

MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: March 23, 2023

SUBJECT: Agenda Information – 3/28/2023

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.

6 Bids and Contracts

6a Consideration of award of a contract for Watershed Improvement Projects – The Council is asked to approve award of a contract to Command Construction, LLC of Newington, in the amount of \$51,147.50 for Lake Pocotopaug Watershed Improvements Project Areas 7 and 8 including all add alternates. Based on review of the proposals and vetting of the primary contractor and its subcontractor, EA Quinn Landscape Contracting, the engineer and staff are recommending award of the contract including all add alternates for this project that involves various plantings and other improvements at the Christopher Pond and Edgemere properties. Funding for this work is provided through the 319 watershed grant received for the current round of watershed improvements.

Recommendation: Approve award of the contract.

8 Continued Business

8b Discussion regarding further tax relief programs – The Council will review an ordinance implementing the proposed revisions to the tax freeze program previously discussed. The plan was presented to the Board of Finance, which adopted a resolution in support of the modifications. The ordinance makes the following amendments to the existing program:

1. A \$50,000 single or married annual income limit.
2. Resident in town for at least 10 years.

The ordinance specifically indicates that the changes are made with the statutory authority of section 12-129n of the State Statutes and makes the desired changes. Additionally, while the \$50,000 income limit is not indexed to increase automatically, language has been suggested that would indicate that the income level would be the higher of \$50,000 or the income amount in the original program, which is increased by the state regularly. This is intended to prevent an inadvertent and unintended reduction of the income level of the local program below the state indexed amount for related programs as it increases over time. Finally, a new paragraph has been included that is intended to ensure that those who are in the program now may remain in the program. If the ordinance is acceptable, the Council could set a public hearing date to coincide with the next regular Council meeting on April 11.

Recommendation: Review the proposed ordinance and set a public hearing date.

8c Discussion and consideration of a request for alternates on the Commission on Aging – The Council is asked to consider a request from the Commission on Aging to provide alternate members for the body. The Commission is seeking two alternate members and the Chair of the Commission outlined the importance of the alternates as follows:

- *Ensure quorum*
- *More input and ideas*
- *More volunteers to assist COA projects*
- *Succession planning – train prospective members, to jump start effectiveness when they begin as full members*
- *Precedent: other Commissions benefit from alternate members*
- *NO COST TO THE TOWN!*

If the Council desires to proceed, a draft ordinance making the change has been included in the packet and the Council could set a public hearing date to coincide with the next regular Council meeting on April 11.

Recommendation: Review the proposed ordinance and set a public hearing date.

8d Discussion and possible action related to ambulance services - The Council is asked to continue its discussion related to ambulance service to determine how it wishes to proceed in the short and long term.

Recommendation: Determine the next steps.

9 New Business

9a Consideration of Police Department General Orders – The Council is asked to review and consider six (6) General Orders, including five existing and one new General Order, as described in Chief Woessner’s memorandum. The policies are being updated or created to reflect changes and direction from the Police Officer Standards and Training (POST) Council and as part of the Department’s ongoing preparations for meeting the Accreditation Standards.

Recommendation: Approve the General Orders.

9b Review of Belltown Garden Club Gazebo Planting Plan – The Council will be presented an opportunity to see and review the plans for new plantings at the gazebo near Center School in the Village Center.

Recommendation: Review the plans.

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.

Town of East Hampton
Town Council Regular Meeting
Tuesday, March 14, 2023
Town Hall Council Chambers #107 and Zoom

MINUTES

Present: Chairman Mark Philhower, Vice Chairman Tim Feegel, Council Members Pete Brown, Brandon Goff, Kevin Reich and Alison Walck and Town Manager David Cox

Not Present: Eric Peterson

Call to Order & Pledge of Allegiance

Chairman Philhower called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

Adoption of Agenda

A motion was made by Mr. Feegel, seconded by Ms. Walck to adopt the agenda with the addition of an item under New Business for Repair of Road Entering Town Hall off Route 66. Voted (6-0)

Approval of Minutes

A motion was made by Ms. Walck, seconded by Mr. Feegel, to approve the minutes of the Town Council Regular Meeting of February 28, 2023 as written. Voted (6-0)

Public Remarks

Russell Kaplan, Chairman of the Clean Energy Task Force, commented regarding the Middle School Roof Project. The Task Force would like the request for proposal to include wording that solar won't be precluded following installation. He also noted August is the deadline for solar project funding and that 2023 offers the best opportunity for funding support.

Presentations

None

Bids & Contracts

None

Resolution/ Ordinances/ Policies/ Proclamations

None

Continued Business

Sub-Committee Reports & Updates

Mr. Reich reported the Middle School Roof Committee will be meeting again soon.

Discussion Regarding Further Tax Relief Programs

Mr. Goff would like the new tax relief program to be based on the current freeze program but with a single or married income limit of \$50,000, 10 years as a resident rather than 5 years and no lien on the property. After discussion, it was the consensus of the Council to keep the 0% interest lien on the property along with the increased income amount and the increased number of years as a

resident. This item will now go to the Board of Finance for a recommendation and then back to the Council to create the ordinance.

Discussion and Possible Action Related to Ambulance Services

Ms. Walck addressed a possible conflict of interest on this item for Councilman Brown as his wife is on the Ambulance Association Board. Mr. Brown does not feel it is a conflict of interest as there is no personal gain with the position. The Town Attorney will be contacted for a written opinion. This item will be tabled until the Attorney's decision is received.

Discussion and Consideration of Actions Regarding the Land Acquisition Proposal Made by the Conservation-Lake Commission

The Conservation-Lake Commission has proposed that the Council consider a land purchase of just over 30 acres on the northwest side of Lake Pocotopaug for the purpose of keeping the land as open space and as a protective buffer for the lake. It was indicated there was no particular source of revenue to purchase the property. The Middlesex Land Trust is not interested in purchasing the property. They tend not to get involved with properties on the public market. Some Council members felt it was bad timing for funding the purchase. Mr. Reich asked if the town could determine the actual value of the property. No action was taken on this item.

Repair of Road Entering Town Hall off Route 66

Mr. Feegel discussed the extremely poor condition of the road off of Route 66 to get to the Town Hall. The Town is paying rent for the use of the private road.

A motion was made by Mr. Feegel, seconded by Ms. Walck, to stop payment to Edgewater Hill until the road is repaired to a suitable condition. Voted (6-0)

New Business

None

Town Manager's Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office.

Appointments

None

Tax Refunds

A motion was made by Ms. Walck, seconded by Mr. Feegel, to approve tax refunds in the amount of \$2,604.06. Voted (6-0).

Public Remarks

Chuck Yenker, 65 Spellman Point and Chairman of the Conservation-Lake Commission noted that the Conservation-Lake Commission is pursuing financing from other groups for the 30 acres of land near the lake proposed for purchase. He also commented on private road issues.

Communications, Correspondence & Announcements

The Council members received the February 2023 Board and Commission Summary, a Community Renewal Team Benefit Report and an Eversource Vegetation Management Program Overview.

Adjournment

A motion was made by Mr. Reich, seconded by Mr. Feegel, to adjourn the meeting at 7:00pm.
Voted (6-0)

Respectfully Submitted,

Cathy Sirois
Recording Clerk



March 22, 2023

Mr. David Cox
East Hampton Town Manager
1 Community Drive
East Hampton, CT 06424

Re: Lake Pocotopaug Watershed Improvements – Project Area 7-8,
Letter of Recommendation

Dear Mr. Cox:

Barton and Loguidice, LLC. has completed a review of the bids submitted for the above referenced project. Enclosed please find the project bid tabulation.

As shown in the bid tabulation, Command Construction, LLC submitted the lowest total base bid of **\$31,447.50** along with the lowest total bid (including Add Alternates) of **\$51,147.50**.

B&L has reviewed the qualifications and project references supplied by Command Construction and all their references provided positive feedback regarding their quality of work. Since Command Construction does not have extensive project experience relating to the nature of this watershed improvement project, B&L also discussed this project with Command Construction's landscape subcontractor E.A. Quinn Landscape Contracting who will be performing all work related to installing the plant materials for this project.

Per our discussions with Command Construction and E.A. Quinn, along with our knowledge of E.A. Quinn's past performance, we recommend that Command Construction be awarded the contract for the Lake Pocotopaug Watershed Improvement – Project Area 7 & 8.

If you have any questions regarding the above or the enclosed information, please don't hesitate to contact me at (860) 633-8770.

Sincerely,

A handwritten signature in blue ink that reads "Kevin R. Grindle".

Kevin R. Grindle, ASLA, P.L.A.
Associate / Project Manager

Enc. Bid Tabulation

Cc: Jeremy Hall, Director, East Hampton Parks & Recreation



Lake Pocotopaug - Watershed Improvement Project - Areas 7-8

Bid Opening - 03/08/23

Company Name	Project Area 7	Project Area 8	Add Alternate #1	Add Alternate #2	Add Alternate #3	Add Alternate #4	Add Alternate #5	Bid Total (no add alts)	Add Alts Total
	Christopher Pond	Facility for Edgemere Condominiums	Project Area 7	Project Area 8	Project Area 8	Project Area 8	Project Area 8		
Command Construction, LLC.	\$20,780.00	\$10,667.50	\$1,100.00	\$750.00	\$2,800.00	\$9,800.00	\$5,250.00	\$31,447.50	\$19,700.00
Priority Landscaping, LLC.	\$34,000.00	\$20,400.00	\$2,200.00	\$750.00	\$1,400.00	\$400.00	\$6,000.00	\$54,400.00	\$10,750.00

\$51,147.50

\$65,150.00

March 22, 2023



Lake Pocotopaug Watershed Improvements (projects areas #7 - #8)

To Whom It May Concern,

Command Construction LLC will be subcontracting E.A. Quinn Landscape Contracting Inc. for the watershed improvements. They will be responsible for installing all plant materials per plan and specifications on this project.

Command Construction will be performing the following:

- 1.) Installation of the berm and associated earth work
- 2.) installation of all erosion control
- 3.) installation of waddles

4.) Miscellaneous tasks associated

EA Quinn will be performing the installation of:

- 1.) Plantings
- 2.) Maintenance of plantings

Barton and Loguidice, LLC.

Lake Pocotopaug - Watershed Improvements
East Hampton, CT

BID PROPOSAL FORM

BID PROPOSAL

PROJECT IDENTIFICATION:

Lake Pocotopaug - Watershed Improvements Project Areas #7 - #8

THIS BID IS SUBMITTED TO:

Office of the Town Manager
East Hampton Town Hall
20 East High Street
East Hampton, Connecticut 06424
Attention: David Cox, Town Manager

The Undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

Bidder accepts all terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for thirty (30) days after the day of Bid opening. Bidder will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within ten (10) days after the date of Owner's Notice of Award.

In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

1. Bidder has examined and carefully studied the Bidding Documents and the following Addenda receipt all of which is hereby acknowledged (List Addenda by Addendum Number and Date):

2. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
3. Bidder is familiar with and is satisfied as to all federal, state and local Laws and regulations that may affect cost, progress, performance and furnishing of the Work.
4. Bidder has carefully studied all reports and explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except

Underground Facilities) which have been identified in the Supplementary Conditions. Bidder acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to Underground Utilities at or contiguous to the site. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface, Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Bidder and safety precautions and programs related thereto. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of the Bid for performance and furnishing of the Work in accordance with the times, price and other terms and conditions of the Contract Documents.

5. Bidder is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
6. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.
7. Bidder has given Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Bidder has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
8. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
9. The Bidder has provided a minimum of three project references to verify they are qualified to perform the work.
10. Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

PROJECT AREA #7 – CHRISTOPHER POND

BASE BID

Project No. 7 consists of installation of temporary sand bag barrier, removal of soil, installation of an impermeable berm with riprap lining and installation of 2,500 2" plug plantings as depicted on plans prepared by Trinkaus Engineering, LLC. and any additional items contained in the technical specifications for summery of work. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Twenty thousand Seven Hundred Eighty Dollars
(in words)
\$ 20,780.⁰⁰
(in numbers)

PROJECT AREA #8 – FACILITY FOR EDGEMERE CONDOMINIUMS

BASE BID

Project No. 8 consists of installation of wattles, 200 live-stakes and 400 tubelings as depicted on plans prepared by Trinkaus Engineering, LLC. and any additional items contained in the technical specifications for summery of work. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum price.

Ten Thousand Six Hundred Sixty Seven Dollars
(in words) + 50/100
\$ 10,667.⁵⁰
(in numbers)

PROJECT AREA #7 & #8 ADD ALTERNATE UNIT PRICING

ADD ALTERNATE #1

Add Alternate for Project No. 7 consists of installation of additional 2-inch planting plugs (per 100 count) within the project location depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following unit price.

One thousand one hundred Dollars
(in words)
\$ 1,100.⁰⁰
(in numbers)

ADD ALTERNATE #2

Add Alternate for Project No. 8 consists of installation of Wattle #4 as depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following unit price.

Seven hundred fifty Dollars
(in words)
\$ 750.⁰⁰
(in numbers)

ADD ALTERNATE #3

Add Alternate for Project No. 8 consists of installation additional live stakes (per 100 count) within the project location depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following unit price.

Two thousand eight hundred Dollars
(in words)
\$ 2,800.⁰⁰
(in numbers)

ADD ALTERNATE #4

Add Alternate for Project No. 8 consists of installation of additional tubelings (per flat of 38 count) within the project location depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following unit price.

Nine thousand eight hundred Dollars
(in words)
\$ 9,800.⁰⁰
(in numbers)

ADD ALTERNATE #5

Add Alternate for Project No. 8 consists of installation of 200 feet coir logs within the project location depicted on plans prepared by Trinkaus Engineering, LLC. Bidder will complete the Work in accordance with the Contract Documents for the following unit price.

Five thousand two hundred fifty Dollars
(in words)
\$ 5,250.⁰⁰
(in numbers)

- 11. Bidder agrees that the Work will be substantially completed and completed and ready for final payment in accordance with Article 14 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 12. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.
- 13. The following documents are attached to and made a part of this Bid:

Required Bid Security in the form of _____

- 14. Communications concerning this Bid shall be addressed to the address of Bidder below.
- 15. Terms used in this Bid which are defined in the General Conditions or Instructions to Bidders will have the same meanings indicated in the General Conditions or Instructions to Bidders.

SUBMITTED on: March 1st, 2023.

By: MICHAEL PORESKEY Title: OWNER/MEMBER

Bidder: COMMAND CONSTRUCTION, LLC

Address: 15 HOLMES RD
NEWINGTON, CT 06111

SEAL – if Bid is by a Corporation

Barton and Loguidice, LLC.

Lake Pocotopaug - Watershed Improvements
East Hampton, CT

NON-COLLUSION AFFIDAVIT OF BIDDER

NON-COLLUSION AFFIDAVIT OF BIDDER

State of: CONNECTICUT)

_____) SS:

County of: HARTFORD)

MICHAEL PORESKY; being first duly sworn, deposes and says that:

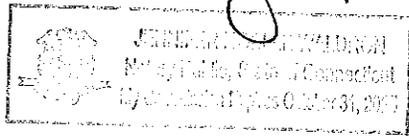
- 1.) He is the owner, partner, officer, representative or agent of the Bidder that has submitted the attached Bid:
- 2.) He is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3.) Such Bid is genuine and is not a collusive or sham Bid:
- 4.) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Town of East Hampton or any person interested in the proposed Contract.
- 5.) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: [Signature]

Title: OWNER/MEMBER, COMMAND CONSTRUCTION, LLC

Subscribed and sworn before me this 1st day of MARCH, 2023.

Notary Public: [Signature]



My Commission expires OCTOBER 31st 2025, _____

Barton and Loguidice, LLC.

Lake Pocotopaug - Watershed Improvements
East Hampton, CT

BID BOND

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address): Michael Poresky 15 Holmes Rd. Newington, CT 06111

SURETY (Name and Address of Principal Place of Business): Western Surety Company

OWNER (Name and Address):

BID
Bid Due Date:
Project (Brief Description Including Location):

BOND
Bond Number:
Date (Not later than Bid due date):
Penal sum _____
(Words) (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER
MICHAEL PORESKY
COMMAND CONSTRUCTION, LLC (Seal)
Bidder's Name and Corporate Seal

SURETY

Surety's Name and Corporate Seal (Seal)

By: [Signature]
Signature and Title OWNER/MEMBER

By: _____
Signature and Title
(Attach Power of Attorney)

Attest: [Signature]
Signature and Title Office manager

Attest: _____
Signature and Title

Note: Above addresses are to be used for giving required notice.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Surety's liability.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

BID BOND
(Percentage)

Bond No. 66563436

KNOW ALL PERSONS BY THESE PRESENTS, That we Command Construction LLC
of 15 Holmes Rd., Newington, CT 06111

_____, hereinafter referred to as the Principal, and
WESTERN SURETY COMPANY

as Surety, are held and firmly bound unto Town of East Hampton, CT

~~of~~ _____, hereinafter referred to as the Oblige, in the amount of
Five Percent of the Amount Bid
(05%), for the payment of which we bind ourselves, our legal representatives,
successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Oblige on a contract for _____
Lake Pocotopaug Watershed Improvements Project Area #7 and #8

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Oblige; or if Principal shall fail to do so, pay to Oblige the damages which Oblige may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 8th day of March, 2023.

Principal

Command Construction LLC

BY: _____

Surety

WESTERN SURETY COMPANY

BY: _____

Gregory M Murphy, Attorney-in-Fact



Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 66563436

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint Gregory M Murphy

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: **Command Construction LLC**

Obligee: **Town of East Hampton, CT**

Amount: **\$1,000,000.00**

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

If Bond No. 66563436 is not issued on or before midnight of June 6th, 2023, all authority conferred in this Power of Attorney shall expire and terminate.

In Witness Whereof, Western Surety Company has caused these presents to be signed by its Vice President, Paul T. Bruflat, and its corporate seal to be affixed this 8th day of March, 2023.

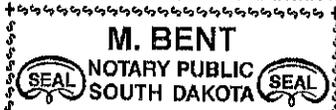


WESTERN SURETY COMPANY

Paul T. Bruflat

Paul T. Bruflat, Vice President

On this 8th day of March, in the year 2023, before me, a notary public, personally appeared Paul T. Bruflat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



My Commission Expires March 2, 2026

M. Bent

Notary Public - South Dakota

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 8th day of March, 2023.

WESTERN SURETY COMPANY

Paul T. Bruflat

Paul T. Bruflat, Vice President

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



Qualifications and references

- Page Park, Bristol CT

Work performed: swimming pool and sewer line connection

Owner: City of Bristol, Paul Keegan (860)582-7431

- Sanitary Force Main Replacement, East Hampton CT

General Contractor: Savy & Sons

Owner: Travis Savy (860)916-1709

- Pine Lake Adventure Park, Bristol CT

Work Performed: Excavated and built pad for bathroom shelter, connected water and sewer to building.

Reference List

Stamm Construction

Newell Stamm, Owner (860)666-2401

Flip It LLC

Dan Czyzewski, Owner (860)462-5195

Ferguson Waterworks

Todd Schauss, Supplier (860)666-5634

Superior Products Distributors Inc.

Scott Dandelski, Supplier (203)228-8079

All Things Sewer and Drain Care

Paul Bissonnette, Owner (860)857-1277

Savy & Sons (Waterproofing Contractor)

Travis Savy, Owner (860)916-1709

Town of East Hampton
Middlesex County, Connecticut

DRAFT 3/23/2023

Ordinance No. 2023.02

An Ordinance Regarding Modification of Tax Relief Programs

WHEREAS, various provision of Connecticut General Statutes provide for optional expansion of certain property tax relief as determined by the municipality, and;

WHEREAS, in accordance with Section 12-129n of the Connecticut General Statutes, the Town of East Hampton may determine a plan of property tax relief for older adults, those with disabilities and other classes of taxpayers, and

WHEREAS, the Town Council determines it is appropriate to implement a plan of relief through expansion of certain existing mandatory programs implemented in East Hampton to provide appropriate relief to certain classes of taxpayers most impacted by increases in taxes, and;

NOW, THEREFORE, pursuant to Section 2.4 of the Town of East Hampton Charter, the Town Council of the Town of East Hampton does hereby ordain as follows:

Section 1: Section 278-24 of the Code of the Town of East Hampton regarding Property Tax Relief for Certain Elderly Homeowners is amended to read as follows:

§ 278-24. Findings and purpose.

The Town Council of the Town of East Hampton finds that it is fair and equitable and in the best interests of the Town of East Hampton to provide property tax relief to certain eligible elderly homeowners as permitted by state law. Accordingly, pursuant to the authority granted to municipalities by C.G.S. § 12-170v, ~~and~~ C.G.S. § 12-170w, and C.G.S. § 12-129n, the Town of East Hampton seeks to improve the quality of life for its ~~senior~~ older adult residents and encourage continued residence and property ownership in the Town of East Hampton by establishing this "Ordinance Concerning Property Tax Relief for Certain Elderly Homeowners."

Section 2: Section 278-25 (4) of the Code of the Town of East Hampton regarding Property Tax Relief for Certain Elderly Homeowners is amended to read as follows:

§ 278-25. Applicability and benefits.

(4) To qualify for the tax relief provided in this section, a taxpayer shall meet all the following requirements:

(a) On December 31 of the calendar year preceding the year in which a claim is filed, be:

[1] ~~Sixty-five~~ Seventy years of age or over;

[2] The spouse of a person, ~~70-65~~ years of age or over, provided such spouse is domiciled with such person; or

[3] Sixty-two years of age or over and the surviving spouse of a taxpayer who at the time of such taxpayer's death had qualified and was entitled to tax relief under this section, provided such surviving spouse was domiciled with such taxpayer at the time of the taxpayer's death.

(b) Occupy such real property as his or her home;

(c) Either spouse shall have resided within East Hampton for at least ~~five-ten~~ years before filing the claim under this section and § 278-26 of this article;

(d) The taxable and nontaxable income of such taxpayer, the total of which shall hereinafter be called "qualifying income," in the tax year of such homeowner ending immediately preceding the date of application for benefits under the program in this section, was not in excess of ~~\$50,000 for both married homeowners or unmarried homeowners~~ for the limits set forth in § 12-170aa of the 2006 supplement to the Connecticut General Statutes, as adjusted annually, ~~whichever is greater~~ evidence of which income shall be submitted to the assessor of the Town of East Hampton in such form and manner as the assessor may prescribe.

(e) Have previously qualified, applied and received benefits under the version of this program that was in effect for the Grand List effective October 1, 2022 or earlier.

Section 3: This ordinance is effective upon its adoption and publication in accordance with Section 2.5 of the Town of East Hampton Charter for the Grand List effective October 1, 2023.

Approved this ___ day of _____, 2023.

TOWN COUNCIL

ATTEST

Mark Philhower, Chairperson

Kelly Bilodeau, Town Clerk

East Hampton Town Code

Chapter 278. Taxation

****Excerpt regarding existing tax freeze program****

Yellow highlighted paragraphs are being updated

Article VII. Property Tax Relief for Certain Elderly Homeowners

[Adopted by the Town Council 2-10-2009]

§ 278-22. Title.

This article shall be known and may be cited as the "Ordinance Concerning Property Tax Freeze Relief for Certain Elderly Homeowners."

§ 278-23. Legislative authority.

This article is enacted pursuant to the provisions of C.G.S. § 12-170v and C.G.S. § 12-170w of the State of Connecticut.

§ 278-24. Findings and purpose.

The Town Council of the Town of East Hampton finds that it is fair and equitable and in the best interests of the Town of East Hampton to provide property tax relief to certain eligible elderly homeowners as permitted by state law. Accordingly, pursuant to the authority granted to municipalities by C.G.S. § 12-170v and C.G.S. § 12-170w, the Town of East Hampton seeks to improve the quality of life for its senior residents and encourage continued residence and property ownership in the Town of East Hampton by establishing this "Ordinance Concerning Property Tax Relief for Certain Elderly Homeowners."

§ 278-25. Applicability and benefits.

A. Eligible homeowners.

(1) Effective July 1, 2009, and applicable to assessment years commencing on or after October 1, 2008, an owner of real property in the Town of East Hampton or any tenant for life or for a term of years liable for property taxes to the Town of East Hampton under § 12-48 of the Connecticut General Statutes who meets the qualifications stated in this subsection shall be entitled to pay the tax levied on such property, calculated in accordance with the provisions of Subsection B of this section for the first year the claim for such tax relief is filed and approved in accordance with the provisions of this section and § 278-26 of this article, and such person shall be entitled to continue to pay the amount of such tax or such lesser amount as may be levied in any year during each subsequent year that such person meets such qualifications, and the surviving spouse of such owner or tenant, qualified in accordance with the requirements pertaining to a surviving spouse in this subsection, or any owner or tenant possessing a joint interest in such property with such owner at the time of such owner's death and qualified at such time in accordance with the requirements in this subsection, shall be entitled to continue to pay the amount of such tax or such lesser amount as may be levied in any year, as it becomes due each year following the death of such owner for as long as such surviving spouse or joint owner or joint tenant is qualified in accordance with the requirements in this subsection.

(2) After the first year a claim for such tax relief is filed and approved, application for such tax relief shall be filed biennially on a form prepared for such purpose by the assessor of the Town of East Hampton.

(3) Any such owner or tenant who is qualified in accordance with this section and any such surviving spouse or joint owner or joint tenant surviving upon the death of such owner or tenant, shall be entitled to pay such tax in the amount as provided in this section for so long as such owner or tenant or such surviving spouse or joint owner or joint tenant continues to be so qualified.

(4) To qualify for the tax relief provided in this section a taxpayer shall meet all the following requirements:

(a) On December 31 of the calendar year preceding the year in which a claim is filed, be:

[1] Seventy years of age or over;

[2] The spouse of a person, 70 years of age or over, provided such spouse is domiciled with such person; or

[3] Sixty-two years of age or over and the surviving spouse of a taxpayer who at the time of such taxpayer's death had qualified and was entitled to tax relief under this section, provided such surviving spouse was domiciled with such taxpayer at the time of the taxpayer's death.

(b) Occupy such real property as his or her home;

(c) Either spouse shall have resided within East Hampton for at least five years before filing the claim under this section and § 278-26 of this article;

(d) The taxable and nontaxable income of such taxpayer, the total of which shall hereinafter be called "qualifying income," in the tax year of such homeowner ending immediately preceding the date of application for benefits under the program in this section, was not in excess of limits set forth in § 12-170aa of the 2006 supplement to the Connecticut General Statutes, as adjusted annually, evidence of which income shall be submitted to the assessor of the Town of East Hampton in such form and manner as the assessor may prescribe.

[New paragraph (e) being added]

(5) The amount of any Medicaid payments made on behalf of such homeowner or the spouse of such homeowner shall not constitute income.

(6) The income of the spouse of such homeowner shall not be included in the qualifying income of such homeowner for purposes of determining eligibility for tax relief under this section, if such spouse is a resident of a health care or nursing home facility in this state, and such facility receives payment related to such spouse under the Title XIX Medicaid program.

B. Amount of tax.

(1) The tax on the real property for which the benefits under this section are claimed shall be the lower of the tax due with respect to the homeowner's residence for the assessment year commencing October 1 of the year immediately preceding the year in which the initial claim for tax relief is made, or the tax due for any subsequent assessment year.

(2) If title to real property is recorded in the name of the person or the spouse making a claim and qualifying under this section and any other person or persons, the claimant hereunder shall be entitled to pay the claimant's fractional share of the tax on such property calculated in accordance with the provisions of this section, and such other person or persons shall pay the person's or persons' fractional share of the tax without regard for the provisions of this section.

(3) For the purposes of this section, a "mobile manufactured home," as defined in § 12-63a of the Connecticut General Statutes, shall be deemed to be real property.

C. Transfer of property.

(1) If any person with respect to whom a claim for tax relief in accordance with this section and § 278-26 of this article has been approved for any assessment year transfers, assigns, grants or otherwise conveys subsequent to the first day of October, but prior to the first day of August in such assessment year, the interest in real property to which such claim for tax relief is related, regardless of whether such transfer, assignment, grant or conveyance is voluntary or involuntary, the amount of such tax relief benefit, determined as the amount by which the tax payable without benefit of this section exceeds the tax payable under the provisions of this section, shall be a pro rata portion of the amount otherwise applicable in such assessment year to be determined by a fraction, the numerator of which shall be the number of full months from the first day of October in such assessment year to the date of such conveyance and the denominator of which shall be 12.

(2) If such conveyance occurs in the month of October the grantor shall be disqualified for such tax relief in such assessment year.

(3) The grantee shall be required, within a period not exceeding 10 days immediately following the date of such conveyance to notify the assessor thereof, or in the absence of such notice, upon determination by the assessor that such transfer, assignment, grant or conveyance has occurred, the assessor shall determine the amount of tax relief benefit to which the grantor is entitled for such assessment year with respect to the interest in real property conveyed and notify the tax collector of the reduced amount of such benefit.

(4) Upon receipt of such notice from the assessor, the tax collector shall, if such notice is received after the tax due date in the municipality, no later than 10 days thereafter, mail or hand a bill to the grantee stating the additional amount of tax due as determined by the assessor.

(5) Such tax shall be due and payable and collectible as other property taxes and subject to the same liens and processes of collection, provided such tax shall be due and payable in an initial or single installment not sooner than 30 days after the date such bill is mailed or handed to the grantee and in equal amounts in any remaining, regular installments as the same are due and payable.

§ 278-26. Application.

A. Requirements; deadlines for filing.

(1) No claim shall be accepted under § 278-25 of this article unless the taxpayer or authorized agent of such taxpayer files an application with the assessor of the Town of East Hampton, in such form and manner as the assessor may prescribe, during the period from February 1 to and including May 15 of any year in which benefits are first claimed, including such information as is necessary to substantiate

such claim in accordance with requirements in such application. The responsibilities of the assessor regarding the processing of applications may be delegated by the assessor to the Department of Social Services of the Town of East Hampton.

(2) An extension to August 15 may be granted in the case of extenuating circumstance due to illness or incapacitation as evidenced by a physician's certificate to that extent, or if it is determined there is good cause for doing so.

(3) The taxpayer shall present to the assessor a copy of such taxpayer's federal income tax return and the federal income tax return of such taxpayer's spouse, if filed separately, for such taxpayer's taxable year ending immediately prior to the submission of the taxpayer's application, or if not required to file a federal income tax return, such other evidence of qualifying income in respect to such taxable year as may be required.

(4) Each such application, together with the federal income tax return and any other information submitted in relation thereto, shall be examined and a determination shall be made as to whether the application is approved.

(5) Upon determination that the applying homeowner is entitled to tax relief in accordance with the provisions of § 278-25 of this article and this section, the homeowner and the municipal tax collector shall be notified of the approval of such application.

(6) The municipal tax collector shall determine the maximum amount of the tax due with respect to such homeowner's residence and thereafter the property tax with respect to such homeowner's residence shall not exceed such amount.

(7) After a taxpayer's claim for the first year has been filed and approved such taxpayer shall file such an application biennially.

(8) In respect to such application required after the filing and approval for the first year, the assessor shall notify each such taxpayer concerning application requirements by regular mail not later than February 1 of the assessment year in which such taxpayer is required to reapply, enclosing a copy of the required application form.

(9) Such taxpayer may submit such application by mail, provided it is received not later than March 15 in the assessment year with respect to which such tax relief is claimed.

(10) Not later than April first of such year the assessor shall notify, by certified mail, any such taxpayer for whom such application was not received by said March 15 concerning application requirements, and such taxpayer shall submit not later than May 15 such application personally or, for reasonable cause, by a person acting in behalf of such taxpayer as approved by the assessor.

B. Penalties for false applications.

(1) Any person knowingly making a false application for the purpose of claiming property tax relief under § 278-22 of this article and this section shall be fined not more than \$500.

(2) Any person who fails to disclose all matters relating thereto or with intent to defraud makes a false statement shall refund to the municipality all tax relief improperly taken.

C. The Town of East Hampton will establish a lien on such property in the amount of the total tax relief granted with interest of 0%. Any such lien shall have a priority in the settlement of such person's estate.

D. Any such property tax relief granted to any such resident in accordance with the provisions of § 278-25 of this article and this section shall not disqualify such resident with respect to any benefits for which such resident shall be eligible under the provisions of §§ 12-129b to 12-129d, inclusive, of the 2006 supplement to the Connecticut General Statutes, §§ 12-129n and 12-170aa of the 2006 supplement to the General Statutes, and any such property tax relief provided under this section shall be in addition to any such benefits for which such resident shall be eligible under said §§ 12-129b to 12-129d, inclusive, and §§ 12-129n and 12-170aa.

§ 278-27. Severability of provisions.

Should any court of competent jurisdiction declare any section or clause or provision of this article to be unconstitutional or ultra vires, such decision shall affect only such section, clause or provision so declared unconstitutional and shall not affect any other section, clause or provision of this article.

§ 278-28. Construal of terms.

Whenever used, the singular number shall include the plural, the plural the singular, and the use of either gender shall include both genders.

§ 278-29. When effective.

Following its adoption by the Town Council, this article shall become effective on the 21st day after publication in a newspaper having circulation within the Town.

Town of East Hampton
Middlesex County, Connecticut

DRAFT – March 23, 2023

Ordinance No. 2023.03

An Ordinance Amending Chapter 18 of the Code of the Town of East Hampton Regarding Commission on Aging

WHEREAS, the Code of the Town of East Hampton provides for the establishment of a Commission on Aging at Chapter 18 by indicating membership, terms, and other organizational structure information, and;

WHEREAS, said Chapter does not provide alternate members as are provided for some other boards and commissions, and;

WHEREAS, the Town Council, in coordination with the current members of the Commission on Aging, desires to provide alternate members to assist the Commission in carrying out its responsibilities and as a means to provide continuity and successorship in the Commission's membership by amending the Code to provide as follows.

NOW, THEREFORE, pursuant to Section 2.4 of the Town of East Hampton Charter, the Town Council of the Town of East Hampton does hereby ordain as follows:

Section 1: Section 18-1 of the Code of the Town of East Hampton regarding Establishment; organization is hereby amended to read as follows:

§ 18-1 Establishment; organization.

- A. There shall be a Commission on Aging in the Town of East Hampton, consisting of seven regular members and two alternate members, which shall be called the "East Hampton Commission on Aging."
- B. Members shall be appointed by the Town Council and shall be selected as follows:
 - (1) One regular member shall be a representative of the East Hampton Housing Authority.
 - (2) ~~Three~~ Regular and alternate members shall be members of the public, with both genders represented.
 - (3) ~~Three~~ At least three regular members and one alternate member shall be ~~members of the public~~ 60 years of age or older.
- C. All members so appointed shall be persons interested in and committed to the consideration and solutions of the needs and concerns of the elderly.
- D. A Chairperson shall be elected by the members of the Commission from among the regular members.

E. The Town Manager, the Director of Health of the Town of East Hampton, and the Senior Services Coordinator and Municipal Agent for the Elderly (or their designees) shall be nonvoting, ex officio members.

Section 2: This ordinance is effective immediately upon its adoption and publication in accordance with Connecticut Statutes.

Approved this ____ day of _____, 2023.

TOWN COUNCIL

ATTEST

Mark Philhower, Chairperson

Kelly Bilodeau, Town Clerk



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



Dennis Woessner
Chief of Police

March 23, 2023

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

Attached to this memorandum are six (6) General Orders which I am submitting for approval:

General Order 2.2, Goals and Objectives, is an existing General Order which required updating to reflect the current practices of the agency and to be compliant with the POSTC Accreditation Standards. This updated version includes a Vision Statement and Organizational Values for the Department.

General Order 6.1, Criminal Investigations - Administration, is an existing General Order which required updating to reflect the current practices of the agency and to be compliant with the POSTC Accreditation Standards.

General Order 6.2, Criminal Investigations - Operations, is an existing General Order which required updating to reflect the current practices of the agency and to be compliant with the POSTC Accreditation Standards.

General Order 6.8, Confidential Informants, is an existing General Order which required updating to reflect the current practices of the agency and to be compliant with the POSTC Accreditation Standards. Additionally, this General Order now contains specific forms to be used when utilizing Confidential Informants.

General Order 6.12, Narcotics Investigations, is an existing General Order which required updating to reflect the current practices of the agency and to be compliant with the POSTC Accreditation Standards.

General Order 7.4, Response to Unusual Occurrences, is a new General Order. POSTC Accreditation Standards required us to memorialize in writing our response procedures to unusual occurrences.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 2.2

ORGANIZATION AND MANAGEMENT

SUBJECT: GOALS AND OBJECTIVES		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: Dated 05/2/2014		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

To establish a written directive that requires the formulation and annual updating of goals and objectives for the East Hampton Police Department, and for each organizational component. This directive includes provisions for disseminating the Department's goals and objectives to all affected personnel, as well as a system to evaluate the progress made toward the attainment of the Department's goals and objectives.

II. POLICY

It is the policy of the East Hampton Police Department ("Department") to adopt goals and objectives for the Department and each organizational component. This strategic plan will be disseminated to all affected personnel and updated on an annual basis.

III. DEFINITIONS

Vision: The Vision of the Department originates from the Chief of Police, and is a futuristic statement of principles and traits that the department sees within itself. The Vision also documents the Department's commitment to these principles and traits.

Mission Statement: A statement of how the Department will attain its vision, the basic

function and responsibility of the department, and a broad statement of the Department's objective in regards to these functions and responsibilities. The Mission Statement reflects the Department's commitment to a philosophy of community policing and professionalism in the delivery of police service, and explains the general purposes and functions of the Police Department in relation to the various communities it serves.

Organizational Values: The permanent ideals and principles that guide the Department in its everyday endeavors, and serve as parameters for accomplishing its mission, goals, and objectives.

Goals: Relatively broad statements of the end results that the Department intends ultimately to achieve. The goals coincide with the Department's mission, and are necessary to accomplish the mission. As statements of broad direction, general purpose, or intent, they are general and timeless, thus, usually requiring a relatively long time span to achieve. Whenever possible, goals are stated in a way that permits measurement of their achievement.

Objectives: The end results that the Department intends to attain in order to achieve partial fulfillment of a Departmental Goal. The objectives are elements of the goals and require a shorter time to accomplish than do the goals themselves.

Strategies: Strategy development is facilitated by the Chief of Police and Command Staff, and extends to all management levels becoming increasingly more specific at the level of the unit component. Strategies may be operational, budgetary, or professional in nature, and are the specific action plans to accomplish a particular objective.

IV. PROCEDURES

A. Goals and Objectives

The general objectives of the East Hampton Police Department include, but are not limited to, the following:

- To ensure the safety of all persons within the Town of East Hampton.
- To protect property, whether public or private.
- To maintain order and to preserve the public peace.
- To identify and apprehend criminal offenders.
- To foster a community spirit of adherence to the law.
- To provide a rapid response to citizens' needs for service.

- To prevent crime to the maximum extent possible.
- To create and maintain a feeling of safety and security in the community.
- To regulate and facilitate the movement of vehicular traffic within the Town of East Hampton and to enforce traffic laws
- To provide the citizens of East Hampton, and others needing the assistance of the Police Department, with a comprehensive victim/witness program that assists individuals who have suffered emotional, physical, or other difficulties as the result of being victimized or witnessing an emotionally charged event.
- To provide the employees of the Department with a professional work environment that employs modern technology, participative management, and visionary leadership
- To provide the employees of the Department with training and career development opportunities that enhance employees professional development, and offering job enrichment by utilizing the full potential, knowledge, skills, and abilities of all employees.

1. Establishing and Annual Updating of Department Goals and Objectives

- a. In addition to the above general objectives, Departmental goals and objectives will be formulated that support the Department's Vision, Mission, Organizational Values Statements, and General Objectives. In order to ensure direction and unity of purpose, goals and objectives for the Department and each organizational component will be formulated, annually updated, and disseminated in writing to all Departmental personnel. These goals may include:
 - Operational Strategies – These strategies establish overall direction, parameters, and plans of action toward attainment of specific operational goals for Supervisors areas of responsibility
 - Budgetary Strategies - These strategies are established at the Chief level, and consist of fiscal management plans of action, including alternate sources of funding, resource allocation, and budget management
 - Professional Strategies – These strategies are established to direct the organizational activities towards the development of the agency's management philosophy in terms of employee training

and development, including job enhancement, career development, and management and leadership skills individual supervisors

- b. Supervisors must submit, in writing, the annual goals and objectives of their respective commands and components to the Chief of Police by ~~December 15th~~ **November 15th** of each year. Portions of this task may be delegated to supervisors and/or individual employees, but each supervisor has the responsibility for submitting the final recommendations on the goals and objectives of their commands with the annual Budget Proposal to the Chief of Police. Many goals and objectives are directly related to the Department's budget and require fiscal funding, and as such, **Commanders Supervisors** should submit these recommendations each year to coincide with submission of the following year's budget.
- c. These goals and objectives will be submitted as requested by the Chief of Police and shall address the upcoming year from January 1 to December 31 inclusive. Upon review and approval by the Chief of Police, these goals and objectives will be issued and distributed to all departmental employees through a **Special Order memorandum** and will be conspicuously posted in the police building for reference throughout the year.

2. Personnel Input Into Goals and Objectives

- a. It is important for all employees to have an opportunity to offer input in formulating goals and objectives of the Department, irrespective of the employee's assignment. This enables employees to more fully participate in the management and operation of the Department.
- b. On or about October 1st of each year the Chief of Police will solicit input from all Department personnel regarding the annual updating of the Department's Goals and Objectives for the subsequent calendar year. This may be accomplished through announcement in Supervisory Staff Meetings, Departmental Meetings, Briefings, Memorandums, EMAIL, or other appropriate means. Any employee is encouraged to offer input in the formulation and annual updating of the goals and objectives. All supervisors will encourage and solicit their subordinates for ideas and suggestions. These ideas and suggestions may be made in the form of:
 - Written recommendations submitted to the employee's supervisor
 - Verbal recommendations made to the person's supervisor that

will be documented by the supervisor

- These recommendations will be reviewed by the immediate supervisor then forwarded through the chain of command to the Chief of Police with any appropriate comments or suggestions
- c. The Chief of Police shall be responsible for the coordination of the goals and objectives, and will issue timetables and conduct meetings with the various organizational components. The Chief of Police will review all comments, suggestions, and recommendations for their merit and possibly inclusion in the final recommendations on Departmental goals and objectives.

B. System for Evaluation Progress Towards Attaining Goals and Objectives

The Chief of Police is responsible and accountable for the attainment of the annual Department goals and objectives. In order to ensure direction and unity of purpose, supervisors of each organization component will complete a **semi-annual** **quarterly** written report which details:

- The goals and objectives for the preceding **six months** **quarter**
- A statement as to whether those goals and objectives have been met
- A statement of how they plan to meet any goals that have not been met or an explanation of why they cannot be met.

~~The Professional Standards Unit shall be responsible for the follow-up and evaluation of the goals and objectives, and will issue timetables and conduct meetings with the various organizational components towards their progress.~~ The final written report on progress made towards achieving the current calendar year goals and objectives will be included in each Supervisors respective annual Budget Proposal and must be submitted to the Chief of Police by **November 15th** **December 15th** of each year.

DEPARTMENT MISSION STATEMENT

It is the mission of the East Hampton Police Department to safeguard the lives and property of the people of East Hampton; to reduce the fear of crime through vigilant prevention efforts while enhancing public safety, and; to work with and among our community partners to improve the quality of life for our citizens. We will serve East

Hampton with honor and integrity and at all times conduct ourselves with the highest ethical standards to foster and maintain the trust of our community.

VISION STATEMENT

The Department, in partnership with the community, will endeavor to achieve our mission by:

- Focusing on the prevention of crime and safety
- Adopting a department culture that is consistent with community values
- Combining both efficiency and effectiveness, while leveraging technologies that enhance police operations

ORGANIZATIONAL VALUES

- **INTEGRITY-** We conduct ourselves with uncompromised honesty, honor, and ethics
- **HUMAN DIGNITY-** We acknowledge and recognize the value, worth, and rights of all citizens
- **JUSTICE-** We serve our community in an unbiased and impartial manner, applying equal protection to all under the law
- **PROFESSIONALISM-** We are accountable to ourselves and the public for the quality of our service, and we seek to continually improve ourselves, our department, and our community relationships
- **COURAGE-** Selfless devotion to duty; taking action in the face of danger and holding ourselves and our peers to the highest ethical standards



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 6.1 INVESTIGATIVE FUNCTIONS

SUBJECT: CRIMINAL INVESTIGATIONS – ADMINISTRATION		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: Dated 5/2/2014		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 establish a written directive, which describes the administration of the East Hampton Police Department’s criminal investigation function.

II. POLICY

It is the policy of the East Hampton Police Department (“Department”) to develop administrative guidelines to enable the Department to conduct efficient, effective, and thorough criminal investigations. These guidelines shall include: fixing specific accountability for preliminary and follow-up investigations, utilizing a specific case screening process to determine which cases will be assigned for follow-up investigation, a case management system, and identification of habitual and/or serious offenders.

III. PROCEDURE

A. Sergeant On-Call Schedule **Patrol officers and/or Supervisors**

1. Introduction

Criminal Investigations are handled by Patrol Officers and/or Supervisors. The Department does not have a Detective/Investigator as part of the compliment of Officers currently maintained by the Department. The Department does not schedule and staff Detectives on a 24-hour basis. However, specific procedures have been adopted to ensure that an investigator is available on a 24-hour basis. If an Officer and/or Supervisor is needed to be called back on 24-hour basis specific procedures have been adopted to ensure adequate staffing is available to assist with criminal investigations. These procedures include a system to call back to duty a Patrol Officer and/or Supervisor investigator when needed.

2. Pagers and Cell Phones

Investigative personnel, including Supervisors, may be issued portable radios, personal pagers, and/or cell phones. Assigned pagers and cells phones shall be carried during time off to enable them to respond to pages without delay, or to notify the department and the Communications Center where they may be reached if needed.

3. **Patrol Officers and/or Supervisors Availability** Investigator Availability

The Department maintains investigators' contact numbers for all members of the Department (home and cell phone numbers) home, cell phone, and pager numbers) in the event that any personnel need he/she needs to be called back to duty. This list is available to personnel in the Communications Center and the Operations Center. In the event that an investigator becomes aware that he/she will not be available for a call in on any particular day, the Chief of Police should be advised.

If no Patrol Officers or Shift Supervisors investigators are available for a call-in assignment, the Chief of Police will determine what action shall be taken, including having another agency handle and investigate the incident.

4. Call Back Procedure for Investigators

- a. When an officer believes it necessary to have another Patrol Officer and/or Shift Supervisor a Department Investigator respond to a particular incident, the officer will first consult the Shift Supervisor or Officer in Charge (OIC), who will determine if that an a Patrol Officer and/or a Shift

Supervisor ~~investigator~~ should be called to the scene. If such determination is made, the Shift Supervisor, or designee, shall make such notification as follows:

- (1) ~~If an investigator is on duty, the Shift Supervisor shall speak to the investigator directly.~~
- (2) ~~If no investigator is on duty, the request shall be forwarded to the~~ **The** Chief of Police, or designee, and upon being advised of the circumstances, will determine if **an a Patrol Officer and/or Shift Supervisor** ~~investigator~~ is required.

b. In each instance, the decision to determine which **Patrol Officer and/or Shift Supervisor** ~~investigator(s)~~, if any, will be sent to a scene, including those called back to duty, will **be** based upon circumstances and factors as follows:

- (1) The nature, seriousness, and/or complexity of the investigation
- (2) The degree of specialization and/or expertise that may be required
- (3) Solvability factors known to be present
- (4) Resources, skills, abilities, etc. available by patrol personnel
- (5) Extent of crime scene processing required
- (6) The geographical location of the incident
- (7) The time of day and/or proximity to ~~an investigator's~~ **a Patrol Officer's and/or Shift Supervisor's** normal duty hours
- (8) The caseload distribution of personnel
- (9) The need for immediate or in-depth interviewing of victim's, witnesses or suspects
- (10) The number of interviews to be conducted
- (11) The need for immediate, extensive, or special investigative effort or skills (i.e., large neighborhood canvas, out-of-Town follow-up, suspect composite, sexual assault, child interview, etc.)
- (12) Leads indicating a significant modus operandi or serial crime
- (13) Arrest of an individual wanted for questioning or suspected of being involved in other offenses
- (14) Other pertinent factors, as determined by the Chief of Police

5. Notification of **Chief of Police or Designee** ~~Investigator~~ Required

a. In order to assist the Patrol Officers' preliminary investigation, ~~and add continuity to follow-up investigations,~~ the on-duty Shift Supervisor shall notify the **Chief of Police or his designee** ~~Department Investigator~~ when any of the following complaints are received and verified as being founded:

- (1) Any death investigation other than obvious natural death, including homicides, suicides, industrial, fatal traffic deaths, etc.
 - (2) Forcible rape or rape by a suspect unknown to the victim
 - (3) Armed or aggravated robbery
 - (4) Felonious assault
 - (5) Kidnapping or abduction
 - (6) Bombings
 - (7) Extortion
 - (8) Physical or sexual child abuse that involves any of the following:
 - Serious physical injury to the child
 - The need for emergency removal of the child from the residence
 - The need to conduct an immediate in-depth interview with the child
 - (9) Any serious injury that could result in death that is the result of unusual, suspicious, or unexplained circumstances, including industrial accidents of questionable cause which have resulted in or may result in death.
 - (10) Residential or commercial burglaries where significant loss or damage to property has occurred, a home invasion, or the modus operandi would indicate the offense is a serial crime or appear otherwise significant. (Note - significant loss/damage is any loss or damage exceeding ~~\$10,000~~. ~~\$5,000~~).
 - (11) **Police related shootings**
 - (12) **Officer sustaining injury**
 - (13) **SWAT call out**
 - (14) Any other complaint deemed necessary by the Shift Supervisor
- b. **The Chief of Police or his designee will make the determination what additional resources are needed to properly investigate the case. These resources may include additional Patrol Officers, Shift Supervisors, or outside agencies such as the Connecticut State Police Major Crimes Unit.**
- a. **The Chief of Police shall be notified when investigative personnel are called back to duty for any reason. In addition, the Chief of Police shall be notified of in the following situations:**
- (1) **Homicide and attempted homicides**
 - (2) **Police related shootings**
 - (3) **Abduction/Kidnapping**
 - (4) **Home invasions**
 - (5) **SWAT call out**
 - (6) **Officer sustaining serious injuries (hospitalized)**

~~(7) Any other critical incident as determined by a Shift Supervisor or above~~

B. Case Screening System and Criteria for Follow-Up Assignment

1. Case Screening

- a. Case screening is a process that involves screening preliminary investigative reports for specific solvability factors known to enhance the chances of being solved through follow-up investigative efforts. Therefore, it is critical that initial responding officers completely and thoroughly document information in preliminary reports, including all investigative action taken by the officer.
- b. Responsibility for case screening begins with each Shift Supervisor, or designee, who will review each police report and determine one of the following courses of action:
 - (1) If it should be returned to the Patrol Officer for additional follow up, forwarded to the Department Investigator for additional follow-up consideration
 - (2) If it should be followed up by a Patrol Officer or someone else.
 - (3) If it should be suspended, without further investigation.
- c. ~~The Department Investigator(s) will review reports forwarded to him/her for purposes of identifying those cases that require additional follow-up investigation or whether cases should be returned to the responding patrol officer for further preliminary investigation.~~
- d. ~~Patrol Officers will not send cases directly to the investigator for follow-up investigation, nor will they advise victims or other persons that a case is being assigned to a specific investigator for follow-up investigation, unless that information is known to them at the time. This does not prohibit an officer from speaking directly with an investigator to seek advice or share information about a case.~~

2. Solvability Factors

- a. A solvability factor is information about a crime that can provide the basis for determining who committed that particular crime. Research has shown that when a preliminary investigation or second contact fails to disclose sufficient solvability factors, the case will have very little chance of being solved.

- b. The objective in using solvability factors is to make the best possible use of available resources by directing investigative efforts to those offenses that have the best opportunity for success. When circumstances dictate, solvability factors may be used as a guide to the amount of resources to be committed to a given investigation.
- c. The **Shift Supervisor** **Department Investigator** will conduct a review and assessment of solvability factors as part of the case screening process. The specific solvability factors utilized to screen and assign cases include those describing the suspect, the suspect's vehicle, and the estimated range of time of occurrence.
- d. The Department utilizes a system that assigns a weight for each solvability factor, and if used, the combined weight of all the factors will serve as a general guide when determining which cases will receive follow-up investigation. Generally, if the sum of all factors is less than 5, then the case should be suspended, unless the case is an exception.

SOLVABILITY FACTORS	WEIGHING FACTOR
Suspect arrested	10
Suspect known/named	10
Suspect locatable	7
Usable fingerprints lifted	7
Suspect described	6
Reliable witness(es) to crime	5
Suspect vehicle registration known	5
Suspect vehicle described	3
Evidence found and recovered	1
Property stolen / missing that is traceable	1
Estimated range of time of occurrence	
• Less than 1 hour	5
• Between 1 to 12 hours	2
• Between 12 to 24 hours	1

• More than 24 hours	0
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3. Case Assignments

- a. Generally, **Patrol Officers or Shift Supervisors** patrol officers will conduct the investigation of cases to which they responded or were assigned **and will become the primary investigator**. If patrol officers maintain the responsibility for conducting the investigation, the patrol officer becomes the principal investigator. The Department Investigator becomes the principal investigator of any case to which he is directly assigned. Assignment of a principal investigator fixes accountability for the investigation. In many instances, having a principal investigator assigned is sufficient to carry out the entire investigation. However, the assignment of a principal investigator does not preclude the assignment of more than one person to a particular investigation.
- b. Assignment of cases for further investigation will be based on the seriousness of the offense, the solvability factors present, investigative workload and other factors such as special skills, knowledge, or experience needed to conduct a particular investigation. During the case screening process, cases may:
- (1) Be assigned to **other officers** the Department Investigator based upon the above criteria.
 - (2) If the Investigator believes that a particular case is not appropriate for follow-up, or that it requires additional preliminary work, it shall be referred back to the submitting Shift Supervisor for assignment to the original reporting officer, or reassignment to another officer.
 - (3) If the Shift Supervisor disagrees with the assignment, the matter shall be brought to the Chief of Police, who will make a determination as to who will be responsible for the follow-up investigation.
 - (4) The case may be immediately suspended if not enough solvability factors are present, however, a case may also lack solvability factors and still warrant follow-up investigation based on exceptional factors. The exceptional factors to be reviewed include:
 - **Community importance** – example, cemetery desecration or hate crime with limited or no solvability factors.
 - **Case linkage/serial offense** – example, **cat** burglaries with limited or no solvability factors.
 - **Management Exception** – example, crimes likely to generate

intense media coverage with limited or no solvability factors, or offenses including potential danger to complainants, witnesses, or other persons.

- **Investigative Exception** – example, investigative intuition, such as identification of a suspect based on history of known modus operandi or intelligence information.

4. Suspending and Closing Cases

The investigative effort will continue as long as it is reasonable to do so based on the aforementioned factors. Active cases are those that are open and continue to be assigned for investigation. Inactive cases will be classified either as closed or suspended.

- a. **CLOSING A CASE:** A case may be closed when any of the following is applicable:

- (1) The case is cleared by the arrest of the offender(s)
- (2) The case is closed by the obtaining of an arrest warrant for the offender(s)
- (3) The investigation shows that an offense did not occur and there are sufficient reasonable grounds to support this premise ~~(in these instances, the case shall be reclassified to a non-criminal offense)~~
- (4) The investigation shows that the offense occurred in another jurisdiction ~~(in these instances, the case shall be reclassified to "assisting another department", or similar classification)~~
- (5) The victim has declined prosecution or refuses to cooperate with the investigation
- (6) The Prosecution has declined to proceed with charges
- (7) Extradition of the suspect(s) has been denied

- b. **SUSPENDING A CASE:** A case may be suspended when any of the following is applicable:

- (1) Results of pending forensic examinations are needed before the investigation can proceed
- (2) Judicial matters must be resolved before the investigation can proceed

- (3) The workload of the **officer investigator** is such that other cases must receive first priority
- (4) Measures have been exhausted to recover all property for which the location is known
- (5) The case lacks sufficient leads for follow-up investigation, or all available leads have been exhausted, and there is little or no chance of additional leads being developed

Suspended cases may be reopened whenever new information or evidence is discovered that may lead to the clearance of the case.

C. Records Management System Case File Management

The Department has a **Records Case File** Management System, which shall include, at a minimum, provisions for:

1. Case Status Control

a. **Each case assigned to an officer will be generated through our Records Management System and will at a minimum contain the following:** ~~The Department Investigator will complete a Case Assignment Form for each case he/she is assigned. Patrol Officers shall also complete a Case Assignment Form for each case he/she is assigned. The form shall include the following information:~~

- (1) **Call for Service Number (CFS)** ~~Complaint number~~
- (2) **Name of involved persons** ~~Case name~~ (usually the name of the victim, suspect or other involved party)
- (3) Type of ~~investigation~~ **case**
- (4) ~~Investigator~~ **Officer** assigned
- (5) Date assigned
- (6) **Location of incident**
- (7) ~~Solvability factors present on date assigned~~
- (8) ~~Exceptional factors present on date assigned, and~~
- (9) ~~Identification of the originally assigned officer, if different from the assigned investigator.~~

b. The Department Investigator and Shift Supervisors will be responsible for ensuring original and follow up case reports are written in a timely manner. will maintain a copy of all case assignment forms in a tickler file, based on the date assigned. Computerized records may be used in lieu of a manual system. The Department Investigator, or designee, will check the files each workday for any cases having been assigned 10 days or more, and to determine if a follow-up report is due. Shift Supervisors will also check the files each workday for cases assigned to patrol officers for investigation to determine if a follow-up report is due. Such cases will be reviewed by the Shift Supervisor to: with the Shift Supervisor/Department Investigator to:

- (1) Ensure that the initial case report is normally written by the end of the investigating officers shift. case has been initially worked on, that the victim has been contacted, and that a follow-up report has been completed within 10 days of being assigned to an investigator
- (2) Ensure that the investigating officer has obtained permission from a shift supervisor, if the case report will not be written prior to the officer going on days off. If permission is granted the investigating officer will document basic information in the case report, using a draft format. case has been updated within each 10 succeeding days
- (3) Ensure supplemental reports are written on a weekly basis, if required. Determine if the case has been closed within 30 days
- (4) Determine whether the solvability factors have increased or decreased
- (5) Determine the future course of the investigation
- (6) Determine whether the case should remain open, be assigned to another officer investigator, or be suspended
- (7) Determine if the victim has been notified of any changes in the status of the investigation
- (8) Ensure that the investigating officer documents his/her efforts to serve any active warrants he/she may have, on a monthly basis.

c. The date that each case has been reviewed shall be recorded on the original case assignment form. Each form provides sufficient room to review a case at least 3 times. Most cases will be cleared or suspended within 30 days of assignment. Cases that span longer than 30 days may require additional copies of the case assignment form to record the

~~additional review periods.~~

- d. ~~When a case has been cleared or suspended, the Department Investigator/Patrol Officer will complete and attach the original Case Assignment Form to the final supplement and, if applicable, forward to the Shift Supervisor, who shall forward the supplements for processing. All working copies shall be retained with the Department Investigator to be used as reference, or used if the case becomes reopened.~~

2. Administrative Designators for Each Case

- a. The Department utilizes a system to designate which cases are active (open) and which cases are inactive (suspended or closed). Criteria for each of these administrative designators are delineated above in Section B.4, Suspending and/or Closing Cases.

3. Types of Records to be Maintained

- a. ~~Investigators/Patrol Officers~~ or **Shift Supervisors** assigned to conduct follow-up investigations ~~shall~~ **should** maintain investigative case files on all active cases. The case files should contain a copy of all preliminary investigative reports, records of statements, results of examinations of physical evidence, case status reports, ~~investigator/~~officer notes, and other reports and records needed for investigative purposes. A typical major case file may include copies of some or all of the following types of reports and support documents:

- (1) The original report and all supplemental reports
- (2) Written Statements
- (3) Evidence/Property Custody Documents
- (4) Crime Lab reports
- (5) Mug shot or other photographs
- (6) Autopsy reports
- (7) Search warrant/inventory returns
- (8) Vehicle impound and inventory sheets
- (9) Other documents related to the case

- b. ~~Investigators/Patrol Officers~~ or **Shift Supervisors** shall not maintain any original police reports in the investigative case file, including signed statements of victims, witnesses, and defendants; miscellaneous forms and records; and any handwritten investigative notes. Supplemental reports shall be signed, dated, and forwarded to the appropriate Supervisor when completed. Upon the clearance or suspension of a case, ~~investigators/patrol officers~~ **Patrol Officer or Shift Supervisors** shall check

the case file and ensure that all original reports have been forwarded, including investigator follow-up reports, for filing in the **Records Storage Room**. **Records Management Unit**.

4. Accessibility to Case Files

- a. Access to active case files will be on a need to know basis, and will be limited to the assigned **investigator(s)/patrol officer(s)** **Patrol Officer**, their Supervisor and **the** Chief of Police. Others are prohibited from accessing investigative case files without the express permission from one of the above.

5. Procedures for Purging Files

- a. Once a case is fully investigated and a final disposition made as outlined by the assigned **Investigator/Patrol Officer** or **Shift Supervisor**, the case file will be processed as follows:

- (1) If an arrest is made, the case **will be filed in the Records Storage Room**. ~~shall be forwarded to the Records Management Unit~~
- (2) If an arrest is made, and there are additional suspects still at large, the case shall be forwarded to the **Records Storage Room Management Unit** and a copy of the case shall be kept by the investigating officer.
- (3) If a warrant is obtained for the suspect(s), a copy of the case shall be placed in the Warrant File
- (4) If the case is suspended, the **original case reports will be filed in the Records Storage Room**. ~~working copy shall be placed in the Suspended Case Files, where it shall be retained in its file.~~

D. Accountability for Preliminary and Follow-Up Investigations

1. Responsibility for Preliminary Investigations

- a. **Patrol Officers** or **Shift Supervisors** responding to initial calls for service requests normally conduct the preliminary investigation. ~~In certain instances, the Department Investigator may be assigned to take the initial report and conduct both the preliminary and follow-up investigation. In most situations though, the~~ **The dispatched Patrol Officer or Shift Supervisor** officer will have responsibility for all aspects of an investigation of a complaint/crime until such time that:

- (1) The investigation is solved

- (2) All leads have been exhausted
 - (3) It has been reassigned to another **Patrol Officer** officer by a Supervisor
 - (4) Has been forwarded to the Department Investigator for follow-up investigation
- b. In many cases, the dispatched **Patrol Officer or Shift Supervisor** officer will retain overall responsibility for an investigation, but may receive assistance from other officers to complete certain tasks associated with the investigation, such as conducting a neighborhood canvas, locating potential witnesses, etc. Receiving assistance from another officer does not relieve the original officer of overall responsibility for the investigation.

2. Responsibility for Follow-up Investigations

- a. The decision to assign a **Patrol Officer or Shift Supervisor** an investigator or patrol officer to conduct a follow-up investigation will be based on numerous factors, including but not limited to, the following:
- (1) The seriousness of the crime, e.g., major felonies, except as noted below
 - (2) Skills, knowledge, ability, and experience of the officer originally assigned
 - (3) Skills, knowledge, ability, and experience of other officers on the shift, or another shift, who may be available to assist the officer originally assigned or to continue the investigation
 - (4) Potential effort needed to complete the investigation, i.e., extensive travel out of the Town to complete the investigation, the scope or complexity of the follow-up investigation, including the extent of the neighborhood canvass, number of witnesses, etc.
 - (5) Call load and personnel resources available
 - (6) Presence of solvability factors

3. Forwarding Cases for Follow-up to Investigative Units

- a. As a general rule, the following cases should be forwarded to the Department Investigator for follow-up:

- (1) Felonies that cannot be practically follow-up and investigated by patrol units
- (2) Misdemeanors that either necessitate going out of Town for further

follow-up, or that require resources or time that are beyond what is practical for Patrol Officers.

E. Habitual and Serious Offender Classification

The Department has established the following elements as part of its classification of habitual and serious offenders, including:

1. Defining Habitual/Serious Offenders

Department members **investigators** shall be familiar with Sec. 53a-40, as amended, of the Connecticut General Statutes, which defines the various categories of habitual/persistent offenders.

2. Identification of Cases Involving Habitual/Serious Offenders

Department members **investigators** shall be alert to identify, verify, and document individuals who have qualified for consideration as a serious offender according to the Connecticut General Statutes.

3. Notification of Prosecutor Regarding Habitual Offender Cases

Department members **investigating officers** shall notify the prosecuting attorney in all habitual offender cases that may be coming before the court.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 6.2

INVESTIGATIVE FUNCTIONS

SUBJECT: CRIMINAL INVESTIGATIONS - OPERATIONS		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: Dated 5/2/2014		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 establish a written directive, which describes the operations of the East Hampton Police Department's criminal investigation function.

II. POLICY

It is the policy of the East Hampton Police Department ("EHPD" or "Department") to develop operational guidelines to assist officers in their efforts to conduct efficient, effective, and thorough criminal investigations. These guidelines shall include procedures for conducting preliminary and follow-up investigations; investigative briefings; and the use of task forces, instruments of detection, and informants.

III. PROCEDURE

A. Procedures Used in Criminal Investigations

Investigating officers will fairly and impartially investigate all cases assigned to them. They will conduct their investigations in the most discreet manner possible and will be mindful not to endanger or damage the reputation of any person under

investigation. Investigating officers will contact victims and witnesses promptly upon receiving an investigation, will contact the complainant within the guidelines established in this General Order, and related General Orders. Procedures used in an investigation may include, but are not limited to, the following:

1. Information Development

Information may be developed from an unlimited number of sources. These may include witnesses, victims, neighbors, friends, public agencies, other law enforcement agencies and informants. All information will be gathered in compliance with the policies and procedures contained in this manual. Generally, these sources of information fall into three groups as follows:

- a. *Information from persons:* Victims, witnesses, suspects, other police officers, and other people, all are potential sources of information. Some people will furnish information openly and voluntarily, while others may desire to have their identity protected. This latter group can, at best, only be considered as sources of information, which can merely serve as an investigative lead. Others, who desire complete anonymity, but have credible and reliable information that can be of investigatory or prosecutory value, are "confidential sources", and in some instances, may be paid for information that they furnish.
- b. *Information from physical properties:* Physical evidence can be obtained from the scene of the crime, the victim, and the suspect and his/her environment.
- c. *Information from books, records, and other sources:* Information can be obtained from an unlimited number of written and computerized records, such as bank and credit card statements, diaries, business and travel logs, telephone records, and data that may be contained on the computer system of a business, victim, or suspect.

2. Interviews and Interrogations

Interviews may be conducted with persons who may have knowledge about a certain aspect of a criminal investigation. An interrogation is a technique of systematic questioning that may be used for suspects and those persons directly involved in a criminal investigation, but who are reluctant to disclose information in their possession which **in is** pertinent to the investigation, and/or may be a suspect in a criminal matter. Interviews and interrogations will be conducted in conformance with the guidelines established to protect the rights of a person.

Personnel are not to enter into plea negotiations with a suspect. Plea negotiations should be handled by the prosecutors and should not directly involve police officers.

3. Collection, Preservation, and Use of Physical Evidence

Physical evidence may be searched for, collected and preserved when investigating any crime scene in compliance with General Order 6.3, Collection of Evidence Collection – Administration, and General Order 6.4, Collection of Evidence – Operations. Investigators will be mindful of physical evidence that is collected from a crime scene and insure that it is used in the development of the case.

4. Background Investigations

Criminal background investigations frequently involve intelligence information, white-collar crime, organized crime, vice or narcotics offenses, and other sensitive subjects. Additionally, the licensing of some businesses requires background investigations of persons. Such investigations, due to their sensitive nature, will be conducted discreetly and with special precautions in order to protect the integrity of the investigation and prevent undue harm to any person's reputation named in the investigation.

Background investigations will only be conducted in connection with an on-going criminal investigation or legitimate criminal intelligence operations.

5. Surveillance

Surveillance, a French word meaning to "watch over," may be used in the investigation of a crime when it is necessary to observe suspects or conditions in an unobtrusive manner. Surveillance may create additional information involving the investigated crime, gather additional intelligence information, or observe new crimes being committed.

B. Steps to Be Followed During Preliminary Investigations

All criminal complaints occurring within the Town will be recorded on an offense report, even if the complainant does not wish to file charges.

1. Objectives of a Preliminary Investigation

The objectives of a preliminary investigation are:

- a. To establish the responsibility and accountability for the collection of information basic to the reported offense
 - b. To allow patrol officers to pursue initial investigations to their logical conclusions within the constraints of time, geography, and expertise
 - c. To allow investigators to concentrate on the collection of information that will support, verify, and extend the information collected during the initial investigation
 - d. To allow for the early closure of cases that show little potential for being cleared through a follow-up investigation
2. Officers conducting preliminary investigations are responsible for completing the following steps, when appropriate, based on the nature and circumstances of a particular complaint:
- a. Observing all conditions, events, and remarks surrounding the complaint
 - b. Identifying, locating, and interviewing all victims and witnesses relative to the complaint
 - c. Transmit information to other police units that may aid in the immediate apprehension of the suspect
 - d. Provide necessary aid to victims
 - e. Interviewing the suspect(s), if appropriate
 - f. Securing the crime scene in order to protect any physical evidence
 - g. Collection of physical evidence, including requesting assistance from **other officers** ~~an Evidence Technician or an investigator~~, when deemed necessary and with supervisory approval
 - h. Affecting the arrest of suspect(s) in conformance to state and local ordinances
 - i. Documenting the incident, including full and accurate completion of all incident reports and related reports
 - j. Obtain and record complete descriptions of the property taken (i.e., make or brand name, serial and model numbers, size, color, initials, owner applied identification, and other distinguishing marks)
 - k. Continue the preliminary investigation until:
 - (1) All useful information has been obtained from victims, witnesses, and others
 - (2) All useful physical evidence at the crime scene and in the immediate area has been identified and preserved
 - (3) The case has been solved or all leads have been exhausted
 - (4) The case has been assigned to another officer for follow-up

responsibility

At the conclusion of the preliminary investigation the responding officer will complete a detailed report, and conduct all follow-up investigations as required. The nature of some incidents may require an officer to conduct the investigation over varying increments of time.

3. Preliminary Investigations – Supervisor’s Responsibilities

- a. Shift Supervisors, and designees, shall conduct an initial review of the offense report and associated paperwork as soon as possible, to ensure that the patrol officer has conducted a thorough preliminary investigation and completed follow-up investigations on assigned cases. It is the Shift Supervisor’s responsibility to ensure that patrol officers devote an appropriate amount of time to initial investigations in order to conduct a thorough investigation.
- b. If a determination is made that the initial report is incomplete, inaccurate, or lacking critical information, the Shift Supervisor shall return the report to the reporting officer with instructions to correct the report.
- c. Shift Supervisors, upon determining that a particular case requires follow-up investigation, must decide whether the follow-up investigation will be assigned to the original reporting officer, or another patrol officer, or referred to the Department Investigator(s) for follow-up investigation.
- d. ~~Cases will not be referred to a Department Investigator solely on the basis that it is an unpleasant case to investigate, or because an officer does not wish to work a particular case, or because the reporting officer is scheduled to go off duty, or on days off. In the later case, the Shift Supervisor shall consider the possibility of having the officer remain on duty, or assign the case to another patrol officer.~~
- e. If, in the Shift Supervisor’s opinion, an immediate follow-up investigation would substantially increase the likelihood of apprehension or case clearance, the Shift Supervisor may assign the case for an immediate follow-up investigation. **The Shift Supervisor may consider the possibility of having the officer remain on duty or assign another officer to assist with the case.** ~~If immediate follow-up investigation by patrol is not possible and the Shift Supervisor feels that an investigator should be immediately assigned to conduct the investigation, the Shift Supervisor will follow the procedures listed in~~

General Order 6.1, Section B.

- f. If the Shift Supervisor determines that the preliminary investigation cannot be completed during the reporting officer's tour of duty for any reason, e.g., a thorough neighborhood canvass for witnesses cannot be conducted at the time of the initial investigation due to the hour of the day, or that the property owners are unavailable to identify completely the stolen items, the reporting officer will complete as much of the offense report as possible **in a draft format**, duly noting the incomplete investigative tasks in the report. ~~and submit the incomplete offense report during that tour of duty to the Shift Supervisor.~~ Under such circumstances, the Shift Supervisor must determine whether it will be appropriate to:
- (1) Delay additional follow-up investigation until the reporting officer returns to duty
 - (2) Assign the case to another officer on the shift for follow-up investigation
 - (3) Coordinate additional follow-up with the Shift Supervisor of the oncoming shift, or
 - ~~(4) Refer the case to the Department Investigator for review and assignment.~~

Additional guidelines and procedures for conducting preliminary investigations are specified in General Order 6.1.

C. Steps to be Followed During Follow-Up Investigations

1. Introduction

- a. Follow-up investigations are an extension of preliminary investigations. Their purpose is to provide additional information in order to close a case, arrest an offender, and/or recover stolen property.
- b. When conducting follow-up investigations, officers will follow the steps listed below in order to ensure that a comprehensive and thorough follow up investigation is completed. Although each of these steps may not be necessary in all investigations, they should be used to the extent that they are necessary and appropriate, based on the circumstances and factors involved in the case.

2. Responsibility for Follow Up Investigations

Responsibility for conducting follow-up investigations remains with the originally assigned officer until the case is assigned to ~~an investigator or other~~ another officer. Such assignments will be made in accordance with guidelines established in General Order 6.1.

3. Follow-up Contacts

In those criminal cases not yet cleared, the reporting officer, or the officer/~~investigator~~ assigned to conduct a follow-up investigation, is to make a second contact with the principals (complaint, witness, etc.) within three working days of the report being taken. Additionally, the investigating officer will maintain contact with the principals of the case, as necessary, throughout the investigation. The purpose of follow-up contacts are to:

- Keep the victim apprised of the status of an investigation
- Obtain additional information
- Build public confidence as well as indicating that the Department is genuinely concerned about the welfare of the victim and other citizens associated with the case
- Notify the victim when a case is being closed, and that it may be reopened at a later time should new information be developed that could be helpful to the investigation.

4. Activities for Follow-up Investigations

Follow-up investigations may include, but are not limited to, the following activities:

- a. Reviewing and analyzing all:
 - (1) Previous reports prepared in the preliminary investigation
 - (2) Departmental records for case/suspect connections
 - (3) Results from laboratory examination
- b. Reviewing any previous statements (written, audio taped, videotaped, etc.) involving the principals of the case, and conducting additional interviews of victims, witnesses, suspects, and arrestees.

- c. Seeking additional information from all available sources applicable to the investigation or offense, including:
 - (1) Other officers and investigators
 - (2) Informants
 - (3) Neighborhood canvas
 - (4) Friends, co-workers, relatives, and other people
 - (5) Criminal records, financial records, court records, and employment records
- d. Planning, organizing, conducting searches, including collecting, preserving, analyzing, and evaluating evidence, and the recovery of stolen property
- e. Identifying, locating and apprehending the offenders
- f. Determining involvement of suspects in other crimes
- g. Preparing case for court presentation, including contacting the prosecutor

D. Checklists to Aid Officers Conducting Investigations

1. Investigative checklists can assist officers and ensure that critical areas of an investigation are not overlooked. Properly prepared case reports will, in most instances, serve as a satisfactory checklist for most investigations. More complicated investigations require additional efforts on the part of an investigating officer.

E. Investigator Positions and Titles

The rank and salary structure for investigative positions shall be governed by the terms of the *Collective Bargaining Agreement*. Employees assigned permanently to the Investigative Unit, or assigned to the Unit on an acting basis to fill a temporary vacancy, shall be entitled to any salary differences as stipulated in the *Collective Bargaining Agreement*. This pay differential shall not apply to personnel who are assigned to work with Investigators on a particular case, or a series of investigations, on a short term basis.

F. Briefing Periods for Patrol Officers and Investigators

1. Attendance at Patrol Roll Call
 - a. Each patrol shift begins with a pre-shift briefing, or roll call. Sworn members of the Department will Department Investigators will also

attend roll call on a regular basis, to enhance communication and improve working relationships.

- b. It is further the responsibility of Investigators to read the Daily Activity Sheet so as to keep himself informed. In addition, investigators will keep current with information and notices posted on/in the various bulletin boards, blackboards, clipboards, crime analysis bulletins, etc.

G. Investigative Task Forces

1. When the East Hampton Police Department participates in any investigative task force, the agreement to participate shall be in writing and will be considered a **written** directive of this Department. Such agreement shall contain, at a minimum, statements defining the following elements:
 - a. **Identifying the purpose** The purpose of the task force
 - b. **Defining** The authority, responsibilities, and written agreements of the task force
 - c. **Establishing** The establishment of accountability for the actions of the members of the task force
 - d. The identification of resources available to the task force
 - e. **Evaluating results and their continued necessity**
 - f. The methodology used to evaluate results and determine the need or justification for continuing the task force
 - g. The criteria governing the use of the task force

H. Use of Truth Verification Equipment and Procedures

1. The use of truth verification equipment in criminal investigations includes polygraph instruments and the computerized voice stress analyzer (CVSA). The Department shall utilize such equipment, within the statutory authority, as a means of determining deception, when appropriate, during the course of certain investigations. Truth verification equipment shall only be applied by outside examiners who are certified as operators in the use of such equipment.
2. The type of investigation that is being conducted may determine the preferred instrument to be used. Use of the CVSA or polygraph in criminal investigations requires the prior approval of the Chief of Police. If the department will incur a fee for these services, the examination must have the prior approval of the Chief of Police.
3. Any officer arranging for a polygraph or CVSA examination to be conducted is

responsible for providing the polygraph operator with all necessary case records, as the final results of truth verification examinations are usually based, in great measure, upon the thoroughness of the investigation prior to having the person take the examination. Necessary case records include:

- a. All crime reports of suspected offense(s)
- b. Investigation reports to date
- c. Background information of the person to be examined
- d. Any statements or denials made by the person
- e. All physical evidence, when possible and requested by the examiner, should accompany the investigator to the polygraph office

I. Use of Informants

1. The use of informants and confidential informants can be a valuable investigative resource. The Department strongly encourages officers to develop such sources of information that may possibly aid in investigations and reduce criminal activity in the community.
2. A confidential informant is any informant who requests that his/her identity is not disclosed, or for purposes of an ongoing investigation, cannot have his/her identity disclosed. Most informants do not request or expect anonymity or pay and, therefore, are not subject to special procedures or requirements regarding **confidential** informants. In other words, someone who is only a source of information is not subject to the special procedures or requirements as a confidential informant. **The use of Confidential Informants is outlined in General Order 6.8.**

a. Informant Master File

~~The designated Supervisor shall maintain master files of informants developed and used by this Department. These files are to be kept secure in locked drawers/cabinets in the Supervisor's office. Access to these files is limited to the Shift Supervisor, the Department Investigator(s), and Chief of Police, and those authorized in writing by the Chief of Police.~~

b. Information to be Included in Informant Files

~~Potential liability problems involving the processing and handling of confidential informants requires the Department to register all confidential informants and maintain adequate confidential informant records, which will include the following information:~~

(1) Informant forms, including:

- (a) *CONFIDENTIAL INFORMANT INFORMATION SHEET*, which will record pertinent information relating to the identity, address, and miscellaneous information related to the confidential informant.
- (b) *CONFIDENTIAL INFORMANT CODE OF CONDUCT*, which requires the confidential informant to sign the form, in the event there is a future need for handwriting comparison. This form also notifies the informant of the code of conduct and of various other activities that are not permitted.
- (c) *CONFIDENTIAL INFORMANT DEFENSE OF ENTRAPMENT EXPLANATION*, which must be read and explained to all informants concerning what constitutes entrapment.
- (d) *CONSENT TO MONITOR PRIVATE COMMUNICATIONS*, which must be filled out before audio listening devices are used to record conversations involving the informant.
- (e) *CONFIDENTIAL INFORMANT DEBRIEFING*, which must be filled out whenever an informant makes a "BUY" or makes contact with another individual concerning an illegal activity.

(2) Photograph of the informant

(3) Criminal history record, if any

(4) Receipts for monies signed by the informant

(5) Any correspondence relative to informant

(6) Informant signed permission form (regular paid informant)

c.— Maintenance of Informant Files

The Department Investigator(s) is responsible for the maintenance of the informant files. At a minimum, the informant files should be kept current and updated as required.

d. Security of Informant Files and Related Codes

- (1) Informant files will be kept in a locked drawer or file cabinet for security purposes with the Department Investigator. Informant files are subject to inspection only by the Chief of Police, and those personnel authorized in writing by the Chief of Police.
- (2) The informant file will consist of a letter-size folder or binder. The Department Investigator will complete the required paperwork and will assign the confidential informant number. The number will indicate the year assigned; and the next sequential number available to each of them, e.g., CI# 12-001. Informants occasionally request a separate number or alias that is easier for them to remember. Officers may agree to such requests when they occur, for communication purposes with the informant, but all documents and transactions are to be completed based on the informant's number as assigned by the respective Supervisor.
- (3) The confidential informant number (CI#) and, when applicable, secondary number, or alias agreed to for communication purposes, may be visible on the front portion of an informant's file. No other information regarding the informant shall be visible on the outside of the file.

e. Protection the Identity of Informants

- (1) The informant control number will be used in all reports concerning the informant, in order to protect the informant's identity. A photograph (except juvenile) should be obtained and the *East Hampton Police Informant Sheet* completed for each paid or unpaid confidential informant who will be used regularly, prior to actual use of the informant.
- (2) All adult confidential informants must complete and sign a *Confidential Informant Agreement*. While assisting other police agencies and utilizing their informants, an informant file for this department need not be initiated unless the informant is to be paid with East Hampton Police Department special investigative funds.

f. Criteria for Paying Informants

- (1) Under no circumstances will an informant be paid for services until an informant file has first been created. Furthermore, the

investigator will investigate the reliability of the informant's information before payments are made. All informant payments shall be made with funds from a Special Account in accordance with guidelines in this General Order.

- (2) Investigators authorized to make payments up to \$50.00, upon the approval of the case supervisor and Chief of Police. The Chief of Police must approve requests, in advance, for payments exceeding \$100.00. A Confidential Money Receipt Form (Fund Receipt) must be completed whenever a CI is paid, indicating the amount and purpose of the payment; officer's name; CI's Name (or CI number if warranted); information or material purchased; date; case number; and signed by the Investigator distributing money and the Confidential Informant. The original receipt is filed in the informant's file. No money may be transferred to a confidential informant unless the transfer is witnessed by at least one police officer in addition to the investigator who is dispersing the funds.

g. General Precautions for Dealing with Informants

- (1) Informant contacts will be made by at least two officers, or one officer with a cover officer, whenever possible and practical. When a lone officer must make contact, the supervisor will be notified for assistance. If a lone investigator makes the contact and the Department Investigator is not available, another investigator and/or patrol officer must be assigned to accompany the primary investigator.
- (2) Employees should not make lone contact with informants of the opposite sex or an informant requiring special concerns, danger, or other abnormal circumstances, unless a cover officer is positioned nearby and can respond to assist the officer, if needed.
- (3) When debriefing an informant, any information relating to other criminal activity of interest to our Department, or other agencies, will be explored and appropriate notification will be made. Debriefing statements or interviews will be made part of investigative case file folders. An informant will be censured when an officer determines any of the following circumstances apply:
 - (a) Continued use of the informant would be detrimental to the goals of the Department

- (b) Continued use of the informant would subject the informant or an officer to unreasonable hazards or risks
- (c) The informant is no longer considered reliable

(4) The officer will write an Inter Office Memo to his/her Supervisor stating the reasons why an informant should be censured, such as a breach of the code of conduct or the CI agreement, or some other action that warrants a censure. The report will be forwarded to the Chief of Police. The memo shall be placed in the CI's file. Other agencies should be notified of the censuring, if warranted.

h. Special Precautions for Dealing with Juvenile Informants

(1) The use of juvenile informants is strongly discouraged. Juveniles may be registered and used as an informant only with the permission of the Chief of Police. Juveniles must be carefully advised of the potential hazards of being an informant, and must agree to participate under voluntary conditions.

(2) When using a juvenile as an informant, a Juvenile Authorized Release Agreement is to be drafted, completed and signed by the parent or guardian giving permission. The parent or guardian shall be kept fully informed as to the use of the juvenile informant. Officers must diligently strive to protect a juvenile informant from physical or emotional harm and shall not allow the juvenile to be placed in possible danger without the parent of guardian's full permission and knowledge.

i. Procedures for Use of Informants by Patrol Officers

(1) Although the use of informants is generally associated with investigators, informants are an important aspect of a patrol officer's job; particularly in light of the fact that patrol officers conduct preliminary and follow up investigations.

(2) Personnel using or developing a confidential informant shall advise their Shift Supervisor of such, including the name of the person and all other pertinent information. The Shift Supervisor will arrange to have subordinates contact the Department Investigator(s), depending upon the nature of the information. This information shall remain confidential on a need-to-know basis, and shall not be divulged to others, unless ordered by the Chief of Police, or designee, or a court to do so.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 6.8

INVESTIGATIVE FUNCTIONS

SUBJECT: CONFIDENTIAL INFORMANTS		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: Date 5/2/2014		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 to properly monitor, pay and record the activities of confidential informants to enhance the investigative capabilities of the Department.

II. POLICY

Confidential sources of information are a valuable resource for officers when investigating criminal activity. The courts have long upheld the use of confidential sources as legitimate and necessary tools for law enforcement to solve crimes and prevent criminal activity. While the use of confidential informants is an effective investigative tool, it can be undermined by the misconduct of the confidential informant or the officer utilizing the informant. Therefore, it shall be the policy of the East Hampton Police Department ("Department") to take precautions by developing sound informant control procedures.

III. DEFINITIONS

Confidential Informant: A person who is not employed as a law enforcement officer and is utilized by a law enforcement agency for active intelligence gathering activity. **A confidential informant is any informant who requests that his/her identity is not disclosed, or for the purposes of an ongoing investigation, cannot have his/her identity disclosed.** Not all persons who furnish information are considered confidential informants. While not all inclusive in determining the criteria for being considered a confidential informant, persons motivated by self-interest such as money or court consideration and or who are willing to perform investigative activities such as making a drug buy are governed by this general order. The awareness of the informant's motivation is important to insuring the integrity of the investigation, the reputation of the department, and the effectiveness of the criminal justice system.

PROCEDURES

A. Informant Files

1. **The Chief of Police or his designee** ~~An assigned sergeant or officer~~ shall be responsible for developing and maintaining **all master** confidential informant files and an indexing system. All confidential informant files shall be maintained in a secure area, **in the office of the Chief of Police**, with restricted access. All confidential informant registration interviews shall occur with two officers present. **The confidential informant files shall be kept current and updated as required.**
2. The confidential informant files shall be utilized in order to:
 - a. Provide a source of **biographical and** background information on the informant, **to include criminal history record, if any.**
 - b. Provide a complete history of information received from the informant.
 - c. Enable review and evaluation by the appropriate supervisor of information provided by the informant.
 - d. To minimize incidents that could be used to question the integrity of investigators or the reliability of the informant.
 - e. Provide a record of all currency transactions involving the informant (buys, expenses, payments, etc.)
3. A file shall be maintained on each informant used by officers. Each file may be coded with an assigned informant control number and shall contain the following information:
 - a. Informant's name.
 - b. Name of the officer initiating the use of the informant.
 - c. Informant's photograph and criminal history data.
 - d. Briefs on information furnished by the informant and its subsequent

reliability.

- e. **Sequential confidential informant number assigned to the individual**
 - f. Signed agreements contained in the CI registration package form EHPD-002.
4. An informant history summary, coded with the informant control number, shall be prepared to correspond to each informant file and include the following information:
 - a. Pertinent identification data (date of birth, social security number, height, weight, tattoos, etc.).
 - b. Current address.
 - c. Current employer.
 - d. Phone numbers.
 - e. Vehicles.
 5. In order to protect the identity of confidential informants, they shall be referred to only by their assigned number in all case reports and documentation outside of the confidential informant file. Officers shall be conscious when referring to confidential informants in reports using gender neutral terms. Only when requested by the Chief of Police, a supervisor, the prosecuting attorney, or a court of competent jurisdiction shall the name of a confidential informant be revealed.
 6. Access to the confidential informant files shall be restricted to the Chief of Police. Personnel may review a confidential informant file with good cause and upon approval of the Chief of Police.

B. Use of Informants by Members of the Department

1. Before using an individual as a confidential informant an officer must receive initial approval from a supervisor. When the confidential informant is cooperating due to pending criminal charges, approval to use the confidential informant shall be obtained from the appropriate prosecuting attorney's office prior to use. After initial approval, an officer shall open an informant file as established in this policy.
2. Officers shall compile sufficient information through a background investigation in order to determine the reliability and credibility of the individual.
3. If a confidential informant file is established and it is later determined the confidential informant is unsuitable for use, their file shall be marked accordingly and their status inactive.

4. Any officer wishing to use a confidential informant that has been deemed unreliable or unsatisfactory in the past shall receive prior approval from the Chief of Police prior to use.
5. Juveniles shall only be used as confidential informants if the youth's parents or guardian consents to their use in writing and all parties sign a waiver of liability reference their involvement as a confidential informant **and approval was obtained from the Chief of Police or his designee**. Juveniles utilized for the Alcohol/Tobacco compliance program shall sign all appropriate forms and waivers provided by the program prior to use.

C. Guidelines for Handling Informants

1. All confidential informants are required to sign and abide by the provisions of the Department's Confidential Informant Disclosure Agreement and Confidential Informant Work Rules Agreement. The officer utilizing the confidential informant shall discuss each of the provisions of the agreements with the confidential informant.
2. It shall be emphasized to the confidential informant that they are not law enforcement officers. They have no arrest powers and are not permitted to conduct searches or seizures, nor will they carry weapons.
3. If found engaging in any illegal activity, confidential informants shall be arrested and their cooperation with the Department shall be terminated. They shall receive no special legal consideration.
4. Confidential informants and officers managing the informant shall ensure they do not engage in entrapment.
5. No member of the Department shall maintain a social relationship with a known confidential informant while on or off duty or otherwise become personally involved with a confidential informant. Members of the Department shall not solicit, accept gratuities, or engage in any private business transaction with an informant. Exceptions may be granted for confidential informants utilized for alcohol/tobacco compliance as they may be relatives or friends of an officer.
6. Two officers should be present when meeting with any confidential informant. Any deviation from this practice shall be approved by a supervisor. Officers are prohibited from meeting alone with confidential informants of the opposite sex.

7. Officers shall not make promises that will not or cannot be kept.
8. Confidential informants shall never be allowed to dictate the direction of an investigation and shall only be informed of case details that are crucial to their successful cooperation.
9. Officers and supervisors shall ensure that each informant is handled in accordance with all court mandates, rulings, or policies, regulating their use.
10. In certain cases, an informant may be used for emergent situations prior to registration with authorization from the chief of police.

D. Use of Probationers and Paroles

1. Police officers shall not allow a parolee or probationer to become a confidential informant without prior approval of the Chief of Police, and the appropriate prosecuting attorney's office. When applicable, the appropriate prosecuting attorney's office shall obtain approval for a probationer to cooperate from the sentencing court. When applicable, the appropriate prosecuting attorney's office shall obtain approval for a parolee to cooperate from the Department of Corrections. The use of parolees and probationers as confidential informants can only be justified by the most compelling circumstances.
2. Officers shall not make any promises, threats, or inducements to parolees or probationers for the purpose of involving them in any active intelligence gathering activity.
3. Federal parolees may not be used as informants without a waiver from the Federal Parole Commission.
4. Federal probationers may not be used as informants without a waiver from a Federal Court.
5. None of the above shall be construed to eliminate the use of parolees and probationers from providing general information as to criminal activities freely and voluntarily.

E. Investigation Expense Fund

1. The Chief of Police shall maintain close control over all investigative expense fund monies used by the Department and ensure all funds are used for authorized purposes.

2. The investigative expense fund shall be stored in a secure area with only the Chief of Police, or designee, having access. The currency in the expense fund shall only be accessed when two employees are present.
3. **The Chief of Police** ~~An assigned sergeant or officer~~ shall have the following responsibilities with respect to the Department's investigative expense fund:
 - a. Maintenance of the fund in accordance with appropriate laws and internal controls.
 - b. Proper disbursements and deposits.
 - c. Quarterly audits.
 - d. Maintenance of all documentation of relevant fund transactions.
4. An assigned sergeant or officer shall make disbursements from the investigative expense fund to authorized personnel for the following purposes:
 - a. Payments that are made directly to confidential informants.
 - b. Funds for the purchase of stolen property, illegal drugs, contraband, and other criminal evidence.
 - c. ~~Purchase of food and beverages for a confidential informant.~~
 - d. Expenditures for authorized undercover operations.
 - e. Flash or front money.
5. Criteria for payment of investigative expense funds to confidential informants shall be determined on a case by case basis by the Chief of Police. Payment criteria may include but not be limited to the following:
 - a. Usefulness of the information.
 - b. Time commitment of the confidential informant.
 - c. Amount of information provided.
 - d. Whether the confidential informant is receiving any other benefit such as consideration on pending charges.
6. Investigative expense funds and transaction records shall be stored in a secure location. Access shall be restricted to the Chief of Police in accordance with acceptable standards of accountability and security.
7. Prior to the issuance of any money from the investigative expense fund, an officer shall present a cash account receipt documenting the use of investigative funds. This receipt shall briefly state the intended use and include an informant number, if applicable.

8. If use of the investigative expense fund is approved, the Chief of Police may issue the funds documented on the cash account receipt acknowledging that funds were requested and received.
9. All officers utilizing investigative funds shall prepare a written report accounting for all monies withdrawn from the fund as soon as practical. The written report with all supporting documentation shall be submitted to the appropriate supervisor for review and approval.
10. In the case of payments to confidential informants, a signed receipt of payment including a witness signature shall be required.
11. When able and appropriate, officers utilizing investigative fund monies shall obtain a receipt from the person or business receiving the funds unless such action would jeopardize the operation.
12. All unexpended funds shall be returned the investigative expense fund as soon as practical. The funds that have been checked out for use shall be kept secure at all times and shall not be taken home by the officer. When unused funds are returned they shall be documented on the cash account receipt acknowledging their return.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 6.12 INVESTIGATIVE FUNCTIONS

SUBJECT: NARCOTICS INVESTIGATIONS		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: Dated 1/30/2018		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 for narcotics, vice, and organized crime investigations by East Hampton Police Department officers.

II. POLICY

It is the policy of the East Hampton Police Department ("Department") that every member shall share in the responsibility to suppress all forms of narcotics, vice, and organized crime activities. Departmental efforts shall be directed toward identifying persons engaged in these types of crimes, gathering intelligence on the individuals involved, and assisting in the prosecution of such offenders.

III. PROCEDURE

A. Responsibilities

1. The Chief of Police shall have the primary responsibility for the administration, coordination, and direction of departmental activities concerning narcotics,

vice, and organized crime. The Chief of Police shall may, when appropriate, appoint a supervisor to oversee and coordinate the efforts of officers involved in narcotics, vice, and organized crime investigations, to include:

- a. Identifying and investigating activities involving narcotics, vice, and organized crime.
 - b. Intelligence gathering concerning narcotics, vice, and organized crime activities.
 - c. Disseminating narcotics, vice, and organized crime activity information to other department members (e.g. intelligence bulletins, roll call briefings), etc.
 - d. Maintaining a liaison with other law enforcement agencies engaged in narcotics, vice, and organized crime suppression.
2. The supervisor assigned is not limited to using the resources of the Department. Officers can also seek assistance from other local law enforcement agencies, the Connecticut Department of Public Safety, and all federal law enforcement agencies. The Department shall work with all law enforcement agencies to maximize resources and avoid duplication of investigative efforts.
3. The supervisors and officers assigned to narcotics, vice, and criminal activities efforts shall include, but not be limited to unlawful activities by persons or groups engaged in or promoting the following:
- a. Illegal possession and trafficking of controlled substances and weapons.
 - b. Supplying illegal goods and services such as gambling and prostitution.
 - c. Gang activity.
 - d. Loan sharking.
 - e. Racketeering.

B. Receiving and Processing Complaints

1. When an officer of the Department receives information of narcotics, vice, or organized crime activity, he/she shall use the following guidelines:
 - a. If the information is in the form of a formal complaint, the officer shall initiate a case report.
 - b. If the information is received in an informal manner, the officer shall detail the information on a memo form.
 - c. The case report or lead/notification shall be forwarded to the supervisor assigned to narcotics, vice, and organized crime

- investigations as soon as possible.
 - d. If the information requires further investigation, the supervisor assigned shall make the appropriate assignment for follow up.
2. If the complaint is of a sensitive nature, the appropriate command staff and/or the Chief of Police shall be notified and all copies of the reports shall be marked confidential.

C. Maintenance of Narcotics, Vice, and Organized Crime Records

1. A record of all complaints received from citizens and other law enforcement personnel as well as information conveyed to other agencies shall be maintained by the supervisor assigned to investigate narcotics, vice, or organized crimes offenses.
2. Active narcotics, vice, and organized crime investigations shall be secured in separate files from other police records and with restricted access.
3. Once a complaint is fully investigated, it shall be filed in the records room. one of the following areas:
 - a. Original case file (Records Division)
 - b. Intelligence Files (intelligence information)

D. Surveillance Equipment

1. All surveillance equipment owned by the Department shall be stored and maintained in working condition by Administrative Shift Supervisors.
2. Inventory and inspection of surveillance equipment shall be conducted, when appropriate.
3. When surveillance equipment is deployed, a log shall be maintained to record the following:
 - a. Officer utilizing equipment.
 - b. Date Issued.
 - c. Equipment description (type and if multiple of the same item, serial number).
 - d. Date Returned.
 - e. Issuing/approving supervisor or designee.

E. Surveillance, Undercover and Decoy Operations

1. Due to the inherent risks involved in Surveillance, Undercover and Decoy Operations, an extensive plan shall be formulated prior to undertaking any such operation. The plans should include, but not be limited to, the following provisions:
 - a. Analyzing and/or identifying the crime, victims, suspects and locations, including identifying and analyzing the habits, associates, vehicles used, methods of operation and other pertinent information about the suspects,
 - b. Familiarizing personnel with the neighborhood involved in the target area,
 - c. Selecting and supplying equipment and vehicles,
 - d. Determining operational procedures for observation, contact with suspects, arrests and moving surveillances,
 - e. Establishing means for routine and emergency communications,
 - f. Providing back-up cover for undercover operations and decoys, and identifying all participating personnel,
 - g. Providing necessary identity covers for undercover operatives and maintaining confidentiality of officer's false identity; and in decoy operations disguising officers to resemble victims,
 - h. Providing for close supervision and procedures for pulling an undercover operative out in case of an emergency,
 - i. Determining the legal ramifications of the proposed operation,
 - j. Developing operational procedures for arrests and searches,
 - k. Supplying necessary expense funds,
 - l. Making necessary notifications to other Department components and area law enforcement agencies,
 - m. Arranging for relief of involved personnel,
 - n. In decoy operations, notifying the shift Supervisor of the target area and requesting the necessary assistance of patrol personnel.

F. Search Warrant and Raid Guidelines

1. Search warrants/raids shall not be initiated without the approval of the Chief of Police or his designee, and the appropriate prosecuting attorney.
2. Search warrants/raids shall not be conducted unless the Patrol Supervisor is on the scene to provide supervision.
3. Prior to initiation, all raids or search warrants shall be coordinated by the Patrol Supervisor, who is responsible for formulating a plan taking into consideration the following aspects of the activity:
 - a. Determining operational procedures by completing an operational plan

for the execution of the search warrant/raid including use of the Risk Analysis/Threat Assessment **Matrix** form for planned operations, **which is attached to this general order. as stated in Tactical Operations Section of the Operations Manual.** In addition to completing the above documents, the supervisor or designee should consider the following when appropriate:

- (1) Approach and escape/exit avenues.
 - (2) Entry techniques.
 - (3) Perimeter and interior security.
 - (4) Provisions for body armor, shields, and other officer survival tactics.
- b. Ensuring that an adequate number of officers and proper equipment are available for the operation.
- c. Preparing and distributing appropriate diagrams, available photos, etc. of:
- (1) Involved suspects and other persons
 - (2) Target area.
 - (3) Interior and Exterior building layout.
- d. When entry is gained and the situation is stable, the on-scene supervisor is responsible for the following:
- (1) When necessary, summoning medical assistance.
 - (2) Assigning members to the following duties:
 - (a) Prisoner security
 - (b) Room searches.
 - (c) Collection, inventory, and photography of evidence. When practical an evidence **officer technician** may be utilized.
 - (d) Prisoner transport.
 - (e) Removal of all equipment, exit, and security of the premises upon completion of the operation.
- e. The supervisor coordinating the search/raid is also responsible for assuring that the above elements are thoroughly documented in the appropriate report. Additionally, the supervisor may review the actions completed and hold a critique with personnel involved.

Refer to General Order 6.4 Section G. concerning the special handling of suspected opiates.



EAST HAMPTON POLICE DEPARTMENT GENERAL ORDER 7.4 SPECIAL OPERATIONS

SUBJECT: RESPONSE TO UNUSUAL OCCURRENCES		
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 provide guidelines for the East Hampton Police Department personnel regarding the response to unusual occurrences including, but not limited to, natural and man-made disasters and civil disturbances, and the mobilization of personnel required to handle the situation and assignment of special duties related to the incident.

II. POLICY:

It is the policy of the East Hampton Police Department to respond to critical incidents using this All-Hazards Plan, which follows the Incident Command System protocols. The Chief of Police or his designee is responsible for planning a response to critical incidents, maintaining and reviewing the All-Hazards Plan and, assuring that the plans are accessible to all personnel of the Department. The Department will formulate plans in coordination with any state or regional all-hazards plans.

III. PROCEDURES:**A. General**

1. Unusual occurrences generally refers to:
 - a. Natural disasters;
 - b. Mass transportation accidents
 - c. Accidents or incidents involving hazardous materials
 - d. Mass power outages
 - e. Missing persons
 - f. Civil disturbances
 - g. Civil defense emergencies
 - h. Search and Rescue Missions
 - i. Suicide in police custody
 - j. Attempted suicide in police custody
 - k. Death or serious physical injury of a person in police custody
 - l. Arrest/police action against off duty officer
 - m. Any incident/occurrence deemed unusual under normal operations
2. A copy of this policy shall be available in the Emergency Communications Center and Roll Call at all times.
3. Dispatchers and supervisors shall periodically review the Unusual Occurrence Plans.
4. Dispatchers will familiarize themselves with the following, especially pertinent sections:
 - a. Initial response
 - b. Call-in procedures

B. Initial Response

1. Upon receiving a report of an unusual occurrence, officers will be assigned to investigate.
2. Upon arrival, officers shall:
 - a. Report to Supervisor; and

- b. Advise as to the nature and extent of the problem.
3. Supervisors shall respond to the scene, evaluate the scene, and request additional resources as required.

C. Site Security

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

D. Notification of Command Staff

1. The following command staff shall be notified of any unusual occurrence:
 - a. Shift Supervisor
 - b. Chief of Police

E. Incident Command

1. The Shift Supervisor or designee will assume command during all unusual occurrences.
2. This Shift Supervisor or his designee will have the responsibility of formulating the Department's response to unusual occurrences.
3. The Chief of Police or designee may, in certain situations, elect to have someone other than the Shift Supervisor command an unusual occurrence incident. This will usually occur because special circumstances make this alternate supervisor more suitable because of their knowledge, skill, and abilities. The Incident Commander, will identify additional personnel to coordinate Command functions which include the following:
 - a. Activating the Incident Command System (ICS)
 - b. Establishing a Command Post if not already established;
 - c. Notifying and mobilizing additional personnel;
 - d. Obtaining support from other agencies;
 - e. Establishing legal authority for mutual aid or orders to disperse
 - f. Maintaining a staging area;
 - g. Providing public information and maintaining media

- relations;
 - h. Maintaining the safety of all responder personnel; and
 - i. Preparing a documented after-action report
4. The Incident Commander may establish the following Command Functions as needed based on the size of the incident:
- a. Operations Section
 - b. Planning/Intelligence Section
 - c. Logistics Section
 - d. Finance and Administration Section
5. The Incident Commander may assign a Public Information Officer (PIO) to fulfill the following duties and reduce unsubstantiated rumors:
- a. Establish a joint information center with other agencies, if needed;
 - b. Provide information that has been approved by the Incident Commander to the public using social media resources;
 - c. Establish media briefings as necessary and provide authorized information to the media; and
 - d. Monitor social media outlets to minimize rumors and false information.
6. The Incident Commander may assign personnel to reach out to community groups to provide information and provide positive community relations.
7. Establish resources to provide the following information:
- a. Up to date situation map;
 - b. Updates on damage and casualties
8. Establish liaisons with local, regional, state, and federal agencies assisting in the event including but not limited to:
- a. The Court and State's Attorney's office;
 - b. Emergency Operations Center;
 - c. Town Manager's office;
 - d. CSP and municipal police;
 - e. State Marshal's office; and

f. Corrections

F. Call-in Procedure (Emergency Mobilization)

1. The following procedure will be used to assemble the personnel necessary to handle an unusual occurrence:
 - a. On-duty personnel will be assigned, as needed;
 - b. Administrative personnel will be assigned;
 - c. Oncoming patrol shift will be called in, as needed;
 - d. In major incidents, all department personnel may be called in.
2. All officers called in shall:
 - a. Report for duty in uniform, unless otherwise directed;
 - b. Officers in plain clothes will wear their badges on their outer most garment so they are reasonably identifiable as police officers or change into the uniform of the day;
 - c. Report to the Police Department (Primary Assembly Area);
or
 - d. Report to a designated location (Secondary Assembly Area) if directed to do so.
3. The Chief of Police or designee shall ensure that emergency mobilization procedures are reviewed and updated on an annual basis or more often if necessary.

G. Command Posts

1. Primary Command Center: Emergency Operations Center in the Town Hall will be the primary police command post, using available facilities. Other facilities may be designated based on conditions at the time.
2. Field Command Post: A vehicle designated as the Mobile Command Post, a police cruiser or a nearby building may be used as field command posts dependent upon the circumstances, and the recommendation of the Incident Commander of the operation. Access to any such command post should be restricted to essential personnel only and the command post should be secured by roping it off with "Police Line - Do Not Cross" tape.

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

H. Public Facility Security

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

I. De-Escalation Procedures

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

1. Civil Disturbances

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

2. Flooded Area

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

3. Major Property Damage/Power Outages

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

4. Mass Transportation Accident

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

J. **Special Equipment**

1. In special operations, a variety of equipment may be needed. Any equipment, building or facility owned or operated by the Town of East Hampton may be available during an emergency. Special equipment may also be available from:

- a. Connecticut State Police,
- b. State National Guard,
- c. Office of Emergency Management,
- d. State Department of Transportation,
- e. Other local law enforcement agencies

2. Special equipment may include, but is not limited to:

- a. Special purpose uniforms,
- b. Emergency lighting (i.e., East Hampton Volunteer Fire Department),
- c. Communications equipment
- d. Photographic equipment or video equipment
- e. Grid maps and street maps
- f. Portable sanitation facilities,
- g. Transportation (e.g., bus company or senior center transportation)
- h. Variable Message Sign (VMS)

2. Inspection and Distribution

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

K. Special Assistance1. Transportation

- a. In cases where large numbers of people are involved, school buses or commercial buses may be requested from area businesses. Vehicles owned by the Town may also be used for transportation needs when appropriate.

2. Mutual Aid

- a. Police assistance may be requested from any of the following agencies:
 - Portland Police Department
 - Middletown Police Department
 - Colchester Police Department
 - Connecticut State Police
 - Marlborough Police Department
- b. Department personnel will utilize the procedures outlined in the "Blue Plan" when seeking mutual aid resources.
- c. Personnel from outside police agencies will be under the command and control of the Incident Commander in charge of the overall operation.

3. Medical Aid

- a. Medical Assistance may be requested from the following agencies:
 - East Hampton Volunteer Ambulance Association
 - Marlborough Volunteer Ambulance Association
 - East Haddam Volunteer Ambulance Association
 - Colchester Volunteer Ambulance Association
 - Middlesex Hospital
 - Middlesex Health Marlborough Medical Center
 - Medic assigned to this geographical region

4. Military Aid

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

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

5. Relief Agencies

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

- American Red Cross
- Salvation Army

6. Liaison with Emergency Management Authorities

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

L. Special Operations Plans – Special Events

1. The Chief of Police or designee is responsible for preparing Special Operations Plans for Special Events such as parades, community events, etc.
2. The Special Operations Plan may include the following elements. Additional elements may be necessary based on the specific event:
 - a. Designation of a single person to coordinate or supervise the event
 - b. A written estimate of traffic, crowd control and crime

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

M. Reporting Procedures

1. In order to properly evaluate situations and plan for future events, accurate and complete investigation and reporting procedures are essential.
2. The supervisor in charge may assign officers to assist with post occurrence duties (evidence collection, traffic control) dependent upon the nature of the occurrence. The supervisor or Incident Commander will also assure that all equipment used during the event is accounted for and brought back to a state of readiness before being returned to storage or reissued.
3. Reports must be filed by all persons involved in the incident, regarding duties performed and orders received and given.
4. The Incident Commander, most directly affected by the incident, will review all reports and prepare a final After-Action Report of the incident. The report will be forwarded to the Chief of Police. The report should:
 - Summarize the incident

- Provide details of all persons or organizations involved
- Analyze procedures and equipment performance
- Recommend changes, if any, in procedure or equipment

N. General Command Protocols

1. Introduction

All Department officers are under the direct command of only one supervisor under the provisions of General Order 2.3. Whenever two or more officers of the same rank are on duty and supervising the same area of responsibility within the Department, the chain of command will be determined according to the time and rank in grade, except when otherwise designated by language of the Collective Bargaining Agreement. When more than one person is promoted on the same date, rank in grade is determined by the final score of that respective promotional exam. Such order of time and rank in grade shall be recorded in the Department's Personnel Roster and updated by the Office of the Chief of Police, as required.

2. Command Delegation Protocol

- a. Executive Command Staff: In the absence or incapacitation of the Chief of Police, command delegation shall go to the senior Sergeant, based upon time in grade. During an anticipated absence the Chief of Police will notify the Department in writing, who is in overall command of the Department during his absence.
- b. Shift Supervisor: Refers to the Shift supervisor whose squad is assigned for that work shift as the primary scheduled shift.
- c. Special Detail or Assignment of Command: In cases where special details or assignments are implemented, command authority shall be delegated in accordance with the provisions of the Special Operations Plan for that event.
- d. Overlap Assignment Supervision: Shift Command shall include all personnel scheduled for a given shift, or a portion thereof, who will be assigned to general patrol

operational activities in fulfillment of the patrol shift's responsibilities.

3. Lines of Authority Between Components

a. Supervisors must occasionally give commands, orders, or direction to personnel who are outside of their normal chain of command. In such cases, the affected personnel shall obey and comply with any such commands, orders, or direction so long as they are legal.

b. Supervisors, who for legitimate reasons issue such commands, orders, or direction to personnel outside their normal chain of command, shall make every reasonable attempt to inform the appropriate supervisor of the affected personnel as soon as practical.

4. Command Protocol - Routine Situations

a. Control of Incident: At the scene of any police incident, the ranking officer, or senior officer of the same rank, shall assume command of the scene and operations, until relieved by a supervisor, or until the conclusion of the incident.

b. Control of the Crime Scene: Typically, the senior officer present conducts crime scene supervision until the arrival of a supervisor. The senior officer shall have the authority to direct and oversee the protection and processing of a minor crime scene, unless relieved by a Supervisor or a Command Staff member.

5. Command Protocol – Major Incidents

a. Single Command at Major Incidents: At “major incidents,” to which patrol officers initially respond, such as hostage/barricaded subject situations, crowd-control situations, or other large-scale emergencies, a patrol supervisor will be designated to assume and maintain immediate control. At such incidents, the following protocols shall apply:

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

- (b) Identify "principal hazards" which concern law enforcement
- (c) Determine priority of law enforcement hazards
- (d) Ensure that legal responsibilities are not abdicated or ignored
- (e) Develop overall law enforcement objectives

(3) The duties of supervisors shall depend on the nature, extent, and severity of the incident. In most cases, their duties will be to develop and implement specific tactical plans in response to the ICS's stated objectives.

(4) It is further stipulated that ultimate operational or tactical control will remain with the Incident Commander, unless relieved or delegated to another Supervisor. For operations initiated by units other than Patrol, the ranking on-duty supervisor of the specialized unit will assume control, until determined otherwise by the Chief of Police, or designee.

(5) The Chief of Police or designee will assure that agency personnel meet all training requirements and conduct a documented analysis of incidents and training effectiveness once every three years.

O. Search and Rescue Missions

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