



TRUMBULL POLICE DEPARTMENT POLICY

	POLICY TITLE: Organizational and Rank Structure		POLICY NUMBER: 1.5.4
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	APPROVAL AUTHORITY SIGNATURE: 		

I. PURPOSE:

To establish the organizational structure of the Trumbull Police Department and to identify the duties and responsibilities of each Rank and the various Bureaus and Divisions.

II. POLICY:

It is the policy of the Trumbull Police Department to be organized in a manner that enables efficient use of resources and efficient direction and control of operations and administration functions.

III. DEFINITIONS:

AUTHORITY: The power to command, enforce laws, rules and regulations, exact obedience, determine or judge.

CHAIN OF COMMAND: Lines of communication going downward and upward within organization hierarchy through each successive level of command.

FUNCTION: The general term for the required or expected activity of an organizational component.

ORGANIZATIONAL COMPONENT: A subdivision of this Department, such as a bureau, division or unit.

RANK: A position in the hierarchy of the police department.

RESPONSIBILITY: The state, quality, or fact of being responsible. Duty or obligation.

SPAN OF CONTROL: The number of persons reporting to any one supervisor.

UNITY OF COMMAND: Also referred to as "accountability to supervision" and is the concept that each individual in the organization has one, and only one, immediate supervisor.

NIMS: A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.

TABLE OF ORGANIZATION: A table listing the number and duties of personnel and the major items of equipment authorized for the department. The department shall maintain and publish a Table of Organization in PowerDMS and updated as needed.

IV. PROCEDURES:

A. Rank Structure:

Rank within the Trumbull Police Department is grouped in the following order and this shall be the operational hierarchy of this department. This rank order, also referred to as "Chain of Command" will be followed and any violation may be cause for disciplinary action. Department Rank Hierarchy is as follows:

1. Chief of Police
2. Assistant Chief
3. Captain
4. Lieutenants (and Detective Lieutenant)
5. Sergeants (and Detective Sergeants)
6. Detectives
7. Police Officers

B. Organization of Department:

For purposes of effective and efficient delivery of services and administration, the Trumbull Police Department is arranged into organized subdivisions commonly known as Bureaus, Divisions, Shifts, Units and Teams. The basic organizational structure of the department will include:

1. Office of the Chief of Police:

- a. The Office of the Chief of Police is the Chief Executive Office within the Trumbull Police Department, under the supervision and oversight of the Trumbull Police Commission and the office of the First Selectman. The Executive Office Command Staff shall consist of the Chief of Police and Assistant Chief of Police. The Chief of Police directs and is responsible for all Police Department functions in accordance with the laws of the United States, The State of Connecticut and the Town of Trumbull.
- b. The Office of Professional Standards is supervised by a Lieutenant. The office is responsible for internal affairs, which is under the direct command of the Chief of Police. The planning and research, inspections, accreditation and policy writing duties of the office may also be supervised by the Assistant Chief of Police.

2. Uniformed Operations Bureau:

The Patrol Captain shall serve as the Operations Bureau Commander.

a. The Patrol Division:

Shall be commanded by a Captain who reports directly to the Operations Bureau Commander. The division will consist of three (3) shifts of uniformed patrol personnel. Each shift will have a Lieutenant who shall serve as the shift commander and two Sergeants who shall serve as shift supervisors. The Patrol Division officers also include Communications Officers, School Resource Officers and members of the Bicycle Team. The Patrol shift commanders will report directly to the Patrol Captain.

b. Traffic Unit:

Officers assigned to the Traffic Unit are responsible for targeted motor vehicle law enforcement to help reduce accidents and/or complaints, traffic related functions, investigation of fatal or serious motor vehicle collisions or other tasks as assigned. Traffic Unit members will comply with all policies, procedures, accepted techniques and methods recognized for the enforcement of traffic regulations and accident reconstruction as applicable to this unit to handle the areas of specialization needed in this field. Traffic Unit members will report to their designated Shift Commander (Lieutenant) as their Supervisor and the Operations Bureau Commander will be responsible for administrative oversight of the Traffic Division.

c. Canine Officers:

Canine Officers are responsible for care, transportation and use of department owned police canines, vehicles and equipment assigned to them for daily use in police canine criminal apprehension, searches and narcotics detection and to comply with all policies and procedures applicable to the position of canine officers. Canine unit officers will report to their designated Shift Commander (Lieutenant) as their Supervisor and the Operations Bureau Commander will be responsible for administrative oversight of the canine unit.

d. Personnel Office:

The Personnel Office shall be commanded by a Sergeant who shall be responsible for department overtime, extra work assignments, payroll, scheduling and shall serve as the department Quartermaster for uniforms/equipment and other duties as assigned. The Sergeant will comply with all applicable policies and procedures related to this division. The Personnel Office Sergeant reports to the Operations Bureau Commander.

e. Support Services:

Support Services is comprised of The Trumbull Emergency Management Office, Trumbull Animal Control, The Southwest Regional Emergency Response Team and the Trumbull-Monroe Police SCUBA (Dive) Team. These entities may utilize personnel, physical locations, vehicles and equipment owned by Town of Trumbull to perform their operational functions and duties. However, they are governed by their own policies and procedures. The Operations Bureau Commander shall serve as liaison to the support services, and shall review and advise as required or directed by the Chief of Police in regard to interoperability and their policies and procedures.

f. Fleet Maintenance:

This will be staffed by a civilian mechanic who shall be responsible for the care, maintenance and upkeep of the fleet of vehicles owned by the department and tools, parts and supplies for such maintenance and will report to the Operations Bureau Commander.

3. Administrative Services Bureau:

The Administrative Captain shall serve as the Administrative Services Bureau Commander.

a. Detective Division:

The Detective Division is supervised by a Lieutenant who reports directly to the Administrative Bureau Commander. The Detective Division is responsible for follow-up investigation of felonies, vice, gambling, narcotics, organized crime or any other cases or matters as assigned including the collection and preservation of forensic and other evidence to assist in criminal prosecutions. Two Detective Sergeants will be responsible for day-to-day casework flow and direct supervision of Detectives as designated by the division commander. The Youth Detective/Officer, Task Force Officers and Family Violence liaison shall be supervised by the Detective Division Lieutenant. The Division Commander may also serve as the department Public Information Officer as designated by the Chief of Police.

b. Administrative Services Division:

i. Records Division:

The Records Division shall be commanded by a Sergeant who shall be responsible for the maintenance, security and distribution of records and shall also be responsible for data entry, computer systems, property, evidence, digital media files. The Sergeant will be assisted by an officer assigned primarily as the department property and evidence officer. Both will comply with all applicable policies, procedures, records and evidence laws related to the division. The Records Division Sergeant reports to the Administrative Services Commander.

ii. Communications Center/911 PSAP:

The Records Division Sergeant shall serve as the Primary Service Answering Point (PSAP) Coordinator, responsible for the overall operations of the department's Communications Center. The Records Sergeant will be responsible for assuring that the center complies with all FCC Regulations, security requirements covering access to Criminal Justice Information Systems and State of CT, 911 PSAP regulations. The Administrative Services Commander shall oversee the Communications Center. However, day-to-day supervision of the personnel in the center shall be the responsibility of the patrol supervisors working on their respective shift.

iii. Training and Community Services Office:

The Training Officer shall be responsible for training, officer certification and recruitment. Community Services shall include crime prevention and community policing activities. Training and Community Services report to the Administrative Services Commander.

iv. Administrative Non-Sworn Personnel and Facilities Maintenance:

All civilian employees shall be responsible for their assigned division duties and will comply with any related department policies and procedures. Each employee shall report to their designated division supervisor who shall report to the report to the Administrative Services Commander.

C. Duties and Responsibilities of Each Rank:

1. CHIEF OF POLICE:

Under the direction of the Board of Police Commissioners, the Police Chief is the Chief Executive Officer and leader of the Trumbull Police Department. The Police Chief is responsible for:

- a. Reinforcing the values, vision and mission for the Department internally and externally.
- b. Securing the resources to carry out the mission.
- c. Ensuring all members of the department are carrying out their duties in a manner that is consistent with the department's mission.
- d. Instilling the core values that guide the Department.
- e. Accepting the responsibility for the conduct of the members of the Department, and taking decisive action to correct any matters which may damage the reputation and effectiveness of the department.
- f. Creating a working environment that is designed to carry out the Department's overall mission.
- g. Managing the Department's relationships with the First Selectman's Office, the Board, the Town Council and all other relevant units of government at the Town, County, State and Federal levels.
- h. Overseeing the Department's external communications through the news media and other media.
- i. Issuing orders as may be necessary to ensure the effectiveness and efficiency of the Department. These orders must be consistent with policies and procedures, the policies adopted by the Board, the ordinances of the Town, and the laws of the State of Connecticut.
- j. Reporting to the Board at each regular monthly meeting of the Board, and as often as deemed necessary, on the state of the Department
- k. The issuance of such permits and licenses as may come under the jurisdiction of the Department.

2. ASSISTANT CHIEF OF POLICE:

The Assistant Chief is responsible for the day-to-day administrative functions of the Department. In that role, he or she is also responsible for:

- a. Monitoring the overall level of public trust and the professional reputation of the Department and the level of professionalism among all members of the department.
- b. Maintaining the transparency of operations and decisions in the eyes of the public.
- c. Ensuring effective collaboration among town departments, service providers, other external agencies and the town's various boards and commissions.
- d. Balancing expenditures associated with their areas of responsibilities so that they are consistent with the overall mission and needs of the department.
- e. Ensuring that department facilities are properly equipped and maintained.
- f. Ensuring that officers from subordinate ranks and units receive the guidance, training, professional development and resources they need.

- g. Ensuring that criminal investigations and inquiries by the department receive adequate resources and properly completed, with the goal of an exemplary clearance rate.
- h. Ensuring that accurate, timely and important information is brought to the attention of the Chief.
- i. Issuing orders as may be necessary to ensure the effectiveness and efficiency of the Department.
- j. Creating a working environment that is designed to carry out the Department's overall mission and values.
- k. Serving as Acting Chief when the Chief is out of town or as directed by the Chief of Police or Board of Police Commissioners.

3. CAPTAIN:

The Captain's primary responsibilities shall be commander of the Patrol Division. He or she shall perform such duties as may be assigned and shall report to their designated Assistant Chief. In that role, he or she is also responsible for:

- a. Ensuring proper day to day staffing levels in order to maintain a safe and adequate delivery of police services.
- b. Ensuring all persons are treated in accordance with the values of the Department.
- c. Issuing orders as may be necessary to ensure the effectiveness and efficiency of the Department.
- d. Assigning the Patrol Division functions and duties to ensure that the needs of the community and the department are met.
- e. Ensuring that effective supervision and leadership is achieved on all patrol shifts through the shift commanders and their subordinate supervisors.
- f. Coordinating the flow of information and intelligence to the patrol division members and assure that the information and intelligence gained from patrol is communicated and shared through proper channels.
- g. Evaluating the effects of directed patrols to address crime patterns or trends and reporting the results to the Assistant Chief.
- h. Working with subordinate shift commanders to ascertain training, equipment and personnel needs and issues and reporting these to administrative staff.
- i. Creating a working environment that is designed to carry out the Department's overall mission.
- j. Bringing accurate, timely, and important information to the attention of the Assistant Chief.
- k. Maintaining the transparency of operations and decisions in the eyes of the public.
- l. Defining and distributing informative and actionable intelligence and analysis.
- m. Evaluating the Patrol Division functions to ensure that the needs of the community and the department are met.
- n. Analyzing intelligence information and directing patrol actions with regard to proactive, targeted patrol and enforcement to address crime trends and patterns.

- o. Ensuring that the department vehicle fleet is operational.
- p. Ensuring effective collaboration among divisions, shifts and units.
- q. Allocating resources to ensure the highest-possible level of police services.
- r. Ensuring that accurate, timely and important information is brought to the attention of the Chief on a weekly or as needed basis.
- s. Issuing orders as may be necessary to ensure the effectiveness and efficiency of the Department.
- t. Creating a working environment that is designed to carry out the Department's overall mission and values.
- u. Serving as Acting Chief when the Chief and Assistant Chief are out of town or as directed by the Chief of Police or Board of Police Commissioners.

4. LIEUTENANT:

The Lieutenant's primary responsibilities shall be commander of a Division or Shift within a Division. He or she shall perform such duties as may be assigned and shall report to directly to their designated Assistant Chief or Division Commander. In that role, he or she is also responsible for:

- a. The direction and control of personnel under his or her command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command and / or supervision in his absence.
- b. The promotion of harmony and cooperation with other units of the department. Initiation of proper action in cases not regularly assigned to his unit when the delay necessary to inform the proper units might result in a failure to perform a police duty.
- c. Ensuring clear and open lines of communication between the Division or units that report to them. Assurance that information is communicated up and down the chain of command as required.
- d. Being trained and prepared to assume the role of the Police Incident Commander at an emergency or crime scene and operate as part of a unified command structure with other agencies and resources.
- e. Creating a working environment that is designed to carry out the Department's overall mission.
- f. Organizing and assigning duties within his or her division to assure proper performance of departmental functions and those of his command.
- g. Preparation of required correspondence, reports and maintenance of records relating to the activities of his command.
- h. Assuring that quarters, equipment, supplies and material assigned to his or her command are correctly used and maintained.
- i. Ensuring subordinates' understanding of and adherence to the Department's mission & values.
- j. Ensuring that subordinates under his or her command are provided with proper training and education related to job functions, tactics and trends in law enforcement and case laws.
- k. Ensuring that effective leadership and proper supervision is achieved on all patrol shifts through their subordinate supervisors.

- l. Identifying crime patterns and trends and developing intervention strategies with, and to be carried out by, their subordinates.
- m. Evaluating the effects of directed patrols to address crime patterns or trends and reporting the results to the Division Commander.

5. SERGEANT AND DETECTIVE SERGEANT:

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

- a. A Sergeant may be assigned to field or office duties. During his or her tour of duty, a Sergeant must closely supervise the activities of subordinate officers, making corrections where necessary and commanding where appropriate. Sergeants shall be prepared to assume the role of Police Incident Commander at a scene until relieved by a higher authority.
- b. Sergeants shall conduct on-the-job training as needed for efficient operation and coordination of effort at incident or crime scenes.
- c. Providing leadership, instruction and structure at the critical service level, where patrol officers and detectives do their work. Helping their subordinates to develop good judgment and technical proficiency in handling the complex tasks that make up patrol and investigations
- d. Sergeants must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend outside his or her usual sphere of supervision if the police objective or reputation of the department so requires, or if other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a sergeant requires a subordinate other than his own to leave a regular assignment, the Sergeant so directing will inform the subordinate's own supervisor as soon as possible.
- e. Sergeants will be responsible for enforcement of departmental rules and regulations and will ensure compliance with departmental policies and procedures.
- f. Sergeants are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
- g. A Sergeant shall have a working knowledge of the duties and responsibilities of his or her subordinates. Coaching patrol officers, detectives and civilian employees under their supervision to encourage continuing improvement in the quality of their subordinates' work performance. He or she shall observe contacts made with the public by his subordinates and be available for assistance or instruction as may be required.
- h. A Sergeant shall respond to calls of serious emergencies, felonies in progress, assaults, and other calls for service, unless actively engaged in a police incident. He or she should observe the conduct of the assigned personnel and take active charge when necessary.
- i. Ensuring their subordinates' understanding of and adherence to the Department's mission and values.
- j. Implementing and evaluating the effects of directed patrols to address crime patterns or trends, gaining and then sharing intelligence and information with commanders.
- k. Ensuring their subordinates are informed about situations or circumstances that may impact

their safety and their effectiveness.

- I. Requesting training and resources for subordinate officers to improve performance based on continuous evaluation of those subordinate officers' activity and reports.

6. DETECTIVE:

Responsibility – As part of the Detective's responsibility for the prevention of crime and the investigation of criminal cases, A Detective is responsible for:

- a. All detectives are responsible for being familiar with the law and departmental procedures and policies surrounding the handling of suspects, crime scene control, the care of prisoners, and the presentation of evidence in the court.
- b. Being familiar with crime patterns and trends in the town and sharing information.
- c. Pursuing the Department's interest in serving justice and protecting public safety by carrying out effective and efficient post-incident criminal investigations.
- d. Carefully preparing cases for court.
- e. Personally, contacting the complainant or victim within the first week following a crime and periodically contacting the complainant or victim to apprise him or her of the state of the investigation.
- f. Gathering and maintaining intelligence about crimes and suspect individuals in the interest of deterring and preventing crimes, consistent with all laws and Constitutional protections.
- g. Collaborating with internal and external individuals, units and agencies to bring offenders to justice and to deter and prevent future offending.
- h. Knowing the general behavior patterns, locations and modus operandi of known habitual offenders.
 - i. Being alert for sources of information and cultivating sources.
 - j. Investigating promptly and diligently all crimes assigned, utilizing all available resources.
- k. Maintaining timely communication with his or her supervisor, colleagues in the Detective and Patrol Divisions, the prosecutor and all relevant law enforcement and criminal justice partners.

7. POLICE OFFICERS & COMMUNICATIONS OFFICERS:

Patrol Officers are responsible for the preservation of public peace, the protection of life and property, the prevention of crime, and the proper enforcement of all laws and ordinances. All police officers are responsible for responding to a wide range of public safety situations affecting the quality of life within the community. They are responsible for the following:

- a. Responding to the lawful orders of superior officers. Every Officer shall be accountable for the good order of the post to which he is assigned. The Patrol Officer shall, unless otherwise directed, be present at the daily roll calls punctually, properly uniformed and equipped, and shall give careful attention to dispatches, orders and instructions read or issued by superior officers.
- b. Taking proper Police action whenever required. Officers assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary. An Officer may seek, and shall receive from their superior officers, any advice, council and guidance necessary to the proper performance of his or her duty.

- c. Remaining calm, articulate, and concise when speaking to fellow police and other emergency personnel and when interacting with the public.
- d. Being proactive and taking a vested interest in the preservation of peace and quality of life in town by patrolling their sector and taking action on issues and violations which officers may observe or are made aware of by communications and the department.
- e. Maintaining and improving the quality of their problem-solving skills, decision-making competencies and exercise of discretionary authority.
- f. Ensuring quality and professionalism of their communication and interactions with the community.
- g. Exercising judgment in a manner that is reassuring and responsive to the community.
- h. Treating victims and those in need according to the Department's values.
- i. Ensuring the integrity of the Department's relationship with the community.
- j. Maintaining communication, cooperation and coordination with their fellow officers.
- k. Conducting themselves in a way that leads citizens to perceive their actions as legitimate, embodying the Law Enforcement Code of Ethics and the rules and regulations of the Trumbull Police Department.
- l. Police Officers assigned to positions such as Communications and Administrative positions shall comply with all department policies which govern the specific job assignment and duties and report to their immediate Supervisor for day-to-day operations.
- m. School Resource Officers and Bicycle Team members will report directly to the Patrol Captain and will operate according to their specific Department Policies: School Resource Officer 2.8 and Bicycle Patrol Unit 16.2
- n. Officers co-assigned to specialized units or a team shall always meet the required expectations, attend trainings and operate under the specific policies and supervision for that unit or team.

8. CIVILIAN EMPLOYEES: DISPATCHER, RECORDS, ADMINISTRATIVE:

Civilian employees provide the highest quality professional and technical services in a wide variety of positions supporting the administration and operations of the Department. They are responsible for professional staffing in:

- a. Administrative Functions (Chief's Office, Detective Division, Traffic Unit, Training)
- b. Records Management
- c. Fiscal management
- d. Telecommunicator (Dispatcher)
- e. Building and Grounds Maintenance
- f. Crossing Guards
- g. Animal Control Officer

D. Supervisory Day-to-Day and Incident/Investigation Roles:

- 1. The rank hierarchy of the department shall be followed for day-to-day operations. In the absence of the Chief of the Department or a Bureau Commander, an "acting authority" memo and/or e-

mail will be distributed to all members of the department designating the person assuming that role.

2. At the discretion of the Chief of Police, supervision and oversight of a specific unit, team or function may be temporarily re-assigned other than as designated herein. Prior to such change, The Chief shall inform the department by memo or-email distributed to all members.
3. Special operations or events of a non-urgent nature such as Trumbull day, parades etc. shall be supervised by an assigned Lieutenant or higher rank designated as the "officer in charge" (OIC) for the event. The OIC shall attend any planning meetings and will assess and plan for the law enforcement role and anticipated actions required for the event. The OIC will prepare an operations plan which shall address needs and resources for logistical requirements such as public safety at the event through police staffing, supervision and assignments, special operations personnel, equipment and vehicles required, coordination from inside and outside of the agency, intel on hazards such as weather conditions, possible threats, crime problems or crowd size, crowd control, estimates on traffic, contingency plans for traffic direction and control, communications and unified command with other agencies at the event. The OIC shall forward the Operations Plan through chain of command for approval by the Chief of police no less than 48 hours prior to the event start unless otherwise requested. An after action report will be completed and forwarded to the Chief of Police.
4. The role of supervisor for a specific Incident, case investigation, or event must be established, understood and adhered to as stated under the command protocols. There should be no deviation unless ordered by a higher commander and this change shall be communicated to all those on scene or involved. Under normal circumstances, supervisors shall adhere to a span of control of no more than six employees under their immediate control and supervision. This does not preclude larger spans-of-control in emergency or training situations.
5. Employee Accountability: To ensure that employees are aware of what is expected of them to promote efficiency and responsibility, employees must be accountable to only one supervisor. There may be times when an officer of supervisory rank has to give a command to an employee outside the chain of command.
6. The following Command protocols shall be utilized for supervision of an incident:
 - a. Single investigation/Operation:

Command protocol in a single operation involving personnel from one division normally will be determined by rank. The Senior ranking officer on scene is in command unless relieved by a supervisor.
 - b. Joint Division Investigations/Operation:

In multiple division responses, a supervisor will be in command of the scene and overall operations. When on scene, a Detective will be the responsible for control of an investigation or a crime scene until relieved by the ranking Detective Division Supervisor.
 - c. Critical Incidents:

The Trumbull Police department shall operate at critical incidents within the guidelines of the National Incident Management System (NIMS). Incident commanders may initially be a patrol officer or Sergeant but will ideally be a command officer, who when arriving has the discretion to assume control of a scene after a transfer of command is made and announced. Incident Commanders shall operate within policies and procedures governing the incident type and at

large incidents function as part of a unified command to control the law enforcement response. See TPD policy “Unusual Occurrences – Critical Incidents.”

E. General Management and Administration

1. Administrative Reporting Program: These types of reports are designed to provide information within the Department on a day-to-day operational basis as well as provide a mechanism to report Department activities outside the immediate structure of the Department. The Department’s reporting program includes:
 - a. Administrative Reports:
 1. Monthly Reports
 2. Annual Reports
 3. Annual Analysis of Grievances
 - b. Person(s) or position (s) responsible for completing reports:
 1. Monthly Reports: A report prepared by the respective shift Lieutenant, Division Commander, Supervisor of a division, or member of a specialized unit.
 2. Annual Report: A report prepared by the Chief of Police.
 3. Annual Analysis of Grievances: The Chief of Police or his designee.
 - c. Purpose of the Report
 1. Monthly Report
 - a. Officer, shift, and divisional accountability (Operations and Administrative)
 - b. Staff professional development (Training Reports)
 - c. Unit/Division Tracking (K9, SRO, Traffic, Records, Support Services)
 2. Annual Report
 - a. A comprehensive overview of the structure, operations, staffing, and community engagements of the Trumbull Police Department. It serves multiple purposes, including but not limited to:
 1. Organizational Overview;
 2. Key Operational Divisions;
 3. Regional Collaborations;
 4. Community Policing and Programs;
 5. Staffing and Recruitment; and
 6. Specialized Units.
 3. Annual Analysis of Grievances
 - a. A method for the agency to identify internal issues. Through analysis, the Chief of Police can observe trends in filed grievances and take steps to minimize their causes in the future. Maintenance and control of grievance records and reports will be fall under the Chief of Police or his designee.
 - d. Distribution of Reports
 1. Monthly Reports
 - a. All monthly reports will be compiled into a report and presented to the

Trumbull Police Commission.

2. Annual Report

- a. The annual report is prepared by the Chief of Police and submitted to the First Selectman.

3. Annual Analysis of Grievances

- a. The annual report is prepared by the Chief of Police or his designee and retained for administrative use.

2. Form Accountability:

- a. The Department uses numerous forms in its day-to-day operations. All department forms can be found on the Police Department Shared Drive, Report Room, or in the locked storage closet in line-up. To facilitate accountability of the Department Forms, they will be categorized into two classes.

1. Strict Accountability: Accountability is required for both blank and completed form and is subject to audit. Blank forms will be locked in the Line-Up Room Closet and accessed only by supervisors:

- a. Misdemeanor Summons (JD-CR-1)
- b. Infractions (JD-CR-2)
- c. Juvenile Summons and Complaint/Promise to Appear (JD-JM-95)
- d. Town of Trumbull Parking Tickets

2. General Accountability: Accountability is required for the completed form only. Forms in this category include, but not limited to; the following:

- a. State Forms

1. Written Promise to Appear (JD-CR-5)
2. Uniform Arrest Report (UAR) (JD-CR-21)
3. Notice of Rights (JD-CR-5)
4. Written Warning (P-2)
5. Family Violence Report (SP-230-C)
6. Stolen Vehicle Report (H105)
7. Order to Detain-Probable Cause Determination Request (JD-JM-190)
8. Officers OUI Arrest (A-44)
9. Notice of Motor Vehicle Tow (H-114)
10. Family Violence Offence Report (DPS-230-C)
11. Receipt for Seized Property & Advisement of Rights Seized Property (JD-CR-42)

- b. All Department Forms

3. Review/Modification of Department Forms:

- a. The Records Division is responsible for the review and modification of

Department Forms with the final approval of the Chief of Police.

- b. Development or modification requests of Department Forms may be made by any employee of the Department through the following.
 1. Development: Department employees may submit through their supervisor any form that they believe would enhance the police function. Supervisors should judge the feasibility of the form and submit it to the commander of their division.
 2. Modification: Department employees shall present a copy of the existing document and mock-up of the proposed change to the commander of their division.
 3. Approval: The division commander will review the information on the new or modified form, ensure that the information on the document is not duplicated, that the format is consistent with the existing Department Form. The finished form will then be submitted to the Chief of Police for final approval. Once the final approval occurs, the Records Division will initiate the change over to the new form by:
 - i. Causing the printing of copies of the form.
 - ii. Collecting the old form copies for destruction.
 - iii. Distributing copies of the new form.
 4. Review: The Records Division will review all Department Forms on a regular basis and eliminate or modify outdated or obsolete forms.
4. When a negotiated labor agreement is ratified by all parties, the Chief of Police will designate the Professional Standards Lieutenant to:
 - a. Obtain a written, signed copy of the labor agreement;
 - b. Review and amend, if necessary, all written directives and procedures to coincide with the terms of the labor agreement; and
 - c. Disseminate information relative to a new agreement, including modifications to existing agreements, to managers and supervisors of the bargaining unit employees.

F. Planning and Research

1. Organization: The planning and research functions of the department will be a shared responsibility of the Chief of Police and Command Level Personnel that fall under the Office of the Chief of Police. The planning and research functions are assigned as follows:
 - a. Chief of Police (or his/her designee)
 1. Budget development and management
 - b. Administrative Command Staff
 1. Budget Development and Management;
 2. Facility and Equipment;
 3. Community Relations;
 4. Information Systems Management;

5. Evidence/Property Management;
6. Intelligence;
7. National Incident Based Reporting System (NIBRS).

c. Patrol Division

1. Operations (Strategic and General)
2. For planning and research functions, personnel will have access to information from other divisions to the extent necessary to complete planning and research projects.
3. Personnel will have access to the Office of the Chief of Police when performing planning and research functions.

G. Specialized Assignments

1. A specialized assignments is often characterized by increased levels of responsibilities and specialized training. The following positions are considered “specialized assignments” within the department:
 - a. Traffic Division
 - b. Motorcycle Unit
 - c. Dive Team
 - d. Peer Support Unit
 - e. Emergency Response Team (ERT)
 - f. Bicycle Unit
 - g. Drone Unit
 - h. K-9 Unit
 - i. Accident Reconstruction Unit
 - j. Selections Unit
 - k. Crime Suppression Unit (CSU)
 - l. Community Service Officer
 - m. Field Training
 - n. Honor Guard
2. A report will be completed annually concerning specialized assignments which will address the following:
 - a. A statement of the purpose for each listed assignment; and
 - b. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.

H. Authority and Responsibility

1. Authority: At every level of this department, personnel will be given the authority to make decisions necessary for the effective execution of their given responsibilities.
2. Responsibility: All personnel will be made fully accountable for the use of delegated authority, as well as for the failure to use it.

I. Supervisory Accountability

1. Supervisors will be held accountable for the performance of the personnel under their immediate supervision. Although supervisors may delegate the actual performance of a given task, a supervisor cannot delegate the ultimate responsibility for the accomplishment of the task.

J. Crime Analysis Reporting

1. The Division Commander is responsible for drafting, coordinating, and maintaining Crime Analysis reports for the department. Crime Analysis reports will be distributed to affected operational units, the Chief of Police, and Command Staff. The Chief of Police will be advised of emerging trends and crime patterns.
2. The Division Commander will publish Crime Analysis bulletins on a biannual basis or whenever an emergent crime pattern is observed.