

Apprehension of Offenders

Once a crime has been committed, it is the duty of the department to initiate the criminal justice process by identifying and arresting the perpetrator, obtaining necessary evidence, and cooperating in the prosecution of the case.

Recovery and Return of Property

To minimize loss due to crime the department makes every effort to recover lost or stolen property, to identify its owner, and to ensure its prompt return.

Movement of Traffic

To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the department enforces traffic laws, investigates traffic accidents and directs traffic.

To ensure compliance with traffic laws and to develop driver's awareness of the cause of traffic accidents, the department appropriately warns, cites or arrests traffic violators.

Traffic accidents are investigated to protect the rights of the involved parties, to care for the injured, to determine the pattern of accidents so that methods of prevention may be developed, and when traffic law violations are discovered, to gather necessary evidence to prosecute the violator.

When necessary, the department controls traffic and provides information to move vehicles and pedestrians safely and expeditiously.

Public Service

The public often relies upon the department for assistance in many routine and emergency situations. Since there are no other public or private agencies available the department may respond to incidents in which no criminal activity has occurred if such response does not conflict with the overall mission of the university police department.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: **AUTHORITY: Office of the Chief of Police**

EFFECTIVE DATE: October 15, 2004 **AMENDS:**

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Goals of the University Police Department

PURPOSE: To state the goals that the department strives to achieve to be successful.

POLICY:

The university police department goals are to reduce crime and disorder. To achieve the absence of crime and disorder the department must perform three basic functions: prevention, deterrence, and apprehension. The department must enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 1.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004

AMENDS:

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: 888 Calls

PURPOSE: To set down guidelines for dispatch personnel on how to handle 888 emergency calls.

POLICY: 888 calls received by communications are the most important calls for service received. Because the nature of these calls can be so different it is imperative that they are handled in a careful yet expeditious manner.

Telephone procedure for 888 calls

1. When an 888 call is received it will be answered by the dispatcher immediately. All other calls will be placed on hold.
2. The call will be answered as follows:
 - a. SCSU emergency
3. Obtain as much information to initiate a dispatch.
 - a. Once a call has been determined to be either police or fire the dispatcher will give out the initial dispatch.
4. Dispatcher will remain on the line with the caller and try to obtain additional information.
5. Keep the caller on the line as long as possible to obtain the most information.
6. As additional information is received relay it immediately to the patrol units.
7. If for emergency reasons, including but not limited to, gas leaks and fire a caller is instructed to leave the building, instruct the caller not to hang-up the phone but place it down to keep an open line. If additional information is needed, have the caller contact SCSU from an outside phone.

Transfer numbers for 888

1. If an 888 call is received for an off campus emergency **DO NOT** have the caller contact that agency.
2. The dispatcher taking the call will make the appropriate transfer of the call.

Tell the caller to hold and inform them that they you are transferring them to the proper agency.

Send a patrol vehicle to assist if necessary until the respective agency arrives.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 1.1 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: 911 Calls

PURPOSE: To set down guidelines for dispatch personnel to follow in handling 911 emergency calls.

POLICY: 911 calls are the most important calls for service received by communications. Because the nature of these calls can be so different it is imperative that they are handled in a careful yet expeditious manner.

Telephone procedure for 911 calls

When a 911 call is received it will be acknowledged on the incoming screen. The New Haven Police dispatcher simultaneously receives the actual call and notifies university police of the details of the call within 30 seconds.

- a. In the event the New Haven Police dispatcher does not respond, a call will be made to the NHPD dispatcher to verify the emergency. All other calls will be placed on hold.

Obtain as much information to initiate a dispatch.

Once a call has been determined to be either police, fire and/or a medical emergency the dispatcher will give out the initial dispatch.

The dispatcher will remain on the line and try to obtain additional pertinent information.

As additional information is received relay it immediately to the patrol units.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 1.2 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Calls for Emergency Medical Service

PURPOSE: To establish a written procedure for the response of the university police when called for emergency medical assistance.

POLICY: All calls received requesting emergency medical assistance will be answered by the university police department in an expeditious manner and first aid to be rendered by the responding officers.

Dispatch Procedure:

1. Once a call is received for emergency medical assistance, no matter how slight or serious, the dispatcher will simultaneously dispatch New Haven or Hamden Fire Department, and university police to the scene.
2. If a university police officer who is certified as either an emergency medical technician is dispatched he/she will follow the procedures below.
 - a. The responding officer(s) shall bring the appropriate medical equipment as deemed necessary with him/her to the scene (i.e. trauma kit, AED defibrillator etc).
 - b. The responding officer(s) shall administer first aid necessary to the sick or injured person(s) and assist the fire rescue unit as deemed necessary.
3. The sick or injured person shall not be abandoned by the responding officer(s), who will stay with them throughout treatment on scene and until transported to the hospital.
4. The responding officer(s) will only relinquish their authority to someone with a higher degree of medical certification and/or the following positions: medical response technician, emergency medical technician-basic, emergency medical technician-Intermediate, and emergency medical technician-paramedic.

5. The responding officer shall record all pertinent information regarding the injury or illness and document them into their police report. The office of the vice president of student affairs shall be notified of the incident.

DEPARTMENT OF POLICE SERVICES

Southern Connecticut State University

POLICY NUMBER: 1.3 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Automatic External Defibrillator

PURPOSE: To establish a written procedure for the use, training and evaluation of the department's first responder Automatic External Defibrillator (AED) program.

POLICY: Authorization of the university police to participate in a first responder defibrillator program has been granted by the chief of police. Defibrillators in use, registered with the State of Connecticut, Office of Emergency Services (OEMS). All officers participating in the use of the AED will have completed the training course that has been approved by the AED training coordinator of the university police department.

PROCEDURE:

1. The AED is utilized in all patients who are in cardiac arrest, with the exception of patients with devastating trauma or in the presence of penetrating wounds to the head, neck or torso.
 - a. Patients who are less than 8 years of age are not candidates for the use of the AED.
 - b. When the AED is in use, and the fire rescue and ambulance service responds, they may not choose to use their own AED unit or chest pads.
 - c. The university police will retrieve all equipment or replacement equipment as soon as possible after the call.
 - d. Each AED unit contains chest pads, a disposable razor and a set of latex gloves.
2. Whenever the AED is used, the responding officer will complete a police report with as many details as possible.
3. The department will have AED units within specified patrol vehicles.
 - a. When the operator of a patrol vehicle does a vehicle check, he/she will check the visual display of the unit, which shows the battery performance.

- b. Low battery life should be immediately reported to the department's AED training coordinator.
- c. If a malfunction is noted, the unit will be taken out of service and the AED coordinator notified via memorandum.
- d. The AED training coordinator will arrange for repairs and/or battery replacement as well as make periodic checks on all of the department's emergency medical equipment.

REQUIREMENTS:

1. Officers responding to potential life threatening calls for medical assistance which include but are not limited to, an unconscious person, breathing difficulties and chest pain, shall bring the department's medical trauma kit (which contains oxygen) and the AED unit with them upon entering a facility where the emergency is occurring.
2. All university police shall maintain a minimum certification of medical response technician (MRT) or other certification, which will be determined by the chief of police and/or his/her designee. The department's AED training coordinator will maintain record certifications and other pertinent documentation of each certified officer as well as coordinate EMS re-certification programs for the department.
3. All emergency medical equipment shall remain in the designated patrol vehicles and properly secured within. In extreme cold weather, all equipment should be kept within the interior of the patrol vehicle.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 2.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Administrative Functions

PURPOSE: To expedite the activities of the university police.

POLICY:

The pick-up and delivery of materials will be limited to those materials which cannot or should not be processed through the normal mail and package delivery systems.

Offices that may require this service are, but not limited to:

Office of the President

Office of the Vice Presidents

Office of the Chief of Police

Human Resources Department

Shift supervisors are directed to ensure this policy is not abused and is carried out in the best spirit of the department to service the community.

4. All personnel must make an appointment to go to the human resources department; the shift supervisor must be notified as far in advance as possible as to ensure adequate staffing needs.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 2.1.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April 18, 2002

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Administrative Suspension of Police Authority

PURPOSE: To ensure the safety and well being of our university community and police officers. To protect the University and members of the university police department from civil liability and insurance claims.

POLICY: The possibility of civil suits against individual police officers, police departments and their employers is a major concern to all law enforcement professionals. It is a statistical fact that an officer stands a substantial chance of being sued for his/her conduct on or off duty. In addition, recent Supreme Court decisions have extended civil liability to the officers, supervisors and their employer.

Of equal concern is the risk of an officer who is on workers compensation because of a job related injury or illness or on sick leave, aggravating his/her injury or illness as a result of attempting to effect an arrest or assist in one.

PROCEDURE:

1. All officers out on a workers compensation job related injury or illness and those who are on extended sick leave after 30 consecutive calendar days will:
 - a. Be notified in writing by the office of the chief of police that their authority and powers to make arrest and carry firearms has been suspended.
 - b. Be notified that this suspension will be in effect until he/she is able to return to full normal duty as a police officer with acceptable medical documentation.
 - c. Be notified to contact the university police department to make arrangements to turn in his/her service weapon, badges and I.D. cards to the deputy chief of police within five (5) calendar days from the date of notification.
 - d. If a police officer is served with a restraining order he/she will immediately contact the chief of police and surrender his/her duty weapon to an armorer.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 3.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: June, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Arrest Warrant Application/Log Process

PURPOSE: To provide a procedure for the chain of custody regarding arrest warrant applications.

POLICY:

1. When an officer has completed an arrest warrant application, they are to submit the application along with copies of all relevant reports, statements and a warrant data sheet to their supervisor for review. After the supervisor has reviewed the application, the officer will then make 2 copies of the entire packet, application, and relevant paper work. The original and the 2 copies will then be placed into the mail slot of the lieutenant in charge of operations.
2. The lieutenant will review and sign the application along with the submitting officer. Once the application is signed the lieutenant will assign an officer to deliver the original warrant packet and 1 copy to court and the third copy will be turned over to the records division.
 - a. The officer will do a supplement report, stating the date, warrant information, etc. this will be conducted after the warrant is delivered to the court.
 - b. The lieutenant will log this information in the warrant book.
3. When the warrant has been reviewed by the court and is to be picked up, the lieutenant in charge of operations will assign an officer to pick up the warrant and return it to the lieutenant.
 - a. The officer will do a supplement report stating the date, time, warrant approved or denied, bond etc.
 - b. The lieutenant will log in the information in the warrant logbook.
4. The lieutenant will be responsible for the logging in and the maintenance of the warrant logbook.

5. Upon the return of the warrant, the lieutenant will forward a memo to the submitting officer informing them that the warrant has been returned and the status of the warrant.
6. The original warrant and the data sheet will be placed in the warrant file located in the dispatch area.
 - a. Dispatch will enter the warrant into NCIC in accordance with departmental policy.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 4.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: August 30, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Custodial Arrest of SCSU Students

Procedure and Guidelines:

It shall be the policy of the university police department to ensure that SCSU students are not taken into custody for misdemeanor offenses.

Upon obtaining probable cause for the arrest of the SCSU student, the university police department shall notify the offender via telephone, letter or in person, to be on notice that an arrest warrant will be sought by the university police department and what they are being charged with.

This procedure will further apply to felony charges where the threat of serious physical injury to the student population does not exist.

SCSU students who are found to have committed misdemeanor offenses or felony offenses (non-life threatening) will not be taken into custody by the university police department regardless of the speed in which the information or evidence was obtained.

University police officers will not issue summons for a written promise to appear for an arrest through the appropriate court via an arrest warrant affidavit in court but will apply.

Whenever a university police officer is confronted with a violent or escalatory situation within residence life, the residence life hall director will be notified and apprised of the facts and circumstances of the incident with a recommendation that the offender be interim suspended from the residence hall.

If the residence hall director agrees with, and implements an interim suspension, the university police officer shall apply for an arrest warrant regardless of the offense.

Upon the implementation of the interim suspension, the university police officer shall verbally instruct the offender not to return to the campus until a meeting is

arranged with the SCSU judicial officer or they will be subject to arrest for criminal trespass in the first degree.

In the event that the residence life hall director refuses to interim suspend the offender, the university police officer will invoke a custodial arrest based on the probable cause that the officer possesses.

8. This procedure does not apply to DWI arrest nor does it apply to non-students.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 6.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: June 7, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Bomb Threats and Evacuations

PURPOSE: To establish uniform procedures for the handling of bomb threats and evacuations.

POLICY:

The following procedures will be utilized upon the receipt of a bomb threat by phone:

Use the bomb threat questionnaire (green form under the glass at dispatch).

Keep the caller on the phone as long as possible.

Take notes of the exact location of the caller.

Attempt to determine the sex and/or any particular voice characteristics of the caller.

Attempt to note any background noise.

Dispatch one police officer and the shift supervisor to evaluate the situation and determine the scope of the search and/or evacuation.

The following procedures will be utilized upon the receipt of a bomb threat from a third party:

1. Attempt to obtain the complete identification and location of the caller.
2. Use the bomb threat questionnaire.
3. Determine who actually received the call.
4. Determine when they received the call.

5. Determine what telephone number the call was received on.
6. Dispatch one police officer and shift supervisor to evaluate the situation.
7. Refer to the procedures for bomb threat-no suspicious items found and/or bomb threat-suspicious device found.

Bomb Threat – No Suspicious Items Initially Found

1. Follow all the bomb threat procedures outlined on page one.
2. The type of search should be determined by the shift supervisor as follows:
 - a. Supervisor search.
 - b. Employee search.
 - c. Combined supervisor/employee.
3. The shift supervisor at the scene will make the determination as to whether or not an evacuation should be made and is responsible for all further notifications.
4. The only other university personnel authorized to request an evacuation is the chief of police, the four vice presidents and the university president.
5. A detailed report will be submitted by the responding officer.

Bomb Threat – Suspicious and/or Suspected Device Found

1. Follow all the bomb threat procedures outlined on page one.
2. Advise the caller not to handle the package/device and to stay away from it.
3. The following agencies and persons are to be notified:
 - a. Emergency Fire and Police911
 - b. Hamden Fire and Police.....230-4000
 - c. Connecticut State Police.....789-7720
 - d. Chief of Police.....(H) 468-2528 (C) 619-2864
 - e. Asst. Chief of Police..... (H) 777-0199 (C) 619-2866
 - f. Lt. in Charge of Operations...(H) 387-3302 (C) 619-2868

- g. Health and Safety Officer... (H) 536-2379 (C) 530-2308
 - h. Vice President Univ. Affairs.....392-5550
 - i. President's Office (daytime only).....392-5250
 - j. A.T.F.....773-2060
 - k. F.B.I.....777-6311
4. The shift supervisor at the scene will make the determination as to whether or not an evacuation should be made and is responsible for all further notifications.
 5. The only other university personnel authorized to request an evacuation are the chief of police, the four vice presidents, and the university president.
 6. If an evacuation is necessary, a minimum of 300 feet is the standard distance required for the safety of all those concerned. The evacuated persons placed near structures that contain a large amount of glass or shatter-type material.
 7. Officers are not to move, transport, alter or place anything on or near suspected device.
 8. Officers are to set up a perimeter of safety by use of yellow police line tape.
 9. Once the appropriate agency arrives, they will be in charge of the scene.

Safety Rules for Bomb Searches

To ensure the safety of the officers conducting searches and the occupants of the areas being searched, the following safety rules should be adhered to during a bomb threat search:

1. Treat all searches as real.
2. Don't become careless and overconfident, but complete the search as quickly as possible and remember that more than one object may be planted.
2. Don't smoke at the scene or the immediate vicinity of a suspected device.
3. Don't allow two-way radio transmission in the vicinity of a suspected device, static electricity can cause electric fuse caps to explode.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 5.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Attendance

PURPOSE: To provide guidelines for evaluating employee attendance and procedures for implementing periodic reviews and employee recognition or corrective action as appropriate.

POLICY: It is the policy of university police that regular attendance at work is a requirement for continued employment. Regular attendance includes being at the work site on time, remaining the duration of the shift, and adhering to time frames established for meal breaks, and rest periods. Frequent absenteeism reduces the level of service the university receives from this department, places an extra burden on management and co-workers, and increases operational costs.

The agency is most concerned with unscheduled absences, which allow little or no time for alternative planning. The absenteeism referred to and dealt with in this policy will include the failure to report for or remain at work as scheduled, regardless of reasons or duration.

Each employee must be responsible for maintaining a satisfactory attendance record. Each employee is responsible for adhering to their contractual limits for use of personal leave, sick family and funeral leave. Each supervisor is responsible for consistently enforcing this policy within the work unit by monitoring each employee's complete attendance record, including any circumstances that may exist. All parties will be evaluated on their performance of these policies.

PROCEDURE:

Any employee unable to report for duty must:

Notify the shift supervisor/officer in charge with as much notice as reasonably possible, but not less than one half (1/2) hour before his/her shift, indicating the reason(s) for the absence.

Speak directly to the shift supervisor/OIC. If supervisor/OIC is not available then leave a call back number with the dispatcher.

Notify shift supervisor/OIC AGAIN if the absence lasts longer than originally indicated.

Request the DAS medical certificate from Human Resources when he/she is absent due to an illness in excess of five (5) consecutive working days or is on a medical certificate requirement.

Submit the completed medical certificate to Human Resources prior to returning to work.

Shift supervisor(s)/OIC's will:

Speak directly to the employee calling in an unscheduled absence, not a family member or significant other.

Maintain an accurate record, which lists the reasons for the employee's absence(s), the exact time of notification and a summary of any discussions held with the employee.

Determine who is at work and the time of arrival for attendance purposes.

Monitor employees leave usage and determine if any follow-up action is required.

Consult with Human Resources to initiate appropriate steps of progressive discipline.

Human Resources shall:

Send out or provide medical certificates as necessary.

Notify shift supervisor(s)/OIC's that a medical certificate has been received and what type of leave will be charged to the employee. Human Resources will receive medical certificates not immediate supervisors.

Conduct reviews of attendance records to ensure consistent enforcement of attendance guidelines.

Note: PLEASE REFER TO "Guidelines on Attendance". Contact the Human Resources Department for further assistance.

GUIDELINES:

The university police department employees are responsible for maintaining a satisfactory attendance record. When it is not possible for an employee to report for work due to an illness, he/she should seek appropriate medical attention and take the necessary steps to swiftly return to work.

While the attendance policy is geared towards prevention and correction of problems, the department is also establishing guidelines to assist supervisors and encouraged to maintain satisfactory attendance. In addition, supervisors should feel free to call Human Resources for counseling assistance.

Our main objective is to encourage employees to maintain satisfactory attendance records; management will not hesitate to take appropriate action in cases where the employee's record clearly shows a continuing abuse of leave privileges. The following guidelines should normally be adhered to by all supervisors for all employees. However, each supervisor should consider all areas relating to an individual's attendance record.

Note: These steps are progressive. No matter how many occasions of absence have occurred, the first step is counseling the employee. Prior to taking any steps beyond counseling, a supervisor must consult with the Human Resources Department.

DEFINITIONS

- 1. Counseling:** Meeting with the employee to inform him/her of perceived deficiencies for the purpose of achieving improved performance. Counseling is not considered disciplinary and records on counseling should be kept as supervisory notes.
- 2. Discipline:** A formal action by the employer toward an employee after counseling (except in cases of gross misconduct) has not produced the desired results.
- 3. Medical Certificate Requirement:** A step in the progressive disciplinary process where an employee is required to provide a medical certificate to substantiate all sick leave usage. Medical certificates can also be required for non-disciplinary reasons.
- 4. Unscheduled Absence:** An absence from work that was not pre-approved or leaving work early.
- 5. Pattern:** Leave of any duration if unscheduled absence from duty reoccurs frequently, habitually and/or coincides with scheduled days off.
- 6. Tardiness:** Reporting to work, returning from breaks and including meal breaks.

7. Occasional Tardiness: Tardiness occurring three (3) times or less in a ninety (90) day period.

8. Habitual Tardiness: Tardiness occurring more than three (3) times in a ninety (90) day period.

STEPS:

1. Employees with an excellent attendance record should be rewarded by supervisor with an excellent on their service rating. Any employee with no days as defined above and in accordance with their collective bargaining agreement will have a letter of commendation placed in his/her personnel file.
2. All employees who fail to call in to report their absence, without reasonable cause, will be charged an unauthorized leave of absence (LU).
3. An employee who is tardy for the third (3rd) time within a ninety (90) day period should be counseled. The counseling session should be documented by the supervisor.
4. If an employee is tardy for the fourth (4th) time the supervisor must contact Human Resources. The employee should receive a written reprimand from the Human Resources Director of his/her designee.
5. If an employee is tardy for the fifth (5th) time the supervisor must contact Human Resources. An employee who is tardy for the fifth (5th) time may receive a short suspension from the Human Resources administrator. The time lost from work due to the tardiness for this and all future occasions will be deducted from the employee's pay and charged as unauthorized leave.

At the fourth (4th) occasion of habitual tardiness a rating of unsatisfactory may be given to an employee on his/her service rating. Continues tardiness beyond this point will result in an unsatisfactory service rating. Failure to correct the tardiness problem will result in a second unsatisfactory service rating and a dismissal from state service.

6. An employee that has five (5) days of unscheduled absences from work in a twelve (12) month period will receive a letter of counseling from his/her supervisor.
7. On the seventh (7th) day of unscheduled absence, the supervisor will contact Human Resources to discuss this matter. The employee may be placed on a medical certificate requirement. An employee will normally receive a written reprimand from the Human Resources Director or his/her designee. This reprimand should serve as notice to the employee that his/her attendance record indicates a need for improvement and that failure to improve will result in further disciplinary action. A copy of the written reprimand will be placed in the employee's personnel file.

8. If an employee exceeds nine (9) days of unscheduled absences within a twelve (12) month period his/her supervisor will notify Human Resources Department. Disciplinary action will be taken, the action is normally a short suspension. However, the employee's work record, pattern of absenteeism, any efforts to improve attendance, and any extenuating circumstances that may be relevant will be taken into account.
9. If an employee continues to take unscheduled absence beyond nine (9) days within a twelve (12) month period his/her supervisor must notify the Human Resources Department. Progressive disciplinary action will be taken, usually a long suspension. However, the employee's work record, pattern of absenteeism, any efforts to improve attendance, and any extenuating circumstances that may be relevant will be taken into account.

Note: If an employee's attendance record does not improve after these disciplinary steps, dismissal proceedings will be undertaken by the university. Furthermore, supervisors should always follow these guidelines for their employees in accordance with his/her collective bargaining agreement.

Employees are entitled to three (3) sick family days per calendar year. FMLA, sick family, funeral days and medical appointments will not be calculated into the totals when rating an employee on sick time use.

Vacation and personal leave must be made in accordance with the department policy and with current collective bargaining agreements, which cover each employee. Supervisors should monitor all vacation and personal leave time that is requested with less than twenty-four (24) hours notice. Excessive and/or repeated call-ins of this nature will not be tolerated and the employees so advised. If this action continues the employee will be subject to progressive disciplinary action.

Note: Extenuating circumstances should always be considered prior to taking any disciplinary action. It is the responsibility of the employee to inform his/her supervisor of any extenuating circumstances. Supervisors should always contact the Human Resources Department if they have any questions regarding progressive disciplinary steps.

SERVICE RATINGS

In all but the most unusual cases, an employee with less than or equal to three (3) days of absence should receive a rating of **excellent** in attendance on his/her service rating.

In all but the most unusual cases, an employee with greater than three (3) days, less than or equal to five (5) days of absence should receive a rating of **good** in attendance on his/her service rating.

In all but the most unusual cases, an employee with greater than five (5) days to less than or equal to seven (7) days of absence should receive a rating of **satisfactory** in attendance on his/her service rating.

In all but the most usual cases, an employee with greater than seven (7) days to less than or equal to nine (9) days of absence should receive a rating of **fair** in attendance on his/her service rating.

In all but the most usual cases, an employee with greater than nine (9) days or more of absence within a twelve (12) month period should receive an **unsatisfactory** rating in attendance on his/her service rating.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 7.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: December, 1993

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Building Checks

PURPOSE: It is the university police department's responsibility to ensure that the buildings of the SCSU campus are secured after hours. University police personnel will physically lock each door of every building prior to 2400 hours unless particular circumstances exist where this would not be feasible. The following guidelines will be adhered to when performing a building check.

Procedure:

1. Each door of every building will be locked and/or dogged down.
2. Vacant buildings that have alarms will have their alarms turned on.
3. Occupied buildings will have their alarms turned on as soon as the building is found to be vacant.
 - a. This information will be passed on to the on coming shifts if necessary.
4. Door checks will be performed by the midnight shift.
 - a. The midnight shift may also have to secure the buildings that could not be secured by the second shift.
5. Doors that cannot be secured will be reported to the shift supervisor who may call in a locksmith to repair the lock.
6. Doors of previously checked buildings that are found in an unlocked position by the midnight shift will have a report done.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 8.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Civilian/Internal Affairs Complaints

PURPOSE: To provide a procedure to receive, process, and investigate citizen complaints alleging abuse of authority, corruption, criminality, poor or slow police service and other complaints made against the university police department.

POLICY: All complaints against the university police department and its employees will be received, investigated and appropriate action will be taken in a timely manner.

Procedure:

All complaints received during regular business hours 0800-1600 hours will immediately be forwarded to the office of the chief of police.

Those received after business hours will be forwarded to the office of the chief of police during the next business day unless it is an emergency.

Complaints minor in nature will be investigated by the employee's immediate supervisor.

A memo to the Office of the chief of police will be prepared with the following information:

Name, address and telephone number of the complainant.

Nature of complaint.

Date and time of complaint.

Officer's name taking complaint.

b. A complaint number will be taken.

- c. Upon completion of the supervisor's initial investigation he/she will prepare a report to the office of the chief of police detailing the findings and recommendations.
- d. Whenever possible in minor complaints, supervisory action will be taken to avoid future problems.

Complaints of a serious nature will be handled in the following manner:

If it is a civilian complaint have the party fill out and return the civilian complaint form. Remind the complainant that the form must be notarized.

Do not take a case number at this time. This will be done by internal affairs upon return of the completed form.

If the complaint is initiated by a supervisor he/she will gather all documentation and information available to initiate an investigation and forward to the office of the assistant chief of police.

Category of complaints:

Not all complaints need be investigated by internal affairs. Some may be resolved at lower levels.

Certain complaints should be referred to internal affairs because of the nature.

To assist members in deciding which complaints should be forwarded for further investigation, complaints will be of two categories.

Category I – a complaint that if substantiated could result in criminal charges, dismissal or suspension, such as:

- a. Corruption
- b. Brutality
- c. Civil rights violations
- d. Criminal misconduct

2. Category II – a complaint which on its face, may not result in discipline:

- a. Improper police procedure
- b. Perceived unprofessional behavior

6. Time Limits and Appeals

- a. Will be handled in accordance with the present collective bargaining agreement.

7. Final Disposition

- a. The chief of police shall determine the final action to be taken. This can either be:
 - 1. Handled at his/her level.
 - 2. Referred to human resources for further action.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 9.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Communication with the Chief's Office

PURPOSE: To establish communication guidelines with the chief's office

POLICY: All oral and written communications that pertain to the operation of the department or related police matters, and is intended for the chief of police:

Will be channeled through the lieutenant's office, who will channel it through the asst. chief's office, who will give it to the chief of police.

Exceptions would be in cases of emergency or extended absence by either the lieutenant or assistant chief.

All violations of a serious nature will be reported immediately to the chief of police.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 9.1 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: August 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Computer Software Installation

PURPOSE: To ensure the smooth operation of department computers, minimize the risk of a system crash and virus attacks.

POLICY: Any installation of software, whether by disk or downloaded, on any department computer or MDT (mobile data terminal) is subject to the approval of the chief of police.

Unauthorized software installation could lead to system problems and ultimately impede daily police functions.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 10.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: August 15, 1995

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Cruise Lights

PURPOSE: All vehicles used for uniformed patrols will have cruise lights within the light bar. The cruise lights will increase safety and serve as a warning. The lights will provide high visibility giving the students, staff and faculty a feeling of security.

POLICY:

1. The vehicle cruise lights shall be activated within the hours from dusk to dawn and in inclement weather. The procedure will be adhered to unless certain conditions exist:
 - a. Supervisory permission is given
 - b. A condition exists that might endanger a police officer in the performance of their duties (i.e. responding to a burglar alarm, suspicious persons/vehicle complaint.)

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 11.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Dean Referrals

PURPOSE: The primary purpose of the university police department is the protection of persons and property. The bulk of daily transactions are related to the secondary purposes of crime prevention and a wide variety of regulatory functions not concerned with criminals.

Law enforcement operates within a web of articulated rules and statutes. The administration is conducted within a social environment too complicated to be controlled specifically by rationally conceived generalized rules. As one of the bodies intervening between law and practice, the police officer makes numerous decisions whether an incident should become subject to the sanctions of criminal law or whether other formal practices should be utilized to settle a conflict.

The duties of a university police officer in many respects are similar to those of a municipal police officer. A somewhat different philosophy and approach is involved on the part of the university police officer that serves the educational community of which he/she is very much a part of. The emphasis is not on arrests but on prevention and service.

The decision to arrest or not arrest is discretionary. To make the determination, the officer must use tact and make an intelligent diagnosis of each particular situation and of its participants. The officer is required to find a balance between individual rights and the university's interests or between behavioral problems and threats to the safety of the university community. The primary purpose of utilizing a procedure that refers unacceptable conduct to the university judicial officer is that it provides for a course of action that may be taken without affecting an arrest and still enabling our organization to maintain control over disruptive students without being thrust into the revolving door syndrome of the criminal law judicial system.

Student misconduct is defined as student behavior which is in violation of federal, state, or local laws, or regulations established by the board of trustees for state universities, or university regulations and of rules governing residence on university property. Procedural "due process" is thereby obtained through a referral to the university judicial officer.

An important aspect of the process is to ensure continuity between the police officer's reports and the residence life staff reports of recording incidents that occur **inside** the residence life buildings.

If an officer is requested to respond to an incident **inside** a residence life building, the officer is to conduct their investigation and determine if the incident constitutes an arrest in accordance with department policy and do a complete report. If no arrest is going to be made by the officer, by departmental policy, then the residence life director has the authority to take whatever action they deem necessary. The officers will include that action in their report. If there is to be a dean referral, the residence life director will process the necessary paperwork, not the officer. Officers will not make dean referrals for incidents **inside** a residence life building.

Officers will use the dean referral procedure if such action is necessary for any incident **outside** of residence life buildings and anywhere else on campus.

Procedure

1. When making a dean referral the following steps shall be followed:
 - a. If an officer makes a dean referral the referring officer will fill it out.
 - b. The referred student will be given his/her copy of the referral and advised he/she must contact the associate dean of student affairs and residence life office within 72 hours.
 - c. A case incident report will be done on all referrals. This will be done prior to the officer leaving his/her tour of duty.
 - d. A copy of the referral and a copy of the case incident report will be sent to the universities associate dean of residential life as soon as possible after being reviewed and signed by the supervisor or OIC.
 - e. A copy of the case incident report will also be sent to the dean of students.
 - e. The records officer will file the original case incident report and university police departments copy of the dean referral.

EXCEPTION: If an arrest is made, the case incident report will not be sent with the referral. A short synopsis will be made out by the referring officer that will be sent along with the referral.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 12.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Department Lockers

PURPOSE: To establish guidelines governing the use and security of the police department locker room area.

POLICY:

1. The lockers provided to all police personnel are to be kept locked at all times.

All personnel will provide their own lock for the locker.

2. All uniforms, equipment, personal clothes and articles will be kept inside the locker.
 - a. No one will be permitted to hang clothes or other items outside the locker; this includes the top of the locker.
3. It is the responsibility of all personnel to see to it that the locker room door and lockers are kept locked at all times.

Officers are not to store any evidence and/or found property in their lockers.
(Refer to policy numbers 28.1 and 28.2)

Personnel are advised that the department has the right to and will conduct random searches of lockers. The department will enter any locker for a variety of reasons including but not limited to:

- a. The need to secure department property such as gun, badge, uniforms.
- b. The need to retrieve a file or department document believed to be in the officer's locker.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 13.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: August 15, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Disabled Elevators

PURPOSE: In the event that a police officer encounters a disabled elevator on campus, the following guidelines will be used.

Procedure:

Academic side

During classes: A service call will be placed to the heating plant to have the elevator company respond.

An emergency response from the company will be requested if someone is trapped in the disabled elevator.

After hours/weekends: A service call will be placed to the heating plant for the disabled elevator to be repaired before the next day of classes.

Residence Life side

Business hours: A service call will be placed to the heating plant to have the elevator repair company respond.

Immediate response will be requested if someone is trapped inside of the elevator.

After hours: A service call will be placed to the heating plant for the disabled elevator to be repaired the next day.

If the one Brownell Hall elevator or both elevators of another resident hall are disabled the request will be made to repair the elevators as soon as possible.

Forced Entry into an Elevator

1. If the shift supervisor or OIC determines that a condition exists where someone is trapped in an elevator and the trapped person is experiencing an immediate risk of injury, whether mentally or physically:

The shift supervisor or OIC may use whatever reasonable means and resources available to open the elevator door.

This is inclusive of requesting the fire department to respond with equipment to open the door.

Building Occupancy

When an elevator is not operational and the activity in that building is extreme, such as, conference, special events, moving in or out of residence life.

The heating plant will be notified of these special exceptions and a service call will be made to the elevator repair company to have the elevator repaired as an emergency.

Report

1. All elevator incidents involving people trapped inside will have a case incident report file.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 14.0 **AUTHORITY:** Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 **AMENDS:** June, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Discretion

PURPOSE: To define the limits and provide a guideline for the use of discretion by officers of the university police department.

POLICY: All members of the department will at times exercise discretion under all circumstances.

Definition: Discretion means a power or right conferred upon police officers to act official in certain circumstances according to the dictates of their judgment and conscience, uncontrolled by the judgment and conscience of others.

Limits of Discretion: An officer's discretion is limited to some extent by state and federal law, department general orders, or other directives that may mandate course of action that may be taken.

General: The use of discretion by police officers in the course of their duties is often misunderstood. Equal compliance of the law is extremely important if public confidence in the police is to be expected. Police officers must not be held to such a high degree of equal compliance, that discretion would not be allowed. This would result in police officers being left without the ability to use common sense and compassion in the administration of justice.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 15.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 20, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Domestic Violence

PURPOSE: The goal of this department when responding to domestic violence calls is to de-escalate violent situations, reduce injury to responding officers, and to provide assistance and resources to victims of domestic violence.

POLICY:

1. A minimum of two officers will be dispatched to domestic violence complaints.

Responding officers will separate the involved subjects and obtain each subjects account of what transpired.

Responding officers will check each subject for injuries and offer medical assistance to those who require or request medical attention.

It is recommended that each subject involved be interviewed privately when possible.

2. Whenever an officer determines upon speedy information that a family violence crime, as defined in subdivision (3) of section 46b-38a, has been committed within his/her jurisdiction, he/she shall arrest the person or persons and charge them with the appropriate crime.

- a. The decision to arrest and charge shall **not:**

1. Be dependant on the specific consent of the victim.

2. Consider the relationship of the parties or/

3. Be based solely on a request by the victim. If the subject of a criminal investigation cannot be apprehended at the scene, or within reasonable time following the alleged offense, then a warrant must be sought.

3. If the investigating officer finds no probable cause to support a lawful arrest, no arrest will be made.

The officer will advise the parties involved that it is their right to make an application for an arrest warrant based upon their sworn statement of facts.

The investigating officer shall offer whatever assistance is required, including leaving affidavit forms with explanation of how to complete them.

4. The responding officers will remain at the scene until reasonable judgment of the officers is that the likelihood of further imminent violence has been eliminated.

The victim(s) will be issued the blue victims services sheet containing information resources and phone numbers as well as a list of victim's rights.

5. The investigating officer shall submit a completed case incident report and family violence offense report.

6. This policy supersedes any and all SCPD policy or procedure as it applies to the on site arrest of S.C.S.U. students. In the event of the custodial arrest of a SCSU resident student for domestic violence crime, the arrestee resident hall director will be notified as soon as possible, or the duty resident hall director will be notified in their place.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 16.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: December, 1993

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: DWI

PURPOSE: While on patrol officers will, at times, be faced with a motor vehicle operator whose driving abilities are impaired due to the use of alcohol and/or drugs. The following procedure will be utilized based on the fact that a standard battery of field sobriety tests were given to the operator and the officer finds probable cause to effect an arrest.

PROCEDURE:

1. The arrestee will be informed that he/she is under arrest and why.
2. The arrestee will be transported to police headquarters. Refer to policy 47.0 handcuffs
3. The officer will read the arrestee their Miranda warning and afford the arrestee a reasonable opportunity to contact an attorney.
4. The Officer will read the "implied consent advisory" of the DMV A-44 form to the arrestee.
5. Should the arrestee comply with a chemical alcohol test, the arrestee will be transported to the closet police department that has a working, certified intoximeter and a certified operator.
 - a. Should the arrestee refuse the test, refer to section 8 of the procedure. This includes a refusal to take a second test.
6. Two Intoximeter tests will be given to the arrestee with at least thirty minutes between tests. The officer will use the time between tests for filling out the appropriate paperwork.
7. When the tests are completed, and the arrestee is found to have been intoxicated, the arrestee will be transported back to SCPD (unless the tests were done at NHPD).

- a. The arrestees Connecticut operators license will be confiscated.
8. The arrestee will be given the following:
 - a. A misdemeanor summons
 - b. A temporary license
 - c. A signed rights waiver
 - d. A copy of the intoximeter results
 - e. The arrestee will then be transported to NHPD by NHPD prisoner conveyance.
 9. If the arrestee has an out of state license, issue the temporary license, but **do not** confiscate their out of state license.
 10. If the arrestee has a valid temporary license (indicative of a prior DWI arrest) **does not** issue a temporary license. Fill out the temporary license appropriately and send **all three copies** to the DMV administrative per se unit.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 17.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: July 18, 1995

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Elevator Keys

POLICY:

Officer Response:

1. Whenever an officer responds to a reported disabled elevator and/or disabled elevator with person(s) inside, the officer, will take the elevator key located in the patrol vehicle.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 18.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: December, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Field Notebooks

PURPOSE: To maintain written documentation that will provide officers with the necessary information to report and conduct investigations and activities in an organized manner.

POLICY:

1. All personnel will have in their possession, as part of issued equipment, a field notebook.
2. The notebook is to be used by the officer to record information and facts pertaining to their activities and police investigations.
 - a. Information should include, but not limited to: case number, date, time, complainant, witnesses, DOB, phone numbers, address, evidence and action taken by the officer.
3. The field notebook becomes an official document. Officers are required to maintain their field notebook for a period of one year. Any notebook that contains a criminal case, in which an arrest has been made, must be kept until a court disposition is obtained.
4. As an official document, they are also subject to random inspections and review by department supervisors.
5. Department issued notebooks are to be stored in the officer's locker.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 19.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Fire Alarm Response

PURPOSE: Actions to be taken by university police upon notification of smoke alarm or fire alarm activation in university buildings.

NOTE:

The environmental and safety officer (EHSO) is the university fire marshal and has overall authority and responsibility for fire alarm response and control.

Residence Hall Room Smoke Detector Activation:

This system is only installed in Schwartz, Farnham, Wilkinson, Chase, and Hickerson Halls.

1. When a single smoke detector is activated in one of the above residence halls only the alarm in the affected room will sound. It does not activate the building general alarm or building evacuation signal. In the dispatch center, this is indicated by a priority 2 alarm on the 2120, with an audible alarm and a flashing blue strobe light above the fire panel.

General Fire Alarm Activation:

1. A general fire alarm activation will occur when multiple smoke detectors activate or a common area alarm is activated as a corridor. In the dispatch center, this is indicated by a priority 1 alarm on the 2120, with an audible alarm and a flashing white strobe light above the fire panel.

Individual Room Smoke Detector Response Procedure:

1. A priority 2 alarm on the 2120, an audible alarm and a blue strobe light will indicate individual smoke detector activation. On the fire alarm screen, the individual room detector activation will be indicated by the following:

“APARTMENT SMOKE DETECTOR
SCHWARTZ HALL

TAMPER...location code...ALM. “Time..day..date..room number”

When a detector clear is received, it will show:

“TAMPER...location code...CLR. “Time..day..date..room number”

2. Dispatcher will notify an officer to respond **IMMEDIATELY** to the room detector activation, a signal 21 will **not** normally be used at this time. The dispatcher will indicate to the officer that this is a single smoke detector activation by using the code word **SIGNAL 24, CODE BLUE**. A signal 21 response is not required unless a second room activation or an additional alarm is received, or the officer requests to increase the response level due to excessive response time.
 - a. Exception: If multiple activations take place, the system will automatically increase to a full general alarm, which will be indicated by the white strobe light. If this occurs, follow the general fire alarm response procedure.
3. The officer will proceed to the location of the activated smoke detector. The dispatcher will immediately notify the responding officer if the detector clears. If the detector clears before arrival at the room, the officer does not respond to the room. If the detector does not clear continue the response to the room.
4. If an actual fire is present, follow department policy and procedure for a fire alarm activation below.
5. In all cases, the fire alarm panel in the lobby will need to be reset.
6. If an actual fire occurred or criminal mischief was involved or similar activities, complete an 03 report.

GENERAL FIRE ALARM RESPONSE PROCEDURE

1. Dispatcher will **IMMEDIATELY** dispatch at least one officer to the location, Signal 21, upon receipt of a fire alarm by any means including fire alarm monitoring system, phone call, radio call, etc. The officer will determine if additional personnel are necessary.

2. Dispatcher will **IMMEDIATELY** notify New Haven Fire Department, **911**, of fire alarm. (Hamden Fire Department for North Campus, **281-4221**). This policy is for all university buildings. **NOTE:** Dispatcher will not delay calling the appropriate fire department.
3. If the responding officer feels in their own best judgment that it is safe to enter the building, they may enter the building to assess the problem and assist in evacuating the building. Sound the building fire alarm, if not already activated, to evacuate a building.

NOTE: ALL PERSONNEL ARE TO EVACUATE THE BUILDING UPON ACTIVATION OF THE FIRE ALARM IN ACCORDANCE WITH THE UNIVERSITY EVACUATION POLICY.

4. The responding officer will keep the dispatcher apprised of the situation, so that the dispatcher may transmit additional information to the responding fire department, such as severity of fire, amount of people involved, injuries, or that it is a false alarm.
5. An officer will meet the arriving fire department units and provide relevant information
6. University police may silence the alarm as needed or requested by fire department personnel. Positive control will be required to prevent people from entering the building once the alarm is silenced. Do not reset the alarm until the cause of the alarm and location of the alarming device has been investigated.
7. The building will not be reoccupied until the building has been cleared for occupancy by the responding fire department, and the alarm system has been rest.

NOTE:

Occupied Buildings: If the alarm system cannot be restored to normal, interim safeguards must be established for the protection of the occupants, such as a fire watch. Examples of occupied buildings are academic buildings with classes in sessions and occupied residence life buildings.

Unoccupied Buildings: If the alarm system cannot be restored, police officers must establish interim safeguards for the protection of the building, such as periodic tours.

Notification for Repairs: The supervisor/OIC will contact the EHSO and advise them of the situation to determine if emergency repairs are necessary or if they can wait until normal working hours. SCSU is charged for after call hours. A service call during normal working hours is covered under the Simplex service contract. If the EHSO cannot be reached then the associate dean of facilities operations, university police department lead dispatcher, the chief of police should be called in that order.

If Simplex is called, or any problems are noted, leave a memo for the EHSO.

8. Once the building has been cleared for occupancy, an inspection of the building shall be performed to determine if anyone failed to evacuate.

Residence Life Building: University police will turn the building over to the department of residence life staff, who shall perform their inspection for persons who failed to evacuate.

Non Residence Life Buildings: University police will check the building for people who failed to evacuate. List the names of individuals who failed to evacuate. If a general area did not evacuate, list the room number or department with the number of people. List the reason why areas were not evacuated.

9. Evaluate the scene and secure it if any injury or damage occurred. Notify the **EHSO**, chief, or his designate, of all significant fires, injuries, damage, or suspicious problems. The **EHSO** will review/investigate all fires.
10. An 03 report will be made out for all general fire alarm activations (except test and maintenance). The following is the minimum information required:
 - a. Time of the fire alarm and how indicated.
 - b. Time fire department notified and arrival time.
 - c. Time building essentially evacuated.
 - d. Describe any actual fires. Describe extent of damage, take photographs if necessary. Secure the scene if significant damage took place until EHSO or Bureau of State Fire Marshall completes investigation.
11. List any outstanding troubles or discrepancies with the fire alarm system. List action taken to correct the discrepancy and to provide protection to the occupants of the building.

UNIVERSITY FIRE EVACUATION POLICY:

To insure the safety and welfare of the university community, all persons must evacuate a building when the fire alarm sounds.

FIRE EVACUATION PROCEDURES: When an emergency evacuation of a building is required, the following procedures must be followed:

1. All persons must evacuate the building to a safe distance, but not less than 100 feet.

- a. Those persons unable to evacuate the building for any reason shall do the following:
 1. Notify someone who is leaving the building, or phone university police indicating your specific location. Anyone receiving this information shall insure that it is passed on to university police or responding New Haven Fire Department units, to facilitate search and rescue if required.
 2. Protect yourself as best as possible, fore example, close the door to the room you are located in, place a coat or similar material under door to restrict the passage of smoke, seek refuge in stair towers, do not block the stairs, or seek refuge inside other rooms.
 3. Persons noticing any dangerous conditions or problems during evacuation must report this information to responding emergency personnel.
 4. Faculty, staff and students shall not re-enter the building until directed by university police or New Haven Fire Department personnel.

NOTE: The alarms may be silenced to facilitate communications with emergency personnel once the building is essentially evacuated. This is not the signal to re-enter. Police and fire department personnel will announce when it is safe to re-enter the building.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 20.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: OCTOBER 15, 2004 AMENDS: June, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Investigations and/or Arrest Conflicts

PURPOSE: To avoid any possibility of conflicts arising from the investigation of or the arrest of an individual by an officer personally involved.

POLICY: Common sense dictates possible conflicts of interest may arise if an officer investigates or arrests persons he/she is personally acquainted with. The following guidelines are intended to protect and officer from charges of bias or a conflict of interest.

1. Officers should consider all circumstances to avoid the possibility of conflict of interests.
2. No officer should conduct an investigation or make an arrest that involves a family member, or close personal friend. If any officer feels there may be a conflict, he/she should immediately contact a supervisor/OIC.
3. If the supervisor feels that a problem may arise either another officer should be assigned the investigation or the supervisor should conduct it.
4. The above also applies to officers that are involved in a situation that is under investigation.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 21.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 MENDS: January 1, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Light Duty/Restricted Duty

PURPOSE: Southern Connecticut State University does not discriminate against individuals with disabilities. We recognize that police officers during the course of their duties may become injured and unable to fulfill the essential functions of the position. The university and the department will make every reasonable effort to arrange a work assignment which will return the officer to the work place as soon as possible. The assignment and shift will be determined by the chief and/or his/her designee to fulfill agency needs. The following guidelines govern this assignment.

POLICY:

Light Duty

Officers who are in the care of a physician from an injury of illness and are released to return to work with limitations will be assigned duties commensurate with their abilities whenever possible.

2. Officers on light duty are not eligible for overtime assignments.
3. While on light duty officers are not allowed to carry their service weapon.

Restricted Duty

Officers who are placed on administrative review or investigation can be placed on restricted duty, if in the opinion of the chief and/or his/her designee, the employee's presence is harmful to the community or to themselves.

White on restricted duty officers are not allowed to carry their service weapon. The university restricts the duration of this type of assignment to three weeks and reserves the right to cancel without further notice.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 22.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: December, 1993

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Meals

PURPOSE: To afford each member of the university police department the opportunity to eat their meal at a reasonable time during their tour of duty.

POLICY:

1. The hours for meals will vary according to the time of day and the number of employees working the shift.
 - a. Meal times will be established by the shift supervisor.
2. An individual officer will be afforded a period of time, not to exceed thirty (30) minutes for his/her meals.
3. No member of this department will be allowed to leave our campus for the purpose of eating or picking up a meal without prior approval from the shift supervisor.
 - a. Deliveries to our campus for the purpose of a meal break will be permitted.
4. No member of this department will be allowed to leave our campus for the purpose of picking up items for a break.
5. No member of this department shall accept, directly or indirectly, the gratuity of a free meal in any eating facility on campus.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 23.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: June 2, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Motor Vehicle Stops

PURPOSE: Officers who are on duty and assigned a police cruiser will address motor vehicle infractions and other violations as long as there is a minimum of three fully equipped police vehicles on patrol. These motor vehicle stops can be preformed as long as the violation has occurred within the jurisdiction of Southern Connecticut State University.

Procedure:

1. Prior to stopping the violator the officer will call in the marker plate to SCPD dispatch along with:
 - a. The location
 - b. Vehicle description
 - c. Number of occupants
2. When the dispatcher acknowledges receipt of the preceding information, the officer will initiate the stop using emergency lights and audible signal.

The officer will exert a reasonable effort to stop the vehicle in a safe location.

 - b. Allowing a safe flow of traffic.
 - c. Stopping a vehicle on a curve in the roadway will be avoided when possible.
3. The officer will position the cruiser a safe distance behind the violator allowing an "isle of safety" for the officer to travel between the violator and the cruiser.
 - a. The officer will use the cruiser's take down lights and spotlight to illuminate the violating vehicle.
4. If the initiating officer feels a back up is necessary, the officer will request a back up

officer and will not approach the vehicle until a back up officer arrives.

- a. It is always advisable to utilize a back up officer to avoid one on one confrontations which may escalate in a matter of seconds into a potentially dangerous situation.
5. The initiating officer will approach the vehicle with caution while maintaining a professional attitude with the violator.
 - a. At no time will the officer “lecture” the violator.
 - b. The officer will greet the violator, request the operator’s license, registration and insurance information.
 - c. Let the operator know why they were stopped.
 6. The officer will return to the cruiser and perform a license, registration or warrant check through t SCPD dispatch if the officer feels that any or all of the checks are necessary.
 7. The officer will take the appropriate enforcement action and deliver it to the violator in a professional manner.
 8. When the officer clears the motor vehicle stop, the officer will notify SCPD dispatch and code the function appropriately.
 9. Whenever a motor vehicle stop is made the officer will submit a written police report (03) with a SN number only unless police action is taken, then a CN number is needed.

Written reports will be done for all motor vehicle stops regardless of the nature.

- b. A hard copy from the collect system must accompany the officer’s report.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 23.1.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Mobile Video/Audio Recording (MVAR)

PURPOSE: To provide officers with guidelines for the use of the MVAR system. To ensure documentation of citizen contacts, detentions and arrests.

POLICY: MVAR equipment has proven to be valuable in criminal prosecutions, and it's ability to supplement and direct officer training. In order to maximize the usefulness of this tool, officers shall use the system to record designated events and maintain the tape as evidence or documentation as described in this procedure. The system allows the officer to review the tape to assist in accurate documentation of events, actions, circumstances, and statements made during citizen contacts, arrests, and critical incidents.

Recording:

1. Officers shall record the following incidents:
 - a. Traffic stops, detentions and/or arrests of pedestrians, bicyclists, or motor vehicle operators, e.g., when taking suspects into custody, during field interviews and when performing sobriety checks.
 - b. When responding to an in-progress crime where there is the possibility of recording the fleeing suspects.
 - c. Whenever driving in emergency mode (Signal 21).
 - d. Crime scenes, accident scenes, or any other events where the officer believes documentation of the incident might prove useful in late judicial or internal proceedings.
 - e. Whenever directed by a supervisor or OIC.
2. Intentional covert recording of anyone, except in the performance of official duties, is prohibited.

OPERATING PROCEDURES

1. At the beginning of each shift, officers shall ensure that the MVAR equipment is functioning properly. Officers shall immediately report equipment loss, breakage, or malfunctions to a supervisor or officer in charge.
2. Procedures for recording:
 - a. MVAR equipment will automatically activate when the vehicles light bar (position3) is activated. The wireless microphone which will always be worn and in the standby mode will also automatically activate thus providing both audio and video recording of the incident. Audio and Video recording may also be activated by using either the audio transmitter or by manually pushing the “record” button and the unit.
 - b. The MVAR is capable of recording audio even when out of view of the video camera.
 - c. Officers may deactivate the MVAR equipment when the situation being recorded no longer meets the criteria described in the previous section.
 - d. Transmitters will be operated on MVAR Frequency 2. MVAR Frequency 1 may be use when two separate incidents occur within 500 feet of each other or when a second audio track is needed to record audio at the same incident, but from a different source.
 - e. MVAR equipped officers assisting an on scene officer who is also MVAR-equipped should activate their video, but may deactivate their audio, if they are on the same frequency as the on scene officer.

System Maintenance

1. MVAR equipment installed in vehicles are the responsibility of the officers assigned to that vehicle and will be operated and maintained according to the manufacturer’s instructions and recommendations.
2. Periodically throughout the shift, officers shall confirm that the MVAR equipment is working satisfactorily. If a problem is detected, the officer shall notify a supervisor as soon as possible.
3. **No vehicle equipped with MVAR may be used to give or receive a “jump start”.**

Tape Control and Management

1. Only videotapes issued by this department shall be used in the system.

All tapes shall be properly labeled by the MVAR coordinator prior to being used in the MVAR.

3. Officers will not erase, re-use, or in any manner alter, or tamper with MVAR tapes.
4. Officers should inform their supervisor whenever they become aware of any videotaped sequences that may be of value for training purposes.
5. The officer shall notify a supervisor:
 - a. When it becomes apparent that the present tape is about to reach its end (EOT). A forty-five minute cushion will be observed for EOT.
 - b. When sequences have been taped that may represent evidence.
6. Storage of recorded tapes.
 - a. Recorded MVAR tapes are to be handled and safeguarded as evidence.
 - b. Videotapes that are submitted in relation to a specific incident shall be accompanied by the proper property paperwork.
 - c. Videotapes are to be used for official law enforcement and judicial purposes only. An original tape or copy shall not be released, internally or to a criminal justice agency, without approval of the Chief of Police.
 - d. Recorded original tapes will not be released to another criminal justice agency for trial purposes, until the actual trial date.
 1. A copy of the tape, marked as a copy, may be released to a criminal justice agency for any pre-trial or investigative purposes.
 2. Any copy must be returned to this department prior to release of the original. If no copy was previously made, one must be made and kept in University police possession while the original is out.
 3. The officer recording the taped segment will be allowed to be present when the copy of that specific incident is made.
7. Supervisory Responsibility
 - a. To determine whether MVAR equipment is working properly, supervisors should periodically review videotapes and recordings.
 - b. Supervisors shall ensure that:

1. Officers follow established procedures for the use and maintenance of MVAR equipment, handling of video/audio recordings and the completion of MVAR tape distribution log.
2. Officers are equipped with MVAR tapes of sufficient length to complete their shift. Supervisors are responsible to remove and install all MVAR tapes.
3. Repairs and/or replacement of damaged or non-functional MVAR equipment are performed.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 24.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 6, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Mountain Bike Patrol

PURPOSE: The SCSU mountain bike patrol was started in 1994 to increase the visibility and approachability of the officers on campus. The mountain bike patrol unit offers positive community relations and a practical approach to patrolling an urban university setting. The mountain bike patrol is a proactive approach to law enforcement and service to the enforcement and service to the Southern community.

Mission of the Bike Patrol

Mountain bike patrol officers are expected to promote a professional image at all times while exhibiting a police presence. Officers should remain cognizant that a friendly attitude, taking the time to interact with the public, and assisting them in non-enforcement roles when possible is a strong part of the police function.

Training and Qualifications

Prior to being assigned to the bike patrol unit, officers will complete and pass an International Police Mountain Bike Association (IPMBA certified 40-hour course.

All officers assigned to bike patrol will vary in their riding skills. Ongoing in-service training is required to enhance the riding skill and physical conditioning of each officer. This training shall be carried out as directed by the chief of police or his designee.

Bike patrol officers will be allowed to use bike patrol bikes and equipment for training purposes with authorization from the your immediate supervisor. During training rides off the university property, weapons will not be exposed and the dispatcher shall be notified of the start and finish times of the training as well as the general area officers will be riding.

Dress Code

Uniformed officers assigned to the bike patrol unit will wear bike patrol uniforms unless otherwise notified by a supervisor or OIC.

2. Warm weather uniform:

- a. ANSI or SNELL approved helmet (mandatory-issued)
- b. Eye protection, dark or clear (mandatory-issued)
- c. Short sleeve shirt (issued)
- d. Wind breaker, vest and bike coat (issued)
- e. Nylon duty belt and all issued equipment (issued)
- f. Bike shoes
- g. Shorts/BDU pants (issued)
- h. Padded gloves (mandatory-issued)

3. Cold weather uniform:

- a. Helmet (see above)
- b. Eye protection (see above)
- c. Black turtleneck shirt (not issued)
- d. Bike patrol winter jacket (issued)
- e. Bike patrol long pants (issued)
- f. Long sleeve shirt or sweat shirt (issued)
- g. Bike shoes or boots.
- h. Winter padded gloves (see above)

Equipment to be carried on the Bikes (mandatory)

1. Cable lock (issued)

2. Bike repair kit (issued)
3. Ticket books (state, local and SCSU – issued)
4. Flashlight (issued)
5. Nite-Rider lighting system with siren (issued)
6. Elevator key (issued)
7. Bike bag with rack (issued)

Bike Inspection

1. Prior to start of your shift or training ride, officers will perform the ABC Quick Check as instructed during IPMBA course.
 - a. **AIR:** all tires will be checked for proper air pressure.
 - b. **BRAKES:** will be checked for wear, proper positioning against rims, cables should be checked for fraying.
 - c. **CRANK:** the power train of the bike should be checked regularly and it consists of the bottom bracket, the crank arms and the chain rings. To check the crank set, take the left and right crank arms in your hands and attempt to move them sideways. If anything moves **DO NOT RIDE THE BIKE** there is a problem, please notify your supervisor or OIC immediately.
 - d. **QUICK:** check all your quick releases make sure they are facing up and not out.
 - e. **CHECK:** make sure shifters and derailleurs are all working properly.
2. An equipment requiring maintenance or repair should be promptly reported to the bike patrol coordinator. All damage shall be reported. The bike patrol coordinator will make arrangements with Zane's Cycle in Branford for repairs. **Officers will not make major repairs to their issued patrol bicycle.**
3. Officers should not use equipment, which they believe to be a safety hazard.

Weather Considerations

1. Officers should not ride in the following conditions as stated in the **Complete Guide to Police Cycling book and as instructed during IPMBA course:**

Thirty-two degrees F or below unless the officer feels the weather conditions are suitable for bike patrol. He/she will then make a request to the shift supervisor for approval.

b. Heavy rain, snow or ice conditions.

c. High winds or poor visibility.

2. Officers should dress accordingly to the weather conditions as stated in the **Complete Guide to Police Cycling book and as instructed during IPMBA course:**

a. Sixty degrees F or above officers will wear short sleeves and shorts, wearing long pants in this weather puts the officer at greater risk of heat related health problems. These include but not limited to chafing, heat stroke and dehydration.

Fifty-nine degrees F or below officers will wear long pants, due to the body's inability to maintain warmth in the knees. The knee is especially susceptible to injuries from cold because its tendons and ligaments are only insulated by a few millimeters of skin, whereas other joints have the protection of larger muscle and body fat.

c. Officers should keep in mind that humidity is also a factor when determining which uniform to wear and not just the temperature.

Patrol Procedures

1. Bike patrol officers will be assigned per the shift supervisor to bike patrol when at least (2) marked patrol cruisers are on patrol during the shift.

a. Bike patrol will include the entire geographical area of the university and surrounding streets, with the emphasis placed on high visibility, crime prevention, public relations and safety.

b. Officers answering calls in buildings may bring their assigned bike with them or secure the bike using a cable lock in a secure area as possible.

c. Mountain bike officers will operate their assigned bikes in a manner that does not endanger the public, the officer or property.

d. Officers will respond to emergency calls in a safe manner using the assigned emergency lights and siren.

e. Bike patrol officers will not ride for more than (8) hours.

f. Bike patrol officers are reminded that for every hour that they are riding, they should dismount and walk/stretch for (10) minutes.

- g. Bike patrol is an active patrol. Rest breaks, proper nutrition and fluid intake should be satisfied during an assigned shift.
- h. Bike patrol officers shall report all injuries sustained while on bike patrol through the regular reporting procedures.
- i. If a bike patrol officer is involved in an accident with the bike, the accident will be investigated the same as a motor vehicle accident and a report will be submitted.
- j. Officers are not permitted to ride their assigned patrol bicycle in any building, unless in pursuit of a fleeing felon. Officers will walk their assigned patrol bicycle while answering calls in buildings.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 25.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: April 1, 2005 AMENDS: October 15, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Notice of Injury

PURPOSE: When any member of the university police department is injured on duty, a prompt reporting of injury is the key to insuring that a timely review and decision on whether the case is accepted or denied.

POLICY:

A.

1. When any member of the university police department is injured on duty, a supervisor or OIC must be notified immediately. The supervisor must contact the GAB Robins (800) 828-2717 and the human resources department.
2. The injured officer must seek medical attention immediately.
 - a. The officer, depending upon the injury, may be transported by an ambulance or with the assistance of another officer.

B. SEE ATTACHED MEMO FROM HUMAN RESOURCES

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 26.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Notification of Students

PURPOSE: To provide a professional and effective procedure that will assure notifications are made.

POLICY: On those occasions when university police have to notify a student, the following procedures shall apply.

1. University police will first attempt to contact the student at his/her place of residence. If the student is living on campus, the assistance of the residence hall director should be sought
2. If attempts to notify the student at his/her residence prove unsuccessful and time is an important consideration, the university police should attempt to contact the student at his/her place of employment or in class. In those cases when a student is in class, an administrator or a department secretary should be called to assist in getting a message to the student to call university police.
3. There are circumstances when it is necessary for the university police to go immediately to a classroom to remove a student. These circumstances are:
 - a. An emergency within the student's family has occurred.
 - b. Another law enforcement agency is armed with an arrest warrant.
 - c. The dean of students or his/her designee has issued an interim suspension of the student.
 - d. The student is involved in a serious police investigation and time is critical.
4. When the university police find it necessary to contact a student in an on-campus work site or classroom, every effort will be made to minimize any embarrassment to the student.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 27.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Off Duty Incidents

PURPOSE: To establish policy and procedures for all university police department employees, to report their involvement with law enforcement agencies as a result of incidents while off duty.

POLICY: All incidents involving off duty personnel and law enforcement agencies shall be reported, to ensure the highest reputation of this department and its members, and to make certain that all necessary and appropriate action is taken.

Procedures:

1. Any off duty police personnel who becomes involved in an incident which results in the employee being arrested or issued a misdemeanor summons must report the incident to the on duty supervisor or OIC immediately after release from police custody.
2. Any off duty police personnel who has an off duty incident involving any type of law enforcement shall report the incident to his/her supervisor within twenty-four (24) hours from the time of the incident even if no arrest or summons is issued.
3. On duty supervisors or OIC's who receive notification of an off duty employee's involvement in an incident as described above, whether from the employee or another police agency shall:

- a. Notify the assistant chief of police, if not available, the chief of police.
- b. Submit a report of the incident.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 28.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Officer-In- Charge

POLICY: Article XIX – Section 9 of the Protective Services Employees Coalition contract, stipulates, effective July 1, 1994, police officers who are assigned as “officer in charge” are assuming supervisory responsibilities.

The Officer-In-Charge shall be:

1. Responsible for supervising the activities of all personnel, both sworn and civilian assigned during his/her tour of duty.
2. Responsible for the performance, efficiency, general conduct of all personnel under his/her supervision.
 - a. Shall implement corrective measures when necessary.
3. Responsible for being familiar with matters pertaining to the effective, efficient operation of the university police department.
4. Conduct roll call and shall ensure the readiness for duty of all vehicles, personnel and equipment on his/her tour of duty.
5. Responsible for all lawful orders by his/her superiors.
6. Responsible for the reporting of all infractions of department rules and regulations and policies to his/her superiors.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 29.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: December, 1993

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Officer Safety

1. Any officer who feels that his/her safety has been placed in danger because of faulty defective equipment should advise his/her supervisor immediately.
2. It is the responsibility of the supervisor to determine if the equipment malfunctioned or needs servicing.
3. If the supervisor is unable to make such a determination, the equipment should be taken out of service and replaced as soon as possible.
4. Under no circumstances will a supervisor discipline an officer for such a refusal at that time.
5. Officers who refuse to accept equipment they feel is not functioning properly shall convey their concerns in writing to the assistant chief for his review.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 30.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Operation of Police Vehicles

PURPOSE: In our efforts to improve on our police vehicle maintenance and longevity, police vehicles will only be permitted to be driven on roadways and in parking lots.

1. Officers will not be allowed to drives vehicles on sidewalks or dirt areas on campus.
2. Anyone driving a police vehicle off the roadway or off of the parking lot areas on campus without authorization will be subject to disciplinary action.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 31.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Organization

PURPOSE: The university police organization functions in a quasi-military manner. The following organization establishes the chain of command and their respective responsibilities.

Responsibility of Command

1. A commanding officer is any member of the department designated by the chief of police exercise command.
2. During the absence of the chief of police, the assistant chief of police or in his/her absence, the lieutenant shall perform all the duties of the chief of police and be subjected to his/her responsibilities.
3. The policies of the chief of police, or any orders previously given by him/her, shall not, except in cases of emergencies, be circumvented. When such action is taken the acting chief shall report his/her reasons in writing to the chief of police when acting in the above capacity, he/she shall faithfully carry out the chief's policies.
4. During the temporary absence of a commanding officer, where no provision has been made, the command automatically devolves upon the subordinate present, next in seniority to such commanding officer. Seniority is determined first by rank, second by continuous service in the department.
5. The relative rank in positions of officers of the department shall be designated:
 - a. Chief of Police
 - b. Assistant Chief
 - c. Lieutenant
 - d. Sergeant

e. Detective

f. Patrol officer

Duties by Rank

It shall be the duty of each member of the department to familiarize themselves with such sections of the police manual as it deals directly with the duties of the rank or grade of such member.

Duties and Responsibilities by Rank

Chief of Police

1. The head of the university police department shall be the chief of police who shall be appointed by the president of the university and shall be subject to removal subject to the provisions of the state statues. The chief of police shall be responsible for the operation of the university police department and shall make policies and procedures concerning the operation of the department and the conduct of its members. He/she shall be responsible for the training, discipline and the good conduct of all members of the department and the care and custody of all property used by the department.
2. The chief of police shall be the chief executive officer of the police department, and shall be chargeable for its efficiency, and responsible for the execution of all laws and rules and regulations of the department. He/she shall assign to duty all members of his/her department, making changes as in his/her judgment the efficiency of what the department requires.
3. The chief of police shall be considered on duty at all times unless sick or absent from the university. His/her office shall be at the headquarters of the university police department. When necessarily absent from the office, he/she shall inform the assistant chief to whom he/she shall give all necessary instructions.
4. He/she shall keep the subordinate officers of the department informed of all matters that may be necessary for them to know in the performance of their duties.
5. He/she shall be responsible for the planning, development coordination and evaluation of departmental activities and shall oversee the daily operations of the department.
6. He/she shall be responsible for the efficient and equitable personnel administration and shall where appropriate, take disciplinary action against officers who are remiss in the

performance of their duties and also make recommendations on the promotions or appointments within the department.

7. The chief of police shall be responsible for the release of information concerning department activities as he/she deems necessary and in accordance with all state and federal laws, appropriate for the maintenance of relations with the press, public, university and other agencies.
8. He/she shall be responsible for reviewing and assuring appropriate action upon general departmental correspondence.
9. The chief of police shall be responsible for overseeing the preparation and administration of the department budget.
10. He/she shall be responsible for maintaining an active involvement in professional endeavors relating to law enforcement and criminal justice.
11. The chief of police shall have the power to prescribe and define the duties and responsibilities of all staff, and to make all policies necessary for the proper operation of the police department.

Assistant Chief

1. Supervise all regularly assigned department personnel.
2. He/she is responsible for supervising the operations of the entire department under the direction of the chief of police.
3. He/she will be responsible for performing all the duties of the chief of police in the chief's absence.
4. Responsible for the enforcement of all laws and ordinances which concern the department and the orders, rules and regulations of the department by conducting or overseeing internal affairs investigations when appropriate.
5. He/she shall be responsible for maintaining proper discipline and efficiency in all branches of the service.
6. He/she shall be responsible for meeting regularly with the division commanders to receive any reports, complaints, or pertinent information, and to convey to them all orders of the chief of police.
7. He/she shall be responsible for informing the chief of police all matters pertaining to the department that have come to the assistant chief's attention.

8. He/she shall be responsible for obeying all lawful orders and commands of the chief of police.
9. He/she shall be responsible for the implementation of specialized programs or projects to include federally funded grants.
10. He/she shall be responsible for assisting in the preparation of budget and in reviewing all budget information prior to submission to the chief of police.

Lieutenant of Operations

1. The lieutenant reports directly to the assistant chief of police. He/she is responsible for supervising sergeants, patrol officers and any other personnel assigned to the uniform division.
2. He/she shall be responsible for supervising personnel including arranging for training and work schedules and for evaluating performance.
3. He/she shall be responsible for enforcing that all laws and ordinances in which the department is charged to uphold.
4. He/she shall be responsible for overseeing the development and implantation of division policies and procedures in conjunction with department objectives.
5. He/she shall be responsible for maintaining liaison in terms of operational cooperation and information exchange with other divisions of the department.
6. He/she shall be responsible for evaluating overall division performance and for recommending measures necessary to improve the divisions effectiveness.
7. He/she shall be responsible for guaranteeing that the officers under his/her command adhere to departmental general orders regarding discipline, conduct, and appearance.
8. He/she shall be responsible for supervising officers from other divisions who may be on duty in the absence of their own supervisors.
9. He/she shall be responsible for guaranteeing that all preliminary crime investigations performed by patrol personnel are performed as thoroughly and promptly as possible.
10. He/she shall be responsible to review all reports of department vehicles damaged in accidents or otherwise in bad repair, and he/she will take the proper to effect the needed repairs.
11. He/she shall be responsible for determining enforcement strategies and patrol priorities in response to departmental objectives.

12. He/she shall be responsible for the daily reports which shall include but not limited to:
 - a. Numbers of officers on duty
 - b. Number of officers absent with or without leave.
 - c. Number of officers on special leave.
 - d. Other pertinent information.
13. He/she shall be responsible for performing all the duties of the chief of police when on duty and in the absence of higher ranking officers.
14. He/she shall be responsible for obeying all lawful commands and orders of his/her superiors.

Administrative Sergeant

1. The administrative sergeant reports directly to the assistant chief of police.
2. He/she shall be responsible for the proper performance of all administrative functions to include information distribution, training, uniforms, equipment and maintenance supplies.
3. He/she shall be responsible for working with the assistant chief to guarantee necessary support for and coordination with the operation of the other components of the police department including university assistants.
4. He/she shall be responsible for obeying all lawful commands and orders given by his/he supervisor.

Sergeant Uniform Services Division

1. The sergeant uniform services division reports directly to the lieutenant. He/she supervises patrolman and any other personnel assigned to the uniform services division.
2. He/she shall be responsible for supervising the activities of each officer assigned to his/her shift.
3. He/she shall be responsible for the performance, efficiency, discipline, general conduct, motivation and appearance of officers in his/her charge.
4. He/she shall be responsible for being familiar with all matters pertaining to patrol duties and shall assist and instruct officers in the proper discharge of their duties.

5. He/she shall be responsible for inspecting officers and vehicles to ensure the readiness for duty of all officers and equipment on his/her duty.
6. He/she shall be responsible for reviewing all reports of the officers on his/her shift for accuracy and completeness.
7. He/she shall be responsible to guarantee that officers in his/her command with other departmental units to ensure proper exchange of information and appropriate delineation of enforcement functions that occur.
8. He/she shall be responsible to respond to calls as needed to supervise personnel and operational activities to guarantee the security of a crime scene.
9. He/she shall be responsible for annual monthly evaluations of officers on his/her shift and recommending corrective measures where appropriate.
10. He/she shall be responsible for assuming the duties of the shift supervisor when so designated.
11. He/she shall be responsible for all infractions of department general orders to his/her superiors.
12. He/she shall be responsible for checking regularly with officers in his/her command for any information, problems, or changes that may require a modification of operational plans for his/her shift.
13. He/she will be responsible for obeying all lawful orders and commands of his/her superiors.

Patrol Officer Uniform Services Division

The patrol officer uniform services division reports directly to the sergeant, uniform services division.

They shall be responsible for carrying out the functions of the department such as, preservation of public peace, the protection of life and property, the prevention of crime, the apprehension and arrest of lawbreaker, the proper enforcement of laws and ordinances with which the department is concerned.

3. They shall be responsible for reporting promptly for duty at the designated time and place for assignment and inspection.
4. They shall be responsible for checking assignments and for obtaining any equipment necessary for the performance of their duty.

5. They shall be responsible for patrolling their assigned area as thoroughly as possible.
6. They shall be responsible to respond promptly to all calls for service as directed by communications, shift supervisor or other qualified authority.
7. They shall be responsible for becoming familiar with the university. They shall seek to familiarize themselves with persons and business establishments in their patrol area so that they may recognize unusual or suspicious activity. They shall investigate such activity in accordance with police procedures.
8. They shall be responsible for the wise and prudent exercise of discretion in the performance of patrol functions.
9. They shall be responsible for making complete and accurate reports of all incidents to which they have been dispatched.
10. They shall be responsible for notifying the appropriate authorities of any dangerous conditions of streets, sidewalks or other university property or any malfunction of utility, equipment or emergency apparatus.
11. They shall be responsible for giving their name and badge number to any person requesting such information.
12. They shall be responsible for notifying communications upon leaving the vehicle for any reason. In such instances they shall give the location and the reason for leaving the vehicle.
13. They shall be responsible for checking on the security of all buildings in their sector.
14. They shall be responsible for reporting any equipment damage or malfunction to their supervisor.
15. They shall be responsible for the custody of any lost, stolen or abandoned property that they recover. All such materials should be turned over to property officer.
16. They shall be responsible for complying with all department general orders.
17. They shall be responsible for obeying all lawful orders and commands of their superiors.

Detective

1. The detective reports directly to the chief of police.
2. He/she shall be responsible for prevention of crime and the investigation of criminal offenses, locating missing persons, recovery of lost or stolen property, keeping records,

property/evidence room and taking the proper cognizance of all conditions relating to the fostering of crime, including gambling and vice.

3. He/she shall be responsible for acquiring a thorough knowledge of the criminal statutes and elements that constitute criminal acts and violations of the various sections of the Connecticut General Statutes.
4. He/she shall acquaint himself with the fundamental rules of evidence and be able to present his/her cases in court in an efficient and intelligent manner.
5. He/she shall be responsible for the full and thorough investigation of all cases to which he/she is assigned.
6. He/she shall be responsible for advising complainants in accordance with departmental policy at reasonable intervals of the progress of the investigation to which he/she is assigned.
7. He/she shall be responsible for cooperating with all members of the department in the prevention and detection of crime, the apprehension and arrest of criminals, and the enforcement of all laws and ordinances of the to his/her immediate supervisor.
8. He/she shall be responsible for submitting a daily report of his/her activities to his/her immediate supervisor.
9. He/she shall be responsible for informing his/her superiors of any criminal intelligence information of which he becomes aware.
10. He/she shall have authority in any investigation assignment and shall take command of an investigation at a crime scene pending the arrival of a superior officer.
11. He/she shall be responsible for performing supportive investigation functions such as fingerprinting, photography, ordinance, evidence security, pawnshop checks etc., as directed.
12. He/she shall be responsible for the wise and prudent exercise of discretion in all cases to he/she is assigned.
13. He/she shall be responsible for carrying out all lawful commands of his/her superiors.
14. He/she shall be responsible for cooperating with members of other police departments in all investigations that involve police personnel from jurisdictions other than SCSU and provide court liaison functions.
15. He/she shall perform investigations of civil litigation's involving the University.

Department Armorer

1. The department armorer shall work in conjunction with the lieutenant to see that all personnel are properly trained in the use of firearms.
2. He/she shall be responsible for recording and the custody of the all department firearms, ammunition and related supplies.
3. He/she shall be responsible for the repair, safekeeping and proper disposition of all department weapons.
4. He/she shall be responsible for developing such training that will enable all personnel to become qualified in the use of their weapons.
5. He/she shall obey all lawful commands and orders of his/her superiors.
6. He/she shall conduct random inspections of firearms.

Communications Unit

1. The communications unit will consist of 5 civilian telecommunications operators and any other personnel assigned to the unit. He/she shall report to the lieutenant.
2. The lieutenant will supervise the civilian telecommunications and any other personnel assigned to the unit.
3. He/she shall be responsible for the overall operations of the communications unit.
4. He/she shall be responsible for setting work priorities, arranging for training, evaluating performance and establishing work schedules of the personnel in his/her charge.
5. He/she shall be responsible for the efficiency, discipline, general conduct and appearance of the personnel in his/her charge.
6. He/she shall be responsible for all department communications equipment and the maintenance of it.
7. He/she shall be responsible for the in-house computer system and for working with other divisions and units for its efficient and proper use.
8. He/she shall obey all lawful commands and orders of his/her superiors.

Telecommunications

1. Telecommunications will be civilians and will report directly to the lieutenant.

2. They shall be responsible for guaranteeing the dispatch as expeditiously as possible, of police and fire assistance in response to all appropriate complaints and request.
3. They shall be responsible for contacting, where necessary, related services such as ambulance, public utility emergency services units, or other personnel or equipment needed to render service.
4. They shall be responsible for maintaining a thorough knowledge of street and building locations, number and assignment of both police and fire personnel, and other general information necessary for the efficient dispatch of police and fire services.
5. They shall be responsible for guaranteeing that all appropriate dispatch information is logged and recorded on appropriate forms and computer data entries.
6. They shall be responsible for providing resource information to field units and other agencies, and the public and for the prudent exercise of discretion in releasing information and in dealing with the public's request for police service.
7. They shall be responsible for the routine maintenance of communications equipment.
8. They shall be responsible for notifying their supervisor of any malfunctions in communications equipment.
9. They shall be responsible for obeying all lawful commands and orders of their superiors.

DEPARTMENT OF POLICE SERVICE
Southern Connecticut State University

POLICY NUMBER: 45.1 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS:

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Motorola Portable Radios

PURPOSE: To provide interoperable communications between federal and local agencies, emergency response personnel (first responders) and the South Central Region.

POLICY:

1. Issued Motorola radios will use channel 1 as its primary transmission frequency which utilizes the repeater for all daily activities during the course of duty. It will indicate SCSU RPTR on the display and is the number 1 on the channel selector knob. The talk around option (mobile to mobile) will be maintained on channel 2 and is indicated on the screen as SCSU T/A.

2. The radios are capable of holding numerous frequencies for future expansion as well as for other agencies in the surrounding area deemed necessary for interoperable communication by the university police department chief of police. In the event of an emergency or for the purposes of providing/needling assistance from other agencies, the radio is currently programmed with the following agencies and their associated channel number:

New Haven Police Department

Channel #	Display
3	NHPD- CH1
4	NHPD-CH2
5	NHPD-CH3

Hamden Police Department

Channel #	Display
6	HPD MAIN
7	HPD-TAC

Yale University police Department

Channel #	Display
8	YALE PD1
9	YALE PD2

South Central Region

Channel #	Display
10	SCAN CHAN

Note: The radio does not have a scan function that monitors other channels that are programmed. The **SCAN** is an acronym for “Southern Connecticut Affiliated Network”. The transition from one channel to the next is done manually by the operator by the use of the channel knob.

The South Central Criminal Justice Administration define the following towns that make up the South Central Region:

Ansonia	Hamden	North Haven
Bethany	Madison	Orange
Branford	Meriden	Seymour
Derby	Milford	Wallingford
East Haven	New Haven	West Haven
Guilford	North Branford	Woodbridge

- a. The South Central Region is not a monitored channel. It is to be used during the event of an emergency and deemed necessary by the chief of police.

When communicating with other agencies, proper radio procedures will be adhered.

During the transmission to/from agencies, the following will be announced to provide proper identification over the air.

- a. The name of this agency (Southern Connecticut Police), badge number and the name of the agency being contacted.
- b. The proper call signs and/or details of the transmission will be used to further indicate the nature of the call.

DEPARTMENT OF POLICE SERVICE
Southern Connecticut State University

POLICY NUMBER: 32.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: November 11, 2004 AMENDS: October 15, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Overtime

Procedure:

Overtime will be posted as far in advance as possible. Officers wishing not to work any voluntary overtime will submit a memo every six (6) months requesting not to be called. If an officer is on vacation, he/she may submit a memo stating that they would like to be called for overtime as long as it is not the officer's regular shift.

All overtime will be recorded by actual hours worked. An assignment that is four (4) hours will be credited as four (4) hours worked. If a scheduled assignment goes beyond the scheduled time, the officer will be credited for the additional hours worked.

Overtime Assignments

1. Each officer should review the overtime book on a daily basis that is located in the interview room. Each officer must sign either the voluntary or non-voluntary column for each assignment. Each job will have a closing date no less than fourteen (14) days from the actual date of the assignment when possible and it is the officer's responsibility to verify whether or not he/she has been assigned the job.
2. The officer with the least amount of hours who is willing to work the entire assignment will be given the assignment. If more than one (1) officer with the same amount of hours has voluntarily signed up for an entire assignment then the most senior officer will be given the assignment.
3. If no officer(s) signs up for the posted overtime assignment by the closing date, then the overtime coordinator will determine who is ordered in early, held over or called back no more than seventy-two (72) hours from the actual date of the assignment when possible. When feasible, an eight (8) hour assignment will be split by the officer(s) currently working and the officer(s) coming in.

4. When an officer calls in for an unscheduled absence and it creates overtime the shift sgt. or OIC will determine whether or not an officer is needed for coverage. If an officer is needed the overtime coordinator, sgt. or OIC will run a voluntary list starting with the officer with the least amount of hours. Once the list is run and there are no volunteers, the overtime coordinator, sgt. or OIC will go to the non-voluntary list. They will base the fill on which officers are presently working and which officers are coming in with the least amount of hours. This will determine who is held over or ordered in early.

If the assignment is created with less than eight (8) hours notice and there are no volunteers, then the officer with the least amount of non-voluntary hours who is currently working and has not worked or scheduled to work overtime will be held over. If the officer with the least amount of non-voluntary hours is unable to work due to too many hours worked in one day, then the next officer with the least amount of non-voluntary hours will be held over.

5. If the list is run and an officer volunteers to work the assignment and is called more than eight (8) hours prior to the start of the assignment, that officer will be charged with the appropriate amount of hours. Any officer with fewer hours than the assigned officer will be charged the appropriate amount of hours for refusing the assignment. If the officer was called less than eight (8) hours prior to the start of the assignment, then only the officer who accepts the assignment will be charged the appropriate amount of hours. Any officer with fewer than the assigned officer will not be charged a refusal.
6. If an officer calls in sick before a scheduled overtime assignment, that officer will not be allowed to work that assignment. The assignment will then be offered to any officer(s) who originally volunteered to work the assignment with the least amount of hours. If no officer accepts the assignment, then the overtime coordinator, sgt. or OIC will run the voluntary list starting with the officer with the least amount of hours. Once an officer accepts the assignment, the calls stop and the officer accepting the assignment will be credited with the appropriate amount of volunteer hours. If all officers refuse the assignment, the overtime coordinator, sgt. or OIC will use the non-voluntary list to determine who is to be held over, ordered in early or called back to cover the assignment.
7. If an officer has been out sick for an extended period of time (at least one week) that officer must work one full week before he/she can accept any voluntary overtime assignments. The exception is if no one else signs up for the assignment. This does not exempt the officer from being held over, ordered in early or called back.
8. If an officer calls in an absence for any overtime assignment and creates a hardship for another officer, that officer will not be allowed to work any voluntary overtime assignments for three (3) weeks. The exception will be if no one else volunteers. The officer will still be charged with the appropriate hours for any assignment they may have been able to work. If an officer calls in an unscheduled absence after working an

overtime assignment, that officer will not be allowed to work any voluntary overtime assignments for three (3) weeks. The officer will also be charged with the appropriate amount of hours for any assignment they may have been able to work with the same exception as above.

9. If any officer is unable to work assigned overtime it will be that officer's responsibility to find another officer to accept that assignment. The officer must first contact any officer who had originally volunteered to work the assignment with the least amount of hours and is willing to work the entire assignment. If all officers on the original list refuse, the assigned officer can then run a voluntary list. Only the officer who accepts the assignment will be charged the appropriate amount of hours. Officers who refuse the assignment will not be charged with a refusal. If the assigned officer is unable to find an officer to accept his/her assignment, then the assigned officer will be required to complete that assignment
10. Any officer who does not adhere to the above process will be charged with extra hours. For example if the assignment was worth one (1) hour that officer will be charged two (2) hours.
11. Both the voluntary and non-voluntary hours for officers and dispatchers will be kept on a spreadsheet format on the computer located in the interview room. The officer(s) who are assigned the overtime job blocks will be shaded in red. The officer(s) who are charged refusal hours numbers will be in red. Officers are encouraged to check their hours by clicking on the appropriate icon or look at the spreadsheet posted on the board in the interview room.

Dispatcher Overtime

1. Dispatcher overtime will be assigned the same way as officers. The penalty for creating hardship for another dispatcher will also be the same as officers.
2. If a dispatcher calls in for an unscheduled absence for a shift with less than eight (8) hours notice the dispatcher currently working is responsible for working the next shift. If the dispatcher who is working has worked a double shift, that dispatcher is exempt from working the next shift.

The overtime coordinator, sgt. or OIC will then run the voluntary list of available dispatchers starting with the least amount of hours. The same rules apply for more than eight (8) or less than eight (8) hours as far as being charged the appropriate hours as they do for officers.

3. If the dispatcher who has been held over does not want the assignment, that dispatcher must first attempt to contact any other available dispatcher. The dispatcher will be held over to work the assignment if they cannot find coverage. That dispatchers will be

credited with the appropriate amount of hours on the non-voluntary list, regardless if he/she runs a list.

4. If a dispatcher becomes ill while on duty and requests to leave work, the following steps will be taken:

Run a voluntary list from all available dispatchers.

Sgt. or OIC will determine if there are enough officers on duty to cover the remaining shift.

If needed a dispatcher will be ordered to cover the assignment.

New Employees

1. When a new employee is hired that individual will immediately be placed on the overtime list. The officer/dispatcher will be credited with the same amount of hours as the officer/dispatcher with the least amount of hours. Once the officer/dispatcher is trained and eligible to volunteer for overtime, he/she will be equal to other officers/dispatchers. However, during training the officer/dispatcher will still be charged for assignments based on the shift they are working during their training.

Paperwork

1. All shift overtime slips will be turned in daily to the Sgt or OIC for approval and signature. The slip will then be placed in the overtime folder, recorded by the overtime coordinator and then submitted to the Assistant Chief.
2. Shift differential that exceeds your shift and OIC slips will be turned in bi-weekly and recorded on one sheet.
3. All private overtime slips that have the same account number and are worked during the same week will be placed on one slip. All slips must be filled out completely and turned in on the Friday following payday.
4. At the request of Payroll all overtime slips must be turned in on the pay period worked. No overtime slips can be held back for any reason.

DEPARTMENT OF POLICE SERVICE
Southern Connecticut State University

POLICY NUMBER: 33.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Patrol Procedures

PURPOSE: The university police department is committed to ensuring the safety of its constituents and their property on the campus. To adequately provide this safely, the university police department will maintain a high visibility on campus to deter crime on its grounds. The university police department will address crimes occurring on the campus that are reported or observed by police personnel. To facilitate a smooth operational flow of departmental patrol procedures, the following guidelines will be adhered to:

Procedure:

1. Police personnel will patrol all areas of their assigned patrol area assisting people in need of help, and addressing crimes occurring in their presence.
2. Police personnel will let the dispatcher know their location when stepping out of a patrol vehicle or going into a building and the reason for such action.
3. Police personnel who are assigned a police vehicle will write reports in that vehicle in their assigned patrol area unless told otherwise by the shift supervisor.
4. Any student that is arrested by the university police will also be dean referred.
5. Officers must obtain permission from the shift supervisor prior to coming into the university police headquarters while on duty.
 - a. All personnel when reporting on or off duty will use either the downstairs locker room entrance or the rear entrance by the loading dock.
 - b. All personnel, while on duty, will continue to use either the rear entrance by the loading dock or the down stairs locker room entrance when having to report to or to leave police headquarters for any reason.
 - c. This does not apply to the office assistants and the chief administrators.

6. Officers will obtain permission from the shift supervisor prior to turning on the cruiser's lights and siren. The only exceptions will be when responding to a fire alarm, an officer in trouble, or when performing a motor vehicle stop.
7. University police personnel may respond to assist other agencies when called by the requesting agency by telephone or hot line and when the university police manpower dictates this to be feasible.
 - a. The shift supervisor will determine if permission will be granted along with the number of officers. The shift supervisor must maintain adequate coverage on campus as their first priority.
 - b. Signal "4" officer needs assistance call from a local police agency will be handled in the same manner.
8. Police personnel, while on duty, will not leave the jurisdiction of SCSU without receiving permission from the shift supervisor.
9. All police reports will be completed prior to the investigating officer's termination of duty.
10. All complaints sensitive in nature or involving a serious crime will be immediately reported to the shift supervisor.
11. At no time will department personnel give police information to anyone outside of the department. This includes, but not limited to investigatory information and department member's personal information.
12. All media inquiries will be directed to the chief's office unless otherwise indicated by the chief of police.
13. Arrest warrants for SCSU students will not be entered in to the NCIC system unless permission is obtained from the shift supervisor.
14. All officers will check their assigned police vehicle prior to assuming it for duty. New damage will be documented and reported to the shift supervisor.
15. Shift supervisors will not leave the jurisdiction of SCSU while on duty, unless circumstances mandate their presence off campus. They must notify communications that they are leaving, give the location and the reason why.
16. All police personnel will be fully prepared to assume their assigned shift for duty at their scheduled time.

- a. Officers are not to return to Headquarters for the end of their shift prior to ten (10) minutes before their shift ends. An officer is on duty and should be available until the end of their shift.
17. Whenever a resident student is transported to the hospital, the appropriate residence hall director will be notified. The duty director will be notified if the residence hall director cannot be contacted.
18. All police personnel will check in with the on duty resident staff prior to entering beyond the lobby area of a resident hall.
- a. Exceptions will be made in emergency situations only.
19. All motor vehicle arrests involving the issuance of a misdemeanor summons will have a written report submitted in place of backing up the summons.

Police scanners located in each patrol vehicle are there for the sole purpose of officers being aware of police activity in neighboring agencies that might be headed into SCSU's jurisdiction. Officers are not to respond to any activity heard over their scanner. (Refer to policy 3.7 and 3.7a, 3.7b.)

**DEPARTMENT OF POLICE SERVICE
Southern Connecticut State University**

POLICY NUMBER: 34.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Police Vehicle Check List

1. All police vehicles will be inspected daily at the beginning of each shift.
 - a. It is the responsibility of the shift sergeant or OIC to inspect the vehicle and make any comments that they feel necessary such as damage, tires, lights, etc.
2. A checklist will be used to cover the other areas such as lights, tires, damage, etc.
 - a. All checklists will be kept by the special operations assistant who is located in the special programs office.
 - b. All vehicle checklists will be turned in by the end of each shift.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 35.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: June, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Preliminary and Follow-up Investigation

PURPOSE: This policy delineates areas of responsibility for conducting investigations.

POLICY: The uniformed Patrol Division will be the primary responder to all reports of crimes or incidents.

General:

1. Criminal investigations consist of two phases:
 - a. The preliminary investigation.
 - b. The follow-up investigation.
 - c. Procedures used in criminal investigations includes but are not limited to:
information developed, interviews and interrogation, collection, preservation, and use of physical evidence and surveillance.

PROCEDURES

PRELIMINARY INVESTIGATIONS

1. The preliminary investigation begins when the first police unit arrives at the scene.
2. The following activities should be part of the preliminary investigation:
 - a. Aid to the injured.
 - b. Determining if a crime has actually been committed and if so, the exact nature of the crime.

- c. Isolating and protecting the crime scene to ensure that evidence is not lost or contaminated, and arrange for its collection.
- d. Observing all conditions, events and remarks.
- e. Determining the identity of the suspect(s) and making an arrest if such arrest can be accomplished either at the scene or through immediate pursuit.
- f. Furnish the communications center for immediate relay to all police cruisers and other police departments, descriptions, method and direction of flight and other relevant information concerning wanted persons or vehicles.
- g. Obtaining complete identification of all witnesses.
- h. Determining what information is known by the victim and each witness.
- i. Obtaining written statements from victims and witnesses and from the suspect if such statements can be legally obtained.
- j. Accurately and completely record all pertinent information on the prescribed report forms.

FOLLOW-UP INVESTIGATION

1. Basic activities of the follow-up investigation include:
 - a. Reviewing and analyzing all previous reports prepared in the preliminary investigation.
 - b. Identification and apprehension of the offender.
 - c. Collecting physical evidence.
 - d. Arranging for the analysis and evaluation of evidence.
 - e. Planning, organizing, and conducting searches.
 - f. The recovery of stolen property.
 - g. Reviewing department records.
 - h. Interviewing victims and witnesses, including making a “second contact” if appropriate.
 - i. Interrogation of suspects.

- j. Checking suspects' criminal histories.
 - k. Determining if other crimes may have been committed by the suspect.
 - l. Seeking additional information.
 - m. Recording information obtained.
 - n. Arranging for dissemination of information, as appropriate.
 - o. Preparation of case for court presentation.
 - p. Assisting in prosecution if required.
2. In cases assigned to the patrol force for follow-up, additional investigation will be required at the end of the tour of duty of the assigned officer. The assigned officer(s) shift supervisor will determine whether the investigation should be postponed until the assigned officer's next tour of duty or continued by officers on the oncoming shift. Except in cases where the investigation would be jeopardized by its postponement, it shall remain the responsibility of the assigned officer.
 3. When an element of immediate need exists at the end of the shift, the assignment of continuing investigation shall be made by the shift supervisor.
 4. A supplement report must be prepared by each officer who works on the case, but not necessarily for each occasion he/she works on it. These supplemental reports will be transmitted to the officer responsible for the investigation for inclusion in the case file of the investigation.

RESPONSIBILITIES OF THE SHIFT SUPERVISOR

1. The shift supervisor will:
 - a. Insure that an adequate and complete preliminary investigation has been made.
 - b. Review and either approve or return to the reporting officer for preparation all initial and supplement reports.
 - c. Decide whether a follow-up should be made.
 - d. Request the assistance of the Assistant Chief if an offense under investigation is of sufficiently serious nature to warrant it.

VICTIM INVESTIGATION

1. At the time of any changes in the statue of an investigation, the investigating officer may, if feasible and appropriate:
 - a. Apprise the victim of such changes including:
 1. Transfer of investigation to another officer.
 2. The arrest or referral of a suspect.
 3. Suspension of the investigation.
 - b. File appropriate case reports recording these changes.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 36.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Crime Prevention Officer

PURPOSE: To establish procedures for the administration and operation of the crime prevention function of the university police department.

POLICY: The university police department is committed to the development and perpetuation of community crime prevention programs. This commitment is to be shared by all members of the department.

Procedures

Crime Prevention Officer

1. The officer assigned crime prevention duties will have the primary responsibility and authority for developing and conducting the department's crime prevention function.
2. The duties and responsibilities of the crime prevention officer will include, but not limited to:
 - a. Maintaining liaison with interested university groups, including the business community, local citizen's groups and local civic organizations.
 - b. Maintaining liaison with private security agencies.
 - c. Maintaining and developing liaison with statewide agencies.
 - d. Developing and implementing crime prevention programs in residential and academic areas based on targeted needs, as well as on requests.
 - e. Producing monthly crime prevention activity reports outlining ongoing programs.
 - f. Producing an annual report which outlines activities and evaluates the effectiveness of programs.

- g. Developing program target priorities and strategy, based on statistical data.
- h. Providing in-service training to the department in crime prevention techniques and related areas.
- i. Providing security surveys to both residential and academic areas.
- j. Maintain records of presentations and records of those in attendance.

Crime Prevention Responsibilities of Department Personnel

1. Disseminating information to the public concerning crime prevention programs availability.
2. Informing the crime prevention officer of requests for service or problems.
3. Developing ideas for new programs and submitting same.
4. Assisting with all phases of crime prevention program development and implementation.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 37.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February, 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: To establish the responsibilities of the property officer for the department.

POLICY: The property officer is accountable for the control of all found, recovered and evidentiary property accepted by or stored in the university police department. The property officer will be issued a set of keys to the property room and will be responsible for the securing of the room as well as the restriction of access to authorized personnel only. He/she will be the only person with keys to the property room.

Procedures

Duties of the Property Officer

1. The chief of police will designate an officer to function as property officer.
2. The property officer will maintain records of all property that is brought into the university police department.
3. Records will include, but not limited to, logs divided into four sections:
 - a. Found abandoned or misplaced property.
 - b. Property seized as evidence.
 - c. Drugs.
4. The property officer will ensure these logs are neat, up-to date and ready for inspection at any time.
5. Each item placed in the property room will be labeled so as to enable easy retrieval.
6. The property officer will abide by all court orders regarding the disposition of evidence by:

- a. Property disposing of the property per the order.
 - b. Filing out and signing either the property seized under search warrant or inventory of property seized without a search warrant.
 - c. Returning the pink copy to court.
 - d. Filing the white copy with the case.
7. All transfer, return, loan, or change of disposition of property will be recorded by the property officer.

Destruction or Return of Property

1. Evidence will be destroyed per court order and be recorded as listed in 6 above.
2. Evidence retained in relation to a case not listed on a court inventory will be returned to the owner as soon as possible.
3. Contraband is sometimes seized without a warrant. The property officer should destroy contraband or see to its destruction, ensuring adherence to state statutes.
4. Any found property remaining unclaimed for at least six months must be turned over to the finder if they claim such property within 30 days of the expiration of the six-month period.
5. All other property turned over to or obtained by the department will be auctioned, turned over to the examiner of seized property, or destroyed properly per state statutes.
6. Keeping all other legal considerations in mind, the final disposition of found, recovered and evidentiary property must be accomplished within six months after legal requirements have been satisfied.

Auction of Unclaimed Property

1. Annually, the property officer will organize an auction to dispose of unclaimed property.
2. Items of a dangerous nature or contraband will not be auctioned. These items will either be destroyed or turned over to the examiner of seized property.

New Property Officer

1. Whenever a new property officer is designated, and inventory of property will be conducted jointly by the new designated property officer and the outgoing property officer.

2. Any discrepancies will be recorded prior to the assumption of property accountability by the newly appointed property officer.
3. All records will be maintained by the property officer. This includes, logs, evidence forms and all other pertinent documents.
4. All property records will be maintained in the property room.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 38.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Property Seized as Evidence

PURPOSE: To establish guidelines for the department to supply a secure area for the storage and preservation of evidence. All officers will use the guidelines in accordance with this policy.

POLICY: The establishment and maintenance of correct evidence handling procedures are most important to the successful prosecution of a case in court. The aim of this policy is to protect officers from any claims of mismanagement or misdirection of evidence or property.

Procedures

Seizures without a Search Warrant

1. Evidence seized without a warrant will be secured by the officer making the seizure.
2. The chain of evidence will be maintained at all times.
3. All seized evidence will be brought to headquarters and tagged.
4. SCSU evidence/property sheet will be completed.
5. A JD-CR-18 Inventory of Property Seized Without a Search Warrant will be completed.
6. A JD-CR-42 Receipt for Seized Property will be complete in duplicate with a copy:
 - a. Left with the person from whom the property was seized
 - b. Left with the person having possessor's interest in the premises from which the property was seized.

- c. Mailed to the person having possessor's interest in the property by registered or certified mail within five days of the seizure.
 - d. A copy filed with the original report.
7. If the seized evidence is being sent to the Toxicology Lab of the State Department of Health Services. Form OL-167 Evidence Examination will be completed by the officer requesting the exam and attached to the evidence.
- a. The evidence and attached form will then be forwarded to the property officer.
 - b. A note will be placed on the SCSU Evidence Sheet and the JD-CR-18 reflecting that it was sent to the state lab.
8. If the seized evidence is being sent to the CT State Police Forensic Lab, Form SP-997-C Request for Examination of Physical Evidence will be completed by the officer making the request and attach it to the evidence.
9. Weapons:
- a. Will be made safe before being handed in.
 - b. Handguns will be properly tagged and secured in the mailbox located in the interview room.
 - c. Rifles and shotguns will be property tagged and secured in the sergeant's office until the property officer places it in the property room.
10. Property **WILL NOT** be returned unless authorized by the property officer.

Seizures with a Search Warrant

1. Under normal circumstances a supervisor should be present at the scene of the warrant service.
2. Absent a supervisor, the ranking officer should direct the search.
3. After properly entering the area to be searched, the supervisor or ranking officer will:
 - a. Assign one officer to photograph the premises prior to and after the search. Also, photograph each item at its recovery point.
 - b. Assign a recording officer.
 - c. Direct the search in a methodical manner, covering only one or two rooms at a time.

4. Upon locating an item to be seized, the locating officer will call for the camera and will number the item(s) and photograph the item(s) where it was found, including the number in the photo.
 - a. It will be the supervisor's responsibility to make the camera available.
5. The locating officer will take the item to the recording officer, who will record the item and the chronological number, note the locating officer, description of the item, where it was found, and any other pertinent information, then tag the item.
6. Items that are assigned a number will be used on all paperwork of the case.
7. All evidence will be secured by the recording officer.
8. The chain of evidence will be maintained at all times.
9. All seized evidence will then be brought to headquarters.
10. A SCSU evidence/property sheet will then be filled out. Remember to use the same numbering system that has been established.
11. A CCP-7, Return For and Inventory Property Seized on Search and Seizure Warrant, will be completed and forwarded to the court.
12. A JR-CR-52, Property Seized under Search Warrant, will be completed and forwarded to the court.
13. If no arrest is made a JD-CR-53 Receipt for Seized Property will be completed in duplicate with a copy to:
 - a. The person from whom the property was seized.
 - b. The person having possessors interest in the premises from which the property was seized.
 - c. Mailed to the person having possessors interests in the property by registered or certified mail within five days of the seizure.
 - d. A copy filed with original report in records.
14. If the seized evidence is being sent to the Toxicology Lab of the State Department of Health Services, Form OL-167, Evidence Examination, will be completed by the officer requesting the exam and attached to the evidence.
15. If the seized evidence is being sent to the CT State Police Forensic Lab, form

SP-997-c, Request for Examination of Physical Evidence will be completed by the officer requesting the exam and attached to the evidence.

- a. A note will be placed on the SCSU Evidence Sheet and any other appropriate forms that the evidence was sent to the lab.

16. Weapons will be handled in the same manner as #9 Property Seized.

Seizure of Cash

1. If cash is seized, it will be counted by two officers and initialed by both and the appropriate procedures, as set forth previously will be followed.
2. If cash is seized, it should be placed into the mailbox as soon as possible.
3. Only the operations supervisor along with the property officer is authorized to place and retrieve money from the mailbox.
4. The property officer will then be responsible to see that the money is transferred to the property room.

Seizure of Narcotics and/or Dangerous Drugs

1. The appropriate procedures previously set forth will be followed.
2. The seized narcotics and/or drugs will be weighed and/or counted and sealed in the appropriate package. The evidence seal shall be signed by two officers, one preferably a supervisor.
3. The seized items will then be turned over to the property officer if available for logging in.
4. If the property officer is not available, then procedures set forth in policy 28.2 Temporary Storage of Property will be followed.
5. If large amounts are involved then the property officer will be called in.
6. All containers of narcotics and dangerous drugs will be inspected for tampering by the property officer.
7. All narcotics returned by the toxicology lab shall be returned to the property officer.

Vehicles Seized as Evidence

1. Under normal circumstances, vehicles are not seized in criminal cases.

2. In certain cases, especially involving drugs, vehicles become instrumentalities of the crime.
3. If the seizure is not mere evidence, certain federal laws allow the university police department and/or FBI, DEA, or IRS to obtain ownership of the vehicle.
4. If a decision is made to seize the vehicle, two routes are available for the officer:
 - a. If there is no intent to determine ownership of the vehicle, it should be handled and documented like any other property.
 - b. If the intent is to determine ownership of the vehicle the following should be followed:
 1. Tow the vehicle to university police headquarters and secure it.
5. If the vehicle is seized, the keys will be turned into the property officer.

Delivery of Evidence

1. It will be the responsibility of the property officer to arrange for the delivery of evidence to the respective labs.
 - a. The property officer will be responsible for delivering all evidence to the State Toxicology Lab and the State Police Forensic Lab.
2. Each time the evidence is transferred, a written record of the transfer will be made on the proper forms. This will include the following information:
 - a. Date and time of transfer
 - b. Receiving person's name.
 - c. Reason for transfer.
 - d. Name and location of the lab.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 39.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Property Supervision and Inventory

PURPOSE: To establish guidelines to adequately ensure the integrity of the evidence system

POLICY: In order to maintain the integrity of the evidence system there must be procedures established to safeguard the operation. There will be established guidelines to inspect the evidence system for accuracy, adherence to procedures, neatness and proper documentation.

Procedures

Monthly Inspections

1. At least once every three months the lieutenant in will conduct an inspection of the property function.
2. The inspection will be conducted to determine that:
 - a. The property room is being maintained in a clean and orderly fashion.
 - b. Provisions of agency orders and directives are being followed.
 - c. Property is being protected from damage and deterioration.
 - d. Proper accountability is being protected procedures are being maintained.
 - e. Property having no further evidentiary value is being disposed of promptly.
3. Results of the inspection will be in writing and will be retained by the property officer.

Annual Inspections

1. On or about January 1st of each year, a supervisor, not directly connected with control of property, will conduct an inspection.
2. This supervisor will be appointed by the chief or associate chief of police.
3. This inspection is to ensure the integrity of the system and not to account for every item of property.
4. Results of the inspection will be in writing and will be retained by the property officer.

Unannounced Inspections

1. On a semi-annual basis, the chief or associate chief of police will direct an unannounced inspection of the property storage areas.
2. Primarily, property accountability and security procedures should be examined.
3. A random comparison of records with physical property should consume most of the time allotted for the inspection.
4. Results of this inspection will be in writing and will be retained by the property officer.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 40.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Temporary Storage of Property

PURPOSE: To establish guidelines for the proper collection and temporary storage of property for which the department is responsible.

POLICY: In order to establish proper chains of evidence, property that is received by the department must be protected at all times. It is with this in mind that all members of the department should be familiar with procedures in handling evidence and other property that comes under the control of the department.

Procedures

Temporary Storage Areas

1. Evidence mailbox-located in the interview room area.

Temporary Storage Procedures

1. All evidence will be secured in the above area.
2. The secured area will be kept padlocked at all times.
3. Cash will be counted by two officers and initialed.
 - a. All monies received by the property officer will be deposited in the property room.
 - b. This will be done by the property officer and the operations supervisor. At no time will one officer either deposit or withdraw monies from the mail box.
4. Items of evidence, whose sizes does not permit the use of the evidence cabinet, the detective will be called in.

5. Perishable evidence (I.e. blood, body fluids) follow the University Blood Borne Pathogen Policy.

Found/Abandoned Property

1. All found or abandoned property will be brought to headquarters.
2. Found/abandoned property will be temporarily stored in the main desk area. This does not apply to weapons, money or narcotics.
3. Found weapons, narcotics or monies will be deposited in the mail box in the interview room after being properly tagged.
4. Found/abandoned items of value such as jewelry will be properly tagged and deposited in the mailbox in the interview room.
5. Bicycles and larger items will be secured in the basement and turned over to the detective as soon as possible.

Reporting Procedures

1. All evidence, abandoned and found property will be properly tagged with evidence tags and will contain all proper information.
2. An SCSU evidence sheet will be filled out completely on all evidence will be filled out if applicable.
3. All appropriate reports detailed in Police 28.1 Property Seized as Evidence will be filled out if applicable.
4. If found or abandoned property is returned to it's owner, such property will sign for same.

Vehicles

1. Vehicles are not covered by general order re: unclaimed property. Their disposition is covered by Conn. Statutes 14-150.
2. Individuals that wish to claim them must follow the procedure set forth in C. G. S. 14-150 and other applicable state statutes.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 41.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: March 22, 1995

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Purchase of Collapsible PR24X

PURPOSE: Police officers during the course of their duties may have to utilize specialized equipment to affect a positive outcome in a given situation. With proper training, this specialized equipment can become a useful tool to the officer in minimizing serious injuries.

The following defines the PR24 and PR24X with department requirements for their use:

PR24

1. Non-collapsible unit is issued by the department.
 - a. Must be certified in proper use.
 - b. Abide by all

PR24X

1. Collapsible unit
 - a. Purchased at officer's own expense.
 - b. Certified in proper use.
 - c. Abide by all departmental rules, regulations, and policies.

Note: The department is not responsible for the replacement of the PR24X if lost, stolen, or damaged. If the officer decides to leave the department's employment, the purchased PR24X will be considered their personal property to take with them.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 42.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: December, 1993

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Pursuits

PURPOSE: In certain instances, law enforcement officers in the performance of their duties may be required to engage in a potentially dangerous vehicular pursuit of individuals attempting to evade their authority. In many situations, while conducting such a pursuit, excessive speeds are reached which place the law enforcement officer, the individuals being pursued, and innocent citizens in a very precarious position.

POLICY:

1. As defined in section 14-283a C. G. S., “pursuit refers to an attempt by a police officer in an authorized emergency vehicle to apprehend one or more occupants of another moving vehicle, when the driver of the fleeing vehicle is attempting to avoid apprehension by maintaining or increasing his speed or by ignoring the police officer’s attempt to stop him.”
2. The authority of a law enforcement officer to engage in pursuit stems from his duty to apprehend those persons who have committed or are committing a violation of the law. The freedom to pursue law violators must be available to police departments since it plays a vital part in deterrent and crime control responsibilities. Furthermore, we firmly believe that it would not be in the best interest of public safety to encourage the dangerous fleeing criminal to proceed without the imminent possibility of police intervention.
3. Pursuits are very serious matters. When a police officer initiates pursuit of a fleeing vehicle, he or she should consider himself/herself and the occupants of the fleeing vehicle. It must be remembered that other citizens using public highways do not expect their travel to be interrupted by a police chase and may become involved in an accident due to overreaction.
4. As a general rule, pursuit is not recommended or favored when the potential danger to the officer and the general public outweighs the potential advantage of apprehending a fleeing vehicle by such means. Pursuit is clearly inappropriate when the pursuit itself endangers life more than the escape of the person pursued. Delay may also be the wiser

choice when the person is known and he or she poses no immediate threat to the community.

5. The seriousness of the possible outcome of a pursuit commands a police officer to weigh many factors when deciding whether or not to chase in the name of the citizens he/she is serving. Some of the specific questions officers must ask themselves when deciding whether or not to pursue include:
 - a. Nature of the offense.
 - b. Time of day.
 - c. Weather conditions.
 - d. Road conditions.
 - e. Population density.
 - f. Vehicle capability and reliability.
 - g. Speed to be consistent with the above criteria (a-f).

NOTE: Members of this department **WILL NOT** engage in pursuits when there are only **TWO** officers on patrol in the field. Only **ONE** vehicle will engage in the pursuit regardless of the number of officers in the field.

6. If a pursuit is necessary and instituted, all continuing reconsideration of the above factors should be made by the officer. Once made, the decision to pursue is not irrevocable, and it is the intelligent officer who knows when to discontinue the chase. The experience and common sense of each officer and his/her knowledge of the area should also guide him/her in his/her decision.
7. If a pursuit is undertaken, each officer is strictly responsible for observing the specific procedures that follow, the OIC has the authority to order the pursuit to be terminated at anytime.

Marked Vehicles

1. If at all possible, especially when the situation involves traffic violators or other misdemeanors, the police officer should take preventive measures in an attempt to avoid a continuing chase by immediately obtaining the attention of the occupant(s) of the vehicle so that he/she may choose to stop.
 - a. The officer shall utilize the vehicle horn and activate the emergency dome lights: in the nighttime, care should be taken not to blind oncoming traffic.

- b. When effectuation a stop, the siren will also be used.
2. A continuing pursuit is authorized when the pursuing officer has reasonable grounds to believe that an individual clearly exhibits an intent to avoid arrest by using his motor vehicle to flee.
3. All pursuits for motor vehicle violations and misdemeanor violations will be terminated at our campus border and the proper municipality will be notified with the appropriate information.
4. It is important that an officer weigh the seriousness of the offense which has been committed against the hazards present to the health and welfare of citizens that might be affected by the chase. If the pursuit is initiated, a continuous balancing of seriousness versus public safety is mandatory.
 - a. As soon as the operator of a pursued vehicle increases his/her speed or drives in such a manner as to endanger the safety of others, the pursuing officer shall immediately activate both siren and emergency dome lights, and shall use both throughout the entire pursuit. The purpose of the lights and siren is primarily to warn motorists of unusual vehicular movements. Each officer should recognize that a loud siren may cause some motorists to panic and over-react, thereby creating, or adding to, a dangerous situation.
5. Upon commencing pursuit, the officer shall maintain continual communication with the dispatcher and communicate the following information:
 - a. Identity of the officer's unit.
 - b. Description of the vehicle and/or occupants.
 - c. The exact location and direction of travel.
 - d. Reason for pursuit.
 - e. While the pursuing officer is transmitting information to the dispatcher, he/she shall keep his/her voice as normal and coherent as possible. In the case of a two officer police vehicle, the officer in the passenger seat should handle the radio transmissions. Units that have prisoners, witnesses, suspects, complainants, or other non-law enforcement personnel as passengers, **SHALL NOT** become engaged in pursuit situations.
6. Primary command responsibility of a pursuit shall rest with the shift supervisor.
 - a. If an officer receives a communication from the dispatcher/shift supervisor that the chase be terminated, he/she shall do so immediately, reporting to the dispatcher the

final location and direction of travel of the pursued vehicle at the time of termination.

- b. The pursuing officer shall voluntarily terminate pursuit if he/she determines that the safety of the public, conditions of the road, weather, traffic, or other factors so necessitate. He/she shall notify the dispatcher of his/her decision and relay the final location and direction of travel of the pursued vehicle at the time of termination.
7. In the course of pursuit, a reasonable distance shall be maintained between cars, as this will enable the pursuing officer to duplicate any sudden turns and lessen the possibility of a collision in the event of a sudden stop.
8. An officer who participates in a pursuit shall at the end of his/her tour of duty submit the appropriate reports.

Unmarked Vehicles

1. At no time will an officer engage in a pursuit or participate in a pursuit while in an unmarked vehicle.

Request for Backup

1. The initial request shall be made by the pursuing officer to ask for assistance. Permission to provide backup will be given by the shift supervisor or OIC designation which officer will respond.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 43.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: May 2001

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Radar Procedures

1. The radar unit will be issued to radar-trained officers by a sergeant or above. A radar-trained officer is defined as:
 - a. An officer who has been trained by a certified radar instructor.
2. The radar unit will not be operated during inclement weather, such as rain, sleet, snow, or other conditions where moisture is in the air.
 - a. When these conditions are imminent, the radar unit will be shut off, and the antenna will be secured inside the police vehicle.
3. If for any reason the radar operator is dispatched to a call where they're required to leave the vehicle, the radar operator will shut off the radar and secure the antenna inside the vehicle before they depart for the call.
4. The radar operator will set up in a safe location taking into consideration their safety and providing a safe location for the violating vehicles to pull over.
5. The radar operator will utilize the same call in procedures that have been in effect for all motor vehicle stops.
6. The radar operator will advise SCPD dispatchers of the location of the radar vehicle and any subsequent changes of that location.
 - a. These locations will also be reflected in the radar operator's log.
7. The radar unit will be operated in the stationary mode only.
8. Calibration tests will be preformed before the radar is operated, and upon termination of radar duty.

9. Radar operations will establish a tracking history on violating vehicle, this will include visual estimation of target speed, audio tracking using the doppler signal, and the radar display.
10. All officers will forward the radar operators log to their shift supervisor upon completion of their tour of duty.
11. The radar log sheet will be secured by shift Sergeants and utilized to complete a monthly report regarding radar activity.
 - a. Radar operator logs are located in bin number 51.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 44.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2000 AMENDS: February

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Police Radio Codes

PURPOSE: To provide a secure mode of communication.

POLICY:

1. All police personnel are to use the established police radio codes when transmitting communications over the airways.
2. If additional information has to be conveyed it must be limited to pertinent information and only if there is no other means available, such as telephone.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 45.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Radio Procedure

PURPOSE: To establish standard operating procedures for sworn personnel of the university police department.

POLICY: All communications over the police radio will be transmitted in a professional manner and should be direct, concise and in accordance with department procedures set forth below, and regulations established by the Federal Communications Commission. Unidentified or superfluous communications and obscene and profane language are strictly prohibited.

Procedures

When going on duty, sworn personnel will be responsible for:

1. Assuring that the car radio and portable radio are functioning properly.
2. Patrol officers will be responsible for notifying dispatch when portable radio will be used.

When using the radio, the following procedures will be adhered to:

The time of day will be given in military time.

When transmitting names and letters that could be misunderstood, the phonetic alphabet should be utilized.

PHONETIC ALPHABET

3. The number “O” will be referred as zero. An example is 1-zero-1, not 101.
4. All transmissions shall be identified by officer’s badge number.
5. All officers and supervisors will be expected to constantly monitor their assigned frequency.
6. The appropriate codes will be used to advise dispatch when the officer will be “in” or “out” of service.
7. When attempting to contact headquarters, the officer should, under normal circumstances, wait to be acknowledged before continuing to transmit or request information.
8. Officers are required to give the location and any identifying information regarding vehicles or pedestrians when making stops.
9. Officers will not sign off at headquarters without permission from dispatch or unless directed by a supervisor.

General Information

1. All officers should bear in mind that the calls dispatched are based on the best information the dispatchers are able to obtain. They should keep in mind that incorrect information may have been given or that an incident might have increased in seriousness from the time of the original call.
2. Some police vehicles that are equipped with a scanner. This scanner is for monitoring activity in the immediate area of our campus and is not for responding purposes.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 46.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: June, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Radio Test Procedure

PURPOSE: To ensure the safety and well being of the police officers.

Policy:

Radio Test Procedures

1. Each officer shall test their portable and vehicle radio at the start of the shift with the dispatcher. Any malfunctions should be documented for follow-up by the shift supervisor/OIC. If malfunction occurs refer to policy: Officer Safety.
2. Each hour, the dispatcher will perform a "107" radio and location check with all units, and record the results on a non-numbered card.
 - a. Each unit on duty will be called by the dispatcher in order and asked for their location (unit10 your 33). The unit shall respond with their location (10-lot 5).
 - b. If a unit does not answer, the dispatcher shall press the alert button on the GE remote unit and call the unit again.
 - c. If the unit does not answer after a minute, the shift supervisor/OIC shall be called by the dispatcher and the information relayed. In addition, it shall be noted on the "107" card with the time, unit number and the time the Shift supervisor/OIC was notified of the "107" check.
 - d. The dispatcher will continue to call the unit every minute until the unit either responds or is located.

If no response is received after that, a written "03" report shall be submitted by the officer stating the reason they did not respond.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 47.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Tone Alerts

PURPOSE: To establish guidelines for the use of radio alert tones by the department.

POLICY: Communicating important information to units in the field is critical to the department's goal. To aid in alerting units of important information the following procedures have been established.

Use of Radio Alert Tones

1. Prior to the dispatching of certain calls radio alert tones will be used.
2. The following are a list of those tones and the calls that will follow:
 - a. Alert 1
 1. Steady tone that will alert units that communications is trying to raise a unit not answering radio calls.
 - b. Alert 2
 1. 2 tones (hit alert, release, hit alert again)
 - a. Tone indicating an emergency in progress call will follow.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 48.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: July 5, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Request for Time off

Holidays

1. All holiday time will be submitted/approved three or more days in advance:
 - a. Officers may request time within that time period should extreme circumstances. Situations arise, where as documentation and/or an explanation may be requested.
 - b. A holiday request for the same day may be approved by a supervisor or OIC if all shift needs are met and it does not create a manpower shortage.
2. Holiday requests for major holidays (Thanksgiving, Christmas, and New Years), shall be submitted at least four weeks prior to the date, for seniority to be considered.
 - a. After that date, the officer with the earliest request will be given first priority.
 - b. Request received the same time will be considered by seniority, staffing and agency needs.
 - c. The request will be returned to the officer no later than three weeks prior to the holiday date which will indicate whether or not the request was approved or denied.

Peak Vacation Time

1. Friday of Memorial Day weekend through September 10th.
2. Officers needing vacation time (5 days or more) will submit their request by April 15th, of that calendar year.
3. Requests will be entertained by seniority, remembering that only one person per shift will be allowed to be off on vacation at one time.

4. Officers requesting peak vacation time will be notified by May 1st of the approval or denial.

Personal Leave

1. Employees are entitled to three (3) personal leave days with pay each calendar year. The personal leave days do not carry over from year to year.
2. Submitted/approved required three (3) days in advance.
3. Request can be made by officers if “unusual” situations arise. (Documentation and /or an explanation may be required)

Personal leave time will be granted based on operational needs. There is no guarantee that a personal leave day will be authorized, although all reasonable efforts will be made when requested, in accordance with collective bargaining agreement.

Switching Shifts/Days

1. Any switching of shifts or workdays among officers must be submitted in writing to both the officer’s supervisors for pre-approval.
2. This request should outline the exact change requested:
 - a. Shift, date and length.
3. The request needs to be signed by both officers.
4. The request is not authorized until such time as the involved officers receive their copy, which has been approved and signed by their supervisors.
5. Each officer is held responsible if the switch occurs and an officer does not show to do his/her share.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 49.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 1994 AMENDS: September 2, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Hazardous Material Response

PURPOSE: The university police are committed to respond to any report of hazardous conditions and to take such action as is necessary to protect the university community, the police officer and to notify the appropriate personnel and agencies to remedy the situation.

POLICY:

1. The town fire department will have the primary responsibility in their respective areas for providing the equipment and procedures for handling and containment of hazardous materials.
2. Officers responding to incidents or accidents involving hazardous materials shall:
 - a. Use extreme caution in their approach to the area due to the possibility of toxic fumes.
 - b. When entering a building or approaching a location and one of their senses indicate something out of the ordinary, they are to leave the building and or area.
 - c. Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors, even if non hazardous materials are known to be involved. **Do Not** assume that gases or vapors are harmless because of lack of a smell, odorless gases or vapors may be harmful.
 - d. Assess the situation and, if possible, attempt to determine the type and quantity or material involved, refer to Emergency Response Guidebook.
 - e. Isolate the area and prevent all non-essential access.

- f. Move and keep people from the immediate area. Allow enough room to move and remove emergency equipment.
- g. Have communications notify the area fire department and the SCSU Director of Environmental, Health and Safety and other appropriate SCSU notifications.

The Department of Environment Protection will be notified of all chemical spills and of petroleum product spills of more than five (5) gallons. This notification will be done by the SCSU Director of Environmental, Health and Safety or the fire department in severe cases.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 50.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: January, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Roll Call

PURPOSE: To establish the objectives of the university police department roll call procedure.

POLICY: Roll call will be held to provide officers with information necessary to fulfill the daily requirements of the job.

Procedures: Roll call will be held at the beginning of each shift by the shift supervisor/OIC

1. Officers will report on time to roll call in full uniform and with all equipment.
2. Officers will be briefed on:
 - a. Information regarding daily patrol activities, status of wanted persons, stolen vehicles and major investigations.
 - b. Changes in schedule or assignments.
 - c. Potential and/or actual police hazards within the department's service area or in neighboring jurisdictions.
 - d. Revised or newly issued directives.
 - e. Assignments and special orders.
 - f. Any additional information deemed pertinent by the supervisor conducting the briefing.
 - g. If a call for service is received while roll call is being held, the dispatcher is to immediately notify the shift supervisor and the shift supervisor will determine if an officer will be assigned immediately or after roll call. The shift supervisor will inform the dispatcher of their decision so the dispatcher can inform the

complainant.

3. Officers will not eat or read during roll call.
4. When dismissed from roll call, officers will promptly report to their shift assignments.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 50.1 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Roster of Active Employees

PURPOSE: To provide campus employee personal information in the event of a police investigation or an emergency.

POLICY:

1. In order to expedite campus employee information under exigent circumstances a file of active employees will be kept at the dispatch computer (CAD). The file, "Police Roster of Active Employees", will be located in the "Police Documents" folder which has been placed on the CAD desktop.
2. All information contained in this file is considered confidential and will be used only for the purpose of police investigations or emergency contact information.
3. Any inquiries for personal information of a campus employee that is listed in this file other than police personnel will be at the discretion of the shift supervisor or approval by the chief of police.
4. Inquiries made by an associate vice president and above regarding one of their employees for the purpose of business is allowed to have such personal information. A case number will be generated at this time indicating the name of both parties and the nature of the urgency.
5. A call back number and/or information regarding the urgency can be obtained for inquiries below the associate vice president level. Police personnel will then notify the employee and forward the information.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 51.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2005 AMENDS: February, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Storage of Seized Motor Vehicles

PURPOSE: To establish a procedure for motor vehicles that have been seized or held as evidence by this department and to assure the safety and security of property in all towed automobiles.

Procedures

Inventories of vehicles seized

1. A complete inventory of every vehicle will be conducted and noted on the proper department auto inventory form.
2. All inventories will be conducted in accordance with applicable laws.
3. Inventories shall include any closed containers for the purpose of protecting the rights of the owner and for the safety of the public and police officers.
4. All items of value should be removed from the vehicle and properly tagged. A receipt for these items shall be given to the owner or arrestee as soon as possible.
5. All evidence and seizure forms shall be completed and delivered to the property officer as soon as the vehicle is secured.

Vehicles towed from accident scenes

1. All vehicles towed from accident scenes, whose owner or operator is not present, shall be inventoried prior to towing.
2. Any items of value shall be removed and given to the owner of the car if that person is still present.
3. If the owner is not present all property shall be tagged and held in the property room until the owner can retrieve the items.

Duties of the Property Officer

1. All releases of motor vehicles and property will be done by the property officer.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 52.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS:

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Telephone Log Book

PURPOSE: To maintain a record of long distance calls.

POLICY:

All long distance calls will be made from the interview room or lunch room only. The person making the call will contact the dispatcher at the time of the call. A telephone logbook will be maintained by the dispatchers and the following information will be logged in:

1. Name of person making call.
2. Date and time of call.
3. Telephone number being called.
4. Name of person or business called
5. Reason for call.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 53.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: June, 1997

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Telephone Notifications

PURPOSE: To ensure that the proper police personnel be notified according to the nature of the incident, or the need for a decision by upper management.

POLICY:

1. The shift supervisor must notify the chief of police, assistant chief, and lieutenant for all incidents of a serious nature, including, but not limited to:
 - a. Racial incidents
 - b. Homicide
 - c. Serious physical injury
 - d. Rape
 - e. Shooting
 - f. Outside law enforcement agency on campus with a search warrant or a felony arrest warrant.
 - g. Incidents involving a faculty member, university employee, police personnel & individuals using university property.
2. Matters related to daily operations and functions of the police department that the shift supervisor and OIC are unable to resolve, the assistant chief will be contacted and based on the nature of the incident will determine whether the chief of police or the Lt. should be notified.

If the assistant chief is on scheduled vacation, or other extended leave, the chief will be notified during his absence.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 54.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: September 2, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Towing – Commuter Lots

POLICY:

1. As of this date, whenever an officer is entertaining a complaint of a vehicle parked in a commuter lot, and the vehicle is in a hazardous position, i.e. fire lane, impeding operations, or blocking another vehicle.
 - a. The officer must radio dispatch and inform dispatch what the location is and what type of situation he/she has.
 - b. The officer then relays the vehicle registration or decal number to dispatch who in turn finds out who the vehicle belongs to.
 - c. Once the dispatcher has this information, he/she then contacts the Continuing Education Office at extension 25238 and informs the student worker that a vehicle parked in a commuter lot is in a hazardous position and must be moved.
 - d. The officer on the scene, then writes out a ticket and places it on the vehicle and clears the area. Once the Continuing Education Office locates the operator of the vehicle they will in turn contact dispatch and inform them whether or not they were able to make contact with the operator of said vehicle.
 - e. If contact is made, the individual will have one half hour to move the vehicle before the vehicle is towed.
 - f. If contact could not be made, then the dispatcher will notify the initial officer and the vehicle will be towed, at the owner's expense.
 - g. The officer must remember to write down the tow companies name on the issued ticket.
2. If the vehicle was not moved in the allotted time, and the vehicle was towed, the officer must go immediately to headquarters and drop off the copy of the ticket.

- a. The ticket will then be logged in the Tow Book by the dispatcher with the pertinent information.
3. When the operator of the towed vehicle contacts university police headquarters and inquires as to whether or not their vehicle had been towed, the dispatcher will first, before giving out any information, obtain the individuals name and social security number. Once this information is obtained, the dispatcher will inform the student where their vehicle is. The student will then be allowed the use of the department's telephone to make the appropriate call. If the student for some reason requests privacy to make this call, then the student will be allowed to use the telephone in the departments interview room.
4. Officers must keep in mind that the faculty side of campus after certain hours has available parking to commuter students, so these lots will also be considered commuter parking lots and the same policy will apply. The times our faculty lots will be considered commuter lots are listed in the student handbook.
5. This policy does not affect the resident housing parking lots. Proper action will be taken immediately when parking complaints are filed.
6. If an officer comes across a situation where one vehicle in a commuter lot is blocking in another vehicle, and the complainant is present the vehicle in violation will not be given the courtesy of a notification. Once there is a complainant present, the vehicle in violation will be towed immediately at the owner's expense.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 55.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Organization and Administration

PURPOSE: To establish goals, objectives and functions of the Training Division.

POLICY: It will be the policy of the university police department to establish training programs in the various skills essential to the effective execution of police responsibilities due to mandates set forth by the State of Connecticut, the Connecticut Chiefs of Police Association, and the police officer Standards and Training Council will be adhered to.

All officers will be required to attend training per the direction of the training division.

Procedures

Goals and Objectives

1. Training goals of the university police department include, but are not limited to:
 - a. The enhancement of skills consistent with the general goals of the police department.
 - b. The proper preparation of new officers to accomplish their job responsibilities.
 - c. Development of training programs preparing officers to deal with the continuing changes in the laws and social dynamics of the state and community.
 - d. Determining the applicability of training for officers with special interests.
 - e. Training officers to meet the demands of special assignments.
 - f. Utilizing job task analysis in the development of department training programs.
 - g. Continuing evaluation of all training programs to ensure, with regard to job responsibilities and legal mandates.

2. Training activities will be conducted by a training officer assigned by the chief of police.

Activities

1. Activities of the Training Division will include, but not limited to:
 - a. Planning, developing, implementing & evaluating training programs.
 - b. Notifying personnel of required training including time and dates.
 - c. Maintaining training records & assuring employees attend required training program.
 - d. Selecting instructors for training programs.
 - e. Consultation with field training officers, field personnel, and field observations.

Training Reimbursement

1. Generally, training and all related expenses are funded by the police department.
2. Officers other related expenses will be submitted with the bill to the training officer for approval and reimbursement. All reimbursements must be approved by the chief of police.

Resources

1. The training officer will identify any outside resources available to assist him/her in meeting his/her goals. These resources may include, but are not limited to:
 - a. The American Red Cross.
 - b. United Illuminating Company.
 - c. Visiting Nurses Association.
 - d. Connecticut State Police.
 - e. Other local police departments.
 - f. American Heart Association.
 - g. Police Officer Standards and Training Council.
 - h. Federal law enforcement agencies.

2. The training officer will have an understanding with all suppliers of outside resources that university police department personnel may be available to provide reciprocal training.

Instructors

1. All instructors of in-service training will be required to submit a lesson plan to the training officer prior to the instruction of the class.
 - a. The training officer will be responsible for ensuring that information contained in the lesson plans:
 1. Complete, accurate & related to job tasks.
 2. Fulfills the objectives of the training division.
 - b. Lesson plans are required of all in-service instructors whether they are members of the university police department or not.

Qualifications

1. Police instructors must be Police Officer Standards and Training Council certified and/or outside experts with experience, background, and training in this field of instruction approved by the training officer.
2. Certification by the Police Officer Standards and Training Council requires: proven expertise and completion of an instructor development course.
3. Certification is obtained by submitting POST form 11, "Application for the Law Enforcement Instructor Certificate" to the POST. Forms are available from the training division.
4. Police Officer Standards and Training council requires that certified instructors become recertified every three years.

Testing

1. In the event a written and/or physical exam is required in training exercise, the instructor will:
 - a. Notify the participants prior to beginning of the training session that an exam will be offered and what method of scoring will be used.
 - b. Base examination materials on performance objectives as established in the lesson plan.

- c. Review with the participants the material covered in the session prior to the exam and review with the participants the correct response to exam questions after the exam.

Remedial Training

1. Supervisors may recommend officers for remedial training who have been identified as having specific weaknesses in a particular subject area.
2. Supervisors will provide written suggestions to the training officer for the type of training needed.
3. The training officer & the associate chief will determine if remedial training is appropriate. If so, which type would most effectively meet the need of the officer.

Training Records

1. At a minimum, training records will be indexed in two ways:
 - a. By officer name.
 1. This file will include all the training an officer has received since the date of his/her employment. The file will be updated following an officer's participation in a training program.
 2. It will also include additional training information as decided upon by the training officer
 3. These files should include for each course:
 - a. Dates of training.
 - b. Type of training.
 - c. Certificates received.
 - d. Attendance.
 - e. Test scores.
 - f. Hours of credit provided.
 - b. Alphabetically the subject of the training presented.
 1. This file will include at minimum:

- a. Course content.
 - b. Names of agency attendees.
 - c. Test results, if testing is used.
2. The training officer will be responsible for keeping attendance records for all in-service training.
 - a. A sign in sheet will be supplied for each class and retained as a training record.

Release of Training Records

1. Records are open to the public for inspection unless involved in an investigation or litigation that would prevent such release.

Annual Report

1. Every January reports are given to the chief of police updating officers mandated certification status.
2. Cost to the department for the previous years training programs. (Consider equipment, travel mileage, speakers, instructors and overtime.)
3. A complete breakdown of the areas of training, by personnel, by the hours received.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 56.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Basic Training

PURPOSE: To define the requirements newly sworn police officers must fulfill in order to obtain state certification.

POLICY: All sworn officers will fulfill training requirements set by State of Connecticut Police Officer Standards and Training Council.

Procedures

Police Powers of Recruits Prior to POST Training

1. Before being sworn in, officers must complete POST training prior to any routine assignment in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.

POST Training

1. Probationary officers must attend the POST and successfully complete the prescribed program per C.G.S 7-294d.
2. POST requires that probationary officers receive a minimum of four hundred eighty (480) hours of basic training before being eligible for certification.
3. No person may be employed as a police officer by any law enforcement unit for a period exceeding one year unless he/she has been certified by POST.
4. Basic training must be completed within one year following the appointment as probationary candidate unless the candidate is granted additional time to complete his/her training by the POST.
5. Part of basic training includes:
 - a. Forty hours of supervised department training

40 hours of supervised field training.

6. POST has the statutory authority to establish other qualifications for the employment of police officers and require evidence of fulfillment of these qualifications. All qualifications for certification are mandated by state statutes 7-294a, 7-294b, 7-294d, and 7-294e.

Additional Training

1. In addition to the listed basic training, probationary officers must successfully complete the Field Training and Evaluation Program.
2. Probationary officers may be required to complete other training as specified by the training section.

Departmental Input to Basic Training

1. Annually, the Field Services Division of the POST will distribute a training needs assessment.
2. The training officer will be responsible for filling out this questionnaire and returning it to the academy.

POST Relationship to the SCSU Training Division

1. The SCSU training division will handle all application procedures for new hires to the academy. These procedures include:
 - a. POST applications.
 - b. POST medical consent form.
 - c. Any other documentation or reporting required by the POST.
2. The POST will forward to the chief of police and the training officer interim grade reports of each recruit.
 - a. These reports will be filed by the training officer.
 - b. If problems exist or weaknesses are identified, the training officer will contact POST to insure that remedial measures are undertaken.
3. The training officer will insure that all recruits receive the supervised department training referred to in POST Training Section.

- a. Documentation of this training will be forwarded to the POST director of training on POST Form DFTR-1.
 - b. After DFTR-1 has been filed, the POST will forward a graduation certificate to the training officer for distribution.
4. All correspondence will be retained in the respective recruit's training file.

Station Day (Practical Skills Day)

1. The POST may request one or more officers to participate in specific practical exercises at the academy.
2. The training officer will supply, if manpower allows it, personnel to the academy for this purpose.

Counseling Services

1. Should a recruit, while in the academy, feel the need for psychological counseling, he/she will use any services provided for at the academy.
2. If these services are unavailable, the university police department will supply this service through the Employee Assistance Program.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 57.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Field Training

PURPOSE: This general order will define the Field Training and Evaluation Program within the university police department. It will provide a guideline for its use, operational techniques and details of the training process.

POLICY: It will be the policy of the university police department to provide field training to new officers, for a time to be determined by the training officer, in coordination with the POST. The university police department's Field Training and Evaluation Program is a part of the selection process that combines pre-field training with objective evaluations to ensure that standards of a competent police officer are met. The program is operated by the patrol division.

Procedures

Goals and Objectives

1. To improve the overall applicant process.
2. To establish a probationary officer appraisal system.
3. To establish a program review procedure.
4. To improve the probationary officer training process.
5. To establish career opportunities within the police department.
6. To establish an improved in-service retraining program for the department.
7. To establish a special training program for police support units.
8. To improve police-community relations.

Selection and Training of Field Training Officers

1. FTO's will be selected by the chief of police.
 - a. Potential FTO's will be required to submit an application to the training officer and will be interviewed prior to being assigned.
2. Prior to being designated an FTO, an officer must receive training as designated by the training officer.
3. Upon being selected and trained in field training operations, officers will become familiar with the university police field training officers procedures.
4. FTO assignment will be made by the Lieutenant.

FTO Operations

1. Structure of the FTO program, details of operating progress reports and other paperwork, and chain of command will be governed by the procedures outlined by the training officer.
2. Refer to policy 34.0

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 58.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Field Training Officer

PURPOSE: The purpose of the field training officer program (F. T. O.) is to provide the recruit or transferee to the university police department with the “on street” and the knowledge of departmental policies, rules, and regulations needed to successfully perform the job duties.

The program runs for approximately four weeks at which time the trainee will rotate through the three shifts at university police department to become familiar with the different duties required by each shift. The trainee will be assigned a FTO, which will guide and evaluate the trainee while on that assigned shift. The trainee can expect to be assigned to day shift (0700-1500 hours) for one week and two, evening shift (1500-2300 hours) for week three, and midnight shift (2300-0700) for week four. After successful completion the trainee can expect to be assigned to a shift.

Guidelines Only

Chain of Command: Who’s who at the university

1. Department
 - a. Chief - asst. chief – lieutenant - sergeants – officers
2. University
 - a. Vice President of Student/University Affairs is notified of all incidents that are out of the ordinary such as medical, fires, serious crimes, etc.

Department Rules, Regulations, and Expectations

1. Appearance and demeanor
 - a. Dress code
 1. On duty
 2. Extra duty assignments
2. Working hours
 - a. Shift bid selection- annually
3. Training- POST recertification
 - a. Firearms
 - b. PR-24
4. Time off policy-72 hour notice
 - a. Personal leave – requests may be made anytime and subsequently denied.
 - b. Vacation
 1. Selection – see PSEC contract
 - c. Holiday – premium – see PSEC contract
5. Overtime policy
 - a. Voluntary
 - b. Involuntary
 - c. Call in – or order in – or hold over.
6. Personnel information – Scheduled with human resources

Department Forms and Records

1. 03(s) – completed by end of shift.
2. Radio codes

3. Officer activity sheets
4. Vehicle inspection form
5. Student handbook – disciplinary section
 - a. Dean referrals
6. Payroll forms
 - a. OT
 - b. Extra duty jobs

Types of Patrols

1. Walking
2. Bike
3. Vehicle

Campus Layout

1. Physical location of all buildings
 - a. Purpose of building
 - b. Fire alarm stations – walk through
 - c. History of problem areas
2. Physical locations of all parking areas
 - a. Faculty & staff
 - b. Commuter & resident
 - c. History of problem areas

Day Shift Duties

1. Traffic posts
 - a. Locations

- b. Times
- 2. Building walk through(s)
- 3. Building penning for weekends, holidays
- 4. Gassing of patrol vehicles
- 5. History of problem areas

Evening Shift Duties

- 1. Building walk through(s)
- 2. Locking down buildings – 2230 hours
 - a. Setting alarms
- 3. History of problem areas

Midnight Shift Duties

- 1. Check all buildings
- 2. Unlock buildings
 - a. Setting alarms
 - b. Hourly computer room checks
- 3. History of problem areas

General Duties

- 1. Escorts
- 2. Medical emergencies which include suicide attempts and gestures
- 3. Detox
- 4. Overdoses
- 5. CAD system – ADT system – Simplex system etc.

Use of FTO Forms

1. The “Daily Narrative Report” would be utilized when the trainee falls into the “Needs Improvement” category in a specific area. It will be a reminder for both the trainee and the FTO to revisit these areas during the week of training. This should be accomplished on the second to the last day of training for that week to afford the trainee the opportunity to correct this area before the final day of training for that week. This report does not become part of the permanent record of training.
2. The “Weekly Observation Summary” would be utilized at the end of each training week, one for each week, two for day shift. The twenty-eight areas are fully explained in the “Standardized Evaluation Guidelines” included with this package. If the trainee is rated “Needs Improvement” then the “Weekly Narrative Report” is utilized to fully explain the problem area. A decision will have to be made whether or not the trainee proceeds to the next week of training or repeats that week of training. This decision will be made by the lieutenant after he/she reviews all the information. These reports do become part of the permanent training record.

Attachments

1. Field Training Officer Program Standardized Evaluation Guidelines.
2. Field Training Officer Program Weekly Observation Summary.
 - a. Daily Narrative Report.
 - b. Weekly Narrative Report.
3. Parking & Shuttle route map.
 - a. Includes parking regulations.
 - b. University police handout.
 - c. Academic & Administrative Directory
4. Department organizational chart

Field Training Officer Program Standard Evaluation Guidelines

The following criteria will be utilized by all F.T.O.’s in the evaluation of recruits during their 30-day program. There are three (3) different categories, namely, - NEEDS IMPROVEMENT – (3), ACCEPTABLE – (4), and SUPERIOR – (7). This standardization will provide clearly defined and delineated guidelines, which will afford continuity and

equity by precluding and subjectivity on the part of the F.T.O., thus eliminating any bias or prejudice.

1. Appearance

Needs Improvement	(3)	Hair (including facial) not within department standards, brass not shined, uniform not pressed or dirty, shoes not shined, weapon dirty or nonfunctional, overweight.
Acceptable	(4)	Uniform neat, clean, and pressed, brass shined, shoes shined, hair well groomed, weapon cleaned and functional.
Superior	(7)	Uniform tailored, shoes spit shined, hair well groomed, command bearing, does not chew or tobacco or smoke publicly.

2. Acceptance of Feedback

Needs Improvement	(3)	Rationalizing, argumentative, refuses to make corrections, considers criticism as negative, personalizes (sensitive).
Acceptable	(4)	Accepts criticism in positive manner and applies it to further learning process.
Superior	(7)	Solicits and accepts criticism in order to improve performance and acts on same, never argues or blames others, evaluates self in critical and objective fashion.

3. Knowledge of Department Policies and Procedures

Needs Improvement	(3)	Has little or no knowledge of department policies or procedures, and makes little or no effort to learn.
Acceptable	(4)	Familiar with most commonly applied department policies and procedures.
Superior	(7)	Thorough or exceptional working knowledge of department policies and procedures.

4. Knowledge of Connecticut General Statutes (Penal Code)

Needs Improvement	(3)	Does not know fundamental or rudimentary element of basic sections, unable to learn, no attempt at improvement.
Acceptable	(4)	Good cognitive knowledge of commonly used statutes and has aptitude to apply elements to observed criminal activity.
Superior	(7)	Outstanding knowledge of penal code, and ability to apply it to both common and unusual criminal activity.

5. Knowledge of Connecticut Motor Vehicle Laws

Needs Improvement	(3)	Does not know fundamental or rudimentary element of basic sections, unable to learn, no attempt at improvement.
Acceptable	(4)	Good cognitive knowledge of commonly used sections and has ability to apply same to observed violator activity.
Superior	(7)	Outstanding knowledge of motor vehicle laws, and ability to apply it to both common and unusual violator activity.

6. Criminal Investigative Procedure

Needs Improvement	(3)	Does not know basic criminal investigative procedures or techniques, unable to learn, makes no attempt at improvement, cannot lift prints, cannot use camera.
Acceptable	(4)	Good cognitive knowledge of investigative procedures and able to utilize same, working knowledge of camera and print lifting.
Superior	(7)	Outstanding knowledge of criminal investigative procedures, and able to apply same even in unusual or difficult cases, complete working knowledge of evidence gathering, collection, and protection, complete working knowledge of camera and finger print lifting evidence.

7. Accident Reconstruction and Investigative Procedures

Needs Improvement	(3)	Does not know fundamentals of accident investigation or reconstruction, unable to learn, no attempt at improvement.
Acceptable	(4)	Good cognitive knowledge of accident reconstruction and investigation and able to apply same to cases.
Superior	(7)	Outstanding knowledge to accident reconstruction and investigation and ability to apply same to both common and unusual cases.

8. Knowledge of Department Reporting System

Needs Improvement	(3)	Unable to determine form for given situations, forms incomplete. Does not carry required forms in vehicle.
Acceptable	(4)	Knows most standard forms and understands forms, completes forms with reasonable accuracy, carries all required forms in vehicle.
Superior	(7)	Consistently and rapidly completes detailed forms without assistance. High degree of accuracy.

9. Report Writing: Organization/Details

Needs Improvement	(3)	Totally incapable of organizing events into written form.
Acceptable	(4)	Able to arrange field situations and cases into a logical sequence that is well thought out to include all elements of the situation.
Superior	(7)	A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence.

10. Report Writing: Grammar/Spelling/Neatness

Needs Improvement	(3)	Illegible or poor penmanship, misspelled words, crossing out, incomplete or poor sentence structure.
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|------------|-----|---|
| Acceptable | (4) | Grammar, spelling and neatness are satisfactory
In that errors in these are infrequent and do not
Impair understanding. |
| Superior | (7) | Extremely neat and legible with no spelling or
grammatical errors. |

11. Orientation/response Time to Calls

- | | | |
|-------------------|-----|--|
| Needs Improvement | (3) | Unaware of location while on patrol, unable to
Relate locations to destination, unable to read
or carry map (s) of patrol area, inordinate amount
of time or difficulty in arriving at destination. |
| Acceptable | (4) | Aware of location while on patrol, and can
reference same to destination, carries and is able
to read map(s), arriving reasonably quickly and
safely to destinations. |
| Superior | (7) | Aware of location at all times and able to arrive
safely and quickly to destination by way of
shortest route. |

12. Driving Skills: Non-Stress Conditions

- | | | |
|-------------------|-----|---|
| Needs Improvement | (3) | Continually violates motor vehicle laws, involved
In chargeable accidents, does not drive defensively,
Lacks dexterity and coordination during vehicle
operation. |
| Acceptable | (4) | Maintains control of vehicle while being alert to
activity outside of vehicle, practices good defensive
driving techniques, and does not violate law. |
| Superior | (7) | Obeys traffic laws while setting an excellent
example of courteous, lawful driving while
exhibiting good manipulative skill while moving
patrol (i.e. operates radio). |

13. Driving Skills: Stress/Emergency Conditions

- | | | |
|-------------------|-----|--|
| Needs Improvement | (3) | Disregards all motor vehicle laws, drives at
excessive speed, drives recklessly with indifference
to pedestrians or the motoring public, becomes
disoriented and lost, involved in chargeable |
|-------------------|-----|--|

accidents, fails to utilize lights and siren or does so excessively.

Acceptable (4) Evaluates driving situations and reacts properly
Utilizes lights and siren properly, main control of vehicle, obeys as many traffic laws as practical given exigent circumstances.

Superior (7) Maintains complete control of vehicle while driving expeditiously, drives defensively without unnecessary risk, obeys as many traffic laws as practical, is constantly aware of vehicular and pedestrian traffic, high degree of reflex, demonstrates good manipulative skill (i.e. operates radio, emergency equipment.)

14. Field Performance: Non-Stress Conditions

Needs Improvement (3) Seemingly confused as to what action to take in any situation, improper action.

Acceptable (4) Able to assess situation and take proper action.

Superior (7) Requires no assistance and always takes proper decisive action.

15. Field Performance: Stress Conditions

Needs Improvement (3) Confused, indecisive, visibly shaken, improper Action, poor officer bearing or demeanor, emotional, loses temper.

Acceptable (4) Able to assess situation and take proper action
Good bearing and demeanor, speaks calmly but authoritatively.

Superior (7) Requires no assistance and always takes proper and decisive action, excellent bearing and demeanor, maintains complete control and brings order under any circumstance.

16. Interview/Interrogation/Statement Taking – Skills

- | | | |
|-------------------|------|--|
| Needs Improvement | (3) | Inability to conduct proper interview or interrogation, inability or failure to take statement, not able to learn, not attempt at improvement. |
| Acceptable | (4): | Able to conduct competent interview or interrogation, able to take adequate statements, able to garnish useful information. |
| Superior | (7) | Conducts thorough and productive interviews or interrogations with no assistance, takes excellent statements without assistance, follows up. |

17. Officer Safety – General

- | | | |
|-------------------|-----|--|
| Needs Improvement | (3) | Exposes weapon, does not keep gun head free, stands directly in front of violator's car door, fails to control suspect's movement, does not maintain sight of violator while writing summons, fails to use illumination when necessary, fails to radio traffic stops or when leaving vehicle, poor physical condition, fails to utilize or maintain personal safety equipment, does not foresee potentially dangerous situations, draws weapon without reasonable need or cause, stands too close to vehicular traffic, stands in front of doorways when knocking, fails to ready weapon when appropriate, fails to check cruiser prior to patrol. |
| Acceptable | (4) | Understands principles of officer safety and generally applies same. |
| Superior | (7) | Always exercises caution and exhibits a clear and complete understanding of officer safety and always applies same, does not become pompous or over-confident. |

18. Officer Safety: Suspects M.V. Stops/Prisoners

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|-------------------|-----|--|
| Needs Improvement | (3) | Violates officer safety as detailed in number 17 (previous) and in addition fails to call in stops, thoroughly search prisoners, handcuff prisoners, |
|-------------------|-----|--|

pursuant to H.Q. order, fails to maintain position of advantage with suspect prisoners to prevent attack or escape.

- | | | |
|------------|-----|---|
| Acceptable | (4) | Generally displays awareness of potential danger from suspects or prisoners, maintains position of advantage, does not over or under react. |
| Superior | (7) | Always maintains control and position of advantage, always alert to changing conditions. |

19. Problem Solving and Decision Making

- | | | |
|-------------------|-----|--|
| Needs Improvement | (3) | Indecisive, acts thoughtlessly, relies on others to make decisions, insecure, continually “self guesses” self. |
| Acceptable | (4) | Decisive, makes own decisions and arrives at proper conclusion or solution. |
| Superior | (7) | Perceptive and decisive while arriving at proper conclusion of solution without assistance, anticipates or foresees problems and arrives at advanced proper decisions. |

20. Radio: Appropriate Use of Codes and Procedures

- | | | |
|-------------------|-----|--|
| Needs Improvement | (3) | Does not know radio codes or their definition, unable to use same. |
| Acceptable | (4) | Has good working knowledge of radio codes and their definition. |
| Superior | (7) | Knows and uses all communication codes with ease |

21. Radio: Ability to Listen, Comprehend, and Speak clearly

- | | | |
|-------------------|-----|--|
| Needs Improvement | (3) | Misses radio calls, misinterprets same, cannot speak clearly (too softly, loudly, annunciation poor, speaks over “happy radio”) does not plan message before transmitting. |
| Acceptable | (4) | Does not miss radio transmissions and understands same, aware of radio transmissions to other officers, speaks clearly, messages do not |

have to be continuously repeated, does not “step on” other transmissions.

Superior	(7)	Always comprehends radio transmissions while writing same down, never misses radio call, always cognizant of radio traffic, always speaks clearly while providing complete and proper information even in stress situations.
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22. Self – Initiated field Activity

Needs Improvement	(3)	Does not see or avoids activity, rationalize suspicious circumstances or behavior, does not follow up on situations.
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Acceptable	(4)	Actively and aggressively conducts patrol recognizing and identifying criminal activity or violations.
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Superior	(7)	Catalogs and maintains information given at roll calls, aggressive patrol posture resulting in arrests and making cases from routine activity.
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23. Judicious Use of Time: Report Writing, Etc.

Needs Improvement	(3)	Fails to use free time to advantage by using same to keep abreast of reports, sightsees instead of patrolling.
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Acceptable	(4)	Generally utilizes free time to catch up on reports or familiarize self with patrol area.
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Superior	(7)	Always utilizes free time to best advantage in terms of effective policing.
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24. Relationship with General Public

Needs Improvement	(3)	Arrogant, abrupt, belligerent, overbearing, introverted, communicates poorly.
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Acceptable	(4)	Courteous, friendly extroverted, sympathetic, communicate in a professional and unbiased manner.
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Superior (7) Establisher rapport, objective, at ease in any person-to-person situation, elicits positive public response.

F.T.O. Training

Needs Improvement (3) Argues with or disrespectful to F.T.O., superior officers or other officers “salty” knows it all, fails to adhere to chain of command, insubordinate.

Acceptable (4) Respects F.T.O., superiors and other officers, follows chain of command, never condescending, often helps out.

Superior (7) Establishes excellent rapport with F.T.O., superiors, and other officers, always lends assistance, always respectful and follows chain of command, always positive in speech.

26. Maintenance of Assigned Vehicle and Equipment

Needs Improvement (3) Cruiser dirty or in need of maintenance, equipment lost, missing or non-functional.

Acceptable (4) Cruiser clean, maintenance schedule current, all assigned equipment in vehicle and functional, tires and fluids checked regularly.

Superior (7) Cruiser clean and waxed, maintenance schedule completely current and tires, lights, oil and other fluids checked daily, all assigned equipment well maintained and protected.

27. Ability to Comprehend and Comply with Directives: Written

Needs Improvement (3) Ignores written directives, delays in responding to same, never checks mail box for correspondence.

Acceptable (4) Understands and reasonable complies with verbal directives.

Superior (7) Always comprehends and immediately complies to all written correspondence, checks mail box as often as practical, acknowledges of same.

28. Ability to Comprehend and Comply with Directives: Verbal

Needs Improvement	(3)	Ignores verbal directives, misunderstands or confuses verbal directives have to be continuously repeated.
Acceptable	(4)	Understands and reasonably complies with verbal directives.
Superior	(7)	Always understands and immediately complies with verbal directives, does not ask to have things repeated, does not shift burden or responsibility to others.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 59.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February 23, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Review Training

PURPOSE: To insure that all sworn officers stay abreast of new laws, technological improvements, revisions in department policy, as well as fulfilling statutory review training requirement per CGS 7-294(d) 9.

POLICY: All officers will be required to attend annual in-service training per the direction of the training officer. The training officer will insure that mandatory review training includes a curriculum that fulfills the statutory requirements of CGS 7-294(d) 9, as well as the rules and regulations of the POST.

Procedures

Review Training – General

1. CGS 7-294(d) 9 requires that each police officer complete at least sixty hours of certified review training every three years.
2. The training officer will insure and document that every sworn officer receives these mandated hours.
3. Documentation will appear on POST form RTR/1, the review training report.
4. Since the POST **DOES NOT** keep track of review training credits, the training officer must document and file all credits earned.
5. Credits over the mandated 60 must also be documented and filed in a manner to be decided upon by the training officer.
6. Since training requirements and POST policies and procedures change without notice, the training officer will also keep in contact with the POST Field Services Division to stay abreast of these changes.

Review Training Format

1. A majority of the review training credits are earned through an annual in-service review course coordinated by the training officer.
2. Subject areas for review training **MUST** be based on POST basic police officer recruit curriculum. **NO** review training credits will be awarded by POST unless the courses are based upon this curriculum.
3. Any subject area may be covered but only those in the basic curriculum will earn review credits.
4. Credit distribution is per POST form RTR/1.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 60.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: October 1, 2003

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Uniform Regulations

PURPOSE: To establish guidelines for the use of department issued uniform and equipment.

POLICY: The university police department will issue to its police officer's uniform and equipment necessary for the performance of their duties. Uniforms and equipment shall be worn in accordance with this general order.

Procedures: Only authorized equipment and uniforms may be worn by police personnel.

Uniform and Equipment

1. Winter uniform: At the discretion of lieutenant.
 - a. Hat: eight point style, navy blue cloth, sergeant's and above gold band, patrol persons, silver band. Hats are to be worn whenever an officer is outside the police vehicle and in public, this includes going into headquarters, walking beats and inside buildings.
 - b. Shirt: Long sleeve shirt, white for lieutenants and above, blue for patrol persons and sergeants.
 - c. Pants: Police type blue with 1/2-inch blue side braid.
 - d. Shoes: Black leather, military style lace, or military black leather jumps boot, corafram or leather sneaker type.
 - e. Socks: Navy blue or black.
 - f. All officers and sergeants will wear navy blue clip-on tie. Lieutenants and above, black clip on tie.

- g. Badges: shirt badge, gold for supervisors, silver for patrol, to be worn on the left side of the shirt. jacket badge, gold supervisor, silver patrol persons to be worn on the left side of the outside jacket. hat badge, gold for supervisors, silver for patrol persons.
 - h. Commendation awards: To be worn on the same side with badge, all levels in order of achievement, starting with the first one directly above the badge.
 - i. EMT badge: To be worn above the commendation badges.
 - j. Whistle and chain: (optional) to be worn on the right side of shirt. Gold for supervisors, silver for patrol persons.
 - k. Collar Insignias: Patrol persons silver collar cut out letters, sergeants, gold three pointed chevrons. Lieutenants and above are only to wear their rank bar insignias on their shirt collars.
 - l. Leather gear: All leather gear will be black as follows: pant belt, ammo pouches, and gun belt. Rubber glove pouch is also to be worn at all times.
 - m. Jackets: appropriate for winter conditions.
2. Summer uniform: At the discretion of the lieutenant.
- a. Hat: eight point style, navy blue mesh, sergeant's and above gold band, patrol persons, silver band. Hats are to be worn whenever and officer is outside the police vehicle and in public, this includes going into headquarters and walking beats and inside building.
 - b. Shirt: white short sleeve shirt for lieutenant and above. Blue for sergeants and patrol personnel. Any undergarment, if worn, is not to be showing.
3. All issued equipment will carried at all times which include handcuffs or flex cuffs, issued weapon, issued ammunition, flashlight, PR-24 baton and rubber gloves.
4. Plain Clothes: male: suit or sports jacket with dress slacks, dress shirt and tie. Dress shoes with socks. Exceptions are at the discretion of the chief of police or his/her designee.
5. Plain Clothes: Female: Suit, either shirt or slacks, Blazer, shoes with either flats or low heels. Exceptions are at the discretion of the Chief of Police his or her designee.
- a. When wearing plain clothes the service weapon is to be concealed and not exposed to public view.

Use and Maintenance

1. Officers will be responsible for proper care, use and maintenance of all uniforms and equipment issued or used by them.
2. All members of the department will produce any article of uniform clothing or equipment upon request from a supervising officer.
3. Any officer whose uniform clothing or issued equipment is damaged or lost will report this to his/her immediate supervisor. The supervisor will require a written report.
4. Uniforms/equipment that has been damaged will be turned over to the shift supervisor along with the written report. The shift supervisor will turn the items and report over to the lieutenant. The lieutenant will make the final determination on whether the items will be replaced or repaired.
5. If the item is to be replaced, the lieutenant must order the new item within five (5) working days to allow for delivery dates. The new item can take up to 45 days to deliver. When the item are returned to university police department the lieutenant will turn it over to the officer's shift supervisor who will then turn it over to the officer.
6. Negligent or reckless use will not be tolerated, and will be subject to progressive disciplinary action.

Wearing of Uniform

1. No article of clothing issued by the department or piece of equipment, badge or insignia will be worn or utilized without authorization from the chief of police.
2. While on duty, all members of the patrol division shall be in complete uniform unless directed by a supervisor.
 - a. While working an extra duty assignment or special event, the patrol division will be in complete uniform unless directed by a supervisor.
3. While on duty, every member of the department must, at all times, be neat and clean in their person, and they're uniform.
 - a. Officers are not permitted to wear any style earring while on duty.
 - b. Officers are not permitted to carry personal pagers/beepers and cellular phones while on duty.
4. If, in the immediate discharge of his/her duties, an officer's uniform becomes soiled or damaged, he/she will, as soon, as practicable, put themselves in proper order.

5. Upon completion of officer's tour of duty, whether regular or extra duty, a change to civilian cloths will be made proper order.
6. The wearing of the uniform bearing any departmental insignia may be worn when coming directly from home and returning from his/her tour of duty. For the purpose of this section, the term "**directly**" is defined as without stopping at any location before arriving at the university police department, and/or returning to his/her home.

Badge and I.D. Card

1. All officers, while on the campus of SCSU and in public, shall have the department-issued badge and identification card in their possession.

Return of Issued Equipment

1. Whenever any member of the department resigns, is discharged, or in any way vacates his/her position, he/she shall surrender to the department all uniforms and equipment in his/her possession.
2. In the case of death of any member of the department the chief of police, or his representative, will obtain the officer's badge, uniforms and equipment, and make proper disposition of it.

Issued Uniforms and Replacements

1. In July and March each year, the department will order new uniforms and equipment.
 - a. If an officer requires alterations to their uniforms and or equipment based on normal changes in size, they will be made during these periods.
 - b. If any officer has a significant size change it will be their responsibility to make the necessary alterations at their own expense.
2. Each July, the department will order any winter issued uniforms and or equipment that need's to be replaced due to normal wear.
3. Every March the department will order any summer issued uniforms and or equipment that need's to be replaced due to normal wear.
5. Any officer's uniform and or equipment that is damaged or lost during the course of performing their duties, refer to use and maintenance section of this policy.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 61.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 25, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Unusual Occurrences

PURPOSE: To use the following procedures for responding to unusual occurrences mobilizing personnel required to handle situations and assigning specific duties related to the incident.

POLICY: The university police department shall use the procedure set forth in this policy when responding to unusual occurrences.

Definition – Unusual occurrences refer to:

1. Natural disasters.
2. Mass transportation accidents.
3. Accidents or incidents involving hazardous materials.
4. Mass power outages.
5. Missing persons.
6. Civil disturbances.
7. Civil defense emergencies.
8. Miscellaneous

Procedure

1. Initial Response
 - a. Upon receiving a report of an unusual occurrence officers will be assigned to investigate.

- b. Upon arrival officers will report back to headquarters, advise on the nature and extent of the problem, and request police, medical, fire department assistance as needed.
- c. Supervisors should respond, evaluate the scene and use or request manpower as required.

2. Site Security

- a. Supervisors or officers at the scene should establish crowd and traffic control as needed.

3. Notification of Command Personnel.

- a. Lieutenant
- b. Environmental Health and Safety Officer.
- c. Assistant Chief of Police.
- d. Chief of Police.
- e. Vice President of University Affairs.

4. Call – in Procedure

In order to assemble the personnel necessary to handle an unusual occurrence, the following procedure will be used:

- a. On-duty patrol personnel will be assigned.
- b. Headquarters personnel will be assigned.
 - 1. Officers in plain cloths will wear their badges on the outer garment so they are reasonably identifiable as police officers.
- c. Oncoming patrol shift will be called in as needed.
- d. In major occurrences all department personnel will be called in.
- e. All officers called in shall:
 - 1. Report for duty in full uniform unless otherwise directed.
 - 2. Report to police headquarters.

3. Report to a designated location if so directed.

5. Transportation

- a. In cases where large numbers of people are involved, school buses or commercial buses may be required.

6. Mutual Aid

Police assistance may be requested from any of the following agencies:

- a. Connecticut State Police.....789-7720
- b. New Haven Police946-6316
- c. Hamden Police.....230-4000
- d. CSU University Police
 - CCSU.....22375
 - ECSU.....55310
 - WCSU.....79300

Personnel from outside police agencies will be under the command and control of the SCSU Police Department.

Whenever possible, the unit integrity of individual agency personnel will be maintained through operation assignments.

7. Military Aid.

The president of the university may request military assistance from the Office of the Governor to:

- a. Augment local police forces
- b. Provide emergency communications.
- c. Provide transportation or other special equipment.

8. Relief Agencies

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

- a. American Red Cross.....787-6721/288-1329
- b. Salvation Army.....865-0511

9. Command Posts

a. Headquarters

- 1. SCSU Headquarters will be the primary command post.

b. Field Command Post

- 1. A police cruiser or nearby building may be used as a field command post dependent upon circumstances. Access to such a command post is to be restricted.

c. Communications

- 1. Standard operating procedures and equipment will be utilized and will be augmented as necessary, by emergency equipment requested through the State Police and /or National Guard.

10. Public Facility Security

- a. 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.

11. De-escalation Procedures

- a. De-escalation procedures refer to the manner in which adverse conditions, created by the unusual occurrences, are dealt with.

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 Areas

- 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.

4. Mass Transportation Accidents

- a. Isolate and secure the scene.
- b. Request fire and medical assistance.
- c. Assist in treating injured persons, if needed.

12. Special Equipment

In special operation, a variety of equipment may be needed. Any equipment, building or facility owned or operated by the University may be available during an emergency.

a. Special equipment may also be available from:

1. Connecticut State Police.
2. State National Guard.
3. Office of Emergency Preparedness.
4. Department of Transportation.

b. Special Equipment may include, but not limited to:

1. Special clothing.
2. Emergency lighting (Fire Department).
3. Communications equipment.

4. Street maps.

5. Transportation.

- c. Inspection and Distribution

1. Equipment designated for use in special operations will be inspected by the division having possession or use of it. Distribution during special operations will be handled by those personnel assigned the equipment.

13. Reporting Procedures

In order to properly evaluate situations and plan for future events, accurate and complete investigation and reporting procedures are essential.

The supervisor in charge may assign officers to assist with post occurrence duties dependent upon the nature of the occurrence.

The Lieutenant will review all reports and prepare a final report of the incidents. The report will:

- a. Summarize the incident.
- b. Provide details of all persons or organizations involved.
- c. Recommend changes in procedures or equipment.

The report will be reviewed by the assistant chief and forwarded to the chief of police.

14. Annual Review and Update

The assistant chief of police, or his/her designee, will review and update the plans for responding to unusual occurrences annually. The assistant chief of police will be responsible for acting as the principal advisor to the chief of police on unusual occurrences.

15. Incident Command

- a. The highest ranking officer in the patrol division will assume command during the unusual occurrences.
- b. The chief of police, or his/her designee, may, elect to have someone other than the highest ranking officer of the patrol division command an unusual occurrence incident. This will usually be because of special circumstances making this alternate commander more suitable because of his/her knowledge, skill and abilities.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 62.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April 1, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Firearms

PURPOSE: It shall be the policy of the university police department that the use of firearms shall only be carried out under restricted conditions and only after every other reasonable means of apprehension has been exhausted. An officer shall discharge their firearm only while in the performance of their duties and in light of the circumstances confronting him/her and the limitation of his authority. The following specific regulations shall apply.

POLICY:

1. An officer may use deadly force only when he/she reasonable believes it necessary to defend himself/herself or a third person from imminent use of deadly physical force to protect himself/herself or a third person against death to serious physical injury.
2. Regulation 1 above is equally applicable to juveniles, as a suspect can never be considered less dangerous merely because of their age. However, the shooting of juveniles should be avoided except in the most life threatening of situations.
3. An officer may discharge their department firearm to kill an animal only when that animal presents a real danger to himself/herself or a third person or when humanity requires its removal from further suffering and other disposition is either impractical or impossible. The shift supervisor shall approve the use of firearms in this situation before discharge whenever possible.
4. An officer may discharge their department firearm on a departmental approved firearms training range while at an approved training session.
5. An officer can discharge a firearm at a moving and/or fleeing vehicle:
 - a. In the necessary defense from death or serious injury or another person attacked, according to department regulations.

- b. To effect an arrest, to prevent an escape or to recapture an escapee when other means have failed, of a felony suspect, when the crime for which the arrest sought involved the conduct including the use or threatened use of deadly force; and there is substantial risk that the person whose arrest is sought will cause death or serious bodily harm if his/her apprehension is delayed.
 - c. In the necessary defense of themselves from death or serious injury when attacked.
6. An officer shall NOT discharge their firearm:
- a. At any person who is called upon to halt only upon mere suspicion or who simply flees to avoid police contact or arrest.
 - b. To effect the arrest or prevent the escape of a person who has committed a misdemeanor traffic violation, except when the officer reasonably believes such force to be necessary to defend himself or a third person from serious physical injury.
 - c. For the purpose of firing warning shots in an attempt to induce the surrender of a suspect.
7. Police officers shall adhere to the following restrictions when their weapon is exhibited, except for maintenance or during training.
- a. Police officers shall not draw or exhibit their firearms unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
8. Officers will only be allowed to un-holster their weapons for loading, unloading and inspection thereof in the area that has been designated.

When firearm is discharged (except at an approved range)

1. Notification and report by officer involved.
- a. Whenever an officer discharges any firearm accidentally or in the performance of police duty he/she shall:
 - 1. Verbally notify their shift supervisor as soon as time and circumstances permit, but in no event later than the conclusion of his/her current tour of duty.
 - 2. If a commanding officer is not on duty in his/her division at the time of the discharge, the officer shall verbally notify the ranking officer duty at the time.

- b. The officer who discharged the firearm shall file a written report of the incident through established channels with the chief of police at the completion of his/her tour of duty.
- c. If the officer who discharges the firearm is hospitalized or fatally injured in the tour of duty and is incapable of filing the report required, his/her supervisor is responsible for filing a report as soon as possible pending further department investigation.

Note: Whenever an officer of this department draws his/her weapon a case incident report will be filled out.

2. Investigation by command officer

- a. Each firearms discharge shall be investigated personally by the patrol division and the department firearms instructor.
- b. After conducting a thorough investigation of the circumstances attending the discharge of a department firearm(s), the patrol division shall submit a detailed written report of the results of the investigation to the chief of police.
- c. This report shall also contain the observations and conclusions of the patrol division as whether the discharge was justified and in accordance with this order.

Reporting

1. The arresting officer's case incident report shall contain a detailed account of all facts connected with the incident to include:
 - a. Nature of act, which justified the use of force.
 - b. Type of force used.
 - c. Actions after custody to include first aid and notifications.

Officer's Surrendering Weapon

1. An officer or his/her co-worker may be at the mercy of an armed subject who has the advantage, but experience has shown that the danger to an officer is not reduced by giving up his/her own weapon upon demand. Surrendering his/her firearm might mean giving away his/her only chance of survival: therefore an officer should use every tactical tool at his/her disposal to avoid surrendering their weapon.

Furnishing, Holding, Maintaining, Inspecting and Servicing Firearms

1. Firearms are furnished by the department to all members of the force. A police officer is to carry a loaded firearm at all times when on duty. Weapons shall be worn on the officers "strong hand side". Cross draw of the weapon is prohibited.
 - a. A police officer is to keep his/her firearm clean and in a condition ready to use. Officers will qualify annually in firearms use.
 - b. If a firearm is issued to an officer is defective or in need of repair, the firearm should be taken to the shift supervisor immediately, if necessary, a substitute firearm should be obtained through the shift supervisor.
 - c. If in need of extra cartridges for any reason, a request should be made to the shift supervisor.
 - d. While on duty only those firearms and ammunition authorized by the chief of police, supplied by the department shall be used or carried.
 - e. When in uniform and when required to testify in court, the department issued weapon will be worn.
 - f. Officers will empty their three issued magazines, free from all ammunition once a month.
 - g. All officers will secure their weapons in their pistol locker located inside their personal locker.

Firearm Removal from Campus

1. Officers will not remove their department firearm from campus without prior authorization from the chief, assistant chief, or a current firearms instructor.
 - a. When department firearms are removed from campus, the officer will secure the firearm with a cable lock in accordance with C. G. S. 29-37i and 53a-217a to also include untrained adults.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 63.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April 1, 2004

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Use of Force

PURPOSE: Policy and procedure in the use of physical force and deadly force when making arrests, defending the life of the officer or another person or preventing an escape.

DISCUSSION: The use of force by a police officer is always scrutinized to determine if the police officer used excessive force. This viewing has led to numerous court cases and the awarding of punitive damages against law enforcement. It makes a large financial impact of the police community and is very damaging to morale. The intent of this policy is to have in place a set of guidelines that a member of the Southern Connecticut University Police Department can use with confidence in exercising judgment as when the use of force is justified. This policy must be used as an administrative guide for decision making before the fact and not as a standard for judging the propriety of an action already taken.

The use of force is a serious act that requires a split decision by the officer. The goal of this policy is to provide the officer with accepted procedures to follow when applying force. Adhering to procedures and using good judgment will produce an even and fair application of law enforcement, while at the same time providing for officer safety to the biggest degree obtainable.

Intentional, unnecessary and excessive force in effecting an arrest, handling prisoner(s) or in the performance and execution of other official police duties will result in disciplinary proceedings.

POLICY:

General Procedure

1. The use of physical force must meet the test of reasonableness. Each officer must be intimately familiar with those sections of the Connecticut Penal Code and any amendments concerned with the use of physical force.

- a. Officers shall be aware of the seriousness of the offense for which the person is being arrested and shall use the utmost discretion in determining the necessity for using physical force.

Definitions

1. Reasonable Belief: The drawing of a conclusion based on knowledge of facts and circumstances calculated to induce a sensible belief in the mind of an ordinary intelligent, prudent person.
2. Serious physical Injury: Physical Injury which creates a substantial risk of death or which causes serious disfigurement, or serious impairment of health, or loss or risk of the function of any bodily order, C. G. S. 53a-3(4).
3. Deadly, Physical Force: Physical force that can be reasonably be expected to cause death of serious physical injury.
4. Force: Refers to any physical strength or energy exerted or brought to bear upon or against a person for the purpose of restraint. This department shall construe the use of hands, handcuffs, batons, police mountain bicycles, firearms and motor vehicles as a use of force.

Use of Deadly Physical Force

It is the policy of the Southern Connecticut State University in the use of deadly physical force under law when the officer reasonably believes it necessary to:

1. Defend himself/herself from the imminent use of deadly physical force.
2. Defend another officer from the imminent use of deadly physical force.
3. Defend a third person from the imminent use of deadly physical force.
4. To effect an arrest or prevent the escape of a person reasonably believed to have committed a felony which caused serious physical injury or attempted serious physical injury or who threatens to cause imminent serious physical injury and the officer gives when feasible, a warning that he/she intends to use deadly physical force.

This policy is in effect when an officer is acting in his/her official capacity as a police officer on or off duty.

Medical Attention

Medical attention will be provided for any in-custody subject when the subject requests medical treatment or when the officer believes that the subject is in need of a medical examination.

Use of Deadly Force Resulting in Death/Injury

1. Investigation

- a. The Connecticut States' Attorney's office will be notified of the shooting by the highest-ranking officer on duty. The States' Attorney will determine what agency will conduct the criminal investigation for a university police officer involved in a shooting resulting in death or injury.
- b. The university police department will conduct a separate internal investigation into all police related shootings or deaths due to lethal force, whether the officer was on or off duty.

2. Procedure

- a. The supervisor and/or first responding officer on the scene shall immediately secure and protect the scene, summon the appropriate medical personnel if needed and preserve all evidence in the immediate area.
- b. The officer(s) involved in the incident shall be released from the immediate area and report to headquarters or hospital if needed.
- c. The officer(s) will be advised of their Miranda warnings and the officer(s) may have a union official or lawyer present for any interviews.
- d. The officers' firearm will be confiscated by a supervisor for further analysis and inspection. A replacement firearm(s) will be issued.
- e. No information will be released without the permission of the chief of police.
- f. Any officer involved in the use of force incident that caused death or serious physical injury has experienced a critical stress incident and shall not return to street duty until such time as determined by the chief of police.
- g. Counseling will be mandatory for all officers involved in the incident. Counseling will be made available to the officer's family if desired. All such incidents result in critical incident stress and require evaluation to determine impact on job performance and on the officer's life.

- h. The officer(s) will be reassigned to in-house duties until the investigations of the incident are concluded and the officer(s) is exonerated from any wrongdoing. It is imperative to determine if the officer(s) was justified in the use of deadly force. An assignment to in-house duties pending these investigations has no bearing on the guilt or innocence of any officer involved. In following the critical incident stress guidelines, it is best if the involved officer(s) is allowed the time to cope with the trauma at hand before exposing them to any further critical incidents. The university police department has the responsibility to the public to ensure that a determination was made that the officer was justified in the use of force before being placed back to full duty.
- i. An “Incident Review Board” comprised of experienced and knowledgeable police personnel, shall be formed by the chief of police whenever a sworn member of the University police department is involved in a use of deadly force that results in injury or death. The board will review the incident and have access to all police reports. The review board will forward its’ evaluation to the chief of police who will determine it’s the actions of the officer(s) were justified and within the scope of policy and procedure

Reporting Issues for Use of Force

An officer’s use of force is typically determined by the level of resistance displayed by the suspect; however there may be influential circumstances which may justify a greater or lesser use of force than is specified in the use of force continuum. Officers will articulate all influential circumstances resulting in the use of force in their case incident report. Example: Officer’s size vs. suspect’s size, officer’s ability vs. suspect’s ability, etc.

1. Psychological Intimidation – non-verbal cues indicating subject’s attitude, appearance and physical readiness.
2. Verbal/Non-Compliance – verbal responses indicating unwillingness or threats verbally.
3. Passive Resistance – physical actions that do not prevent officer’s attempt of control.
4. Defensive Resistance – physical actions that attempt to prevent officer’s control, but never attempts to harm the officer.
5. Active Aggression – physical actions of aggression.
6. Deadly Force Encounter – lethal.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 64.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Handcuffs

PURPOSE: To establish set procedure for officers of the Southern Connecticut State University Police Department in the use of handcuffs.

POLICY: Members of the SCSU Police Department will use handcuffs on all persons in custody in accordance with good judgment and discretion of the officer in relation to each situation.

Procedure

1. In all cases, whenever possible, individuals should be handcuffed with their hands behind them. The belt or other similar devices may be employed to hold the prisoner's hands to the rear and prevent the prisoner from stepping over the cuffed hands.
2. A prisoner will never be handcuffed to the fixed part of any motor vehicle, boat or aircraft while being transported when the vehicle is in motion.
3. Violent or out of control prisoners may require immobilization to prevent harm to themselves or others. In order to prevent accidental asphyxiation of prisoners, no prisoner should be handcuffed and placed on their stomach especially if they are obese or have noticeable respiratory problems.
 - a. If under emergency situations a prisoner must be placed on his/her stomach they will be monitored continuously for proper breathing.
4. Most courts will not permit a prisoner to be handcuffed while court is in session. The officer will:
 - a. Comply with the desire of the court.
 - b. If the prisoner is known to be violent or prone to escape the officer will notify the court and the decision to remove the cuffs will be the courts.

5. Reports

- a. In all cases where a prisoner is handcuffed the officer's report will so indicate.
- b. All injuries resulting or claimed to have resulted by handcuffing will be detailed in the officers' report.

6. Medical Attention

- a. In any case where injury is claimed by handcuffing, the prisoner will be afforded medical attention.
- b. This will be done at the earliest possible time.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 65.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: July 5, 1994

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Use of the Collect System

1. Whenever an officer is assisting a motorist i.e., lockouts or battery boost, the officer's first responsibility will be to give an exact location and to relay the vehicles registration.
2. Once the registration is relayed the dispatcher will automatically utilize the Collect System to check and obtain the vehicle information and inform the officer that they have the information on the vehicle if needed.
3. The dispatcher will make a hard copy of the vehicle information and the officer will attach it to their report.

If there is any question regarding the operator or the vehicle the officer shall request said information from the dispatcher.

4. If an officer is involved in a motor vehicle stop (sig.135) he/she relay his or her location and then give the registration of the vehicle being stopped.
5. These responsibilities must be done before the officer exits their vehicle. The dispatcher will utilize the Collect System to check the vehicles registration and inform the officer. If there is a discrepancy in the information being exchanged such as, expired registration, signal 2, misuse of plates, or a wanted person the dispatcher will advise the officer that they have pertinent information and wait to be sure the officer to advise the dispatcher to broadcast. (Dispatchers want to be sure the officer is in a position to receive the information and not put the officer in jeopardy by broadcasting when the officer is standing by the operator.) If there is reasonable suspicion to run further checks on the Collect System the dispatcher may do so. No checks will be run on individuals without reasonable suspicion. Abuse of the Collect System will not be tolerated.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 66.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: February, 1998

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Weapon Cleaning and Inspection

PURPOSE: All department personnel have been issued a department Glock model 22, model 23 or model 27, shall be responsible for keeping their assigned weapon clean and free of debris.

Procedure

1. "Utilizing the weapons barrel" with a supervisor or weapons instructor present, personnel once a month will remove all rounds from their weapons, field strip their weapon, clean their weapon and oil those areas requiring same.
 - a. The weapons barrel is located in the hallway of the basement of police headquarters.
2. Each month shift supervisors will submit to the weapons instructor the names of those personnel who have "not" cleaned their weapon.
3. Inspection of weapons will be done periodically by the weapons instructor.
 - a. Any personnel found with a dirty weapon will be subject to disciplinary action.
4. **Preventive Maintenance program** has been established to the weapons instructor that department personnel turn over their duty weapon to assure that all parts of the weapon are functional.
 - a. Personnel will be issued another weapon for duty during this time period.
5. When department personnel fire their weapon at an authorized firing range, officers will field strip and clean their weapon as soon as firing is completed.
6. Once a month, all officers will empty all three issued Glock magazines.
 - a. This should be done on the last workday before the officers two days off.

- b. Magazines will be reloaded with department issued ammunition when the officer returns to work prior to going on patrol.
- c. Loading and unloading of weapons is still to be done “utilizing” the weapons barrel. So magazine springs don’t retain a memory and spring life is increased.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 67.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: April, 1996

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Work Place Smoking

PURPOSE: To protect the health of all employees, and avoid any conflicts between smoking and non-smoking employees, and to ensure accommodations for non-smoking preferences as required.

POLICY:

1. Smoking and the chewing of tobacco is not permitted inside any of the university building, police vehicles or in the view of the general public.
2. Supervisors who receive written complaints concerning smoking shall meet with the employee to discuss a possible solution.
3. If the situation cannot be resolved, the written complaint shall be forwarded to the lieutenant for review.
4. Violators of the smoking restrictions set forth in this policy or state law will be subject to appropriate disciplinary actions.

DEPARTMENT OF POLICE SERVICES
Southern Connecticut State University

POLICY NUMBER: 68.0 AUTHORITY: Office of the Chief of Police

EFFECTIVE DATE: October 15, 2004 AMENDS: March 27, 2000

DISTRIBUTION: ALL NP-5 PERSONNEL

SUBJECT: Racial Profiling Stops

PURPOSE: Racial profiling is the detention, interdiction or other disparate treatment of an individual solely on the basis of the racial or ethnic status of such an individual. To implement procedures for all requirements of P.A. 99-198. To define racial profiling and establish police policy.

POLICY: No police officer of this department shall stop, detain or search any person when such action is solely motivated by considerations of race, color, ethnicity, age, gender, or sexual orientation, and the action would constitute a violation of the civil rights of the person.

This does not preclude an officer from assisting a motorist. Such stops should be reported as an "assist motorist," or "disabled vehicle," rather than a motor vehicle stop.

PROCEDURE: Southern Connecticut State University police officers will familiarize themselves with Connecticut Public Act P.A. 99-198 and conduct themselves accordingly.

1. Every motor vehicle stop will require the police officer making the stop to fill out a state mandated profile form.
2. The complaint number for that motor vehicle stop will be placed on the profile form along with all other required information.
3. A written report will be filed in accordance with Policy 23.0.
4. The racial profile form will be forwarded to the supervisor at the end of the officer's shift.
5. Shift sergeants will retain all profile forms for members of their squads.
6. All complaints against officers regarding profiling will be investigated by the chief's office.

7. In all cases where a stop was conducted with race and ethnic status unknown at the time stop was initiated example, tinted windows or operators race and ethnic status could not be observed prior to stop, this will also be noted on the profiling form.

