

# **POLICE MANUAL**



**TOWN OF TRUMBULL  
CONNECTICUT**

Adopted February 6, 1990

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**ARTICLE I**  
**COMMAND AND SUPERVISORY**  
**RESPONSIBILITIES AND AUTHORITY**

**Section 1.1 – Chief of Police**

- a. **Authority** – The Chief of Police is the Chief executive of the Department and the final departmental authority in carrying out all matters of policy, operations and discipline set forth by the Board of Police Commissioners. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.
- b. **Responsibilities** – Through the Chief of Police, the Department is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction. He is responsible for planning, directing, coordinating, controlling and staffing all activities of the department, for its continued and efficient operation, for enforcement of rules, regulations and orders within the Department, for the completion and forwarding of such reports as may be required by competent authority, for the Department's communication with the citizens of the Town, the Town Government, and other agencies, and for the issuance of such permits and licenses as may come under the jurisdiction of the Department.
- c. **Department Investigation** – The Chief of Police shall or shall cause to be investigated all violations of orders, rules and regulations of the Department and any misconduct of any member thereof and shall report in writing same to the Board of Police Commissioners. He shall have authority to suspend, for cause, any member of the Department for a period not to exceed fifteen days, during which time he shall notify the Board of Police Commissioners of such suspension.

**Section 1.2 – Captain**

The Captain will serve as second-in-command. The Captains will be directly responsible for Patrol Division, Administration and Investigations Division. In the absence of the Chief of Police, the designated Captain shall assume the authority and responsibility of the Chief of Police as outlined in Article 1.1.

**Section 1.3 – Lieutenant**

The Lieutenant of Police shall be third-in-command of the Department whose primary responsibilities shall be commander of the Patrol Division. He shall perform such duties as may be assigned to him by the Chief of Police or the Captains.

**Section 1.4 – Captain and Lieutenant – Authority and Responsibilities**

Subject to direction from higher command, a commanding officer has direct control over all members within his command. In addition to the general and individual responsibilities of all members, and employees, a Captain and Lieutenant are responsible for the following:

- a. Command. The direction and control of personnel under his command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command and / or supervision in his absence.
- b. Intradepartmental Action. The promotion of harmony and cooperation with other units of the department. Initiation of proper action in cases not regularly assigned to his unit when the delay necessary to inform the proper units might result in a failure to perform a police duty.
- c. Organization and Assignment. Proper organization and assignment of duties within his unit to assure proper performance of departmental functions and those of his command.
- d. Reports and Records. Preparation of required correspondence, reports and maintenance of records relating to the activities of his command. Assurance that information is communicated up and down the chain of command as required.
- e. Maintenance. Assurance that quarters, equipment, supplies and material assigned to his command are correctly used and maintained.

#### Section 1.5 – Sergeant – Authority and Responsibilities

Sergeants are members appointed in charge of one or more members. In addition to the general and individual responsibilities of all members, each is specifically responsible for the following:

- a. Supervision. A sergeant may be assigned to field or office duties. During his tour of duty he must closely supervise the activities of his subordinates, making corrections where necessary and commanding where appropriate. This shall include on-the-job training as needed for efficient operation and coordination of effort when more than one member is involved.
- b. Direction. Sergeants must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend outside his usual sphere of supervision if the police objective or reputation of the department so requires, or if other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a sergeant requires a subordinate other than his own to leave a regular assignment, the sergeant so directing will inform the subordinate's own supervisor as soon as possible.
- c. Enforcement of Rules, etc. Sergeants will be responsible for enforcement of departmental rules and regulations and will insure compliance with departmental policies and procedures.
- d. Inspection. Sergeants are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
- e. Assisting Subordinates. A sergeant shall have a working knowledge of the duties and responsibilities of his subordinates. He shall observe contacts made with the public by his subordinates and be available for assistance or instruction as may be required. A sergeant shall respond to calls of serious emergencies, felonies in progress, assaults and others

unless actively engaged in a police incident. He should observe the conduct of the assigned personnel and take active charge when necessary.

#### Section 1.7 – Detective

- a. Responsibility – As part of the Detective's responsibility for the prevention of crime and the investigation of criminal cases, the Detective is responsible for the detection and arrest of criminal offenders, locating missing persons, recovery of lost and stolen property, proper coordination with other authorities, the proper conduct of fugitive requisition proceedings, and taking proper cognizance of all conditions relating to or tending toward the frustration of crime, including gambling and vice.
- b. Enforcement of Rules – A Detective shall be knowledgeable about the criminal code of law and the elements that constitute criminal acts in violation of various sections thereof. A Detective shall be responsible for enforcement of all laws and ordinances of the Town of which the department takes cognizance.

#### Section 1.8 – Patrolman

Responsibility – Patrolmen are responsible for the preservation of public peace, the protection of life and property, the prevention of crime, and the proper enforcement of all laws and ordinances. They shall respond to the lawful orders of superior officers. Every Patrolman shall be accountable for the good order of the post to which he is assigned. Patrolmen shall, unless otherwise directed, be present at the daily roll calls punctually, properly uniformed and equipped, and shall give careful attention to dispatches, orders and instructions read or issued by superior officers. Proper Police action must be taken whenever required. Patrolmen assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary. A patrolman may seek, and shall receive from the superior officers, any advice, council and guidance necessary to the proper performance of his duty.

## ARTICLE II

### RULES AND REGULATIONS

### FOR ALL MEMBERS AND EMPLOYEES

#### Section 2.1

Code of Ethics. Service in law enforcement demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which impel a police officer to discharge his responsibility in full measure.

A police officer's life is one of self-sacrificing service to a high ideal, based upon his recognition of the responsibilities entrusted to him and the belief that law enforcement is an honorable vocation. He fully accepts his responsibilities to defend the right, to protect the weak,

to aid the distressed, to uphold the law in public and private living. He accepts the obligation to report facts and to testify without bias or display of emotion, and to consider all information coming to his knowledge by virtue to his position, as a sacred trust, to be used for official purposes only. He gives his loyal and faithful attention to the identification and apprehension of criminals, being equally alert to protect the innocent and prosecute the guilty. He performs the functions of his office without fear, favor, or prejudice and does not engage in unlawful or improper practices. He does not disclose to unauthorized persons any information concerning pending matters which might be prejudicial to the interests of the state, the town, or the department.

He does not seek to benefit personally by any confidential information which has come to him by virtue of his assignment. He is respectful and courteous to all citizens. He is faithful and loyal to his organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their representatives in matters of mutual interest and obligation.

Rigid adherence to the principles set out above is mandatory for anyone accepting a position in the police department. Acceptance of these principles should not be perfunctory; it should be weighted carefully. Citizens are quick to criticize any misconduct of members of the Department; the community places a trust in police officers and expects them to so conduct themselves as to merit this trust. Members should be proud to hold a position that demands so much.

There must be a moral philosophy and strong appreciation of the need for service in any profession. Unwavering adherence to such moral philosophy will earn for police officers the respect and support of the public.

## Section 2.2

Requirement. Each member of the police department will be required to conform to the Law Enforcement Code of Ethics.

## ARTICLE III

### OATH OF OFFICE

## Section 3.1

New members shall take the following oath of office:

“I, ----- do solemnly swear that I will support and comply with the Constitution of the United States of America; the Constitution and laws of the State of Connecticut; the charter, laws and ordinances of the Town; the rules and regulations of the Police Department; and the Law Enforcement Code of Ethics; and that I will faithfully discharge the duties of my office as a police officer to the best of my ability.”

## ARTICLE IV

### PROFESSIONAL CONDUCT – RESPONSIBILITIES

#### Introduction

##### Section 4.1

Police officers are professionals, and as such are expected to maintain exceptionally high standards in the performance of their duties.

Effective and efficient performance of his duty requires that a police officer maintain the respect and cooperation of his community. This requirement dictates that the conduct of all police officers be above reproach in all matters both within and outside the Department.

General professional responsibilities include taking appropriate action to:

- protect life and property;
- preserve the peace;
- prevent crime;
- detect and arrest violators of the law;
- enforce all laws Federal and State as well as local ordinances coming within departmental jurisdiction;
- supervise public functions (such as parades or dances) where public order requires police presence.

##### Section 4.2

Standard of Conduct. Members shall conduct themselves in such a manner as to avoid bringing the Department into disrepute and shall refrain from any conduct unbecoming to an officer.

##### Section 4.3

Cooperation. Cooperation between the ranks and units of the Department is essential to effective law enforcement. Therefore, all members shall attempt to establish and maintain a high spirit of cooperation within the Department.

##### Section 4.4

Assistance. All members are required to take appropriate police action toward aiding a fellow peace officer exposed to danger or in a situation where danger might be impending.

##### Section 4.5

Duty Responsibilities. Members of the Department are always subject to duty although periodically relieved of its routine performance. They shall respond to the lawful orders of superior officers and other proper authorities as well as calls for police assistance from citizens. Proper Police action must be taken whenever required. The administrative delegation of the

enforcement of certain laws and ordinances to particular units of the Department does not relieve members of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

#### Section 4.6

Questions Regarding Assignment. Members in doubt as to the nature or detail of their assignment shall seek such information from their supervisors by going through the chain of command.

#### Section 4.7

Knowledge of Laws and Regulations. Every member is required to establish and maintain a working knowledge of all laws and ordinances in force in the Town, the rules and policies of the Department, and the orders of the Department and divisions thereof.

#### Section 4.8

Obedience to laws and Regulations. Members shall observe and obey all laws and ordinances, all rules and regulations of the Department and all General Orders, Special Orders and Memorandums of the Department.

#### Section 4.9

Establishing Elements of Violation. Existence of facts, establishing a violation of a law, ordinance, or rule, is all that is necessary to support any allegation of such as a basis for a charge under this section.

#### Section 4.10

Reporting Violations of Laws, Ordinances, Rules or Orders. Members knowing of other members violating laws or ordinances shall report same in writing to the Chief of Police through official channels. If the member believes the information is of such gravity that it must be brought to the immediate personal attention of the Chief of Police, official channels may be bypassed.

#### Section 4.11

Conduct Toward Superior & Subordinate Officers & Associates. Members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty, and particularly in the presence of other members, or the public, officers should be referred to by rank.

#### Section 4.12

Criticism of Orders. Members shall not publicly criticize instructions or orders they have received.

## Section 4.13

Manner of Issuing Orders. Orders from superior to subordinate shall be in a clear understandable language, civil in tone and issued in pursuit of departmental business.

## Section 4.14

Unlawful Orders. No command or supervisory officer shall knowingly issue any order which is in violation of any law or ordinance or departmental rule.

## Section 4.15

Obedience to Unlawful Orders. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no member is required to obey any order which is contrary to federal or state law or local ordinance. Responsibility for refusal to obey rests with the member. He shall be strictly required to justify his action.

## Section 4.16

Obedience to Unjust or Improper Orders. Members who are given orders which they feel to be unjust or contrary to rules and regulations must first obey the order to the best of their ability and then may proceed to appeal as provided below.

## Section 4.17

Conflicting Orders. Upon receipt of an order conflicting with any previous order or instruction, the member affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonable necessary for the good of the Department.

## Section 4.18

Reports and Appeals – Unlawful, Unjust, Improper Orders. A member receiving an unlawful, unjust or improper order shall, at first opportunity, report in writing to the Chief of Police through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such order may be made at the same time.

## Section 4.19

Insubordination. Failure or deliberate refusal by any member to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer or his orders, in his presence, is also insubordination.

**ARTICLE V**  
**REQUIRED AND PROHIBITED CONDUCT**

**Section 5.1**

**Reporting for Duty.** Members of the Department must be punctual in reporting for duty, at the time and place specified, properly uniformed and equipped. Members must obey directives and conform strictly to all rules, regulations and orders of the Department and all the lawful orders of a superior officer.

**Section 5.2**

**Citizen Courtesy.** All members of the Department shall answer questions from citizens in a courteous manner, and if unable to supply an answer, shall make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation. If requested, a member of the Department shall give his name and badge number in a courteous manner.

**Section 5.3**

**Unauthorized Divulging of Information.** Members of the Department shall not divulge to any unauthorized person, in or out of the Department, (i.e. one who does not have any official “need to know”) any information and shall not talk for publication, be interviewed, make public speeches on police business or impart information relating to the official business of the Department unless authorized by the Chief of Police or, in his absence, his designee.

**Section 5.4**

**Dissemination of Police Documents.** No member of the Department shall send any written communication about police business to any person, firm or other law enforcement or public agency without the consent of the Chief of Police, or in his absence his designee.

**Section 5.5**

**Official Reports: Inaccurate / False.** No member of the Department shall make false official reports or knowingly or willingly enter or cause to be entered into any Department books, records or reports, any inaccurate, false or improper information.

**Section 5.6**

**Arrest Reports & Documents.** Unless authorized by law, no member of the Department shall alter or remove any record of arrest, reports, documents, written communication or recording unless authorized by the Chief of Police.

**Section 5.7**

**Department Notices: Marking, Defacing.** Members of the Department shall not mark, alter, mar or deface any printed or written notice, memorandum, general order or directive relating to police business. Members shall not remove, mark, alter, mar or deface any notice

posted on any bulletin board or blackboard maintained by the Department. All notices of a personal nature and / or of a derogatory character regarding any member or unit of the Department as prohibited.

#### Section 5.8

Member Courtesy – Departmental Morale. Members of the Department shall not demean any other member, nor shall members maliciously gossip about any order, policy, procedure, case or event that should remain police information; nor shall a member cause to discredit, lower or injure the morale of the personnel of the Department or that of any individual of the Department.

#### Section 5.9

Intoxicating Beverages – On Duty. Members of the Department shall not drink intoxicating beverages or use intoxicants in any manner while on duty or in uniform. They shall not at anytime, on duty, be intoxicated in public view.

#### Section 5.10

Intoxicating Beverages – Town Building/Vehicles. Members of the Department shall not bring, place, or permit to be brought or placed or allow to be kept in any building, location or vehicle of the Department, any intoxicant, exhilarant, hypnotic, hallucinogen, or narcotic, except in the strict performance of police duty as required by regulations or orders, or when it is needed for prompt administration as directed by a licensed physician.

#### Section 5.11

Intoxicating Beverages – Unfit for Duty. Members of the Department shall not use or render himself or herself unfit for duty through the use of narcotics, exhilarants, hypnotics or hallucinogens or other toxic drugs unlawfully administered.

#### Section 5.12

Intoxicating Beverages – Off Duty. Members shall not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that ability to perform duty is impaired.

#### Section 5.13

Smoking – On Duty. No member of the Department shall smoke while in uniform while involved in a complaint, performing traffic control or otherwise in contact with the public, lunch periods excluded. Officers assigned to foot patrol shall not smoke on street patrol. Members of the Department in uniform and assigned to a public building, shall not smoke while in view of the public.

## Section 5.14

Gambling, Games of Chance, Town Buildings. No game of chance, or gambling of any kind shall be permitted in any police building location or vehicle or in/at any place while on duty.

## Section 5.15

Lost, Found, Stolen Property – Use of. Members of the Department shall not appropriate for their own use any lost, found, or stolen property nor convert to their own use any property of the Town or property held by the Department for evidence.

## Section 5.16

Officer/Employee Courtesy, Respect. On or off – duty, in uniform or out of uniform, members of the Department shall extend the proper courtesy and respect toward all members of the Department.

## Section 5.17

Military Courtesy. When meeting in public, officers shall conform to courtesy standards and refer to each other by rank.

## Section 5.18

Loitering – Bars, Taverns Questionable Character. Except in the line of duty, members of the Department shall not visit or loiter near any bar, tavern, tap, lounge or other establishment suspected by the police as being a place of actual or probable law violations, or a place that is frequented by known hoodlums or other persons of questionable character.

## Section 5.19

Loitering – Public Places, Police H.O. During his or her tour of duty, members of the Department shall not loiter in cafes, saloons, restaurants, theaters, service stations or other public places, except for the purpose of police business. Persons other than those transacting police business shall not be permitted to loiter in or about the police building. Members, whether on or off duty, shall not loiter in or about communications, records.

## Section 5.20

Arrest Activity – Family Involvement. No sworn member of the Department shall make an arrest in a quarrel in which he or a member of his immediate family are involved, except under grave and exceptional circumstances.

## Section 5.21

Influence by Threat – Group/Business. No member of the Department shall influence or attempt to influence by threat or any other means the business of any citizen or group.

## Section 5.22

Law-Ordinance Violation – Notification. Members of the Department shall report immediately to their superior officer any information they have concerning the violation of any law or ordinance or any matter that should properly come to the attention of the Department.

## Section 5.23

Employee Endorsement – Permittee, Bondsman. No member of the Department shall endorse any application for a license permitting the sale of alcoholic liquor, become surety or bondsman for any person obtaining such license, or have an interest in any such license, directly or indirectly, within the jurisdiction of the town unless otherwise stipulated by law.

## Section 5.24

Patrol Procedure – Tour of Duty. A police officer, when not on an assignment, shall faithfully and diligently patrol every part of his patrol area until the expiration of his tour of duty.

## Section 5.25

Member – Neglect of Duty. No member of the Department shall commit any act contrary to good order and discipline or constituting neglect of duty.

## Section 5.26

Sleeping – On Duty. No member of the Department shall sleep when on duty.

## Section 5.27

Member – Absent Without Leave. No member of the Department shall be absent from work without approved leave. Any member or officer of the Police Department who fails to appear for duty at the date, time or place specified for so doing without the consent of competent authority is “absent without leave.” Such absence within the period of one day must be reported in writing to the commanding officer. Absences without leave in excess of one day must be reported in writing to the Chief of Police.

## Section 5.28

Member – Criminal Action. No member of the Department shall be a principal of or a party to any criminal offense.

## Section 5.29

Member – Loan/Borrow Money. No member of the Department shall under any circumstances whatsoever loan money to or borrow money from, or otherwise become indebted to, directly or indirectly, another member of the Department, if by so doing it would lower the morale or performance of members of the Department.

## Section 5.30

Member – Disrespect – Insubordination – Orders. No member of the Department shall commit any act of insubordination or disrespect towards a superior officer. Failure or deliberate refusal of any member to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer or his orders, in his presence, is also insubordination.

## Section 5.31

Member – Associated with Criminals. Members of the Department shall not consort with hoodlums, criminals or other persons of questionable character unless such association is specifically required as a matter of police duty.

## Section 5.32

Member – Competency for Duty. A member shall maintain sufficient competency to perform his duty and to assume the responsibilities of his position. Incompetency may be demonstrated by the following:

- a. A lack of knowledge of the application of laws required to be enforced;
- b. An unwillingness or inability to perform assigned tasks;
- c. The failure to conform to work standards established for the officer's rank, grade, or position;
- d. Repeated infractions of the rules and regulation.

## Section 5.33

Member – Use of On-Duty Time For Personal Gain. Members of the Department shall not shop while on duty nor devote any of their "on duty" time to any activity other than that which relates to police work, and shall not perform any police duty for the purposes of private gain, unless properly authorized.

## Section 5.34

Member – Case Disposition Recommendation. Members of the Department shall not make a recommendation for the disposition of any case pending before a court without the consent of the Chief or his designee. When required by the States Attorney prosecuting the arrestee, the arresting/investigating officer is permitted to make a recommendation.

## Section 5.35

Member – Fabrication of Evidence. Members of the Department shall not fabricate, withhold or destroy any evidence of any kind.

## Section 5.36

Member – Court Appearance. Members of the Department when properly subpoenaed to appear before a court, trial board or other official body shall be punctual in attendance and in

proper dress. They shall testify with strict accuracy, confining themselves to the case before the court or other official body, neither suppressing nor overstating the facts.

#### Section 5.37

Member – Intercede with Commissioners, Superiors. No member of the Department shall solicit anyone to intercede with the Board of Police Commissioners, the Chief of Police or any superior officer, in relation to obtaining a promotion. Nor shall any member solicit anyone, except his attorney or union representative – to the extent necessary to adequately represent the employee – to intercede with the Board of Police Commissioners, the Chief of Police or any superior officer in relation to pending charges or findings in connection with a violation of police rules or regulations.

#### Section 5.38

Member – Gifts, Gratuity. No member of the Department shall seek, directly or indirectly any gift, present, money, contribution, or gratuity from any person, firm or group of persons on the basis of his employment in the Department.

#### Section 5.39

Member – Gifts, Gratuity, Preferred Treatment. No member of the Department shall accept, directly or indirectly, any gift, present, gratuity or favor from any person, firm or group of persons, who might conceivable come to expect or seek preferential treatment, whether in the nature of extra police services or exemption from police enforcement measures.

#### Section 5.40

Member – Case Involve – Financial Gain. Members of the Department are prohibited, by taking advantage of their position, from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention.

#### Section 5.41

Member – Unauthorized Gifts – Explanation. Any unauthorized gift, gratuity, loan fee or other thing falling into any of these categories coming into the possession of any member of the Department shall be forwarded to the office of the Chief of Police together with a written explanation explaining the circumstances connected therewith.

#### Section 5.42

Member Recommendation – Bondsmen, etc. No member of the Department shall recommend to any prisoner the employment of any person as bondsman, attorney or counsel.

#### Section 5.43

Member – On-Duty Activity. Members while on duty shall devote their entire time and energies to the duties and responsibilities of the rank, grade or position to which assigned.

## Section 5.44

Member – Roll Call. Unless otherwise directed, members shall report to daily roll call at the time and place specified, properly uniformed and equipped. They shall give careful attention to orders and instructions, avoiding unnecessary talking or movement.

## Section 5.45

Member – Relief on Duty Assignment. All members are to remain at their assignment on duty until dismissed by competent authority.

## Section 5.46

Member – Required Reports. Members shall promptly submit such reports as are required by the performance of their duties or by competent authority.

## Section 5.47

Sworn Personnel – Temporary Suspension of Assigned Duty. Sworn personnel, upon approval on each occasion by their supervisor, may suspend their police duty for a lunch period. Meals shall be eaten with reasonable dispatch. Eating in a bar area of a licensed liquor establishment is not permitted.

## Section 5.48

Member – Address and Phone Numbers. Immediately upon employment, members shall record their correct residence address and telephone number with the Chief of Police. Members are required to have a telephone in the place where they reside. Changes in address or telephone number shall be reported to the Chief of Police, in writing, within 24 hours of the change.

## Section 5.49

Member – Civilian Dress – Respect for National Anthem. Members in civilian dress shall render proper civilian honors to the national colors and anthem at the appropriate times.

## Section 5.50

Member – On Duty – Compensation for Service. No members of the Department shall seek or accept any money, gift, gratuity, reward or compensation for any service rendered or expense incurred in the line of duty without the written consent of the Chief of Police.

## Section 5.51

Member – Bondsmen – Family. No member of the Department shall become a bondsman or surety for any person arrested on a criminal charge except a relative within the class of parent, child, brother, sister or spouse.

## Section 5.52

Member – Compensation for Damages. Members shall not seek in any way, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police.

## Section 5.53

Member – Falsely Reporting Illness. Members of the Department shall not feign illness or falsely report himself/herself ill or otherwise deceive or attempt to deceive any official of the Department as to the condition of his/her health.

## Section 5.54

Member – Absent From Duty. Whenever a member of the Department is to be absent from duty on account of illness, he/she will notify the Supervisor of the nature of the illness.

## Section 5.55

Member – Falsely Reporting Injury. Members of the Department shall not feign an injury or falsely report himself/herself injured, or otherwise deceive or attempt to deceive any official of the Department as to his/her physical condition.

## Section 5.56

Members – Injury – Return to Duty. Whenever any member of the Department is absent from duty on account of an injury, it shall be incumbent on the member to convalesce and to do all in his/her power to return to duty at the earliest possible time.

## Section 5.57

Member – Injured – Recovery Process. An injured member must obtain permission from the attending physician before engaging in any effort or undertaking that would in any way interfere with convalescing or otherwise tend to retard the progress of recovery.

## Section 5.58

Member – Injured – Permission to Travel. An injured member who is off duty must obtain permission from the Chief or his designee before leaving the state. Permission to leave the state will not be unreasonable denied.

## Section 5.59

Member – Injured – Appointments/Treatment. An injured member is to keep all appointments with attending physician(s) and is to comply with prescribed treatment for the injury. Appointments may be canceled by the officer for an extra-ordinary reason.

## ARTICLE VI

### UNIFORMS, EQUIPMENT AND APPEARANCE

#### Section 6.1

Uniforms/Dress Code. All members of the Department shall maintain in good order a regulation uniform. Members shall be neat appearing and well-groomed while in uniform. Members will be clean shaven but well-groomed mustaches shall be permitted. All articles of uniform shall conform to the departmental uniform regulations.

#### Section 6.2

Wearing the Uniform. Uniforms shall be kept neat, clean and well-pressed at all times. While wearing the uniform, members shall maintain a military bearing avoiding mannerisms such as slouching, shuffling and keeping hands in pockets. The uniform hat shall be worn out of doors except while operating a patrol car, unless otherwise directed by competent authority.

#### Section 6.3

Manner of Dress on Duty. Normally members will wear the duty uniform on a tour of duty; however, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular member is assigned.

#### Civilian Clothing

#### Section 6.4

Manner of Dress. Members permitted to wear civilian clothing during a tour of duty shall wear either a business suit or sport coat and slacks. A dress-type shirt with tie shall be worn. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective. Members permitted to wear civilian clothing shall conform to standards normally worn by office personnel in private business firms, unless otherwise directed. All articles of clothing shall be of conservative nature.

#### Section 6.5

Equipment. All equipment must be clean, in good working order and conform to department specifications.

#### Sections 6.6.

Off-Duty Equipment. Members are required to carry official identification when off duty and in public.

## Section 6.7

Firearms – Display and Discharge. Members shall never display firearms unnecessarily or draw them in any public place except for inspection or official use. Members are required to report any deliberate or accidental discharge of firearms (except routine target practice). This report is to be made according to current departmental procedures. Members shall exhaust every other means of apprehension before resorting to the use of firearms. Refer to Connecticut Penal Code.

## Section 6.8

Uniform and Equipment Damage Claim. Any claims for damage to clothing, equipment, and eyeglasses caused by performance of duty shall be made in accordance with current departmental directives.

## Section 6.9

Compensation for Other Damages Sustained on Duty. Members shall not seek in any way, nor accept from any person, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police in writing.

# ARTICLE VII

## DEPARTMENT PROPERTY AND EQUIPMENT

### Section 7.1

Damaged-Inoperative Property or Equipment. Members shall immediately report to their commanding officer on designated forms any loss of or damage to departmental property assigned to or used by them. The immediate superior will be notified of any defects or hazardous conditions existing in any department equipment or property.

### Section 7.2

Care of Department Buildings. Members shall not mar, mark or deface any surface in any departmental building. No material shall be affixed in any way to any wall in departmental buildings without specific authorization from a commanding officer.

### Section 7.3

Notices. Members shall not mark, alter or deface any posted notice of the Department. Notices or announcements shall not be posted on bulletin boards without permission of a commanding officer. No notice of a derogatory nature will be posted at any time.

## Section 7.4

Manuals' Maintenance. All members who are issued manuals are responsible for their maintenance and will make appropriate changes or inserts as they arise.

## Section 7.5

Surrender of Department Property. Members are required to surrender all Department property in their possession upon separation from the service. Failure to return non-expendable item may cause the person to reimburse the Department for the fair market value of the article(s).

## Section 7.6

Department Vehicles Use. Members shall not use any departmental vehicle without the permission of a commanding officer. Departmental vehicles shall never be used for personal business or pleasure.

## Section 7.7

Transporting Citizens. Citizens will be transported in departmental vehicles only when necessary to accomplish a police purpose. Such transportation will be done in conformance with departmental policy or at the direction of a commanding officer, immediate supervisor or communications center.

## Section 7.8

Reporting Accidents. Accidents involving Town personnel, property and/or equipment must be reported in accordance with adopted procedures.

# ARTICLE VIII

## COMMUNICATIONS, CORRESPONDENCE

## Section 8.1

Restrictions. Members shall not:

- a. Use departmental letterheads for private correspondence.
- b. Send correspondence out of the department over their signatures, without the general permission of the Chief of Police.

## Section 8.2

Forwarding Communications to High Commands. Any member receiving a written communication for transmission to a high command shall in every case forward such communication. A member receiving a communication from a subordinate directed to a higher command shall endorse it indicating approval, disapproval or acknowledgement.

### Section 8.3

Department Address (Private Use of) Members shall not use the Department as a mailing address for private purposes. The Department address shall not be used on any motor vehicle registration or operator's license.

### Section 8.4

Telephones. Departmental telephone equipment may not be used for the transmission of private toll messages without the express approval of a commanding officer.

### Section 8.5

Radio Discipline. All members of the Department operating the police radio either from a mobile unit, portable, or in the communications center, shall strictly observe regulations for such operations as set forth in departmental orders and by the Federal Communications Commission.

### Section 8.6

Dispatcher. Members shall always obey the instructions given via the radio by the dispatcher.

### Section 8.7

“Going Out of Service”. All members will advise the communications center when they depart from their mobile unit. This dispatch should indicate their location when “going off the air,” or leaving their mobile unit with a portable radio.

## ARTICLE IX

### DEATH AND INJURY NOTIFICATIONS

### Section 9.1

Death or Serious Injury. When a member is killed or seriously injured on or off duty, immediate verbal notification will be made to the Chief of Police or to the officer acting in the Chief's absence. This will be followed by a written report no later than the following workday. Information shall include the date, location, cause, extent of injuries and property damage. Serious injury in this instance means an injury which could result in death or disability.

### Section 9.2

Non-Serious Injury. In cases where the injuries are other than of a serious nature, a written report will be submitted on the first workday following the incident including all information required above. These reports are in addition to those accident and sick reports otherwise required.

### Section 9.3

Death of Member. Any member receiving notice of the death of any member, or retired member, during regular business hours, shall notify the Chief of Police and the commander of the deceased. At other times, the officer-in-charge shall be notified and he shall relay such information to the Chief of Police.

### Section 9.4

Notification of Family. The family of a member injured or dying on duty shall be notified immediately by the senior available member.

## ARTICLE X

### INVESTIGATIONS, ARRESTS, AND DETENTIONS

#### Section 10.1

Command of Scene. At the scene of any crime, accident or other police incident, the ranking officer present shall assume command and direction of police personnel in such a manner as to assure the most orderly and efficient accomplishment of the police task. When two or more officers of the same rank are present and one of these is assigned to the investigative detail that will follow up the investigation, that ranking officer will be in charge. This provision is intended to provide for the coordination of the efforts of the several subordinate members who may be assigned to the incident; therefore, it is incumbent upon the ranking officer assuming such control to become acquainted with the facts and insure that appropriate action is being taken or is initiated.

#### Section 10.2

General Responsibilities of Members at Crime Scenes. The first member to arrive at the scene of a crime or other police incident is responsible for the following actions as they may apply to the situation:

- a. Summoning medical assistance and administering first aid as required to prevent further injury or loss of life.
- b. Arrest of violator(s).
- c. Security of the scene.

#### Section 10.3

Responsibilities of Assigned Member at Crime Scene. The members officially assigned to perform the preliminary or other investigation of an alleged crime or other incident are responsible for the duties in Section 2 of this article as they may be necessary, and the completion of the preliminary or other investigation as directed. This shall include (but is not necessarily limited to) securing statements and other information which will aid in the successful completion of the investigation, and locating, collecting and preserving physical evidence material to the issue.

#### Section 10.4

Relief of Member Conducting Preliminary Investigation. Upon completion of the preliminary investigation, the assigned officer shall stand relieved unless otherwise directed by a superior.

#### Section 10.5

Identification as Police Officer. Except when impractical or unfeasible, or where the identity is obvious, officers shall identify themselves by displaying the official badge or identification card before taking police action.

#### Section 10.6

Arrests. In making arrest, members shall strictly observe the laws of arrest and the following provisions.

- a. Only necessary restraint to assure safe custody and the safety of the officer shall be employed.
- b. The arresting officer is responsible for the safety and protection of the arrested person while in his custody. He shall notify the superior officers or any injury, apparent illness, or other conditions which indicate that the arrested person may need special care.
- c. The arresting officer is responsible for the security of the personal property in the possession of the arrested person or under his control at the time of arrest.

#### Section 10.7

Custody of Prisoners. Officers charged with the custody of prisoners shall observe all laws and departmental orders regarding this activity. Prisoners shall be kept securely, treated firmly and humanely, and shall not be subjected to unnecessary restraint.

#### Section 10.8

Transportation of Prisoners. Officers transporting prisoners shall do so in accordance with departmental policy.

- a. Prisoners requiring medical attention shall be delivered to the appropriate emergency hospital and the transporting officers shall be responsible for the security of the prisoner until properly relieved by a guard officer, unless otherwise directed by a superior officer.
- b. Prisoners and their property shall be surrendered at the jail to custodial officers or as there wise directed by competent authority.
- c. Any prisoner transported to a hospital in private ambulance shall be accompanied and guarded by an officer unless directed otherwise. In the latter case, a guard will be arranged for the prisoner as soon as possible.

## Section 10.9

Use of Physical Force. The use of physical force shall be in accordance with departmental policy. Malicious assaults or batteries committed by members constitute gross misconduct. The use of physical force shall be restricted to circumstances specified by law when necessary to accomplish a police task successfully. Whenever a member, either on or off duty, is required to strike or use considerable physical force against another person, he immediately shall call a superior officer to the scene, or, if not practical, contact him as soon as possible following the incident and submit a written report to the Chief of Police through normal channels.

## Section 10.10

Reports and Bookings. No member shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false or improper information on records of the Department.

## Section 10.11

Press Relations at Crime Scenes. Insofar as is consistent with sound police practice, the Supervisor in control of a crime scene shall grant access and supply information regarding the incident to the working press. Whenever a member feels that release of information or access to the scene is contrary to sound police practice, he shall refer the press to his immediate supervisor for further decision.

## Section 10.12

Security of Departmental Business. Members shall not reveal police information outside the department except as provided elsewhere in this manual or as required by law or competent authority. Specifically, information contained in police records, other information ordinarily accessible only to members and employees, and names of informers, complainants, witnesses and other persons known to the police are considered confidential. Silence shall be employed to safeguard confidential information. Violation of security of this type of information reflects gross misconduct.

## Section 10.13

Compromising Criminal Cases. Members shall not interfere with the proper administration of criminal justice.

- a. Members shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur, nor participate in or be concerned with any activity which might interfere with the process of law.
- b. Any member having knowledge of such action and failing to inform his superior officer thereof, shall be subject to charges.

## Section 10.14

Assisting Criminals. Members shall not communicate in any manner, either directly or indirectly any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity or money, merchandise or other property unlawfully obtained.

### Section 10.15

Recommending Attorneys and Bail Bond Brokers Prohibited. Members shall not suggest, recommend, advise or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as a result of police business.

- a. This does not apply when a relative of the member seeks such service.
- b. In no case may such advice be given where a fee, gratuity, or reward is solicited, offered or accepted from the attorney or bail bondsman.
- c. Soliciting business for an attorney or bail bondsman is gross misconduct.

### Section 10.16

Acting as Bailer Prohibited. Members cannot act as bailers for any person in custody except relatives, and in no case where any fee, gratuity or reward is solicited or accepted.

### Section 10.17

Criminal Complaints by Members. Members will not prefer a criminal complaint against a person for injuries or damages incurred during the conduct of duty without the express knowledge of the Chief of Police.

### Section 10.18

Property Procedure. All lost, stolen, abandoned or unclaimed property located, seized or recovered by any officer shall be inventoried, tagged and turned over to the property officer who shall then hold and/or dispose of said property according to law.

## ARTICLE XI

### PUBLIC ACTIVITIES

### Section 11.1

Publicity. Members shall not seek personal publicity which relates to the Police Department in the course of their employment.

### Section 11.2

Commercial Testimonials. Members and shall not permit their names or photographs to be used to endorse any product or service which is in any way connected with law enforcement without the permission in writing of the Chief of Police, except when no mention is made of the Police Department. They shall not, without the permission in writing of the Chief of Police, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with the Department.

### Section 11.3

Public Appearance Requests. All requests for public speeches, demonstrations and the like relating to or concerning that Police Department will be routed to the Chief of Police for approval and processing. Members directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

### Section 11.4

Outside Employment. Prior to engaging in any outside business or employment, the member shall submit to the Chief of Police through channels, a notification of intent.

### Section 11.5

Membership in Organizations. Except for the Armed Forces Reserve components, members shall not affiliate themselves with any organization or group, the constitution or by-laws of which in any way exacts prior consideration or which would prevent its members from rendering proper and efficient service to the Department.

### Section 11.6

Subversive Organizations. No member shall knowingly become a member of or connected with any subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police.

### Section 11.7

Personal Preferment. No member may seek the influence of intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement.

### Section 11.8

Conduct Toward the Public. Members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane or insolent language, and shall always remain calm regardless of provocation to do otherwise. Upon request, they are required to supply their name and badge number in a courteous manner. They shall attend to requests from public quickly and accurately, avoiding unnecessary referral to other parts of the Department.

### Section 11.9

Impartial Attitude. All members, even though charged with vigorous and unrelenting enforcement of the law, must remain completely impartial toward all persons coming to the attention of the Department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, or influence is conduct unbecoming of an officer. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming of an officer.

## Section 11.10

Caring for Lost, Helpless, Injured or Ill Persons. Members shall always be alert to assist lost, helpless, injured or ill persons.

## Section 11.11

Availability When on Duty. Members on duty shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours.

## Section 11.12

Responding to Calls. Members of the Department shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Failure to answer all calls for police assistance promptly, without justification, is misconduct. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any land wire or radio call directed to him. The communications center will be informed by the officer when leaving the air, and when returning to a duty status.

# ARTICLE XII

## JUDICIAL AND INVESTIGATIVE ACTIONS, APPEARANCES, AND TESTIFYING

### Section 12.1

Court Appearances. Attendance at court or quasi-judicial hearing as required by subpoena is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or clothing conforming to standards imposed on officers working in plainclothes shall be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance avoiding any mannerism which might imply disrespect to the court, such as gum-chewing and smoking.

### Section 12.2

Testifying. Any member subpoenaed to testify in any trial or Town hearing shall notify his commander upon receipt of the subpoena.

### Section 12.3

Civil Action Interviews. Civil action interview involving members which arise out of departmental employment shall be conducted according to advice from Town Counsel.

## Section 12.4

Civil Action, Court Appearances, Subpoenas. A member shall not volunteer or testify in civil actions and shall not testify unless legally subpoenaed. Members will accept all subpoenas legally served. If the subpoena arises out of departmental employment, or if the member is informed that he is a party to a civil action arising out of departmental employment, he shall immediately notify his commanding officer of the service of notifications, and of the testimony he is prepared to give. Members shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with current directives.

## Section 12.5

Civil Dispositions and Affidavits. Members shall confer with their commander before giving a deposition or affidavit on a civil case. If the commander determines that the case is of importance to the Town, he shall inform the Chief of Police before the disposition or affidavit is given.

## Section 12.6

Civil Cases. Members shall not service civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

