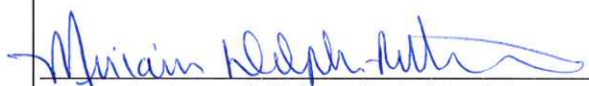




STATE OF CONNECTICUT
Department of Mental Health & Addiction Services
Commissioner's Policy Statement and Implementing Procedures



SUBJECT:	Electronic Monitoring/Surveillance Systems
P & P NUMBER:	Chapter 2-Human Resources/Employee Services
APPROVED:	 Commissioner Miriam Delphin-Rittmon, Ph.D. 10/24/19 Date
EFFECTIVE DATE:	1/1/2019
LAST REVISED:	10/18/2019
REFERENCES:	45 CFR 165.514(b); Public Act 19-151
FORMS AND ATTACHMENTS:	

STATEMENT OF PURPOSE:

To establish a uniform administrative procedure addressing the use of Electronic Monitoring/ Surveillance Systems within DMHAS facilities. Electronic Monitoring/ Surveillance Systems encompass all equipment used to record visual occurrences on the grounds of DMHAS facilities.

POLICY:

1. Electronic Monitoring/ Surveillance Systems (EMSS) are utilized in DMHAS facilities to promote safety and security.
2. Video recordings from EMSS are maintained under the possession and control of The DMHAS Police or facility CEO, with assistance by DMHAS Information Technology staff as needed.
3. Pursuant to Connecticut General Statute Sec. 31-48d, DMHAS facilities using EMSS must provide employees notice of the types of EMSS that may be used by posting such notice in a conspicuous place which is readily available for viewing by the employees. Patients must also be informed in writing of the use of EMSS in patient care areas.
4. Video recordings from EMSS may be viewed for purposes of conducting internal investigations, criminal investigations, and implementing safety and quality improvement activities and internal training and education activities.
5. The Commanding Officer of the DMHAS Police Unit and/or the facility CEO will establish procedures for viewing live video and video recordings to accomplish the goals outlined in #4 above. Such procedures will allow the minimum necessary viewing of video recordings to

accomplish these goals.

6. Video recordings shall be maintained for at least 30 days from the date of the recording before being destroyed. Video recordings may be maintained by the DMHAS Police or CEO for a sufficient period to accomplish any investigations described in #4 above. The facility CEO or designee may request that DMHAS Police or IT Department archive video recordings as needed to accomplish the goals outlined above. The DMHAS Police Commanding Officer may archive video recordings for police investigation or police training purposes. Video recordings which become evidence in any disciplinary proceeding, litigation, or other legal proceeding shall be retained until all actions have been resolved and hold notices released.



7. Requests to view video recordings (apart from the procedures established under #5 above) from sources internal or external to the facility will be reviewed by the facility CEO or designee. The CEO or designee will make determinations of permitted viewing by facility staff (internal sources).

8. For written requests for any image or recording (including, but not limited to, a still or electronically stored photograph and any video or audio recording stored on any device) of a person found not guilty by reason of mental disease or defect and committed to the Psychiatric Security Review Board (hereafter "acquittee ") made by counsel representing the acquittee in any matter before the Psychiatric Security Review Board or the Superior Court related to the jurisdiction of the Psychiatric Security Review Board, in accordance with Sec. 2 of PA 19-151, the CEO will review the request to ascertain whether: (1) the acquittee consents to such review; (2) any other identifiable patient in the image or recording consents to such review; and (3) the image or recording for which review is sought is not the subject of a pending criminal investigation by state or local law enforcement officials, including any agency police of the Department of Mental Health & Addiction Services, for which there exists a record of such investigation or a pending criminal prosecution. If these conditions are satisfied, the CEO will permit the viewing within 30 days of the written request. The CEO will notify the DMHAS Commissioner of such requests and granted reviews.

For all other external requests, the CEO will make a recommendation to the DMHAS Commissioner about whether to permit viewing by persons who are not employees of the facility. The Commissioner will decide whether to permit viewing of any recorded video by persons who are not facility employees.

9. Decisions on requests to obtain copies of video recordings will not be made at the facility level. In the case of requests by law enforcement or prosecutorial officers or via court order, the decision to release copies will be made by the DMHAS Commissioner.

10. Decisions to permit viewing of recorded video or to release copies of video recordings (and any implementation of such decisions) must comply with all applicable state and federal laws regarding confidentiality of patients' Protected Health Information, including 45 CFR 164.514(b), which specifically notes that patient images are considered Protected Health Information.

	<p align="center">DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES POLICE DEPARTMENT POLICY AND PROCEDURE</p> <p align="center">GENERAL ORDER</p>	Distribution ALL PERSONNEL	General Order Number 4.02
		Original Issue Date 09/01/2023	Effective Date 09/01/2023
Order Title: MANAGEMENT OF INVESTIGATIONS	Accreditation Standard: POSTC 1.7.6	Section 4	
Rescinds: 11-12	 Michael Edelwich, Chief of Police		

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

The purpose of this General Order is to establish Guidelines for the Management of Criminal Investigations for the Department of Mental Health and Addiction Services (DMHAS) Police Department.

I. NOTIFICATION

A. DMHAS Police Headquarters

1. The Unit Commanding Officer (or designee) is responsible for notifying the Field Operations Commander (Captain) within 24 hours of criminal complaints involving the following:
 - (a) DMHAS Staff
 - (b) Incidents that necessitate going off state property to investigate
 - (d) Larceny of \$1,000 or more
 - (e) Theft of State funds or property

2. The Unit Commanding Officer (or designee) is responsible for notifying the Field Operations Commander immediately of criminal complaints, calls for service or incidents involving the following:
 - (a) Sexual Assault
 - (b) Untimely Death
 - (c) Patient/Client Abuse
 - (d) Serious Assaults

- (e) AWOL/Escape
- (f) Riot
- (g) Serious allegations against DMHAS Public Safety Staff
- (h) Officer injury
- (i) Facility evacuation or lockdown
- (j) Imminent threat(s) against the facility and/or its occupants
- (j) Fire
- (k) Bomb threat
- (l) Hostage Situation/Barricaded Subject
- (m) Force option that required the use of intermediate weapon(s) or more.

B. Connecticut State Police (CSP)

1. Police supervisors or Officer-in-Charge (OIC) will notify their Unit Commanding Officer of any incident or event which would potentially require CSP response.
2. The Unit Commanding Officer will consult with the Chief and/or Field Operations Commander to determine if the incident warrants CSP involvement.

C. Facility Chief Executive Officer

1. The Unit Commanding Officer will notify the CEO when an incident has occurred involving significant violent (or other illegal) behavior by a client or employee at their facility.

II. INCIDENT INVESTIGATION

A. Responsibilities:

1. The success of an investigation depends heavily on the initial observations and actions of the first responding police officer at the scene. Supervisors/OICs and first responding officers are responsible for the following:
 - (a) Evaluate the incident and take appropriate action (i.e., protection of life and property [Priority], apprehend suspects, detain witnesses, gather evidence, etc.)
 - (b) Determine if there's a crime scene; establish its dimensions; secure/protect it;
 - (c) Make appropriate incident notifications;
 - (d) Take copious notes and document the actions of all involved parties.
2. Supervisors and Primary Officers are responsible for the following:
 - (a) Conduct a complete investigation of the incident;

- (b) Complete an Initial Case/Incident Report;
 - (c) Obtain written statements from all involved parties and witnesses;
 - (d) Collect and secure evidence; photograph evidence in place before collecting;
 - (e) Photograph and/or sketch of crime scene (if applicable);
 - (f) Complete warrant affidavit(s);
 - (g) Complete all necessary forms related to incident (A-44, Notice of Rights, PC Determination, Juvenile Summons/PTA, Cash and Non-Surety Bonds, PEER Forms, etc.).
3. A VOLUNTARY INTERVIEW FORM (attached) can be used prior to interviewing a potential suspect absent custody and interrogation. This does not preclude an investigating officer from obtaining initial information at the scene of the incident. **Once a potential suspect is in police custody, A NOTICE OF RIGHTS form JD-CR-5 (attached) will be completed, and video recorded prior to any interrogation.**
4. As a judicially recognized exception to the Fourth Amendment's search warrant requirements, CONSENT TO SEARCH AND EXAMINE EVIDENCE FORM (attached) is recommended for use in any situation when the investigating officer desires to search a dwelling, property and/or motor vehicle, etc., as part of an on- going criminal investigation. This does not preclude an investigating officer from conducting a pat-down search for officer safety under the "Terry" doctrine, obtaining a search warrant, or conducting a search under any of the other exceptions to the search warrant requirements. This form is in both English and Spanish and should be utilized accordingly.
5. Identify the crime scene, establish its dimensions and tape it off. The sooner you identify the crime scene the better chance of protecting valuable evidence. Immediately post an officer to protect the crime scene. A CRIME SCENE LOG (attached) MUST be completed by the officer charged with protecting it. A CRIME SCENE LOG CONTINUATION SHEET is also attached. Instructions are provided on the CRIME SCENE LOG. Spaces are provided on the log to number pages and to enter the CFS number. Log all individuals and their actions that had access to the crime scene prior to taping it off. Once the scene is established, it is imperative that entry into a crime scene is restricted until arrival of investigators. These logs must be kept as part of the investigation.

B. Initial Case/Incident Reports

1. Immediate incident documentation is necessary to insure that Unit Commanding Officers and Police Headquarters are fully informed of an incident. **Therefore, all Initial Case/Incident Reports must be**

completed by the Primary Officer on the date of the reported incident and by the end of his/her shift.

2. The Supervisor or Officer-In-Charge must contact the Unit Commanding Officer for approval of extensions beyond normal work hours to complete the Initial Case/Incident Report.

C. Supplemental Case/Incident Reports

1. All Supplemental Case/Incident Reports must be completed by the Officer conducting any activity which requires documentation in connection with a reportable incident or ongoing investigation **on the date the activity occurred.** Extensions beyond this established time are for legitimate purpose and/or investigative necessity only.
2. When completing Supplemental Case/Incident Reports, the Officer completing the report should only enter individuals into the LEAS People Tab that are new to the investigation. Individuals that appear in previous case-related reports should not be entered in any subsequent Supplemental Case/Incident Reports.
3. Following the completion of each Supplemental Case/Incident Report the Supervisor will ensure that the Case Status is updated through the Disposition Field in LEAS, indicating whether or not the CFS remains open or has been cleared.
4. Immediate documentation of police activity in connection with an ongoing investigation is necessary to insure Unit Commanding Officers have up to date case information prior to the assigned police officer taking scheduled time off. Therefore, police officers will complete a Supplemental Case/Incident Report prior to taking any scheduled time off.

D. Case Report Sign off – Initial & Supplemental Reports

1. The Police Supervisor has 2 shifts to review the Case Report and return it to the Primary Officer for corrections or suggestions relating to the direction of the investigation.
2. Following any corrections made, the Primary Officer will PDF the Case Report in LEAS and electronically sign the report document. The Police Supervisor will then electronically sign the report document and submit the report to the Unit Commander for review.
3. Once the Unit Commander reviews the Case Report and deems it acceptable, he/she will electronically file the report in LEAS by checking the RECORDS box. **Once a case report is sent to**

RECORDS, the case report document cannot be unsigned or edited in anyway.

4. In the event that a significant error, omission or inaccuracy is discovered in a report document following it being sent to RECORDS, a **Supplement** will be completed under the original CFS # in LEAS by the Primary Officer. In the event that the information in this supplement is relevant to any criminal proceedings, the supplement will be forwarded to the appropriate court.

III. CASE INTEGRITY

A. Field Investigations

1. DMHAS Police personnel are responsible for maintaining the integrity of police investigations. Police personnel will not divulge case sensitive information to non-law enforcement personnel without the explicit approval of the Unit Commanding Officer (or designee).

B. CIU Investigations

1. Information relative to Central Investigations Unit (CIU) investigations and/or operations will not be divulged to anyone without the explicit approval of the Chief (or designee).

C. Requests for Case/Incident Reports

1. In the event requests for any department documents are received by the DMHAS Police personnel, the appropriate forms will be provided to the requestor. The DMHAS police staff member should assist the requestor in completing the forms. The completed forms will then be forwarded to DMHAS Police Headquarters for processing.
2. Due to the time-sensitive response requirement of Freedom of Information (FOI) requests, any FOI requests received by the DMHAS Police field personnel must be forwarded to the Chief immediately upon receipt.
3. DMHAS Police field personnel will not provide any completed forms, case reports or other case-sensitive documentation to anyone without the expressed approval of the Chief.

IV. CASE STATUS

A. Closing and Re-opening Cases

1. A case may be closed under any of the following conditions:
 - (a) Upon arrest of involved person(s);
 - (b) Whenever prosecution is refused by the court;
 - (c) The suspect or offender is not able to be arrested, i.e. deceased.
etc;
 - (d) The case has not been solved after exhausting all investigative leads;
 - (e) Complainant cannot be located;
 - (f) No solvability factors exist.
2. The police supervisor reviewing the case should consider the following:
 - (a) Were all logical leads developed and followed?
 - (b) Was all evidence properly gathered and processed?
 - (c) Is there anything else that can be done in this matter?
 - (d) Was the victim contacted and advised of the status of the case?
3. Investigations may only be closed or reopened upon approval of a police supervisor.

B. Suspended/Open Investigations

1. Police supervisors are responsible for monitoring the investigations and caseloads of their assigned personnel. Cases that are not able to be closed and remain “open” must be reviewed each month by a supervisor. The supervisor will then determine if further investigation is warranted. At which time, the supervisor will make appropriate assignments to conduct any follow-up investigation. All subsequent case activity will be documented in a Supplemental Case/Incident Report.

Should the supervisor determine that no further investigative activity can be accomplished at that time, a Supplemental Case/Incident Report will be completed by the primary officer documenting that the case was reviewed and the current status of the case remains unchanged.

2. After six (6) months, the supervisor will re-evaluate the case to ascertain if any solvability factors exist and if all investigative avenues have been explored. If the supervisor concludes that nothing else can be done in the matter, the case should be closed. A Supplemental Case/Incident Report will be completed documenting that the case was reviewed and the reason(s) why the case is being closed.

C. Review of Uncorroborated Allegations

1. In accordance with Connecticut General Statute 1-216, except for records the retention of which is controlled by law or regulation, records of the DMHAS Police consisting of uncorroborated allegations that an individual has engaged in criminal activity shall be reviewed by the Unit Commanding Officer (or designee) one (1) year after the creation of such records.
2. If the existence of alleged criminal activity cannot be corroborated within ninety (90) days of the commencement of such review, the CIU Commanding Officer (or designee) will obtain authorization from the Chief (or designee) to destroy such record.

D. Notification of Change of Case Status

1. Whenever the status of a case changes, the Primary Officer shall personally notify the victim of the status change within five (5) days of such change preferably by personal visit.
2. The Primary Officer shall notify the victim immediately after the arrest of an accused has been effectuated.

V. CASE REFERRAL

A. Referring Cases to the CIU

1. In certain circumstances it may become necessary for the CIU to become immediately involved in a case upon complaint (i.e., sentinel event, sensitive nature of the incident, and request for additional resources). In the event the Unit Commanding Officer or on-scene supervisor identifies a situation that he/she feels necessitates the immediate involvement or assistance of the CIU, the Field Operations Commander shall be contacted. The Field Operations Commander and CIU Supervisor will consult to determine appropriate level of response.
2. Cases may only be forwarded to the CIU for follow-up investigation by the Unit Commanding Officer.
3. Any documents associated with the case being referred should be forwarded to the CIU. The following is a list of documents that are of particular significance to follow-up investigations and are likely to be generated by a preliminary investigation. Please note that this list is not all-inclusive and may or may not be associated with a particular case:
 - (a) Police Case/Incident Reports
 - (b) Written Statements
 - (c) Investigative Photographs
 - (d) Investigative Sketch or Diagram

- (e) Property Inventory
 - (f) Forensic and/or Toxicology Reports
 - (g) USE OF FORCE REPORT
 - (h) MHAS-20 or Incident Reports
 - (i) NCIC/COLLECT Printouts
4. Physical evidence seized during a preliminary investigation will be secured and stored at the Facility Police Station until such time the CIU investigator finds it necessary to retrieve the evidence. Every effort must be made to ensure that evidence chain of custody is strictly documented and maintained for the appropriate storage, handling or transferring of evidence. Copies of any completed property inventories and photocopies of investigative photographs should also be forwarded with the case.
 5. In instances where an investigation would normally have been referred to the CIU, but the preliminary investigation has determined the existence of probable cause, the Field Operations Commander will determine whether to allow the Primary Officer to pursue the case to closure.

VI. RESPONSIBILITY

During all phases of criminal investigations all police personnel are responsible to ensure a collaborative investigative effort.

A. CIU personnel are responsible for:

1. Compliance with this policy;
2. Establishing and maintaining open channels of communication as the case dictates with DMHAS Police field personnel, hospital administrators, Human Resource personnel and any outside law enforcement agencies.
3. The CIU supervisor is responsible for providing the Unit Commanding Officer with routine case updates and advising him/her of any investigative activity that occurs on their property or any final police action (warrant service, arrests, etc.) prior to such activity or action;
4. Providing 24/7 support and assistance to all police field personnel.

B. DMHAS Police field personnel are responsible for:

1. Compliance with this policy;
2. Establishing and maintaining open channels of communication as the case dictates, with DMHAS Police Headquarters, hospital

administrators, Human Resource personnel and any outside law enforcement agencies;

3. Providing every available resource to assist the CIU in conducting investigations;
4. Providing support and assistance to CIU members;


ATTACHMENTS

VOLUNTARY INTERVIEW FORM

A NOTICE OF RIGHTS form JD-CR-5 (English & Spanish)

CONSENT TO SEARCH AND EXAMINE EVIDENCE FORM (English & Spanish) CRIME SCENE LOG

CRIME SCENE LOG CONTINUATION SHEET

	<p align="center">DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES POLICE DEPARTMENT</p> <p align="center">POLICY AND PROCEDURE</p> <p align="center">GENERAL ORDER</p>	Distribution ALL PERSONNEL	General Order Number 4.03
		Original Issue Date 12/01/2023	Effective Date 12/01/2023
Order Title: PROPERTY AND EVIDENCE CONTROL		Accreditation Standard: POSTC 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5	Section 4
Rescinds:		<i>Michael Edelwich</i> Michael Edelwich, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of the General Order is to provide procedures for submitting, securing, documenting, and accounting for evidentiary and in-custody property handled by the Department of Mental Health and Addiction Services (DMHAS) Police Department.

II. POLICY

It is the policy of the DMHAS Police Department that the property function shall provide for the security and control of seized, recovered, evidentiary, and found property placed under the custody and control of the Department. The Property Officer serves as the primary property custodian for the department and is responsible for the management of the property function, including the day-to-day duties related to the property room, and all other permanent and temporary evidence and in-custody property storage areas.

The Property Room Supervisor has the overall responsibility for overseeing the property management function of the department. The Chief of Police has discretion in appointing the number of alternate property officers to be assigned. Other personnel may be

assigned as temporary and/or part-time property officers to assist the Property Officer, as authorized by the Chief of Police.

The Department will establish property and evidence control procedures that support investigative efforts, assist in the successful prosecution at criminal/civil trials, facilitate the timely return of property to its rightful owner, and protect the department's reputation as honest and worthy of the public's confidence and trust.

The Department's property and evidence management and control system shall consist of strict measures with respect to the receipt, handling, security, and disposition of property. Any discrepancies in the records and/or property being maintained shall be reported through the chain of command to the Chief of Police. Discrepancies shall be investigated in their entirety, administratively and, if appropriate, criminally.

III. PROCEDURES

A. Duties of Property Officer – General

1. The Chief of Police or designee shall assign a sworn officer to serve as a Property Officer.
2. The Property Room Supervisor will be issued a set of keys to the Property Storage Areas and will be responsible for securing the room and restricting access to authorized personnel only. A spare set of keys will be issued to the Field Operations Commander and the Chief of Police or designee.
3. The Property Officer will maintain records of all property brought to the DMHAS Police Department headquarters.
4. Records will include, but not be limited to:
 - a. Found abandoned or misplaced property
 - b. Property seized as evidence
 - c. Cash
 - d. Drugs
 - e. Weapons
5. The Property Officer will ensure these records are neat, up-to-date, and fully inclusive. The records will be ready for inspection at any time.
6. The record of transfer of physical evidence should include the following: date and time of transfer; receiving person's name and functional responsibility; reason for the transfer; name and location of the laboratory; synopsis of the event; examinations desired; and

date of transfer to a laboratory not within the agency. This Standard applies to all persons, functions, and components.

B. Procedures for Receiving In-Custody and Evidentiary Property

1. General

The department shall establish procedures for when in-custody and evidentiary property is obtained, including the seizure and recovery of property, by employees into the control of the department, including procedures for:

- a. Logging of all property into department records
- b. Storing of all property prior to end of shift
- c. Timely completion of all related reports
- d. Providing guidelines for proper packaging and labeling
- e. Taking extra precautions with exceptional and valuable items
- f. Identifying and notifying the owners of found property
- g. Releasing of property

2. Logging of Property into Agency Records

- a. The employee receiving the property is initially responsible for ensuring that the property is properly logged into department records as soon as possible. This shall be accomplished by the completion of evidence and property control form(s), approved by the department, along with entries into a manual and/or computerized records system.
- b. When the Property Officer receives property, the property form shall be updated, and the information shall be entered into the computerized property tracking system. It is the responsibility of the Property Officer to ensure that property tracking system is kept accurate, current, and updated when property is found, recovered, submitted or removed from the property room, or transferred to a different storage location within the property room. With the prior approval of the Chief of Police, a police officer may be assigned to assist in completing this task.
- c. Agency records shall reflect the following information:
 - Location of property stored in the property room, or some other storage location
 - Date and time when the property was received or released
 - Character, type and amount of property on hand

- Chain of custody of the property through its final disposition

3. Property to be Submitted Prior to End of Shift

- a. All evidence and property shall be submitted to the designated secured property system prior to the end of the officer's shift. The evidence will include tagging, labeling, packaging, and sealing the evidence as well as completion of all required forms.

4. Detailed Report Required

- a. Employees receiving property or evidence are responsible for completing and submitting a written report describing the circumstances by which the property came into the officer's possession, and the nature, condition, and description of each item. All serialized items shall be checked through NCIC to determine if they are stolen.
- b. This report includes the completion of any required evidence form, which shall be placed in the temporary storage locker with the property, except when the evidence/property is submitted via an area other than the temporary storage lockers such as the Bulk Evidence Area. In these instances, the form will be turned in to the Property Officer. In the event the Bulk Evidence Area is not accessible, and the Property Officer is unavailable, the Shift Supervisor will take temporary custody of evidence that cannot be secured in an evidence locker.

C. Guidelines for Packaging and Labeling Property Prior to Storage

1. Introduction

- a. For physical evidence to be accepted in court, it is essential that the chain of evidence be properly maintained. It is the responsibility of the submitting officer to properly process all property being submitted (i.e., tagged, labeled, packaged, sealed, documented, and recorded), prior to submitting the property into the property system. Property shall not be forwarded to temporary or permanent storage until processing is complete. Property shall not be submitted into the Property room until it is accurately logged into the RMS (NexGen) by the officer seizing the property.

2. Incomplete Processing

- a. In such cases, the Property Officer will notify the submitting officer's Unit Commander so that arrangements can be made to complete the processing. The item(s) shall be returned in a secured matter to the submitting officer. It shall be the responsibility of the officer's Unit Commander to ensure the corrections are made and resubmitted properly.

3. Classification of Evidence and In-Custody Property

- a. Packaging and labeling evidence and in-custody property shall be accomplished in accordance with guidelines listed below. The submitting officer will use the appropriate evidence forms in the RMS (NexGen) depending on the items classification.
 - **Evidence:** Includes property that is believed related in some way to a crime or suspected criminal offense and property seized pursuant search warrants.
 - **Custodian Property:** Includes property that is found, taken into custody for safekeeping, abandoned property, contraband not connected with a criminal offense and property submitted for any other reason that does not include use as evidence.

4. Tagging and Marking Evidence

- a. Evidence is generally not marked per se, as direct markings may contaminate the item. Instead, all evidence shall be tagged and/or packaged and labeled in a manner that enables the officer to positively identify the item at a later date. At a minimum, this identification will contain the officer's initials and ID number. Items that cannot be tagged, such as hair, blood, fibers, etc. shall be placed in an appropriate container that is properly labeled and sealed.

5. Labeling Evidence and In-Custody Property

- a. Labeling can be accomplished by writing on packaging (envelopes, paper bags, plastic bags, boxes, etc.) that contains the item, affixing a tag to the package containing the item, or using a bar coded property label.

- b. All property must be labeled to include additional information for identification purposes. Labeling requires that the officer document information for each item, including:
- Date recovered or taken into custody
 - Case Report number
 - Officer's identity
 - Owner's name, when known
 - Circumstances seized, recovered, or found
 - Corresponding item number from the evidence form when applicable

6. Packaging and Sealing Evidence

- a. Evidence must be properly packaged and sealed in envelopes, paper bags, plastic bags, boxes, etc., that are designed for this purpose. Sealing methods includes the use of stapling, tape, tamperproof evidence tape, heat sealing, evidence labels or similar materials, depending upon the type of article. The submitting officer shall place his/her marking on the package in such a manner that part of the marking is on the package itself and part of the marking is the evidence tape, evidence label or other material used to seal the package.
- b. The following materials for labeling and packaging evidence, found, surrendered, and abandoned property will be maintained in the report writing stations:
- A box of tamper proof evidence tape
 - Property/evidence tags
 - Property containers
 - Evidence envelopes
 - Clear plastic evidence bags
 - Paper evidence bags
 - Latex gloves
- c. Firearms, narcotics, dangerous items and valuables are to be packaged separately, with no more than one item per package. Other items may be packaged together provided there is no issue of cross contamination and the label details each and every item contained in the package.
- d. Large items and certain types of evidence, such as bicycles, perishable items, etc. may not be easily packaged. When tags are used instead of packaging, officers must complete all pertinent information on the tag. If the item tagged requires

further examination for physical evidence, the item must be packaged or protected in such a way to prevent the possibility of cross contamination or loss of the evidence.

7. Preparing Evidence for Laboratory Submission

a. Personnel submitting evidence for processing to the State Police Forensics Lab will follow the procedures outlined below:

- The evidence will be tagged with a properly completed evidence tag,
- A State of Connecticut Evidence Examination Request (Form # DPS-997-C) will be completed and attached to evidence,
- The evidence is to be packaged per instructions in the "Forensic Science Laboratory - Guidelines for Evidence Submission" manual.
- Normally, Detectives or Property Room Personnel will transfer evidence to the State Police Forensics Lab. This transfer will occur during regular lab business hours
- The Property Room Officer and/or Property Room Supervisor will take custody of the evidence to be examined. Once the State Police Forensics Lab has processed the evidence, the Property Room Officer and/or Property Room Supervisor will return said evidence to the Property Room.

D. Extra Security Measures for Exceptional, Valuable, and Sensitive Property

1. General

a. Extra security measures will be taken to enhance security for any item booked into the evidence room that is considered to be sensitive, high in value, or otherwise constitutes an increased security risk. The following types of property will be stored in separately, or within separately secured interior rooms, inside the main property room: (locking gun cabinet or locker)

- 1) **Valuables and Money:** Includes jewelry, precious metals, and other valuables

- 2) **Firearms:** Shall be unloaded and secured in a manner to render it inoperable
 - 3) **Drugs and Narcotics:** Caution should be taken, including the wearing of disposable gloves. Shall be weighed anytime items are transferred in/out of the property room for court, lab examination, etc.
 - 4) **Urine, blood, and other body fluid specimens:** Shall be placed in approved and sealed biohazard container, and properly secured and marked with a biohazard label. Then placed in the Evidence Refrigerator. Disposable gloves should be used if there is any risk of leakage.
- b. If, in the opinion of the submitting officer, the property being submitted is of great value or potentially vulnerable to claims of tampering, the Property Officer may be summoned to personally accept the property and secure it in the designated location within the evidence room. The Field Operations Commander must approve such requests if the Property Officer is off duty at the time.

2. Special Procedures for Certain Types of Property

- a. No explosives, dangerous chemicals, unknown biological specimens, nuclear material, or other dangerous material or property are to be accepted into the property holding area. If it is necessary to submit property of a hazardous nature into evidence, the submitting officer shall notify his/her Unit Commander. The Unit Commander shall make contact with the Property Officer before such property is placed into temporary storage. If deemed necessary, the Property Officer will make contact with the Middletown Fire Department or other experts to determine safeguards necessary to insure safe storage.

E. Identification and Notification to Rightful Owner or Property

1. Identification and Notification

- a. Officers receiving or taking custody of property will make reasonable efforts to identify, verify, and notify the rightful owner of that property prior to the end of their shift, and arrange for the return of the property, except in circumstances that prohibit the return of certain property, such as contraband, property ordered destroyed by the court, etc.
- b. When property has been forwarded to the Property Officer for safekeeping, or when there is no longer a need to hold property

for official purposes, the property officer shall do the same. Such notification may occur in person or by telephone to expedite the process of returning the property. If the property remains unclaimed, prior to taking any action to dispose of the property, the Property Officer shall forward written notification to the owner, according to statutory requirements, that failure to pick up the property will result in the item being disposed of in accordance with applicable statutes. Written notification shall provide the owner a minimum of thirty (30) days in which to claim the property prior to final disposition.

2. Return to Rightful Owner

- a. Upon review and approval by the Property Officer, property may be released to the rightful owner:
 - When all police use of the property is satisfied, or
 - When permitted by law based on the circumstances and its value
- b. The owner of the property will sign the back of the property tag or other departmentally approved receipt, acknowledging receipt of the property.
- c. In certain cases, it may be more efficient or prudent for the Property Officer to personally return the property to the rightful owner. When appropriate, other officers may be assigned to return such property.

F. Procedures for Temporary and Final Release of Property

1. Temporary Release of Property

Whenever property is temporarily removed from the property room for court, laboratory processing, prosecutor review, etc., such release shall be immediately recorded on the evidence and property control form, or a form used specifically for tracking the chain of custody in the NexGen RMS. The pertinent information shall also be entered into the computerized property records as soon as practical.

2. Final Release of Property

Final disposition of found, recovered, or evidentiary property will be accomplished within six months after all legal requirements have been satisfied. Disposition will be in accordance with the provisions of

Connecticut General Law, as amended, and other provisions as noted in Section L. Written receipts shall be required for all acceptance and transfers of property leaving or coming into possession of the department.

G. Designated Secured Area for Storage of In-Custody and Evidentiary Property

1. Introduction

a. All evidence and custodian property shall be stored within designated, secure areas. The department's long-term storage areas include:

- 1) Evidence Room
- 2) Facility lockbox
- 3) Other secure areas approved by the Chief of Police

2. Special Security Precautions

a. The department's property room shall be an alarmed and secured room with limited access. In addition, certain types of in-custody and evidentiary property, by their very nature, are afforded extra protection and additional security. Such items include, but are not limited to, money, precious gems, firearms, drugs and narcotics. Specific security measures provided for such items are designated in Section D above.

3. Refrigerated Storage

a. Only evidence requiring refrigeration shall be placed in the evidence refrigerator (e.g. blood specimens, sexual assault kits). An evidence refrigerator for short-term storage. Perishable evidence shall be properly packaged and sealed.

b. Use of such refrigerators is restricted to storage of evidence/property formally entered into the system, and shall not be used for other purposes.

4. Storage of Bicycles and Large Items

a. The property management system of the department includes areas designated for storing bicycles and large items.

5. Off-Site Storage Area

- a. If a large number of items, or size of a particular item, exceeds the capacity of any departmental property storage area, whenever possible and approved by the Property Room Supervisor, such items should be photographed and returned to the rightful owner. If this is not feasible, then the Property Officer shall make arrangements to secure the articles at an off-site storage area

6. Vehicles

- a. Any officer who impounds a motor vehicle will completely fill out the vehicle impound/inventory forms as required.

H. Temporary Secured Facilities for In-Custody and Evidentiary Property

1. General

- a. All property being submitted to the property system must be secured in a temporary storage area designated for such purposes.
- b. The department provides facilities for the short term storage of evidence and in-custody property during those times when the Property Room is closed and/or the Property Officer is off duty or otherwise unavailable. Short-term storage areas may include:
 - Property Room evidence storage lockers
 - Report Writing Rooms

Officers shall not store evidence and in-custody property in personal desks, lockers, briefcases, personal or department vehicles, private residences, or other places not specifically authorized by the Chief of Police. Personal use of such property is strictly prohibited. Officers MUST submit all such property by the end of their work shift. If circumstances prevent this, the officer's Supervisor shall be informed of this fact. There are no exceptions.

I. Restricted Access to Property Storage Areas

1. General

- a. All areas designated for the permanent storage of evidence and custodian property, including the main evidence room, outside and off- site storage areas, and other designated areas in the

police department, shall be secured and restricted to personnel authorized by the Chief of Police, or designee. Authorized personnel include the Property Officer and the Property Room Supervisor.

2. Key and Alarm Restrictions to Property Areas

- a. Under no circumstances shall keys or alarm codes to evidence/property storage areas, including temporary evidence lockers, be under the control of anyone, except the Property Room Supervisor, the Property Officer, and other person(s) designated by the Chief of Police as property custodians. Spare keys may be authorized by the Chief of Police, and shall be secured in a lockbox in the Property Officer's office. No keys may be duplicated without the express authorization of the Chief of Police.
- b. The property room doors, and safes and cabinets located within the property room, will be kept closed and locked whenever authorized personnel are not physically in the property room.
- c. The following authorized persons may enter or remain in the property room, provided the Property Officer or the Property Room Supervisor is present:
 - 1) Chief of Police
 - 2) Department employees authorized by the Chief of Police, such as those designated to conduct Staff Inspections, or unannounced spot checks of the property room area.
 - 3) Custodian (supervised by Property Officer)
- d. Anyone, other than the Property Room Supervisor, entering the property room must complete the appropriate log, detailing the name of the person, time of entry, time of exit, and purpose for the room. The combination to all safes /vaults in the property room, designated for valuables, money, drugs, or firearms, shall be changed upon the assignment of a new Property Officer and/or Property Room Supervisor.
- e. Employees are prohibited from using, borrowing, taking, or removing any items held as evidence or safekeeping, regardless of whether or not such items are used for personal use or for police business, without the written permission of the Chief of Police.

J. Status of Property Held

1. The Property Records System shall accurately reflect the classification (evidence or in-custody property), description, quantity, status, and location of all property held, plus the following information:
 - a. Case number
 - b. Submitting officer's name and ID number
 - c. Date and time when property was received
 - d. Chain of custody from date and time received through final disposition
2. Applicable information recorded on the evidence and property control form shall be entered into the computerized property tracking system as soon as practical in accordance with the guidelines set forth above. A bar coding system can be utilized to facilitate the tracking and inventory of all property.

K. Inspections, Inventories, and Audits of Property Function

1. General

The following documented inventories, inspections, and audits shall be completed:

- a. Semi-annual inspections by Supervisor
- b. Inventory upon change of property custodian
- c. Annual audit

2. Biennially Inspections of Property Function

- a. The Property Room Supervisor will conduct inspections of the property room and property storage areas. Such inspections will be completed on a Semi-annual quarterly basis and may include any aspect of property operations. The inspections do not necessarily have to be comprehensive, however, they will include the following:
 - 1) A random comparison of at least 10 items in the property room and their property records.
 - 2) A determination that the property room entry log is being utilized.
 - 3) A determination that the accountability (chain of custody) of evidence is being maintained.

- 4) An inspection of the cleanliness of all long-term property rooms and areas.
- 5) A determination that property is being protected from damage or deterioration.
- 6) A determination that provisions of the agency orders or other directives are being followed.
- 7) A determination that firearms are properly secured and unloaded.
- 8) A determination that proper disposal methods are being followed.
- 9) A determination that all keys are adequately secured.

A report shall be sent to the Chief of Police or Designee upon completion of each inspection. Any problems or deficiencies found during the inspections will be documented in the report. The report shall also include any actions recommended or already taken to correct the deficiencies.

3. Property Inventory Required Upon Change of Property Officer

- a. Whenever a new primary Property Officer is designated, an inventory of property will be conducted. The newly designated Property Officer, the Property Room Supervisor, and a designee of the Chief of Police, will perform this inventory jointly, to ensure that records are complete and properly annotated. All firearms, monies, narcotics, precious metals, gemstones, and other valuable items will be accounted for on an individual basis. All other evidence and records do not require an accounting of every single item, however, the inventory should contain a sufficient number of items to ensure the integrity of the system and the accountability of the property. Any and all discrepancies shall be recorded before the newly appointed property custodian assumes responsibility for the property control duties.
- b. Upon conclusion of the inventory, a report containing the results of the inventory and all discrepancies, if any, shall be forwarded to the Chief of Police within thirty days. All officers involved in the inventory shall review and sign the report to verify the accuracy of the report.

4. Annual Audit of Property Function

- a. The Property Room Supervisor shall be responsible for an annual audit to ensure that the security, accuracy, and integrity of evidentiary and in-custody property including narcotics, weapons and money are maintained. Audits shall not be announced more than two working days ahead in advance. This audit is not meant to

be comprehensive, however, it will include random comparisons of records against evidence and custodian property to determine the following:

- b. The audit shall include a review of:
 - 1) All temporary and permanent storage areas and rooms, including any off-site storage areas in use, for their general physical condition and appearance, e.g., security, cleanliness, etc.
 - 2) The integrity of the property that is being maintained, including a random sampling of computerized and manual records, logs, and forms received since the last audit. This will ensure:
 - a) The accuracy of property received, including money, weapons, and dangerous drugs, have been properly logged and have not been lost or checked out for an unreasonable length of time.
 - b) The maintenance of accurate and proper record keeping procedures
 - c) The accountability (chain of custody) of evidence is being maintained
 - 3) A random sampling of disposition files and records to ensure that property, particularly weapons, drugs and money, have been disposed of properly and timely.
 - 4) That all written directives pertaining to property function are followed
 - 5) That property is kept from being damaged or deterioration.
 - 6) A determination that all keys are adequately secured.
- c. If necessary, the audit team is authorized to open items in the presence of the Property Room Supervisor, as follows:
 - 1) Drug packages to verify weight/count of drugs.
 - 2) Packages, safes, and containers containing money, and other valuables to verify contents and amount of cash. These packages must then be resealed in the presence of the property custodian and a notation shall be made on the property log and in the Inspection Report, including:
 - a) Reason the package was opened

- b) Date and time the package was opened
 - c) Name of the person opening and resealing the package, and the names of witnesses
- d. Upon conclusion of the inspection, a report containing the results of the inspection and all discrepancies, if any, shall be forwarded to the Chief of Police within thirty days. All officers involved in the inspection shall review and sign the report to verify the accuracy of the report.

5. Unannounced Spot Check Inspections of Property Storage Areas

- a. The Field Operations Commander will assign a Supervisors not assigned to the Property Function to conduct an unannounced spot check inspection of all property storage areas twice a year, or more often, at the discretion of the Chief of Police. This spot check will include a random comparison of records against physical property to ensure the accuracy of the records, and inspections of all temporary and permanent storage areas and rooms, including off-site storage areas, for their general physical condition and appearance, e.g., security, cleanliness, etc.
- b. Upon conclusion of the inspection, a report containing the results of the spot check and all discrepancies, if any, shall be forwarded to the Chief of Police and the Property Room Supervisor within thirty days. All officers involved in the inspection shall review and sign the report to verify the accuracy of the report.

6. Unannounced Biennial Inventory of Property Storage Areas

- a. The Field Operations Commander will assign Supervisors not assigned to the Property Function to conduct an unannounced Inventory of all property storage areas once every two (2) years, or more often, at the discretion of the Chief of Police. This Inventory will include a comparison of records against physical property to ensure the accuracy of the records, and inspections of all temporary and permanent storage areas and rooms, including off-site storage areas, for their general physical condition and appearance, e.g., security, cleanliness, etc.
- b. Upon conclusion of the Inventory, a report containing the results of the spot check and all discrepancies, if any, shall be forwarded to the Chief of Police and the Field Commander

responsible for Property within thirty days. All officers involved in the inspection shall review and sign the report to verify the accuracy of the report.

L. Disposition of Found, Recovered, and Evidentiary Property

1. General

a. Final disposition of found, recovered, or evidentiary property will be accomplished within six months after legal requirements have been satisfied, unless otherwise directed by law or policy. Disposition will be in accordance with the provisions of Connecticut General Laws, as amended, and other provisions of this order. Property custodians shall be familiar with all legal requirements and procedures for the disposition of all property, including provisions relating to:

- Contraband and forfeited property, including drugs, narcotics, alcohol, and beer
- Money and other valuables
- Weapons and firearms
- Bicycles and vehicles, and parts
- Property used in suicides and suicide attempts
- Miscellaneous and unclaimed property with no value



2. Photographing and Release of Evidence/Property

a. Property that is subject to spoilage, if needed by the owner, or for some other legitimate reason cannot remain in evidence for an indefinite period, may be photographed and returned with the approval of the State's Attorney. The photograph of the evidence will be submitted to the Property Room as evidence.

M. Property Used for Investigative or Training Purposes

1. Any property including, but not limited to, controlled substances, weapons or explosives may be used for training or investigative purpose only after approval is given by the Chief of Police or designee.
2. Written approval by the Chief of Police or designee will include the following:
 - a. A description of the item(s);
 - b. The purpose for use of the item(s);

- c. The person(s) who will have custody of the item(s);
 - d. The dates that the items are allowed to be removed from the Property Room; and
 - e. Any precautions or reporting requirements to be followed.
3. Any property that has been loaned out of the Property Room will be audited as part of any Property Room inspection.

	<p style="text-align: center;">DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE</p> <p style="text-align: center;">GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	4.04
		Original Issue Date	Effective Date
		09/01/2023	09/01/2023
Order Title:		Accreditation Standard:	Section
RESPONSE TO UNUSUAL CIRCUMSTANCES		POSTC 1.7.4, 2.4.10	4
Rescinds:		 Michael Edelwich, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this General Order is to provide guidelines for the Department of Mental Health and Addiction Services (DMHAS) Police Department personnel regarding the response to unusual occurrences including, but not limited to, natural and man-made disasters and civil disturbances, and the mobilization of personnel required to handle the situation and assignment of special duties related to the incident.

II. POLICY:

It is the policy of the DMHAS Police Department to respond to critical incidents using this All Hazard Plan, which follows the Incident Command System protocols. The Field Operations Commander is responsible for assisting the Chief of Police in planning a response to critical incidents. The Department will formulate plans in coordination with any state or regional all-hazard plans.

III. PROCEDURES:

A. General

1. Unusual Occurrences generally refers to:

- a. Natural disasters;
- b. Mass transportation accidents;
- c. Accidents or incidents involving hazardous materials
- d. Mass power outages;
- e. Missing persons;
- f. Civil disturbances;
- g. Civil defense emergencies

- h. Search and Rescue Missions
- i. Suicide in police custody
- j. Attempted suicide in police custody
- k. Death or serious physical injury of a person in police custody
- l. Arrest/police action against an off-duty officer
- m. Any incident/occurrence deemed unusual under normal operations

2. Dispatchers will familiarize themselves with the following especially pertinent sections:

- a. Initial response
- b. Call-in procedures
- c. Phone numbers sections

B. Initial Response

1. Upon receiving a report of a disaster, officers will be assigned to investigate.
2. Upon arrival, officers shall:
 - a. Report to Supervisor; and
 - b. Advise as to the nature and extent of the problem.
3. Supervisors shall respond to the scene, evaluate the scene, and request additional resources as required.

C. Site Security

1. Supervisors shall position officers, as needed, at the scene to establish crowd and traffic control.

D. Notification of Command Personnel

1. The following commanders and officers shall be notified of any unusual occurrence:
 - a. Shift Supervisor
 - b. Unit Commander
 - c. Field Operations Commander
 - d. Chief of Police

E. Incident Command

1. The Unit Commander or designee will assume command during all unusual occurrences.
2. The Field Operations Commander will have the responsibility of formulating the Department's response to unusual

occurrences.

3. The Chief of Police or designee may, in certain situations, elect to have someone other than the highest ranking officer of Patrol command a disaster/unusual occurrence incident. This will usually occur because special circumstances make this alternate commander more suitable because of their knowledge, skill, and abilities. The Incident Commander, will identify additional personnel to coordinate Command functions which include the following:
 - a. Activating the Incident Command System (ICS)
 - b. Establishing a Command Post if not already established;
 - c. Notifying and mobilizing additional personnel;
 - d. Obtaining support from other agencies;
 - e. Establishing legal authority for mutual aid or orders to disperse
 - f. Maintaining a staging area;
 - g. Providing public information and maintaining media relations;
 - h. Maintaining the safety of all responder personnel; and
 - i. Preparing a documented after-action report
4. The Incident Commander may establish the following Command Functions as needed based on the size of the incident:
 - a. Operations Section
 - b. Planning/Intelligence Section
 - c. Logistics Section
 - d. Finance and Administration Section
5. The Incident Commander will utilize the DMHAS Public Information Officer (PIO) to fulfill the following duties and reduce unsubstantiated rumors:
 - a. Establish a joint information center with other agencies, if needed;
 - b. Provide information that has been approved by the Incident Commander to the public using social media resources;
 - c. Establish media briefings as necessary and provide authorized information to the media; and
 - d. Monitor social media outlets to minimize rumors and false information.
6. The Incident Commander in conjunction with the DMHAS Public Information Officer will assign personnel to reach out to community groups to provide information and provide positive community relations.
7. Establish resources to provide the following information:
 - a. Up to date situation map;

- b. Updates on damage and casualties
8. Establish liaisons with local, regional, state, and federal agencies assisting in the event including but not limited to:
- a. The Court and State's Attorney's office;
 - b. Emergency Operations Center;
 - c. Mayor's office;
 - d. CSP and regional municipal police; and
 - e. State Marshal's office
 - f. Corrections

F. Call-in Procedure (Emergency Mobilization)

1. The following procedure will be used to assemble the personnel necessary to handle a disaster/unusual occurrence:
- a. On-duty personnel will be assigned, as needed;
 - b. Headquarters personnel will be assigned;
 - c. Oncoming patrol shift will be called in, as needed;
 - d. When appropriate, the unit integrity of individual agency personnel will be maintained through operation assignments.
 - e. In major cases, all department personnel will be called in. The Central Investigations Unit (CIU) Commander will be notified and order in their personnel. In their absence, the Shift Commander or his designee will ensure that department personnel are notified.
2. All officers called in shall:
- a. Report for duty in uniform, unless otherwise directed;
 - b. Officers in plain clothes will wear their badges on their outer garment so they are reasonably identifiable as police officers or change into the uniform of the day;
 - c. Report to Police Headquarters (Primary Assembly Area); or
 - d. Report to a designated location (Secondary Assembly Area) if directed to do
3. The Field Operations Commander shall ensure that emergency mobilization procedures are reviewed and updated on an annual basis or more often if necessary.

G. **Command Posts**

1. Primary Command Center: Emergency Operations Center will be the primary police command post, using available facilities. Other facilities may be designated based on conditions at the time.
2. Field Command Post: A vehicle designated as the Mobile Command

Post, a police cruiser or a nearby building may be used as field command posts dependent upon the circumstances, and the recommendation of the Commanding Officer of the operation. Access to any such command post should be restricted to essential personnel only and the command post should be secured by roping it off with "Police Line - Do Not Cross" tape.

3. Communications: Standard operating procedures and equipment (including mobile radio units) will be utilized and will be augmented, as necessary, by emergency equipment requested through the State Police and/or National Guard and/or private contractors.

H. Public Facility Security

A fixed security post may be established at any public building or essential service facility. Emergency facilities set up for displaced persons or aid stations will also require security.

I. De-Escalation Procedures

In general, de-escalation procedures refer to the manner in which the Department deals with adverse conditions that are created by the unusual occurrence. It is important for the Incident Commander and his staff to require the Planning Section to include planning for de-escalation procedures as the incident is brought under control and resources can be dismissed.

1. Civil Disturbances

- a. Seal off the area,
- b. Provide manpower to disperse crowds,
- c. Control and disperse crowds,
- d. Implement mass arrest plan.

2. Flooded Area

- a. Assist in removing people who are stranded,
- b. Detour traffic around flooded area,
- c. Assist in evacuation of areas threatened.

3. Major Property Damage/Power Outages

- a. Identify affected areas and level of severity,
- b. Transfer information to appropriate person or agency to assist in restoration process,
- c. Provide crowd and/or traffic control, as needed.

4. Mass Transportation Accident

- a. Isolate and secure the scene,
- b. Request fire and medical assistance,
- c. Assist in treating injured persons, if needed,
- d. Investigate and coordinate with other investigating

agencies, if applicable.

J. Special Equipment

1. In special operations, a variety of equipment may be needed. Any equipment, building or facility owned or operated by the City of Department of Mental Health and Addiction Services may be available during an emergency. Special equipment may also be available from:
 - a. Connecticut State Police,
 - b. State National Guard,
 - c. Office of Emergency Management,
 - d. State Department of Transportation.

2. Special equipment may include, but is not limited to:
 - a. Special purpose uniforms,
 - b. Emergency lighting (i.e., Fire Department),
 - c. Communications equipment
 - d. Photographic equipment or video equipment
 - e. Grid maps and street maps
 - f. Portable sanitation facilities,
 - g. Transportation (e.g., bus company or senior center transportation)
 - h. Variable Message Signs (VMS)

3. Inspection and Distribution

Equipment designated for use in special operations will be inspected each month by the division having possession or use of it on a daily basis. Distribution during special operations will be handled by personnel assigned to accomplish the task.

K. Special Assistance

1. Transportation
 - a. In cases where large numbers of people are involved, school buses or commercial buses may be requested from area businesses or the local transit.

2. Mutual Aid
 - a. Police assistance may be requested from any of the following agencies:
 - CT State Police
 - Bridgeport Police Department
 - Hartford Police Department

- New Haven Police Department
- Middletown Police Department

b. Personnel from outside police agencies will be under the command and control of the Commander in charge of the overall operation.

3. Medical Aid

a. Medical Assistance may be requested from the following agencies:

- Local Hospitals
- Emergency Medical Response
- Medic assigned to this geographical region

4. Military Aid

a. The Chief of Police or designee may request military assistance from the Office of the Governor to:

- Augment local police forces;
- Provide emergency communications;
- Provide transportation or other special equipment.
- Provide physical security duties at government facilities

5. Relief Agencies

a. The following agencies may be called to provide food, clothing and shelter for persons involved in or displaced by an unusual occurrence:

- American Red Cross
- Salvation Army

6. Liaison with Emergency Management Authorities

The Chief of Police will have the responsibility of acting as the liaison for police matters, with the Emergency Management Director for DMHAS and ensuring that the plans for responding to unusual occurrences are reviewed and updated as needed.

L. Special Operations Plans – Special Events

1. The Professional Standards Commander is responsible for preparing Special Operations Plans for Special Events such as parades, community events, etc.
2. The Special Operations Plan will include the following elements. Additional elements may be necessary based on the specific event:
 - a. Designation of a single person to coordinate or supervise the

- event;
- b. A written estimate of traffic, crowd control and crime problems for the individual event;
 - c. Contingency plans for traffic direction and/or crowd control to include identification of emergency routes or detours if required;
 - d. Parking accommodations or restrictions if required;
 - e. Logistical requirements such as need for barricades or detour signs, radio channel or talk group to be used;
 - f. Use of special operations personnel, if needed;
 - g. Coordination requirements with other internal agencies or outside agencies
 - h. A general description of the event; and
 - i. Identification of personnel assigned to the event with their assignments and a general description of the duties associated with the assignment.
 - j. Following completion of special events, the Event Commander will seek input from personnel working the event to determine if any changes in the Ops plan should be made for future events and prepare an After-Action Report.

M. Reporting Procedures

1. In order to properly evaluate situations and plan for future events, accurate and complete investigation and reporting procedures are essential.
2. The Supervisor in charge may assign officers to assist with post occurrence duties (evidence collection, traffic control) dependent upon the nature of the occurrence. The supervisor or commander will also assure that all equipment used during the event is accounted for and brought back to a state of readiness before being returned to storage or reissued.
3. Reports must be filed by all officers who took action in the incident.
4. The Commander, most directly affected by the incident, will review all reports and prepare a final report of the incidents. The report will be forwarded to the Chief of Police. The report should:
 - Summarize the incident,
 - Provide details of all persons or organizations involved,
 - Analyze procedures and equipment performance,
 - Recommend changes, if any, in procedure or equipment.

N. General Command Protocols

1. Introduction

All Department officers are under the direct command of only one supervisor.

Command Delegation Protocol

- a. Executive Command Staff: In the absence or incapacitation of the Chief of Police, command delegation shall thereafter follow the provisions outlined in General Order Unity of Command/Span of Control.
- b. Shift Supervisor: Refers to the Shift supervisor whose squad is assigned for that work shift as the primary scheduled shift.
- c. Special Detail or Assignment Command: In cases where special details or assignments are implemented, command authority shall be delegated in accordance with the provisions of the Plan or Special Order established for that event.
- d. Overlap Assignment Supervision: Shift Command shall include all personnel scheduled for a given shift, or a portion thereof, who will be assigned to general patrol operational activities in fulfillment of the patrol shift's responsibilities.

2. Lines of Authority Between Components

- a. Supervisors must occasionally give commands, orders, or direction to personnel who are outside of their normal chain of command. In such cases, the affected personnel shall obey and comply with any such commands, orders, or direction so long as they are legal.
- b. Supervisors, who for legitimate reasons issue such commands, orders, or direction to personnel outside their normal chain of command, shall make every reasonable attempt to inform the appropriate supervisor of the affected personnel as soon as practical.

3. Command Protocol - Routine Situations

- a. Control of Incident: At the scene of any police incident, the ranking officer, or senior officer of the same rank, shall assume command of the scene and operations, until relieved by a supervisor, or until the conclusion of the incident.
- b. Control of the Crime Scene: Typically, the senior officer present conducts crime scene supervision until the arrival of a supervisor. The senior officer shall have the authority to direct and oversee the protection and processing of a minor crime scene, unless relieved by a Supervisor or a Command Staff member.

4. Command Protocol – Major Incidents

- a. Single Command at Major Incidents: At “major incidents,” to which patrol officers initially respond, such as hostage/barricaded subject situations, crowd-control situations, or other large-scale emergencies, a patrol supervisor will be designated to assume and maintain immediate control. At such incidents, the following protocols shall apply:
 - (1) The first arriving officer, or designee, shall take control of the incident until the arrival of a supervisor.
 - (2) At such time, the designated patrol supervisor will maintain control of the incident, and take appropriate action for all non-tactical aspects, such as outer perimeter maintenance and/or traffic control.
 - (3) Overall control will be assumed by the Shift Commander, who upon arrival shall assume the duties and responsibilities as the Incident Commander of the entire event, until relieved by the Chief of Police or designee.
 - (4) Upon arrival, command of tactical aspects of the operation will be assumed by the Chief of Police or designee.
- b. An exception to the above includes incidents involving a police shooting/injury, which will be handled according to Department policy.
- c. Unified Command – Incident Command System:
 - (1) The DMHAS Police Department supports and uses the Incident Command System (ICS). The fundamental principle of ICS is that of “unified command” at certain large-scale incidents requiring multi-agency coordination. Most incidents, to which the Department responds, will not fall within the “unified command” ICS protocol.
 - (2) The ICS system will be activated whenever it is anticipated that large numbers of personnel and equipment resources will be necessary to resolve an incident. On those occasions when a unified ICS is implemented, the Department’s representative shall be the Chief of Police, or designee. The duties of this Incident Commander are to:
 - (a) Work with other agency commanders at the command post
 - (b) Identify “principal hazards” which concern law enforcement
 - (c) Determine priority of law enforcement hazards

- (d) Ensure that legal responsibilities are not abdicated or ignored
- (e) Develop overall law enforcement objectives
- (3) The duties of supervisors shall depend on the nature, extent, and severity of the incident. In most cases, their duties will be to develop and implement specific tactical plans in response to the ICS's stated objectives.
- (4) It is further stipulated that ultimate operational or tactical control will remain with the Incident Commander, unless relieved or delegated to another Supervisor. For operations initiated by units other than Patrol, the ranking on-duty supervisor of the specialized unit will assume control, until determined otherwise by the Chief of Police, or designee.

O. Search and Rescue Missions

- 1. Any search operation undertaken by the DMHAS Police Department will be conducted in conformance with the policies and procedures stated above.
- 2. Normally, rescue operations will be conducted by the Fire Department and the Police Department will play a support role.



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
POLICE DEPARTMENT



CFS# _____

PAGE 1 of _____

CRIME SCENE LOG

- Immediately assure safety of officers, apprehension of suspects and identification of all witnesses
- Identify crime scene and **IMMEDIATELY** protect all possible crime scenes including entry and escape paths, vehicles or other locations
- The sooner you identify the crime scene the better chance of protecting valuable evidence
- Log all individuals and their actions that had access to the crime scene prior to roping if off
- Restrict all entry into crime scene prior to the arrival of investigators
- May be necessary to have all those that enter crime scene write a report describing their purpose and actions
- Photograph, videotape and diagram any evidence that may be destroyed prior to arrival of investigators
- Do not use any phones within the crime scene
- Make preparations for any long term operations i.e. lighting , equipment, supplies etc.

Crime Scene Established By _____ At _____ Hrs

Have all first responders in the crime scene log and sign into crime scene log

DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
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DATE	TIME OUT	TITLE	SIGNATURE	
DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
POLICE DEPARTMENT

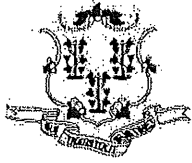


CFS # _____

PAGE _____ of _____

**CRIME SCENE LOG
CONTINUATION SHEET**

DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	
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DATE	TIME IN	AGENCY	FULL NAME	REASON IN CRIME SCENE
DATE	TIME OUT	TITLE	SIGNATURE	



State of Connecticut
 Department of Mental Health and Addiction Services
 Police Department



CONSENT TO SEARCH AND EXAMINE EVIDENCE

CFS# _____ DATE: _____ TIME: _____ CITY/TOWN: _____

NAME: _____ DOB: _____

I, _____, after having been informed of my Constitutional right not to
 (print name)

have a search performed without a search warrant and of my constitutional right to refuse to such a
 search, DO CONSENT _____ to have, _____ and _____
 (initials)

who are members of the DMHAS Police Department conduct and complete search of my:

- Residence Place of Business Vehicle Other property

 (describe vehicle or property to be searched)

which is property located at:

 (specify location/address: street, apartment number, route, city or town, state)

The above name police officers are authorized to take from the location specified above, such materials
 and other property as they may desire and to perform examinations and tests, including forensic tests
 and examinations, on any item seized.

Permission for this search and examination of evidence is granted by me, knowingly, willingly and
 voluntarily, to the above named police officers and no inducements, threats or promises have been made
 to me in order to gain my consent.

Signature: _____ Witness* _____

Witness: _____ Witness* _____

*(Except for entering of the subject's signature, this form shall be completed by a police officer. *2 police officers should be witnesses)*



ESTADO DE CONNECTICUT
 DEPARTAMENTO DE SALUD MENTAL E ADICCION SERVICIOS
 A LA APICCIÓN DE POLICIA



PERMITIR REGISTRAR EXAMINAR EVIDENCIA

Numero de Caso _____ Fecha: _____ Hora: _____ Ciudad/Pueblo: _____

Nombre: _____ Fecha de Nacimiento: _____

Yo, _____, despues de haber ser informado de mi Derechos Constitucional es
(imprima)
 no permitir sin una orden allanamiento y tambien mi Derecho Constitucional de rehusarme a permitir dicho registro.

YO PERMITO _____ a: _____, y _____
(iniciales)

quienes son miembros de la Policia Asignada al Departamento de Salud Mental e Addiccion Servicios a realizar un registro complete de mi:

- Residencia Lugar de Trabajo Vehiculo Otra Propiedad

(describa el vehiculo o la propiedad a ser registrada)

dicha propiedad esta localizada en:

(especifique localidad/direccion; calle, numero de apartamento, ruta, ciudad o pueblo, estado)

Los oficiales de la policia nombrados arriba estan autorizados a confiscar de la propiedades especificadas, arriba y alguna otro pertenecia o propiedad que deseen. Tambien tienen autoridad para examinar en laboratorios forenses todos los articulos consficado.

Yo voluntariamente acepto y doy permiso a que este registro se lleve acabo de parte de los official(es) nombrados en este documento. Tambien confirmo que no se me ha instigado o amenazado de ninguna forma en relacion a este registro. Tampoco me han prometido nada a cambio por lo cual yo debo permitir(les) que registren la propiedad(es).

Firma: _____ Testigo*: _____

Testigo: _____ Testigo*: _____

*(Except for entering of the subject's signature, this form shall be completed by a police officer. *2 police officers should be witnesses)*



STATE OF CONNECTICUT
 DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
 POLICE DEPARTMENT



VOLUNTARY INTERVIEW FORM

1. You are not under arrest. We want you to understand this
 -Do you? _____ Initial: _____

2. We have agreed to interview you at this location, and you agree that you are willing to be interviewed here.
 -Is this true? _____ Initial: _____

3. You may terminate this interview at any time, and we will not stop you if you decide to leave.
 -Do you understand this? _____ Initial: _____

4. No promises and/or threats have been made to get you to this voluntary interview.
 -Is this true? _____ Initial: _____

I, _____ sign this form that I understand the above.
 (Print name)

Date/Time _____

Signature _____

Case# _____

Investigator _____ (Title) _____

NOTICE OF RIGHTS - BAIL

JD-CR-5 Rev. 1-23
 P.B. §§ 37-3, 38-1, 38-2
 C.G.S. §§ 54-1b, 54-2a, 54-63c, 54-64b

DRAFT

STATE OF CONNECTICUT

SUPERIOR COURT

www.jud.ct.gov

Instructions to clerk of court

1. Prepare in duplicate.
2. Give a copy to the Defendant.
3. Keep the original for file.

Instructions to other agencies

1. Prepare in triplicate.
2. Give a copy to the Defendant.
3. Send the original to the Clerk of Court.
4. Keep a copy for your files.

Name of Defendant	Judicial District or Geographical Area number
Location of court (Number, street, town)	Telephone number of court () -
Offenses charged (Also specify statute number)	

Notice of Rights

1. You have the right to remain silent.
2. If you talk to any police officer, anything you say can and will be used against you in court.
3. You have the right to talk with a lawyer before the police question you and the right to have a lawyer with you during questioning.
4. If you want a lawyer but cannot afford one, one will be appointed for you before any questioning.
5. If you start answering questions before you talk with a lawyer, you have the right to stop answering questions at any time to talk with a lawyer. And, you have the right to have a lawyer with you during any further questioning.
6. You also have the right to completely stop answering questions at any time.
7. You have the right to be promptly interviewed about the terms and conditions of your release from custody while this case is pending. If you ask, you may have a lawyer with you during this interview. (This does not apply if you were arrested on a Warrant that ordered that bail be denied or that ordered that you be brought before a Clerk or Assistant Clerk of the Superior Court.)

Notificación de derechos

1. Tiene derecho a permanecer en silencio.
2. Si habla con un agente de la policía, cualquier cosa que diga podrá ser usada en su contra en el tribunal.
3. Tiene derecho a consultar con un abogado antes de ser interrogado por la policía y tiene derecho a que un abogado esté presente durante el interrogatorio.
4. Si desea estar representado por un abogado pero carece de los recursos económicos, se le designará un abogado de oficio para que lo represente antes de cualquier interrogatorio.
5. Si comienza a responder preguntas antes de consultar con un abogado, tiene derecho a dejar de contestarlas en cualquier momento para consultar con un abogado. Además tiene derecho a tener un abogado presente en caso de que continúe el interrogatorio.
6. También tiene derecho a dejar de responder cualquier pregunta en cualquier momento.
7. Tiene derecho a ser entrevistado sin demora sobre las condiciones de su puesta en libertad mientras el caso esté pendiente. Si usted lo solicita, le podría asistir un abogado durante la entrevista. (Lo anterior no procede si fue arrestado por una Orden de arresto que deniega la fianza o exige que a usted se lo lleve ante el Secretario o Secretario Auxiliar del Tribunal de Primera Instancia.)

I, the undersigned, have advised the Defendant of the Defendant's rights as stated above:

Signed (Authorized person)	Title	Date and time advised
I have been advised of my rights as stated above and have received a copy of this notice. Se me han notificado mis derechos tal como se indica arriba y he recibido copia de esta notificación.		For Court Use Only
Signed (Defendant)		File date
<p>The Judicial Branch complies with the Americans With Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, please contact the clerk of court at the address noted above.</p> <p>La Rama Judicial del Estado de Connecticut cumple con la Ley de Estadounidenses con Discapacidades (ADA, por sus siglas en inglés). Si necesita un ajuste razonable de conformidad con la ley ADA, comuníquese con la Secretaría del tribunal en la dirección indicada arriba.</p>		Docket number