


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: February 4, 2021

SUBJECT: Agenda Information – 2/9/2021

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns. Often, these conversations can help staff and me be prepared for the Council meeting and be ready to facilitate a more productive and efficient meeting for everyone.

7 Resolutions/Ordinances/Policies/Proclamations

7a-d Consideration of Amended and New Police Department General Orders – Police Chief

Woessner has provided information and will present regarding amendments to two Department General Orders and two new General Orders. The amendment to the Uniform Standards and Dress Code relates to the Police Accountability statutes and addressess the requirement that the Officer's name and a badge appear on the outermost garment worn. The amendment to the Code of Conduct corrects and clarifies language in paragraph 3.01 that conflicted with the drug and alcohol information enumerated in the collective bargaining agreement. The two new General Orders outline the policy for mental health wellness checks and for maintenance of the Employee Assistance Program as required under the new statutes.

Recommended Action: All General Orders are recommended for approval.

8 Continued Business

8a Discussion regarding Hunting regulations for Town Land – The Town Council previously discussed a resident request for permission to hunt waterfowl on Town-owned property. Currently, the Town Code is silent on the matter and the only identified information in records suggests that hunting is not allowed. The Council was asked how it wished to proceed. It is recommended that the matter be clarified through an ordinance that would either disallow hunting altogether or would generally disallow the practice but specifically permit hunting on certain properties. Procedurally, consideration of an ordinance will trigger a public hearing on the matter.

Recommended Action: Provide direction regarding hunting on Town land.

8b Consideration of a request for allocation of a portion of the Town's CRF grant to the Chatham Health District – At its January 12, 2021 meeting, the Council held preliminary discussions regarding a request from Chatham Health District for its member towns to share a portion of their respective

Coronavirus Relief Fund (CRF) grants with the District to cover its overruns related to addressing the pandemic. The District had requested 20% of each town's population-based allocation. The members of the Health District Board have met and reviewed the situation as have the other member municipalities. It is my understanding that all member municipalities have concurred with the 20% amount based on the unfunded expenses outlined by the District for its obligations during the pandemic. The unfunded expenses, which are shown in the attached material, are expected to be approximately \$93,000 in the next six months, which is the amount requested from the members. East Hampton is asked to allocate \$19,368.20 of its \$96,841 in CRF funding to the District as a one-time additional payment.

9 New Business

9a Consideration of an Amended Prevention Coordinator Job Description – The Council is asked to review and approve an updated Job Description for the Prevention Coordinator before the position is advertised. The description is being updated to ensure that it outlines the obligations of the current primary grant under which prevention activities operate but that it also allows other grant-funded activities. The members of the Prevention Council have reviewed and provided input regarding the update and the new version is recommended for approval. Once the update is made, the position will be advertised. As a reminder, the Town has just received a new five-year grant for youth substance use prevention.

Recommended Action: Approve the Job Description.

The remainder of the items are of a routine nature, in the sole purview of the Council or are announcements. Please contact me or the appropriate staff member with questions or concerns.

DC

Town of East Hampton
Town Council Regular Meeting
Tuesday, January 26, 2021
Virtual Meeting via Zoom

MINUTES

Present: Chairman Pete Brown, Vice Chairman Dean Markham, Council Members Tim Feegel, Derek Johnson, Barbara Moore, Mark Philhower and Kevin Reich and Town Manager David Cox.

Call to Order

Chairman Brown called the meeting to order at 6:30 p.m.

Adoption of Agenda:

A motion was made by Ms. Moore, seconded by Mr. Reich, to adopt the agenda as written. Voted (7-0)

Approval of Minutes

A motion was made by Mr. Markham, seconded by Ms. Moore, to approve the minutes of the Town Council Regular Meeting of January 12, 2021 as written. Voted (7-0)

Public Remarks

None

Presentations

None

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamation

Resolution Regarding a Building Committee for the High School Athletic Fields Project

Council members reviewed a revised resolution for the High School Athletic Fields Project. The revised resolution includes an increase in the number of resident positions on the committee. The Committee would be comprised of two staff members, a Council member and four other members of the public. The Council noted they would also like to see the alternatives for the project in addition to the final scope. The Council member on the committee will be able to keep the full Council apprised of the progress.

A motion was made by Mr. Philhower, seconded by Mr. Johnson, to adopt the resolution regarding a Committee for the High School Athletic Fields Project as presented. Voted (7-0)

Consideration of Amendments to the Library Circulation Policy

Library Director Ellen Paul was in attendance to provide an overview of the proposed changes to the Library Circulation Policy. The proposed changes relate to library card issuance, clarification to the practices for conducting interlibrary loan activities and the elimination of overdue fines for East Hampton materials. The Library Advisory Board has approved the revised policy.

A motion was made by Mr. Philhower, seconded by Mr. Markham, to approve the updated East Hampton Library Circulation Policy. Voted (7-0)

Continued Business

None

New Business

Consideration of an Agreement Between the Town of East Hampton and the Municipal Employees Union Independent (Town Supervisors) for July 1, 2020 through June 30, 2023

Council members reviewed the collective bargaining agreement for the Supervisor’s Union. The agreement is a result of a mediation session and is in line with the Police and NAGE contracts. The agreement makes adjustments to clarify language, provides clarifications to the accrual and use of flex time for FLSA exempt supervisors and adds an interim step to the PTO leave time at five years. The agreement has increases in wages in each of the three years of 2.5%, 2% and 2.25% plus a \$500 increase at the end of the agreement for three positions, which were deemed to be lagging behind the market for similar positions. The agreement also increases the employee share of health insurance and retirement plan contributions.

A motion was made by Mr. Reich, seconded by Ms. Moore, to approve the Agreement Between the Town of East Hampton and the Municipal Employees Union Independent (Town Supervisors) for July 1, 2020 through June 30, 2023. Voted (7-0)

Town Manager Report

Mr. Cox provided an overview of the Town Manager’s Report, which will be included with the minutes filed in the Town Clerk’s Office. Mr. Cox also reported that the Chatham Health board met today and will move forward with the 20% request for Coronavirus funds from each town. There was general agreement from the other towns to allocate the 20%. The Health District will also be working with Senior Centers to develop a way to allow residents to register for the COVID vaccine outside of the VAMS system. The Final Report on soil sampling was received today for 1 Watrous Street.

Appointments

A motion was made by Ms. Moore, seconded by Mr. Philhower, to reappoint the board and commission members listed below: Voted (7-0)

Board/Commission	Name	Term Ending
Arts & Culture Commission	Melvin Carnahan Elizabeth Sennett	December 31, 2023
Chatham Health District	Kate Morris	March 31, 2023
Clean Energy Task Force	Kurt Reichenbach Martin Podskoch	December 31, 2022
Commission on Aging	Bonnie Berkovich Pat Hamill Carol McLaughlin	December 31, 2023
Economic Development Commission	Ted Turner Walt Jedziniak	December 31, 2025
Fire Commission	Brett Salafia Eric Germain	November 30, 2023

Housing Authority	Tom Denman	December 31, 2025
Library Advisory Board	Cindy Shirshac Melissa Jones	December 31, 2023
Middle Haddam Historic District Commission	Christopher Dart	December 31, 2025
Parks & Rec Advisory Board	Deb McKinney Cortney Hyte Dan Roy	December 31, 2023

A motion was made by Ms. Moore, seconded by Mr. Philhower, to appoint Rebecca Tinelle to the Arts & Cultural Commission. Voted (7-0)

The Appointments Sub-Committee will be doing interviews on February 2 and March 2 for additional reappointments and new appointments.

Tax Refunds

A motion was made by Mr. Markham, seconded by Mr. Reich, to approve tax refunds in the amount of \$5,888.72. Voted (7-0)

Public Remarks

None

Communications, Correspondence & Announcement

Capital Committee Meeting – Thursday, January 28, 2021 at 9:00am via Zoom

Mr. Markham noted the UMASS report regarding water was received. He asked if it was correct that the main outcome was setting things up for the Town to do their own survey. Mr. Cox noted this is correct. More information on this will be reported in the future.

Adjournment

A motion was made by Mr. Reich, seconded by Ms. Moore, to adjourn the meeting at 7:15pm. Voted (7-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk



East Hampton Police Department
1 Community Drive
East Hampton, CT 06424



Dennis Woessner
Chief of Police

February 4, 2021

To: David Cox, Town Manager
From: Dennis Woessner, Chief of Police
Subject: General Order approval

Attached to this memorandum are four General Orders which I am submitting for approval. Any wording which is proposed to be deleted has a line drawn through it and new wording is marked in red.

General Order 2.9, ***Uniform Standards and Dress Code***, is an existing General Order which needed to be modified as a result of the Police Accountability Bill (House Bill 6004). The bill requires the name and badge of the officer to be displayed on the outer most garment of the uniform.

General Order 8.10, ***Mental Health Wellness Checks***, is a new General Order which is also required as part of the Police Accountability Bill (House Bill 6004). This General Order requires every sworn police officer to have a mental health wellness check once every five years.

General Order 8.11, ***Employee Assistance Program***, is a new General Order which is required by Public Act 19-17. This Public Act requires all law enforcement agencies to have an Employee Assistance Program and a policy outlining how an employee can access it. We have always had an Employee Assistance Program available to staff, but we lacked the formal policy.


General Order 4.3, ***Code of Conduct***, is an existing General Order which needs to be modified to follow the current Collective Bargaining Agreement between the Town of East Hampton and the Police Union.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 2.9

ORGANIZATION AND MANAGEMENT

SUBJECT: UNIFORM STANDARDS AND DRESS CODE		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends GO: dated 06/11/2019		Review Date: / /
Per Order of:  Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures which delineate the uniform standards and dress code for all officers and employees of the East Hampton Police Department (“Department.”)

II. POLICY

In the daily performance of police functions, it is imperative that members of the East Hampton Police Department present a neat, clean uniform appearance. It is the responsibility of the Department to establish dress and grooming standards that assure the appearance of its members, project a positive image, and does not interfere with or distract from the performance of police duties.

III. PROCEDURE

A. Approval Authority

The Chief of Police shall be the final approval authority in all matters relating to uniforms and equipment.

B. General Uniform Policy

1. Departmental uniform and accessories may not be deviated from unless written approval is received from the Chief of Police. Only issued and/or authorized equipment or accessories are to be worn or used.
2. Uniforms shall be kept neat, clean, well pressed, and maintained in good repair. All pockets are to be buttoned.
3. All leather, footwear, badges, and accessories shall be properly polished and maintained at all times.
4. All Class A and B issued uniforms will include tailoring by a department approved tailor in order to have proper fitting uniforms. This tailoring will be done at the department expense on newly issued uniforms only, and only one time at the time of issue. Any other alterations after issue will be at the officer's expense.

C. Patrol Officers

Officers assigned to the Patrol Division shall wear the following uniforms:

1. Duty Uniforms:

The standard uniform of the day shall consist of the regulation uniform trousers, black shoes or boots, black or dark blue socks if visible, and one of the following combinations of uniform shirt/ sweaters/turtlenecks. Per this order short sleeve uniform shirts will commence on April 1 and end on October 31 of the same year. Officers will wear long-sleeve uniform shirts from October 31 until April 1.

- a. Class A Uniform: Shall be the regulation long sleeve uniform shirt with the necktie and Department authorized tie bar. ~~Shirts~~ **Blouses** shall have silver or gold colored buttons in accordance with the officer's rank on shoulder epaulets and pockets. Turtlenecks or the uniform sweater shall not be worn with the Class A Uniform. The Class A Uniform will be worn at all special ceremonies or functions where a large contingent of Police Officers will be present. White gloves and a blue parade chord on the left shoulder will also be displayed with the Class A Uniform.
- b. Class B Uniform: Shall be the regulation short-sleeved or long-sleeved uniform shirt with a white, black or navy crew neck T-shirt. The undershirt will not protrude so as to be visible at the sleeves of a short sleeve shirt. The long-sleeve shirt may be worn with an authorized turtleneck. The Department issued metal badge, nametag ~~buttons~~ and shoulder patches shall be worn on the uniform shirt. **Silver or gold colored buttons in accordance with the**

officer's rank maybe worn on the shoulder epaulets and pockets. Officers may wear the uniform sweater or uniform jacket over the uniform shirt.

- c. **Class C Uniform:** Shall be a regulation short or long-sleeved BDU uniform shirt with a white, black or navy-blue crew neck T-shirt, an embroidered or metal badge and an embroidered name or nametag along with a "Class C" BDU pant. Furthermore, the long-sleeve shirt may be worn with an authorized navy-blue turtleneck. No service stripes, medals/ribbons, ties, or "P" buttons will be worn with the optional shirt. **Officers may wear the uniform sweater or uniform jacket over the uniform shirt.**
- d. **Bike and Boat Patrol Uniform:** Officers assigned to Bike Patrol or Boat Patrol shall wear and use uniforms and equipment as approved by the Chief of Police. A current list of issued and approved equipment is maintained on file in the Administrative Suite.
- e. **Road Job / Special Duty Uniform:** Uniformed officers have the option of wearing a special duty uniform. The Optional Special Duty Uniform will be the brand and model authorized by the Chief of Police. The Optional Special Duty Uniform may be worn for special duties or with command approval. The Optional Special Duty Uniform consists of:
 - a. Authorized one piece road job jump suit
 - b. Authorized reflective road job polo shirt
 - c. Class C BDU pant
 - d. EHPD ball cap cover

D. Criminal Investigations Assignments

1. Officers assigned to special Criminal Investigations Duties may wear collared dress shirt / turtleneck / dress crewneck shirt (collar shall be at or above neckline) / dress polo style shirt or sweater with no ties. Personnel may also wear a collared shirt with embroidered department or unit/program designation (i.e. EHPD, DARE, etc.) Personnel are restricted from wearing shirts with designs, or logos other, than department or law enforcement designations.
2. The Department-issued raid jacket or vest may be worn by investigative personnel or other plainclothes officers while serving search and arrest warrants and in those situations where the identification of the officer would be desirable.
3. ~~Sport coats/raid jackets or equivalent shall be available at all times to cover firearms from public view when the employee is not within a police facility.~~

4. Personnel are to have a shirt and tie available for all court appearances, formal meetings, or other activity as decided by the Chief of Police.
5. Employees are expected to use common sense in determining what is appropriate, keeping in mind that business attire should complement an environment that reflects efficiency, order and professionalism.
6. Plainclothes Officers will carry their department issued identification and badges on their person at all times while on duty. **If their firearm is being carried exposed their department issued badge shall be prominently displayed, either on a chain around their neck or a badge holder next to their firearm.**

E. Exceptions

The Chief of Police or designee may authorize special uniform/grooming standards for officers assigned to specialized assignments where the regulation standards are not practical.

F. Uniform Items

The following items are authorized and considered a part of the standard uniform:

1. Belt: Shall be black (leather or Velcro) and of sufficient width to adequately support a leather or nylon gun belt.
2. Uniform Hat: Shall be black in color with a ventilated band. Wearing of the uniform cap is required when directed by a supervisor. Under all other conditions, the wearing of the uniform cap shall be at the discretion of the individual officer.
3. Baseball Cap: The baseball cap may be worn by officers assigned to Bike Patrol, Motorcycle duty, during inclement weather, while wearing a Class C uniform and officers involved in plain clothes enforcement activities.
4. Stocking Cap: Shall be black and worn, if needed, during cold weather.
5. Jacket: Shall be approved by the Chief of Police, ~~with silver or gold colored buttons in accordance to the officer's rank on shoulder epaulets and pockets.~~
6. Necktie: Shall be the department issued clip-on style, navy blue in color.
7. Shirt / Trousers: Shall be the same for all officers, blue in color.
8. Shoes or Boots: Black oxford or ankle-high plain toe eyelet shoes, black leather boots or plain black tennis style shoes that can be polished.

9. Socks: Black or dark blue socks shall be worn with low-cut shoes.
10. Helmets: Only the department issued helmet shall be worn and at the discretion of the officer or as directed by a supervisor. The helmet shall be kept clean and as free of scratches as possible.
11. Gun Belt: The uniform belt shall consist of the Sam Brown style belt, with service issue firearm and holster, OC spray and case, ammunition and holder, flashlight holder, handcuffs and case, radio and case, ASP baton and holder, Taser & holster and optional latex gloves and case. Other items as approved may be worn.
12. Body Armor: Uniformed personnel will wear the body armor issued by the department. Uniformed personnel are required to wear all issued body armor while on duty. All personnel involved in the pre-planned execution of high-risk tactical duties, such as a search or arrest warrant execution, drug raids, etc., are required to wear the body armor prescribed and/or issued by the department.
13. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this order, including a periodic documented inspection of their employee's body armor. Officers may be exempt from wearing body armor as follows:
 - a. When a department approved physician determines that an officer has a medical condition that would preclude use of body armor;
 - b. When an officer is involved in undercover or plainclothes assignments that his supervisor determines would be compromised by use of body armor; or
 - c. When an officer is assigned to perform an administrative function.

G. Police Badge and Name Tag Identification Requirements

In order to comply with Public Act No. 20-1 (House Bill No. 6004) and to follow the State of Connecticut Model Policy all officers will adhere to the following:

- 1. An on-duty, uniformed officer in the State of Connecticut shall adorn:**
 - a. The official badge or facsimile of their agency, affixed prominently to the outer-most garment of their uniform and**

- b. **The official name plate/tag of their agency, affixed prominently to the outer-most garment of their uniform, including (at a minimum) the police officer's last name.**
 2. **Any on-duty, plain clothes police officer in the State of Connecticut working as assignment during which he/she is interacting with the public and wearing an outer uniform garment, as defined by the officer's agency, shall adorn:**
 - a. **The official badge or facsimile of their agency, displayed at a conspicuous position on the outer-most uniform garment, if applicable (e.g. raid jacket, outer vest carrier, etc.), and**
 - b. **The official name plate/tag, including (at minimum) the police officer's last name, displayed at a conspicuous position on the outer-most uniform garment, if applicable:**
 - c. **An identification card of their agency may be substituted if the card displays the name and official agency badge facsimile.**
 3. **An on-duty police officer in the State of Connecticut is not required to wear the above referenced badge and name tag if working an assignment during which the badge and identification requirements listed above would:**
 - a. **Place that police officer and/or any other member of the public's personal safety in jeopardy or,**
 - b. **Would compromise the integrity of a sensitive investigation shall be exempt from the badge and identification requirements for the duration of such conditions.**

H. Uniform Accessories

All uniformed officers shall wear the following described uniform accessories, as directed:

1. ~~Uniformed officers shall wear the metal police badge on the outside of their Class A & B uniform shirt over the left breast pocket. The cloth police badge may be sewn on the outside of the Class C uniform, sweater and uniform jacket.~~

- ~~2. Plainclothes officers shall carry the metal badge with their Department identification card. The officer shall carry the ID card where it is readily accessible for use.~~
3. Sworn officers shall wear black mourning band around their badge when a law enforcement officer is killed in Connecticut or when an officer attends a funeral or service for a fallen law enforcement officer. The approved time to wear the mourning band shall be from the time of official notification of the death through the day of the funeral for a law enforcement officer killed in the line of duty. The band shall be positioned horizontally over the middle of the badge.
- ~~4. Name Tags: Department issued nametags shall be worn by each on duty uniformed officer on the uniform shirt. Cloth nametags will be sewn on the Class C uniform shirt, sweater and may be sewn on the jacket.~~
5. Shoulder Patches: Department issued shoulder patches shall be centered on each arm of the uniform shirt, sweater, jumpsuit, and jacket. The patch shall be sewn on by machine or stitched by hand, using thread matching the color of the uniform item. The patch shall be 1 inch below the shoulder seam.
6. Service Stripes: Personnel are authorized to wear one hash mark for every four years of service as a sworn police officer. This service insignia is authorized on long-sleeve **Class B** shirts only. The insignia shall be silver **or gold** and will be worn one inch above the top of the left sleeve cuff.
7. Tie Clasp: The tie clasp shall be a straight bar type silver clasp, or gold according to rank. No other tie bars or tiepins shall be worn with the uniform. The tie clasp shall be worn in a horizontal line with the buttons of the shirt pocket.
8. Miscellaneous Items: Nothing shall be worn on the uniform or as a part of the uniform without approval from the Chief of Police.

I. Optional Uniform Items

1. Gloves: Shall be black in color. NOTE: Shot-filled or "loaded" gloves are prohibited.
2. Sweaters: Shall be long sleeve, "military type" v-neck sweaters with shoulder patches and epaulets.
3. Turtlenecks: Shall be turtleneck/mock turtleneck or dickey style, long sleeve, navy blue in color. ~~There shall be no~~ **The only** visible monogrammed insignia **allowed will be "EHPD" in either silver or gold, depending on the officer's rank.**

J. Insignias

Only the insignia, pins, badges, shoulder patches, or medals approved by the Chief of Police or issued by the department shall be worn on the uniform shirt. A current listing of approved insignias, pins, medals and shoulder patches as well as a diagram displaying proper location of the uniform is maintained by the Chief of Police.

K. Department Issued/Approved Uniform Components

Uniform Shirt / Trousers /Footwear: A current listing of department-approved shirts, trousers, footwear and equipment is on-file in the Chief's Office. The listing will be reviewed at least annually to evaluate authorized uniform shirt / trouser, equipment and footwear vendors.

L. Wearing of Weapons

Sworn personnel shall be armed at all times while wearing the uniform in public, to include the duty belt, unless otherwise authorized by the Chief of Police. Sworn personnel assigned to the station may be unarmed while in the non-public area of the police station.

M. Manner of Dress for Training

Sworn personnel may wear casual trousers or clean jeans in good condition, with or without a collar shirt, while attending department training. However, a supervisor may authorize the wearing of other clothing as required by the nature of training. Officers attending training at the Police Academy shall follow the P.O.S.T.C. dress code.

N. Manner of Dress for Court Appearances

Sworn personnel may wear the Class B or C police uniform, or male officers may wear a suit or sport coat, shirt and tie, and female officers may wear a suit, dress, skirt, or slacks with a blouse or sweater. No bike, boat, or special duty patrol uniform may be worn to court.

O. Uniforms, Off Duty

Sworn personnel shall not wear the uniform off duty except:

1. When traveling to and from duty,
2. Employed at a departmentally approved off duty job, or
3. With approval from the Chief of Police.

P. Available for Emergencies

All sworn personnel shall be prepared to report for duty attired in a complete and proper uniform. Plainclothes officers shall maintain a complete uniform and are strongly encouraged to have one available in their Department locker. All officers, wherever assigned, shall maintain their baton, and gun belt equipment.

Q. Non-Sworn Employees – Manner of Dress

Employees are to wear clothing that conforms to standards of clothing normally worn by office personnel in private business, being in good repair, neat and clean. No articles of clothing with gaudy design, cartoons or slogans, or similar decorations will be permitted (no flip flops or thong type footwear).

R. Personal Grooming – Male Officers

1. Hair: Hair must be even on the sides and back. No hair shall lap over or curl over the ears or shirt collar of the uniform. Hairstyles cannot interfere with the wearing of the uniform headgear. When groomed, the hair shall not protrude more than two (2)" from the side of the head. The hair shall be gradually tapered as that it does not protrude over the top of the ears by more than ½ the ear. The hair at the back of the neck shall be gradually tapered and at no time while in normal posture, should the hairline at the back of the neck extend over ½ the shirt collar. No ponytails shall be worn. The hat, when properly worn, must be in close proximity to both the ears and the eyebrows of the person wearing the hat.
2. Sideburns: Maximum length of sideburns shall be to the bottom level of the ear lobe. No flair (mutton chops). Sideburns must be evenly tapered, cut parallel to the ground, and can be no wider than one (1") inch by 1 ¼ wide.
3. Mustaches: Mustaches must be neatly trimmed and tapered. Mustaches shall not extend below the corner of the mouth, more than ½. No handlebar or Fu Manchu types of mustaches shall be allowed.
4. Goatee or Beard: Beards shall not be allowed. Goatees may be worn by any sworn employee while in uniform.

S. Personal Grooming – Female Officers

1. Hair: Female officers shall wear their hair not to exceed the back "yoke line" of the uniform shirt. The "yoke line" refers to the line on the uniform shirt that crosses the back of the shirt below the neck and across the shoulders. Hair must be worn outside the uniform shirt and must not extend below the "yoke line."

- a. Hair shall be cut above the ears or be pulled back behind the ears. Hair shall not fall beyond the high point of the eyebrow. The intent of this requirement is to prevent a potential obstruction or restriction of vision.
- b. Wearing of department issued headgear and/or emergency equipment. Hair may be pulled back in the form of a "ponytail" or in the style of a "braid". Multiple braids are allowed; however, may not contain beads or brightly colored bands.
- c. All "ponytails" or "braids" shall be grouped to the back of the head and centered as best as possible. Overall length of the "ponytail" or "braid" shall not extend below the yoke line of the uniform shirt.
- d. Hair shall not exceed three (3) inches in an outward manner from the head. This measurement in no way refers to allowing hair to extend or drop to the yoke line of the shirt.
- e. Only those items necessary to hold hair in place may be worn. These items shall not be decorative in nature and shall not be made of material that could increase the risk of injury. Accessories should be of a natural hair color, neutral color or colors consistent with the uniform (dark blue or black). Accessories should not be shiny or extreme in color so as to jeopardize the safety of the officer. Bows and ribbons shall not be worn.
- f. Hair must be clean, neatly groomed and of a natural color. Hair may be styled and worn in a prudent manner and must follow specifications outlined in this section.

T. Jewelry

1. Earrings shall not be allowed for plainclothes or uniform male officers.
2. Female officers may wear the following:
 - a. Plain Clothes -- One earring of post type will be allowed in each ear lobe. Wire or dangling type of earrings are prohibited.
 - b. Uniform -- One silver, gold or pearl earring of stud type is allowed in each ear lobe.
3. Watches: A watch may be worn with plainclothes or uniform.
4. Rings: Three rings may be worn while in plain clothes or uniform.

5. Bracelets: May be worn in plain-clothes attire. Bracelets may not be worn with the uniform unless it is a medical bracelet.
6. Necklaces: Uniform officers shall not wear any visible necklace, unless authorized by the department (i.e., ID chain).

U. Body Piercing

The wearing of body piercing jewelry, other than allowed earrings, is prohibited in body areas that are visible to the public.

V. Body Art (Tattoos and Branding)

This section applies to all Officers hired after April 1, 2017

Members of the department agree that they will not add any body art (or portion thereof) to an area of skin that is exposed while wearing a short sleeve uniform shirt or uniform shorts.

Body art above the neckline, to include brandings, piercings and tattoos, is prohibited as well as full sleeve solid body art. (Exception: female Officers are allowed to wear two stud type earrings, but no other ear adornments, while working)

Body art anywhere on the body that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or contain sexually explicit material are prohibited. Such body art may render the member ineffective in his or her position and/or tend to bring the department into public discredit. Such body art includes:

- Racist or discriminatory material that advocates the degradation of people based on race, ethnicity, national origin or gender;
- Extremist tattoos or brands that depict or promote extremist activities or organizations that advocate hatred, intolerance, or lawlessness (i.e., terrorist groups, neo-Nazis, **White Supremacy**, skinheads, outlaw groups, extreme political organizations with violent histories). In addition to sworn and non-sworn members, all applicants for employment must be in compliance with this directive.

The determination of what body art is acceptable is in the sole discretion of the Chief of Police.

W. Nail Polish

Uniformed female members are permitted to wear nail polish that is conservative, a single color, and in good taste. On-duty male members shall not wear colored nail polish.

X. Supervisory Responsibilities For Dress Code Compliance

Supervisors and Commanding Officers shall ensure that sworn department employees comply with these standards. Department supervisors shall conduct a visual inspection daily to assure that their subordinates are in compliance with all dress code requirements. When a sworn employee fails to comply with these standards, supervisors and commanding officers shall ensure that corrective action is taken.

Y. Uniform/Equipment Repair or Replacement Procedure

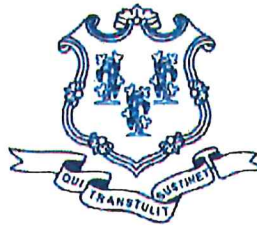
1. A Uniform or Equipment Replacement / Repair Memo shall be used to document the need for issuance or replacement of department issued uniforms or equipment.
2. The officer shall detail the applicable items needed in the Memo and submit it to their platoon supervisor.
3. The supervisor shall inspect the item and review the request and if the request is approved, forward the Form to the Chief of Police for final approval. If the supervisor's review results in the denial of the request, the form shall be returned to the officer with the supervisor's findings. The Chief of Police shall forward the approved request for budgetary approval and ordering. The Chief of Police may deny additional equipment for any reason at any time.

Z. Saluting

1. Saluting at Flags: Sworn personnel shall, when circumstances warrant, render full honors to the National Colors and Anthem, whether in or out of uniform. Sworn personnel in uniform and wearing the uniform hat shall render a military style salute with the hand to the hat brim. Sworn personnel in uniform but without the uniform hat, and members not in uniform, shall render a salute by placing their right hand over their heart.
2. Saluting During the National Anthem: When the National Anthem is played at any ceremony, officers in full uniform shall assume the position of attention, face the National Colors, if present, and render the prescribed hand salute. If there

are no National Colors present, they shall face the band and render the salute. All members of the Department not in uniform shall render a salute by placing their right hand over their heart.


3. Saluting at a Parade: A uniformed officer at a parade need salute only the massed National Colors at the head of the parade. When the flag is six paces from the officer, it shall be faced and rendered a hand salute (or a salute by placing their right hand over their heart if not wearing a hat) until the flag is six paces beyond the officer. Other groups of colors that follow may be saluted at the officer's discretion.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Police Officer Standards and Training Council
Connecticut Police Academy

GENERAL NOTICE 20-14

To: Chief Law Enforcement Officers
Training Officers
Protective Services
Resident Troopers

From: Karen Boisvert 
Academy Administrator

Date: January 14, 2021

Subject: Model Policy regarding Police Badge and Name Tag Identification Requirement in accordance with Public Act, Special Session July, 2020, No. 20-01, Section 14 (House Bill No. 6004).

At the September 10th, 2020 regular meeting, the Police Officer Standards and Training Council adopted a Model Policy to assist Law Enforcement Units concerning the requirement to affix and prominently display the police badge and name tag identification on the outer-most garment of an officer's uniform pursuant to the Legislative July Special Session, Public Act No. 20-1 (House Bill No. 6004).

This attached guidance document will provide:

Section I: The Law- Section 14 of House Bill 6004
Section II: State of Connecticut Model Policy on Police Badge and Name Tag Identification Requirement

Questions or comments may be directed to my attention either by e-mail Karen.boisvert@ct.gov or phone 203-427-2601.

KB/cjm

Sec. 14 of HB 6004—Police Badge and Name Tag Identification Requirement

(a) Except as specified in the model policy adopted and promulgated pursuant to the provisions of subsection (b) of this section, on and after January 1, 2021, any police officer, as defined in section 7-294a of the general statutes, who is authorized to make arrests or who is otherwise required to have daily interactions with members of the public, shall be required to affix and prominently display on the outer-most garment of such officer's uniform the badge and name tag that has been issued to such officer by the law enforcement unit, as defined in section 7-294a of the general statutes, that employs such officer.

(b) Not later than December 31, 2020, the Commissioner of Emergency Services and Public Protection and the Police Officer Standards and Training Council shall jointly develop and promulgate a model policy to implement the provisions of subsection (a) of this section. Such model policy shall include, but not be limited to, the time, place and manner for ensuring compliance with the provisions of subsection (a) of this section. Such model policy may include specified instances when compliance with the provisions of subsection (a) of this section shall not be required due to public safety-related considerations or other practical considerations, including, but not limited to, the sensitive nature of a police investigation or a police officer's involvement in an undercover assignment.

State of Connecticut Model Policy

- A. An on-duty, uniformed police officer in the State of Connecticut shall adorn:
 1. The official badge or facsimile of their agency, affixed prominently to the outer-most garment of their uniform and
 2. The official name plate/tag of their agency, affixed prominently to the outer-most garment of their uniform, including (at minimum) the police officer's last name.
- B. Any on-duty, plain clothes police officer in the State of Connecticut working an assignment during which he/she is interacting with the public and wearing an outer uniform garment, as defined by the officer's agency, shall adorn:
 1. The official badge or facsimile of their agency, displayed at a conspicuous position on the outer-most uniform garment, if applicable (e.g. raid jacket, outer vest carrier, etc.), and
 2. The official name plate/tag, including (at minimum) the police officer's last name, displayed at a conspicuous position on the outer-most uniform garment, if applicable;
 3. (An identification card of their agency, may be substituted if the card displays the name and official agency badge facsimile).
- C. An on-duty police officer in the State of Connecticut is not required to wear the above referenced badge and name tag if working an assignment during which the badge and identification requirements listed above would:
 1. Place that police officer and/or any other member of the public's personal safety in jeopardy or,
 2. Would compromise the integrity of a sensitive investigation shall be exempt from the badge and identification requirements for the duration of such conditions.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 8.10

PERSONNEL

SUBJECT: MENTAL HEALTH WELLNESS CHECKS		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO:		Review Date: / /
Per Order of: <div style="text-align: center;"> Dennis Woessner, Chief of Police </div>		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

The purpose of this policy is to ensure compliance with section 16 of the Police Accountability Bill (HB6004). The Bill requires behavioral health assessments be performed on certified law enforcement officers.

II. POLICY

Once every five years, all sworn officers will participate in a behavioral health assessment at the direction of the Chief of Police.

III. PROCEDURES

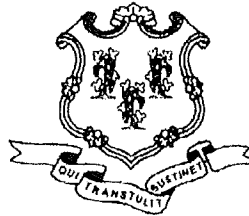
Every year, approximately twenty percent of the sworn officers in the department shall be scheduled, on department time, to participate in a behavioral health assessment as part of a rolling (5) year cycle. Officers will be randomly selected by the Chief of Police or his designee to attend these assessments. The department shall select a vendor to provide said behavioral health assessments and the cost of the assessment will be paid by the department.

The behavioral health assessment shall consist of an approximately 45-minute

scheduled meeting that will explore the officers overall “mental health wellness.” This assessment shall identify issues that may require further treatment and/or evaluation if they exist. These behavioral health assessments shall be performed by a Board-Certified Psychologist or Psychiatrist.

The report prepared by the evaluator shall include information pertaining to an officer’s attendance and participation in the behavioral health assessment and shall be made available to both the officer and the Chief of Police. These reports shall contain no clinical information. A.D.A requirements and confidentiality restrictions shall apply to these visits. It is essential that officers feel confident that the process is confidential, and their well-being is of a paramount concern for the evaluation. The results of any behavioral health assessment conducted in accordance with this policy and any record or note maintained by the psychiatrist or psychologist in connection with conducting such assessments shall not be subject to disclosure under section 1-210 of the general statutes.


In the event that the evaluator determines that an officer is a danger to themselves or to the public, a report will be immediately sent to the Chief of Police delineating those concerns. In those instances, the Chief of Police shall decide as to whether a comprehensive fitness for duty evaluation shall be performed and what measures will be taken to place the officer in a modified duty assignment. The subject of confidentiality limits is outweighed by a concern for a danger to one’s self, a danger to others, elder and child abuse, involvement with criminal activity or where information is divulged that would require a mandatory fitness for duty.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Police Officer Standards and Training Council
Connecticut Police Academy

GENERAL NOTICE 20-11

To: Chief Law Enforcement Officers
Training Officers
Protective Services
Resident Troopers

From: Karen Boisvert 
Academy Administrator

Date: November 23, 2020

Subject: Guidance Document regarding periodic mental health wellness checks pursuant to the Legislative July Special Session, Public Act No. 20 – 1 (House Bill No. 6004).

At the November 12, 2020 regular meeting, the Police Officer Standards and Training Council adopted written guidance language to assist Law Enforcement Units concerning periodic mental health wellness checks pursuant to the Legislative July Special Session, Public Act No. 20 – 1 (House Bill No. 6004).

The attached guidance document concerning periodic mental health wellness checks will provide:

- Section 1:** Scope
- Section 2:** Purpose
- Section 3:** Procedure
- Section 4:** Definitions
- Section 5:** Confidentiality

Questions or comments may be directed to my attention either by e-mail Karen.boisvert@ct.gov or phone 203 – 427 – 2601.

KB/kb

Police Officer Standards and Training Council Guidance Policy
Mental Health Wellness Checks
In accordance with July Special Session, Public Act No. 20-1
11/19/2020

Section 1. Scope

The scope of this policy is in accordance with the provisions of (HB6004), the Police Officer Standards and Training Council, and in partnership with Connecticut's municipal and state law enforcement agencies, supporting initiatives aimed at maintaining and improving mental, physical and the spiritual health of Connecticut sworn law enforcement officers. This policy seeks to implement the aforementioned mandate while removing the stigma associated with treatment for the impacts of critical incidents, acutely stressful events, and adverse experiences associated with the duties of police officers. POSTC or (your dept.) values its officers and has a vested interest in assisting officers in maintaining their health and wellness.

Section 2. Purpose

Periodic mental health wellness checks have existed for law enforcement officers for many years. In accordance with Section 16 of the Police Accountability Bill, (HB6004), it is recommended that a broad scope of officer wellness, not exclusive to PTSD be part of a mental health wellness check performed every (5) years of P.O.ST.C. certified law enforcement officers. While P.T.S.D. is a concern for law enforcement officers, prevalent data suggest that issues such as substance abuse, depression, family issues, and suicide are also impactful on an officer's life and are mental health concerns that need to be assessed in the wellness checks.

Section 3. Procedure

Every (5) years, and under the direction of the Chief Executive Officer or Chief of Police, of each respective department, shall ensure that sworn officers must participate in a mental health wellness check. Individual respective departments may determine the number of officers to participate in the wellness checks each year, ensuring that officers are screened every (5) years. (It is recommended that the departments cycle through their officers at a rate of 20% of their personnel each year, accomplishing a rolling (5) year cycle).

The mental health checks shall consist of an approximately 45 minute scheduled meeting that would explore an officers overall "mental health wellness". This assessment shall identify, if any, issues that may require further treatment and/or evaluation. If so appropriate referrals shall be made to relevant resources. These wellness checks shall be performed by a Board Certified Psychologist or Psychiatrist.

A final report prepared by the evaluator shall include information pertaining to an officer's attendance and participation in the wellness check, and shall be made available to both the Officer and the Chief of Police upon completion. These reports shall contain no clinical information, A.D.A requirements and confidentiality restrictions shall apply to these visits. It is essential that officers feel confident that the process is confidential and their well-being is of a paramount concern for the evaluation.

In the event that an evaluator determines that an officer is a danger to themselves or the public, a report will be immediately sent to the Chief of Police delineating those concerns. In those instances, the Chief of Police shall make a determination as to whether a comprehensive fitness for duty evaluation shall be performed and what measures will be taken to place the officer in a modified duty assignment. The subject of confidentiality limits are outweighed by a concern for a danger to one's self, a danger to others, elder and child abuse, involvement with criminal activity, or where information is divulged that would require a mandatory fitness for duty evaluation.

Section 4. Definitions

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

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

Board Certified Psychologist/Psychiatrist - A licensed professional certified by the American Board of Psychology.

Section 5. Confidentiality

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



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 8.11

PERSONNEL

SUBJECT: Employee Assistance Program		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO:		Review Date: / /
Per Order of: Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

The purpose of this policy is to ensure compliance with Connecticut Public Act 19-17, which states each law enforcement agency must adopt and maintain a written policy that makes peer support available to officers and procedures for referring an officer as appropriate, to a mental health professional.

II. POLICY

The Department maintains a contract with a Public Safety Employee Assistance Program (EAP), a private employee’s assistance program that is geared to meet the needs of public safety personnel. All employees and their immediate family members are encouraged to make use of the service when the need arises. This confidential service is available to all employees and their immediate families and provides assistance with personal problems such as marriage and family concerns, stress, alcoholism, substance abuse, and legal and financial matters, at no cost to the employee. EAP case managers can be contacted, toll-free, by telephone 24 hours a day so that problems can be identified, and solutions developed.

If you or a member of your family are in crises and/or thinking of harming yourself or others, contact the Department’s EAP services now.

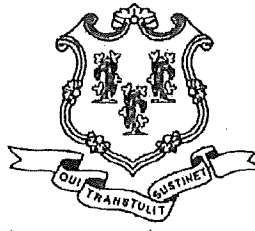
The Department values all employees and their families, and any employee or family member in crises shall be able to access Department mental health resources at any time. Mental health, combined with medical, physical, and spiritual health, are key components of overall employee wellness, and critical in preparing us to answer our calls to duty. All employees and their families have the Department's unconditional support for the use of mental health services. Employees and their families should access these resources freely with the knowledge and understanding that it will occur in a supportive, confidential environment, absent judgment of retribution.

Individual employees or members of their immediate family can voluntarily contact the EAP at any time if they wish to make use of the service. Mental health services are normally confidential, and the agency will not normally be notified if an employee voluntarily seeks out mental health treatment, but some exceptions to confidentiality exist. These include, but are limited to, expression of intent to harm oneself or others, child abuse, involvement with criminal activity, or where information is divulged requiring a mandatory fitness-for-duty evaluation. Voluntary appointments with the EAP are normally scheduled during an employee's off duty time.

There are instances where an employee may be referred to EAP by the Chief of Police or his designee. A mandatory referral may be made when an employee's job performance is adversely affected by one or more of the problems the EAP is equipped to handle and it is felt that both the employee and the Department will benefit from the referral. In these cases, EAP staff will only advise the Chief of Police or a designee as to whether the employee has kept the appointment, otherwise, confidentiality and exceptions to confidentiality remain the same as if the employee voluntary contacted EAP.

In the event of an officer involved shooting or other internal critical stress event, the Chief of Police or his designee, will make an immediate notification to EAP, so that EAP personnel can provide immediate, on-site service as needed.


The Chief of Police or his designee will ensure adequate information on EAP is posted conspicuously in the Roll Call room of the department and all newly hired employees will receive information about the EAP and its services as part of their orientation to the agency.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Police Officer Standards and Training Council
Connecticut Police Academy

GENERAL NOTICE 20 - 06

To: Chief Law Enforcement Officers
Training Officers
Protective Services
Resident Troopers

From: Karen Boisvert 
Academy Administrator

Date: July 21, 2020

Subject: Public Act 19 – 17, Model Critical Incident and Peer Support Policy

This policy is provided in accordance with the requirements of the Connecticut Public Act 19 – 17, “an act concerning worker’s compensation benefits for certain mental or emotional impairments, mental health care for police officers and wellness training for police officers, parole officers and firefighters”.

Section 7(a) of Public Act 19 – 17 required the Police Officer Standards and Training Council, Department of Correction and the Commission on Fire Prevention and Control to develop and promulgate a model critical incident and peer support policy. See attached overview and policy template for guidance.

Section 7(b) of Public Act 19 – 17 states, not later than July 1, 2020, each law enforcement unit shall (1) adopt and maintain a written policy that meets or exceeds the standards of the model policy developed, (2) make peer support available to officers and (3) refer an officer as appropriate, seeking mental health care services to a mental health professional.

Questions or comments may be directed to my attention either by e-mail Karen.boisvert@ct.gov or phone 203 – 427 - 2601.

KB/pm

POLICY AND PROCEDURES

For use within the Police Officers Standards and Training Council (POSTC), Connecticut Department of Correction (CTDOC) and the Commission on Fire Prevention and Control (CFPC)

Page 1 of 2

MODEL CRITICAL INCIDENT AND PEER SUPPORT OVERVIEW

Effective Date: April 28, 2020

General:

Based on Public Act 19-17, "An Act concerning worker's compensation benefits for certain mental or emotional impairments, mental health care for police officer and wellness training for police officers, parole officers and firefighters". The following overview has been created as a guide for agencies and qualified persons who are covered by this act.

Definitions:

CTDOC. Connecticut Department of Correction.

CFPC. Commission on Fire Prevention and Control, A Division of Emergency Services and Public Protection.

DAS. Department of Administrative Services Office of the State Fire Marshal.

DHMAS. Department of Mental Health and Addiction Services.

Affected Person. Any first responder who is not covered as a qualified individual based on this bill who responds to a qualifying event and renders care and aid to those effected by the event.

POSTC. Police Officers Standards and Training Council, A Division of Emergency Services and Public Protection.

PTSD. Post Traumatic Stress Disorder.

Qualifying Event. An event occurring in the line of duty on or after July 1st, 2019 in which a police officer, parole officer or firefighter:

- Views a deceased minor;
- Witnesses the death of a person or an incident involving the death of a person;
- Witnesses an injury to a person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause;
- Has physical contact with and treats an injured person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause;
- Carries an injured person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause; or

MODEL CRITICAL INCIDENT AND PEER SUPPORT OVERVIEW

- Witnesses a traumatic physical injury that results in the loss of a vital body part or a vital body function that results in permanent disfigurement of the victim.

Qualified Individuals. Any person who is employed as a firefighter, police officer or parole officer. Police officers who are members of the law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut do not qualify.

Pre-Employment: CTDOC, CFPC and POSTC in consultation with DMHAS shall create curriculum for resilience and self-care techniques to be presented at pre-service. If feasible, each department or agency shall provide in service training to current employees using the same curriculum.

Procedure: As soon as it is evident that a qualified individual has been exposed to a qualifying event, the supervisor shall ensure Critical Incident and Peer Support specific to that agency are made available to the employee. A supervisor may offer Critical Incident and Peer Support when available to all affected persons who are present during a qualifying event.

After a qualifying event, a qualified individual may seek a referral for mental health care services to a mental health professional such as a certified psychiatrist or licensed psychologist.

Each department or agency covered under CTDOC, CFPC and POSTC shall assist any qualified individual in finding a certified psychiatrist or licensed psychologist. The Connecticut Workers' Compensation Chairman List of Board-Certified Psychiatrist and Licensed Psychologist provided with this overview may be used by employers to give to qualifying individuals.

If the qualifying individual is treated by a certified psychiatrist or licensed psychologist that is approved by the chairperson of the Workers' Compensation Commission and suffers from PTSD based on the qualifying event, that individual shall follow their department or agencies policies of reporting. No agency shall discharge, discipline, discriminate against the employee based on the findings, and all qualifying individuals shall be eligible for workers' compensation in accordance with Public Act 19-17.

Exceptions/Forms: CTDOC, CFPC and POSTC shall offer peer support and create policy based on the specific needs of any department that falls under their jurisdiction. If they do not have a policy or guide in place, each agency shall see Attachment "*Model Critical Incident and Peer Support Policy Template*" to ensure all steps are taken to assist an affected individual.



ATTACHMENT A

Public Act 19-17
MODEL CRITICAL INCIDENT & PEER SUPPORT POLICY TEMPLATE

Scope: The scope of this policy is limited to the behavioral health programs and services provided by (insert Town/Agency name). This policy is provided in accordance with the requirements of Connecticut Public Act 19-17.

Purpose: The purpose of this policy is to ensure that the members of (insert Town/Agency name) have access to behavioral health resources and to note the methods to access those resources.

Safety Message: If you are a member in crisis and/or thinking of harming yourself or others, contact (applicable number) now.

A member in crisis shall be able to access any of these resources at any time. All members are valued to the organization and the agency. Members should access these resources freely with the knowledge and understanding that it will occur in a supportive environment absent of judgement or retribution.

Definitions:

Content: The model policy should, at a minimum, include the following:

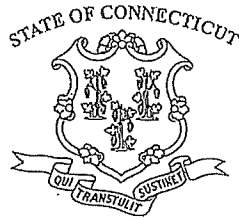
1. (Command) A strong statement from the leadership, including labor, management, and other applicable stakeholder (volunteer fire association, etc.) that accomplishes the following:
 - a. Destigmatizes behavioral health
 - b. Expresses the value of all persons in the agency; and
 - c. Express the importance of being medically, physically, emotionally, and spiritually ready to answer the calls we receive
2. (Operations) a list of the following should be included in the program:
 - a. Access to help/support post qualifying event
 - b. Access to help/support post a potentially traumatic event that does not meet the criteria contained within the Public Act but, nonetheless, generated an impact on a member
 - c. Access to substance use/over-use treatment and support
 - d. Access to help/support relative to marriage and family issues
 - e. A program to address the specific consideration of citizen soldiers/military families.
 - f. Access to an internal cadre of trained Peer Support members.
 - g. Access to help/support relative to suicidal ideation (regardless of causation)



ATTACHMENT A

Public Act 19-17
MODEL CRITICAL INCIDENT & PEER SUPPORT POLICY TEMPLATE

- h. Access to programs/resources/ support regarding the creation and sustainment of a resilient workforce; and
 - i. A procedures as to how a member is re-incorporated into the department post-intervention.
3. (Finance) Specific information on how this program is accessed by the member, who is responsible for any costs of accessing the program, what insurance covers, and any necessary paperwork that must be done. At the same time, the statement should include process information on how to file a claim within the
4. (Logistics). The policy should delineate where the services will come from (internal, external) and how they will be supported by the department. This should include processes to address items C, D, E, and G noted above.
5. (Planning) The policy should include information on specific training programs to support the policy. This should include necessary training to address items E, F, G, and H above.
6. (Safety) The policy should include information on how the member in crisis will be supported by the organization if time off is needed.
7. (Liaison) The policy should, if possible, include a pathway to interface with the programs offered by other allied agencies (police/fire/ems) in the same community to ensure all are on the same page and offering helpful resources.



Substitute Senate Bill No. 164

Public Act No. 19-17

AN ACT CONCERNING WORKERS' COMPENSATION BENEFITS FOR CERTAIN MENTAL OR EMOTIONAL IMPAIRMENTS, MENTAL HEALTH CARE FOR POLICE OFFICERS AND WELLNESS TRAINING FOR POLICE OFFICERS, PAROLE OFFICERS AND FIREFIGHTERS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subdivision (16) of section 31-275 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

(16) (A) "Personal injury" or "injury" includes, in addition to accidental injury that may be definitely located as to the time when and the place where the accident occurred, an injury to an employee that is causally connected with the employee's employment and is the direct result of repetitive trauma or repetitive acts incident to such employment, and occupational disease.

(B) "Personal injury" or "injury" shall not be construed to include:

(i) An injury to an employee that results from the employee's voluntary participation in any activity the major purpose of which is social or recreational, including, but not limited to, athletic events, parties and picnics, whether or not the employer pays some or all of

Substitute Senate Bill No. 164

the cost of such activity;

(ii) A mental or emotional impairment, unless such impairment (I) arises from a physical injury or occupational disease, (II) in the case of a police officer of the Division of State Police within the Department of Emergency Services and Public Protection, an organized local police department or a municipal constabulary, arises from such police officer's use of deadly force or subjection to deadly force in the line of duty, regardless of whether such police officer is physically injured, provided such police officer is the subject of an attempt by another person to cause such police officer serious physical injury or death through the use of deadly force, and such police officer reasonably believes such police officer to be the subject of such an attempt, or (III) in the case of a police officer, parole officer or firefighter, is [diagnosed as] a diagnosis of post-traumatic stress disorder [by a licensed and board certified mental health professional, determined by such professional to be originating from the firefighter witnessing the death of another firefighter while engaged in the line of duty and not subject to any other exclusion in this section] as defined in section 2 of this act that meets all the requirements of section 2 of this act. As used in this clause, ["police officer" means a member of the Division of State Police within the Department of Emergency Services and Public Protection, an organized local police department or a municipal constabulary, "firefighter" means a uniformed member of a municipal paid or volunteer fire department, and] "in the line of duty" means any action that a police officer [or firefighter] is obligated or authorized by law, rule, regulation or written condition of employment service to perform, or for which the police officer or firefighter is compensated by the public entity such officer serves;

(iii) A mental or emotional impairment that results from a personnel action, including, but not limited to, a transfer, promotion, demotion or termination; or

Substitute Senate Bill No. 164

(iv) Notwithstanding the provisions of subparagraph (B)(i) of this subdivision, "personal injury" or "injury" includes injuries to employees of local or regional boards of education resulting from participation in a school-sponsored activity but does not include any injury incurred while going to or from such activity. As used in this clause, "school-sponsored activity" means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property and "participation" means acting as a chaperone, advisor, supervisor or instructor at the request of an administrator with supervisory authority over the employee.

Sec. 2. (NEW) (*Effective July 1, 2019*) (a) As used in this section:

(1) "Firefighter" has the same meaning as provided in section 7-313g of the general statutes;

(2) "In the line of duty" means any action that a police officer, parole officer or firefighter is obligated or authorized by law, rule, regulation or written condition of employment service to perform, or for which the officer or firefighter is compensated by the public entity such officer or firefighter serves, except that, in the case of a volunteer firefighter, such action or service constitutes fire duties, as defined in subsection (b) of section 7-314b of the general statutes;

(3) "Mental health professional" means a board-certified psychiatrist or a psychologist licensed pursuant to chapter 383 of the general statutes, who has experience diagnosing and treating post-traumatic stress disorder;

(4) "Parole officer" means an employee of the Department of Correction who supervises inmates in the community after their release from prison on parole or under another prison release program;

Substitute Senate Bill No. 164

(5) "Police officer" has the same meaning as provided in section 7-294a of the general statutes, except that "police officer" does not include an officer of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut;

(6) "Post-traumatic stress disorder" means a disorder that meets the diagnostic criteria for post-traumatic stress disorder as specified in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders"; and

(7) "Qualifying event" means an event occurring in the line of duty on or after July 1, 2019, in which a police officer, parole officer or firefighter:

(A) Views a deceased minor;

(B) Witnesses the death of a person or an incident involving the death of a person;

(C) Witnesses an injury to a person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause;

(D) Has physical contact with and treats an injured person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause;

(E) Carries an injured person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause; or

(F) Witnesses a traumatic physical injury that results in the loss of a vital body part or a vital body function that results in permanent disfigurement of the victim.

(b) A diagnosis of post-traumatic stress disorder is compensable as a

Substitute Senate Bill No. 164

personal injury as described in subparagraph (B)(ii)(III) of subdivision (16) of section 31-275 of the general statutes, as amended by this act, if a mental health professional examines a police officer, parole officer or firefighter and diagnoses the officer or firefighter with post-traumatic stress disorder as a direct result of a qualifying event, provided (1) the post-traumatic stress disorder resulted from the officer or firefighter acting in the line of duty and, in the case of a firefighter, such firefighter complied with Federal Occupational Safety and Health Act standards adopted pursuant to 29 CFR 1910.134 and 29 CFR 1910.156, (2) a qualifying event was a substantial factor in causing the disorder, (3) such qualifying event, and not another event or source of stress, was the primary cause of the post-traumatic stress disorder, and (4) the post-traumatic stress disorder did not result from any disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action of the officer or firefighter. Any such mental health professional shall comply with any workers' compensation guidelines for approved medical providers, including, but not limited to, guidelines on release of past or contemporaneous medical records.

(c) Whenever liability to pay compensation is contested by the employer, the employer shall file with the commissioner, on or before the twenty-eighth day after the employer has received a written notice of claim, a notice in accordance with a form prescribed by the chairperson of the Workers' Compensation Commission stating that the right to compensation is contested, the name of the claimant, the name of the employer, the date of the alleged injury and the specific grounds on which the right to compensation is contested. The employer shall send a copy of the notice to the employee in accordance with section 31-321 of the general statutes. If the employer or the employer's legal representative fails to file the notice contesting liability on or before the twenty-eighth day after receiving the written notice of claim, the employer shall commence payment of

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compensation for such injury on or before the twenty-eighth day after receiving the written notice of claim, but the employer may contest the employee's right to receive compensation on any grounds or the extent of the employee's disability within one hundred eighty days from the receipt of the written notice of claim and any benefits paid during the one hundred eighty days shall be considered payments without prejudice, provided the employer shall not be required to commence payment of compensation when the written notice of claim has not been properly served in accordance with section 31-321 of the general statutes or when the written notice of claim fails to include a warning that the employer (1) if the employer has commenced payment for the alleged injury on or before the twenty-eighth day after receiving a written notice of claim, shall be precluded from contesting liability unless a notice contesting liability is filed within one hundred eighty days from the receipt of the written notice of claim, and (2) shall be conclusively presumed to have accepted the compensability of the alleged injury unless the employer either files a notice contesting liability on or before the twenty-eighth day after receiving a written notice of claim or commences payment for the alleged injury on or before such twenty-eighth day. An employer shall be entitled, if the employer prevails, to reimbursement from the claimant of any compensation paid by the employer on and after the date the commissioner receives written notice from the employer or the employer's legal representative, in accordance with the form prescribed by the chairperson of the Workers' Compensation Commission, stating that the right to compensation is contested. Notwithstanding the provisions of this subsection, an employer who fails to contest liability for an alleged injury on or before the twenty-eighth day after receiving a written notice of claim and who fails to commence payment for the alleged injury on or before such twenty-eighth day, shall be conclusively presumed to have accepted the compensability of the alleged injury. If an employer has opted to post an address of where notice of a claim for compensation by an

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employee shall be sent, as described in subsection (a) of section 31-294c of the general statutes, the twenty-eight-day period set forth in this subsection shall begin on the date when such employer receives written notice of a claim for compensation at such posted address.

(d) Notwithstanding any provision of chapter 568 of the general statutes, workers' compensation benefits for any police officer, parole officer or firefighter for a personal injury described in subparagraph (B)(ii)(III) of subdivision (16) of section 31-275 of the general statutes, as amended by this act, shall (1) include any combination of medical treatment prescribed by a board-certified psychiatrist or a licensed psychologist, temporary total incapacity benefits under section 31-307 of the general statutes and temporary partial incapacity benefits under subsection (a) of section 31-308 of the general statutes, and (2) be provided for a maximum of fifty-two weeks from the date of diagnosis. No medical treatment, temporary total incapacity benefits under section 31-307 of the general statutes or temporary partial incapacity benefits under subsection (a) of section 31-308 of the general statutes shall be awarded beyond four years from the date of the qualifying event that formed the basis for the personal injury. The weekly benefits received by an officer or a firefighter pursuant to section 31-307 of the general statutes or subsection (a) of section 31-308 of the general statutes, when combined with other benefits including, but not limited to, contributory and noncontributory retirement benefits, Social Security benefits, benefits under a long-term or short-term disability plan, but not including payments for medical care, shall not exceed the average weekly wage paid to such officer or firefighter. An officer or firefighter receiving benefits pursuant to this subsection shall not be entitled to benefits pursuant to subsection (b) of section 31-308 of the general statutes or section 31-308a of the general statutes.

Sec. 3. Section 31-294h of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

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Notwithstanding any provision of this chapter, workers' compensation benefits for any [(1)] police officer, as [defined] described in subparagraph [(B)(ii)] (B)(ii)(II) of subdivision (16) of section 31-275, as amended by this act, who suffers a mental or emotional impairment arising from such police officer's use of deadly force or subjection to deadly force in the line of duty, [or (2) firefighter, as defined in subparagraph (B)(ii) of subdivision (16) of section 31-275, who suffers a mental or emotional impairment diagnosed as post-traumatic stress disorder originating from the firefighter witnessing the death of another firefighter while engaged in the line of duty,] shall be limited to treatment by a psychologist or a psychiatrist who is on the approved list of practicing physicians established by the [chairman] chairperson of the Workers' Compensation Commission pursuant to section 31-280.

Sec. 4. (NEW) (*Effective October 1, 2019*) (a) No law enforcement unit, as defined in section 7-294a of the general statutes, shall discharge, discipline, discriminate against or otherwise penalize a police officer, as defined in section 7-294a of the general statutes, who is employed by such law enforcement unit solely because the police officer seeks or receives mental health care services or surrenders his or her firearm, ammunition or electronic defense weapon used in the performance of the police officer's official duties to such law enforcement unit during the time the police officer receives mental health care services. The provisions of this subsection shall not be applicable to a police officer who (1) seeks or receives mental health care services to avoid disciplinary action by such law enforcement unit, or (2) refuses to submit himself or herself to an examination as provided in subsection (b) of this section.

(b) Prior to returning to a police officer his or her surrendered firearm, ammunition or electronic defense weapon used in the performance of the police officer's official duties, such law enforcement

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unit shall request the police officer to submit himself or herself to an examination by a mental health professional, as defined in section 2 of this act. The examination shall be performed to determine whether the police officer is ready to report for official duty and shall be paid for by such law enforcement unit.

(c) No civil action may be brought against a law enforcement unit for damages arising from an act or omission of a police officer employed by the unit with respect to the officer's use of his or her personal firearm, if (1) the officer seeks or receives mental health care services and surrenders to such unit his or her firearm, ammunition or electronic defense weapon used in the performance of the police officer's official duties, and (2) such act or omission occurs during the time period the officer has surrendered his or her firearm, ammunition or electronic defense weapon or within six months of the date of surrendering his or her firearm, ammunition or electronic defense weapon, whichever is longer.

Sec. 5. Section 53a-217 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2019*):

(a) A person is guilty of criminal possession of a firearm, ammunition or an electronic defense weapon when such person possesses a firearm, ammunition or an electronic defense weapon and (1) has been convicted of a felony committed prior to, on or after October 1, 2013, or of a violation of section 21a-279, 53a-58, 53a-61, 53a-61a, 53a-62, 53a-63, 53a-96, 53a-175, 53a-176, 53a-178 or 53a-181d committed on or after October 1, 2013, (2) has been convicted as delinquent for the commission of a serious juvenile offense, as defined in section 46b-120, (3) has been discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect pursuant to section 53a-13, (4) knows that such person is subject to (A) a restraining or protective order of a court of this state that has been issued against such person,

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after notice has been provided to such person, in a case involving the use, attempted use or threatened use of physical force against another person, or (B) a foreign order of protection, as defined in section 46b-15a, that has been issued against such person in a case involving the use, attempted use or threatened use of physical force against another person, (5) (A) has been confined on or after October 1, 2013, in a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding sixty months by order of a probate court, or with respect to any person who holds a valid permit or certificate that was issued or renewed under the provisions of section 29-28 or 29-36f in effect prior to October 1, 2013, such person has been confined in such hospital within the preceding twelve months, or (B) has been voluntarily admitted on or after October 1, 2013, to a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding six months for care and treatment of a psychiatric disability, ~~[and not] unless the person (i) was voluntarily admitted solely for being an alcohol-dependent person or a drug-dependent person as those terms are defined in section 17a-680, or (ii) is a police officer who was voluntarily admitted and had his or her firearm, ammunition or electronic defense weapon used in the performance of the police officer's official duties returned in accordance with section 4 of this act,~~ (6) knows that such person is subject to a firearms seizure order issued pursuant to subsection (d) of section 29-38c after notice and an opportunity to be heard has been provided to such person, or (7) is prohibited from shipping, transporting, possessing or receiving a firearm pursuant to 18 USC 922(g)(4). For the purposes of this section, "convicted" means having a judgment of conviction entered by a court of competent jurisdiction, "ammunition" means a loaded cartridge, consisting of a primed case, propellant or projectile, designed for use in any firearm, and a motor vehicle violation for which a sentence to a term of imprisonment of more than one year may be imposed shall be deemed an unclassified felony.

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(b) Criminal possession of a firearm, ammunition or an electronic defense weapon is a class C felony, for which two years of the sentence imposed may not be suspended or reduced by the court, and five thousand dollars of the fine imposed may not be remitted or reduced by the court unless the court states on the record its reasons for remitting or reducing such fine.

Sec. 6. Section 53a-217c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2019*):

(a) A person is guilty of criminal possession of a pistol or revolver when such person possesses a pistol or revolver, as defined in section 29-27, and (1) has been convicted of a felony committed prior to, on or after October 1, 2013, or of a violation of section 21a-279, 53a-58, 53a-61, 53a-61a, 53a-62, 53a-63, 53a-96, 53a-175, 53a-176, 53a-178 or 53a-181d committed on or after October 1, 1994, (2) has been convicted as delinquent for the commission of a serious juvenile offense, as defined in section 46b-120, (3) has been discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect pursuant to section 53a-13, (4) (A) has been confined prior to October 1, 2013, in a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding twelve months by order of a probate court, or has been confined on or after October 1, 2013, in a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding sixty months by order of a probate court, or, with respect to any person who holds a valid permit or certificate that was issued or renewed under the provisions of section 29-28 or 29-36f in effect prior to October 1, 2013, such person has been confined in such hospital within the preceding twelve months, or (B) has been voluntarily admitted on or after October 1, 2013, to a hospital for persons with psychiatric disabilities, as defined in section 17a-495, within the preceding six months for care and treatment of a psychiatric disability,

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[and not] unless the person (i) was voluntarily admitted solely for being an alcohol-dependent person or a drug-dependent person as those terms are defined in section 17a-680, or (ii) is a police officer who was voluntarily admitted and had his or her firearm, ammunition or electronic defense weapon used in the performance of the police officer's official duties returned in accordance with section 4 of this act, (5) knows that such person is subject to (A) a restraining or protective order of a court of this state that has been issued against such person, after notice has been provided to such person, in a case involving the use, attempted use or threatened use of physical force against another person, or (B) a foreign order of protection, as defined in section 46b-15a, that has been issued against such person in a case involving the use, attempted use or threatened use of physical force against another person, (6) knows that such person is subject to a firearms seizure order issued pursuant to subsection (d) of section 29-38c after notice and an opportunity to be heard has been provided to such person, (7) is prohibited from shipping, transporting, possessing or receiving a firearm pursuant to 18 USC 922(g)(4), or (8) is an alien illegally or unlawfully in the United States. For the purposes of this section, "convicted" means having a judgment of conviction entered by a court of competent jurisdiction.

(b) Criminal possession of a pistol or revolver is a class C felony, for which two years of the sentence imposed may not be suspended or reduced by the court, and five thousand dollars of the fine imposed may not be remitted or reduced by the court unless the court states on the record its reasons for remitting or reducing such fine.

Sec. 7. (NEW) (*Effective July 1, 2019*) (a) Not later than January 1, 2020, the Police Officer Standards and Training Council, established under section 7-294b of the general statutes, the Department of Correction and the Commission on Fire Prevention and Control shall develop and promulgate a model critical incident and peer support

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policy to support the mental health care and wellness of police officers, as defined in section 7-294a of the general statutes, parole officers, as defined in section 2 of this act, and firefighters, as defined in section 2 of this act.

(b) Not later than July 1, 2020, each law enforcement unit as defined in section 7-294a of the general statutes, the Department of Correction as employer of parole officers, each municipal or state paid or volunteer fire department and each municipal entity employing a fire marshal, deputy fire marshal, fire investigator, fire inspector or other class of investigator or inspector for whom the State Fire Marshal and the Codes and Standards Committee, acting jointly, have adopted minimum standards of qualification pursuant to section 29-298 of the general statutes, shall (1) adopt and maintain a written policy that meets or exceeds the standards of the model policy developed pursuant to subsection (a) of this section; (2) make peer support available to such officers and firefighters; and (3) refer an officer or firefighter, as appropriate, seeking mental health care services to a mental health professional, as defined in section 2 of this act.

Sec. 8. (NEW) (*Effective July 1, 2019*) Each police basic training program conducted or administered by the Division of State Police within the Department of Emergency Services and Public Protection, the Police Officer Standards and Training Council established under section 7-294b of the general statutes or a municipal police department in this state shall provide, in consultation with the Department of Mental Health and Addiction Services, resilience and self-care technique training for any individual who begins basic training as a police officer, as defined in section 7-294a of the general statutes, on or after January 1, 2020.

Sec. 9. (NEW) (*Effective July 1, 2019*) In consultation with the Department of Mental Health and Addiction Services, the Department of Correction shall provide resilience and self-care technique training

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for each parole officer, as defined in section 2 of this act, hired on or after January 1, 2020.

Sec. 10. (NEW) (*Effective July 1, 2019*) In consultation with the Department of Mental Health and Addiction Services, the Commission on Fire Prevention and Control, the State Fire Marshal and the Codes and Standards Committee and any other state or municipal entity providing training to a firefighter, as defined in section 2 of this act, shall provide resilience and self-care technique training for any individual who begins initial training as a firefighter on or after January 1, 2020.

Sec. 11. (*Effective July 1, 2019*) Not later than February 1, 2020, the joint standing committee of the General Assembly having cognizance of matters relating to labor and public employees shall complete an examination of the feasibility of expanding the availability of benefits for post-traumatic stress disorder pursuant to section 2 of this act to emergency medical services personnel, as defined in section 20-206jj of the general statutes, and Department of Correction employees who are not otherwise eligible for benefits pursuant to section 2 of this act. In conducting such examination the committee shall consult with representatives of the Workers' Compensation Commission, workers' compensation claimants, employers, insurers and municipalities and may consult with other individuals the committee deems appropriate. If the committee determines it is feasible to expand the benefits available under section 2 of this act during the next legislative session, said committee shall originate a bill making emergency medical services personnel and Department of Correction employees eligible for such benefits based on the criteria described in section 2 of this act and based on any qualifying event, as defined in section 2 of this act, occurring on or after July 1, 2019.

Sec. 12. Section 2 of substitute senate bill 921 of the current session is repealed. (*Effective June 30, 2019*)

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Approved June 18, 2019



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 4.3

DISCIPLINARY PROCEDURES

SUBJECT: Code of Conduct		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: dated 09/14/2020		Review Date: Yearly
Per Order of:  Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

The Town of East Hampton and its Police Department require that all employees be independent, impartial, unbiased and responsible to the community we serve. The public judges its government by the way public officials and public employees conduct themselves in the positions to which they are elected, appointed or hired. The public has a right to expect that public officials and employees will conduct themselves in a manner that will preserve and promote confidence and respect in the local government organization.

Confidence and respect are achieved and promoted when all public officials and employees treat all citizen with respect, courtesy, impartiality, fairness, equity and equality under the law; avoid actual, potential and perceived conflicts of interest; keep the public informed and encourage communication; continually seek to improve the quality and image of public service; and recognize that the function of local government is to serve the best interest of all people.

Therefore, this code of conduct for the Police Department is hereby promulgated for the guidance of all employees to promote confidence and respect and to ensure the efficient operation and management of the East Hampton Police Department. The code is published under the authority of the Chief of Police who is responsible for the

effectiveness, discipline and good order of the Department, the safe care and custody of all Department prisoners and property as well as the security and well-being of the Town. The code cannot and does not cover every delinquent act or omission for which an employee is or may be responsible. Such acts or omissions not specifically mentioned in the code will be charged under Paragraph 1, Section 1.00 if necessary.

Nothing in this order precludes the Chief of Police or supervisor from mandating that an employee receive training as a function of discipline. When an employee's work performance, productivity or effectiveness falls below that which is expected of similarly tasked employees and said employee has no previous history of discipline in this area, a supervisor may find that training and/or remedial training may motivate the employee to perform as directed. This career development path will be coordinated through the employee's immediate supervisor.

Nothing in this order precludes the Chief of Police or supervisor from mandating that the employee receive professional counseling as a function of discipline. When an employee's duty-related performance falls below that which is expected of similarly tasked employees and supervisory efforts have failed to show improvement, the use of employee counseling combined with progressive discipline may be deemed an appropriate and effective tool. The counseling may be provided by an Employee Assistance Program or that sought by the employee.

For purposes of administering the code, the following classifications of offense with the maximum possible penalty for each class will be used:

Class	Maximum Penalty
A*	Dismissal
B*	30 days unpaid suspension
C*	15 days unpaid suspension
D*	10 days unpaid suspension
E	5 days unpaid suspension
F	Written reprimand

* Demotion in grade is an alternative penalty when the Chief of Police or designee determines the violator has a past history or repetitious pattern of similar conduct.

Notwithstanding the foregoing and the penalties outlined below, the Town specifically reserves the right at its sole discretion to implement discipline at a higher level, up to and including dismissal, for egregious offenses, repeated offenses or multiple offenses beyond that which is described below.

SECTION I

GENERAL

§1.00 Any violation of the rules and regulations, violations of sections of the Employee Handbook, published orders, directives, memoranda, or any lawful order, or any act which tends to undermine the good order, efficiency and discipline of the Department, or which reflects discredit upon the Department or any member thereof, shall constitute conduct unbecoming an employee. Penalties for conduct unbecoming an employee are as follows:

1st Offense E 2nd Offense B

SECTION 2

CONDUCT UNBECOMING AN EMPLOYEE

New § 2.01 Use of bias based profiling, including but not limited to use of race, ethnicity, religion, gender, sexual orientation, economic status, age, cultural group, or some other identifiable trait of a group, as the sole reason for stopping, detaining, searching or arresting an individual.

1st Offense B 2nd Offense A

§2.02 Accepting a bribe or gratuity for permitting an illegal or potentially illegal act or for otherwise failing to perform the employee's duties or for implementing the employee's duties in an inappropriate manner.

1st Offense A

§2.03 Failure to report in writing to the Chief of Police an offer of a bribe or gratuity to act or fail to act as described in § 2.01 above.

1st Offense B 2nd Offense A

§2.04 Soliciting any favor or privilege or other thing of value as a condition for performing or failing to perform official duties or to perform those duties in an inappropriate manner.

1st Offense A

§2.05 Recommending any professional or commercial service for personal gain.

1st Offense B 2nd Offense A

§2.06 Abusing official position to obtain any special benefit or favor.

1st Offense E 2nd Offense C 3rd Offense A

§2.07 Failure of any employee to maintain themselves and their uniforms in a neat and clean condition.

1st Offense F 2nd Offense E 3rd Offense D

§2.08 Removing Department property without proper authorization without intent to permanently deprive the Department of said property.

1ST Offense F 2nd Offense E 3rd Offense A

§2.09 Removing Department property without proper authorization with intent to permanently deprive the Department of said property.

1st Offense A

§2.10 Unauthorized entry into any office, desk or locker of another.

1st Offense F 2nd Offense E 3rd Offense A

§2.11 Arrest and conviction of a crime (Class A misdemeanor or above and/or moral turpitude related crimes)

1st Offense A

§2.12 Arrest and conviction of all other crimes or offenses.

1st Offense F 2nd Offense A

§2.13 Knowingly and willfully making a false entry in any official Department document, report or record.

1st Offense B 2nd Offense A

§2.14 Negligent entry in any official Department document, report or record

1st Offense F 2nd Offense E 3rd Offense A

§2.15 Using unnecessary, violent, abusive or profane language to citizens while on duty.

1st Offense F 2nd Offense D 3rd Offense A

§2.16 Using violent, abusive or profane language toward another employee.

1st Offense F 2nd Offense E 3rd Offense A

§2.17 Making public statements regarding confidential Department material.

1st Offense B 2nd Offense A

§2.18 Making public statements which are known to be false or to be in reckless disregard of known facts related to Department policy or Department business.

1st Offense D 2nd Offense C 3rd Offense A

§2.19 Failure to wear the prescribed uniform for assigned duties.

1st Offense F 2nd Offense E 3rd Offense D

§2.20 Members of the Department, except in the discharge of official duties or with permission of the Chief of Police, shall not knowingly associate with criminals, racketeers, gamblers or persons engaged in unlawful activities, nor shall they knowingly enter or socialize in places where frequent violations of law are suspected or known to occur.

1st Offense E 2nd Offense C 3rd Offense A

§ 2.21 Knowingly associating with or joining an organization and actively advancing the cause of an organization that has been labeled as a racist, hate or terrorist group by the Federal Bureau of Investigations.

1st Offense B 2nd Offense A

§2.22 Gambling which is illegal or in violation of department regulations.

1st Offense F 2nd Offense E 3rd Offense A

§2.23 Outrageous, insolent, offensive or overt disrespect towards a supervisory officer.

1st Offense F 2nd Offense E 3rd Offense A

§2.24 The use of rude, insulting language or other offensive or demeaning language by a supervisory officer towards a subordinate.

1st Offense F 2nd Offense E 3rd Offense A

§2.25 Fighting or quarreling with one or more other employees or a supervisory officer.

1st Offense F 2nd Offense E 3rd Offense A

§2.26 Failing to supply the Department with a current telephone number and address.

1st Offense F 2nd Offense E 3rd Offense A

§2.27 Arbitrary or abusive use of police power or arbitrary or abusive action taken under the color of the police power in personal disputes or affairs.

1st Offense A

§2.28 Failure to respond to official Department telephone calls.

1st Offense F 2nd Offense E 3rd Offense A

SECTION 3

INTOXICATION OR OTHER IMPAIRMENT

For the purpose of this Paragraph, intoxication will include the involvement of alcoholic beverages and/or narcotics.

§3.01 On duty intoxicated

~~1st Offense B 2nd Offense A~~

Refer to the current Collective Bargaining Agreement between the Town of East Hampton and East Hampton Police Union, Local #2407, Council 4, AFSCME, AFL-CIO Appendix C.

§3.02 Off duty, consuming alcohol in uniform without a weapon

1st Offense E 2nd Offense C 3rd Offense A

§3.03 Off duty, consuming alcohol in uniform or not, but in the possession of a Department issued weapon or unable to respond to duty because of intoxication or when on standby basis or when previously assigned to duty.

1st Offense C 2nd Offense B 3rd Offense A

§3.04 Use of any narcotic substance or any controlled drug pursuant to a doctor's order without reporting same to a supervisory officer where such drug may impair an employee's judgment or ability to operate a motor vehicle or handle implements.

Section 4.3

CODE OF CONDUCT

1st Offense E 2nd Offense C 3rd Offense A
§3.05 Failure of any employee to report any medical condition which might render the employee unfit for assigned duty.

1st Offense F 2nd Offense E 3rd Offense A

§3.06 Consumption of alcoholic beverages while on duty or during the eight (8) hours immediately prior to scheduled duty.

1st Offense C 2nd Offense B 3rd Offense A

SECTION 4

INSUBORDINATION

§4.01 Refusal to obey legitimate orders of a supervisor, whether oral, in writing, by hand signal or other method known to both parties involved.

1st Offense E 2nd Offense C 3rd Offense A

§4.02 Giving an order knowing such to be unlawful or beyond the scope of his/her authority by a supervisory officer.

1st Offense E 2nd Offense C 3rd Offense A

§4.03 A supervisory officer shall not reprimand any employee in a degrading or defamatory manner nor shall such reprimands be done in the view of other employees except where operational or exigent circumstances require immediate action.

1st Offense F 2nd Offense E 3rd Offense C

SECTION 5

NEGLECT OF DUTY

§5.01 Failure to properly supervise subordinates, to refer Disciplinary charges, or to take other appropriate disciplinary action.

1st Offense F 2nd Offense B + Reduction in rank 3rd Offense A

§5.02 Failure to take appropriate action when necessary and/or failure to complete a written report of same at the conclusion of the employee's daily tour of duty unless specifically waived by a supervisory officer.

1st Offense F 2nd Offense E 3rd Offense A

§5.03 Inattention to duty assignment or asleep on duty.

1st Offense F 2nd Offense E 3rd Offense A

§5.04 Unauthorized absence from duty assignment.

1st Offense F 2nd Offense E 3rd Offense A

§5.05 Intentional or willful failure to comply with any lawful orders, procedures, directives, regulations, oral or written.

1st Offense E 2nd Offense D 3rd Offense A

§5.06 Negligent failure to comply with any lawful orders, procedures, directives, oral or written.

1st Offense F 2nd Offense E 3rd Offense A

§5.07 Failure to report as a witness when duly notified within reasonable time limits or when subpoenaed.

1st Offense F 2nd Offense E 3rd Offense A

§5.08 Permitting an unauthorized person in patrol car.

1st Offense F 2nd Offense E 3rd Offense A

§5.09 Unauthorized or intentional misuse of patrol car for personal use.

1st Offense F 2nd Offense E 3rd Offense A

§5.10 Failure to give name and badge number when properly requested.

1st Offense F 2nd Offense E 3rd Offense A

§5.11 Tardiness when reporting for duty, including roll call, court appearances and duty

assignments.

1st Offense F 2nd Offense E 3rd Offense D

§5.12 Appear or give testimony as a character witness for any defendant in a criminal trial or inquiry in which the Department is involved without the approval of the Chief of Police or the Chief's designate.

1st Offense F 2nd Offense E 3rd Offense A

§5.13 Willfully damaging Police Department property and/or equipment.

1st Offense B 2nd Offense A

§5.14 Willful interference with Police Radio broadcasting and tampering with Police Radio equipment.

1st Offense B 2nd Offense A

§5.15 Knowingly failing to report the revocation or suspension of one's Motor Vehicle Operator's License.

1st Offense D 2nd Offense A

§5.16 Allowing a prisoner to escape.

1st Offense E 2nd Offense C

§5.17 Failure to thoroughly search for, collect and preserve and identify evidence of persons, property and locations in any arrest or investigation.

1st Offense F 2nd Offense E 3rd Offense A

§5.18 Loss of police vehicle due to failure to remove the keys when unattended.

1st Offense A

§5.19 Failure to properly care for assigned equipment and vehicles or any Police Department property; damaging or causing damage to same due to neglect or carelessness.

1st Offense E 2nd Offense D 3rd Offense A

§5.20 Failure to take appropriate action concerning illegal activity, including vice conditions and/or to make a written report of any such incident in which the employee is involved or has knowledge.

1st Offense B 2nd Offense A

§5.21 Failure to carry out assigned duties or to follow Department orders and procedures efficiently and expeditiously.

1st Offense F 2nd Offense E 3rd Offense A

§5.22 Performing assigned duties or other official work in a careless or negligent manner or in disregard of prescribed procedures or established practice.

1st Offense F 2nd Offense E 3rd Offense A

§5.23 Failure to observe Department procedures outlining safety practices or adhere to established practices relating to safety.

1st Offense F 2nd Offense E 3rd Offense A

§5.24 Intentionally depriving a prisoner or suspect of basic rights and humane treatment.

1st Offense E 2nd Offense C 3rd Offense A

§5.25 Failure to adhere to Town and Department rules on reporting illness within a "reasonable time" from the on-set of the illness and other medical role procedures.

1st Offense F 2nd Offense E 3rd offense C

§5.26 Willful or intentional abuse of sick time and procedures and/or leave related to compensable injuries.

1st Offense C 2nd Offense B 3rd Offense A

SECTION 6

GUIDELINES RELATING TO USE OF FORCE AND FIREARMS DISCHARGE

§6.01 Intentional and unnecessary deviation from the Department's Use of Force Policy.

1st Offense A

§6.02 Inadvertent deviation from the Department's Use of Force Policy, technical in nature but under exigent circumstances.

1st Offense F

2nd Offense E

3rd Offense A

§6.03 Intentional, flagrant or wanton disregard of Department Firearms Policy and Guidelines.

1st Offense A

§6.04 Inadvertent deviation from Department Firearms Policy or Guidelines, technical in nature but under exigent circumstances.

1st Offense F

2nd Offense E

3rd Offense A

§6.05 Display of a firearm in an unnecessary and/or unreasonable manner.

1st Offense F

2nd Offense E

3rd Offense A

SECTION 7

AUTHORIZED EQUIPMENT

§7.01 Carrying equipment for which the employee has not demonstrated required proficiency.

1st Offense F

2nd Offense E

3rd Offense A

§7.02 Carrying or employing equipment not specifically authorized for use by the Department.

1st Offense F

2nd Offense E

3rd Offense A

APPENDIX C
EAST HAMPTON POLICE DEPARTMENT
DRUG and ALCOHOL FREE WORKPLACE POLICY

PURPOSE

As a part of its commitment to safeguard the health and safety of its employees and the residents of the Town of East Hampton (the "Town"), and to promote a drug-free working environment, the Town, the Police Chief and the members of the East Hampton Police Union, Local #2407, Council 4 AFSCME, AFL-CIO have agreed to establish this policy relating to the illegal use of drugs and/or being under the influence of drugs or alcohol while on duty by Town uniformed employees. This program is intended to as closely as possible follow the Department of Transportation (DOT) and the Highway Traffic Safety Administration (NHTSA) drug policy, which shall be a guideline for this policy. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems including increased injuries on the job, increased absenteeism, increased health and benefit costs, increased theft, decreased morale, decreased productivity and a decline in the quality of services provided.

SCOPE

All uniformed Police personnel, permanent or probationary employees, including the Police Chief, employed by the Town are covered by this policy and, as a condition of employment, are required to abide by the terms of this policy. Any employee in doubt of the procedures applicable to his/her situation may contact the Director of Human Resources for clarification.

POLICY

It is the policy of the East Hampton Police Department that being under the influence of and/or using alcohol or drugs while on duty are strictly prohibited. Any appropriate discipline issued pursuant to this policy may be considered just cause within the collective bargaining agreement for bargaining unit employees.

DEFINITIONS

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this policy.

Breath Alcohol Technician (BAT): An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device.

Chain of Custody: Procedures to account for the integrity of each specimen by tracking its handling and storage from point of collection to final disposition.

East Hampton Police Department Motor Vehicle: A motor vehicle or combination of motor vehicles in commerce to transport East Hampton Police Department employees. Such motor vehicles shall include Police Department vehicles, vehicles from other Town departments, leased and/or rented vehicles operated by Town uniformed employees to transport East Hampton Police Department employees.

Confirmation Test: In drug testing, a second analytical procedure, performed in compliance with Department of Transportation (DOT) and the Highway Traffic Safety Administration (NHTSA) drug policy, used specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy. In alcohol testing, a second test following a screening test with a result of .04 or greater that provides quantitative date of alcohol concentration.

Covered Employees: All uniformed, permanent or probationary employees, including the Police Chief, employed in the East Hampton Police Department.

Evidential Breath Testing Device (EBT): An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "conforming product list of evidential breath testing device".

Medical Review Officer (MRO): A licensed physician, in compliance with Department of Transportation (DOT) and the Highway Traffic Safety Administration (NHTSA) drug policy, responsible for receiving laboratory results generated by an Employer's drug testing program that has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information. If an employee's test result is positive, the MRO will contact the employee to discuss the test to determine if the positive result is valid and to notify the employee that has seventy-two (72) hours to request a test of the split specimen.

Refusal to Submit: When any person covered by this policy engages in conduct that obstructs the testing process. This includes, but is not limited to, the refusal to sign consent forms; the failure to provide adequate breath testing; the failure to provide adequate urine for controlled substance testing, except for "shy bladder syndrome" as defined by the Department of Transportation (DOT) and the Highway Traffic Safety Administration (NHTSA) drug policy, the refusal to take a required test, the failure to make oneself available while on duty to a test as required by this policy.

Safety Related: Any activity that poses a risk of injury to oneself, ones fellow employees, or the general public.

Safety Sensitive Function: Any function that affects the safety of employees and the safe operation of East Hampton Police Department motor vehicles including but not limited to the following:

- Any time that an East Hampton Police Department employee is on duty.

Screening Test:

- In drug testing an immunoassay screen to eliminate negative urine specimens from further analysis.
- In alcohol testing, an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in his/her system.
- In controlled substance testing it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

Supervisor: All employees assigned to a position having day-to-day responsibility for supervising subordinates.

Shy Bladder Syndrome: When an individual is unable to produce a urine specimen or provides a specimen that is less than 45 ML.

Drug Free Workplace Dissemination

- A. The Town will provide a general one-time notice to all East Hampton Police Department employees notifying them that this policy applies to all uniformed Police personnel, permanent or probationary employees, including the Police Chief, employed by the Town and that the Town prohibits its employees covered by this policy from illegally or improperly using, possessing, selling, manufacturing, or distributing drugs on its’ property, or while its employees are at work; that it is against Town policy to report to work or to work under the influence of drugs or alcohol; and that it is a condition of employment to refrain from illegally using drugs, or alcohol on the job, or abusing legal drugs on or off the job such that it affects their performance, and that a drug testing program is being implemented. No less than one hundred twenty (120) days will elapse between the notice and any employee drug testing implemented pursuant to this policy.
- B. Prior to implementation and testing either East Hampton Police Department employees or applicants for Department positions, such individuals will be given a copy of this policy, a summary of the drugs which may alter or affect a drug test, a list of local employee assistance programs and a list of local alcohol and drug rehabilitation programs. All East Hampton Police Department employees who are covered by this policy will attend training which is mutually accepted by the Union and the Town with regard to drug and alcohol use and the physical, behavioral and performance indicators of possible drug and

alcohol use that will be used in determining whether an employee is subject to the reasonable suspicion testing as outlined in this policy.

- C. A notice of drug testing will be included with all job vacancy announcements for all bargaining unit and the Police Chief. A notice of the Town's drug testing policy will also be posted in appropriate and conspicuous locations at the Police station as well with the Director of Human Resources.

PROHIBITED CONDUCT ON DUTY PROGRESSIVE ACTION FOR VIOLATIONS

- 1) Discipline in accordance with the "progressive action for violations" section of this policy can be imposed only for the illegal use of or being under the influence of controlled substances or alcohol while on-duty.
- 2) A blood alcohol level of .04 or greater is prohibited during the performance of any safety sensitive function. An employee with a test result showing a blood alcohol level less than .04 will not be considered in violation of this policy for disciplinary reasons.
- 3) The performance of any safety sensitive function while using legally prescribed drugs is prohibited unless the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the ability to safely drive an East Hampton Police Department vehicle or perform the employee's duties.
- 4) Refusal to submit to a drug or alcohol test, administered in strict compliance with this policy is strictly prohibited. The employee is required to cooperate with the laboratory personnel and provide them with the following:
 - a. An adequate and complete sampling, except in medically documented cases of "shy bladder syndrome."
 - b. Assistance in completing the required documentation for chain of custody.
 - c. Marking and sealing the specimen.
- 5) It is a violation of this policy to report to work under the influence of alcohol. Discipline, in accordance with the "progressive action for violations" section of this policy, can only be imposed if the employee actually reports for duty with a blood alcohol level of .04 or greater.

EMPLOYEES SUBJECT TO TESTING & TYPES OF SUBSTANCES

All uniformed, permanent or probationary employees, including the Chief employed in the East Hampton Police Department will be subject to this Drug and Alcohol Free Workplace Policy.

The drug testing outlined in this policy will test for the following substances:

- 1) Marijuana
- 2) Cocaine
- 3) Amphetamines
- 4) Opiates
- 5) Phencyclidine (PCP)

TESTING

1) Pre-employment Testing:

Prior to employment with the East Hampton Police Department, an applicant for all bargaining unit and the Police Chief position, shall undergo testing for alcohol and controlled substances, as part of their pre-employment medical examination. As part of the application for the East Hampton Police Department, the Town of East Hampton shall notify all applicants of this policy. Refusal to take the test, or test results reporting a presence of illegal drugs or narcotics, or the use of non-prescription drugs, shall be the basis for discontinuing an applicant in the selection process.

2) Reasonable Suspicion Testing:

- A. When "reasonable suspicion" is determined indicating that an employee is using and/or under the influence of drugs or alcohol, the employee will be tested pursuant to procedures set forth in this policy. "Reasonable suspicion" of using and/or being under the influence of drugs or alcohol will be based on specific, contemporaneous, articulable and objective facts such as, behavior, speech or body odors.
- B. An employee tested under "reasonable suspicion" shall be placed on paid administrative leave until such time as the MRO determines the result of the test. In the event the test is negative, the employee shall be made whole for any monetary loss.
- C. Circumstances which constitute a basis for determining reasonable suspicion are one (1) or more of the following:
 - 1 Direct observation of controlled substance and/or alcohol use;
 - 2 The employee's body shows evidence of controlled substance use (e.g. track marks);
 - 3 The employee is found to be in possession of a controlled substance or alcohol while on duty;
 - 4 Spontaneous, unusual, abnormal, erratic or unacceptable behavior;
 - 5 An unusual or suspicious pattern of sick leave usage;
 - 6 Information which is provided by a reliable and credible source;
 - 7 The presence of symptoms of controlled substance or alcohol use (e.g. odor of alcoholic beverage, glassy or blood shot eyes, slurred speech, poor coordination and/or reflexes, etc.

8 The occurrence of repeated, multiple on-the-job accidents or injuries.

- D. The required observations for alcohol and/or controlled substance reasonable suspicion testing shall immediately be reported to or made by a supervisor who is trained in the detection of alcohol and/or controlled substance use.
- E. The supervisor shall report the basis for his/her reasonable suspicion in writing to the Police Chief. The Police Chief shall decide whether to direct the employee to testing. All supervisors initiating reasonable suspicion testing will be required to detail in writing the specific facts, symptoms or observations which formed the basis for their determination that reasonable suspicion existed to warrant the testing of the employee.
- F. If an employee believes his/her supervisor may be impaired on duty by the use of illegal drugs or alcohol, he/she shall immediately notify the individual's superior officer in the chain of command. The employee believed to be under the influence shall be governed by the same rules and standards set forth under this policy.

3) Post Motor Vehicle Accident Testing:

- A. The operator may be tested for controlled substances, illegal drugs and/or alcohol if the employee was involved in an accident while performing a safety sensitive function with respect to that vehicle (including any accident at the Police station). All testing under this subsection shall be done in accordance with applicable DOT regulations, NHTSA regulations and/or Connecticut state laws related to accident investigations, as determined by the investigating police officer/State Trooper. In the event that DOT regulations, NHTSA regulations and/or Connecticut state laws related to accident investigations do not apply to an accident involving the employee, the employee may be tested if there is reasonable suspicion that the employee is under the influence of and/or using drugs or alcohol, as set forth under Section 2 herein.
- B. Any bargaining unit employee who is subject to post accident testing shall remain on administrative leave and be paid until he returns to the Police station, except in the event that the employee is admitted to the hospital (beyond admission to the emergency room). Under such circumstances, the employee shall be paid through the end of his/her shift.

In the event that an employee is tested and his/her shift is not over, the employee is expected to return to duty after the test is administered, unless excused, in writing, for the remainder of such shift by the attending physician. Nothing in this section shall require the delay of necessary medical attention following an accident.

4) Return to Duty Testing:

- A. Before an employee who has violated this policy concerning alcohol returns to duty requiring the performance of a safety sensitive function, the employee shall undergo

a return to duty alcohol test with a result indicating a blood alcohol level of less than .04. The bargaining unit employee shall be paid from the time the employee leaves for the drug test until the test is administered.

- B. Before an employee who has violated this policy concerning illegal drugs returns to duty requiring the performance of a safety sensitive function, just before such function, the employee shall undergo a return to duty illegal drug test with a result indicating a verified negative result for illegal drugs. The bargaining unit employee shall be paid at his/her applicable compensation rate from the time the employee leaves for the drug test until the test is administered.

5) Random Drug Testing

Random drug and alcohol testing shall be administered by a system and method adopted by the outside vendor, a copy of which shall be provided to all employees.

PROGRESSIVE ACTION FOR VIOLATIONS

In the event that an employee tests positive for the use of illegal drugs, the following will apply:

- On the first occasion, the employee shall commence a rehabilitation program under the supervision of a medical doctor and/or employee assistance program consultant ("EAP consultant") selected and paid for through the employee's health insurance carrier. In the event it is determined that the employee is to be absent from work during the rehabilitation program, during such rehabilitation program, the employee may use available sick days and/or vacation days in order to continue to receive remuneration. In the event the employee does not have available sick days and/or vacation days, such time shall be unpaid. Reinstatement shall be determined by the medical doctor and/or EAP consultant and contingent upon the employee's continued participation in the recommended rehabilitation program. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program. Upon reinstatement, the employee may be required to submit to drug testing six (6) times within the first twelve (12) months and four (4) times within the next twelve (12) months.
- On the second occasion (within two years of the first occasion), the employee shall receive a ten (10) day suspension from work without pay. Reinstatement at the end of the suspension period shall be contingent upon the employee's participation in a rehabilitation program under the supervision of a medical doctor and/or EAP consultant. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program. Upon reinstatement, the employee may be required to submit to drug testing six (6)

times within the first twelve (12) months and four (4) times within the next twelve (12) months.

- On the third occasion (within two years of the first occasion) or in the event the employee fails to satisfactorily complete any of the aforementioned rehabilitation program(s), the employee shall be discharged.

In the event that an employee's alcohol test contains a blood alcohol level of .04 to .079, the following procedure will apply:

- On the first occasion, the employee shall commence a rehabilitation program under the supervision of a medical doctor and/or employee assistance program consultant ("EAP consultant") selected and paid for through the employee's health insurance carrier. In the event it is determined that the employee is to be absent from work during the rehabilitation program, during such rehabilitation program, the employee may use available sick days and/or vacation days in order to continue to receive remuneration. In the event the employee does not have available sick days and/or vacation days, such time shall be unpaid. Reinstatement shall be determined by the medical doctor and/or EAP consultant and contingent upon the employee's continued participation in the recommended rehabilitation program. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program. Upon reinstatement, the employee may be required to submit to drug testing six (6) times within the first twelve (12) months and four (4) times within the next twelve (12) months.
- On the second occasion (within two years of the first occasion), the employee shall receive a ten (10) day suspension from work without pay. Reinstatement at the end of the suspension period shall be contingent upon the employee's participation in a rehabilitation program under the supervision of a medical doctor and/or EAP consultant. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program. Upon reinstatement, the employee may be required to submit to drug testing six (6) times within the first twelve (12) months and four (4) times within the next twelve (12) months.
- On the third occasion (within two years of the first occasion) or in the event the employee fails to satisfactorily complete any of the aforementioned rehabilitation program(s), the employee shall be discharged.

In the event that an employee alcohol test contains a blood alcohol level of .08 or greater, the following will apply:

- On the first occasion, the employee shall receive a three (3) day suspension from work without pay and shall commence a rehabilitation program under the supervision of a

medical doctor and/or employee assistance program consultant ("EAP consultant") selected and paid for through the employee's health insurance carrier. In the event it is determined that the employee is to be absent from work during the rehabilitation program, during such rehabilitation program, the employee may use available sick days and/or vacation days in order to continue to receive remuneration. In the event the employee does not have available sick days and/or vacation days, such time shall be unpaid. Reinstatement shall be determined by the medical doctor and/or EAP consultant and contingent upon the employee's continued participation in the recommended rehabilitation program. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program. Upon reinstatement, the employee may be required to submit to drug testing six (6) times within the first twelve (12) months and four (4) times within the next twelve (12) months.

- On the second occasion (within two years of the first occasion), the employee shall receive a ten (10) day suspension from work without pay. Reinstatement at the end of the suspension period shall be contingent upon the employee's participation in a rehabilitation program under the supervision of a medical doctor and/or EAP consultant. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program. Upon reinstatement, the employee may be required to submit to drug testing six (6) times within the first twelve (12) months and four (4) times within the next twelve (12) months.
- On the third occasion (within two years of the first occasion) or in the event the employee fails to satisfactorily complete any of the aforementioned rehabilitation program(s), the employee shall be discharged.

In the event that an employee is randomly tested during the twenty-four (24) month period set forth above, such random test shall count as a test under the tests the employee is subject to upon reinstatement to employment.

In order to encourage successful rehabilitation, whenever an employee successfully completes: (1) the recommended rehabilitation program; (2) the follow-up testing; and (3) has no further incidents for a period of thirty (30) months from the date of the last positive test, the record of the incident shall be removed from the employee's personnel file and placed in his/her medical file and shall not be used as part of any subsequent discipline.

VOLUNTARY DISCLOSURES

The Town of East Hampton believes that successful rehabilitation depends on an employee's willingness to rehabilitate and the admission that a problem exists. Therefore, the Town will encourage voluntary disclosure and offer assistance to any employee who seeks help on a voluntary basis. Any employee who voluntarily discloses that he has a problem with drug or

alcohol dependency and seeks assistance, will not be disciplined and will be afforded an opportunity to utilize his/her accrued sick time to achieve his/her goal of rehabilitation.

An employee who voluntarily discloses his/her drug and/or alcohol problem will be subject to the same return to duty requirements as an employee who tests positive including follow up testing.

In the event an employee voluntarily discloses that he/she has a problem with drug or alcohol dependency, the employee shall be immediately placed on sick leave and shall be required to commence a rehabilitation program under the supervision of a medical doctor or EAP consultant selected and paid for through the employee's health insurance carrier. The Town will be provided with periodic reports by the medical doctor and/or EAP consultant during the recommended program, which reports shall be limited to notice of the employee's continuing participation and/or completion of the rehabilitation program.

In the event an employee voluntarily discloses that he/she has a problem with drug or alcohol dependency, the employee shall not be subject to discipline as a first offense. Reinstatement shall be determined by the medical doctor and/or EAP consultant and contingent upon the employee's continued participation in the recommended rehabilitation program.

“Voluntary disclosure and/or voluntary discloses” for purposes of this section shall mean that the employee discloses that he/she has a problem with drug or alcohol dependency prior to the commencement of: (1) a rehabilitation program in accordance with the “progressive action for violations” section set forth above; (2) disciplinary action; (3) an internal investigation; (4) the employee was involved in an accident; (5) Prior to the employee being ordered for drug and/or alcohol test; or (6) Prior to the employee becoming aware of an impending test.

Upon reinstatement, an employee with previous drug and/or alcohol dependency shall submit to drug and alcohol testing bi-monthly for the first twelve (12) months and quarterly for the next twelve (12) months. The employee must submit to drug and alcohol testing at the time stated in the notice. Failure to do so shall be deemed evidence of the use of an illegal drug or alcohol. A positive test (within two (2) years) after reinstatement is just cause for discharge and shall result in the employee's discharge.

The EAP is available to all Town employees and will provide counseling and referral services to any employee who seeks treatment. The EAP services are provided by the Town at no charge. Any required treatment that is not covered by the Town's EAP program or insurance shall be borne by the employee. EAP enrollment and counseling is confidential.

ALCOHOL & DRUG TESTING PROCEDURES

- 1) Alcohol testing will be performed by using Evidential Breath Testing (hereafter EBT) devices approved by the NHTSA. The test will be conducted by a Breath Alcohol Technician (hereafter BAT). Two (2) breath tests will be required to determine if a person has a prohibited alcohol concentration. If the first test result is less than .04 the test will be considered negative. If the test shows an alcohol concentration of .04 or

greater, a second confirmation test will be conducted. The second test result will determine what action if any need be taken.

- 2) In order to ensure that an EBT is working properly, the BAT will run an air blank test which shows a reading of zero before a test is performed. A fifteen (15) minute waiting period is required between the screening and confirmation test. The BAT will run an air blank test which shows a reading of zero before the confirmation test is performed.
- 3) Drug testing will be performed by providing a urine sample at a site to be determined by both parties and meets the requirements of the DOT 49CFR part 40 and The Department of Health and Human Services.
- 4) Specimen collection procedures require security for the collection site, chain of custody documentation, use of authorized personnel, privacy during collection, integrity and identity of the specimen, and transportation to the laboratory. Only those laboratories certified by the federal government, and the Department of Health and Human Services and that have these procedures in place will be used.
- 5) All personnel subject to testing shall present proper identification upon appearing at the laboratory.
- 6) Once the urine specimen is collected, it will be forwarded to the laboratory. The accuracy of the test shall be drug specific. The initial test shall employ a methodology different from the second test. The initial screening shall use the EMIT Immunoassay Process. If the test is negative no further test will be required. If the result is positive, a second confirmation test will be conducted. The confirmation test is performed using a Gas Chromatology/Mass Spectrometry (GC/MS) technique.
- 7) The testing facility will be continuously bound to make provisions to properly preserve, store and secure an aliquot of the original urine specimen, to be reserved and made available for the purpose of an independent confirmation. This independent confirmation will be authorized by the employee, using the lab of his/her discretion. Any employee requesting a testing of the split sample, must do so within seventy (72) hours, provided the employee is properly notified by the MRO. Also the Laboratory will make available to the employee, for his/her inspection, all records of the primary and secondary confirmation testing done by the lab in the urine sample provided by the employee.
- 8) Only confirmed positive results are reported. The Human Resource Director shall be notified immediately following a positive test result. The Human Resource Director is the only person to be notified of a positive test.
- 9) The laboratory must continue the uninterrupted chain-of-custody procedure from receipt of the specimen and maintain internal chain-of-custody procedures which establish fundamental accountability and reliability of testing from a legal viewpoint. The chain-of-custody procedure must be stringent and confidential in all phases of the process:

- Handling of the specimen
- Testing the specimen
- Storing of the specimen
- Reporting of the test results

10) The Town shall assure that the existing laboratory will be subject to appropriate external auditing procedures to evaluate quality assurance, evaluation of testing procedures and overall performance.

The following table reflects the positive levels for the five classes of drugs listed below.

DRUGS	INITIAL TEST LEVELS (NG/ML)	CONFIRMATION TEST LEVELS (NG/ML)
Marijuana	50	15
Cocaine	300	150
Opiates	300	
Phencyclidine (PCP)	25	25
Amphetamines	1000	500
Methamphetamine		500

COMPENSATION OF EMPLOYEE

All off-duty bargaining unit employees shall be paid his/her applicable straight time hourly rate of pay for reasonable and necessary travel time from the time the employee leaves his/her home for the drug test until he/she returns to his/her home from the drug test for all follow-up drug and/or alcohol testing conducted under the "progressive actions for violations" section of this Policy, except that no employee shall be paid for testing conducted during the employee's rehabilitation program, as set forth in the "progressive action for violations" section.

RIGHT OF UNION PARTICIPATION

At any time, the Union, upon request will have the right to inspect any aspect of this drug and alcohol testing policy with the exception of individual test results. The Union may inspect individual test results if the release of this information is authorized by the employee involved.

CHANGES IN TESTING PROCEDURES

In the event that either the Town of East Hampton or the Union wishes to change any part of the testing procedure or test administrator, both parties will discuss whether to amend this policy to include such changes. In the event the parties are unable to resolve the issue of the proposed changes, such proposals are subject to arbitration under the provisions of the Collective Bargaining Agreement.

OTHER

If an employee believes his/her supervisor may be impaired on duty by the use of illegal drugs or alcohol, he shall immediately notify the individual's superior officer in the chain of command. The individual believed to be under the influence shall be governed by the same rules and standards set forth under this policy.

Any employee who has begun the process set forth under this policy by notifying a superior officer that an employee of the East Hampton Police Department appears to be under the influence of illegal drugs or alcohol, he/she shall submit in writing within twenty-four (24) hours, a confidential report of the physical, behavioral, and performance indicators observed which shall be considered within this process. Failure to follow any of these procedures in this policy shall result in the elimination of the test results as if no test had been administered. The test results shall be destroyed and no discipline shall be levied against the employee.

In the case involving the Police Chief, the Town Manager will be notified and the reasonable suspicion portion of this policy will be followed.

INDEMNIFICATION OF UNION

In the event that the Union is named as a party defendant by an employee governed by this policy in a suit involving the application of the East Hampton Police Department Drug Free Workplace Policy, the Town agrees to provide legal counsel to the Union. The legal counsel selected by the Town must be agreed to by the Union.

CONFIDENTIALITY

Absolute confidentiality must be maintained during the entire process. No individual involved in the process shall reveal any of the details or particulars of any incident. Any violation of this confidence will subject the violator to disciplinary action. It is also recognized that anyone knowingly bringing false charges against an individual or using this procedure for harassment or personal reasons will be subject to disciplinary action. Nothing shall prevent or prohibit any individual who is willfully, wantonly or maliciously falsely accused from pursuing legal action against their accuser, though it is understood that any such legal action may tend to compromise the confidentiality of the process. The Town will be required to keep the results confidential and it shall not be released to the public, unless ordered by the courts.

CONTACT PERSON

Any questions concerning this policy shall be directed to the Human Resource Coordinator.

CONFLICT

This policy is not intended to eliminate any rights or protections an employee has under either state or federal law. Unless abridged by the policy and in the event this policy omits any aspect of the testing procedure, the testing procedure shall follow the DOT drug testing.

DURATION

The Town and Union agree that this Drug and Alcohol Free Workplace Policy shall be an Addendum to the collective bargaining agreement between the parties dated July 1, 2020 through June 30, 2023. Accordingly, it shall remain in full force and effect until a successor agreement is reached. The parties further agree that this Drug and Alcohol Free Workplace Policy may be reopened prior to such date: (1) by mutual written agreement of the parties; (2) if changes in applicable state or federal law require changes to it; or (3) if changes to DOT and/or NHTSA drug policy impact the provisions for testing set forth herein.

Appendix D

The Town will provide the following insurance coverage for health, dental, vision and prescription drugs for all eligible full-time-employees and their eligible dependents:

- a. The Connecticut State Partnership Plan (health, dental and vision) and the prescription drug plan offered through the Connecticut State Partnership Plan. If the plan design changes during the period of time that the Town is a participating member, the new plan design will be adopted.
- b. Within eighteen (18) months of joining the plan, all employees and dependents must meet the minimum requirements of the Connecticut State Partnership's Health Enhancement Program ("HEP").
- c. As set forth in the Connecticut State Partnership Plan, employees who do not meet the minimum HEP requirements will be subject to deductibles of three hundred fifty dollars (\$350.00) for individual or one thousand four hundred dollars (\$1,400.00) for family coverage, as well as an additional one hundred dollars (\$100.00) in premium payments per calendar month.
- d. The carrier network for the plan will be the carrier selected by the State.
- e. Premium share contributions shall be based on the cost of the plan and fees incurred by the Town related to joining and remaining in the Connecticut Partnership Plan.
- f. If the State imposes additional fees or increases the Town's cost of the premium at the end of any contract year, employees shall pay a percentage of such increase(s) based upon the employee's premium share contribution as set forth above.
- g. If the Town decides to discontinue participating in the State Partnership Plan during the term of this Agreement or upon expiration of this Agreement, the co-pays, deductibles, co-insurance maximums, out of pocket maximums and prescription costs under the State Partnership Plan shall not be considered the baseline for negotiating subsequent plan(s). Under such circumstances, the parties will meet to negotiate a substitute health insurance plan.

Estimated unfunded costs for COVID-19 Response for approximately 26 weeks

Table 1: Budget Line Items and Totals

Contracted Vaccine Clinic Coordinator and Volunteer Manager	\$42,120.00
COVID-19 Response Coordinator	\$14,314.30
Clinic Staff Overtime	\$29,952.00
Clinic Food	\$1,820.00
Clinic Mileage	\$2,912.00
Clinic Laptops/Technology	\$2,000.00
Total estimated for 26 weeks	\$93,118.30

Justification:

Allyson Shultz of Quality Perspectives, a full service emergency preparedness and response agency, will be contracted to be the point person to coordinate COVID-19 vaccine clinics. This includes site visits, determining clinic flow and throughput, estimating staff and volunteer resource needs, volunteer mobilization and management, and just-in-time training for Medical Reserve Corp volunteers on clinic days.

Christine Miskell is CHD's part-time COVID-19 Response Coordinator. Christine will be brought up to full time (additional 7.5 hours per week and associate fringe). Christine will lead contact tracing efforts, public messaging, data analysis and reporting, and vaccine management for clinics.

Clinic overtime estimate is based on 2 clinics per week, 3 staff needed per clinic, 6 hours per clinic, with an average hourly rate of \$32.00.

Clinic food is needed to provide snacks and beverages for volunteers at each clinic. The estimate is based on \$35.00 for 2 clinics per week for 26 weeks.

Clinic mileage estimate is based on 5 staff (2 logistics/setup and 3 operating the clinic) driving to 2 clinics per week for 26 weeks, with each round trip estimated at 20 miles.

Clinic laptops are needed to operate a maximum of 10 vaccine stations at large clinics. Laptops must be maintained by Chatham Health District (not partner agencies), to secure protected health information. Basic Chromebooks are estimated to cost approximately \$200 each.

Town of East Hampton Prevention Coordinator

The Prevention Coordinator shall ~~utilize the Strategic Prevention Framework (SPF) five-step process~~ implement grants received to reduce alcohol and marijuana use ~~in among~~ youth ~~ages 12 to 20, and/or reduce prescription drug misuse or abuse among persons' ages 12 to 25. (generally, individuals 18 years of age and younger).~~ In addition, the Prevention Coordinator may address additional substance abuse prevention priorities such as ~~marijuana or prescription drugs,~~ heroin use, nicotine or other drugs that adversely ~~affects~~ affect our community based on community priorities and ~~is identified through a needs assessment process. the terms of grants which may be received.~~

General Description

Under the supervision of the Town Manager, or designee, and the East Hampton Prevention Council, the Prevention Coordinator will work with multiple sectors of the community to develop and facilitate a comprehensive youth ~~and young adult~~ substance abuse prevention program.

The primary objectives of the Prevention Coordinator are to network, build consensus and accept direction from diverse groups while assisting to direct a Prevention Council in accomplishing its mission. This position will work closely with local schools, ~~town~~ Town departments (~~recreation, social services, police~~ Recreation, Social Services, Police, etc.) and community agencies to provide planning, implementation, training and evaluation of prevention programs.

Supervision Received and Exercised

Reports directly to the Town Manager, or designee, and the East Hampton Prevention Council. Supervises assigned staff.

Essential Duties and Responsibilities

- ~~Participates~~ Participate in and assists in facilitation of local Prevention Council meetings.
- ~~Builds~~ Build relationships with ~~representative~~ representatives and members from all ~~twelve~~ community sectors as defined by the ~~Substance Abuse and Mental Health Services Administration of various grants that may be received by the Federal Government (SAMSA)-Town.~~
- Coordinate all Prevention Council activities according to the five steps of the Strategic Prevention Framework (SPF). ~~1. Assessment, 2. Capacity Building, 3. Planning, 4. Implementation, and 5. Evaluation. Work with DMHAS trainer to ensure~~ Ensure that Prevention Council members are fully educated in the SPF process.
- Ensure ongoing needs assessment and Prevention Council capacity building activities throughout the grant period: ~~(s).~~ Plan and implement periodic reviews with the Program Evaluator.
- Monitor and support all Prevention Council planning and implementation of activities working closely with the Program Evaluator to ensure timely, quantitative and qualitative feedback.
- Facilitate collaboration between sector members and the Prevention Council to accomplish the strategic plan.
- Comply with all ~~DMHAS~~ Federal and State requirements for data collection and reporting.
- ~~Participate in the hiring process for the Teen Peer Advocate, the Young Adult Peer Advocate and the Young Adult Mentor. Supervise and direct their activities and evaluate their work.~~
- Work closely with the ~~Co~~ Chair(s) of the Prevention Council to select ~~and,~~ supervise and evaluate the work of project consultants ~~and staff as needed.~~
- Develop training and educational materials and provide presentation to the Prevention Council and the general public on issues related to youth substance abuse prevention.
- Maintain media and web based electronic footprint.
- Represents Represent the Prevention Council at ~~state~~ State and ~~federal~~ Federal meetings.

- ~~Attends~~[Attend](#) trainings, workshops, statewide and national conferences relevant to this position.
- ~~Performs~~[Perform](#) related work as required.

Knowledge, Skills and Abilities

- Excellent interpersonal skills using tact, patience and courtesy with staff, public and elected and appointed boards and commissions.
- Experience in networking and consensus building and must be able to accept direction from a diverse group.
- Experience in substance abuse prevention practices, community approaches to prevention and coordinating diverse groups in accomplishing a unified plan of action.
- [Ability to work independently with minimum supervision.](#)
- Ability to design and maintain an operating budget.
- Knowledgeable in grant research, writing and application processes.
- Ability to ~~draw up~~[produce](#) concise and clear reports and maintain confidentiality.
- Ability of operate a personal computer, software application and standard office equipment.
- [Proficient](#) Record-keeping and report preparation techniques.
- Excellent time and office management, planning and organizing skills.
- Proficient in spelling, punctuation, and grammar.
- Reliability and good attendance.

Required Qualifications

A ~~Bachelors'~~[Bachelor's](#) Degree from an accredited college or university in Counseling, Social Work, Human Services, Public Health or Psychology; or equivalent combination of education training and experience including one-year youth services work—~~Master's Degree preferred.~~ [Master's Degree desirable and/or Certified Prevention Specialist \(CPS\) credentials preferred. Must be willing to obtain and have an action plan to secure CPS within 12 months of employment.](#)

Special Requirements

Possession of a valid Connecticut driver's license.

Physical Demands

The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this position the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The employee is regularly required to sit, stand and walk. Must be able to speak and hear clearly.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee mostly works indoors in an office setting, school setting and with diverse groups. The noise level in the work environment is usually quiet to moderate. [Some outdoor activities may be required.](#)

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. **This is a five (5) year grant funded position.**

DRAFT

Town of East Hampton Prevention Coordinator

The Prevention Coordinator shall implement grants received to reduce alcohol and marijuana use among youth (generally, individuals 18 years of age and younger). In addition, the Prevention Coordinator may address additional substance abuse prevention priorities such as prescription drugs, heroin use, nicotine or other drugs that adversely affect our community based on community priorities and the terms of grants which may be received.

General Description

Under the supervision of the Town Manager, or designee, and the East Hampton Prevention Council, the Prevention Coordinator will work with multiple sectors of the community to develop and facilitate a comprehensive youth substance abuse prevention program.

The primary objectives of the Prevention Coordinator are to network, build consensus and accept direction from diverse groups while assisting to direct a Prevention Council in accomplishing its mission. This position will work closely with local schools, Town departments (Recreation, Social Services, Police, etc.) and community agencies to provide planning, implementation, training and evaluation of prevention programs.

Supervision Received and Exercised

Reports directly to the Town Manager, or designee, and the East Hampton Prevention Council. Supervises assigned staff.

Essential Duties and Responsibilities

- Participate in and assists in facilitation of local Prevention Council meetings.
- Build relationships with representatives and members from all community sectors as defined by the various grants that may be received by the Town.
- Coordinate all Prevention Council activities according to the five steps of the Strategic Prevention Framework (SPF). Ensure that Prevention Council members are fully educated in the SPF process.
- Ensure ongoing needs assessment and Prevention Council capacity building activities throughout the grant period(s). Plan and implement periodic reviews with the Program Evaluator.
- Monitor and support all Prevention Council planning and implementation of activities working closely with the Program Evaluator to ensure timely, and qualitative feedback.
- Facilitate collaboration between sector members and the Prevention Council to accomplish the strategic plan.
- Comply with all Federal and State requirements for data collection and reporting.
- Work closely with the Chairs(s) of the Prevention Council to select, supervise and evaluate the work of project consultants and staff as needed.
- Develop training and educational materials and provide presentation to the Prevention Council and the general public on issues related to youth substance abuse prevention.
- Maintain media and web based electronic footprint.
- Represent the Prevention Council at State and Federal meetings.
- Attend trainings, workshops, statewide and national conferences relevant to this position.
- Perform related work as required.

Knowledge, Skills and Abilities

- Excellent interpersonal skills using tact, patience and courtesy with staff, public and elected and appointed boards and commissions.
- Experience in networking and consensus building and must be able to accept direction from a diverse group.

- Experience in substance abuse prevention practices, community approaches to prevention and coordinating diverse groups in accomplishing a unified plan of action.
- Ability to work independently with minimum supervision.
- Ability to design and maintain an operating budget.
- Knowledgeable in grant research, writing and application processes.
- Ability to produce concise and clear reports and maintain confidentiality.
- Ability of operate a personal computer, software application and standard office equipment.
- Proficient Record-keeping and report preparation techniques.
- Excellent time and office management, planning and organizing skills.
- Proficient in spelling, punctuation, and grammar.
- Reliability and good attendance.

Required Qualifications

A Bachelor's Degree from an accredited college or university in Counseling, Social Work, Human Services, Public Health or Psychology; or equivalent combination of education training and experience including one-year youth services work. Master's Degree desirable and/or Certified Prevention Specialist (CPS) credentials preferred. Must be willing to obtain and have an action plan to secure CPS within 12 months of employment.

Special Requirements

Possession of a valid Connecticut driver's license.

Physical Demands

The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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General Guidelines

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The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. **This is a grant funded position.**



February 9, 2021

To: The East Hampton Town Council

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There is nine (9) refund totaling \$20,031.73.

Respectfully Submitted,

Jacqueline Langdon
 Assistant Tax Collector
 Collector of Revenue

0.00	*
2,693.79	+
4,502.88	+
2,087.99	+
3,807.29	+
3,154.10	+
133.85	+
13.05	+
2,325.27	+
1,313.51	+
20,031.73	*