence of liquor or drugs except under circumstances in which another serious incident is involved or may result.

h. Officers assigned a Police Working Dog shall not utilize the canine while working Extra Duty Assignments.

4. General Rules

a. Personnel shall heed the directions of an Officer assigned to a Police Working Dog Team when such Team is being utilized in a tactical situation.

b. Personnel shall refrain from having any contact with a Police Working Dog without the permission of the handler.

c. Personnel other than an officer assigned to a Police Working Dog Team, shall refrain from giving commands to a Police Working Dog except under exigent circumstances.

This Order Supercedes Special Order 82-1

EFFECTIVE DATE: October 10, 1983 PER ORDER OF:

DISTRIBUTION: ALL

WILLIAM F. FARRELL
Chief of Police

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 84-2

RE: CHANGE TO RULE 15
MANUAL DEPARTMENT OF POLICE SERVICE

At its regularly scheduled meeting of April 10, 1984, the Honorable Board of Police Commissioners approved the following change to Rule 15:

Item #48 (New)

All employees of the Department shall keep within their assigned locker, that equipment issued to them by the Department, or personal items, providing that lockers shall be kept in a neat and sanitary condition. It is understood that lockers are provided by the Department for the convenience of the employee and that no right to privacy exists or should be expected. The Department reserves the right to enter an employee's locker without notice to inspect for sanitary conditions and/or contraband. No personal locks are permitted.

EFFECTIVE DATE: April 30, 1984

PER ORDER OF:

DISTRIBUTION: ALL

WILLIAM F. FARRELL
Chief of Police

Reprint 12/88

Special Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

SPECIAL ORDER 84-2

RE: Detention

PURPOSE: The purpose of this Order is to establish an interim policy consistent with the takeover of Detention by Connecticut State Corrections personnel. This Order will be replaced in the near future by a more comprehensive policy and procedures manual.

I. MISSION STATEMENT

With the takeover of Detention by State Corrections personnel, the Department's mission will be restricted to the processing and temporary confinement of persons brought to Detention after arrest by NHDPS personnel with custody, welfare, and security reverting to the State once temporary surrender has been accomplished.

II. DUTIES AND RESPONSIBILITIES

A. Desk Officer (formerly OIC Detention)

1. General supervision Detention facility and the Booking Officer assigned therein.

2. Direct responsibility for the front desk and the activities connected with that position. (See Job Task Description)

B. Booking Officer (formerly Doorman)

1. A subordinate officer working inside the Detention facility generally within the confines of the "Police Booking Area," under the general supervision of the Desk Officer.

2. The Booking Officer shall be responsible for the acceptance and processing of arrested persons on intake and for completing those procedures necessary to temporarily transfer an arrested person into the custody of State Corrections personnel. (See Job Task Description)

C. Matron

1. A subordinate employee under the general supervision of the Desk Officer and/or the Court Liaison Officer (Sergeant).

2. Hours of work generally 8:00 A.M. - 4:00 P.M., Monday through Friday.

3. Responsible for the acceptance and processing of females on intake and for completion of those procedures necessary to temporarily transfer an arrested female into the custody of State Corrections personnel.

4. Responsible for custody and security of females presented in court for arraignment.

D. Wagon Driver

1. A Patrol Officer attached to the Uniform Services Unit under the command of the Shift Commander or other Supervisor.

2. Responsible for the secure transportation of arrested persons to Detention or from Detention to any other location.

III. PROCEDURES

A. Arrests for Operation Under the Influence

1. The Booking Officer shall no longer have any responsibility for the administration of any tests associated with arrests of persons suspected under the influence. All tests will be performed by the arresting officer and any other qualified person in the room located 3rd floor (I.S.U.) designated for that purpose.

B. Arrest Reports - Transmittals

1. CCS and Records will continue to copy arrest reports and rap sheets forwarding same to the Booking Officer.

2. The Desk Officer will insure that all criminal arrests, the UAR, Bond Sheet, Rap Sheet, and Arrest Reports are kept together with the transmittal for forwarding to court in the A.M.

3. U.T.T.'s will be hand carried to the Booking Officer by any person assigned to Patrol.

C. Bail Bonds

1. Interviews will be the responsibility of the Booking Officer with the setting of Bond the responsibility of the Desk Officer.

2. The taking of bonds will be handled by State personnel using their own procedure. Release P.T.A. will remain our responsibility.

D. Release Promise to Appear (GO 79-4)

1. The Desk Officer and Booking Officer share responsibility to insure that persons arrested are released PTA in the field if appropriate. Appropriateness will be viewed in accordance with GO 79-4. Should the Desk Officer find that a person should have been released in the field and was not, at his option he may summon that Officer from the field and order that the person be issued a Citation and released.

E. Medical Emergencies

1. Should a medical emergency occur, either at time of intake or after a temporary surrender has been completed, emergency medical care and assessment will be performed by State Medical personnel assigned to Detention. The Desk Officer will then be informed and appropriate secondary treatment sought as required. Guarding/Transportation of a person `temporarily surrendered,' at a local hospital, WILL BE OUR RESPONSIBILITY. The Desk Officer will record such incident, bringing same to the attention of Commander of Patrol.

F. Booking

Booking procedures will remain unchanged with the Booking Officer responsible for completing the U.A.R. and phoning said information to the Record Room. Motor Vehicle Arrests will be coordinated between Records and the Booking Officer, with several checks made during the shift to insure all are recorded on the transmittal.

G. Processing

1. All persons placed under custodial arrest and brought to the Detention facility will be both pictured and printed. THIS REGARDLESS OF THE NATURE OF THE OFFENSE. The sole exception to this being: 1) mass arrest situations; and 2) unusual occurrences. Appropriate notation will be made on the cellblock card by the Booking Officer citing whether or not the person has been processed. Processing of persons will be as follows:

   a. After completely filling out the Identification Data Form, three (3) fingerprint cards will be completed by the Booking Officer EXCEPT, in ALL arrests for Burglary, Robbery I, and Sexual Assault I, when a fourth card will be completed. These cards are as follows:

      . FBI Card (Felony Only)

      . State Card (Felony Only)

      . Local Card (all arrestees)

      . Local Card - marked N.H. Single Fingerprint File - (completed for all Burglary, Robbery I, and Sexual Assault I arrests)

   THE BOOKING OFFICER WILL BE HELD STRICTLY RESPONSIBLE FOR THE QUALITY OF THE FINGERPRINTS TAKEN.

2. In addition to the fingerprints taken, one (1) photograph will be taken of the arrestee. FRONT VIEW ONLY.

3. If, at the time of arrest, subject was wearing a hat, glasses, wig, etc., then two (2) photographs will be taken (FRONT VIEW) with subject wearing these items, and with these items removed.

4. If there is any doubt about the true identity of a person arrested, he/she is to be processed, and the appropriate steps taken to insure that true identity is established before release.

H. Security

1. General security will be the responsibility of Department of Corrections personnel, with Department personnel following Corrections procedures. Conflicts should they arise, will be communicated to the Shift Commander and resolved at this or a higher level as required.

IV. UNUSUAL OCCURRENCES

1. All Unusual Occurrences such as: sudden death, suicide, fire, escape, assaults, etc., shall be communicated to the Desk Officer, who shall determine first if the prisoner was on temporary surrender or in the custody of the State after arraignment. If on a temporary surrender, investigation will be our responsibility, possibly along with the Department of Corrections. If involving a prisoner held AFTER arraignment, responsibility will rest with State Corrections personnel with only notation required, forwarded to the Commander of Patrol.

This Order supercedes General Order 79-5.

PER ORDER OF:

WILLIAM F. FARRELL
Chief of Police

EFFECTIVE: 0001 HOURS
MAY 14, 1984

DISTRIBUTION:

All Majors and Commanders
Shift Commanders
Detention
Front Desk
Library
File

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 84-5

RE: CHANGE TO RULE 13 - MANUAL OF THE DEPARTMENT OF POLICE SERVICE

At the regularly scheduled meeting of November 13, 1984, the Honorable Board of Police Commissioners approved the following change to Rule 13:

ITEM 8 (NEW) PERFORMANCE APPRAISAL

Performance appraisal will be an annual process within the Department of Police Service with each sworn employee (through the rank of Captain) and each non-sworn employee, rated formally during the month of April of each calendar year. Employees will be rated on their performance during the past twelve (12) months, with the method of evaluation, as from time to time, may be approved by the Board.

EFFECTIVE DATE: Upon Receipt

PER ORDER OF:

DISTRIBUTION: ALL

WILLIAM F. FARRELL
Chief of Police

DISTRIBUTED: November 22, 1984

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 85-1

RE: UNIFORMS, EQUIPMENT AND GROOMING

I. PURPOSE

To establish policies regarding the wearing of the uniform, prescribed equipment, and personal appearance.

II. UNIFORMS

A. Definition of Proper Uniform

Uniforms shall be as the New Haven Board of Police Commissioners shall, from time to time, authorize. A memorandum from the Chief of Police will indicate when conversion from one uniform to another will be made.

B. When To Wear The Uniform

Uniforms will be worn by all Uniform personnel whenever on-duty; by all personnel when working in an Extra-Duty capacity (unless otherwise directed); by Uniform personnel when testifying in Court (unless otherwise directed); by Uniform personnel when appearing before the Board of Police Commissioners; by Uniform personnel when appearing before the Chief; and by all personnel whenever directed to by the Chief or his designee. The wearing of the uniform in public outside the scope of one's official duties is prohibited without the expressed authorization of the Chief of Police.

C. Wearing of Uniform, Badge and Nameplate

1. While on-duty, the Uniform will be worn complete to include the wearing of the hat. Anything unauthorized shall not be worn, nor, shall uniforms be altered in any stylistic way. Personnel assigned to Uniform duties within Headquarters shall wear the Uniform in the manner prescribed for that Unit/function.

2. Personnel shall wear the uniform so as to present a neat and clean appearance. Uniforms shall be clean and pressed and tailored to insure a proper fit. Alternations will be done free of charge by the Department tailor at initial issue ONLY. Personnel are responsible for care and proper maintenance of clothing.

3. When wearing the summer shirt only the top button will be unfastened, with the undergarment (if worn) not showing.

4. While in uniform, shoes provided by the officer, shall be black, plain in style, and capable of taking a high polish. Shoes shall be kept well polished and maintained, and shall be of a tie, zipper, slip-on or buckle variety. If of a buckle variety, the buckle shall be covered by the leg of the trouser. Heel height shall not exceed one inch (8/8). Boots may be worn in lieu of shoes so long as they conform to the above standards. **(New - Socks shall be black or navy blue.)**

5. The hat shall be worn squarely on the head and fit snugly. The visor shall be worn two fingers width above the bridge of the nose.

6. Supervisor and Unit insignia shall be worn as described in Attachment A.

7. The Badge and Nameplate shall be worn and completely visible at all times. The sole exception to this shall be the wearing of the nameplate when raingear is worn.

   a. The processing of a duplicate badge is not permitted.

D. Insignia of Rank

1. Chief of Police

Three (3) gold stars, worn on the shirt collar and shoulder of outer garments; single breasted coat with 1 1/4" blue piping and three (3) gold stars on sleeve, 1/2" blue piping above stars, and 1 1/4" blue piping on trousers. White shirt with black tie. Gold strap over black velvet on cap with gold spray on visor.

2. Major

Gold oak leaf cluster worn on the shirt collar and shoulder of outer garment. Single breasted coat with 1 1/4" blue piping on sleeve, 1 1/4" blue piping on trousers. White shirt with black tie. Gold strap over black velvet on cap with gold spray on visor.

AMENDMENT TO GENERAL ORDER 85-1

3. Commander

Silver oak leaf cluster worn on the shirt collar and shoulder of outer garment; single breasted coat with 1 1/4" blue piping on sleeve, 1 1/4" blue piping on trousers. White shirt with black tie. Gold strap over black velvet on cap with gold spray on visor.

4. Captain

Two (2) gold bars worn on the shirt collar and shoulder of outer garment; single breasted coat with with 1" blue piping on sleeve; 1" blue piping on trousers. White shirt with black tie. Gold strap over black piping on cap.

4a. (NEW) Superintendent

One (1) silver bar - with blue stripes worn on the shirt collar and shoulder of outer garment; single breasted coat with 3/4" blue piping on sleeve; 3/4" blue piping on trousers. White shirt with black tie. Gold strap over black piping on cap.

5. Lieutenant

One (1) gold bar worn on the shirt collar and shoulder of outer garment; single breasted coat with 3/4" blue piping on sleeve; 3/4" blue piping on trousers. White shirt with black tie. Gold strap over black piping on cap.

6. Sergeant

Three (3) pointed chevron worn on the shirt collar, shirt sleeve and sleeve of outer garment. Nylon jacket (seasonal) with blue shirt and blue tie. 3/4" blue piping on trousers and sleeve of Class A Uniform (single breasted coat) worn with blue shirt and blue tie. Gold strap on cap.

AMENDMENT TO GENERAL ORDER 85-1 (CONTINUED)

7. Detective

Nylon jacket (seasonal) worn with blue shirt and blue tie. 1/2" blue piping on trousers. Class A uniform (single breasted coat), worn with blue shirt and blue tie. Cap with black strap worn with Detective's gold shield.

8. Patrolman

Nylon jacket (seasonal) worn with blue shirt and blue tie. 1/2" blue piping on trousers. Class A uniform (single breasted coat), worn with blue shirt and blue tie. Cap with black strap worn with silver shield.

REVISED 6/88

PER ORDER OF:

ISSUED: JULY 7, 1988

WILLIAM F. FARRELL

E. Longevity Stripes

Longevity stripes will be worn by all sworn personnel through the rank of Sergeant. Stripes will be worn on the left sleeve of both the Class A single breasted jacket and the nylon field jacket. Each stripe will equal five (5) years service.

F. Ribbons and Decorations

The following represents those ribbons awarded by the Department:

MEDAL OF HONOR

POLICE CROSS

MEDAL OF MERIT

CERTIFICATE OF MERITORIOUS SERVICE

SILVER MEDAL

BRONZE MEDAL

CERTIFICATE OF COMMENDATION

UNIT CITATION

OAK LEAF CLUSTER

MARKSMANSHIP MEDALS

G. Mixture of Uniform and Civilian Clothes

Personnel are permitted to wear a combination of uniform and civilian clothes when going to and from work and during their lunch period. At all times highly visible insignia of the Department, i.e., patch, collar pins, brass buttons and police shield will be covered by the civilian attire worn. Discretion is expected to avoid an unkempt out-of-uniform appearance in public.

H. Replacement

The Department will replace or repair uniform items whenever they are damaged/lost in the line of duty. Initial issue as well as annual replacement of uniforms will be as set forth contractually. The Department WILL NOT replace clothing lost or damaged through neglect.

III. EQUIPMENT

A. The following identifies equipment to be carried or in the possession of all sworn members of the Department while performing `field duties.' The term `field duties' applies not only to on-duty assignments, but to `Extra-Duty' assignments as well.

Department personnel shall carry only that equipment issued and/or approved by the Department. Twelve bullet loops, speed loaders, folding type pocket knives with a blade 3 1/2" or less, body armor, flashlight holders (all purchased by the officer) are currently the sole exceptions to issued equipment that may be carried. Nothing with this Order shall preclude the issuance of special equipment, i.e., gas masks, riot sticks, special weapons, etc., issued during unusual incidents at the direction of a superior officer. The following equipment shall be carried by all sworn personnel while performing field duties.

Patrol Officers and Sergeants Assigned to Uniform Services
Detectives and Plainclothes personnel while in uniform

- *Night stick with ring
- Blackjack
- Handcuffs and case
- Holster, leather belt keepers and associated leather goods
- Mace and holder
- *Department issued flashlight
- .38 cal. Smith & Wesson Model #64 (loaded) - Six (6) rounds Department issued ammunition

- Six (6) rounds Department issued ammunition in loop
- Portable radio and case
- *All necessary forms, including Parking Tags, Citation and Summons Book
- Supervisor's Notebook (Sergeants only)

Lieutenants and Captains Assigned to Uniform Services

- .38 cal. Smith & Wesson Model #64 (loaded) - Six (6) rounds Department ammunition
- Belt holster
- Six (6) rounds Department issued ammunition in loop
- Portable radio

Nothing shall preclude Lieutenants and Captains assigned to Uniform Services from carrying other Department issued and approved equipment at their option, or at the direction of the Chief of Police, or his designee.

*On Extra-Duty assignment, at the option of the Officer, these items may be carried or be in the possession of the Officer. "Possession" as used herein means: not carried on person but immediately available.

Sergeants, Detectives and Officers Assigned to Plainclothes Duties

- Blackjack
- Handcuffs
- Mace
- Department issued flashlight
- .38 cal. Smith & Wesson Model #64 (loaded) - Six (6) rounds Department issued ammunition
- Six (6) rounds Department issued ammunition in loop
- Department issued holster
- Badge, identification card and case
- Portable radio

Nothing herein shall preclude additions or deletions from the above, dependent upon the nature of the assignment, with approval of the Chief of Police, or his designee.

Lieutenants and Captains Assigned to Plainclothes Duty

- .38 cal. Smith & Wesson Model #64 (loaded) - Six (6) rounds Department issued ammunition
- Department issued holster
- Six (6) rounds Department issued ammunition in loop
- Portable radio
- Badge, identification card and case

Nothing herein shall preclude Lieutenants and Captains assigned to Plainclothes duties from carrying other Department issued or approved equipment at their option, or at the direction of the Chief of Police, or his designee.

Commanders, Majors, Chief of Police

- Issued weapon (loaded) with Department issued ammunition
- Department issued holster
- Badge, identification card and case

Nothing herein shall preclude command officers from carrying at their option other Department issued or approved equipment, or equipment issued at the direction of the Chief of Police.

B. Replacement

The Department will replace or repair equipment items whenever they are damaged/lost in the line of duty. The Department WILL NOT repair or replace equipment lost or damaged through neglect.

IV. GROOMING

A. General

All employees (sworn and non-sworn) shall present a neat and clean appearance while on duty.

B. Specifics

1. GROOMING STANDARDS FOR SWORN PERSONNEL (MALE)

a. Hair

Hair may be worn in any contemporary and conservative style, conforming to the following: Hair shall be clean and well groomed and shall not extend more than two (2) upward from the from the top nor two (2) inches outward from the side of the head; hair shall not extend below the top of the anti-helix of the ear and shall be tapered to the rear of the head where the length shall not extend downward more than one (1) inch beyond the hairline at the back of the neck, and in no event shall the hair extend below the mid-part of the shirt collar in normal standing position, nor shall in any way interfere with the proper wearing of the uniform hat, helmet, or gas mask.

b. Facial Hair

Except for a moustache, the face shall be clean shaven. The moustache shall be neat (not bushy), trimmed, and shall not extend downward beyond the lower lip or upward in a curled or handlebar style. Waxing of the moustache is prohibited. Goatees or hair growth below the lower lip is prohibited. In no event shall the wearing of a moustache interfere with the proper wearing (fit) of a gas mask. Officers who experience a skin disorder aggravated by shaving are exempt from the above so long as the condition persists and the officer conforms to the following requirements:

- Submits a letter to the Personnel Officer through the proper Chain of Command from a certified dermatological physician expressing the physician's opinion in detail that the medical treatment and therapy of the skin disorder requires that the officer stop shaving.

- Continues to receive treatment for the disorder on a regular basis, supplying the Personnel Officer with a continuing update of his condition.

- Keeps facial hair to the minimum required by the condition.

- Keeps facial hair clean and well groomed.

- Submits to photographs showing his new appearance with said photographs kept on file in both Personnel and Internal Affairs.

Nothing in this section shall prevent the Chief from transferring an officer thus afflicted to a temporary assignment outside the public view.

c. Sideburns

Sideburns shall be neat, trimmed, and shall not extend below the bottom of the ear lobe. The base of the sideburns will be a clean-shaven horizontal line. Sideburns will be of uniform width from top to bottom with no flair at the base.

d. Jewelry and Ornamentation

Watches, and non-conspicuous rings may be worn while in uniform, along with religious or identification-type necklaces, but only if the chain is long enough so as not to expose the amulet to public view. A single strand necklace of precious or semi-precious metal when worn about the neck, may be exposed to view while in the summer shirt. The wearing of any other jewelry or ornamentation is expressly prohibited.

2. GROOMING STANDARDS FOR SWORN PERSONNEL (FEMALE)

a. Hair

Hair may be worn in any contemporary and conservative style conforming to the following: Hair shall be neat, clean, and worn in an attractive style. Extreme styles will not be accepted. Hair shall not extend more than two (2) inches upward from the top nor two (2) inches outward from the side of the head, and in no event shall hair extend below the mid-part of the shirt collar while in normal standing posture. If hair is longer than just described, it must be worn up in a NEAT fashion and securely fastened. In no event shall hair interfere with the proper wearing of the uniform hat, helmet or gas mask.

b. Make-up

The use of facial make-up shall be conservative. Excessive use of lipstick, rouge, foundation, mascara, eyebrow pencil, eye shadow, etc., shall not be acceptable. Fingernails shall be inconspicuous, i.e., neither too long not too darkly or flashily colored.

c. Jewelry and Ornamentation

Watches, non-conspicuous rings, plain (post-type) earrings (gold or silver) may be worn while in uniform, along with religious or identification type necklaces, but only if the chain is long enough so as not to expose the amulet to public view. A single strand necklace of precious or semi-precious metal, when worn about the neck, may be exposed to view while in the summer shirt. The wearing of other jewelry or ornamentation is expressly prohibited.

3. OTHER GROOMING REQUIREMENTS (MALE/FEMALE-SWORN)

a. Wigs and Hairpieces

Wigs and hairpieces may be worn so long as they are properly fitted and secured to the head and conform to the standards set for Hair in the above section.

b. Hair Color

Hair color should be natural in appearance with coloring and dyeing permitted. Excessive or extreme use of coloring or dyeing is expressly prohibited.

4. PLAINCLOTHES PERSONNEL

Personnel assigned to Plainclothes Units or operations shall dress conservatively and in a businesslike manner. Extreme, mod, or flashy forms of dress are prohibited, along with the wearing of any denim material. General grooming regulations as set forth in this Order apply equally to Plainclothes personnel.

Personnel on special assignment may be exempt from certain Uniform and Grooming requirements upon arrival of their Division head.

V. RECRUITS

Nothing within this order shall prevent the Chief of Police from establishing Uniform, Equipment and Grooming standards different from those described herein for Police Recruits while in academy training.

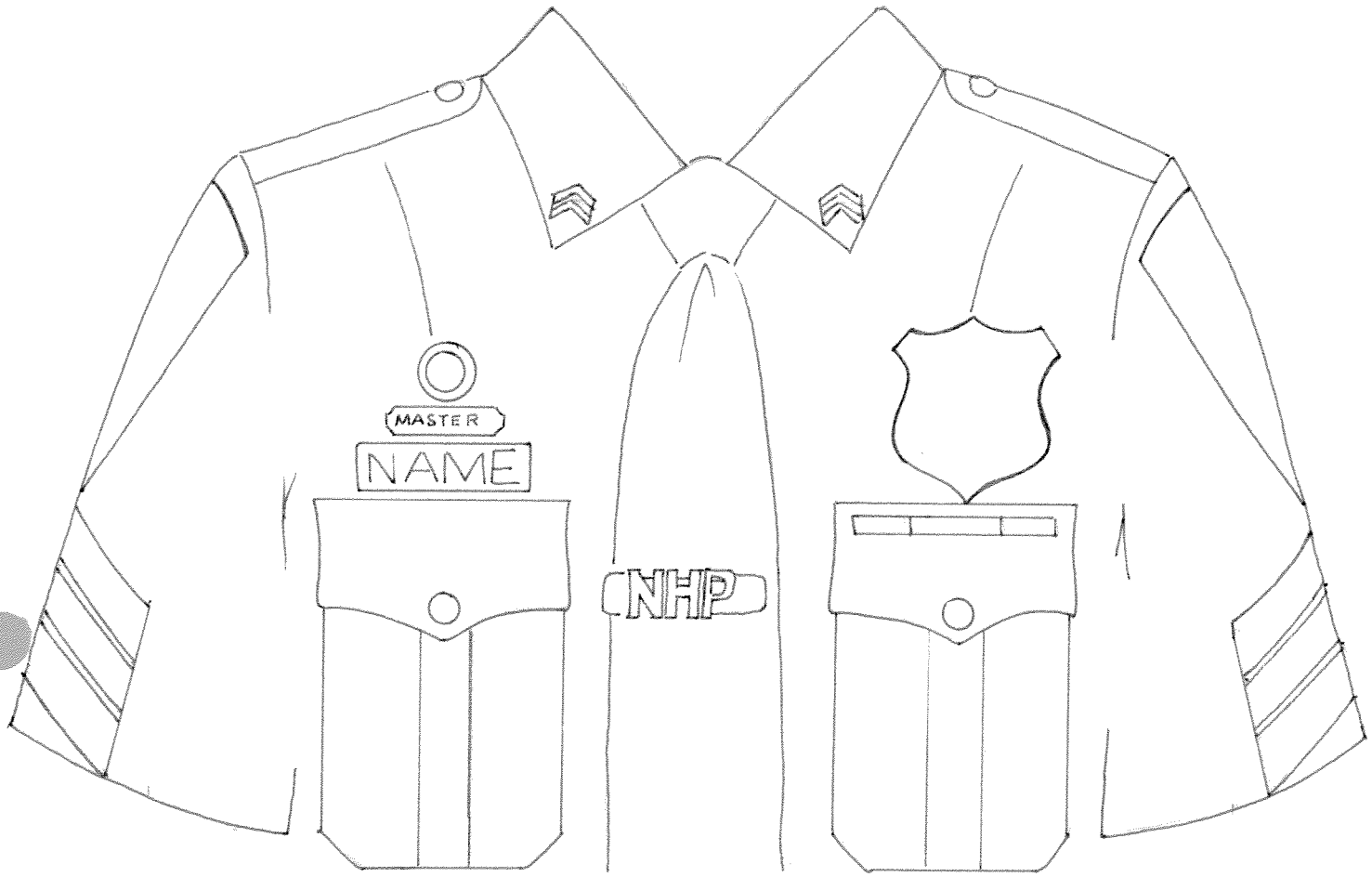
EFFECTIVE DATE: JUNE 14, 1985 PER ORDER OF:

DISTRIBUTION: ALL WILLIAM F. FARRELL
CHIEF OF POLICE

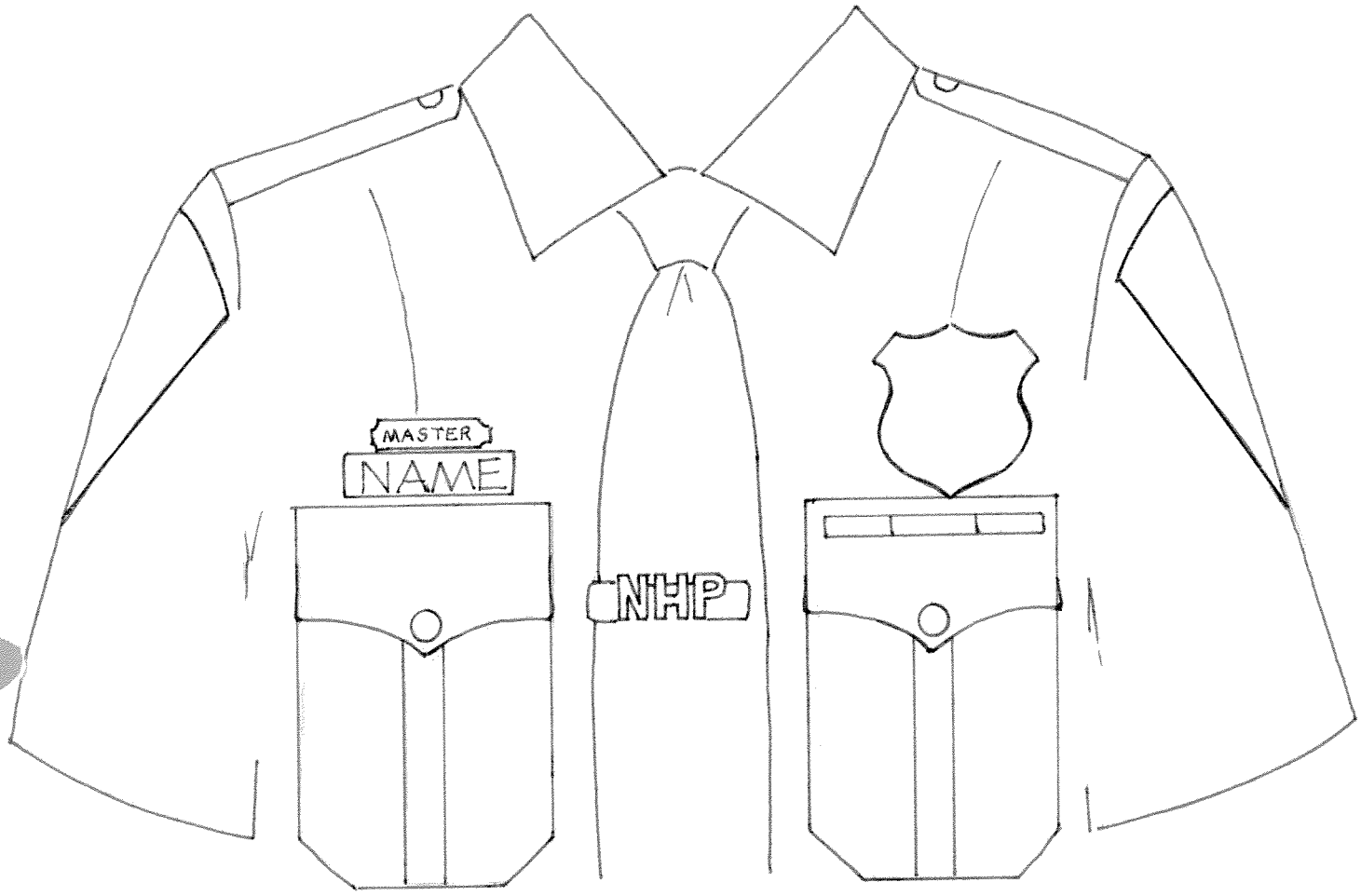
This Order supersedes G.O. 74-24, 82-3 and S.O. 84-1

Reprint 12/88

ATTACHMENT A

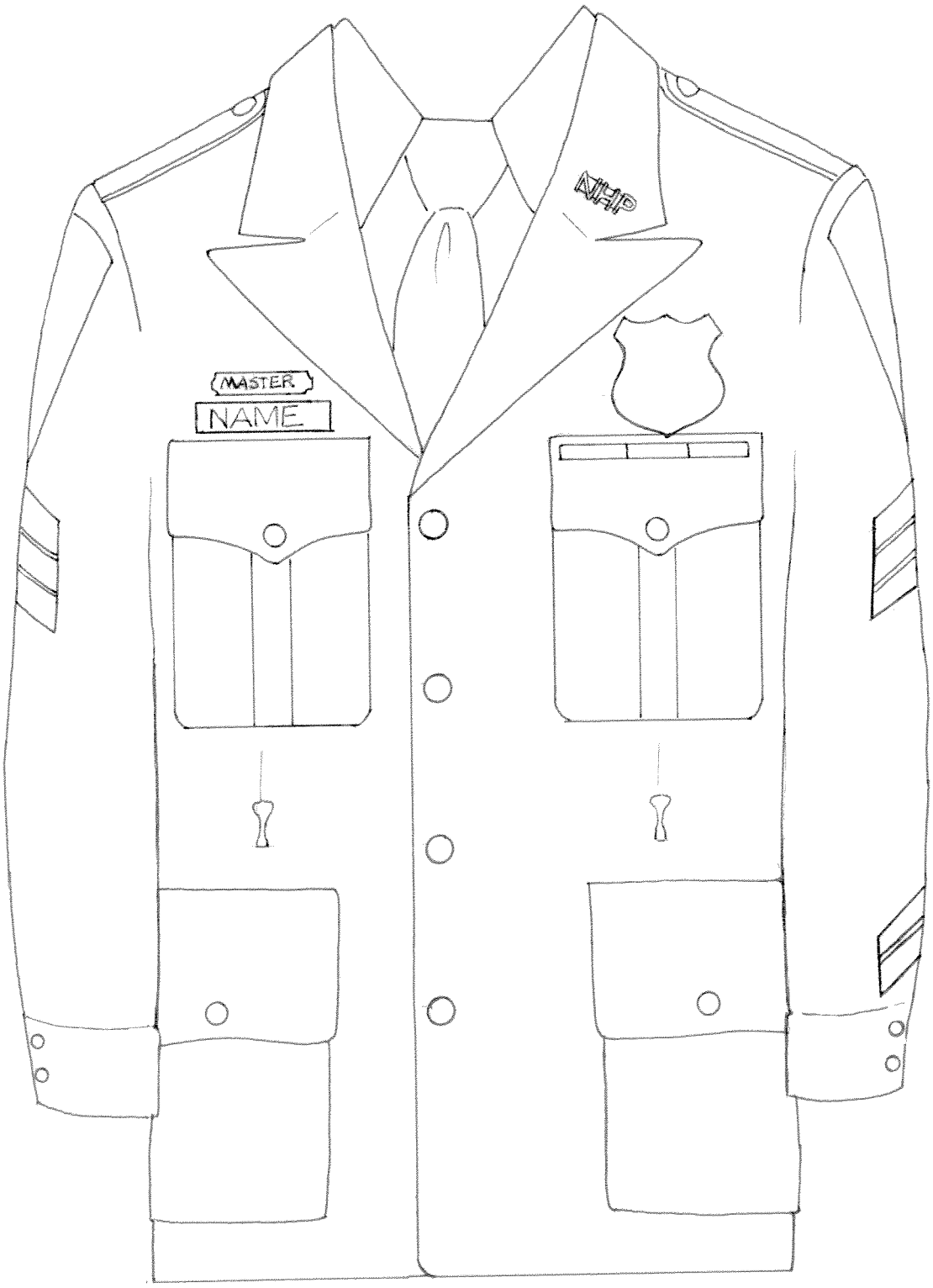


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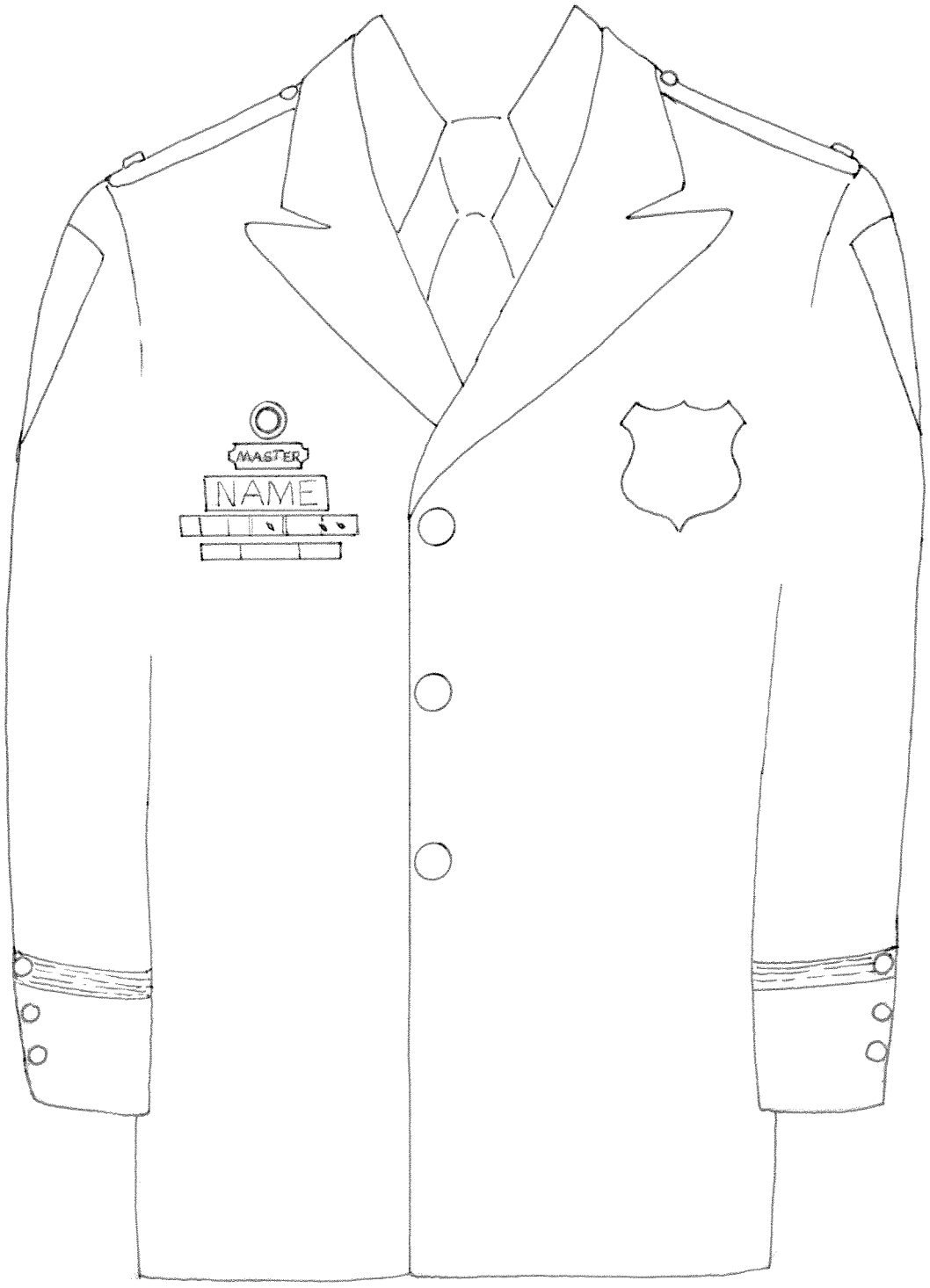
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CLASS A UNIFORM
OFFICER - SERGEANT

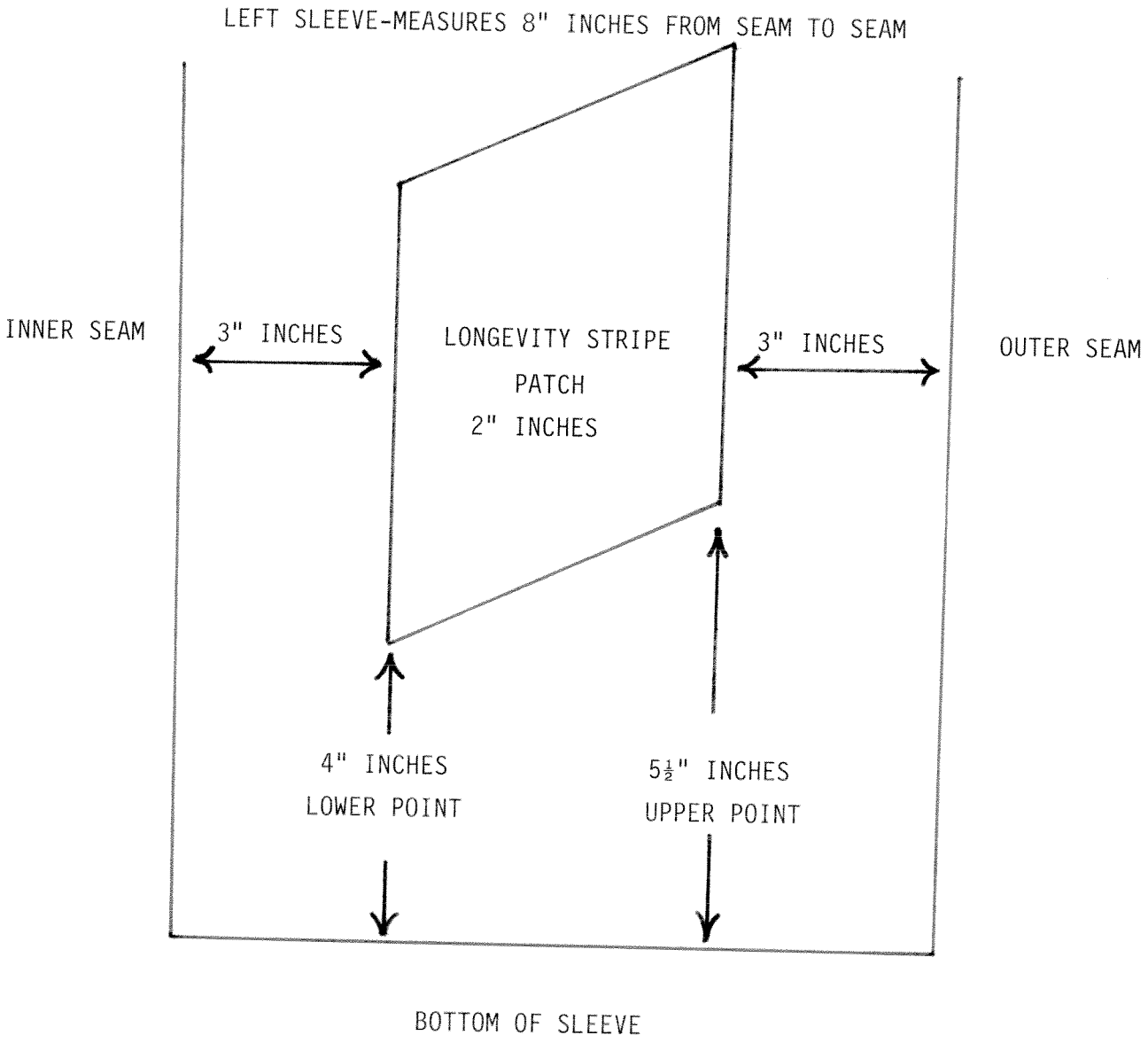


CLASS A UNIFORM
COMMAND PERSONNEL

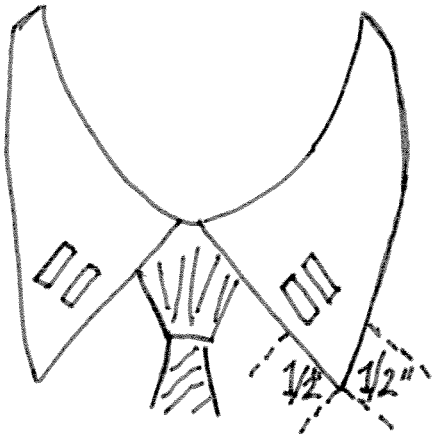
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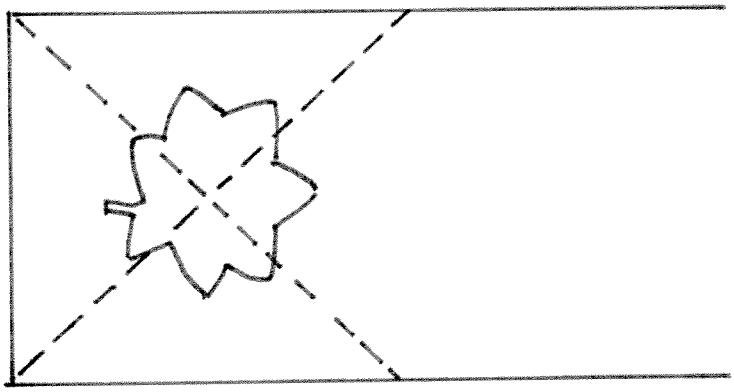


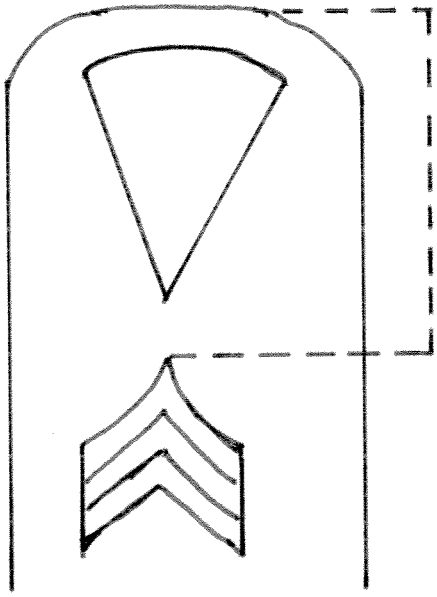
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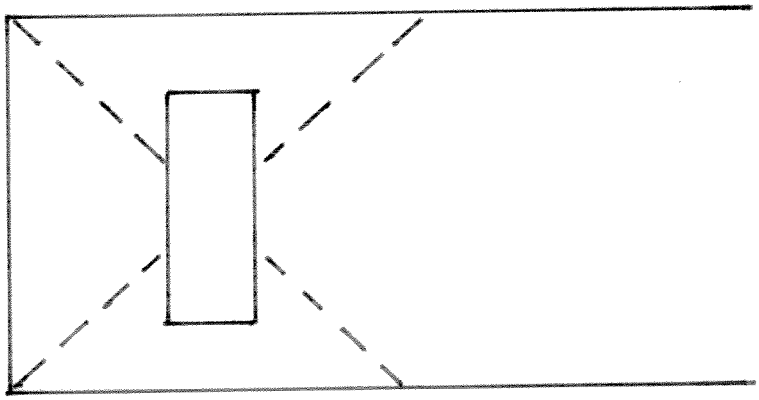


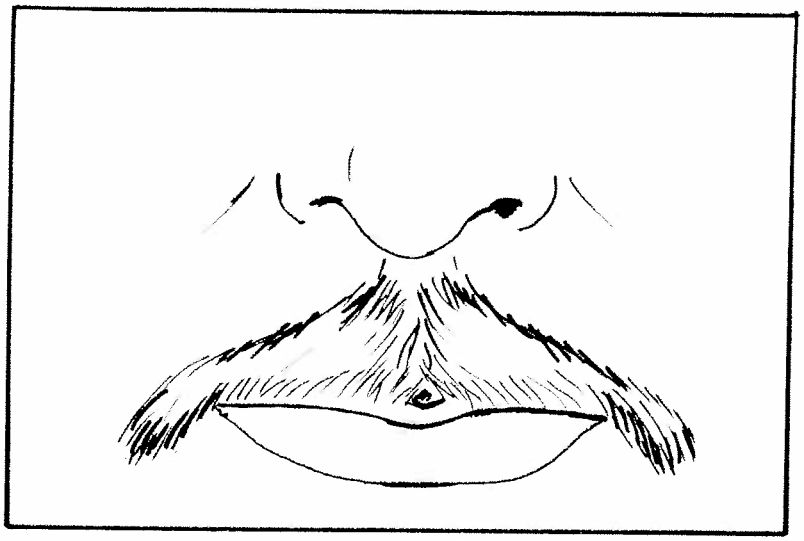
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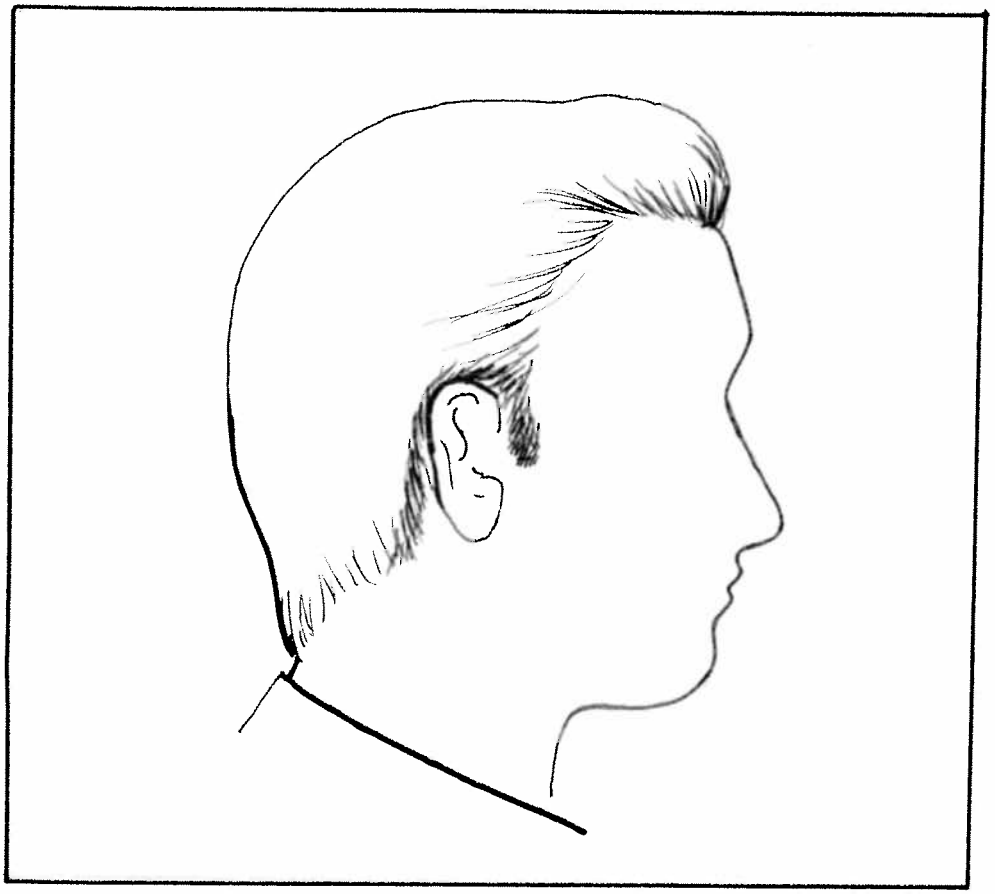




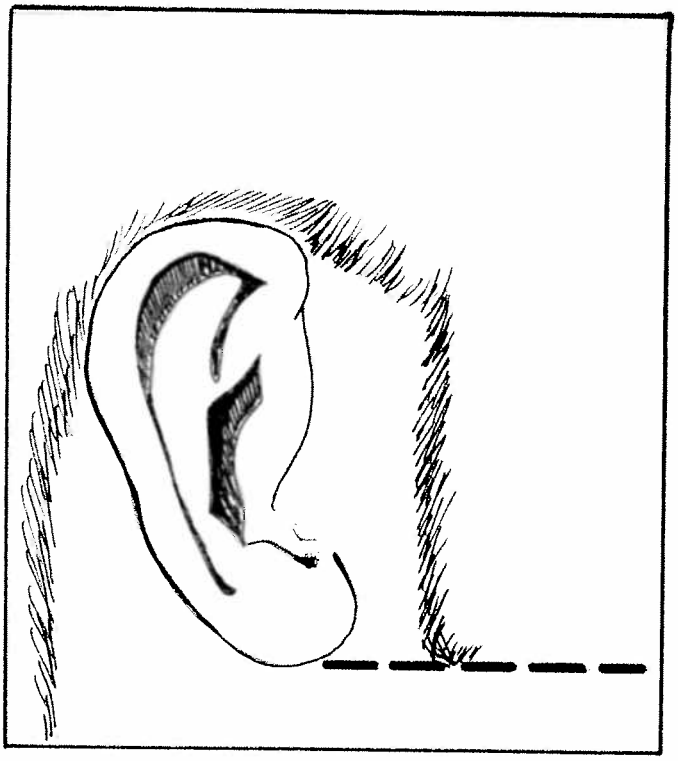




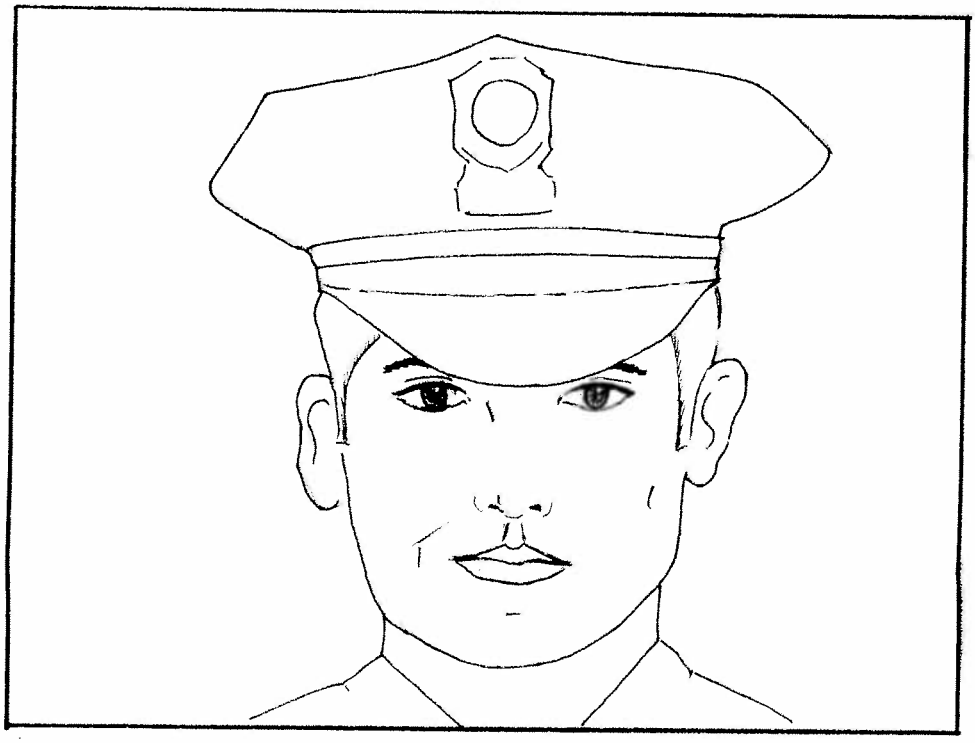
THE MOUSTACHE SHALL BE NEAT (NOT BUSHY), TRIMMED AND SHALL NOT EXTEND DOWNWARD BEYOND THE LOWER LIP OR UPWARD IN A CURLED OR HANDLEBAR STYLE. WAXING OF THE MOUSTACHE IS PROHIBITED.



HAIR MAY BE WORN IN ANY CONTEMPORARY AND CONSERVATIVE STYLE. HAIR SHALL BE CLEAN AND WELL GROOMED AND SHALL NOT EXTEND MORE THAN TWO (2) INCHES OUTWARD FROM THE SIDE OF THE HEAD; HAIR SHALL NOT EXTEND BELOW THE TOP OF THE ANTI-HELIX OF THE EAR AND SHALL BE TAPPERED TO THE REAR OF THE HEAD WHERE THE LENGTH SHALL NOT EXTEND DOWNWARD MORE THAN ONE (1) INCH BEYOND THE HAIRLINE AT THE BACK OF THE NECK, AND IN NO EVENT SHALL THE HAIR EXTEND BELOW THE MID-PART OF THE SHIRT COLLAR IN NORMAL STANDING POSTURE, NOR SHALL IN ANY WAY INTERFERE WITH THE PROPER WEARING OF THE UNIFORM HAT, OR GAS MASK.



SIDEBURNS SHALL BE NEAT AND SHALL NOT EXTEND BELOW THE BOTTOM OF THE EAR LOBE.



THE HAT SHALL BE WORN SQUARELY ON THE HEAD AND SHALL FIT SNUGLY. THE VISOR SHALL BE TWO (2) FINGERS WIDTH ABOVE THE BRIDGE OF THE NOSE. THE HAIR SHALL BE SHORT ENOUGH TO ALLOW THE HAT TO FIT PROPERLY, WITHOUT CAUSING THE HAIR TO FLAIR OUT BENEATH THE HATBAND.

MEMO

DEPARTMENT OF POLICE SERVICE

NEW HAVEN, CONNECTICUT 06519

TO: All Sworn Personnel

DATE: February 22, 1991

FROM: Chief Nicholas Pastore

RE: General Order 85-1
Uniforms, Equipment and Grooming

Recently it has come to the attention of this office that certain officers have worked in an "Extra Duty" capacity in other than full uniform. Personnel are reminded of the provisions of General Order 85-1, II, B, which states: "Uniforms will be worn by all uniform personnel whenever on duty; by all personnel when working in an Extra Duty capacity (unless otherwise directed)..." Authority to alter this requirement will come from this office or from a person designated by this office in writing.

Issued February 28, 1991
by paycheck:

NP/kc

MEMO

DEPARTMENT OF POLICE SERVICE

NEW HAVEN, CONNECTICUT 06519

TO: ALL SWORN PERSONNEL DATE: December 4, 1992

FROM: CHIEF NICHOLAS PASTORE

RE: GENERAL ORDER 85-1, SECTION III (EQUIPMENT)

Department personnel are reminded of General Order 85-1, Section III (Equipment) and the requirement that personnel carry only that equipment issued and/or authorized. Recently officers have been observed carrying large C or D cell flashlights with a medal case. Officers are issued a three (3) cell flashlight with a plastic case. Equipment other than which was issued and/or approved by the department is not authorized. C or D cell flashlights with a medal case are NOT authorized and will NOT be carried. Officers are permitted to carry the medal cased AA battery size 'Mag' lights or other plastic cased flashlights which they have purchased. Supervisors should pay special attention to this memo and correct violations on sight and report for disciplinary action repeat offenders.

cc: Distributed with Paychecks
THURSDAY, DECEMBER 10, 1992

NP/rew

MEMO

:PARTMENT OF POLICE SERVICE

NEW HAVEN, CONNECTICUT 06519

TO: ALL PERSONNEL

DATE: DECEMBER 2, 1993

FROM: CHIEF NICHOLAS PASTORE

RE: REFLECTIVE TRAFFIC VEST

Supply has begun the process of issuing new reflective traffic vests to all personnel. These vests are being recorded as part of the officer's issued equipment and personnel will be held responsible for their care and security.

The vests represent a continuing effort by the Department to increase officer safety, and persons already issued vests are advised to wear them whenever performing traffic duties, especially on extra-duty assignments.

Once issue has been made to the entire Department, General Order 85-1 (Uniforms - Equipment and Grooming) will be amended to include the vests as standard issue, and mandate use on any traffic extra-duty assignment, or when directed as part of a regular duty assignment i.e. parades, event traffic, etc.

DISTRIBUTED ON PAYCHECKS:

THURSDAY - DECEMBER 2, 1993

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 85-1 ADDENDUM

RE: UNIFORMS, EQUIPMENT AND GROOMING

Sworn personnel are presently being trained in and issued the Monadnock PR-24 Expandable Police Baton to replace both the nightstick and blackjack previously issued by the Department.

Once an officer has been certified in the use of the PR-24, it will become part of issued equipment, replacing both the nightstick and blackjack.

General Order 85-1 concerning department-issued equipment will be revised in its entirety once all officers have completed training.

EFFECTIVE:
UPON RECEIVED

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

DISTRIBUTION: ALL PERSONNEL

DISTRIBUTED BY
PAYCHECK: THURSDAY
FEBRUARY 10, 1994

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 87-4 (NEW)

I. PURPOSE

The purpose of this Order is to establish a policy and procedure for the dissemination of information via the Monopulse system and the CCS Dispatcher and to reduce the number of needless or useless broadcasts.

II. POLICY

This policy is not meant to be all-encompassing but to afford members of the Department with basic guidelines to follow when disseminating police information to other members of the Department.

It shall be the policy of the New Haven Police Department that broadcasts and Monopulse messages shall be put out under the following circumstances:

A. A radio broadcast or monopulse message for a known subject who is wanted for the commission of a felony or misdemeanor will contain sufficient information to allow officers in the field to stop potential suspects on "Probable Cause."

B. A radio broadcast for a known subject wanted for the commission of a misdemeanor will only be valid for a period of six (6) hours or the end of a shift whichever comes first. An arrest warrant affidavit will be required thereafter. No pickup will be put on the Monopulse for an individual, known or unknown, wanted for a misdemeanor offense.

C. A radio broadcast or monopulse message for a subject known or unknown, wanted for the commission of a felony will be valid for a longer period of time, but this does not negate an officer applying for an arrest warrant affidavit as soon as "Probable Cause" is present.

D. All missing person broadcasts and monopulse message will contain a complete description of the individual reported missing, plus the name of the person reporting the incident. In the case of a minor, the name of the parent or guardian will also be included, and the officer will ensure that the broadcast is put out

expeditiously via radio and monopulse to satisfy statutory requirements. In the case of juveniles 15 years of age and under, a State broadcast on the COLLECT system must also be put out.

E. All reports of incidents or crimes in progress or of those just occurring, will be given to the dispatcher as soon as received and will include as much information as is available. This is to insure a rapid response in emergency situations or to increase the likelihood of arrest in criminal situations.

F. All broadcasts for minor incidents or misdemeanors, with insufficient information or lacking "Probable Cause" will be discontinued.

G. All "Try and Locate" or "Police Information Only" broadcasts must be approved by a Supervisor.

H. All stolen, recovered, lost, and Try and Locate autos, will be called into CCS by the person reporting same. Lost and Try and Locate autos must be approved by CS2 before any broadcast is put out for them.

III. PROCEDURE

The following procedures will be adhered to when putting out broadcasts or Monopulse messages. They are meant to be a guide and officers should include other information in the message that will assist fellow officers in locating the subject of the message.

A. A broadcast for an individual wanted for a Felony only will be put out over the Monopulse. This will be done by calling 200 Orange Street Fire Emergency Communications Center, Ext. 6235 or 6237.

The following information will be supplied to the Fire Emergency Operator:

1. Officer requesting pickup
2. Crime
3. Name of suspect
4. Race of suspect
5. Sex of suspect
6. Approx. Age or D.O.B.
7. Approx Ht. & Wt.
8. Address or L.K.A.
9. If armed, type weapon
10. Desc. Vehicle (if involved)
11. Desc. clothing (if known)
12. Complaint Number

This information will also be supplied to CCS for broadcast over the radio.

B. Subjects wanted for misdemeanors or minor M/V violations will be broadcast over the radio only; as the time element under the "speedy information" doctrine does not permit those pickups on the Monopulse.

C. A "Missing Person" report will be called in to CCS and to 200 Orange Street as soon as the following information is obtained:

1. Location missing from
2. Name of individual missing
3. Age or D.O.B.
4. Race
5. Sex
6. Approximate height and weight
7. Clothing description - if known
8. Reported by - address, phone number
9. Is person missing physically ill, mentally ill, or dangerous to self
10. CN and Officer reporting

a. if the "missing person" is a juvenile, 15 years of age or younger, then CCS will be notified first so a radio broadcast may be given immediately and the messages put out over the State COLLECT system. The Youth Services Unit will also be notified.

b. in the case of a missing juvenile under 10 years of age, a Sector Supervisor and the Youth Services Unit will be notified in addition to the above stated notifications.

c. A Sector Supervisor will also be notified when the "missing person" is a senior citizen or mentally ill person.

D. The information necessary for an "Evading Responsibility" broadcast is as follows:

1. Name of investigating officer
2. Type of investigation, i.e., property damage or personal injury
3. Location of accident
4. Year, type, and color of vehicle - if known
5. Registration number - if known
6. Description of operator - if possible
7. Direction of travel
8. Damage on fleeing vehicle
9. Special instructions - i.e., hold for prints
10. CN number

a. In the case of an "evading responsibility" accident where there is personal injury involved, both CCS and Fire Communications will be notified and a message put out via radio and Monopulse.

b. In the case of an "evading responsibility" accident where there is only property damage, it will only be necessary to notify CCS to put the message over the radio. The life of the message will end when the officer's regular tour of duty ends. Any additional information developed by fellow officers will be recorded and forwarded to the investigating officer.

IV. CANCELLATION OF A BROADCAST

Whenever the subject of a radio broadcast or monopulse message is located or arrested, it will be the obligation of the officer involved to notify CCS and Fire Communications to cancel the outstanding broadcast or message. Furthermore, the officer will include in his/her CIRS report the name of the individual notified in the respective Units.

V. CONCLUSION

In an officer's daily endeavor to solve crimes and apprehend criminals, good, timely and accurate information is the most valuable tool available to him. Therefore, we must make every effort to expeditiously obtain accurate and pertinent information so that our communications system can work for us not against us.

THIS ORDER SUPERSEDES GENERAL ORDER 87-3

EFFECTIVE DATE: UPON RECEIPT PER ORDER OF:

DISTRIBUTION: ALL WILLIAM F. FARRELL
Chief of Police

Reprint 12/88

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 87-5

RE: OPERATION AND USE OF POLICE VEHICLES AND POLICE GARAGE

I. PURPOSE

The purpose of this Order is to state Department policy with respect to the operation and use of police vehicles and facilities.

II. INDEX

	PAGE
OPERATION OF DEPARTMENT VEHICLES	1
USE OF SEAT BELTS	1
INSPECTION AND REPORT OF DAMAGE	2
USE OF ASSIGNED VEHICLE-NOTIFICATION OF DISPATCHER	2
ACCIDENTS	2
RESPONDING TO CALLS-FOR-SERVICE	3
SECURING THE VEHICLE	3
NOTIFICATION OF DISPATCHER UPON LEAVING PATROL VEHICLE	3
RIDERS IN VEHICLES	3
USE OF SIREN & FLASHING BAR LIGHTS	4
USE OF GARAGE FACILITY	4
MODIFICATIONS TO VEHICLES	5

III. CONTENT

A. Operation of Department Vehicles (General)

Department vehicles are to be used only for official business or in the performance of a Department function. Personnel assigned City vehicles for use "outside normal business hours", will abide by all City and Department regulations regarding their use. Personnel are reminded that safety is a primary concern to the City and the Department. To this end, personnel shall drive defensively, obey all traffic laws and extend courtesy to others using our streets and highways.

B. Use of Seat Belts

Section 14-100a C.G.S. requires that seat belts be used by any operator or front seat passenger of a "private passenger vehicle"; (Police vehicle included in that definition), except when the latter are responding to an "emergency call".

C. Inspection and Report of Damage

1. The Shift Commander or Assistant Shift Commander shall delegate responsibility to any sector supervisor to be present at, and inspect, vehicles prior to their leaving One Union Avenue. Patrol Officers shall inspect their vehicles after line-up and report to their supervisor, any damage or conditions to include cleanliness or mechanical defects which detract from the operation or appearance of the vehicle. Supervisors will take appropriate action with regard to either reported or observed problems, reporting same to the Shift Commander or Assistant Shift Commander.

2. Detectives and Officers assigned to plainclothes functions will also inspect vehicles under their control for damage and cleanliness and report any defects to the Desk Sergeant within ISU who will be responsible for recording the complaints and taking appropriate action. ISU personnel working Squad C, will report all defects to the Squad A Supervisor.

D. Use of Assigned Vehicle - Notification Radio Dispatcher

1. Patrol Officers assigned to Uniform Services shall use only that vehicle assigned. In no event will another regular patrol car (non-series 100 vehicle) be used in lieu of that officer's assigned patrol car, to include unmarked vehicles assigned to ISU, without the express authorization of the Shift Commander, Assistant Shift Commander, or Sector Supervisor in that order. Personnel assigned to Investigative Services shall use only that vehicle assigned to them and shall not take another vehicle without authorization from a Supervisor within the ISU, or on Squad C, the Shift Commander, Assistant Shift Commander or Sector Supervisor in that order.

2. Whenever a Patrol Officer is using a vehicle other than his assigned vehicle, he will notify the Radio Dispatcher who will make notation of same on forms provided for that purpose.

E. Accidents

1. Whenever an on-duty member is involved in a motor vehicle accident, a Uniformed Supervisor or in his absence, the Assistant Shift Commander or Shift Commander, will respond and prepare the standard accident report.

2. Copies of this report will be forwarded to the appropriate Unit Commander and Major Support/Emergency Services no later than 1200 hours on the day following the accident. If the report is incomplete, then what is complete will be forwarded with a notation that the investigation is incomplete.

3. Accidents occurring outside this jurisdiction will be investigated by the local police organization. It will be the responsibility of the Department member involved to inform his Unit Commander or the Shift Commander of the accident immediately following the investigation.

F. Responding to Calls-For-Service

Over-response to calls-for-service is a serious concern to the Department. To lessen over-response, the following procedures will be followed:

1. The Radio Dispatcher will send the number of units he deems adequate to handle the complaint.

2. Units not specifically dispatched to the incident will stay within their patrol areas. If the incident is of a serious nature, or may require additional response, then operators shall position themselves within their patrol areas to respond quickly should additional units be required.

3. Supervisors shall be responsible for returning units to service as soon as possible.

G. Securing the Vehicle

Except under exigent conditions, vehicles will be secured, the engine will be turned off, key removed, and vehicle locked. This section will be examined whenever a vehicle is taken or contents stolen or damaged. Negligence on the part of the operator could result in disciplinary action, and/or denial of reimbursement for lost or stolen property.

H. Notification of Radio Dispatcher Upon Leaving Patrol Vehicle

1. Patrol Officers shall notify the Radio Dispatcher whenever leaving their vehicle. An acknowledged arrival in response to a call-for-service will satisfy this requirement.

2. When any officer has cause to stop a motor vehicle or suspicious person, the Radio Dispatcher will be notified as to: location, reason for stop, and marker number or description of vehicle or person(s).

I. Riders in Vehicles

1. The regular crew assigned to a patrol car or plain-clothes unit shall consist of one or more police officers. No person, including members of the Department shall be permitted to ride with the crew without the permission of a supervisor or when necessary in the performance of a police function.

2. No member of the Department whether sworn or non-sworn is to be transported in any Department vehicle to or from work, or to or from any other location, when such transportation is not job related. Authority to transport shall be only upon approval of a supervisor.

3. Members of the community, or other employees of the City are not to be transported in Department Vehicles unless transportation is based on an emergency situation. Authority for such transportation shall be with the approval of a supervisor. The transportation of persons in connection with an ongoing investigation shall be an exception to the above. Officers shall use discretion however, especially in the transportation of members of the opposite sex while alone in the vehicle.

4. Persons requesting to ride as observes will still be required to gain permission from the Chief of Police and sign waiver forms available from the Chief's Office.

K. Use of Siren and Flashing Bar Lights

1. Officers will be dispatched to incidents requiring an emergency response by the Radio Dispatcher. In such incidents, response will be with both emergency lights and siren with appropriate notation made on the Dispatch Card.

2. Officers are permitted to use their own discretion when activating emergency equipment, realizing that: 1) notification must be made to the Dispatcher, (except in motor vehicle stops - non pursuit); 2) the provisions of Sec. 14-283 C.G.S. apply to the operation of their vehicles.

3. Plainclothes personnel are discouraged from responding with emergency equipment unless absolutely necessary and then only with the greatest safety. Unmarked vehicles although equipped with emergency equipment, are far less visible then marked units and thus create a greater risk of personal injury as a result of accident.

L. Use of Garage Facilities

1. Gasoline shall not be supplied to any member of this Department or any other person operating a Department vehicle without the approval of the Chief of Police, his designee, or the Superintendent of Motor Vehicles.

2. Personnel and facilities of the Garage are to be utilized only for maintenance of Police and authorized City vehicles. No vehicles shall be serviced by garage personnel or equipment used for private purposes.

M. Modifications to Vehicles

Personnel shall not add, remove, nor make any modification to a Department vehicle without written permission of the Major Support/Emergency Services.

REFERENCES: 14-283 C.G.S. & 14-100a C.G.S.

THIS ORDER SUPERSEDES: GENERAL ORDER 86-1

GENERAL ORDER 79-2 - HIGH SPEED PURSUIT REMAINS IN FULL FORCE AND EFFECT.

EFFECTIVE DATE: November 6, 1987 PER ORDER OF:

DISTRIBUTION: ALL

WILLIAM F. FARRELL
Chief of Police

Reprint 12/88

general order

DEPARTMENT OF POLICE SERVICE

NEW HAVEN, CONNECTICUT
William F. Farrell
Chief of Police

GENERAL ORDER 87-6

RE: POSSESSION OF EVIDENCE AND OTHER PROPERTY

I. PURPOSE

The purpose of this Order is to set Department policy regarding the recording and securing of Property and Evidence taken by Officers during course of their duty.

II. GENERAL

Whenever any member of this Department, who during the course of his duty, or under color of law, takes possession of any evidence or property EXCEPT 'personal effects' taken for safekeeping (see Section III this Order), he shall as expeditiously as possible deliver or cause to be delivered such evidence or property to the Property Room. In the event the Property Room is closed, such evidence or property shall be placed in the room located within the Internal Affairs Unit, designated as the 'Temporary Property Storage Area'. This locked room, will be under the custody and control of the Front Desk Supervisor. Only the Front Desk Supervisor will be permitted to enter this room. The placement of evidence or property will be in accordance with posted instructions. Further, it will be the responsibility of the Front Desk Supervisor to insure that officers properly and legibly complete all necessary evidence forms and paperwork.

Front Desk Supervisors will be responsible for checking all narcotics and monies, evidentiary or found, assuring the proper count is made and that all paperwork is completed. Both the Front Desk Supervisor and the Officer logging the item(s) will initial the evidence form and log.

It is the policy of this Department that the personal property of persons taken into custody will remain with that person until surrender to the State. Personal property is hereby defined as: Watches, jewelry, monies, personal papers, etc. Dangerous items, ie. small knives, combs, etc. will be handed over to the wagon driver, placed in envelopes provided, transferred to the Doorman, who will then surrender said item(s) to the State to be returned to the arrestee upon his release per State policy.

THE RETENTION OF EVIDENCE OR PROPERTY BY A MEMBER OF THIS DEPARTMENT IS EXPRESSLY PROHIBITED.

III. PERSONAL EFFECTS TAKEN FOR SAFEKEEPING

As used in this section, personal effects shall mean items carried or possessed by a person placed under custodial arrest. Examples: Shoulder or duffle bags, back packs, bicycles, etc.

Such items will be considered non-evidentiary and will follow with the individual as he travels through the system and is released into the custody of the State.

A. Procedure

It will be the responsibility of the arresting officer to take possession of said item(s), bringing same to Headquarters and recording the item and its contents on the form provided for this purpose.

Be certain that the Arrestee reviews the form, signing same twice. First signature verifies the inventory itself, while the second certifies that the value of any item does not exceed Fifty Dollars ($50.00). If the value of any item exceeds Fifty ($50.00) Dollars, bring this fact to the attention of Corrections personnel, having the Arrestee identify the item(s) of greater value, making special note on the inventory form.

This form, in three parts, will be witnessed and distributed in the following manner: White - forwarded to Record Room for retention; Yellow copy to State Corrections; Pink ccopy retained by Arrestee.

B. Contraband

Should during the course of the inventory contraband be discovered, then the contraband and the item in which it was carried will be placed into evidence following existing procedure. It will not be necessary to complete both the inventory and evidence forms, only the State Evidence Form JD-CR-53 will be necessary in this particular case. However, a notation will be made within the Case Incident Report noting that the contraband or suspected contraband, was discovered during an inventory of said personal items.

This Order superseded General Order 83-5

Reference: Illinois v Lafayette, U.S. 103 S.Ct. 2605 (1983).

EFFECTIVE DATE: November 13, 1987

PER ORDER OF

William F. Farrell

WILLIAM F. FARRELL
Chief of Police

DISTRIBUTION: ALL

NEW HAVEN DEPARTMENT OF POLICE SERVICE

CASE NO. _____ **PERSONAL EFFECTS INVENTORY FORM**

OWNER INFORMATION (PLEASE PRINT)

(NAME) _____

(ADDRESS) _____

(TEL.NO.) _____

GENERAL: IN ACCORDANCE WITH G.O. 87-6 COMPLETE THIS FORM AND DISTRIBUTE IN THE FOLLOWING MANNER:

WHITE - FORWARD TO RECORD ROOM FOR RETENTION
YELLOW - FORWARD TO STATE CORRECTIONS
PINK - RETAINED BY ARRESTEE

INVENTORY & ITEM(S) DESCRIPTION (List all contents if less than $50.00 in value)

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

CERTIFICATION

I HEREBY CERTIFY THAT NONE OF THE ITEMS LISTED ABOVE EXCEED FIFTY DOLLARS ($50) IN VALUE

_____ _____
OWNER'S SIGNATURE DATE

IF ANY ITEM(S) EXCEED $50.00, LIST THESE ITEM(S) SEPARATELY BELOW:

ITEM DESCRIPTION	**VALUE PER OWNER**

VERIFICATION: I HEREBY CERTIFY THAT THE ITEM(S) LISTED HEREIN ARE A COMPLETE INVENTORY.

_____ _____
OWNER'S SIGNATURE DATE

****

N.H. DEPT. OF POLICE SERVICE

_____
INVESTIGATING OFF. SIGNATURE BADGE #

_____
PRINTED NAME

_____
DATE TIME

STATE OF CONNECTICUT

_____
CORRECTIONS OFF. SIGNATURE

_____
PRINTED NAME

_____
DATE TIME

general order

DEPARTMENT OF POLICE SERVICE

NEW HAVEN, CONNECTICUT
William F. Farrell
Chief of Police

GENERAL ORDER 87-7

PURPOSE: THIS ORDER AMENDS THE MANUAL OF THE DEPARTMENT OF POLICE SERVICE, SPECIFICALLY RULE TEN, 'POLICE DOCTORS'

CONTENT:

RULE TEN OF THE MANUAL OF THE DEPARTMENT OF POLICE SERVICE IS HEREBY RESCINDED AND THE FOLLOWING SUBSTITUTED IN LIEU THEREOF:

(NEW)
1. THERE SHALL BE A BOARD OF POLICE SURGEONS TO CONSIST OF THREE PERSONS LICENSED TO PRACTICE MEDICINE IN THE STATE OF CONNECTICUT. DURING THE JULY MEETING, THE BOARD OF POLICE COMMISSIONERS SHALL APPOINT QUALIFIED PERSONS FOR A TERM OF ONE YEAR. THE DUTIES OF THE BOARD OF POLICE SURGEONS SHALL BE AS FOLLOWS:

2. TO EXAMINE AND REPORT ON THE PHYSICAL AND/OR MENTAL CONDITION OF ANY MEMBER OF THE DEPARTMENT WHENEVER SO DIRECTED BY THE BOARD OF POLICE COMMISSIONERS OR CHIEF OF POLICE OR SUCH PERSON ACTING IN THAT CAPACITY. IN FULFILLING THESE DUTIES THE BOARD OF POLICE SURGEONS MAY CALL UPON ANY SPECIALITY WHICH IN THEIR PROFESSIONAL OPINION IS NECESSARY TO PROPERLY EVALUATE THE CONDITION OF THE SUBJECT OF SUCH EXAMINATION.

3. ALL CHARGES FOR SUCH SERVICES SHALL BE IN WRITING.

PER ORDER OF:

ARTHUR FERRUCCI
PRESIDENT
BOARD OF POLICE COMMISSIONERS

EFFECTIVE: NOVEMBER 16, 1987

DISTRIBUTION: ALL

ORIGINAL

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 88-3

RE: INFECTIOUS DISEASE POLICY

I. PURPOSE: To establish guidelines and procedures to be followed regarding infectious disease.

II. DEFINITION: As used herein, infectious disease means an infectious disease capable of being transmitted/passed to another by contact with the individual or their body fluids.

III. FACTS: Recently a great deal of attention has been directed to two(2) forms of infectious disease. AIDS (Acquired Immune Deficiency) and Hepatitis B. According to the Center for Disease Control, there is extremely reliable information on the means of transmission of Human Immunodeficiency Virus (HIV) infection and AIDS. As with Hepatitis-B, the AIDS virus is transmitted exclusively through exposure to contaminated blood, semen, or vaginal secretions.

HIV infection is difficult to transmit and the virus is quite fragile when outside the human body. It is susceptible to heat, to many common household disinfectants and detergents, and to washing with simple soap and water.

HIV infection is similar to Hepatitis-B infection in that both are transmitted by exposure to contaminated blood and body fluids, primarily during sexual activities and intravenous drug use. However, Hepatitis-B is transmitted more efficiently than HIV infection.

HIV is not transmitted through casual contact. The Center for Disease Control emphasizes that AIDS is not spread by sneezing, coughing, breathing, hugging, handshaking, sharing eating and drinking utensils, using the same toilet facilities or any other form of non-sexual contact or activity.

IV. PROCEDURES:

A. General - When any member of this Department has occasion to come into contact with anyone known to have an infectious or communicable disease (tuberculosis, hepatitis, meningitis, AIDS, etc) he/she will file a First Report of Injury and seek medical attention in accordance with standing policy.

B. First Line Officers - will be equipped with a kit consisting of two (2) pairs of rubber gloves, bio-hazard bags, alcohol sterile wipes and puncture resistant tubing. Whenever the opportunity exists, officers will protect themselves by wearing rubber gloves when the possibility exists for exposure to body fluids. **It is the policy of this Department, to treat <u>all</u> exposure to body fluids as at risk.**

C. Post Investigative Personnel - Plainclothes personnel especially those assigned to Identification will wear protective equipment whenever the possibility exists for exposure to body fluids. Personnel assigned to Identification should take special care in that their work requires that removal of evidence possibly contaminated with body fluids such as blood or semen. Care should be taken in the bagging of evidence and in processing evidence contaminated by body fluids.

D. Simple Exposure to Body Fluids - Anytime after exposure to body fluids even when protective equipment is worn, the exposed area should be washed thoroughly with soap and hot water.

E. Assaults, Human Bites, Needle puncture and Other disruptive Behavior - In the event that any member is assaulted, bitten and otherwise injured, and is exposed to body fluid (blood, semen, saliva) the following protocol will be followed:

1. encourage the wound to bleed by applying pressure and "milking the wound";

2. wash the area thoroughly with soap and hot water;

3. seek <u>immediate</u> medical attention;

4. complete the standard "First Report of Injury" form.

F. Disposal of contaminated equipment - Gloves and protective equipment soiled, should be placed in bio-hazard bags provided, sealed, and brought to the primary disposal areas located at either St. Raphael's or Yale New Haven Hospital Emergency Room for disposal in their infectious waste containers. A secondary disposal container clearly marked "Infectious Waste" can also be found in the <u>basement</u> of One Union Avenue near the Patrol Elevator. This container, double lined with bio-hazard bags, will be checked daily by Maintenance, and disposed of in accordance with applicable laws or regulation.

Maintenance will wear gloves when removing infectious waste. The container, once emptied will be washed with a solution of household bleach and water before being returned to its location. Again, the use of proper protective equipment is mandatory. Maintenance personnel will thoroughly wash before returning to duty.

G. Clothing soiled with body fluids will be hung in the Barricade Room and allowed to thoroughly dry. By definition thoroughly dry shall mean at least 24 hours. According to the Center for Disease Control in Atlanta, six (6) hours should be sufficient for this purpose. After which the garment may be washed and dry cleaned without danger of exposure. Uniforms will be cleaned without cost to the employee. The Department reserves the right to otherwise dispose of soiled uniforms at its option. All sworn personnel are required to have a change of clothing available in this event.

H. Replenishment of supplies will be the responsibility of each officer. Additional supplies are located in Patrol Supervisors' vehicles.

REFERENCES: 74-5 Notification of Police Physician on injury cases.
74-6 Medical Status Report Form
Memo-Employee Injury Report 11/2/79
Memo-Accident/Injury Report Procedure 7/21/80

Aids and the Law Enforcement Officer: (U.S. Dept. of Justice - National Institute of Justice) June, 1987.

Dept.'s Bloodborne Pathogens Infection Control Plan. September 1992

DISTRIBUTION: ALL

PER ORDER OF:

EFFECTIVE DATE: MAY 16, 1988

NICHOLAS PASTORE
Chief of Police

Revised & Reissued: OCTOBER 15, 1992

general order

DEPARTMENT OF POLICE SERVICE

NEW HAVEN, CONNECTICUT
William F. Farrell
Chief of Police

GENERAL ORDER 88-4
STATE V STODDARD

I. PURPOSE

The purpose of this Order is to establish internal policy in light of the State Supreme Court decision in State v Stoddard, 206 Conn. 157 (1988).

II. STATE V STODDARD

Effective immediately, when an attorney calls, or in person appears and requests to talk to an arrestee, such request must be honored, or else a subsequent confession by the arrestee may be ruled inadmissible. This decision of the Court, replaces the contrary ruling enunciated in 1986 in Moran v Burbine, by the United States Supreme Court. The new Connecticut rule applies:

(1) Both where the arrestee did or did not request the attorney to initiate contact;

(2) Where there is, or is not, a previous attorney client relationship; and,

(3) If questioning has not started or is in progress.

Violation of this rule will not automatically invalidate the confession, but there is a heavy burden on the state to prove that the accused would have talked even if contact was accomplished.

III. CONTENT

Effective immediately, all calls coming into the Department from a caller identifying himself/herself as counsel for a person claimed to be in our custody will be forwarded to Communications - CS2. The CS2 supervisor shall immediately determine by all available methods if the person is in custody, and through the officer in whose custody the person is being detained, advise that person that his/her attorney wishes to speak with him. Questioning of a person detained will cease with due notation (if during a written/taped statement) until the person has spoken with counsel. If the person cannot be located then this fact will be given to the person making the request.

The question may arise as to the identity of the caller; is he/she in reality an attorney? Simple questioning using the phone book (office address, phone number, partners) is permitted. If doubt continues then additional questioning or call back is permitted.

IV. CONCLUSION

This change in the law creates an added burden to the officer, however with care problems associated with this decision will be avoided. Command personnel have been briefed on this case and will answer any questions that may arise.

Reference: Memorandum
Michael Dearington, State's Attorney
February 9, 1988

EFFECTIVE: JUNE 17, 1988

PER ORDER OF:

William F. Farrell

DISTRIBUTION: ALL

WILLIAM F. FARRELL
Chief of Police

M E M O R A N D U M

TO: All Chiefs of Police, Detective Divisions, Patrol and other Units

FROM: Michael Dearington, State's Attorney M.D.

Date: February 9, 1988

Re: **Request by counsel to talk to arrestee**

Effective immediately, when an attorney calls, or in person appears and requests to talk to an arrestee, such request must be honored, or else a subsequent confession by the arrestee may be ruled inadmissible based upon the Connecticut Supreme Court's recent ruling in **State v. Stoddard**, 206 Conn. 157 (1988). This decision replaces the contrary ruling enunciated in 1986 in **Moran v. Burbine**, by the United States Supreme Court. The new Connecticut rule applies:

(1) Both where the arrestee did or did not request the attorney to initiate contact;

(2) Where there is, or is not, a previous attorney client relationship; and,

(3) If questioning has not started or is in progress.

Violation of the rule will not automatically invalidate the confession, but there is a heavy burden on the state to prove that the accused would have talked even if contact was accomplished.

Note: It appears necessary for you to establish communication between the desk officer and other divisions as to when a prisoner is brought in.

Also, the question arises as to whether a caller representing himself as an attorney is indeed an attorney. If there is a reasonable apprehension by you, then perhaps a requst for additional information, e.g. office address, when admitted to the bar, etc., or a call back number may resolve this.

General Order

DEPARTMENT OF POLICE SERVICE

New Haven, Conecticut
William F. Farrell
Chief of Police

GENERAL ORDER 89-2

REFERENCE: Personnel Policies

PURPOSE:

I. The purpose of this order is to set forth policies and practices of the Department with respect to Personnel matters.

II. INDEX

TERMINATION PROCEDURES..... 1.1 Effective February 2, 1989

BY ORDER OF:

William F. Farrell
WILLIAM F. FARRELL
Chief of Police

SUBJECT: TERMINATION PROCEDURES

PURPOSE: To outline the general separation procedures applicable to employees who leave the Department through resignation, retirement, layoff or discharge.

GUIDELINES:

A. RESIGNATION

1. Employees who wish to resign their position are requested to notify the Department of their intent at least two (2) weeks in advance. Notice should take the form of a written statement directed to the Board of Police Commissioners, c/o Chief of Police and forwarded through the employee's immediate supervisor.

2. On receipt of an employee's intent to resign, an exit interview will be scheduled by Personnel, normally as close as possible to the employee's last day of work. The purpose of this interview will be to advise a departing employee of his/her rights under Civil Service and Contract, completion of necessary paperwork, and to obtain the departing employee's opinion about, and suggestions for, improvements in specific and general policies and practices of the Department. In certain instances no exit interview will be held and simply a memo to file inserted in the employee's personnel jacket. Should an employee resign without giving proper notice, his immediate supervisor will have the responsibility of complying with the provision of Section (A) 1,2,and 3 insofar as possible.

3. The Supply Officer will certify on a form provided for that purpose that all Department issued equipment has been returned. This form must be returned to Personnel before payments, exclusive of wages will be processed.

4. Resignations are not official until accepted by the Board of Police Commissioners.

B. RETIREMENT

1. Employees anticipating retirement should at least six (6) months prior to the effective date, notify Personnel and set up an appointment. Personnel can assist by answering any questions concerning retirement and by directing the employee to other City Departments, i.e., Pension and Medical Benefits.

2. Prior to or on the employee's last day of work, all equipment issued will be returned. The Supply Officer will certify on a form provided for that purpose that all Department issued equipment has been returned. This form must be returned to Personnel before payments, exclusive of wages will be processed.

3. Retirements are not official until accepted by the appropriate retirement body.

C. LAYOFF

1. Any employee notified of a reduction in force will be counseled by Personnel and given information on rights under Civil Service and Contract as well as being directed to Medical Benefits for rights under COBRA.

2. Layoff slips can only be obtained from City Payroll on the date of termination.

D. DISCHARGE

1. The Board of Police Commissioners as appointing authority, is the only body authorized to discharge an employee.

2. Upon affirmative action by the Board, Personnel will be notified and be responsible for all necessary administrative action.

3. Internal affairs will have responsibility of collecting a sworn employee's weapon and badge immediately upon discharge.

DISTRIBUTION: ALL

PER ORDER OF:

EFFECTIVE DATE: FEBRUARY 2, 1989

William F. Farrell

WILLIAM F. FARRELL
Chief of Police

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 90-1

RE: ROLL CALL

I. PURPOSE

The purpose of this Order is to modify the Department's roll call procedure in light of a recent investigation and finding by the Connecticut Department of Labor, Division of Regulation of Wages.

II. CONTENT

Effective 2400hrs., Saturday, September 29, 1990, roll call for all sworn personnel will be on the hour. The past practice of reporting ten (10) minutes prior to the hour for roll call is hereby discontinued. Supervisors, especially those assigned to Patrol, will continue to conduct roll call and read important information to officers going on duty. Supervisors will insure that officers are released from roll call in an expeditious manner.

PER ORDER OF:

Nicholas Pastore

NICHOLAS PASTORE
CHIEF OF POLICE

EFFECTIVE: 2400HRS., SATURDAY, SEPTEMBER 29, 1990

DISTRIBUTION: ALL SWORN PERSONNEL

REFERENCE: SECTION 31-71B - CONNECTICUT GENERAL STATUTES

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER - 91-1

RE: ADMINISTRATIVE LOADING & UNLOADING OF WEAPONS

I. PURPOSE

The purpose of this General Order is to set policy with regard to the administrative loading and unloading of weapons, service or otherwise, within facilities operated and/or controlled by the Department.

II. CONTENT

A. General

Employees shall not administratively load or unload weapons in any area of the building EXCEPT those area(s) designated for that purpose. At present the only area designated for this purpose is located at the garage level of the patrol stairway. From time to time areas may be added or deleted with notice to all employees. It will not be necessary to reissue this order when these changes occur.

Employees are discouraged from excessively handling any weapon while inside any police facility, and shall not remove their service weapon from its holster except as required. Remember, when handling any weapon keep your finger outside of the trigger guard and muzzle pointed in a safe direction. Interior walls and lockers are not considered a safe direction.

B. Procedures

A fifty-five (55) gallon barrel filled with sand is located at the base of the patrol stairwell. The barrel has an opening lined with rubber. In the event it becomes necessary for any officer to administratively load, unload or check his/her service weapon the following procedures will be followed. In the company of a second person point the muzzle of the weapon toward the opening on a downward angle. Using standard administrative procedures, load, unload or check the weapon. The person standing by will serve to protect the area and the person handling the weapon in the event of an accident.

From time to time, members of this Department may be issued shoulder weapons (shotguns, etc.) for special assignments. These weapons will be issued and returned unloaded in a safe manner. Weapons will be loaded and unloaded only at the barrel by placing the barrel of the weapon on the rubber bumper performing the necessary procedures for loading or unloading.

Any weapon seized or found will first be rendered safe at the barrel before being processed. Personnel assigned to Identification are EXEMPT from this procedure if this practice would interfere with the proper handling and processing evidence. Again, safety is the primary concern. It is understood that not every member of the Department will be familiar with the various types of weapons with which we may come into contact. No officer should ever attempt to render safe a weapon with which he/she is unfamiliar, but should defer the problem to a supervisor who will find someone with more expertise or bring the weapon to a safe location until such expertise can be found.

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

EFFECTIVE: May 20, 1991

DISTRIBUTION: ALL SWORN PERSONNEL

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 91-2

RE: GENERAL ORDER REVIEW

I. PURPOSE

In order to insure that all members of the Department have a clear understanding of which General Orders and Special Orders of the Department are in force, a review of that body of documents has been completed. As of the effective date of this Order only those Orders listed in the Content portion of this document shall be considered to be in full force and effect and an integral part of the policies/procedures of this Department.

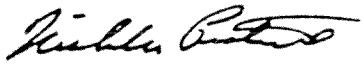
II. CONTENT

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S.O.	84-2	DETENTION
	84-3	STRIP SEARCH
	84-5	CHANGE TO RULE 13 OF MANUAL
	85-1	UNIFORMS, EQUIPMENT AND GROOMING MEMOS 8-9-90 / 2-22-91
	85-2	FIREARMS STANDARDS AND QUALIFICATIONS
	86-2	FAMILY VIOLENCE PREVENTION AND RESPONSE
	87-1	REVISIONS OF RULE 15
	87-2	AMENDMENT TO RULE 2 OF MANUAL
	87-4	CCS / MONOPULSE SYSTEM
	87-5	OPERATION AND USE OF POLICE VEHICLES AND POLICE GARAGE
	87-6	POSSESSION OF EVIDENCE AND OTHER PROPERTY
	87-7	AMENDMENT TO RULE TEN POLICE DOCTORS
	88-1	MOTOR VEHICLE ACCIDENT INVESTIGATION PROCEDURE
	~~88-2~~	WORKPLACE SMOKING (94-3)
	88-3	INFECTIOUS DISEASE POLICY
	88-4	STATE V. STODDARD
	89-1	PARKING PRIVILEGE - UNION STATION LOT #11
	89-2	PERSONNEL POLICIES
	89-3	MISDEMEANOR CITATION POLICY
	90-1	ROLL CALL
	91-1	ADMINISTRATIVE LOADING & UNLOADING OF WEAPONS

EFFECTIVE DATE: UPON RECEIPT PER ORDER OF:

DISTRIBUTED: SEPTEMBER 5, 1991



DISTRIBUTION: ALL

NICHOLAS PASTORE
Chief of Police

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 93-3

PURPOSE: TO ESTABLISH A POLICY FOR THE HANDLING OF NARCOTICS, CONTROLLED SUBSTANCES, AND DANGEROUS DRUGS BY MEMBERS OF THIS DEPARTMENT.

I. PRIMARY RESPONSIBILITY

Primary responsibility for all controlled substances coming into this Department by any means will rest with the Identification Unit. The Officer-In-Charge (OIC) of the Identification Unit will be responsible for all phases of the control process after the seizure of the substance to include: transmittal to the State Laboratory for analysis, storage, notification of the investigating officer as to the results of analysis, destruction of narcotics pursuant to court order, and destruction of narcotics in the event of a non-arrest situation. General supervision will rest with the OIC of the Investigative Services Unit.

II. FIELD PROCEDURES

A. GENERAL

As in all arrests, no arrest for narcotic charges will be made without sufficient probable cause.

B. INVESTIGATION

1. NOTIFICATION

When a major seizure of narcotics and/or monies or property subject to forfeiture is made by an officer, the OIC of the Narcotic Enforcement Unit will be notified as soon as possible in order that he or she can make a determination if Narcotic Unit personnel should be dispatched to assist the officer in his or her investigation. If the OIC of the Narcotic Enforcement Unit cannot be contacted, the Criminal Intelligence Unit Supervisor will be notified or ISU Supervisors will be notified.

2. REPORTS

a. All narcotic related reports will be referred to the Narcotic Enforcement Unit.

b. When an officer seizes monies or property subject to state or federal forfeiture he or she will forward to the Narcotic Enforcement Unit a copy of all reports, evidence forms, and any other related paperwork concerning that seizure, by the next business day. It will be the responsibility of OIC of the Narcotic Enforcement Unit to update Department personnel concerning State and Federal guidelines relating to forfeiture.

c. The investigating officer should include all pertinent information in their report including a full description of the narcotic seized, as well as the location where the narcotic substance was seized.

3. SEIZURES

When a seizure of monies or property is made in a non-search warrant situation, it is the responsibility of the seizing officer to provide a receipt for the seized monies or property, utilizing State Form JD-CD-53 (Receipt For Seized Property) to the person from whom the seizure was made. A copy of this receipt form should be attached to the original report.

FOR THE PURPOSE OF THIS GENERAL ORDER, A MAJOR SEIZURE IS DEFINED AS A QUANTITY OF DRUGS, MONIES, OR PROPERTY THAT WOULD INDICATE THE ARRESTEE IS AN UPPER LEVEL DEALER, SUPPLIER, OR COURIER OF NARCOTICS, CONTROLLED SUBSTANCES OR DANGEROUS DRUGS. DETERMINATION OF THIS CRITERIA WILL REST WITH THE INVESTIGATING OFFICER IN CONSULTATION WITH HIS OR HER IMMEDIATE SUPERVISOR.

C. FIELD TESTS

1. WITHOUT EXCEPTION a field test of narcotics seized will be performed at the time of seizure in the following instances:

a. warrantless arrest
b. future arrest by warrant is likely

Field tests should be performed on found narcotics where arrests are not likely, only at the discretion of a supervisor.

2. ROUTING

Suspected narcotics, controlled substances, or dangerous drugs seized will be marked in accordance with the procedure cited in D. A supervisor or an officer will verify the count and insure the evidence is sealed. The evidence will then be entered into the narcotic evidence log at the front desk and then placed into the narcotic safe in the Annex Property Room.

3. NOTIFICATION

As cited in Section One, the Identification Unit will be responsible for notifying officers of the results of analysis. The Identification Unit should notify the officer through that officer's unit supervisor. It is the responsibility of the investigating officer to follow-up this notification when applicable.

III. STORAGE

All controlled substances will be stored in the Narcotic Safe Room, hereinafter referred to as Room #410, is located on the 4th floor near Identification. This room will be alarmed and connected directly to CCS. The activation of this alarm will cause an immediate response by the CCS Supervisor or any sworn officer in his absence, with a complete report as to the results of their investigation forwarded to the Office of the Chief with notification of the Shift Supervisor if security has been breached.

Access to the room will require two (2) keys. Designation of key holders will be made by the Chief of Police. No other keys will be made or maintained by any member of this Department.

The Officer-In-Charge (OIC) while on duty or available for duty is the key holder for Room 410. The OIC of the Investigative Services Unit will assume the overall authority and responsibility for all activities as they relate to Room #410.

At times of prolonged illness or vacation periods or being out of state and out of touch with the Department, the OIC of the Identification Unit will relinquish control of the key to Sergeant John Pleckaitis for the everyday working obligations regarding Room #410.

Detective Mark Caporale is the person assigned to do the clerical duties and is the person that most often enters the room with the OIC of the Identification Unit. There are

2. FIELD TESTS CAN BE PERFORMED BY THE FOLLOWING:

a. Identification Unit personnel
b. Narcotic Unit personnel
c. Intelligence Unit personnel
d. Authorized persons designated by the ISU OIC
e. Authorized persons designated by the Patrol OIC

NO ONE WILL BE AUTHORIZED TO FIELD TEST NARCOTICS WITHOUT RECEIVING TRAINING FOR SAME.

3. THE RESULTS of a field test will be recorded in the investigating officer's report and will include the name of the individual testing the suspected narcotics and the brand name and designation of the field test kit utilized. (Example: SIRCHIE NUMBER 4 FOR COCAINE, NIK LETTER J FOR PCP).

D. FLOW FOLLOWING PROCEDURES

1. PAPERWORK

To the degree possible, each piece of evidence will be marked by the officer making the seizure with the following paperwork accompanying the seizure of any suspected narcotic, controlled substance, or dangerous drug:

a. Evidence envelope (when practical) completed in its entirety.

b. State evidence form (a separate form will be used for narcotics, controlled substances, or dangerous drugs from any other evidence seized in the investigation).

(1) In a non-arrest situation the property form should be clearly marked "FOR DESTRUCTION ONLY".

(2) in an arrest situation or when an arrest is likely by warrant, the property form should be clearly marked "SEND TO STATE LAB FOR ANALYSIS".

Identification Unit personnel will be responsible for preparing the transmittal and the maintaining such records as may be required to control the flow of the substance after seizure.

VI. CONCLUSION

THIS ORDER SUPERSEDES ALL OTHER EXISTING POLICY AND PROCEDURES IN WHOLE OR IN PART DEALING WITH THE SEIZURE, CONTROL, STORAGE, OR DESTRUCTION OF NARCOTICS OR DANGEROUS DRUGS BY MEMBERS OF THIS DEPARTMENT.

THIS GENERAL ORDER SUPERSEDES GENERAL ORDER 82-2.

EFFECTIVE ON RECEIPT

BY ORDER OF:

DISTRIBUTION BY PAYCHECK
MARCH 18, 1993

NICHOLAS PASTORE
CHIEF OF POLICE

times during the year that the OIC of the Identification Unit assigns someone to relieve Detective Caporale and at those times the OIC of the Identification Unit will use available Identification personnel.

In the event that the OIC of the Identification Unit and Sergeant Pleckaitis are both unavailable, the responsibility will be left with the OIC of the Investigative Services Unit Lieutenant Melvin Wearing.

Detective James Stephenson will be the replacement for Detective Caporale during prolonged absences. In the event that both Detective Caporale and Detective Stephenson are unavailable, then the OIC of the Identification Unit will revert back to available Identification personnel. This is important so as to keep a steady flow of narcotic evidence from its point of entry to its safe environment, Room #410 and on to the Toxicology Lab in Hartford, Connecticut.

IV. CONTROL PROCEDURES

As cited in (III) above, entry into the room will require two (2) keys. At no time will anyone other than the persons designated by the Chief of Police be allowed into the room. Whenever evidence is needed by an officer to be delivered to court, he/she will request and sign for same outside of this controlled area. Requests for evidence will be made to the OIC of Identification or his designee.

Further, at no time will one (1) person be allowed to remain alone in the room; with a log kept inside and signed each time entry is made. At a minimum, the log, which will remain a permanent record of this Department, under the custody of the Office of the Chief, will contain the following information:

PERSONS ENTERING
DATE AND TIME OF ENTRY
REASON FOR ENTRY

V. DESTRUCTION OF NARCOTICS

Whenever items held by this Department are marked "TO BE DESTROYED" by the court in the case of evidence, or by the officer in terms of "Found Property", two (2) persons designated by the Chief of Police will proceed to Room #410, remove whatever is marked for destruction, and together witness its destruction. Verification that destruction was accomplished will be by signature of both persons on the State evidence form which will be kept by the Identification Unit as a permanent record.

93-4

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 93-4

PURPOSE: TO ESTABLISH A POLICY GOVERNING THE USE OF COMPENSATORY TIME BY MEMBERS OF THIS DEPARTMENT

I. COMPENSATORY TIME IN LIEU OF PAYMENT

A. Pursuant to the Collective Bargaining Agreement between the City of New Haven and the New Haven Police Union Local 530, specifically, Article X (Overtime), Section 5 which reads:

All employees taking part in departmental training programs shall not receive overtime rates for overtime resulting from such participation. However, such employees shall receive compensatory time off, at time and one-half, for such overtime.

1. Participation in department or department approved training programs when such participation requires overtime is the single and only circumstance in which compensatory time shall be offered to an employee in lieu of cash payment for overtime hours worked.

2. The number of hours which may be considered overtime shall be determined according to Article X (Overtime) of the Collective Bargaining Agreement.

3. Compensation for all other overtime shall be determined pursuant to Article X (Overtime) of the Collective Bargaining Agreement.

II. ACCUMULATION, RECORDING, AND DISPOSITION OF COMPENSATORY TIME

A. Employees may accumulate a maximum of four hundred eighty (480) hours of compensatory time. Any overtime hours worked in excess of this amount must be paid at the appropriate overtime rate.

1. It is the responsibility of the employee to be aware of his/her total accrued compensatory time. The Department shall fulfill its obligation in this regard by posting a regularly updated list of employees' accumulated compensatory time in a conspicuous location and making such a list available for examination.

2. At time of termination of employment, unused compensatory time shall be compensated at the final regular rate received by the employee at the time of termination.

III. USE OF COMPENSATORY TIME AS TIME OFF

A. An employee must notify the Detail Room Supervisor at least forty-eight (48) hours in advance of using compensatory time as time off. The Detail Room Supervisor shall be the sole authority responsible for approving and rejecting requests for compensatory time off.

1. Requests for the use of compensatory time which are submitted at least forty-eight (48) hours in advance shall be approved unless such approval would impose an unreasonable burden on the Department's ability to provide services of acceptable quality and quantity to to the public.

2. The necessity of replacing a requesting employee with another employee on overtime DOES NOT constitute an unreasonable burden. Circumstances in which an employee's specialized or unique skills are required and cannot be replaced, or in which a replacement is not available for an employee performing a necessary function DO constitute an unreasonable burden.

3. Employees taking compensatory time are NOT available for overtime purposes.

IV. DISPUTES

It is recognized that the phases used in III, 1 and 2 above as taken from the Fair Labor Standards Act will create problems from time to time on implementation. To this end, consistent to our obligation to meet first the demands of public safety, the Department will entertain issues raised by representatives of Local 530 on behalf of its membership expeditiously, and to the extent possible will attempt resolution to the benefit of all concerned.

References:
- Provisions of the Fair Labor Standards Act
- Contractual Agreement between the City of New Haven and Police Local 530

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

DISTRIBUTION: ALL PERSONNEL

DISTRIBUTED BY
PAYCHECK: September 16, 1993
Thursday

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 94-1

RE: SEIZURE OF VEHICLES PURSUANT TO PATRONIZING A PROSTITUTE

I. PURPOSE

To establish Department Protocol to be followed when enforcing the newly established Public Acts 93-265 and 93-398, "Patronizing A Prostitute From A Motor Vehicle" and a procedure for forfeiting a vehicle used to commit the crime.

II. CONTENT

A. A vehicle may only be seized pursuant to this section where:

1. There is a lawful arrest for patronizing a prostitute from a motor vehicle pursuant to 1993 Public Acts 93-265 and 93-398

2. The arrestee occupies the vehicle and the following occurs with the underlined conduct occurring in the vehicle. A person:

   (a) pursuant to a prior understanding <u>pays a fee</u> to another for such person or a third party who has engaged in sexual conduct with him
   (b) <u>pays or agrees to pay</u> for anticipated sexual conduct
   (c) <u>solicits or requests</u> another to engage in sexual conduct for a fee
   (d) <u>engages in</u> sexual conduct for which a fee was paid or there is an agreement to pay a fee.

B. Since the statue provides that all lienholders must be paid upon forfeiture and that the vehicle must be returned to an owner where he is not the arrestee and was unaware the vehicle was to be used for such crime, it is the policy of this Department that vehicles will be seized only when the arrestee is the sole owner and there are no liens on the vehicle. Since Connecticut is a Title State, the Department of Motor Vehicles must be contacted before seizure in order to determine if there is a lien recorded on the vehicle and determine if the arrestee is the sole owner.

C. The Motor Vehicle Department may be contacted 24 hours a day at 1-566-2010. Only the investigating officer and not CCS Personnel may make this inquiry.

III. PROCEDURE

If it is determined that the vehicle is eligible for seizure the following steps must be taken:

A. A Supervisor must be contacted and permission must be received in order to seize the vehicle.

B. Once the vehicle is seized, it must be inventoried. **IT IS IMPERATIVE THAT OFFICERS, WHEN CONDUCTING INVENTORY OR SEARCHES OF VEHICLES, SHOULD ALWAYS WEAR GLOVES, FOR THEIR OWN PROTECTION.**

C. The vehicle must be towed to the secured lot at 710 Sherman Parkway where a Department evidence slip must accompany the vehicle.

D. In-Rem proceedings must be initiated. This means notice by in hand service or certified or registered mail to the owner within ten (10) days of seizure pursuant to the procedure set forth in Public Act 93-265 and Public Act 93-398.

E. All reports concerning Prostitution arrests where a vehicle has been seized must be left with the Forfeiture Analyst at the Narcotics Unit immediately after completion of the report.

F. It will be the responsibility of the Forfeiture Analyst to deliver the appropriate paperwork to the Clerk of the Court for In-Rem proceedings to commence.

G. It will be the responsibility of the Forfeiture Analyst to make notification to the Prosecutor that In-Rem proceedings have been initiated.

EFFECTIVE DATE: **UPON RECEIPT**

BY ORDER OF:
NICHOLAS PASTORE
CHIEF OF POLICE

DISTRIBUTION : TO ALL SUPERVISORS, PLACED IN MAILBOXES ON 1/12/94

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticu

GENERAL ORDER 94-3

SMOKE-FREE WORKPLACE POLICY

The New Haven Department of Police Service is dedicated to providing a healthy work environment for our employees. The United States Surgeon General, in his 1986 report, concluded that involuntary smoking is a cause of disease including lung cancer in healthy non-smokers.

Now the Environmental Protection Agency has declared secondhand smoke a potent human carcinogen that poses greater public health risks than those of virtually any pollutant regulated under federal laws.

The EPA report concluded that environmental tobacco smoke (ETS) should be designated a "Group A" carcinogen - a classification reserved for only a handful of the most dangerous substances, including arsenic, asbestos, radon and benzene.

Given the documented risk of secondhand smoke, we have decided to make the Headquarters facility (One Union Avenue), the Garage facility (710 Sherman Parkway), the Range building (710 Sherman Parkway) and ALL police substations as smoke-free beginning on March 1, 1994. Cigarette smoking in the presence of non-smokers no longer can be defended as an issue of free choice. Tobacco smoke hurts everyone, smokers and non-smokers alike.

Smoking will be strictly prohibited within the facilities listed in the above paragraph to include: offices, hallways, waiting rooms, rest rooms, lunch areas, elevators, meeting and all public areas. Employees will be allowed to smoke outside the building during their normal lunch period or while on authorized break. Unauthorized smoking breaks will not be allowed.

We are announcing this policy now in advance of complete implementation. The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees are responsible for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

In recognition of the uniqueness of our mission and the people we serve, I am allowing smoking by victims, witnesses and subjects whether or not under arrest who REQUIRE or REQUEST a cigarette. In such instances, smoking is allowed but only within the interview rooms designated within Investigative Services. These rooms will be identified by the Officer in Charge of Investigative Services and will be marked with appropriate signage.

This Order supercedes General Order 88-2 which remains effective until March 1, 1994.

Reference 31-40(q) Connecticut General Statutes.

EFFECTIVE: March 1, 1994

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

DISTRIBUTION: ALL

DISTRIBUTED BY
PAYCHECK: THURSDAY
FEBRUARY 10, 1994

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connec

GENERAL ORDER 94-4

RE: SEIZURE OF VEHICLES PURSUANT TO ILLEGAL DUMPING

I. PURPOSE

The following will be the Department Protocol to be followed when enforcing Connecticut General Statute 22a-250a, "Forfeiture of Vehicles Used in Violation of Certain Environmental Laws."

II. CONTENT

1. A vehicle may only be seized pursuant to this section where any vehicle used as a means of disposal of hazardous waste without a permit required under the Federal Resource Conservation and Recovery Act, or as a means of committing a violation of any of the provisions of C.G.S. 22a-208a, section 229-208c, subsection (c) or (d) of section 22a-250 or section 22a-252.

In the case of illegal dumping, sec. 22a-250, "Littering or Dumping Prohibited", Orders. Procedures. Penalties. Subsection (c) and (d) prohibits any person from dumping any material upon any public or private property in this state, not owned by him, except when the property is designated by the state, or any political subdivision, for dumping, and the person is authorized to use such property, or such property is a licensed facility for this purpose. It shall not be a defense that the dumping occurred with the permission of the property owner.

2. Since the statue provides that all lienholders must be paid upon forfeiture, it is the policy of this Department that vehicles will be seized only when the arrestee is the sole owner and there are no liens on the vehicle, or it is owned by a company or firm. Since Connecticut is a Title State, the Department of Motor Vehicles must be contacted before seizure in order to determine if there is a lien recorded on the vehicle and determine if the arrestee is the sole owner, or the vehicle is owned by a company or firm in which the arrestee is an employee. In the event the vehicle is owned by a company or firm, it is up to the investigating officer to interview the driver and determine if the driver is acting alone or with the knowledge of the company.

3. The Motor Vehicle Department may be contacted 24 hours a day at 1-566-2010. Only the investigating officer and not CCS Personnel may make this inquiry.

III. PROCEDURE

If it is determined that the vehicle is eligible for seizure the following steps must be taken:

1. A Supervisor must be contacted and permission must be received in order to seize the vehicle.

2. Once the vehicle is seized, it must be inventoried. IT IS IMPERATIVE THAT OFFICERS, WHEN CONDUCTING INVENTORY OR SEARCHES OF VEHICLES, SHOULD ALWAYS WEAR GLOVES, FOR THEIR OWN PROTECTION.

3. The vehicle must be towed to the secured lot at 710 Sherman Parkway where a Department evidence slip must accompany the vehicle.

4. In-Rem proceedings must be initiated. This means notice by in hand service or certified or registered mail to the owner and driver within ten (10) days of seizure pursuant to the procedure set forth in C.G.S. 22a-250a.

5. All reports concerning illegal dumping arrests where a vehicle has been seized must be left with the Forfeiture Analyst at the Narcotics Unit immediately after completion of the report.

6. It will be the responsibility of the Forfeiture Analyst to deliver the appropriate paperwork to the Clerk of the Court for In-Rem proceedings to commence.

7. It will be the responsibility of the Forfeiture Analyst to make notification to the Prosecutor that In-Rem proceedings have been initiated.

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

EFFECTIVE: UPON RECEIPT

DISTRIBUTION: ALL SUPERVISORS

DISTRIBUTED: FEBRUARY 24, 1994

General Order

DEPARTMENT OF POLICE SERVICE New Haven, Connecticut

GENERAL ORDER 96-3

RE: Public Act No. 96-58
An Act Concerning the Administration of Oaths

Section 1-24 of the general statutes, as amended by section 22 of public act 95-283, authorized supervisory officers to sign statements, affidavits, reports, etc., arising out of the general course of business. Public Act 96-58 extends this authority to ANY SWORN MEMBER of any local police department who is certified under 7-294a to 7-294e Connecticut General Statutes, and performs criminal law enforcement duties.

I. Content

Notwithstanding the change(s) incorporated under PA 96-58 it REMAINS the policy of this Department that ONLY supervisory personnel may sign statements, affidavits, reports, etc., arising out of the general course of business.

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

Effective Upon Receipt
Distributed via paycheck on: 12-19-96

Distribution: All sworn personnel

GENERAL ORDER 96-4

RE: Arrests, Restraining & Protective Orders, Possession of Weapons

I. PURPOSE

The purpose of this order is to state department policy concerning carrying and/or possessing the department's issued service weapon by a sworn member of this department whenever arrested as defined below, or when the officer has been served with a restraining or protective order.

II. CONTENT

A. Report of Arrest

Any sworn member of this Department arrested (whether or not taken into custody) for any crime involving the use, attempted use or threatened use of physical force against another person, OR any FELONY, whether or not charged in the State of Connecticut shall, within 24 hours of the date of such arrest, report the matter to the Officer In Charge of Internal Affairs or in his absence, the Shift Supervisor at Patrol, or in his absence, the Communications Supervisor.

B. Protective or Restraining Orders

Any sworn member of this Department who has served upon him/her a protective or restraining order shall, within 24 hours of the date the order was issued, report the matter to the Officer In Charge of Internal Affairs or in his absence, the Shift Supervisor at Patrol, or in his absence, the Communications Supervisor.

In the event notification is made to either the Shift Supervisor or the Communications Supervisor, it shall be that supervisor's responsibility to immediately notify the Assistant Chief of Police or the Chief of Police (in that order) who will provide instructions as follows:

C. Follow-up Notification

The OIC of Internal Affairs or that person(s) designated by the Chief or Assistant Chief of Police will, within 24 hours of notice, meet personally with the affected employee and under the authority of this order, IMMEDIATELY take into protective custody the employee's service weapon, and assign said officer to administrative duties. Nothing in this order shall prohibit the chief or assistant chief of police, depending on the circumstances surrounding the arrest and/or service to immediately suspend from duty the affected officer.

D. Post Arrest / Service Follow-up

The Officer In Charge of Internal Affairs (or designee), or that supervisor so designated by the Chief or Assistant Chief of Police will monitor post arrest/service procedures (at minimum) as follows:

- Obtain any and all facts concerning the arrest and/or service to include available police reports
- Determine from the affected officer (verified through the court) the hearing date
- Either personally or from the court, obtain documentation of the disposition concerning any continuances, Temporary or Full Protective Orders issued, etc.

E. Continuing Evaluation

Since it is impossible to determine the course each case will follow within the court system, it will be the responsibility of the Chief of Police to continually assess the information before him and take appropriate action. In the event a Temporary Restraining Order or Full Protective Order is NOT issued, or IF ISSUED, allows the affected employee to retain possession of his/her service weapon, then such officer may be returned to field duties with such restrictions as the Chief of Police deems prudent. In NO EVENT will a weapon be returned to an officer while a felony charge is pending.

F. Due Process

During the entire course of events following notice of arrest or service, the affected officer shall have full accessibility to his or her union representative.

G. Failure to Notify

Should any sworn member of this Department fail to comply with the provisions of Section A (Report of Arrest) or Section B (Protective or Restraining Orders) of this Order, that officer shall, after a hearing, be subject to Termination of Employment.

References:

- POST Regulations (Felony convictions)
- 53a-217c C.G.S.
- 29-28 (b) (5) C.G.S.

PER ORDER OF:

NICHOLAS PASTORE
CHIEF OF POLICE

DISTRIBUTION: All Sworn Personnel
DISTRIBUTION VIA:
Paycheck on _____

EFFECTIVE DATE: Upon receipt

General Order

DEPARTMENT OF POLICE SERVICE New Haven, CT

GENERAL ORDER NO. 99-1

RE: POLICY REGARDING TRAFFIC STOPS

I. PURPOSE

The purpose of this General Order is to guide officers in complying with state law on racial profiling as to the collection of data on traffic stops. See Public Act 99-198.

II. TRAFFIC STOPS

Traffic stops are a vital police duty, in that they deter both traffic violations and criminal activity. Officers are encouraged to conduct such stops to the extent allowed by law. An officer may stop a motor vehicle upon reasonable suspicion that the driver or other occupant committed a motor vehicle violation or other violation of law.

Officers must not use a person's race, color, ethnicity, age, gender, or sexual orientation as the sole reason to stop a motor vehicle or detain or search any such person. These factors may not be considered unless they describe a person sought for a particular offense.

Consistent with existing Department General Order 87-5, when making a traffic stop and leaving their vehicle, officers will notify the radio dispatcher and will communicate the location, marker number or description of vehicle or person(s), and the reason for the stop.

Situations where an officer stops a vehicle merely to offer assistance (e.g. inform driver of substance leaking from car, of item left on roof of car) should NOT be characterized or reported as motor vehicle stops. The dispatcher should still be notified that the officer is out of the vehicle to assist a motorist.

III. DATA COLLECTION

Pursuant to state law, officers must document each traffic stop, using the attached form.

Officers will record the following information on the form provided:

- characteristics of race, color, ethnicity, gender and age of the driver
- the nature of the alleged traffic violation that resulted in the stop
- whether a warning or citation was issued, an arrest made, or a search conducted as a result of the stop

Officers are not to ask the driver for any demographic information; officers shall use driver's licenses and/or their own perception in recording such information.

IV. INCIDENT REPORTS

In addition to the form discussed in Section III, officers must fill out an incident report when any of the following components arises during a traffic stop:

- there is a search of the vehicle or occupants
- any occupant is handcuffed or taken into custody
- there is use of force by any officer
- the circumstances of the stop are likely to lead to a citizen complaint

Completed forms and reports, as with other paperwork, are to be turned in at the end of the tour of duty.

PER ORDER OF:

MELVIN H. WEARING
CHIEF OF POLICE

DISTRIBUTION: ALL SWORN PERSONNEL

EFFECTIVE: JANUARY 1, 2000

DISTRIBUTED: VIA PAYCHECK 12/16/99

NEW HAVEN POLICE DEPARTMENT
TRAFFIC STOP STATISTICS

DEPARTMENT CODE: 093

MUNICIPALITY: NEW HAVEN

LOCATION: _____

DATE: _____ **TIME:** _____ **LICENSE PLATE #:** _____

DEMOGRAPHIC INFORMATION--DRIVER

RACE: _____ White _____ Black _____ Asian _____ Indian _____ Unknown

ETHNICITY: _____ Hispanic _____ Non-Hispanic _____ Unknown

GENDER: _____ Male _____ Female _____ Unknown

AGE: _____

STOP NATURE:

_____ Investigation, Criminal _____ Violation, Motor Vehicle _____ Equipment, Motor Vehicle

VEHICLE SEARCH: _____ Yes _____ No

DISPOSITION:

_____ Uniform Arrest Report ___ Misdemeanor Summons

_____ Infraction Ticket ___ Written Warning

_____ Verbal Warning ___ No Disposition

OFFICER'S BADGE # _____

OFFICER'S NAME (PRINTED) _____

_____

OFFICER'S SIGNATURE

PLEASE RETURN TO PATROL AT THE END OF YOUR SHIFT WITH OTHER PAPERWORK

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 100 **EFFECTIVE DATE: JANUARY 15, 2012**

DEPARTMENT ROLE AND AUTHORITY

100.1 PURPOSE

The purpose of this General Order is to establish the role and authority of sworn officers of the New Haven Department of Police Service.

100.2 LEGAL AUTHORITY

Sworn officers of the New Haven Department of Police Service, also referred to in the General Orders as "The Department", shall be bound by and shall uphold the Constitution of the United States of America and the Constitution of the State of Connecticut.

The sworn officers of the New Haven Department of Police Service are empowered under section 7-276 of the Connecticut General Statues.

Pursuant to Article XX, Sec. 101 and Sec. 102 of the City Charter, there shall be a Chief of Police and a Board of Police Commissioners within the City of New Haven.

Said board shall advise and consult with the Chief of Police concerning matters pertaining to the Chief's duties and to the conduct of the Department, and together with the chief shall make all rules and regulations relating to the administration of the Department.

Sworn officers of the New Haven Department of Police Service shall enforce all federal and state laws, and the ordinances of the City of New Haven, except as provided in General Order 336.

Title 54 – chapter 959 and 960 of the Connecticut General Statues details the authority of law enforcement officers regarding;

1. Arrest
2. Search and Seizure
3. Wiretaps and electronic surveillance
4. Information, procedure and bail

All sworn officers of the New Haven Department of Police Service shall be governed by and be familiar with, the provisions of said title.

LAW ENFORCEMENT CODE OF ETHICS

All officers of the New Haven Department of Police Service shall abide by the Law Enforcement Code of Ethics.

12/15/2014

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **104** EFFECTIVE DATE: JANUARY 15, 2012

OATH OF OFFICE

104.1 PURPOSE

Officers of this agency are sworn to enforce the law and uphold the United States Constitution, the Connecticut Constitution, and the municipal laws of the City of New Haven.

104.2 OATH OF OFFICE

Upon employment with the New Haven Department of Police Service, all sworn personnel shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in the discharge of their duties as a law enforcement officer.

I, _____ solemnly swear (or affirm) that I will faithfully and impartially perform the duties of the office of *"state the designated office"* to the best of my ability and according to law, and that I will at all times strive to use the power entrusted to me as such officer for the best interest of the city (so help me God).

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 106 **EFFECTIVE DATE: JANUARY 15, 2012**

GENERAL ORDERS MANUAL

106.1 PURPOSE

The purpose of this General Order is to create and authorize the maintenance of a General Orders Manual for department policies, directives, orders, rules and regulations, and related procedures. These General Orders are guidelines and delineate conduct that will enhance the effective and efficient operation of the New Haven Department of Police Service.

106.2 POLICY

The General Orders Manual governs the operation within the New Haven Department of Police Service. This manual contains department related policies intended for general dissemination and knowledge. This manual also includes the procedural and instructional information necessary for department personnel to comply with department policies, orders and procedures.

106.3 DEFINITION OF TERMS

POLICY: A policy is a statement or description of a department philosophy toward a given subject. Such a statement or description shall be construed to be a framework within which personnel shall operate, also serving as a guide for decision-making.

PROCEDURE: A procedure shall contain an established order of logical steps to be followed for the expressed purpose of complying with a department policy. Such steps shall be detailed enough to eliminate confusion and concise enough to be easily followed.

GENERAL ORDER: General Orders are written directives that establish policies and procedures for carrying out the activities of the Department. General Orders apply to all department offices, divisions, sections and units. Original versions of General Orders are kept on file in the Professional Standards Division.

INTERDEPARTMENTAL MEMORANDUM: Interdepartmental memoranda disseminate general information which is of importance for a limited period of time. Original versions of interdepartmental memoranda are kept on file in the Professional Standards Division.

106.4 AUTHORITY OF THE CHIEF OF POLICE AND BOARD OF POLICE COMMISIONERS

The Chief of Police together with the Board of Police Commissioners shall make all rules and regulations relating to the administration of the Department which it may deem necessary or advisable.

106.5 ANNUAL REVIEW OF THE GENERAL ORDERS MANUAL

In order to revise any outdated policies or directives, the Professional Standards Division will coordinate an annual review of all General Orders.

106.6 AUTHORITY OF THE GENERAL ORDERS MANUAL

All members of the Department shall adhere to and be held accountable for the policies and procedures set forth in this General Orders Manual. Directives found in any other department manuals, e.g., Investigative Services Manual, Canine Manual, etc., are subordinate to and should correspond with General Orders.

106.7 DISTRIBUTION OF THE GENERAL ORDERS MANUAL

An appropriate number of up-to-date General Orders Manuals will be delivered to the Commanding Officer of each division, along with a statement of receipt. Each Division Commander shall cause said manuals to be issued to each sworn officer and civilian employee under their command. Each employee will sign the accompanying receipt, and return it to their respective Division Commander within five working days of its issuance (not withstanding departmentally approved absences). Upon their return, the effected Division Commander shall forward all receipts to the Professional Standards Division. Copies of the manual are also placed in several locations throughout the Department and within city government locations.

Each manual will be identified by a number, with that information maintained by the Professional Standards Division. Upon receipt of their manual, each employee will sign

a statement of receipt explaining the employee's responsibility for keeping the manual current. Upon termination, it is the responsibility of employees to return their manual to the Professional Standards Division. The Professional Standards Division is responsible for updating the manuals and providing them to the respective divisions as needed. Upon the hire of a new employee, the Professional Standards Division will provide a manual to the appropriate Division Commander for dissemination.

106.8 RECEIPT OF NEW OR REVISED GENERAL ORDERS

Each member assigned a General Orders Manual is responsible for keeping it current. At least annually, all sworn officers and civilian employees will receive a packet of revised or new General Orders and a directive to purge/replace outdated General Orders from the manual. All new or revised General Orders shall be inserted into the appropriate chapters in their manual.

If a General Order is purged and no revised order is issued, the title page and the title and subject indexes will be updated accordingly.

A statement of receipt will accompany the new or revised General Orders, with the appropriate number of copies for each division within the Department. Each employee shall sign the receipt, and return it to their respective Division Commander within five working days (not withstanding departmentally approved absences).

106.9 GENERAL ORDER FORMAT

Individual General Orders will conform to the following format:

A. General Order placement will be determined by selecting the appropriate chapter and order number in that chapter.

B. Th e effective date and all dates that the order was amended will be shown.

C. Orders will be indexed by all major subjects included in the order.

D. A purpose statement will be included at the beginning of each order.

E. A policy statement (if applicable) and major procedures, sections, or areas will be identified by a capitalized, bold and underlined heading preceding the text.

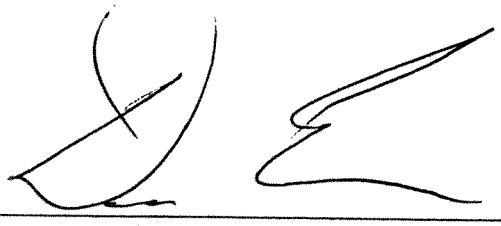
F. Significant subheadings may be placed at the left-hand margin in all capital letters. Important aspects of a policy or procedure or significant statement may be identified by the use of capitalization.

G. Each original General Order will be on a separate 8-1/2 x 11 inch page(s) of plain white paper. Orders will be carried in a loose-leaf style three-ring binder selected and provided by the Department. The binder will be segmented by dividers

indicating each chapter. The General Orders will also be available in an electronic format.

H. The original General Order documents will be stored on computer files that are compatible with the New Haven Department of Police Service's word processing system.

This supersedes General Orders 82-7 and 84-4.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **204** EFFECTIVE DATE: JANUARY 15, 2012

WRITTEN COMMUNICATIONS

204.1 PURPOSE

The purpose of this General Order is to set forth the types and procedures for the Department of Police Services written communication systems.

204.2 POLICY

It is the policy of the Department to accurately and effectively communicate information via:

- special orders
- personnel orders
- department manuals
- training memorandums
- memorandums
- bulletins, newsletters, and other specialized items

204.3 TYPES OF WRITTEN COMMUNICATIONS

A. SPECIAL ORDERS

Special orders are written directives which define policy or direct procedure for special situations. Special orders tend to be self-canceling or the need is short-lived.

Special orders shall include at the top of the page:

- The Department's name
- Order number
- Effective date
- Revised date
- Type of order

The order shall be signed by the Chief of Police or their designee.

B. PERSONNEL ORDERS

Personnel orders are written directives reporting appointments, transfers, promotions, or other personnel matters.

Personnel orders shall include at the top of the page:

- The Department's name
- Order number
- Effective date
- Revised date
- Type of order

The order shall be signed by the Chief of Police or their designee.

C. DEPARTMENT MANUALS

Department Manuals describe lengthy procedures which are either to be followed by specialized divisions or subdivisions of the Department, or which define, illustrate, inform, or direct all department employees. These may include but are not limited to:

- General Orders Manual (For specifics, please see General Order 106)
- Job Descriptions
- Forms Manual

The communication shall be signed by the Chief of Police or their designee.

D. TRAINING MEMORANDUM

Training memorandums are written documents used to inform and instruct department employees.

The training memorandum shall be issued by the Commanding Officer of the Professional Standards Division.

E. MEMORANDUM

Memorandums are written documents intended to convey a variety of information. Memorandums do not reflect policy. However, the nature of information contained should not deviate or conflict with established policy and procedures. Memorandums are considered official documents.

All memorandums originating within the Department shall use the following standard format:

To:
From:
Date:
Re:

The person writing the memorandum should sign their initials next to their name in the heading.

The memorandum shall be issued by any department employee.

F. BULLETINS, NEWSLETTERS AND OTHER SPECIALIZED ITEMS

Bulletins, newsletters, and other specialized items may take a variety of forms and are issued for informational purposes. They do not reflect policy. However, the nature of information contained should not deviate or conflict with established policy and procedures. Bulletins, newsletters and other specialized items are considered official documents.

The communication shall be issued by any department employee.

204.4 MAINTENANCE AND STORAGE OF WRITTEN COMMUNICATION

The Professional Standards Division is responsible for the indexing and purging of all pertinent special orders, personnel orders, departmental manuals, training memorandums, memorandums, bulletins, newsletters, and other specialized items. The retention of such information will be in accordance with the State of Connecticut's Retention Schedule.

This order supersedes General Order 74-35.

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **208** EFFECTIVE DATE: JANUARY 15, 2012

The Law Enforcement Officers Safety Act (LEOSA, or H.R. 218)

208.1 PURPOSE

The purpose of this order is to establish New Haven Police Department Service guidelines concerning the *Law Enforcement Officers Safety Act of 2004*, and Amendments on January 5, 2010 of *Law Enforcement Officer Safety Improvement Act of 2010*, hereafter referred to as "LEOSA," "H.R. 218" or "the Act."

208.2 GENERAL

A. The Law Enforcement Officers Safety Act (LEOSA), or H.R. 218, was enacted July 22, 2004 as Public Law 108-277, and is codified at 18 U.S. Code §926B and §926C.

B. This act was amended by the *Law Enforcement Officer Safety Improvement Act of 2010*

C. The Act permits the nationwide carrying of concealed handguns by current and qualified retired law enforcement officers, and amends the Gun Control Act of 1968 (Public Law 90-618, 82 Stat. 1213).

D. Many current, former and retired New Haven Police Officers have a State of Connecticut permit to carry a concealed firearm. LEOSA creates a second, overlapping circle of weapons authority.

E. LEOSA is not a license; it does not supersede state or local firearms laws, nor does it exempt current or retired officers from complying with those laws.

1. As in the past, when an officer is in another state, he or she has no law enforcement authority (unless legislation to the contrary exists).

2. Officers, active and retired, should become familiar with the firearms laws of other states, particularly the carrying of a firearm prior to travel.

208.3 POLICY

It will be the policy of this department to comply with the requirements set forth for police departments by the Act. The New Haven Department of Police Service will fulfill its responsibility to both current officers and eligible retirees who wish to apply for LEOSA certification by offering a firearms qualification program several times a year and by issuing the appropriate identification card.

208.4 RULES OF ELIGIBILITY

A. ACTIVE NEW HAVEN POLICE OFFICERS MUST:

1. Possess statutory powers of arrest and be authorized by the State of Connecticut to carry a concealed firearm.

2. Not be subject to the New Haven Department of Police Service disciplinary action preventing the officer from carrying a firearm according to existing policy.

3. Not be prohibited by Federal or State law from possessing a firearm.

B. RETIRED, QUALIFIED INDIVIDUALS MUST:

1. Have retired in good standing as a law enforcement officer from the New Haven Department of Police Service, for reasons other than mental instability.

2. Have an aggregate of at least fifteen years of service as an active law enforcement officer or have retired from service due to a service connected disability, as determined by the New Haven Department of Police Service.

   a. The term "in good standing" means that at the time of retirement, the officer was not facing disciplinary action that could have resulted in his or her termination for misconduct or lack of fitness for employment.

   b. The term "mental instability" means that the officer either was separated from employment for reasons of mental instability, or was facing removal for reasons of mental instability at the time of retirement or resignation.

3. Have a non-forfeitable right to benefits under the New Haven Department of Police Service retirement plan.

4. Have successfully passed the New Haven Department of Police Service background check indicating that he or she is not prohibited by Federal law from possessing a firearm.

5. Not be under the influence of alcohol, drugs or other substances that would impair one's ability to safely drive a motor vehicle.

6. Have a waiver from a physician or other certified health care provider.

208.5 PROCEDURES

A. APPLICANT RESPONSIBILITIES

1. Contact the Office of the Chief to obtain the New Haven Department of Police Service ***LEOSA Application Packet,*** complete all forms in the packet and follow directions on how to proceed with the application and qualification process.

2. Contact the New Haven Department of Police Service annually for re-qualification testing. LEOSA certification is valid for only one year; retirees must re-apply and go through the qualification process every year.

B. DEPARTMENT RESPONSIBILITIES

1. The Office of the Chief will distribute LEOSA packets on request, verify employment history of applicants, and submit packets to the Records Unit for background checks.

2. The Records Unit will conduct a background check of the applicant's criminal history, sign off on the results, and then submit the entire packet to the Training Unit.

3. The Training Unit will contact the applicant to arrange a date and time for the firearms qualification.

4. The Armorer or designee will administer the classroom session and qualification test, and complete the *Qualification Report.* The applicant can then bring this report to Police Headquarters at 1 Union Avenue in order to obtain a photo identification card.

5. Staff from Information Services will be responsible for creating the photoID card.

208.6 QUALIFICATION

A. ACTIVE NHPD OFFICERS

1. Current officers are in compliance with the Act by virtue of their State certification and ability to legally carry firearms.

2. Officers whose certification is considered "on hold" by POST for medical, military leave or other reasons, will not be covered under LEOSA.

3. The minimum qualifying score is 80%.

B. RETIRED NHPD OFFICERS

1. The Armorer or designee will schedule at least three periods each year for retired officers to qualify. Range times for retiree qualifications will be announced on the department website.

    a. These qualification dates may coincide with current officer qualification dates if time permits.

    b. If time does not permit such scheduling, then the retired officer must schedule a range date and time acceptable to the Armorer or designee; and may be required to pay the cost of such scheduling and range use.

2. Eligible retired officers will be allowed to qualify on more than one concealable firearm, as time and scheduling permits. The number of weapons shall be the decision of the Armorer. Retired officers:

    a. Must bring their own handgun(s), either a revolver or a semi-automatic capable of being loaded with 5 or more rounds.

    b. Must bring 60 rounds of factory-issued ammunition for the weapon for qualification.

    c. Must bring their own cleaning supplies.

    d. Must have a safe and secure holster.

    e. All handguns and holsters must pass inspection by the Armorer.

3. The minimum qualifying score is 80%.

4. The Armorer or designee shall keep a database of all applicants, qualification dates, qualification course of fire, qualification score, and the type and serial number of the firearms used to qualify.

5. Qualified retirees will be required to sign a *Release of Liability and Indemnification* form acknowledging their personal responsibility as a civilian

for all acts taken when carrying a concealed firearm as permitted by the Act and not as an employee or former employee or as a current law enforcement officer (unless currently employed as a law enforcement officer for another agency). Such disclaimer shall also release the Department from any claim or action of law resulting from any injury or accident during the firearms qualification activities.

C. FAILURE TO QUALIFY

1. Any eligible retired officer who fails to qualify will be given the option of basic remedial training and one additional attempt as soon as practicable after the failed attempt.

2. If the retiree fails to qualify on the second attempt, the Armorer will:

   a. Notify the retired officer of the failure.

   b. Complete a report outlining the retiree's name, the course of fire, the firearm type, the score received on each attempt, and any remediation given.

   c. Recommend that the retired officer seek additional, alternative remedial training.

D. FIREARM RESTRICTIONS

1. The Armorer or designee's determination will be final as to all issues of safety and equipment. Any weapon, holster, ammunition, or related equipment found unsafe will be prohibited on the range and noted in writing. The retired officer will be notified and required to sign a statement acknowledging the unsafe condition of the equipment and the reason for such removal and prohibition.

2. The Act does not authorize the retired officer to:

   a. Carry a machine gun, silencer, or other destructive device.

   b. Act in the capacity of a sworn law enforcement officer.

   c. Carry a firearm on any government property, installation, facility, building, base or park with laws or regulations prohibiting or restricting the carrying of firearms (such as airport boarding areas, courthouses, etc.).

   d. Carry a firearm on any other public or privately owned property, facility, building or area, where the carrying of firearms is prohibited or restricted (such as private schools, commercial aircraft, etc.).

208.7 PHOTO IDENTIFICATION CARDS

A. RETIREES CURRENTLY LIVING IN CONNECTICUT

1. The New Haven Department of Police Service will issue one of two types of photo identification cards to qualified retirees whose primary state of residence is Connecticut.

    a. **ID cards with LEOSA certification** issued by the Department will identify the bearer as a retired officer who "has met the standards established by the Department to carry a firearm of the same type as the concealed firearm." It will carry an expiration date one year from the initial date of qualification.

    b. **ID cards without LEOSA certification** will identify the bearer as a retired New Haven Police Officer. This card will be issued upon request, will not require firearms qualification and will not carry an expiration date.

B. RETIREES LIVING OUT-OF-STATE

1. The New Haven Department of Police Service will issue one of the two types of photo identification cards to qualified retirees who **do not reside** in Connecticut.

    a. Out-of-state retirees who request certification under the Act must submit the required photos, all forms in the ***LEOSA Application Packet***, and proof from their current state of residence that he or she has met the standards for active law enforcement officers to carry firearms in that state.

    b. On request, the out-of-state retiree will be issued an ID card without Federal LEOSA certification, provided he or she submits two color photographs (passport size) or a digital image.

2. Before issuing or renewing police photo identification card, the Training Unit shall review the retired officer's firearms qualification record and updated criminal history record.

208.8 VERIFICATION OF LEOSA STATUS IN FIELD SITUATIONS

A list of all LEOSA-certified active officers, as well as a list of all retired officers who have been LEOSA-certified by this department shall be kept in Public Safety Answering Point (PSAP), the Office of the Chief, and the Professional Standard Division. It is the responsibility of the Training Unit to regularly update this roster.

This order supersedes General Order 06-1.

Dean Esserman
Chief of Police

12/19/2011
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **212**

EFFECTIVE DATE: JANUARY 15, 2012

INSPECTIONS

212.1 PURPOSE

The purpose of this policy is to establish procedures for conducting inspections of the Department's administrative functions, facilities, property, equipment, operations, and personnel. The Inspections Unit shall inspect any and all areas of the Department as designated by the Chief of Police or his/her designee.

212.2 POLICY STATEMENT

Inspections of the Department shall be conducted on a regular basis to help ensure that the Department is operating at peak efficiency and in compliance with established professional standards. When conducted properly, inspections enable managers to assess the Department's ability to perform its mission, and provide them with the information necessary to plan for the improvement of the Department's operations. Inspections are a vital component of a departmental self-assessment and such will be carried out with care, attention to detail, and with the full cooperation of all personnel concerned.

212.3 AUTHORITY

The authority of the Inspections Unit shall include and cross over all divisions, bureaus, units, functions and programs that fall under the direction of the Chief of Police. The Inspections Unit will monitor all Mobile Data Terminal transmissions, electronic recordings and all department files in any form.

212.4 LINE INSPECTIONS

Line inspections are conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who are responsible for ensuring that substandard conditions revealed in the inspection are corrected. All organizational components of the New Haven Department of Police Service are subject to regular line inspections. The Commanding Officer of each division or unit is responsible for ensuring that line inspections are carried out. Line inspections are considered an ongoing activity.

212.5 FORMAL INSPECTIONS

Formal line inspections are conducted for the purpose of preparing a written report to command personnel. These reports set forth in detail the findings of the inspection and document specific actions taken to remedy the deficiencies found. Where appropriate, such reports may also include recommendations for long-term resolution of problems discovered during inspection.

212.6 TYPES OF LINE INSPECTIONS

Supervisors conducting formal or informal line inspections shall inspect their personnel for the following:

- General appearance
- Condition and placement of issued equipment
- Cleanliness
- Compliance with established uniform or dress code
- Readiness for duty
- Compliance with Departmental Directives, orders or rules

Line inspections shall also include inspections of other police duties such as but not limited to:

- Weapons inspections
- Police vehicle inspections

212.7 PROCEDURES FOR LINE INSPECTIONS

Line inspections shall be accomplished at roll call or at such other times as are appropriate for the type of inspection being conducted. The Chief of Police or his/her designee may order special line inspections at any time.

212.8 STAFF INSPECTIONS

A staff inspection is an objective review of the facilities, equipment, personnel, administrative organization and functioning, operational activities, and programs of the Department. Such inspections are conducted outside the framework of normal line inspections by departmental supervisors or managers who do not have direct control of the facilities, equipment, personnel, and activities being inspected. Staff inspections involve detailed and wide ranging examination of departmental operations for efficiency, effectiveness, compliance with departmental policies, accreditation standards, and adequacy of management controls. They serve as an integral part of the management information system, enabling departmental executives to determine whether the department is performing up to management's expectations and providing reliable information to be used in future decision making. The result of staff inspections are reported in writing to the Chief of Police or his/her designee.

212.9 PROCEDURES FOR STAFF INSPECTIONS

The commanding officer of the Inspections Unit is responsible for conducting staff inspections at the direction of the Assistant Chief of Police of the Professional Standards Division. The inspection may occur:

- Randomly
- At scheduled intervals
- At the direction of the Chief of Police

The Assistant Chief of Police of the Professional Standards Division shall report the staff inspections findings to the Chief of Police.

212.10 SPECIFIC TASK INSPECTIONS

A specific task inspection is an inspection conducted to evaluate particular components or activities of the Department. Such inspections are initiated at the direction of the Chief of Police or his/her designee. Notice may or may not be given to the component to be inspected.

The Assistant Chief of Police of the Professional Standards Division shall report the results of all task inspections to the Chief of Police.

The Division or Unit subject to the inspection shall have the opportunity to comment on the findings of the Professional Standards Division. These comments shall be included in the report to the Chief of Police.

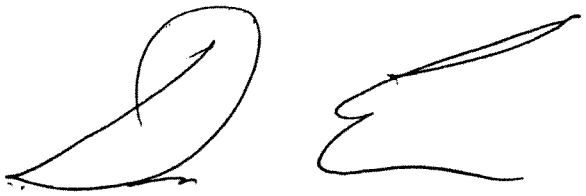
The Chief of Police will review the contents of the task inspection report with the inspected division or unit. The Chief will identify recommendations in the report to be implemented or addressed and discuss these with the commanding officer. The Chief will specify a timetable for corrective actions and subsequent follow-up inspection.

212.11 DIVISION AND UNIT PROCEDURAL CHANGES

It will be the responsibility of the Division or Unit head to notify the Inspections Unit of any updated procedural changes pertaining to the effected unit's function, procedure and protocol as soon as possible after the approval of said change. This shall occur prior to the effective date of the policy change absent unforeseen circumstances causing such delay. In the event that such change was predicated by law, the notification of the change to the Inspection Unit shall occur as soon as possible upon the creation and approval of the procedural change documentation (General Order, Training Bulletin, Special Order, Memorandum, etc.) created for use as department policy.

212.12 CRIMINAL CONDUCT

Any criminal conduct discovered during the course of an inspection shall be reported to the Office of Internal Affairs for further investigation.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 214 **EFFECTIVE DATE: JANUARY 15, 2012**

BASIC RECRUIT TRAINING
TRAINING ACADEMY

214.1 PURPOSE

The purpose of this General Order is to define the requirements that newly sworn police recruits must fulfill in order to obtain State of Connecticut certification.

214.2 POLICY

It shall be the policy of the New Haven Department of Police Service that all sworn recruits will fulfill training requirements set by the State of Connecticut Police Officer Standards and Training Council (P.O.S.T.C.).

214.3 DEFINITIONS

POLICE RECRUIT: A police recruit is an individual who attends a police officer training academy certified by P.O.S.T.C. for the purpose of qualifying, through successful completion of such training, for appointment as a police officer with full authority.

Essential functions include, but are not limited to: attends a basic P.O.S.T.C. certified police officer training academy designed to provide a comprehensive overview of the criminal justice system and specialized training in various laws, police practices and procedures, law enforcement techniques, first-aid and physical conditioning.

PROBATIONARY OFFICER: Upon successful completion of academy training, police recruits will be appointed and sworn in as probationary officers. Probationary officers must complete the Field Training and Evaluation Program (FTEP) before being eligible for certification.

POLICE OFFICER STANDARD AND TRAINING COUNCIL (P.O.S.T.C): As created by the legislature, the Police Officer Standards and Training Council (P.O.S.T.C) is empowered to certify, decertify and regulate the training of police officers pursuant to Chapter 104, Part 1, Section 7-294a-e of the Connecticut General Statutes.

Police Officer Standards and Training Council (P.OS.T.C.) is charged with developing, adopting, and revising a comprehensive standards program for local law enforcement agencies. Responsibility includes granting accreditation to those law enforcement agencies that demonstrate their compliance with such standards and conducting assessments to determine compliance. The purpose of these standards is to enhance the professionalism of Connecticut Law Enforcement agencies through compliance with contemporary, internationally recognized standards of excellence.

SATELLITE ACADEMY: A satellite academy consists of a P.O.S.T.C. approved, municipal run Police Academy that provides a basic training program for individuals pursuing certification as police officers in the State of Connecticut.

214.4 PROCEDURE

A. POLICE POWERS OF RECRUITS PRIOR TO NEW HAVEN POLICE ACADEMY TRAINING

Recruits must successfully complete NHPA training prior to any routine assignment in any capacity in which the recruit is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.

B. NEW HAVEN POLICE ACADEMY TRAINING

1. All police recruits shall receive an **N.H.P.A./P.O.S.T.C.** orientation handbook at or before commencement of the academy training which includes at a minimum:

   - NHPD Organizational Chart
   - NHPD Rules and Regulations
   - Academy rating, testing, and evaluation system
   - Physical fitness and proficiency skill requirements
   - Daily training schedule

2. Basic Training Requirements

   - Police recruits must successfully complete the prescribed Basic Training Program at a Police Academy approved and certified by Connecticut General Statute 7-294d. Basic training must be completed within one year of the start date of the academy following appointment as a probationary candidate unless granted an extension by P.O.S.T.C.

3. P.O.S.T.C. requires that police recruits complete the following before eligibility for certification is achieved:

   - Basic training at the P.O.S.T.C. Academy or a P.O.S.T.C. approved academy.
   - Field Training and Evaluation Program (FTEP).

No person may be employed as a New Haven Police Recruit for a period exceeding one **(1) year** unless the person has obtained certification by P.O.S.T.C., or been granted an extension by P.O.S.T.C.

C. ADDITIONAL TRAINING

The New Haven Police Academy and Police Officer Standards and Training Council have the statutory authority to establish additional qualifications for the employment of police officers and require evidence of fulfillment of these qualifications. All qualifications for certification are mandated by Connecticut General Statute's 7-294a, 7-294-b 7-294-d and 7-294e. Once a Police Recruit has been granted their certification by the P.O.S.T.C., they will be considered a New Haven Police Probationary Officer.

Police recruits will be required to complete additional training as specified by the Training Unit, including but not limited to instructions and familiarization of NHPD facilities, rules and regulations, general orders, and paperwork.

D. NEW HAVEN POLICE RECRUITS RECEIVING TRAINING AT P.O.S.T.C. OR A P.O.S.T.C. APROVED SATELLITE ACADEMY

The P.O.S.T.C. or satellite academy will forward to the Chief of Police and the Training Director interim grade reports of each individual recruit, as well as any other report on their progress. All reports will be maintained in the recruit's training file. If problems exist or weaknesses are identified, the Training Director will contact P.O.S.T.C. or the satellite academy to ensure that remedial measures are initiated.

1. The Training Director will ensure that all recruits at P.O.S.T.C. or a satellite academy receive the Field Training and Evaluation Program. Once completed, the Training Director will:

   - Forward documentation of the Field Training and Evaluation Program (FTEP) to the Director of Training at P.O.S.T.C. via form *DFTR-1.*
   - Once the DFTR-1 has been filed, P.O.S.T.C. will forward a Graduation Certificate to the Director of Training for distribution.
   - All correspondence will be retained in each recruit's training file.

214.5 ATTENDANCE

Any recruit who misses more than **forty hours** of training during the academy will be dismissed from the academy.

214.6 INJURY

If a student becomes injured while on duty, the student will immediately report the injury to a member of the academy staff. If immediate medical attention is necessary, the student will be transported or directed to the appropriate medical facility.

This supersedes General Order 87-2.

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **216** EFFECTIVE DATE: JANUARY 15, 2012

IN-SERVICE TRAINING
TRAINING ACADEMY

216.1 PURPOSE

The purpose of this General Order is to ensure all sworn personnel are informed of new laws, technological improvements and revisions in department policy and fulfilling statutory review training requirements per Connecticut General Statute 7-294(d)8.

216.2 POLICY

It shall be the policy of the New Haven Department of Police Service to require all officers to attend in-service training per direction of the Training Director. The Training Director will ensure that mandatory review training includes a curriculum that fulfills the statutory requirements of CGS 7-294(d)8 and CGS 7-294m, as well as the rules and regulations of the State of Connecticut Police Officer Standards and Training Council (P.O.S.T.C.). Individual officers are responsible for knowing their certification expiration dates and ensuring that they receive the required review training.

216.3 PROCEDURES

A. IN-SERVICE TRAINING - CONNECTICUT GENERAL STATUTE REQUIREMENTS

1. CGS 7-294(d)8 requires that each police officer complete review training every three (3) years.

2. The Director of Training will ensure that every sworn officer is scheduled for review training according to the mandated hours and shall document same. It is the responsibility of the individual officer to attend all scheduled training.

3. Documentation of the review training hours will appear on P.O.S.T.C. form RTR/1, the Review Training Report.

4. The Director of Training shall also record all credits earned, as P.O.S.T.C. does not keep track of in-service training credits. Credits over the mandated hours must also be documented and filed.

5. Due to the fact that training requirements and P.O.S.T.C. policies and procedures are subject to change without notice, the Director of Training will maintain regular contact with the P.O.S.T.C. Field Services Division in order to remain informed of current requirements.

B. ADDITIONAL MANDATED TRAINING

In addition to required re-certification review training, the Training Division shall conduct Other classes as determined by the Director of Training. In-Service training shall Consist of the following:

- In-Service training classes
- Specialized training classes
- Advanced training classes
- Roll-call training
- Annual firearms training/re-qualification
- Other training as deemed appropriate and necessary

C. FIREARMS TRAINING

Officers must re-qualify with their service weapons on a yearly basis.

The Director of Training shall maintain firearms training records for all officers. Those records shall consist of the date of re-qualification, type of firearm, and qualifying criteria/scores.

D. IMPACT WEAPONS AND CHEMICAL IRRITANT TRAINING

All sworn personnel shall undergo impact weapons and chemical irritant training.

The Director of Training shall maintain impact weapons and chemical irritant training records for all officers. Those records shall consist of various information including the date of proficiency training, type of weapon and qualifying criteria/scores.

E. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

All sworn personnel shall undergo annual OSHA related training as required including blood-borne pathogens and Personal Protection Device (PPD) test.

The Director of Training shall maintain OSHA training records and ensure all sworn officers receive mandated refresher training as required.

F. NCIC/COLLECT

All sworn personnel shall undergo re-certification training for these systems in use by the Department on bi-annual basis (***every two years***) in accordance with the State of Connecticut's Department of Public Safety requirements.

The Director of Training shall maintain NCIC/COLLECT training records and ensure all sworn officers receive mandated refresher training as required.

G. INJURED / LIGHT DUTY OFFICERS TRAINING

Officers who have sustained injuries that prevent them from performing their normal duties shall notify the Training Director immediately. The Director of Training will notify P.O.S.T.C. P.O.S.T.C. will place the injured officer on a hold status. Hold status is an open-ended timeframe in which an injured officer will not be able to attend training or perform their normal police duties.

A physician's note is needed for injured officers on light duty to attend the classroom portion only of in-service training. Only full duty officers may attend firearms and use of force classes.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 218 **EFFECTIVE DATE: JANUARY 15, 2012**

PROCEDURES FOR ATTENDING TRAINING

218.1 PURPOSE

The purpose of this General Order is to clarify and delineate procedures to be followed by department members wishing to attend training sessions outside the department. It will also reiterate the responsibilities of both the Training Unit and individual department members. The Training Unit will regularly publicize training opportunities in the glass bulletin boards in the second floor cafeteria or similar common areas. This order applies to sworn and civilian department members in all units. These types of training opportunities will be addressed:

1. Police Officer Standards and Training Council - No funding required
2. Non-Police Officer Standards and Training Council - No funding required
3. Non-Police Officer Standards and Training Council - Funding required

218.2 PROCEDURES

A. POLICE OFFICER STANDARDS AND TRAINING COUNCIL (P.O.S.T.C.)

The procedures for applying for Police Officer Standards and Training and other out-of-department classes, seminars, and workshops are as follows:

1. An individual interested in attending a class or course at P.O.S.T.C. will submit a *Request for Training Form* (Appendix A) to his or her immediate supervisor (Patrol Operation, Investigative Services, Training Unit, Bureau of Identification, Internal Affairs, Support

Services, Administration, Records, etc.) requesting the desired training.

If the supervisor approves, he or she will confirm feasibility of the training date with the Detail Room and then sign the request form.

2. The individual's direct supervisor will then submit the request form to the *Unit Supervisor,* for approval and signature, or denial.

3. To ensure fairness and distribution of training opportunities, unit supervisors and the Director of Training will consider:

    - Department need
    - Applicant's background
    - Applicant's training history
    - Other applicants

4. If approved, the Director of Training will then submit the request form to the Assistant Chief of the Professional Standards Division for approval and signature, or denial.

5. If approved by the Assistant Chief of Police, the Director of Training or his/her designee will mail or fax the application to P.O.S.T.C.

6. If the Assistant Chief of Police denies the request, the Supervisor or Director of Training or designee will notify the applicant of the reason for denial in writing.

7. P.O.S.T.C. fills seats on a first-come, first-serve basis. Therefore, it is important that each individual and his/her supervisor submit application forms according to all P.O.S.T.C. requirements and deadlines.

8. P.O.S.T.C. will notify the Training Unit whether the applicant has been granted a seat, and Training Unit will then notify the applicant.

9. Each department member attending out-of-department training is responsible for providing the Training Unit with appropriate documentation for his or her own training file.

B. NON - P.O.S.T.C. TRAINING (NOT REQUIRING FUNDING)

In the case of non-P.O.S.T.C., out-of-department courses which do not require funding, applicants must submit their requests (including all relevant documentation on registration and transportation, etc.) with their approving supervisor's signature to the Training Unit using the same procedures described in section A 1 – 8 above.

C. NON - P.O.S.T.C. TRAINING (REQUIRING FUNDING)

1. In the case of non-P.O.S.T.C., out-of-department courses which require funding, applicants must submit their requests (including all relevant documentation on registration, transportation and other related costs) through their Unit Supervisor to the Director of Training.

2. Requests that are approved by both a Unit Supervisor and the Director of Training will be reviewed by the Chief of Police or Assistant Chief of Police. If approved, the requests will be forwarded to the Assistant Chief of the Bureau of Administration.

3. If funds are available, the applicant will be directed to contact the Assistant Chief of the Bureau of Administration for instructions.

4. The applicant will be responsible for following procedures outlined by the Assistant Chief of Police of the Bureau of Administration regarding registration, transportation, food, lodging, etc.

5. As with all training opportunities, the applicant will also be responsible for providing the Training Unit with documentation of attendance and of the nature of the course or event for his or her training file.

This order supersedes General Order 97-1.

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **220** EFFECTIVE DATE: JANUARY 15, 2012

PLANNING AND RESEARCH

220.1 PURPOSE

The purpose of this policy is to establish the planning and research function of the New Haven Department of Police Service and discuss its application relative to fulfilling the mission of the Department and achieving organizational goals and objectives.

220.2 POLICY

This policy will maximize the ability of the New Haven Department of Police Service to deliver police services in an efficient manner. The planning and research component of the New Haven Department of Police Service shall conduct on-going planning and research activities to identify and evaluate information and techniques, which enhance the Department's ability to achieve organizational goals and objectives. This data shall be disseminated to all levels of the Department in a timely manner.

All division, district and unit commanders shall be responsible to develop programs within their respective components to improve police services and effectiveness by utilizing information developed by the Planning and Research Unit. Further, these commanders are responsible for assisting in the planning process by providing input to the Chief of Police for short and long-term departmental planning relating to departmental goals and objectives, deployment of human and physical resources and budget preparation. The Office of Planning and Research is part of the Professional

Standards Division and shall report directly to the Assistant Chief of Police of the Professional Standards Division.

220.3 PROCEDURES

The Planning and Research Unit shall be responsible for, but not limited to:

- Ensure that New Haven Department of Police Service policies and procedures are in compliance with all federal, state, and local laws, judicial rulings, and collective bargaining agreements;
- Revise or formulate new policies, procedures, directives, or orders at the direction of the Chief of Police and subject to the approval of the Board of Police Commissioners;
- Conduct research, plan, and implement special projects at the direction of the Chief of Police or his/her designee;
- Conduct analytical studies and prepare reports and recommendations based on the findings;
- Develop and periodically review long range plans;
- Systematically establish, review, and improve forms and documents used within the New Haven Department of Police Service.

The Planning and Research Unit may be used as a resource for other divisions and units within the department to assist with planning matters that the various units may be responsible for.

220.4 DISSEMINATION OF INFORMATION

Copies of all staff and analytical reports shall be distributed to command officers within the Department. It is the responsibility of those commanding officers to disseminate relevant information to their subordinates. All employees are encouraged to make suggestions and comments through the chain of command after review of such reports.

Dean Esserman
Chief of Police

12/19/2011
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **224** EFFECTIVE DATE: JANUARY 15, 2012

USE OF CELLULAR TELEPHONES

224.1 PURPOSE

The purpose of this General Order is to establish guidelines for the proper use of cellular telephones, consistent with the existing City of New Haven's Policy entitled "Personal Communications Devices Usage Policy", hereinafter referred to as the "City Policy".

224.2 POLICY

The policy of this Department is to use cellular telephones in the course of police operations to enhance departmental communication. Cellular telephones may be used by officers to conduct official business when the use of radio communication or hard telephones is inappropriate, unavailable, or inadequate to meet communication needs, and when the cellular telephone is used in accordance with this policy.

The use of cellular telephones, either owned by the Department or by the individual, is discouraged whenever such usage is likely to be disruptive to others, such as in meetings, training sessions, court, or other public places where their use would be deemed annoying or intrusive.

Safety considerations are paramount. Non-emergency response employees are reminded that the City Policy prohibits such employees from using a cellular telephone while driving. While driving, if the employee receives a call or needs to make a call, the

employee should use judgment, pull over to the side of the road with caution, and resume driving only after completion of the call. Sworn personnel during the performance of law enforcement functions should also avoid using cellular telephones whenever such usage would unnecessarily or unreasonably divert their attention from official duties and/or cause a potentially hazardous situation.

224.3 PROCEDURES

A. DEPARTMENT OWNED CELLULAR TELEPHONES

The Chief of Police may approve the issuance of cellular telephones for the business use of selected department employees. Each cellular telephone is assigned to a specific individual who is responsible for the appropriate use of the telephone. Telephone use should conform to the parameters of the calling plan. The Department references and fully incorporates the City of New Haven's policy entitled "Personal Communications Devices Usage Policy." The more important provisions of said policy include:

- Personal telephone calls, either incoming or outgoing, are to be kept to a minimum.
- Where there is the option to use a two-way radio feature at no cost rather than a cellular telephone feature, employees are required to do so.
- Cellular telephones are not a substitute for, and are not to be used in place of, an employee's regular desk telephone. When an employee has the option to use a land-line desk telephone rather than a cellular telephone, the employee must do so.

B. PERSONAL CELLULAR TELEPHONES

Employees may carry personally owned cellular telephones or other communications devices while on duty subject to the following restrictions:

- On duty use of personal communication devices should be brief and should not unnecessarily divert personnel from their primary obligations.
- Department personnel should not use personally owned cellular telephones to conduct personal business while on duty.
- As a matter of officer safety, members shall refrain from using their privately owned telecommunications devices while working extra-duty, at construction sites, or standing at a fixed post. If the need arises to use a personal telecommunications device while performing any of the above functions, the member shall do so in an inconspicuous manner and limit their use of the telephone. This includes the use of a hands-free accessory.

- Use of personal cellular telephones is governed by the same safety restrictions as provided for department-owned cellular telephones subject to the City's Policy.

- The Department may not assume responsibility for damage to or loss of personally owned communications devices or charges incurred through their on-duty use.

This order supersedes General Order 05-1.

Dean Esserman
Chief of Police

12/19/2011
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **302**

EFFECTIVE DATE: JANUARY 15, 2012

VEHICLE PURSUIT

302.1 PURPOSE

The purpose of this General Order is to provide officers guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Pursuits of suspected or known violators of the law expose innocent citizens, police officers, and fleeing suspects to serious injury or death. Vehicle pursuits require officers to exhibit a high degree of common sense and sound judgment.

302.2 POLICY

It is the policy of this Department that a pursuit shall be based on the police officer's conclusion that the immediate danger to the police officer and the public created by the pursuit is less than the immediate or potential danger to the public should the occupant(s) of such vehicle remain at large. Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit because of the risk involved. It is recognized that vehicle pursuit situations are not always predictable and decisions made pursuant to this General Order will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

302.3 DEFINITIONS

PURSUIT: Any event in which a police officer in an authorized emergency vehicle attempts to apprehend an occupant of another moving motor vehicle, when the driver of the fleeing vehicle is attempting to avoid apprehension by operating a motor vehicle by using high speed driving, driving in an evasive manner, or otherwise ignoring the police officer's attempt to stop the vehicle.

***The mere fact that an officer has activated his/her lights and siren does not constitute a pursuit*

FAILURE TO YIELD: Refers to the actions of a vehicle operator who fails to stop or respond to the emergency light(s) and siren of a law enforcement vehicle. Generally, the vehicle operator continues to travel forward at or below the speed limit, observes applicable rules of the road and does not change direction of travel in an evasive manner.

AUTHORIZED EMERGENCY VEHICLE: A police vehicle equipped with operable emergency equipment, including audible siren and red or blue flashing lights, while such vehicle is being operated by a police officer.

PRIMARY UNIT: The police vehicle operated by a police officer that initiates a pursuit or any police vehicle operated by a police officer that assumes control of the pursuit.

SECONDARY UNIT: Any police vehicle operated by a police officer that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

302.4 PROCEDURES

A. INITIATION OF PURSUIT

- The decision to initiate a pursuit shall be based on the police officer's conclusion that the immediate danger to the police officer and the public created by the pursuit is less than the immediate or potential danger to the public should the occupants of such vehicle remain at large.

- In deciding whether to initiate a pursuit, the police officer shall take the following factors into consideration:

  a. Road, weather, and environmental conditions;

  b. Population density and vehicular and pedestrian traffic;

  c. Whether the identity of the occupants is known and immediate apprehension is not necessary to protect the public or police officers and apprehension at a later time is feasible;

d. The relative performance capabilities of the pursuit vehicle and the vehicle being pursued;

e. The seriousness of the offense; and

f. The presence of other persons in the police vehicle.

B. PURSUIT OPERATIONS

- Upon engaging in or entering into a pursuit, the pursuing vehicle shall activate appropriate emergency warning lights. A siren shall be used during all pursuits.

- Upon engaging in a pursuit, the pursuing officer shall immediately notify Communications of the location, direction, and speed of the pursuit, the description of the pursued vehicle and the initial purpose for the stop. The officer shall keep Communications updated on the pursuit. Communications personnel shall immediately notify the supervisor of the officer involved in the pursuit, or in that supervisor's absence, the closest available supervisor to the pursuit and the Shift Commander, clear the radio channel of non-emergency traffic and relay necessary information to other officers and other law enforcement agencies as appropriate.

- When engaged in a pursuit, all officers shall drive with regard for the safety of persons and property.

- Unless circumstances dictate otherwise, a pursuit shall consist of no more than two police vehicles, one of which shall be designated as the primary unit, and a police supervisory vehicle. No other personnel shall join the pursuit unless instructed to participate by a supervisor.

- The primary unit involved in the pursuit shall become secondary when another unit has been assigned primary responsibility.

C. SUPERVISORY RESPONSIBILITIES

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving department officers.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- Upon becoming aware of a pursuit, immediately ascertain all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.

- Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- Exercising management and control of the pursuit even if not engaged in it.
- Ensuring that no more than the number of required police units needed are involved in the pursuit.
- Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue.
- Ensuring that proper radio communication is occurring.
- Control and manage New Haven units when a pursuit enters another jurisdiction.
- When possible, respond to the termination point of the pursuit to oversee apprehension and arrest of suspect(s).
- Prepare a post-pursuit memorandum.

D. SHIFT COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this General Order. The Shift Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit, and shall be in overall command.

The Shift Commander shall review all pertinent reports and the supervisor's post-pursuit memorandum and forward to the Patrol Commander.

E. PURSUIT TACTICS

Police officers not engaged in the pursuit as the primary or secondary unit shall not normally follow the pursuit on parallel streets in an "emergency mode," unless authorized by a supervisor. This does not preclude officers from positioning themselves on routes adjacent to the pursuit.

- When feasible, available patrol units having the most prominent markings and emergency lights shall be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked patrol unit, such unit shall become the secondary unit when a marked unit becomes available. When a second marked unit becomes available, to be the secondary vehicle, the unmarked unit shall disengage from the pursuit.

- Motorcycles may be used for a pursuit in exigent circumstances including, but not limited to, situations where a felony has been committed, deadly force has been used by a vehicle occupant, or the pursuit is necessary to preserve a life, provided that weather and related conditions allow such pursuit to continue. Motorcycles shall disengage from the pursuit when support from marked patrol cars becomes available.

- Firearms will not be discharged from pursuit vehicles while such vehicles are in motion. Roadblocks must be authorized by the supervisor in charge after consideration of the necessity of applying deadly physical force to end the pursuit.

- Once the pursued vehicle is stopped, police officers shall utilize appropriate safety tactics and shall utilize only the force the police officer reasonably believes to be necessary to take occupants into custody.

F. TERMINATION OF THE PURSUIT

- The police officer serving as the primary unit engaged in the pursuit shall continually re-evaluate and assess the pursuit situation, including all of the initiating factors, and terminate the pursuit whenever he or she reasonably believes that the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.

- The supervisor of the pursuit may order the termination of a pursuit at any time and shall order the termination of a pursuit when he/she reasonably believes that the potential danger to the public outweighs the need for immediate apprehension. Such decision shall be based on information known to the supervisor at the time of the pursuit.

- The Shift Commander may order the termination of a pursuit at any time and shall order the termination of a pursuit when he/she reasonably believes that the potential danger to the public outweighs the need for immediate apprehension. Such decision shall be based on information known to the Shift Commander at the time of the pursuit.

- A pursuit may be terminated if the identity of the occupants has been determined, immediate apprehension is not necessary to protect the public or police officers and apprehension at a later time is feasible.

- A pursuit may be terminated when the police officers are prevented from communicating with their supervisors, Communications or other police officers.

G. INTER-JURISDICTIONAL PURSUITS

1. The primary unit shall notify Communications when it is likely that a pursuit will continue into a neighboring police agency's jurisdiction or cross the state line.

2. When a pursuit enters another agency's jurisdiction Communications shall immediately notify that police agency.

3. When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether or not to request the other agency to assume the pursuit.

    - Units from this Department involved in the pursuit will discontinue the pursuit when advised that another agency has assumed the pursuit and our assistance is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request or at the direction of a supervisor from this Department, to the termination point to assist in the investigation.

    - The role and responsibilities of officers at the termination point of the pursuit initiated by this Department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

    - Notification of a pursuit in progress should not be construed as a request to join the pursuit. Request to or from another agency to assume a pursuit should be specific.

4. This Department shall not join a pursuit by another police agency that enters this jurisdiction unless specifically requested to do so by that agency.

    - The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this Department may join the pursuit until sufficient units from the initiating agency join the pursuit.

    - The agency that initiates a pursuit shall be responsible for conducting the pursuit.

    - When a request is made for this Department to assist or take over a pursuit from another agency that has entered this jurisdiction, the Shift Commander or a supervisor is responsible for approving or denying the request. The

Shift Commander or supervisor should consider the following factors when making this decision:

a. Ability to maintain the pursuit.
b. Circumstances serious enough to continue the pursuit.
c. Adequate staffing to continue the pursuit.
d. The public's safety within this jurisdiction.
e. Safety of the pursuing officers.

- This Department's assistance to another agency involved in a pursuit in this jurisdiction will terminate at the city limits provided that the pursuing officers have sufficient assistance. Ongoing participation from this Department may continue only until sufficient assistance is present.

- In the event that a pursuit from another agency terminates within this jurisdiction officers from this Department shall provide appropriate assistance to officers from the other agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

- A pursuit into a bordering state shall comply with the laws of both states and any applicable inter-agency agreements.

H. AFTER-PURSUIT REPORTING

1. The primary officer shall complete the appropriate crime/arrest reports.

2. The supervisor overseeing the pursuit shall complete a post-pursuit memorandum to be reviewed by the Shift Commander and forwarded to the Patrol Commander. If the incident falls within the definition of failure to yield, rather than pursuit, no supervisory memorandum is required. The post-pursuit memorandum shall contain, at the minimum, the following information:

   - Whether any person involved in the pursuit or subsequent arrest was injured, specifying the nature of that injury and differentiating between the suspect driver, a suspect passenger, and the officers involved.

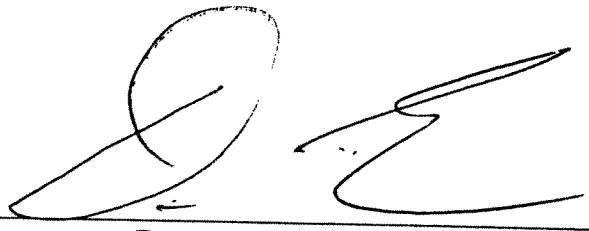
   - The violation(s) that caused the pursuit to be initiated.
   - The identity of the officers involved in the pursuit.

   - The means or methods used to stop the suspect being pursued.

- All charges that the suspect(s) were arrested for.
- The conditions of the pursuit, including but not limited to, all of the following:

  a. Duration of pursuit.
  b. Distance traveled during the pursuit in miles or tenths thereof.
  c. Number of officers involved in the pursuit.
  d. Number of police units involved in the pursuit.
  e. Time of day.
  f. Weather conditions.
  g. Maximum speeds reached during the pursuit.
  h. Relevant information as to the manner in which the pursued vehicle was being operated.

This order supersedes General Order 94-2.



12/15/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **314** EFFECTIVE DATE: JANUARY 15, 2012

INCIDENTS INVOLVING ELDERLY PERSONS

314.1 PURPOSE

To ensure that investigations involving elderly persons are conducted in a manner that minimizes the risks associated with future victimization of elderly persons as it pertains to incidents and allegations dealing with abuse, neglect, exploitation, or abandonment.

314.2 POLICY

It is the policy of the New Haven Department of Police Service that whenever it becomes necessary to conduct an investigation into an incident or allegation dealing with abuse, neglect, exploitation, or abandonment of elderly persons, the officer shall conduct such investigation efficiently and provide the assistance necessary to aid the victim.

314.3 DEFINITIONS

ELDERLY PERSON: A person age 60 or older.

NEGLECT: A state of neglect occurs whenever an elderly person is:

- Living alone and is unable to provide their own care to maintain good physical or mental health; or
- Is not receiving necessary and reasonable services from a person responsible for providing such care.

EXPLOITATION: Exploitation is the act or process of taking advantage of an elderly person for monetary gain or other personal gain.

ABANDONMENT: Abandonment is the desertion of an elderly person or the forgoing, neglect, or withholding of duties and obligations owed by a caretaker or responsible person.

ABUSE OF ELDERLY PERSONS: Abuse of elderly persons includes but is not limited to: the willful and unnecessary infliction of pain, injury, or mental anguish, or the wrongful deprivation by a caretaker of services necessary to maintain good physical or mental health.

314.4 PROCEDURES

A. When investigating an incident of reported abuse, neglect, exploitation, or abandonment, it is necessary for the investigating officer to make the appropriate referrals. Reporting the abuse, neglect, exploitation, or abandonment of an elderly person is mandated by, Sec. 17b-451 C.G.S. See also Sec. 17b-407, C.G.S. regarding abuse or neglect in long-term care facilities.

1. Police officers shall file a report to the Commissioner of Social Services within five days whenever there is reasonable cause to suspect that an elderly person is abused, neglected, exploited or abandoned on Form W-675, Report Form Protective Services For The Elderly.

2. Inquiries shall be directed to the Elderly Protective Services Unit of the Department of Social Services at (800)-203-1234 after hours or (888)-385-4225 during normal business hours. After hours calls can also be made on a toll free line (#211) to the Connecticut Info-line. Form W-675 has telephone numbers for regional offices listed on its reverse.

3. Place a copy of the Form W-675 with the original incident report.

B. When investigating these incidents, the officer may develop probable cause to arrest an individual(s) for the abuse, neglect, exploitation, or abandonment. The officer should be aware of some additional/applicable criminal charges as they are listed in the Connecticut General Statutes that may apply:

1. Assault of an elderly, blind, disabled, or pregnant person, 1st Degree, Class B Felony, C.G.S. Sec. 53a-59a;

2. Assault of an elderly, blind, disabled, or pregnant person, 2nd Degree, Class D Felony, C.G.S. 53a-60b;

3. Cruelty to Persons, Class D Felony or unclassified Misdemeanor, depending on which situation applies, C.G.S. Sec. 53-20;

4. Assault of an elderly, blind, disabled, or pregnant person, 3rd Degree, Class A Misdemeanor, C.G.S. 53a-61a.

314.5 RELATED PROCEDURES

A. If an elderly person has been physically abused by a family or household member, the police officer shall submit a Family Violence Offense Report, Form DPS-230-C.

B. If the nature of the crime(s) committed dictates, contact the appropriate Investigative Unit to assume the investigation.

C. Contact your immediate Supervisor and advise them of the nature of the complaint and investigation.

12/15/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

Effective dates when chiefs sign off on it

GENERAL ORDER: 315

EFFECTIVE DATE: MARCH 12, 2012 2013

COMMUNICATION WITH THE DEAF OR HARD OF HEARING

315.1 PURPOSE

The purpose of this General Order is to establish guidelines regarding communicating with people who are deaf or hard of hearing. Officers are expected to carry out these guidelines with the utmost professionalism.

315.2 POLICY

It is the policy of the New Haven Police Department to ensure that a consistently high level of service is provided to all community members, including those who are deaf or hard of hearing. The NHPD has specific legal obligations under the Americans with Disabilities Act and the Rehabilitation Act to communicate effectively with people who are deaf or hard of hearing.

315.3 PROCEDURES

To carry out these policies and legal obligations, the NHPD instructs its officers and employees as follows:

- People who are deaf or hard of hearing are entitled to a level of service equivalent to that provided to other persons.
- The NHPD will make every effort to ensure that its officers and employees communicate effectively with people who are deaf or hard of hearing.

- Effective communication with a person who is deaf or hard of hearing involved in an incident -- whether as a victim, witness, suspect, or arrestee -- is essential in ascertaining what actually occurred, the urgency of the matter, and type of situation.

- Various types of communication aids – known as "auxiliary aids and services" – are used to communicate with people who are deaf or hard of hearing. These include use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of an assistive listening system or device to amplify sound for persons who are hard of hearing; or use of a qualified oral or sign language interpreter.

- The type of aid that will be required for effective communication will depend on the individual's usual method of communication, and the nature, importance, and duration of the communication at issue.

- In many circumstances, oral communication supplemented by gestures and visual aids or an exchange of written notes will be an effective means of communicating with people who are deaf or hard of hearing. In other circumstances, a qualified sign language or oral interpreter may be needed to communicate effectively with persons who are deaf or hard of hearing. The more lengthy, complex, and important the communication, the more likely it is that a qualified interpreter will be required for effective communication. For example:

    a. If there has been an incident and the officer is conducting witness interviews, a qualified sign language interpreter may be required to communicate effectively with someone whose primary means of communication is sign language. A qualified oral interpreter may be required to communicate effectively with someone who has been trained to speech read (read lips).
    b. If a person is asking an officer for directions to a location, gestures or an exchange of written notes will likely be sufficient to communicate effectively.

- To serve each individual effectively, primary consideration should be given to providing the type of communication aid or service requested by the individual. Officers should find out from the person who is deaf or hard of hearing what type of auxiliary aid or service he or she needs. Officers should defer to those expressed choices, unless:

    a. there is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf or hard of hearing; or

    b. doing so would fundamentally alter the nature of the law enforcement activity in question or would cause an undue administrative or financial

burden; only the NHPD head or his or her designee may make this determination.

- The input of people who are deaf or hard of hearing who are involved in incidents is just as important to the law enforcement process as the input of others. Officers must not draw conclusions about incidents unless they fully understand -- and are understood by -- all those involved, including people who are deaf or hard of hearing.

- People who are deaf or hard of hearing must not be charged for the cost of an auxiliary aid or service needed for effective communication.

315.4 ON-CALL INTERPRETIVE SERVICES

- The NHPD will maintain a list of sign language and oral interpreting services that are available (on-call 24 hours per day) and willing to provide qualified interpreters as needed. Each of these services will be chosen after having been screened for the quality and skill of its interpreters, its reliability, and other factors such as cost. The NHPD will update this list annually.

- A qualified sign language or oral interpreter is one who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Accordingly, an interpreter must be able to sign to the deaf individual (or interpret orally to the person who speech reads) what is being said by the officer and be able to voice to the officer what is being signed or said by the deaf individual. The interpreter must be able to interpret in the language the deaf person uses (e.g., American Sign Language or Signed English) and must be familiar with law enforcement terms and phrases. Additionally, although a "qualified" interpreter may be certified, a certified interpreter is not necessarily "qualified," if he or she is not a good communications match for the deaf person (e.g., where the deaf person uses Signed English and the interpreter uses American Sign Language) or for the situation (e.g., where the interpreter is unfamiliar with law enforcement vocabulary).

- The NHPD will not rely on an adult friend or family member of the individual with a disability to interpret except in an emergency involving an imminent threat to the safety of an individual or the public where there is no interpreter available; or where the individual with a disability specifically requests that the adult friend or family member interpret, the accompanying adult agrees to provide such assistance, and reliance on that adult for such assistance is appropriate under the circumstances.

- The NHPD will not rely on a minor child to interpret except in an emergency involving an imminent threat to the safety of an individual or the public where there is no interpreter available.

315.5 TTY AND RELAY SERVICES

- In situations when a nondisabled person would have access to a telephone, officers must provide persons who are deaf or hard of hearing the opportunity to place calls using a teletypewriter (TTY, also known as a telecommunications device for deaf people, or TDD). Officers must also accept telephone calls placed by persons who are deaf or hard of hearing through the Telecommunications Relay Service. Communications has a TTY available for individuals to use while at the NHPD.

315.6 TECHNIQUES FOR OFFICERS TO COMMUNICATE EFFECTIVELY

- Officers may utilize the following auxiliary aids, when available, to communicate effectively:

  a. Use of gestures;
  b. Use of visual aids;
  c. Use of a notepad and pen or pencil;
  d. Use of a computer or typewriter;
  e. Use of an assistive listening system or device (obtained from the City of New Haven Department of Services for Persons with Disabilities);
  f. Use of a teletypewriter (TTY) (available from Communications);
  g. Use of a qualified oral or sign language interpreter.

- Officers must review and have a working knowledge of the publication: *Communicating with People Who Are Deaf or Hard of Hearing: ADA Guide for Law Enforcement Officers.* This document reviews how officers should communicate effectively in the types of situations officers will encounter.

315.7 PROCEDURES FOR OBTAINING AUXILIARY AIDS AND SERVICES

The necessary auxiliary aids and services can be obtained through the City of New Haven's Department of Services for Persons with Disabilities. **In order for an officer/supervisor to deny a request for auxiliary aids and services, they must obtain prior consent of the Director of Services for Persons with Disabilities.** To contact this department, please call: (203) 946-7651 or (203) 627-1237.

Dean Esserman
Chief of Police

3/22/2013
Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **322** EFFECTIVE DATE: JANUARY 15, 2012

HATE AND BIAS CRIME INVESTIGATIONS

322.1 PURPOSE

The purpose of this General Order is to ensure that Hate and Bias Crimes are thoroughly investigated to assist in a successful prosecution.

322.2 POLICY

It is the policy of the New Haven Department of Police Service to protect members of the community from violence, intimidation, threats, or harassment based upon actual or perceived race, religion, ethnicity, disability, sexual orientation, gender identity, or expression. The New Haven Department of Police Service has a zero tolerance policy for any form of hate crime.

322.3 DEFINITIONS

HATE CRIME: Certain criminal acts against a person or property based on bigotry or bias because of a person's actual or perceived race, religion, ethnicity, disability, sexual orientation, gender identity, or expression.

SEXUAL ORIENTATION: Having a preference for heterosexuality, homosexuality, or bisexuality.

GENDER IDENTITY: A person's gender-related identity, appearance, or behavior, whether or not that gender-related identity is different from that traditionally associated with the person's assigned sex at birth.

GENDER EXPRESSION: A person's external expression and/or appearance.

HATE INCIDENT: Behaviors motivated by bias against a victim's actual or perceived race, religion, ethnicity, disability, sexual orientation, gender identity, or expression. A hate incident is not a criminal act.

322.4 PROCEDURES

A. When investigating an incident of a reported hate crime or incident, it is necessary for the investigating officer to handle the incident as they would any other crime. These investigative steps may include:

- Securing a crime scene.
- Providing medical assistance to the victim(s).
- Ensure the safety of victims, witnesses, and perpetrators.
- Preserve the crime scene; possibly collect and photograph physical evidence such as: hate literature, spray paint cans, threatening letters, symbolic objects used by hate groups (e.g., swastikas, crosses, nooses).
- Notify the Bureau of Identification.
- Identify criminal evidence on the victim.
- Conduct a preliminary investigation.
- Complete a thorough police report detailing the identity of suspected perpetrator(s), identity of witnesses, prior occurrences in this area or with this victim, and statements made by suspects (*exact wording is critical*).
- Arrest the perpetrator(s) if probable cause exists.
- If appropriate, notify the Officer-in-Charge of the Special Investigations Unit.

B. During the investigation, the following questions should be considered:

- Did the incident occur because of racial, ethnic, religious, or sexual orientation between persons/groups, or for other reasons?
- Has the victim or victim group been subjected to repeated attacks of a similar nature?

- Is the victim the only affected group member in the community or one of only a few?
- Did the victim recently move into the community? Is the victim acquainted with other community members or groups?
- When multiple incidents occur at the same time, are all the victims involved of the same actual or perceived race, religion, ethnicity, disability, sexual orientation, gender identity, or expression?
- Has the victim been associated with recent or past public activities relating to his/her race, religion, ethnicity, disability, sexual orientation, gender identity, or expressions?
- Has there been prior/recent news coverage of hate crimes or incidents of a similar nature?
- What was the manner/means of attack (e.g., color of paint, spelling of words, symbols or signs used, etc.)?
- Are there ongoing community problems that may have initiated or contributed to the incident?
- Does the incident indicate possible involvement by an organized group?
- Does the victim perceive that the act or incident was based upon race, religion, ethnicity, disability, sexual orientation, gender identity, or expression?

C. The OIC of the Special Investigations Unit shall be contacted immediately when the following exits:

- Suspect(s) are known or in custody.
- Major property damage has occurred.
- Any physical injury has been sustained by a victim.

In the event of a homicide or attempted homicide, the on-duty Major Crimes Unit supervisor will be contacted.

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **324** EFFECTIVE DATE: JANUARY 15, 2012

BUILDING SECURITY

324.1 PURPOSE

The purpose of this General Order is to establish a protocol concerning security access throughout Police Headquarters and the identification of its employees within the building. This policy will determine the proper procedure for identifying and escorting visitors, and will detail the expectations of the Department employees' role in the security protocol within the building.

324.2 POLICY

The policy of the New Haven Department of Police Service is to have a set of procedures that ensure a secure environment for all its employees and visitors. Building security is the responsibility of all employees of the Department.

324.3 PROCEDURES

All persons who have authorized business at Police Headquarters during normal business hours will present themselves at the front desk in the main lobby. All visitors will identify themselves and communicate the nature of their business to the front desk supervisor or his/her designee. Visitors include sworn personnel from other agencies, armed service members, subcontractors, vendors, members of the press and all persons not employed by the Department.

In the event of civil unrest or national emergency the Chief of Police or his/her designee shall have the right to suspend all non-essential visitors to Police Headquarters. During that time all packages and persons shall be subject to inspection.

A. Visitor Entry

Visitors are required to register at the front desk by signing in on the correct entry log. There are three logs maintained at the front desk by the supervisor or his/her designee. They are as follows:

- Law Enforcement Officer (L.E.O.) Log: Sworn personnel from other agencies and armed forces members.
- Vendor Log: Repair personnel, subcontractors and vendors performing services.
- Visitor Log: All other individuals.

B. Visitor Identification

After the log is completed and reviewed by the front desk supervisor or his/her designee, the proper badge will be issued to the individual(s). Badges are distinguished between those for contractors noted "Vendor" and all others noted "Visitor". The following procedure will take place after the nature of business is determined.

- Visitors: The front desk supervisor or his/her designee will call the department employee scheduled to meet the visiting party. A personal escort will be given to the visitor by the specified department employee to the meeting destination and back to the front desk at the end of the meeting.
- Vendors: Vendors will be required to identify themselves by presenting their own authorized identification card. They will then sign in on the Vendor Log. Vendors will be allowed access to the back loading dock or allowed to proceed to the designated work area. They will display their badge in a clearly visible manner at all times for observation by department staff, validating their authorized presence within the building.
- Law Enforcement : Visiting law enforcement personnel will be required to identify themselves by presenting their own authorized identification card or police shield. They will then sign in on the L.E.O. Log and contact the visiting officer/division. Visiting officer(s) in plain clothes will be requested to keep their badge/identification card displayed during the entire visit.

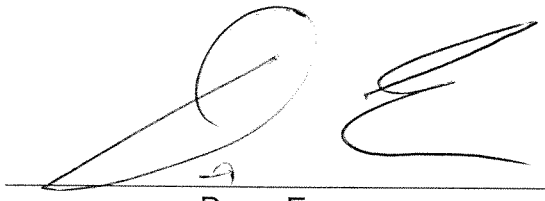
C. Employee Identification

New Haven Police personnel not in uniform will display their identification cards at all times while in the building. All sworn personnel will display their badges and wear nametags on their uniform shirts. Plain clothes personnel will display their badge and/or identification card in a visible manner. Any family member of department employees visiting the building must be accompanied by the employee for the duration of the visit.

D. Press

Members of the press will be required to report to the front desk supervisor to gain access to the building and sign in on the log marked "Visitor". This identification must be displayed at all times while in the building, in addition to any press pass they may also have in their possession. An escort will be provided for members of the press to the designated area for the press conference or scheduled meeting and again for return to the front desk.

This order supersedes General Order 93-1.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **326** EFFECTIVE DATE: JANUARY 15, 2012

CIVILIAN WEAPONS

326.1 PURPOSE

The purpose of this General Order is to establish standardized rules addressing the carrying and possession of weapons by civilians, including civilian employees of the New Haven Department of Police Service, within the confines of headquarters, substations, annex, or any scene under the direct control of the Department.

326.2 POLICY

It is the policy of the New Haven Department of Police Service that only sworn personnel are allowed to carry weapons within headquarters, substations, annex, or at any scene under the direct control of the Department.

326.3 DEFINITIONS

CIVILIAN: Any person not employed by a municipal, state, or federal government agency or member of the armed forces and is not required to carry or possess a weapon as a condition of employment.

SWORN: Any person employed by a municipal, state, or federal government agency, or member of the armed forces who is required to carry and possess a weapon as a condition of employment.

326.4 PROCEDURES

A. RULES GOVERNING POSSESSION/CARRYING OF WEAPONS

1. All civilians, including civilian employees of the Department, are prohibited from carrying, possessing, or having control over any weapon, such as firearms, knives, brass knuckles, blackjacks, stun guns, tasers, chemical agents, bows, daggers, sap gloves, ammunition, clubs, nightsticks, batons, etc. within headquarters, substations, annex, or at any scene controlled by the New Haven Department of Police Service.

2. Although a civilian employee of the Department may possess a valid permit to carry pistols or revolvers or any other weapon, this does not exempt them from this policy.

3. Any civil liability claims arising from any action of a civilian member of the Department in violation of this policy shall be the sole responsibility of the civilian.

4. Bail enforcement agents, who possess and display valid licenses and permits to carry weapons, may be armed only in the public lobby area of headquarters located at the front desk. Any bail enforcement agent wishing to visit any other area of Police Headquarters must do so unarmed.

B. ENFORCEMENT

1. Any police officer who observes a civilian within headquarters, substations, annex, or scene under the control of the New Haven Department of Police Service, carrying or in possession of a weapon shall immediately notify a supervisor. The supervisor shall immediately investigate the complaint.

2. If a civilian is found to have a weapon in their possession, they will either surrender their weapon or leave the area. If the weapon is contraband, it is to be seized immediately and appropriate enforcement action shall be taken.

3. If the civilian is an employee of the Department, then the supervisor or ranking officer shall contact the civilian's supervisor and shift commander of the incident.

4. The supervisor or ranking officer shall submit to the Chief of Police, through the chain of command, a detailed report of the incident involving the civilian or civilian department member. Civilian members of the Department found to have violated this policy are subject to disciplinary actions including termination.

This order supersedes General Order 96-2.

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **328** EFFECTIVE DATE: JANUARY 15, 2012

HARASSMENT, SEXUAL HARASSMENT AND ANTI-DISCRIMINATION

328.1 PURPOSE

The purpose of this General Order is to create a work environment free of harassment, sexual harassment, and discrimination. It will also define "sexual harassment" as outlined by the Equal Employment Opportunity Commission's Guidelines, to establish department policy concerning sexual harassment and discrimination, and to provide guidelines for processing complaints of harassment and other forms of alleged discrimination. Additionally, through education and leadership, this General Order is intended to set a tone of cooperation, inclusion, and respect.

328.2 POLICY STATEMENT

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. The New Haven Department of Police Service is committed to maintaining a work environment free of discrimination. In keeping with this commitment, discrimination, including harassment, by any department member, sworn or civilian, on the basis of gender, race, religion, ethnicity, sexual orientation, marital status, age, or physical ability will not be tolerated. Discriminatory or harassing conduct, including sexual harassment, need not be directed at a particular individual to violate this policy.

328.3 DEFINITIONS

HARASSMENT/HOSTILE WORK ENVIRONMENT: Hostile work environment harassment occurs when unwelcomed comments or conduct based on age, ethnicity, gender, marital status, physical ability or disability, race, religion, sexual orientation or other legally protected characteristics unreasonably interferes with an employee's work performance or

creates an intimidating, hostile or offensive work environment. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Other actions which may result in hostile work environment harassment, but are non-sexual in nature include, but are not limited to:

- Intrusive questions about one's private life
- Racially derogatory words, phrases, epithets or "jokes"
- Displaying of pictures and/or drawings which would offend a particular racial or ethnic group
- Comments about an individual's skin color or other racial/ethnic characteristics & disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about religious beliefs (or lack of religious beliefs)
- Negative stereotypes regarding birthplace or ancestry
- Negative comments regarding age
- Derogatory or intimidating references regarding mental or physical impairment
- Retaliatory actions against an employee that initiated or assisted in the reporting of a hostile work environment complaint

SEXUAL HARASSMENT/HOSTILE WORK ENVIRONMENT: Hostile work environment/sexual harassment is a form of sex discrimination which is prohibited by both federal law (Title VII) and similar state laws (Connecticut Discriminatory Employment Practices Act – Connecticut General Statute 46a-60). Sexual harassment has been defined by the Federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex when:

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Submission to or rejection of the conduct is used as the basis for employment decisions.
- Submission to the conduct is an explicit term or condition of employment.

Examples of actions that may create sexual hostile environment harassment include, but are not limited to:

- Leering (i.e. staring in a sexually suggestive manner)
- Making offensive remarks about looks, clothing, or body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching, intentional brushing against another's body, and even sexual assault
- Telling sexual or lewd jokes, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, text messages, e-mails, or images
- "Jokes" about gender or gender-specific traits

- Displaying sexually offensive photographs or drawings
- Demands for sexual acts accompanied by implied or overt threats concerning work assignments, evaluations, or promotions

WORKPLACE HARASSMENT/DISCRIMINATION: Unwelcomed verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), sexual orientation, or retaliation (sometimes collectively referred to as "legally protected characteristics") constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

Harassment that results in a tangible employment action occurs when a management official's harassing conduct results in some significant change in an employee's employment status (e.g. hiring, firing, promotion, failure to promote, demotion, formal discipline, such as suspension, undesirable reassignment, or a significant change in benefits, a compensation decision, or a work assignment). Only individuals with supervisory or managerial responsibility can commit this type of harassment.

328.4 NON- HARASSMENT

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, off-hand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment. Report any incident of harassment immediately to your supervisor, or any member of management.

328.5 REPORTING PROCEDURE

- Any person who alleges or has witnessed discrimination and/or harassment by another member of this Department, whether he or she is sworn or civilian must report it as soon as possible to their immediate supervisor or other person of authority.

- Filing a complaint or otherwise reporting discrimination and/or harassment will not reflect upon the individual's status, nor will it affect future employment, work assignments, or future promotions.

- The right of confidentiality, for both the accuser and the accused, will be respected consistent with the Department's legal obligations; with the necessity to investigate allegations of misconduct; and with the necessity to take corrective action when this conduct has occurred.

- Complaints of sexual harassment which involve possible criminal behavior, (i.e. rape, assault, indecent liberties, sexual abuse or other related criminal offenses) will be investigated by the Unit designated by the Chief of Police.
- During investigative stages, the Department will keep sexual harassment complaints confidential, to the fullest extent possible.

- Department policy and the law forbid retaliation against anyone who has reported sexual harassment in good faith.

The act of reporting an incident to the New Haven Police Department in no way replaces the right of an employee to utilize the complaint procedure of his or her own collective bargaining unit. Neither does the act of reporting to the Department preclude an individual from filing a complaint with the New Haven Commission on Equal Opportunities, the City's Affirmative Action Officer, the Connecticut Commission on Human Rights and Opportunities, the United States Equal Employment Opportunity Commission, the Office of Civil Rights of the United States Department of Education or any other appropriate city, state or federal agency. Individuals considering using those agencies should investigate specific requirements and note that they generally have strict deadlines for filing.

Although sexual harassment is most frequently thought of as male supervisors harassing women of lower rank or employee status, the reality is that harassment occurs at all levels. The law is gender inclusive and prohibits the sexual harassment of men by women, women by men, men by men and women by women. Peer harassment is one of the most common forms of sexual harassment and is unacceptable at the New Haven Department of Police Services, as is any other form of inappropriate activity including sexist, racist and homophobic behavior.

An employee who believes that he or she is the victim of sexual harassment should not hesitate to attempt to end the harassment. If the harassment is not stopped by such direct action the employee, or any other employee aware of the situation, should report the behavior immediately to any supervisor.

328.6 CORRECTIVE ACTION

Once the investigation relative to the complaint is complete, the person(s) found to have been engaged in the harassment and/or discrimination will be disciplined promptly at the discretion of the Chief of Police or Board of Police Commissioners once the appropriate charges leveled against the accuser(s) have been properly identified. Counseling, training, remedial training, suspension, termination of employment and/or arrest will be the courses of action available.

This supersedes General Order 93-2.

12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **332** EFFECTIVE DATE: JANUARY 15, 2012

COMMAND STAFF NOTIFICATION

332.1 PURPOSE

The purpose of this policy is to establish procedures for the notification of command personnel in the event that a major incident occurs which requires direct supervisory involvement from the Department's command staff.

332.2 POLICY

It is the policy of the New Haven Department of Police Service to notify specific command personnel in the event of a major incident, agency liability, and/or heightened community interest. Additionally, supervisors are expected to use their best judgment when deciding what additional personnel to notify, as well as what additional resources to involve.

332.3 PROCEDURE

A. DUTY CHIEF

1. The role of Duty Chief has been created to ensure that a member of the command staff is always available to respond to a major incident.

2. The Chief of Police and Assistant Chiefs will alternate the role of Duty Chief.

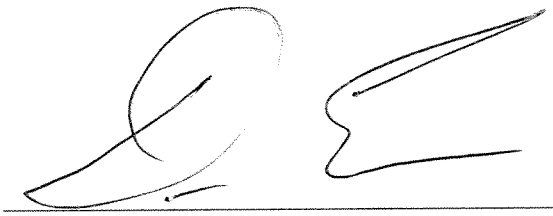
3. The Duty Chief is to be notified of all major incidents after normal business hours and on weekends.

4. A schedule will be published to identify the command staff member serving as Duty Chief. The schedule will be distributed as necessary. The scheduled responsibilities of Duty Chief rotate weekly, starting Monday at 0800 hours and ending the following Monday at 0759 hours.

5. It is the responsibility of the Duty Chief to inform the Mayor of the City of New Haven of any major incident or one that requires he/she be informed.

B. NOTIFICATION

The Public Safety Answering Point (PSAP) supervisor is responsible for making command staff notification of a major incident in accordance with the notification matrix in Appendix A of this policy.



12/19/2011

Dean Esserman
Chief of Police

Date

APPENDIX A

TYPE OF EVENT	TO BE NOTIFIED	BY WHOM
MAJOR EMERGENCY OR DISASTERS	Duty Chief *(After Business hours/weekends)* NHPD Command Staff	**PSAP Supervisor**
OFFICER INJURY/DEATH	Duty Chief *(After business hours/weekends)* Chief of Police NHPD Command Staff	**PSAP Supervisor**
OFFICER-INVOLVED SHOOTING **(Resulting in any injury or death)**	Duty Chief *(After Business hours/weekends)* Assistant Chief of Investigations NHPD Command Staff	**PSAP Supervisor**
CITIZEN-SERIOUS INJURY or DEATH BY OFFICER	Duty Chief *(After business hours/weekends))* Assistant Chief of Investigations NHPD Command Staff	**PSAP Supervisor**
SWAT TEAM ACTIVATION	SWAT Team Commander Duty Chief *(After Business hours/weekends)* Assistant Chief of Operations NHPD Command Staff	**On-Scene Supervisor** **PSAP Supervisor**
MAJOR CRIME **(Serious injury or death)**	Duty Chief *(After business hours/weekends)* Assistant Chief of Investigations NHPD Command Staff	**PSAP Supervisor**
OTHER MAJOR EVENTS **(at discretion of the On-Duty Supervisor)**	Duty Chief *(After business hours/weekends)*	**PSAP Supervisor**

NHPD Command Staff Notification will be made via the BlackBerry device.

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **334** EFFECTIVE DATE: JANUARY 15, 2012

ON-DUTY DEATH AND LIFE THREATENING INJURIES NOTIFICATION

334.1 PURPOSE

The purpose of this order is to establish procedures that will ensure the proper notification and support to the officer's family in the event of an on-duty death or life-threatening injury.

334.2 POLICY

It is the policy of the New Haven Department of Police Services to provide assistance via liaisons to the immediate survivors of any member who dies or is seriously injured in the line-of-duty. *The Chief of Police may institute certain parts of this order for cases of an officer's natural death.* The Department will provide survivor benefits and offer emotional support via the Employee Assistance Program (EAP). Funeral arrangements of the deceased officer are to be decided by the family.

In the event of an on-duty officer death, the following tasks may be assigned to members of the Department:

A. NOTIFICATION OFFICER
B. HOSPITAL LIAISON OFFICER
C. FAMILY LIAISON OFFICER
D. DEPARTMENT LIAISON OFFICER
E. BENEFITS COORDINATOR

This policy is based upon guidelines suggested in the handbook titled, "Support Services to Surviving Families of Line of Duty Death," by Suzanne F. Sawyer, the Executive Director of Concerns of Police Survivors, Inc. (C.O.P.S.).

334.3 PROCEDURES

A. NOTIFICATION OFFICER

1. The Division Commander, or designee, will examine the officer's Emergency Notification Record and identify those individuals the officer requested be notified. The Emergency Notification Record will be kept at a location that has 24 hour access.

2. In the event of an officer's death, it is the responsibility of the officer's Division Commander, or designee, to properly notify the next of kin. (The name of the deceased officer must never be released by the Department before the immediate family is notified.)

3. Prior to notifying an immediate survivor with a medical condition, medical personnel shall be present.

4. Notification must always be made in person by a Notification Officer and another person including but not limited to one of the following:

- The Chief of Police or a representative
- Police Chaplain
- Close friend
- Another police officer

However, notification should not be delayed if the aforementioned persons are not readily accessible.

The following should be taken into consideration when notifying the next of kin:

- Never make the death notification on the doorstep. Ask to be admitted into the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. Be sure to use the officer's name during the notification.

- If the officer has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away."

- If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family NOT drive themselves to the hospital.

- If young children are at home, the Notification Officer must make certain that the children are safe. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement.

- Prior to departing to the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is en route.

- The deceased or severely injured officer's parents should also be afforded the courtesy of a personal notification if possible.

- If immediate survivors live extremely far beyond the City of New Haven area, the Notification Officer will ensure that a teletype message is sent to the appropriate jurisdiction requesting a PERSONAL notification. The Notification Officer may choose to call the other jurisdiction by telephone in addition to the teletype message. Arrangements should be made to permit simultaneous telephone contact between the survivors and the New Haven Police Department.

- The Chief or a high ranking representative should respond to the residence or the hospital to meet with the family as quickly as possible.

- The Notification Officer(s) should remain at the hospital while the family is present.

- In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the officer's name, they should be advised to withhold the information pending notification of next of kin.

B. HOSPITAL LIAISON OFFICER

The first official, other than the Chief or his representative, to arrive at the hospital becomes the Hospital Liaison. The Hospital Liaison Officer may be changed at a later date.

Responsibilities of the Hospital Liaison Officer include, but are not limited to:

- Coordinating the activities of hospital personnel, the officer's family, police officers, the press, and others.
- Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Officer, and only those others requested by the immediate family.
- Arrange a separate area for other police officers and friends to assemble.
- Establish a press staging area.
- Ensure that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis, before such information is released to others.
- Ensure that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
- If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
- Arrange transportation for the family back to their residence
- Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased officer be directed to the City of New Haven Workers Compensation Coordinator's Office. The family should not receive any of these bills at their residence. This may require the Hospital Liaison to contact the hospital during normal business hours to ensure that proper billing takes place.

C. FAMILY LIAISON OFFICER

1. The Chief of Police, or designee, will meet with the officer's family to determine their wishes regarding departmental participation in the funeral services. All possible assistance will be rendered.

2. With the approval of family, the Chief or designee will assign a Family Liaison Officer. The Chief or designee will also designate a Department Liaison Officer and a Benefits Coordinator.

3. The selection of the Family Liaison Officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his/her family.

4. This is not a decision making position. This is a role of "facilitator" between the family and the Police Department.

Family Liaison Officer responsibilities include, but are not limited to:

- Ensure that the needs of the family come before the wishes of the Police Department.

- Assist the family with funeral arrangements and make them aware of what the Police Department can offer if they decide to have a police funeral. If they choose the latter, brief the family on funeral procedure (i.e., 21 gun salute, presenting the flag, playing of taps).

- Apprise the family of information concerning the death and the continuing investigation.

- Provide as much assistance as possible, including overseeing travel and lodging arrangements for out of town family members, arranging for food for the family, meeting child and transportation needs, etc.

- Be constantly available to the family.

- Determine what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out of town family travel, food for funeral attendees following the burial, etc.

D. DEPARTMENT LIAISON OFFICER:

Department Liaison Officer responsibilities include, but are not limited to:

- This position is usually assigned to a Division Commander because of the need to effectively coordinate resources throughout the Department.

- Work closely with Family Liaison Officer to ensure that the needs of the family are fulfilled.

- Handle the news media throughout the ordeal. If the family decides to accept an interview, an officer should attend to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings.

- Meet with the following persons to coordinate funeral activities and establish an itinerary:

    a. Chief of Police and Division Commanders.

    b. Funeral Director

    c. Spiritual Leader

    d. Cemetery Director

    e. Honor Guard

- Direct the funeral activities of the Police Department and visiting police agencies according to the wishes of the family.

- Issue a teletype message to include the following:

    a. Name of the deceased

    b. Date and time of death

    c. Circumstances surrounding the death

    d. Funeral arrangements (state if service will be private or a police funeral)

    e. Uniform to be worn

    f. Expressions of sympathy in lieu of flowers

    g. Contact person and phone number for visiting agencies to indicate their desire to attend and to obtain additional information

- Obtain an American Flag. If the family wishes a flag presentation by the Chief, notify the Chief's Office.

- If the family desires a burial in uniform, select an officer to obtain a uniform and all accoutrements (except weapons) and deliver them to the funeral home.

- Assign members for usher duty as needed.
- Arrange for the delivery of the officer's personal belongings to the family.
- Brief the Chief and staff concerning all funeral arrangements.
- Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- Arrange for a stand-by doctor for the family, if necessary.
- Coordinate traffic management, with other jurisdictions if necessary, during the viewing, funeral, and procession. Arrange for a tow truck to be available along the procession route.
- Assign an officer to remain at the family home during the viewing and funeral.
- Maintain a roster of all Departments sending personnel to the funeral, including:

    a. Name and address of responding agency
    b. Name of Chief of Police
    c. Number of officers responding
    d. Number of officers attending the reception after the funeral
    e. Number of vehicles.

- Assist in making the necessary accommodations (food, lodging, etc.).
- Acknowledge visiting and assisting departments.
- Arrange for routine residence checks by the Patrol Division of the survivor's home for 6-8 weeks following the funeral. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending much time away from the home dealing with legal matters.

E. BENEFITS COORDINATOR

Benefits Coordinator responsibilities include, but are not limited to:

- The Benefits Coordinator will gather information on ALL benefits/funeral payments available to the family.

- The Benefits Coordinator has the Police Department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.

- File Worker's Compensation claims and related paperwork

- Contact the appropriate city offices without delay to ensure that the beneficiary receives death and retirement benefits, the Officer's remaining paychecks and payment remaining annual and compensatory time.

- Assist in setting up any special trust funds or educational funds as requested by the family.

- Notify police organizations such as HEROES, Inc., the Fraternal Order of Police, etc., of the death to ensure that any and all entitlements are paid to the beneficiary(s).
  (*These agencies may also offer legal and financial counseling to the family at no cost.)*

- Prepare a printout of the various benefits/funeral payments that are due to the family. This printout should list named beneficiaries, contacts at various benefits offices, and when they expect to receive payment.

- Meet with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.

  If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.

  Attention should be given to the revocation of health benefits. The majority of health benefit providers allow a 30 day grace period before canceling or imposing monthly payments upon survivors.

- Meet again with the family in about six months to make sure that they are receiving their benefits.

F. ASSISTANCE FOR AFFECTED OFFICERS

1. Officers who were on the scene or who arrived moments after an officer was critically injured or killed may have to be relieved of duty as soon as possible.

2. Police witnesses and other officers who may have been emotionally affected by the serious injury or death of another officer will attend a Critical Incident Stress Debriefing held by a trained mental health professional.

G. CONTINUED SUPPORT FOR THE FAMILY

- Members of the Police Department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.

- Survivors should continue to feel a part of the "police family." They should be invited to Police Department activities to ensure continued contact.

- Members of the Police Department are encouraged to keep in touch with the family. Close friends, co-workers, and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.

- The Chief of Police should observe the officer's death date with a short note to the family and/or flowers on the grave.

- Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.

- The Family Liaison acts as a long-term liaison with the surviving family who ensures that close contact is maintained between the Police Department and the survivors and that their needs are met for as long as they feel the need for support.

- If no court proceedings surround the circumstances of the officer's death, the Family Liaison will relay all details of the incident to the family at the earliest opportunity.

- If criminal violations surround the death, the Family Liaison will:

    a. Inform the family of all new developments prior to the press release

    b. Keep the family apprised of legal and parole proceedings;

    c. Introduce the family to the Victim Services Officer;

    d. Encourage the family to attend the trial, and accompany them whenever possible; and

    e. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 338 **EFFECTIVE DATE: MARCH 1, 2012**

In-Custody Interview and Interrogation

338.1 PURPOSE

The purpose of this General Order is to ensure that in-custody interviews and interrogations are conducted in an appropriate manner so that the information is lawfully obtained.

338.2 POLICY

It is the policy of the New Haven Department of Police Service that whenever conducting an in-custody interview and/or interrogation, the officer will conduct said interviews/interrogations in accordance with applicable state and federal law.

338.3 DEFINITIONS

MIRANDA WARNINGS: In **Miranda v. Arizona,** 384 U.S. 436 (1966), the U.S. Supreme Court established guidelines to follow when conducting a custodial interrogation. The Miranda decision, requiring police to advise an individual of his/her rights only applies to a situation in which the person is in custody and is being interrogated. Since both factors must be present to trigger "Miranda," a person who is in custody but NOT being interrogated need not be advised of his/her rights. Similarly, a person who is being interrogated but is not in custody need not be advised of his/her Miranda Rights prior to questioning. Prior to a custodial interrogation, a suspect/arrestee must be warned of the following rights:

- "You have a right to remain silent. If you talk to any police officer, anything you say can and will be used against you in court."

- "You have a right to consult with a lawyer before you are questioned, and may have him/her with you during questioning."
- "If you cannot afford a lawyer, one will be appointed for you by the court without charge, if you wish, before any questioning."
- "If you wish to answer questions, you have the right to stop answering at any time."
- "You may stop answering questions at any time if you wish to talk to a lawyer, and may have him/her with you during any further questioning."

IN CUSTODY: If a reasonable person in the defendant's position believes they are not free to leave, that person is in custody for the purposes of Miranda.

CUSTODIAL INTERROGATION: Any conduct (words or actions) by an officer, which are likely to elicit an incriminating response while a person is in custody or otherwise deprived of his/her freedom of action.

CUSTODIAL INTERVIEWS: Questions that are not intended to elicit an incriminating response from the suspect/arrestee; therefore, the suspect/arrestee does not have to be advised of his/her Constitutional rights under Miranda.

338.4 PROCEDURES

A. CUSTODIAL INTERVIEWS

Custodial interviews may be conducted for a number of reasons, including the need to:

- Complete booking forms
- Determine if the suspect/arrestee is in need of medical attention
- Verify the suspect/arrestee's identity

B. IN CUSTODY INTERROGATION

If you are conducting a custodial interrogation, you must advise the suspect/arrestee of their Miranda rights. Failure to do so may result in any statements being inadmissible in a court of law, as well as any evidence obtained as a result of the interrogation.

C. WAIVERS OF MIRANDA RIGHT

A suspect/arrestee may waive Miranda rights, provided the waiver is voluntarily, knowingly, and intelligently given, and the following rules must be followed:

- If the suspect/arrestee wish es to consult with an attorney before speaking, do not question the suspect/arrestee.

- If the suspect/arrestee indicates in any manner that he does not want to be questioned, any interrogation must stop.

- The fact that a suspect/arrestee has answered previous questions or volunteered statements does not deprive him/her of the right to stop answering questions until consulting an attorney and then consenting to further questioning.

- The suspect/arrestee may limit his/her waiver. For instance, he/she may be willing to give an oral or recorded statement but not a written statement without counsel. The specifics of this waiver should be carefully documented.

D. NON-CUSTODIAL QUESTIONING

- Miranda warnings are not necessary during general on-scene questioning during the early fact finding phases of an investigation.

- An officer is not required to stop anyone who blurts out a confession or an incriminating statement.

- Spontaneous utterances by a defendant upon arrest and prior to interrogation are admissible, even if Miranda warnings have not been given.

- In an encounter in which a reasonable person would feel that he/she is not free to leave or when an investigation begins to focus upon the person as a suspect, the officer shall provide Miranda warnings and secure waivers before further questions are asked.

E. W AIVERS OF RIGHTS MUST BE CLEARLY UNDERSTOOD

- Since the state is required to prove the validity of a waiver of rights, the accused should be asked the following questions after Miranda rights are given:

    a. "Do you understand your rights?"

    b. "Do you wish to waive your rights?"

- If the suspect/arrestee understands and waives his/her rights, the officer should now determine if the waiver was knowingly and intelligently made.

- Waivers should be written, but can also be orally given.

- A waiver should never be assumed from a suspect who remains silent.

- Written waivers should be witnessed, but not by so many officers as to infer coercion.

- To insure that a waiver is voluntary, the officer should be able to testify that, before questioning, he or she inquired about the suspect's/arrestee's educational background, employment, literacy, language fluency and similar matters relevant to knowing and understanding a waiver of rights.

- Remember that the requirement for a Miranda warning only applies to custodial interrogations involving criminal matters.

- A suspect/arrestee invoking a right to remain silent may be questioned further if he/she initiates further conversation clearly intending to discuss criminal matters and then only if they waive their Miranda rights.

G. ARRESTEE'S RIGHT TO COUNSEL

- Within a reasonable time *after arrest and processing*, an arrestee will be permitted the use of a telephone which is free of recording devices, to notify relatives, friends or counsel.

- An arrestee who is charged with operating a motor vehicle under the influence of intoxicating liquor, drugs or both (DWI), shall be afforded a reasonable opportunity to telephone an attorney prior to submitting to blood, breath or urine tests.

- Arrestees shall be informed of any attempt by an attorney to make contact in person or by telephone; if

    a. The contacting attorney represents him/herself as desiring to provide legal assistance;

    b. The arrestee is in custody or is otherwise significantly deprived of liberty; and

    c. The arrestee is being interrogated or an interrogation is imminent.

- An attorney who personally appears at the police department or other place where an arrestee is detained or who requests to speak with an arrestee by telephone will be permitted to interview the arrestee by

telephone or in person within a secure and confidential area, except as provided below.

- The telephone or area provided shall be free of audio-visual recording devices.

- The investigative/duty supervisor shall take reasonable steps to ensure the safety and security of the arrestee, the attorney and other persons within the area.

- Factors a supervisor should consider to permit or deny physical access by an attorney to a client may include, but shall not be limited to:

    a. The emotional state of the arrestee;

    b. The perceived level of risk for an escape attempt;

    c. The level of physical security afforded by the place where the interview is to be conducted;

    d. Whether building staffing satisfies a reasonable expectation of meeting known or foreseeable security needs;

    e. A reasonable examination of the person, briefcase and other articles are consented to prevent firearms, weapons or dangerous instruments from becoming accessible to the arrestee during interview;

    f. The availability of a telephone or other means as an alternative to direct physical access.

    g. Meetings between attorney and arrestee shall not take place within the cell block.

- An arrestee may waive Miranda warnings and an interrogation may be completed prior to an attempt by an attorney to contact the arrestee.

- Officers will make timely notification to an arrestee of any attempt by an attorney to contact the arrestee and the arrestee shall be offered the opportunity to speak with the attorney.

- In all cases the exact times of various notifications shall be accurately recorded.

- If an arrestee is to be re-interrogated after an attorney's attempt at contact has been made, the arrestee must be notified of the attempt

before the new interrogation may take place. The arrestee will then decide whether he/she desires the services of the attorney.

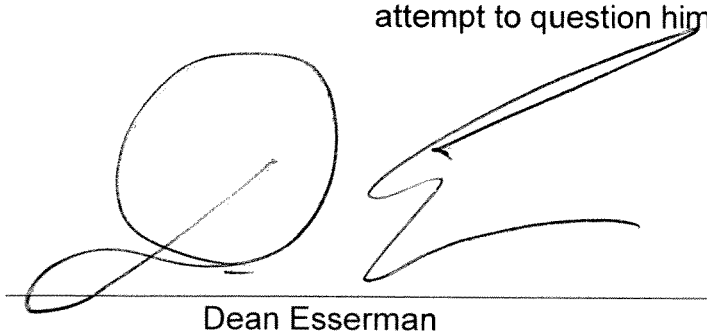
- If, after waiver of Miranda rights, or at any point during the interrogation, the arrestee requests to contact an attorney, all questioning must cease unless the arrestee, himself, initiates further communication with any investigator.

- If, after requesting an attorney, the arrestee voluntarily resumes a dialogue, he/she must again be advised of Miranda rights and must waive them, preferably in writing, prior to questioning. *Edwards v. Arizona*, 451 U.S. 477, (1981).

    a. Officers must not interrogate an arrestee once the arrestee has requested an attorney; the arrestee him/herself must specifically reinitiate the discussion.

    b. If an arrestee requests and consults an attorney, an interrogation may not resume simply because a consultation has taken place. Unless the standards of *Edwards v. Arizona* are met, officers may not interrogate again without an attorney being present, whether or not the arrestee has consulted with an attorney. *Minnick v. Mississippi*, 111 S.Ct. 486, (1990).

    c. If an arrestee invokes his/her right to counsel police shall NOT attempt to question him/her about any crime.



2/8/2012

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 400 **EFFECTIVE DATE: MARCH 1, 2012**

PATROL OPERATIONS

400.1 PURPOSE

The purpose of this General Order is to establish administrative procedures that will ensure uniformity and compliance with regulations pertaining to the Operations Division.

400.2 POLICY

It is the policy of the New Haven Department of Police Service to maintain order and to provide law enforcement, emergency response, and social service functions to the citizens who reside, work and visit in the City of New Haven.

400.3 PROCEDURES

A. PATROL FUNCTION

- The Patrol Division is comprised of polic e districts. Each district is a geographic area that is staffed with uniformed police officers responsible for providing 24-hour a day police service.

- The patrol component shall be responsible for the following major activities:

    a. **Preventative Patrol:** Officers shall patrol in a manner that may prevent criminal activities, traffic accidents, traffic violations, maintain public order, and identify and remedy public hazards. This style of patrolling may be random or, in conjunction with

crime analysis data or intelligence information, be directed toward specific trends or anticipated activity.

b. **Response to calls for service:** Officers shall be dispatched to emergency and non-emergency calls to provide service in response to specific requests.

c. **Crime prevention:** Officers shall participate in activities designed to anticipate, recognize, and appraise crime risks and shall initiate action to remove or reduce such risks. Unlike preventive patrol, crime prevention activities shall focus on a partnership between the police and the community.

d. **Investigation of offenses:** Officers shall conduct investigations into criminal offenses. This responsibility includes preliminary investigation which includes but is not limited to the following:

i. secure the crime scene
ii. determine the nature of the offense
iii. identify and interview witnesses
iv. determine the circumstances of the offense
v. collect evidence
vi. obtain statements
vii. identify and interrogate the offender
viii. apprehend/arrest the offender
ix. complete reports

e. **Traffic accident investigation**: Officers shall investigate motor vehicle accidents that result in damage to vehicles and/or property, injuries to people, etc. and take the proper enforcement action.

f. **Traffic enforcement**: Officers shall warn, cite, or arrest persons alleged to have violated a traffic law, ordinance, or regulation.

g. **Maintaining public order**: Officers shall take action intended to identify and correct situations that, while possibly not criminal in nature, may serve to disrupt public peace and order. Situations may include disorderly persons, civil disputes, public eyesores or annoyances, etc.

B. COORDINATION WITH OTHER DIVISIONS

- Communication, coordination and cooperation between members of the patrol division and other departmental functions will be accomplished by the following means:

a. Interoffice memorandums
b. Regular or special staff meetings called by the Chief or any Assistant Chief of Police.
c. Informal meetings among supervisors of various divisions
d. Intelligence reports
e. Administrative reports
f. Emails
g. Direct contact

C. DETAIL

- The daily detail will reflect the shift for each officer and supervisor assigned on that day.

- The daily detail shall indicate officer assignments for the particular shift. These may include beat assignment, vehicle assignment, or any directed patrols or special assignments.

- The duty roster will be completed on the day of its effective date.

- When the final entry has been made, the roster shall be made available to the Police Communication Supervisor and Police Communications Dispatchers.

D. OPERATIONAL PROCEDURES

- Roll Calls

a. A formal roll call shall be conducted prior to each shift. The roll call will be conducted by the Shift Commander; however, this duty may be delegated to a Supervisor if appropriate.

b. Roll call shall be attended by all oncoming police personnel. Commanders of other units are encouraged to have representatives attend roll call for the purpose of information exchange.

c. Officers shall report to roll call in department issued uniform, fully equipped, and physically and mentally prepared for duty. At roll call, the Shift Commander or Supervisor will include but not be limited to:

i. Inspection of officers equipment and uniform
ii. Brief officers with information regarding daily patrol activity with particular attention to unusual situations and changes in the status of wanted or

missing persons, stolen vehicles, and major investigations
iii. Notify officers of changes of assignments
iv. Notify officers of new directives or changes in directives
v. Issue specialized assignments or selective enforcement duties
vi. Disseminate any other necessary orders or information
vii. Training and/or education purposes

- Radio Call Numbers

  a. All district police officers shall be equipped with a portable radio.

  b. When contacted via the police radio, officers will be identified by their beat number. Officers initiating radio transmissions shall first identify themselves with this number.

- Assignments Requiring Multiple Officers

  a. Two or more officers shall be assigned to answer all calls for service when a high probability for danger or confrontation exists, or when the nature of the situation is not available.

- Assignments Requiring Supervisor Presence

  a. It is the responsibility of each supervisor to monitor radio transmissions and respond, as circumstances permit, to the scene of incidents in which supervisor involvement may be required to expedite resolution of the incident.

  b. Supervisors shall respond to all major crimes, injuries or accidents involving officers, complaints or inquiries involving officers, civil disturbances, natural or man-made disasters, and other incidents of a significant nature. Upon arrival, the supervisor shall assess the situation, deploy personnel, notify proper specialized units or command staff, and take any other appropriate action.

- Assignments Requiring Preliminary Investigation by Officers

  a. Officers shall be responsible for the initial investigation of all incidents that they encounter, or to which they are assigned, unless otherwise directed by a supervisor. The extent to which they continue the investigation shall generally depend upon the complexity of the investigation. Certain investigations may be transferred to the Investigative Services Division.

- Field Interviews

    a. While on patrol, officers are encouraged to conduct field interviews where appropriate. Field interviews shall generally be conducted when one or more of the following conditions are present:

        i. The officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime.

        ii. The officer believes the subject may be a hazard to self or others.

    b. Field interviews shall be documented with a field interview card and/or a case incident report.

- Emergency Notifications

    a. A patrol supervisor shall usually handle situations requiring the notification of next-of-kin of deceased, seriously injured, or seriously ill persons.

    b. In situations where suspicious circumstances are present; a death, injury, or illness notification shall be deferred to members of the Investigative Services Division.

    c. Notifications related to serious traffic accidents shall be made by the supervisor of the Crash Investigation Team.

    d. All other requests for emergency notifications not specifically addressed above shall be forwarded to a patrol supervisor for determination of a proper course of action.

    e. All emergency notifications shall be made in person, promptly, and in a compassionate manner. As needed, assistance shall be obtained from a victim/crisis response team member, a spiritual advisor, a relative, or a close friend.

- Public Service Notifications

    a. While on patrol, officers shall be alert for situations that require corrective action by other agencies such as power outages, situations that involve public utilities, which endanger life or property and hazardous roadway damage or debris.

    b. The officer assigned to the incident is responsible for summoning assistance through the Public Safety Answering Point (PSAP) to

correct conditions requiring attention from the Department of Public Works, Traffic and Parking, Public Utilities or other outside agencies.

c. Officers shall assess the seriousness of the situation to permit the affected agency to gauge their response.

2/8/2021

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER **410** EFFECTIVE DATE: JANUARY 15, 2012

RIDE ALONG PROGRAM

410.1 PURPOSE

The purpose of this General Order is to establish a system for evaluating and processing "Ride Along" requests from individuals who have an interest in gaining first-hand exposure to police work by accompanying an officer in a patrol car.

410.2 POLICY

It is the policy of this Department to allow citizens to voluntarily accompany officers and to observe law enforcement activities to better understand policing as long as the safety of law enforcement personnel or that of the public is not compromised. Permission for Ride Alongs may be granted under appropriate circumstances.

410.3 PROCEDURES

A. RIDE ALONG REQUEST

- Persons wishing to ride with an officer shall acquire a Ride Along form at Police Headquarters, S ubstations, or from the Department's website. Completed forms and liability waivers **must** be returned and approved prior to the desired Ride Along date.

- The Operations Supervisor shall be the authorizing official who may grant permission for citizens to ride with officers.

- A records check shall be performed on any applicant for Ride Along prior to approval for the Ride Along.

B. LIMITATIONS

- Persons requesting to participate in the Ride Along program must be at least 18 years of age.

- A person shall not ride unless he/she has properly completed the waiver and the Operations Supervisor has granted approval. Approval will be for one specific shift period, unless granted special limitations or extensions.

- Normally, no more than one observer at a time will be approved to accompany the officer.

C. SHIFT SUPERVISOR'S RESPONSIBILITY

When an officer is assigned to have a rider, the Shift Supervisor must document the assignment on the daily shift schedule. In addition to the normal eligibility requirements, the Shift Supervisor shall consider the following factors in determining whether to permit a person to ride with an officer:

- **Attire** – The rider must be dressed in an appropriate manner. Normally this will mean the rider is wearing a pair of pants, a shirt and flat-heeled shoes. Clothing items that are not permitted on the ride along are:

    1. Midriff or revealing tops
    2. Revealing shorts/skirts
    3. Baseball Hats
    4. Gang type attire
    5. Low rise or overly baggy jeans
    6. Shirts with obscene slogans or pictures.

- **Intoxication** – Anyone who has, or who appears to have, recently consumed alcoholic beverages or intoxicating drugs is prohibited from riding with a police officer.
- **Weapons** – Unless the rider is a sworn member of another law enforcement agency, he/she is prohibited from carrying weapons of any kind while participating in the Ride Along program.

D. BEGINNING OF TOUR

- On the Ride Along Request Form the rider may request a specific officer and/or district. However, the On-Duty Supervisor shall have the ultimate authority to assign the host officer.

- The host officer shall instruct the observer on the following procedures:

1. Follow the officer's directions.
2. Appearance in court as a witness may be necessary.
3. The observer may end the ride whenever he or she wishes.
4. The officer may end the ride if safety circumstances dictate.
5. The observer must wear a seat belt and shoulder strap when riding in the vehicle.
6. Observers shall identify themselves, if asked, as an authorized citizen observer or Ride Along participant.
7. Observers shall not be permitted to carry any flashlight, camera, radio, voice recorder, video recorder or binoculars unless authorized by the Operations Supervisor.
8. Law enforcement officers from other agencies participating in the Ride Along Program are subject to compliance with New Haven Department of Police Service policy and procedure standards.

E. OBSERVER CONDUCT

- Observers shall at all times remain under the complete control of the assigned officer and shall comply with all directions and requests.

- Observers shall not interfere with investigations in any way by conversing with victims, suspects, or witnesses, or by handling evidence or equipment, or by participating in any enforcement activity, unless directed to do so by the host officer.

F. ARRESTS, TRANSPORTING, BOOKING

- If the host officer feels that it is safe to do so, the observer may accompany the officer while transporting or booking prisoners. If the officer believes a problem may arise, the observer shall be temporarily transferred to another officer or returned to Headquarters.

- Observers shall not be permitted to remain with prisoners in the absence of officers. Exceptions may be granted for armed certified police officers from other jurisdictions.

G. END OF TOUR

- Upon completion of the ride, the officer shall return the observer to Headquarters or point of origin.

H. PROHIBITED ACTIVITIES

- While accompanied by an observer, officers shall not engage in pursuit driving, respond to a crime in progress reportedly involving violence, or

perform a felony vehicle stop. If officers must perform these activities, then the observer must be deposited at a safe location. This section does not pertain to off-duty officers or explorers of this Department.

- Participants shall not be allowed to observe law enforcement activities related to raids.

I. LENGTH OF SHIFT RIDE-ALONGS

- Participants in the program will normally ride up to four hours.
- Elected city officials, police officers from other agencies, and relatives and colleagues of the officer may, at the Shift Supervisor's discretion, ride for longer periods of time.

This supersedes General Order 04-02.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 452 **EFFECTIVE DATE: JANUARY 15, 2012**

POLICE SERVICE DOG PROGRAM

452.1 PURPOSE

The Police Service Dog Program General Order will establish how highly skilled and trained teams of handlers and police service dogs are used to supplement police operations. This General Order will outline when, how and why a patrol K-9 will be used to augment police services to the community.

452.2 POLICY

The New Haven Department of Police Service will utilize departmental and regional police agencies' police service dogs when it is anticipated that the use will aid in the apprehension of wanted persons, escaped persons, search and rescue operations, and seizure of contraband, explosive detection and other needs of the Department. The Department will only use police service dogs which have been properly trained and certified to perform police K-9 duties.

452.3 DEFINITIONS

POLICE SERVICE DOG: Is a highly trained and certified K-9 that meets the requirements in one or more of the following areas:

- Detection of narcotics and explosives
- Search of buildings and/or areas

- Criminal apprehension techniques
- Handler and/or officer protection
- Tracking
- Other duties as deemed necessary or appropriate by the handler

PATROL K-9: A dog specially trained in tracking, obedience, agility, evidence recovery, area and building searches, narcotic detection and suspect apprehension and is assigned to the Operations Division.

EXPLOSIVE DETECTION K-9: A dog specially trained to detect and locate the presence of compounds containing nitrates and other material used in the construction of explosive devices, and is assigned to the Emergency Services Unit (ESU).

NARCOTIC DETECTION K-9: A dog specially trained to detect and locate the presence of controlled substances and is assigned to Tactical Narcotic Unit (TNU) and/or Operations Division at the Chief's discretion.

HANDLER: A sworn member who has been specially trained in the care, handling, and training of a department owned K-9 for law enforcement functions, and who has received a certificate of training from an authorized certifying agency. The handler is required to log, track, and maintain accurate canine and veterinarian records.

POLICE SERVICE DOG TEAM: Is comprised of a police officer/handler and a specially trained police service dog working as a team. The police service dog is considered part of the police officer/handler's equipment and shall accompany the police officer/handler wherever he/she is engaged in police service activity. The handler shall be responsible for documenting the service dog's actions in any police report and/or other official report.

452.4 PROCEDURES

A. REQUEST FOR USE OF POLICE SERVICE DOG TEAMS:

Personnel with the Department are encouraged to freely solicit the use of the police service dogs. Requests for a police service dog team originating outside of the Operations Division shall be made to the Unit Coordinator or the Shift Commander.

B. GUIDELINES FOR THE USE OF PATROL K-9 DOGS:

A patrol K-9 dog may be used to locate and apprehend a suspect if the police service dog handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

1. There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer, or the handler;

2. The individual is physically resisting or threatening to resist arrest and the use of a patrol K-9 dog reasonably appears to be necessary to overcome such resistance;

3. The individual(s) is/are believed to be concealed in an area where entry by other than the patrol K-9 dog would pose a threat to the safety of officers or the public;

4. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a patrol K-9 dog in view of the totality of the circumstances.

Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officer(s) shall not serve as good cause for the use of a police service dog to apprehend an individual.

C. PREPARATIONS FOR UTILIZING A PATROL K-9 DOG:

Prior to the use of a patrol K-9 dog to search for or apprehend any individual, the patrol K-9 dog handler and/or the Supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to the following:

- The individual's age or estimate thereof
- The nature of the suspected offense
- Any potential danger to the public and/or other officers at the scene if the police service dog is released
- The degree of resistance or threatened resistance, if any, the subject has shown
- The potential for escape or flight if the police dog is not utilized
- The potential for injury to officers or the public caused by the suspect if the police dog is not utilized

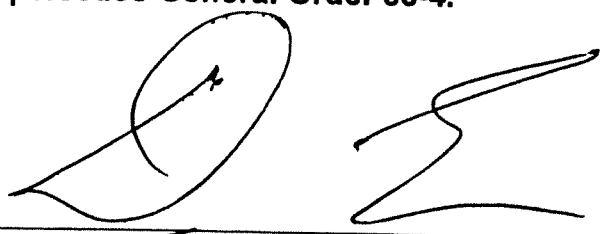
A patrol K-9 dog handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a patrol K-9 dog is technically feasible. Generally, the decision to deploy the dog shall remain with the handler. However, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

the controlled substances will be immediately returned to the permanent storage area. Drugs that are to be utilized for on-going training of K-9s will be held for the minimum amount required for this training and will be securely locked in an alternative approved secure location, except for the actual time required to accomplish training. Under no circumstances will narcotics be stored in other than original approved safe without written prior notification of the Supervisor by the K-9 handler and must be handled in accordance with the security and record keeping requirement as set for in this protocol. At least monthly, all narcotics that are stored in other than the approved safe will be returned to the Police Department for documentation and inventory. These records will be maintained as a separate inventory record and available for inspection for a minimum of three years.

Any discrepancies unresolved after 24 hours will be reported to the DEA. The report will then be forwarded to the Connecticut Drug Control Division within 72 hours of discovery. Any evidence of criminal activity will be reported to the Chief of Police.

The combination of the patrol K-9 and narcotic safe will be possessed by the Unit Supervisor, Operation and Investigations Assistant Chiefs and the Chief of Police. All required records will be maintained and readily available for inspection for a minimum of (3) three years. Copies of all records and logs will be maintained by these units as well as the Assistant Chiefs of Operation and Investigations.

This supersedes General Order 83-4.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 452 **EFFECTIVE DATE: JANUARY 15, 2012**

POLICE SERVICE DOG PROGRAM

452.1 PURPOSE

The Police Service Dog Program General Order will establish how highly skilled and trained teams of handlers and police service dogs are used to supplement police operations. This General Order will outline when, how and why a patrol K-9 will be used to augment police services to the community.

452.2 POLICY

The New Haven Department of Police Service will utilize departmental and regional police agencies' police service dogs when it is anticipated that the use will aid in the apprehension of wanted persons, escaped persons, search and rescue operations, and seizure of contraband, explosive detection and other needs of the Department. The Department will only use police service dogs which have been properly trained and certified to perform police K-9 duties.

452.3 DEFINITIONS

POLICE SERVICE DOG: Is a highly trained and certified K-9 that meets the requirements in one or more of the following areas:

- Detection of narcotics and explosives
- Search of buildings and/or areas

- Criminal apprehension techniques
- Handler and/or officer protection
- Tracking
- Other duties as deemed necessary or appropriate by the handler

PATROL K-9: A dog specially trained in tracking, obedience, agility, evidence recovery, area and building searches, narcotic detection and suspect apprehension and is assigned to the Operations Division.

EXPLOSIVE DETECTION K-9: A dog specially trained to detect and locate the presence of compounds containing nitrates and other material used in the construction of explosive devices, and is assigned to the Emergency Services Unit (ESU).

NARCOTIC DETECTION K-9: A dog specially trained to detect and locate the presence of controlled substances and is assigned to Tactical Narcotic Unit (TNU) and/or Operations Division at the Chief's discretion.

HANDLER: A sworn member who has been specially trained in the care, handling, and training of a department owned K-9 for law enforcement functions, and who has received a certificate of training from an authorized certifying agency. The handler is required to log, track, and maintain accurate canine and veterinarian records.

POLICE SERVICE DOG TEAM: Is comprised of a police officer/handler and a specially trained police service dog working as a team. The police service dog is considered part of the police officer/handler's equipment and shall accompany the police officer/handler wherever he/she is engaged in police service activity. The handler shall be responsible for documenting the service dog's actions in any police report and/or other official report.

452.4 PROCEDURES

A. REQUEST FOR USE OF POLICE SERVICE DOG TEAMS:

Personnel with the Department are encouraged to freely solicit the use of the police service dogs. Requests for a police service dog team originating outside of the Operations Division shall be made to the Unit Coordinator or the Shift Commander.

B. GUIDELINES FOR THE USE OF PATROL K-9 DOGS:

A patrol K-9 dog may be used to locate and apprehend a suspect if the police service dog handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

1. There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer, or the handler;

2. The individual is physically resisting or threatening to resist arrest and the use of a patrol K-9 dog reasonably appears to be necessary to overcome such resistance;

3. The individual(s) is/are believed to be concealed in an area where entry by other than the patrol K-9 dog would pose a threat to the safety of officers or the public;

4. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a patrol K-9 dog in view of the totality of the circumstances.

Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officer(s) shall not serve as good cause for the use of a police service dog to apprehend an individual.

C. PREPARATIONS FOR UTILIZING A PATROL K-9 DOG:

Prior to the use of a patrol K-9 dog to search for or apprehend any individual, the patrol K-9 dog handler and/or the Supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to the following:

- The individual's age or estimate thereof
- The nature of the suspected offense
- Any potential danger to the public and/or other officers at the scene if the police service dog is released
- The degree of resistance or threatened resistance, if any, the subject has shown
- The potential for escape or flight if the police dog is not utilized
- The potential for injury to officers or the public caused by the suspect if the police dog is not utilized

A patrol K-9 dog handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a patrol K-9 dog is technically feasible. Generally, the decision to deploy the dog shall remain with the handler. However, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

D. WARNINGS GIVEN TO ANNOUNCE THE USE OF A PATROL K-9 DOG:

Unless it would otherwise increase the risk of injury or escape, a clearly audible warning to announce that a patrol K-9 dog will be released if the person does not come forth, shall be made prior to releasing a police service dog. The patrol K-9 dog handler, when practical, shall first advise the supervisor of their decision if a verbal warning is not given prior to releasing the patrol K-9 dog. In the event of an apprehension, the handler shall document in any related report whether or not a verbal warning was given and, if none was given, the reasons why.

E. REPORTING USE OF A POLICE SERVICE DOG, BITES AND INJURIES:

Whenever the police service dog is deployed, a *Police Service Dog Use Report* shall be completed by the handler and forwarded to the unit's supervisor before going off duty.

If a bite or injury results from the use of a police service dog, that information shall be documented on a police service dog use report form and included in the police narrative/supplemental report. At a minimum, the report should include the following:

1. In all cases of bites or injury resulting from the use of a police service dog, photographs shall be taken of the bite or injury after immediate medical assistance is rendered to the injured party. The photographs will be labeled, "Police Service Dog Incident – Do Not Destroy," and booked into evidence. If the injury requires medical attention, the subject should be transported to an appropriate medical facility. In the event an in-custody suspect requires medical attention, an officer should standby with the suspect until treatment has been rendered;

2. Whenever a bite results, the handler shall notify the Animal Control Office as soon after the incident as practical;

3. If a subject alleges an injury that is not visible, notification shall be made to a supervisor and the location of the alleged injury should be photographed.

F. REPORTING POLICE SERVICE DOG INJURIES:

In the event that a police service dog is injured, the injury will be immediately reported to the Shift Commander and the Unit supervisor. Depending on the severity of the injury, the police service dog shall either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

The injury will be documented on a *Police Service Dog Use Report Form.*

G. POLICE SERVICE DOGS IN PUBLIC AREAS:

- All police service dogs shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the police service dogs are trained.

- Police service dogs shall not be left unattended in any area to which the public may have access.

- When the police service dog unit is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog.

- The handler shall also insure that the unattended unit remains inhabitable for the police service dog.

452.5 USE OF NARCOTICS-DETECTION POLICE SERVICE DOGS

A Narcotics-Detection K-9 may be used in accordance with current law under the following circumstances:

- To assist in the search for narcotics during a search warrant service

- To obtain a search warrant by using the detection police service dog in support of probable cause

- To search vehicles, buildings, bags and any other articles deemed necessary

452.6 USE OF EXPLOSIVES-DETECTION POLICE SERVICE DOGS

Explosives-Detection K-9s will not be called to the scene where a suspected device has already been located but may be used in accordance with current law under the following circumstances:

- To search for a suspected explosive device which has not been located (bomb threats) and pieces of an exploded device in a post-blast investigation

- To search for forensic evidence involving a firearm or its components

- Preventative sweeps

452.7 GUIDELINES FOR NON-APPREHENSION USE

Patrol K-9 dogs have senses far superior to those of humans and may often be effectively utilized to track or search for non-criminals (i.e., lost children, individuals who may be disoriented or in need of medical attention) or even suspects wanted for minor

criminal offenses. It will be necessary for the handler to evaluate the conditions and ability of the patrol K-9 dog to determine their usefulness in certain situations. If deemed necessary, the following procedures should be followed:

- The K-9 should be on a leash or under conditions so that it will be not bite or injure the individual if located.
- The handler should give periodic verbal assurances that the K-9 will not bite or hurt the person.
- Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the police service dog.
- Once the individual has been located, the patrol K-9 dog should be placed in a down stay or otherwise secured.

452.8 ASSIGNMENT OF POLICE SERVICE DOG TEAMS

Police service dog teams should function primarily as cover units. However, they may be assigned by the Shift Commander or Unit Supervisor to other functions based on need.

Police service dog teams should not be assigned to handle matters that will take them out of service for extended periods of time unless absolutely necessary and only with the approval of the Shift Commander or Unit Supervisor.

452.9 EXPLOSIVES-DETECTION K-9 TEAM GUIDELINE

Any information received by the New Haven Police Department pertaining to explosives, terrorist activities and/or explosives ordinance intelligence should be turned over to the K-9 Unit Supervisor who will ensure that the Explosives-Detection K-9 handler is notified and maintains a copy of the information.

452.10 REQUESTS FOR ASSISTANCE FROM OTHER AGENCIES

The Shift Commander or the Unit Supervisor must approve all requests for police service dog assistance from outside agencies subject to the following provisions:

- Police service dog teams shall not be used beyond the boundaries of the City of New Haven to perform any assignment which is not consistent with this policy.
- Upon arrival at the scene, the handler has the ultimate decision as to whether or not the police service dog is to be used for a specific assignment.

- Police service dog teams shall not be called out while off duty or used outside the boundaries of the City of New Haven unless authorized by the Shift Commander or the Unit Supervisor.

452.11 REQUEST FOR PUBLIC DEMONSTRATIONS

All requests for a police service dog public demonstration shall be approved by the Unit Supervisor prior to making any commitment.

Handlers shall not demonstrate any "apprehension" work to the public unless authorized to do so by the Unit Supervisor.

452.12 SELECTION OF POLICE SERVICE DOG HANDLERS

The following are the minimum qualifications for the assignment of police dog handler:

- A New Haven Police officer
- Minimum of five (5) years law enforcement experience
- Good work record
- No sustained excessive force complaints
- No record of abuse of sick time
- A candidate must possess a genuine interest in dogs. The candidate's spouse/cohabitants must be able to fully accept the program and the handler's commitment to the program
- A candidate must be in good physical and mental health to endure the rigorous training
- The candidate must be able to provide the K-9 with suitable living quarters at his/her home and to properly care for the animal's needs
- The candidate must be willing to work the evening shifts
- Approval by the Chief of Police

452.13 POLICE SERVICE DOG HANDLER RESPONSIBILITIES

A. AVAILABILITY

The handler shall be available for call-out under conditions specified by the Unit Coordinator.

B. CARE FOR THE POLICE SERVICE DOG AND EQUIPMENT

The handler shall ultimately be responsible for the health and welfare of the police service dog and shall ensure that the dog receives proper nutrition, grooming, training, medical care, affection, and living conditions. The handler will be responsible for the following:

- Unless required by a particular application, the handler shall not expose the police service dog to any foreseeable and unreasonable risk of harm.
- The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- Any changes in the living status of the handler which may affect the lodging or environment of the police service dog shall be reported to the Unit Supervisor as soon as possible.
- When off duty, police service dogs shall be maintained in crates, provided by the City of New Haven, at the homes of their handlers.
- When a police service dog is crated at the handler's home, the gate shall be secured with a lock.
- When off-duty, police service dogs may be let out of their crates while under the direct control of their handlers.
- The police service dog should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- Under no circumstances will the police service dog be lodged at another location unless approved by the Unit Supervisor.
- When off-duty, handlers shall not involve their police service dogs in any activity or conduct unless approved in advance by the Unit Supervisor.
- Whenever a police service dog handler anticipates taking a vacation or an extended number of days off, it may be necessary to temporarily relocate the police service dog. In those situations, the handler shall give reasonable notice to the Unit Supervisor so that appropriate arrangements can be made.

452.14 HANDLER HOURS OF WORK FOR PATROL K-9 TEAMS

Unless otherwise changed through collective bargaining, the patrol K-9 dog handler shall work a 40-hour work schedule as outlined in the following:

- Four (4) nine (9) hour work days that total thirty-six (36) hours from 1600 hours until 0100 hours. Days off will be Sunday, Monday and Tuesday or Thursday, Friday and Saturday.

- Four (4) nine (9) hour work days that total thirty-six (36) hours from 2300 hours until 0800 hours. Days off will be Sunday, Monday and Tuesday or Thursday, Friday and Saturday.

- The remaining four hours of straight time is to compensate officers for the at-home care of the K-9.

- Patrol K-9 officers shall be assigned to a shift based on seniority through a quarterly bid process. Days off, however, shall rotate between quarters.

452.15 MEDICAL CARE OF THE POLICE SERVICE DOG

All medical attention shall be rendered by the designated police service dog veterinarian, except during an emergency.

452.16 NON-EMERGENCY MEDICAL CARE

Non-emergency medical care will be managed through the Unit Coordinator.

Any indication that a police service dog is not in good physical condition shall be reported to the Unit Supervisor and the Shift Commander as soon as practical.

All records of medical treatment shall be maintained in the police service dog personnel file.

452.17 EMERGENCY MEDICAL CARE

The designated emergency medical treatment center or police service dog veterinarian shall render emergency medical treatment. The handler shall notify the Unit Supervisor as soon as practical when emergency medical care is required.

452.18 POLICE SERVICE DOG TRAINING

Before assignment in the field, each police service dog teams shall be trained and certified by a recognized certifying agency. Cross trained dog teams or those dogs trained exclusively for the detection of narcotics and/or explosives shall be trained and certified to meet the standards established for such detection dogs by the Connecticut State Police K-9 Academy or other recognized certifying agency. This certification will be conducted annually and will be maintained as long as the team is together. Additional training considerations are as follows:

- Police service dog teams shall receive training as defined in current contract with the Department's police service dog training provider.

- The Explosives-Detection K-9 Teams and the Narcotics-Detection K-9 Teams will attend quarterly in-service training conducted by the Connecticut State Police K-9 Academy or other recognized certifying agency as well as annual recertification training.

- All certification documents and in-service training records will be forwarded to the Training Division.

- Police service dog handlers are encouraged to engage in additional training with approval of the Unit Supervisor.

- In order to ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to the policies of the New Haven Police Department.

452.19 INSTRUCTOR TRAINING

A police service dog team in-house trainer shall be trained and certified by a recognized certifying agency.

452.20 FAILURE TO SUCCESSFULLY COMPLETE POST TRAINING

Any police service dog team failing the standard established for certification shall not be deployed in the field until certification is achieved. When practical, pending successful certification, the police service dog handler shall be temporarily reassigned to regular their duties.

452.21 TRAINING RECORDS

All police service dog training records shall be maintained in the police service dog's training file.

452.22 PATROL K-9 UNIT COORDINATOR RESPONSIBILITIES

The Unit Coordinator shall be appointed by staff and shall supervise the Patrol K-9 Program. The Unit Supervisor is directly responsible to the Supervisor of the Patrol Support section of Patrol Operations. The Unit Supervisor shall be responsible for, but not limited to, the following:

- Review all Police Service Dog Use Reports to insure compliance with policy and identify training issues and other needs of the program

- Maintain liaison with the vendor kennel

- Maintain liaison with administrative staff and functional supervisors
- Maintain liaison with other agency police service dog coordinators
- Maintain accurate records to document police service dog activities
- Recommend and oversee the procurement of needed equipment and services for the Unit
- Be responsible for scheduling all police service dog related activities
- Ensure the police service dog teams are scheduled for continuous training to maximize the capabilities of the teams

452.23 CONTROLLED SUBSTANCE PROTOCOL

The Drug Enforcement Administration (DEA) Registration Unit and the State of Connecticut Department of Consumer Protection, Drug Control Division shall license the Department as an instructional laboratory to handle controlled substances e.g., schedule 1 through schedule 5.

Controlled substances will be held on premises for the purpose of training narcotic detection dog(s). All substances will be weighed upon acquisition by each unit. Each substance will be kept in a self-locking, fire/burglary rating safe; said safe will meet all requirements and specifications of the Drug Enforcement Administration (DEA) and the State of Connecticut Consumer Protection Drug Control Division.

A log will be kept within the safe, or if space does not allow this, adjacent to the safe. Entries will be made and verified each time entry to the safe is made. This log will show the following:

- The purpose of removal
- Date and time of removal
- Person removing it, and witness signature (supervisor)
- The participating K-9 handler
- If removed for training, the location of the training
- The amount of any substance removed and weight upon removal
- The amount of any substance returned to safe and weight upon return
- Any discrepancies in weight will be noted

Discrepancies will be reported via case incident report with a copy of the report and investigation forwarded to the Chief of Police.

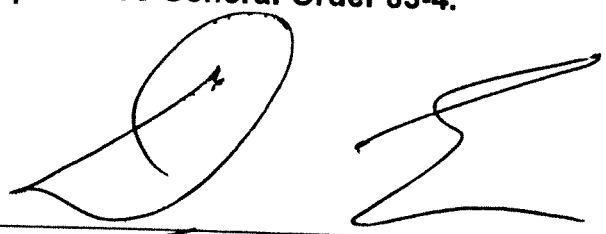
Drugs which are removed from the approved safe or other storage area for the purpose of training will be securely maintained by a single designated individual and only for the minimum period of time needed to conduct such training. Upon completion of training,

the controlled substances will be immediately returned to the permanent storage area. Drugs that are to be utilized for on-going training of K-9s will be held for the minimum amount required for this training and will be securely locked in an alternative approved secure location, except for the actual time required to accomplish training. Under no circumstances will narcotics be stored in other than original approved safe without written prior notification of the Supervisor by the K-9 handler and must be handled in accordance with the security and record keeping requirement as set for in this protocol. At least monthly, all narcotics that are stored in other than the approved safe will be returned to the Police Department for documentation and inventory. These records will be maintained as a separate inventory record and available for inspection for a minimum of three years.

Any discrepancies unresolved after 24 hours will be reported to the DEA. The report will then be forwarded to the Connecticut Drug Control Division within 72 hours of discovery. Any evidence of criminal activity will be reported to the Chief of Police.

The combination of the patrol K-9 and narcotic safe will be possessed by the Unit Supervisor, Operation and Investigations Assistant Chiefs and the Chief of Police. All required records will be maintained and readily available for inspection for a minimum of (3) three years. Copies of all records and logs will be maintained by these units as well as the Assistant Chiefs of Operation and Investigations.

This supersedes General Order 83-4.



12/19/2011

Dean Esserman
Chief of Police

Date

NEW HAVEN
DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS

GENERAL ORDER 502 **EFFECTIVE DATE: APRIL 1, 2012**

TRAFFIC COLLISION INVESTIGATION

502.1 PURPOSE

The purpose of this General Order is to establish guidelines for the investigation of traffic collision incidents occurring within the City of New Haven. Guidelines will be established as to which traffic collisions require an investigation, how the investigation will be conducted and by whom, as well as the procedures for review of the investigation.

502.2 POLICY

It is the policy of the New Haven Department of Police Service that officers shall investigate traffic collisions.

502.3 PROCEDURES

A. TRAFFIC COLLISION RESPONSE GUIDELINES

Upon knowledge or notification from the Public Safety Answering Point (PSAP), an officer shall respond to and conduct a preliminary investigation of all traffic collisions. During the preliminary investigation, a determination shall be made as to the extent to which further investigation is necessary. The following actions shall be taken in accordance with state law:

- Officers shall respond to and investigate all traffic collisions reported to involve the use of alcohol and/or drugs. If the

investigation reveals alcohol and/or drugs were a factor, enforcement action shall be taken in accordance with DUI Enforcement policy.

- Officers shall respond to and investigate all vehicles reported to involve a hazardous material spill. Traffic collisions resulting in hazardous materials spills shall be investigated and documented in accordance with the Hazardous Materials Response policy and this policy.

- Officers shall also respond to and investigate any traffic collision in which the following conditions are present:

  a) A confrontation between the parties involved or bystanders
  b) Traffic collisions resulting in major traffic congestion
  c) Towing of one or more of the involved vehicles will be necessary
  d) Death or injury of any involved persons
  e) One or more vehicles evades responsibility
  f) One thousand dollars ($1,000) or more of damage to public vehicles and property

B. REPORTABLE TRAFFIC COLLISIONS

Traffic collisions occurring on public highways or private property with parking for 10 or more vehicles are considered reportable for the purpose of this policy and shall require investigation and the completion of a PR-1 (State of Connecticut Uniform Police Accident Report), and, if necessary, the completion of a PR-2 (State of Connecticut Fatal Accident Supplement). The following is a list of reportable motor vehicle accidents:

- Death
- Any injury resulting in the need of first aid or attention by a physician or surgeon, whether or not first aid, medical, or surgical treatment was actually performed
- Any damage to city-owned vehicles
- Damage to government owned property (including the City of New Haven)
- All evading responsibility crashes involving death, injury or damage
- Damage to any private vehicle, government owned vehicle (other than the City of New Haven), or private property

C. NON-REPORTABLE TRAFFIC COLLISIONS

Vehicles that do not meet the minimum criteria for a reportable traffic crash as defined above, shall be considered non-reportable. Non-reportable traffic collisions do not require the completion of the PR-1. Officers shall verify the operators' license, registration and insurance information. The involved parties should exchange insurance and contact information.

An officer or supervisor may elect to complete a PR-1 for any non-reportable traffic collision where it appears documentation would be advisable based on the circumstances.

Dispatchers who can ascertain with reasonable certainty that a reported traffic collision is non-reportable may inform the caller that an officer need not respond to the scene. The caller shall be informed that a Computer Aided Dispatch call has been initiated to document the incident, and drivers should exchange information. If either driver expresses a preference to have an officer at the scene, the accident should be assigned.

D. PRIVATE PROPERTY TRAFFIC COLLISIONS

Traffic collisions occurring on private property shall be handled as though the crash occurred on a public highway. However, officers should be aware that enforcement action on private property may be limited by law.

E. LATE REPORTING OF TRAFFIC COLLISIONS

Traffic collisions that are reported after the fact, when there is no opportunity for an officer to conduct a proper investigation at the scene, will be documented using the state PR-1 form. This report will be for reporting purposes only, and the investigating officer will make an attempt to gather as much information as possible. In such cases, enforcement will not generally be taken unless there are extenuating circumstances (i.e., serious offense, injuries, death, evading responsibility, etc.).

F. EVADING RESPONSIBILITY TRAFFIC COLLISIONS

Officers shall investigate evading responsibility traffic collisions and shall keep the victim of the crash informed of the case's progress, whether solved or declared closed due to lack of further investigative leads. Upon obtaining suspect and/or vehicle information, officers shall issue broadcasts when appropriate. Officers investigating an evading responsibility crash shall complete a state PR-1 form and a case incident report.

502.4 TRAFFIC COLLISION ON-SCENE RESPONSIBILITIES

The first officer to arrive at the scene of a traffic collision must evaluate the situation and determine the appropriate course of action. This responsibility becomes

increasingly important and complex when injuries, fire hazards, or hazardous materials are present at the scene.

A. INITIAL OFFICER'S RESPONSIBILITIES

Officers will be called upon to perform certain functions and to coordinate with assisting agencies. The following procedures have been established in order to assist the responding officer during the initial investigation:

- Check for injuries
- Protect the scene from deterioration
- Check for fire hazards
- Check for hazardous materials
- If fire or hazardous materials are present, isolate the area
- In cases where a hazmat may be present, evacuate non-essential personnel and attempt to identify the vehicle and placards
- Notify the dispatcher of any unusual situations so assisting agencies (e.g. ambulance, fire, public works, etc.) can be notified
- Request assistance for traffic control
- Request assistance for crowd control
- Contact PSAP for a tow truck(s)
- Move involved vehicles out of traveled portion of roadway as soon as possible depending on seriousness and condition of involved persons and vehicles
- Preserve short lived evidence
- Locate and Interview witnesses
- Complete the PR-1 and any other required documents

B. AT SCENE TRAFFIC COLLISION INFORMATION COLLECTION

A successful traffic collision investigation requires a thorough investigation of all facts and circumstances so that the investigating officer can accurately reconstruct the traffic collision and support prosecution for violation of motor vehicle statutes. Information regarding a traffic collision may be obtained from a variety of sources, which may include:

- Interviewing principals and witnesses
- Examining and recording physical evidence
- Examining and recording effects of collision on roadway
- Taking measurements
- Taking photographs
- Collecting and preserving evidence
- Exchanging of information among principals/operators

C. FOLLOW-UP ACTIVITIES

In some instances, traffic collision investigation follow-up activities may be necessary. The follow-up investigation may include:

- Collecting off-scene data
- Obtaining/recording formal statements from principals or witnesses
- Reconstructing the traffic collision
- Preparing formal reports to support any criminal charges
- Vehicle safety inspections
- Vehicle inventory
- Video recording of the scene

D. ENFORCEMENT ACTION

Whenever an officer investigating a traffic crash determines that a violation of Connecticut General Statutes has occurred, enforcement action shall be taken by arrest, issuing an infraction or misdemeanor summons, written warning, or verbal warning.

E. INCOMPLETE TRAFFIC COLLISION INVESTIGATIONS

Occasionally, due to circumstances beyond the officer's control, traffic collision investigations cannot be completed by the end of the officer's shift. In these rare instances, the investigating officer must complete the front of the PR-1 with as much information as available, and turn in the PR-1 with their normal reports. Dispatch and their immediate supervisor must be notified and this should be documented on the back of their radio car log. Upon returning to duty, it is the officer's responsibility to obtain the PR-1 from the records division and complete the investigation.

502.5 FATAL MOTOR VEHICLE COLLISION

Whenever a fatal, or potentially fatal, motor vehicle collision occurs, the investigating officer shall instantly notify his/her immediate supervisor and the PSAP supervisor to report the facts of the collision. The PSAP supervisor will make notifications to the Crash Reconstruction Team. At least 4 accident investigators (*one trained at level III)* should be called out. Additional personnel may be called out, based on the circumstances, with approval of the Patrol Officer In Charge (OIC). This callout list will be kept in PSAP and will be the responsibility of the Patrol OIC to maintain and keep current. On duty accident investigators should be called first, followed by accident investigators assigned to extra duty, and lastly by off duty accident investigators. The first responding Crash Reconstruction Team member will take control of the scene.

A. RESPONSE BY PATROL

Patrol officers responding to the initial scene will be responsible for the following:

- Secure the scene
- Perform DUI Field Sobriety and breathalyzer tests
- Identify, document, and interview witnesses
- A patrol officer(s) shall accompany the victim(s) to the hospital
- Maintain the chain of custody while towing involved vehicles or transporting evidence
- Towed vehicles shall be followed and secured within the garage at 710 Sherman Parkway and as treated as evidence
- Initial officer shall complete the initial PR-1 and initial Case Incident Report
- Complete supplemental reports on actions taken at the scene, including traffic posts
- Assist the Traffic Crash Reconstruction Team as needed
- Responding patrol supervisor will be responsible for ensuring all patrol reports are completed and turned over to the OIC of the Crash Reconstruction Team

B. TRAFFIC CRASH RECONSTRUCTION TEAM

The Traffic Crash Reconstruction Team will be responsible for the following:

- Assist the investigating officer in completing the initial PR-1
- Complete the PR-2 if needed
- Collect evidence
- Map the scene
- Field sketch
- Vehicle inventory
- Search warrants
- Witness statements
- Notifications with a uniformed officer
- Photographs/video
- Assembled crash packet as required by the State Attorney's Office

C. BUREAU OF IDENTIFICATION

The Bureau of Identification, if necessary, shall respond and be responsible for the following:

- Biological Fluid Evidence Recovery
- Collect trace evidence

D. INVESTIGATIVE SERVICES DIVISION

The Investigative Services Division may be requested to assist with statements or investigatory follow-up as needed.

This supersedes General Order 88-1

Dean Esserman
Chief of Police

1/14/2012
Date