

ADMINISTRATION

RULES AND REGULATIONS

GOVERNING

CONNECTICUT STATE POLICE

DEPARTMENT



Revision of  
October 1, 1940

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## PREFACE

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The following rules and regulations are hereby approved and adopted as the rules and regulations of the Connecticut State Police Department subject, however, to such additions, omissions, amendments or revocations as the good of the service may require.

All rules and regulations issued prior to date are hereby revoked, together with all instructions and orders heretofore issued that in any way conflict with these rules and regulations. The rules and regulations herein laid down may be amended or revoked by the Commissioner of State Police.

Violation of any of the rules and regulations contained herein shall subject the member or employee of the Connecticut State Police Department to the penalties as prescribed herein and in conformity with the provisions of the Merit System as defined by Statute.

As amendments to these rules and regulations become necessary, replacement pages will be printed at Headquarters, by order of the Commissioner. Upon receiving replacement pages, each officer shall keep his copy of the manual up to date by detaching and destroying the pages rendered obsolete and substituting the new ones.

Dated at Hartford, Connecticut.

Effective October 1, 1940.

Edward J. Hickey

COMMISSIONER OF STATE POLICE

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Article 1.

CONNECTICUT STATE POLICE

ADMINISTRATION

Sec. 1. COMMISSIONER--On or before the first day of July, 1931, and quadrennially thereafter, the Governor shall appoint a Commissioner of State Police who shall serve for four years from the first day of July next succeeding his appointment. He may be removed by the Governor for cause after charges have been preferred and a hearing granted.

Sec. 2. JURISDICTION--Said Commissioner shall have general jurisdiction of the affairs of the State Police Department and shall have all the powers and privileges conferred by statute upon a state policeman. He shall submit to the Governor an annual report, setting forth in detail the work of said department. The general office of the department shall be in the city of Hartford. Said Commissioner shall prescribe rules and regulations for the government of the department and, in any investigation made by him relating to the personnel of the department, may administer oaths and summon witnesses and compel their attendance as provided by law for the attendance of witnesses at court. He shall give a bond to the state in a sum of \$25,000 conditioned on the faithful performance of his duties. Said Commissioner shall devise and make a system of police patrols; shall establish and maintain police barracks; may delegate authority to any person, deputy sheriff or policeman; shall investigate fires as State Fire Marshal; shall detail a Deputy State Fire Marshal; shall be State Sealer of Weights and Measures; shall appoint an Inspector of Weights and Measures;

shall appoint two motion picture inspectors; shall make regulations as to moving picture projectors, film, booths and issue, revoke or suspend licenses, permits or approvals pertaining to motion picture exhibitions; shall approve types of fuel oil burners; shall grant licenses to engage in electrical business; shall prepare and enforce reasonable regulations for the use of chemicals in removing soot from chimneys and flues; shall issue an auctioneer's license for the sale of jewelry; shall issue license for the manufacture of explosives; shall issue permit for transportation and use of explosives; shall grant approval and shall issue certificate for motor vehicle races; shall maintain registration of junk dealers; shall issue permits for the sale and carrying of dangerous weapons; shall maintain registration of machine guns; shall report motor vehicle thefts; shall issue permits and licenses for outdoor advertising; shall act as a member of State Traffic Commission and shall appoint special policemen in conformity with the statutes made and provided.

Sec. 2. EXECUTIVE ASSISTANT TO COMMISSIONER--An Executive Assistant to the Commissioner shall act as Business Manager of the department and under direction of the Commissioner shall supervise all financial operations therein. He shall supervise all purchases, maintain adequate bookkeeping records and control the department budget as allotted by the State Budget Division. The Executive Assistant shall, under supervision of the Commissioner, act as liaison agent between the State Police Department and the various state divisions handling purchases, budgets and accounts. The Executive Assistant shall be appointed from the classified service.

Sec. 3. EXECUTIVE SECRETARY TO COMMISSIONER--The Commissioner may appoint a personal secretary who shall be exempt from the classified service.



Sec. 4. CIVIL SERVICE (Effective May 12, 1937)--

The provisions of the Merit System for State Employees shall apply to all employees and members of the State Police Department. All appointments to, and promotions in, positions in the state service, except as hereinafter specified, shall be made only according to merit and fitness, to be ascertained by examinations, which examinations shall be competitive and given in accordance with the provisions of the state. The Merit System shall be administered by the PERSONNEL DEPARTMENT, established under the provisions of the statutes.

Sec. 5. APPOINTING AUTHORITY--The appointing authority, as defined in the provisions of the Merit System, for the State Police Department shall be the Commissioner of State Police.

Sec. 6. APPOINTMENTS, PROMOTIONAL--When a vacancy in any permanent position in the classified service is to be filled, the appointing authority shall notify the personnel director of such fact, stating the title or name of the position to be filled, the duties to be performed and the compensation to be paid. Vacancies in such positions shall be filled, so far as practicable and for the best interests of the state, by promotional appointments. The appointing authority shall decide whether a vacancy shall be filled by promotion or by an original appointment. If such appointing authority shall decide to fill a vacancy by a promotional appointment, the director shall certify to him the names of the three persons having the highest final earned ratings in competitive examinations open to those who have served a minimum time established by regulation in such lower class or classes of positions as may be designated. The employees service ratings provided for in this chapter shall constitute a factor in such competitive tests. Promotional appointees shall be required to serve the working test period provided for in this chapter. Any promotional appointee who shall be dismissed

from the position to which he was promoted during such working test period or at the conclusion thereof, shall be restored to the position from which he was promoted. No appointing authority who shall have removed such an employee as herein provided shall have the power to exercise such right of removal again with respect to any other employee in the same position within three calendar months after such original removal, except with the consent of the director. No provision of this section shall be construed to prevent any employee in the unclassified service from competing for positions in the classified service if he shall possess the minimum qualifications established by the director.

Sec. 7. ELIGIBILITY FOR PROMOTION--No member of the department will be eligible for promotion, until he shall have served in the department for a period of at least five years. No member of the department shall be promoted to a higher rank until he has served at least one year in the preceding rank.

Sec. 8. TRANSFERS--Transfer of the members of the department from one station to another shall be made only on written order of the Commissioner.

Sec. 9. SERVICE STANDARDS AND RATINGS--The Personnel Director shall establish, in cooperation with the appointing authority (Commissioner of State Police), for each class of positions or group of classes in the classified service, such standards of performance and output as may be deemed practicable, and a plan of service ratings based upon such standards. The system of service ratings shall be administered by the director and shall be designed to permit a reasonably accurate and fair evaluation by his superior or superiors, of each employee's performance of his duties. Such service ratings shall be used, in determining salary and



wage increases and decreases within the limits provided by statute and within the limits of the schedules of compensation established by statute, as a factor in promotion tests, in determining the order of lay-off when forces shall be required to be reduced because of lack of funds or work and as a means of discovering employees in the classified service who, by reason of their unsatisfactory service, ought to be demoted or dismissed. Reports of service ratings or of information to be used as a basis for service ratings shall not be required for any employee or group of employees oftener than once in three months without the consent of the appointing authorities. Any employee in the state classified service shall have the right, at reasonable times during office hours, to inspect his service ratings, as shown by the records of the personnel department or of the department, agency or institution in which he is employed.

Sec. 10. DEMOTION--The Commissioner as the appointing authority may demote a classified employee under his jurisdiction from a position in any given class or grade to a position in a lower class or grade, subject to the rules therefor prescribed by the Personnel Director. The Commissioner as the appointing authority shall give the director written notice of his intention to effect any such demotion not less than fifteen days before the date it is intended to become effective. The director may transfer such an employee whose record is otherwise satisfactory to a position under the jurisdiction of another appointing authority, with the approval of such other appointing authority.

Sec. 11. SUSPENSION, FINE AND DEMOTION--The Commissioner, as the appointing authority, may recommend to the Personnel Director and the director may, for disciplinary purposes, provide, by regulation, for the suspension without pay or with reduced pay, for an aggregate period not to exceed sixty days in any calendar year, or for the demotion of employees in the classified ser-

vice. All commanding officers shall report by telephone or in person immediately to the Commissioner of State Police upon being informed of any misconduct of a subordinate. Written complaint will then be required by the Commissioner and all details will be submitted by the Commanding Officer. All suspensions will be made by the Commissioner, subject to approval of the Personnel Director.

Sec. 12. DISMISSALS, GENERAL--The Commissioner, as the appointing authority, may dismiss any employee in the classified service when he shall consider the good of the service will be served thereby, provided written notice of such dismissal shall be given to such employee at least two weeks in advance of his dismissal and a copy of the same filed with the director. Such notice shall set forth the reasons for dismissal in sufficient detail to indicate whether the employee was discharged for incompetency or other reasons relating to the effective discharge of his duties and shall be prepared in such form and given in such manner as the director shall prescribe. The name of any such employee dismissed for incompetency or other reasons relating to the effective discharge of his duties shall be immediately removed from the eligible list in the office of the director.

Sec. 13. APPEAL--Any person holding a position in the classified service who shall be demoted, suspended, fined or dismissed, shall have the right of appeal to the personnel advisory committee, and the decision of said committee shall be final.

Sec. 14. LEAVE OF ABSENCE--The Commissioner, as the appointing authority, may with the approval of the director, grant a leave of absence without pay, subject to the rules prescribed by the director, to any employee in the classified ser-



vice, for a period not exceeding one year. Upon the termination of such leave, the employee shall be returned to his position if the vacancy therein shall not have been filled, or shall have his name placed on the re-employment list if he shall so request.

Sec. 15. LEAVE DAYS--Members of the department shall be subject to duty twenty-four hours a day, unless conditions make it imperative to be otherwise. Each member of the department is entitled to time off during the month, which will be at the discretion of the commanding officers of the stations and subject to approval of the Commissioner and Personnel Director.

Sec. 16. VACATIONS--Every member of the department is entitled to an annual vacation of twenty-one days. Commanding officers shall have the authority to cancel time off periods or vacations, when necessary for the proper efficiency of the department to do so. All applications for vacation shall be forwarded to the Commissioner for approval and recommendation to Personnel Director. Each state policeman will inform his Commanding Officer of the telephone number or street address where the officer may be reached while on vacation or leave.

Sec. 17. OUT OF STATE LEAVE--No officer of the department shall be absent from the state, while on leave, without permission of his Commanding Officer and approval of the Commissioner.

Soc. 18. RESIGNATIONS--Resignations from the classified service shall be subject to such rules as the Personnel Director may prescribe. A member desiring to resign from the department shall submit his resignation in writing to the Commissioner two weeks previous to the date he desires such resignation to become effective. No resignation will be accepted by the Commissioner during the period an officer may be under suspension for misconduct or conduct unbecoming an officer of the Connecticut State Police Department.



Sec. 19. RETIREMENT--When an employee has become physically or mentally incapable of, or unfit for, the efficient performance of the duties of his position, by reason of infirmities due to advanced age or other disability, the Commissioner as the appointing authority, shall recommend to the director his retirement or transfer to less arduous duties.

Sec. 20. SERVICE RETIREMENT (Reference: Supplement 1939-Chapter 8a-Sec. 67e.)--Any person in the service of the state shall, upon application by himself or the executive head of the department, commission or institution for which he is serving, be retired, subject to the following conditions as to term of service and age, and shall receive a salary as hereinafter provided: After twenty years of service, in the aggregate, and reaching the age of seventy years or after fifteen years of such service and becoming permanently disabled from continuing to render the service in which he has been employed or, being a female person, having reached the age of fifty, or being a male person, having reached the age of fifty-five, after twenty-five years of service, at a salary equal to fifty per cent of his average salary for the five years next preceding his retirement; after thirty years of service, at a salary equal to sixty per cent of his average salary for the five years next preceding his retirement; after thirty-five years of service, at a salary equal to seventy per cent of his average salary for the five years next preceding his retirement; after forty years of service, at a salary of eighty per cent of his average salary for the five years next preceding his retirement, and after forty-five years of service, at a salary of ninety per cent of his average salary for the five years next preceding his retirement and after fifty years of service, at a salary equal to his salary at the time of his retirement. Any person permanently disabled as a result of any injury received while in the performance of his duty as



an employee of the state shall be retired at a salary equal to fifty per cent of his salary at the time of such retirement, regardless of his term of service unless such term shall entitle him to a greater per cent. Any person in the service of the state in an appointive position covered by this part, who, being a female person shall reach the age of sixty-five years, or being a male person shall reach the age of seventy years, shall be retired; provided any such person in the service of the state September 1, 1939, who shall, on or before July 1, 1942, reach such retirement age shall, at his option, or that of the head of the department or institution of which such person is an employee, be eligible for retirement, and on said date, shall be retired. Any person who shall have reached such retirement age without having served twenty years shall receive a retirement salary equal to two and one-half per cent of his average salary for the last five years of his service multiplied by the number of years of such service. Each retirement salary shall be based upon the regular salary of the employee, regardless of any general temporary reduction thereof or any reduction for illness or other temporary absence. The governor shall appoint three physicians, who are employees of the state, to determine whether applicants for retirement salaries on the ground of permanent disability are entitled to receive such salaries. The full amount of any maintenance furnished to any person eligible for retirement under the provisions of this part shall be considered as part of his salary in determining the salary at which he shall be retired. All retirement salaries, whether granted prior to or after September 1, 1939, shall be paid monthly.

Sec. 21. SPECIAL POLICEMEN--The Commissioner of State Police may, upon the application of any electric; gas, telephone; telegraph, water; railroad, street railway, steamboat company, State Park Reservation or of the Connecticut Humane Society, or by the Administrators of State buildings or lands or by the State Forester or any corporation owning or having

control of the roads in any private residence park, commission during his pleasure one or more persons designated by such company or by such corporations, who having been duly sworn, may, act at the expense of such company or corporation as policeman upon the premises used by such company in its business, or upon its cars or vessels, or upon the roads and land owned or under the control of such corporation, and each policeman so appointed may arrest and take before some proper authority any person in their precinct for any offense committed therein. Each such policeman shall, when on duty, wear in plain view a shield bearing the words "Railroad Police"; "Street Railway Police", "Steamboat Police", "Special Police", or "State Forest Police" as the case may be, and the name of company or agency for which he is commissioned.

Sec. 22. COMMISSIONER MAY DELEGATE AUTHORITY--Any person may, and any Deputy Sheriff or policeman, with the consent of the authority to which he is subject, shall, go to any part of the state when required by the Commissioner of the State Police, and, while so acting under the authority of the Commissioner, shall have all the powers conferred on state policemen and shall be paid such sum as shall be fixed by the Commissioner.

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## Article 2.

### ORGANIZATION AND DUTIES

Sec. 1. STATE POLICE FORCE--The Commissioner of State Police shall appoint 225 men as state policemen and shall appoint therefrom an inspector of weights and measures, two motion picture inspectors and such number of majors, captains, lieutenants, sergeants and corporals as he may deem necessary to efficiently officer the state police force. One of such lieutenants shall be detailed by said Commissioner as Deputy Fire Marshal. The salaries of the members of the State Police Department shall be fixed by said Commissioner with the approval of the Finance and Control. Mess shall be maintained for state policemen at the expense of the state and said policemen shall be reimbursed for all expenses incurred in the performance of official duty. Said officers and policemen may be promoted, demoted, suspended or removed by the Commissioner; but no final dismissal from the service shall be ordered until after a hearing shall have been had before said Commissioner on charges proved against such officer or policeman. Each state policeman shall, before entering upon his duties, be sworn to the faithful performance thereof and shall file a bond of \$1,000 conditioned upon the faithful performance of his duties. The Commissioner of State Police shall designate 75 men for motor patrol work exclusively. The rank of Colonel is conferred upon the Commissioner of State Police.

### Sec. 2. RANK--

Commissioner	Inspectors
Major	Weights and Measures
Captain	Traffic
First Lieutenant	Identification
Lieutenants	Theater
Sergeants	Explosives and Special
Policemen	Hazards
Deputy State Fire Marshal	Communications
	Photography

Sec. 3. COMMISSIONER--The Commissioner of State Police shall qualify for such position as provided by statute. He shall have supervision and full command of the entire department.

Sec. 4. MAJOR. QUALIFICATIONS--The Major shall be a member of the State Police Department and 12 years' police service therein, including 6 years' experience in police administration or supervisory responsibility, and 3 years' rank of Captain or Lieutenant and as Commanding Officer of a field station or barracks or subdivision of the department, or any equivalent combination of education and experience.

Ability to exercise command and maintain discipline and orderly prosecution of police work; ability to supervise and direct office personnel; good knowledge of the best approved police methods and practice; good knowledge of office routine relating to police files and reports; and ability to direct all commanding officers in emergencies and in police procedure.

Sec. 5. DUTIES--The duties of the Major shall be under the direction of Commissioner, to assist in administrative and executive management of the department; to supervise all employees engaged in police, office, barracks, garage and general work of the department; to assist Commissioner in assigning details for police patrols, investigations, and procedure; to assist Commissioner in maintaining discipline and morale; to assist Commissioner in examination of all reports relating to police routine and all matters pertaining to Police Department; and to supervise and command department in absence of Commissioner.

Sec. 6. CAPTAIN. QUALIFICATIONS--The Captain shall be a member of the State Police Department and ten years of police service therein, including five years of experience in police administrative or supervisory ability and two years of rank as a Lieutenant and Commanding Officer of a field station, barracks, or subdivision of the department, or any equivalent combination



of education and experience. Good knowledge of the best approved police methods and practices. Ability to exercise command and obtain discipline and orderly prosecution of police work. Good knowledge of legal procedure in criminal matters. Ability to direct all commanding officers in emergencies and in police procedure.

Sec. 7. DUTIES--The duties of the Captain shall be under direction of Commissioner (in his absence under direction of Major) to supervise the issuance of all licenses and all correspondence relating thereto. To assist the Commissioner in all matters relating to theater inspections; to prepare all correspondence relating thereto; to supervise, counsel and instruct all theater inspectors; and to examine reports, maps and plans relating to all applications for theater permits. To assist the Commissioner in the preparation of general correspondence relating to State Police matters. To assist the Commissioner in matters pertaining to permits concerning the storage, use and transportation of explosives; to supervise inspectors and employees assigned to matters relating to explosives, firearms, of fire hazards, outdoor advertising, motor vehicle inspection, race tracks and miscellaneous hazards. To coordinate all activities relating to fire investigations, fire hazards and fire prevention. To supervise and prepare all matters relating to extradition of fugitives from justice. To supervise and command the department in the absence of both the Commissioner and the Major.

Sec. 8. FIRST LIEUTENANT. QUALIFICATIONS--Member of the State Police Department and ten years of police service therein including five years of police administrative or supervisory ability and two years of rank as a Lieutenant and Commanding Officer of a field station, barracks, or subdivision of the department, or any equivalent combination of education and experience. Good knowledge of the best approved police methods and practices. Ability to exercise command and obtain discipline and orderly prosecution of police work.

Good knowledge of legal procedure in criminal matters. Ability to direct all commanding officers in emergencies and in police procedure.

Sec. 9. DUTIES--The First Lieutenant under direction of Commissioner (in his absence under direction of Major) to supervise and instruct all officers assigned to special service or investigations of major crimes; to coordinate all activities of the Bureau of Identification, Bureau of Photography and Bureau of Communications in so far as they relate to special service or investigation of criminal matters; to prepare all reports on bound over and appeal cases; to confer and assist State Attorneys and Prosecuting Attorneys in criminal matters; to supervise and command department in the absence of Commissioner, Major and Captain; and to act as Major or Captain in the absence of either or both from duty; and to do related work when required.

Sec. 10. LIEUTENANTS. QUALIFICATIONS--Not less than one year in the rank of State Police Sergeant, and a total of five years as a member of the uniformed force of the State Police Department.

Sec. 11. DUTIES--Under supervision, to have command of a troop of State Police and charge of a State Police barracks to which such troop is assigned; to attend to the duties of the State Police in an assigned district of the state; and to do related work as required.

Sec. 12. SERGEANTS. QUALIFICATIONS--Not less than five years' continuous service in the State Police Department as a State Police Patrolman. Candidates must possess ability to direct and supervise and show coolness in emergencies; initiative; resourcefulness; tact; ability to deal successfully with the public; and good judgment.

Sec. 13. DUTIES--Under general supervision, to have charge of a State Police Barracks during the absence of the Lieutenant or other charge



officer; to check patrols in assigned areas, and to make investigations and inspections as assigned for the purpose of preventing and detecting violations of law and of apprehending violators; and to do related work as required.

Sec. 14. DEPUTY FIRE MARSHAL--The Commissioner shall designate one of the Lieutenants from the force as Deputy Fire Marshal.

Sec. 15. DUTIES--The Deputy Fire Marshal under the supervision and as directed by the Commissioner shall, investigate the cause, circumstances and origin of all fires, to which his attention has been called. He shall, when instructed by Commissioner, counsel and confer with Captain for the purpose of coordinating all activities pertaining to fire investigations and fire prevention.

Sec. 16. POWERS OF DEPUTY FIRE MARSHAL--The Deputy State Fire Marshal appointed in accordance with the provisions of Section 15 shall, subject to the supervision and direction of the Commissioner of State Police, be vested with all the powers conferred upon said Commissioner by section 2307 of the General Statutes, Revision of 1930.

Sec. 17. HEARINGS PERTAINING TO FIRE CAUSES--The Deputy Fire Marshal shall not conduct any hearing relative to the causes of any fire without approval of the Commissioner.

Sec. 18. INSPECTOR OF WEIGHTS AND MEASURES. QUALIFICATIONS--Eligibility for appointment as a State Police Sergeant and not less than two years' experience in connection with the manufacture, sale, or inspection of weighing and measuring devices; knowledge of the state laws and standards pertaining to weights and measures; familiarity with various types of measuring and weighing devices and approved methods of testing them; ability to meet and deal with public officials and sellers; tact, initiative, integrity, firmness, and good judgment will be required. Equivalent combinations of training and experience will be accepted.

Sec. 19. DUTIES--Under supervision, to check the enforcement of laws relating to weights and measures by City and County officials; to issue instructions to such officials in the requirements and methods of enforcement; to make special investigations of the sales of commodities; to ascertain the effectiveness of enforcement work; to confer with public officials regarding the provisions for enforcement if found to be inadequate; to assist sellers by investigating complaints; to collect evidence of violations of the law; to assist in the prosecution of violations of the law; and to do related work as required.

Sec. 20. TRAFFIC INSPECTOR. QUALIFICATIONS--Not less than 7 years' service as a State Police Officer immediately prior to appointment, such service to be comprised of active traffic patrol and accident investigation. Special credit will be allowed for fully completed courses in traffic control and accident prevention in a school of recognized standing giving such specialized courses.

Sec. 21. DUTIES--Under the supervision of the Commissioner and through the agency of the State Police, to enforce the rules and regulations pertaining to traffic laws throughout the State; to investigate traffic complaints and accidents; to make analyses of complaints and accidents, and to render reports and recommendations thereon; to supervise and instruct police officers in first aid courses and in the enforcement of the law and rules on traffic; to conduct special investigations upon the direction of the Commissioner; to maintain records and statistics pertaining to all causes of accidents; to supervise and promote all activities having to do with public relations; to act as liaison officer between the Highway and Motor Vehicle Departments; to assist in investigations of traffic matters for State Traffic Commission; and to do related work as required.

Sec. 22. INSPECTOR, IDENTIFICATION BUREAU. QUALIFICATIONS--Eligibility for appointment as State Police Sergeant and not less than two years' experience in fingerprint classification work. As



an equivalent for years of experience in fingerprint classification work, there may be substituted not less than two years in a course of study in fingerprint work in an accredited school or college giving such courses. A thorough knowledge of the methods of criminal identification with particular reference to the analysis and classification of fingerprints; ability to take and develop photographs; ability to perform clerical duties of a complicated character involving accuracy, thoroughness, and good judgment will be required.

Sec. 23. DUTIES--To maintain files of missing persons, fugitives, and to develop information pertaining to such criminal records which in any respect effect the operations of the State Police. Under general supervision, to analyze, classify, and search fingerprint records; to take fingerprints; to assist in other miscellaneous duties assigned by the Commissioner of State Police.

Sec. 24. MOTION PICTURE THEATER INSPECTOR. QUALIFICATIONS--Eligibility for appointment as a State Police Sergeant and not less than two years of experience in fire prevention work, or in building construction, insurance, or real estate work, or any equivalent combination of such experience and education or training relating to such subjects shall be accepted; knowledge of the state laws and requirements relating to theaters and motion picture exhibition; ability to act as an investigator; ability to deal with theater owners and operators; tact, initiative, integrity, firmness, and good judgment are required. Equivalent combinations of training and experience will be accepted.

Sec. 25. DUTIES--Under supervision, to inspect theaters; to insure compliance with the laws relating to fire prevention, fire escapes, exits, projection booths, and equipment, and related subjects; to examine and inspect motion picture machine operators; to instruct the owners and occupants of buildings as to methods of preventing and controlling fires; to inspect any other buildings for fire hazards, as assigned; and to do related work as required.

Sec. 26. INSPECTOR, EXPLOSIVES AND SPECIAL HAZARDS.

QUALIFICATIONS--The Inspector of Explosives and Special Hazards shall be a member of the State Police Department eligible for sergeantcy and have five years of actual service in the Theater Inspection Division of the department. He shall possess a working knowledge of building construction; a general knowledge of the various kinds of explosives; a general knowledge of the modern and approved way of handling, storing and transporting explosives; a general knowledge of the rules and regulations pertaining to the table of distances prescribed by recognized authorities for the safe storage of explosives by manufacturers, dealers, and distributors of explosives; and a general knowledge of the state laws regarding the use, storage and transportation of explosives. The Inspector shall also have a general knowledge of construction of race-tracks designed for motor vehicle races; a knowledge of the type of motor vehicles to be used in motor vehicle races; and have detailed knowledge of the state laws respecting motor vehicle racing. He shall have additional knowledge in respect to fire hazards in public and private buildings used for assemblage of persons, and be familiar with the precautionary methods employed by recognized authorities in fire prevention matters.

Sec. 27. DUTIES--The Inspector of Explosives and Special Hazards shall assist the Commissioner and Captain in the enactment of rules and regulations in accordance with the Statutes; maintain and establish records pertaining to explosives and supervise the issuance of licenses regarding explosives; supervise the location and erection of all magazines used for storage of explosives; enforce all state laws and the regulations of the department relative to the use of explosives; inspect buildings which were reported as being fire hazards; inspect buildings; particularly places of public assembly, schools, hotels, boarding houses, hospitals, convalescent homes, homes for the aged and all other buildings of similar use; make recommendations and orders for abatement of fire hazards and provisions for necessary means of emergency



egress; examine and approve all places where motor vehicle races are to be conducted in accordance with the provisions of law; examine hazards brought to his attention concerning the storage of flammable fluids and combustible matter and make such recommendations incident thereto as may be required for the abatement of fire hazards; keep a proper record of all of his doings; and do related work as required.

Sec. 28. INSPECTOR, COMMUNICATIONS. QUALIFICATIONS--

A member of the State Police Department with the rank of Sergeant having a general knowledge of telephone, radio, and teletypewriter communications systems pertaining to police work; and the ability to prepare messages for telephone, radio, and teletypewriter transmission pertaining to police procedure for the prevention and suppression of crime, the apprehension of the criminal, information pertaining to crimes committed, missing or wanted persons, traffic programs, lost property, stolen goods, and police system.

Sec. 29. DUTIES--To supervise the Communication Division, including the transmission of all messages over the teletype system, relaying messages to the Radio Division, and the maintenance of a teletype filing system.

Sec. 30. INSPECTOR, PHOTOGRAPHY. QUALIFICATIONS--

Member of State Police Department; eligible for appointment as State Police Sergeant; no less than five years' experience in State Police photographic work; a thorough knowledge of modern photographic techniques as they apply to police work and ability to teach photography to others; and ability to prepare photographs for trials in Civil and Criminal Courts and to testify as a photographic expert in such courts.

Sec. 31. DUTIES--Under general supervision of the First Lieutenant, to be responsible for all State Police Department photographic work; to do special photographic work as required for all headquarters units, including Identification Bureau, Fire Marshal, Licensing, and Weights and Measures; to train officers to carry on photographic work at their barracks; to standardize the purchase of all photographic supplies and equipment; to carry out special assignments of

the Commissioner; and to do related work as required.

Sec. 32. PATROLMEN. QUALIFICATIONS--All members of the patrol force shall have filed an application with the Personnel Director, under the provisions of Chapter 105a, 1957 Cumulative Supplement to the General Statutes. Such patrolmen shall not be less than twenty-three years of age nor have passed their thirty-first birthday; 5'9" to 6'2" tall in stocking feet; weight in proportion to height; shall be citizens of the United States; and must prove bona fide residence in the state of Connecticut for at least two years. Patrolmen must be of good moral character; in perfect physical condition; and have no criminal record. Patrolmen accepted for the force will be required to attend the State Police Training School for a period of at least three months, and upon satisfactorily completing the prescribed course of training, the recruits shall take the constitutional oath of office, and the Commissioner may appoint them members of the department provided that all such recruits be placed on probation for a period of nine months after such appointment. If during such probationary period, they shall by their general attitude and efficiency indicate that they have requisites of good officers of the department, the Commissioner may confirm such appointment at the expiration of such probationary period. If a probationary member fails to make such a showing, the Commissioner may dismiss him from the department and no charges need be made or sustained in the support thereof. Persons who have been dishonorably discharged from any police department, or from the Army, Navy or Marine service of the United States, or who have been convicted of the crime of petit larceny or attempted petit larceny, or unlawful entry, or who have been convicted of any felony, or convicted of operating a motor vehicle while under the influence of intoxicating liquors or drugs, notwithstanding that sentence may have been suspended upon such conviction, are not eligible for appointment to the State Police Department. Conviction of juvenile delinquency, however, shall not be deemed a conviction of crime.



Sec. 33. DUTIES--Under supervision, to patrol assigned areas and to make investigations and inspections, as assigned, for the purpose of preventing and detecting violations of law and of apprehending violators; and to do related work as required. Each patrolman shall be required to adhere strictly to all the rules and regulations of the department, and to any rule and regulation which may be promulgated in the future.

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### Article 3.

#### STATE POLICE POWERS

Sec. 1. POWERS AND DUTIES OF FORCE--The Department of State Police, upon its initiative, or, when requested by any person shall, whenever practical, assist in or assume the investigation, detection and prosecution, of any criminal matter or alleged violation of law, except that, in any town, city or borough in which there shall be a town, city or borough court established by the general assembly, the prosecution shall be instituted by a prosecuting officer of such court. No state policeman shall act as a grand juror or prosecutor in any prosecution. All state policemen shall have, in any part of the state, the same powers with respect to criminal matters and the enforcement of the law relating thereto, as sheriffs, policemen or constables have in their respective jurisdiction. Said Commissioner shall devise and make effective a system of police patrols throughout the state, exclusive of cities and boroughs, for the purpose of preventing or detecting any violation of the criminal law or any law relating to motor vehicles and shall establish and maintain such barracks or substations as may prove necessary to accomplish such purpose.

Sec. 2. RIOTS AND IMMUNITIES--In case of riot or civil commotion in any part of the state, the State Police Department, on order of the Governor, shall use its best efforts to suppress the same, after preliminary warning, as prescribed in Section 6186, shall have been given to those assembled against the peace. In the event of such participation by the State Police Department in the suppression of any riot or similar disorder, the same immunities and privileges as apply to the organized militia shall apply to the member of said department.



Sec. 3. RIOTOUS ASSEMBLY HOW DISPERSED. (Sec. 6186-Chapter 327-General Statutes-Revision of 1930)-- Each justice of the peace, sheriff, deputy sheriff, constable or selectman, on having notice of any riotous assembly of three or more persons, met in his jurisdiction with intent to do any unlawful act with force against the peace, shall resort to the place of such meeting and assembly, or as near thereto as he can with safety, and shall audibly command, or cause to be commanded, silence to be observed while proclamation is being made; and he shall then audibly make, or cause to be made, a proclamation in these words, or in words of a similar effect, to wit: "In the name and by authority of the State of Connecticut, I charge and command all persons assembled immediately to disperse and peaceably to depart to their habitations or to their lawful business, on penalty of the law"; and, if such persons, or any three or more of them, after such proclamation, shall not disperse, such justice of the peace, sheriff, deputy sheriff, constable or selectman, and such others as he shall command to assist him, shall disperse and apprehend such rioters and forthwith take them before proper authority.

Sec. 4. ARREST WITHOUT WARRANT--State Policemen shall arrest, without previous complaint and warrant, any person for any offense, when the offender shall be taken or apprehended in the act or on the speedy information of others; and all persons so arrested shall be immediately presented before proper authority.

Sec. 5. STATE POLICE TO ASSIST MOTOR VEHICLE COMMISSIONER--The Commissioner of Motor Vehicles may call upon the State Police Department for aid in enforcing the provisions of the Motor Vehicle Laws. The State Police shall, upon such request, make arrests in all cases of violation of said provisions of the Motor Vehicle Act which they may witness upon speedy information thereof.

Sec. 6. ABANDONED AIRCRAFT--Any inspector, any officer attached to an organized police department or any state police officer, upon discovery of any aircraft apparently abandoned, whether situated

within or without any airport or landing field in this state, or of any aircraft without registration as provided herein, shall take such aircraft into his custody and may cause the same to be taken to and stored in a suitable place. There shall be no liability attached to such officer for any damages to such aircraft while in his custody. All charges necessarily incurred by such officer in the performance of such duty shall be a lien upon such aircraft.

Sec. 7. STATE POLICE AUTHORITY THROUGHOUT STATE--Whenever any state policeman shall be outside of the territory to which he is regularly assigned and any violation of the law comes under his observation, he shall perform the duties of his office and cooperate fully with all police authorities having local jurisdiction in such matters.

Sec. 8. FEES. DIVISION OF FINES--Each state policeman shall, in any criminal case or prosecution, be entitled to, and collect, the same fees as a sheriff or constable, and he shall promptly pay such sums to the Commissioner, who shall enter the same as receipts of the department. The fine and forfeited bond in any case in which evidence has been furnished by said state police department or any officer thereof before any justice of the peace or before any court in the state other than a court having jurisdiction upon appeal or binding over, except as otherwise provided by statute, shall, after the payment of all costs, be divided equally between the state and the town in which such fine was imposed or such bond forfeited. The commissioner shall collect the portion of such fine and forfeiture due to the state and pay the same to the treasurer and render each month an account of the same to the comptroller. In any case in which an appeal shall have been taken and such appeal shall have been vacated by the payment of the fine or by a settlement, or the bond shall have been forfeited, before such case has been actually tried in the appellate court, the town in which such conviction was originally had shall receive one-half of the fine originally imposed or of the settlement made or of the amount collected on account of a forfeited bond, in addition to the costs taxed in the court from which such appeal was taken.



Article 4.

TERRITORIAL DISTRICTS

Sec. 1. TERRITORIAL DISTRICTS--The territory within the state of Connecticut, for the purpose of the department, shall be divided, into districts, the boundaries of which shall be determined by the Commissioner.

Sec. 2. STATION COMMANDER--The districts so designated shall be under the supervision of station commanders, and who shall be directly responsible to the Commissioner for the enforcement of state laws, and the proper performance of all departmental police duties within their districts. They shall have command of all members of the department assigned to work in their respective districts, except officers assigned to Special Service Division by the Commissioner.

Sec. 3. RESPONSIBILITY AND AUTHORITY--Station commanders shall be held responsible to the Commissioner for the police conditions within their districts and for all equipment assigned to officers attached to their station; for the proper and efficient enforcement of all laws under which they have been given authority: and for the maintenance and enforcement of rigid discipline of members of the department assigned to their command. They shall have authority to issue such lawful orders, not in conflict with these rules and regulations, or general orders, to subordinates in their respective districts as they may deem proper, and it is the duty of such subordinates to render them, and their orders, strict obedience. They shall have authority to assign to men under their command such duties as they deem proper and necessary to best effectuate the purposes of the department. They shall also see that proper action is taken on complaints or calls received and shall see that reports are properly made by their subordinates.

Sec. 4. PREPARATION OF CASES--Commanding officers shall give all necessary aid and supervision in the preparation of their cases, and when in doubt as to the status of a case shall consult with their superior officers, or, in proper cases, with the prosecuting or state's attorney, so there will be no mistrial caused by any neglect on the part of members of the department. Commanding officers shall be held responsible for the proper preparation, attendance and presentation of cases by members of their command.

Sec. 5. RESPONSE TO CALLS--It shall be the duty of the Commanding Officer to see that all calls for police action of a serious nature are properly taken care of, and, in major cases, unless his presence elsewhere is more imperative, under the circumstances, such commanding officer shall personally respond to such calls.

Sec. 6. PATROL--The Commanding Officer shall see that a proper patrol system is established and that, so far as possible, the entire district under his command receives its due share of police protection.

Sec. 7. STATION REGULATIONS: Disciplinary Measures--The Commanding Officer shall take proper disciplinary measures against any member who is found delinquent in keeping his bed, sleeping quarters and personal property neat, clean and in orderly condition, and when an officer neglects to fulfill his assignment of barracks' duty in an acceptable manner.

Sec. 8. MAP--A framed map shall be hung in each station showing the boundaries of the station and district area. Generally, officers receiving a call for police assistance outside their own territorial limits, shall refer such call to the station in which area such work is to be performed. However, if for any reason the matter cannot be properly handled by such station, it shall be taken care of by the station receiving such call.



Sec. 9. DUTIES OUTSIDE TERRITORY--Whenever any member shall be outside of the territory to which he is assigned, and any violation of the law comes under his observation, or any emergency arises, he shall be expected to perform his duties as an officer.

Sec. 10. ESCORT DUTY--All officers assigned to "escort duty" shall at all times have due regard for all other persons using the highway; All officers so assigned shall observe all traffic laws and regulations.

Sec. 11. Officers assigned to a station, shall, at all times, when not actively engaged in the investigation of any case, or when not assigned to any particular duty, remain at the station unless, excused by the Commanding Officer.

Sec. 12. No officer shall be absent from duty, without leave from the commanding officer, or, officer, in charge of the station.

Sec. 13. Any officer who is unable to attend to his duties, through illness or injury shall at once notify or cause to be notified, his, respective station.

Sec. 14. Any officer leaving the station, except on assignment, shall leave notice where he may be reached by telephone. In case such telephone number cannot be given, the officer shall call the station and report at least every two hours.

Sec. 15. No officer shall enter or lounge around the station in any state of undress.

Sec. 16. Gambling in any form is absolutely prohibited.

Soc. 17. Officers shall not smoke while in uniform on duty.

Sec. 18. INSPECTION--Commanding Officers will be hold accountable for the conditions of the buildings and property at their respective stations, and shall, at least monthly inspect such buildings and property and make a report of the same

to the Commissioner. They shall also inspect each week the officers' personal equipment, transportation equipment and quarters, and see that same are kept in proper condition.

Sec. 19. REPORT TO COMMISSIONER--The Commanding Officers shall report to the Commissioner the work performed by members of their stations, submitting the same in the form of special reports, and shall call to the attention of the Commissioner any conditions which might call for his direction. It shall also be their duty to report the commission of all major crimes within their respective districts to the Commissioner, or such persons as may be designated by him to receive the same at headquarters.

Sec. 20. PROBATIONARY POLICEMEN--Commanding Officers shall report to the Commissioner the work performed by probationary policemen at the expiration of the probationary period, making such recommendations as they deem pertinent.

Sec. 21. ANSWERING TELEPHONE CALLS--All telephone calls to State Police stations shall be answered in the following manner:

STATE POLICE.....SPEAKING  
Rank and Name

Sec. 22. SCALE HOUSES--Scale houses are maintained by this department at the following places, Berlin, Canaan, Devon, Enfield, Granby, Greenwich, Naugatuck, Old Saybrook, Putnam, Plainfield, Plainville and Ridgefield.

Sec. 23. CARE OF SCALE HOUSES--Officers while on patrol shall keep the scale houses under their observation and will report to headquarters any condition which may come to their notice, as needing attention or repairs. When such scales are not in continuous use, inspection shall be made at intervals of the interior and exterior of such scale houses, and also see that the mechanism of the scales are kept properly lubricated.



Article 5.

QUARTERLY INSPECTIONS

The Commissioner may designate three commissioned officers of the department to act as a Board of Inspectors, to make quarterly inspections of all barracks, stations, scale houses, all equipment, all uniforms, all motor vehicles, all state property assigned to the department, all records and files pertaining to official matters.

Each division of the department will have full personnel in attendance for the Board's examination. Uniformed force will have full equipment available for inspection.

No member of the Board shall act as an inspector of his own division or station. The Commissioner shall designate a substitute for such inspections. The Board shall promptly render written reports to the Commissioner of their findings at each division or station.

Each commanding officer shall receive from the board at least three days notice of the Board's intention to inspect division or station. The Commissioner may order this notice waived and instruct the Board to proceed with an inspection without notice.

Quarterly inspections will include the following divisions: Weights and Measures, Motion Picture, Fire Marshal, Special Service, Photographic, Identification, Communications, Headquarters Garage, Property Custodian, Traffic Inspectors and Training School.

The Commissioner may at any time make inspection of all units of the department without the assistance of the Board of Inspection and without notice to any division or station commander.

Article 6.

ORDERS

Sec. 1. CLASSIFICATION--Orders of the department shall be issued as; general orders, special orders, and station orders.

Sec. 2. GENERAL ORDERS AND RULES AND REGULATIONS--Any regulation from Headquarters, applicable to all members of the department shall be issued as a general order under the signature of the Commissioner.

Sec. 3. SPECIAL ORDERS--Any regulation from headquarters applicable to more than one, but less than the entire membership, shall be issued as a special order under the signature of the Commissioner.

Sec. 4. STATION ORDERS--Any regulation issued by Commanding Officer, applicable to only members of his station shall be issued as station orders; under the signature of the Commanding Officer.

Sec. 5. DURATION OF ORDER--All orders shall continue in force until rescinded by a subsequent order.

Sec. 6. DUTY TO PRESERVE ORDERS--All members of the department shall be required to familiarize themselves with the contents of all orders. Under no circumstances shall a lack of knowledge of such orders be considered as an excuse for their non-observance by any member of the department.



Article 7.

ARREST AND CARE OF PRISONERS

Sec. 1. REPORT OF ARREST--Members of the department shall notify their Commanding Officer of all arrests made by them, and submit a proper arrest report thereof.

Sec. 2. FINGERPRINTS.--Fingerprints shall be taken of all persons arrested and charged with the commission of a felony, or a high misdemeanor, or held for investigation, and in such other cases as may be ordered by the Commanding Officer. Photographs shall also be taken when possible of all prisoners arrested and charged with the commission of a felony or a high misdemeanor, and in such other cases as may be decided upon by the Commanding Officer.

Sec. 3. PRISONERS--Prisoners taken to any station or office in the department, or lodged in any city or county jail, or other place of detention shall be thoroughly searched and any incriminating evidence removed from them. All property removed from such prisoners shall be recorded, and not released, except by order of the Commanding Officer at such time as the prisoner is released from custody, or such evidence is needed in his prosecution. It shall be the duty of the officer in charge to investigate the cause of any visible cuts or bruises or other apparent injuries of recent origin, of all such prisoners and report the same to his Commanding Officer. The prisoners shall be given an opportunity to procure counsel in the event they so request. Any lawyer requesting permission to interview a prisoner for whom such lawyer claims to be counsel will be given an opportunity to do so, providing the prisoner desires such counsel.

Sec. 4. MISCONDUCT TOWARDS PRISONER--Members of the department shall be held responsible for the treatment accorded prisoners in their custody.

It shall be the duty of the Commanding Officer to investigate any complaint made by a prisoner as to mistreatment on the part of such member. Unnecessary violence shall not be tolerated.

Sec. 5. MAY NOTIFY RELATIVES--Prisoners, unless in an intoxicated condition, or otherwise incapacitated, shall be permitted to use the telephone or be accorded other means of notifying relatives, friends or legal counsel of their incarceration, within, a reasonable time following their arrest, provided that the expense thereof shall be assumed by such prisoner.

Sec. 6. RELEASE--No prisoner shall be released without authority of the Commanding Officer: Persons arrested on a warrant shall not be released except as provided bylaw.

Sec. 7. REDUCING CHARGES--No arrest or traffic violation ticket shall be cancelled or charges dismissed or reduced against any person except by authorization of the Commissioner.

Sec. 8. ATTORNEYS--Prisoners requesting services of attorneys shall make such request to Commanding Officers. No member or employee of the Department will recommend any attorney to an accused person or to any person who may be under investigation by the department.

Sec. 9. CHOICE OF ATTORNEY--Commanding officers, upon being informed by an accused person that the professional services of a specific attorney is desired by the accused, shall make every reasonable effort to obtain said attorney for the accused.



## Article 8.

### RELATIONS TOWARD THE COURT

Sec. 1. JUSTICE OF PEACE--In the past some officers have seen fit to change from one justice to another in a town because he did not happen to render a decision satisfactory to the officer. The status of an officer does not permit him to establish his own court. In the future, officers are to submit their case, or cases, and evidence pertaining to said case, or cases, to the Grand Juror in said town where the case, or cases, are to be presented in court. At no time are they to take up a case direct with the presiding justice. When the Grand Juror presents the case, or cases, in court, the officer is to be there and lay before the presiding justice the evidence in said case or cases.

Sec. 2. DUTY OF THE COURT--It is the duty of the officers to present violators of the law before the proper court, to prepare the case for trial, and to give all such testimony as he is able, uncolored by prejudice or bias. An officer of this department is a representative of the state. His conduct and bearing in the court, and on the witness stand, should be such as to uphold the dignity of the court, and the state.

Sec. 3. CITY COURT--Any officer who has an occasion to present a violator of the law, not arrested on a warrant, before any city court, shall arrange to book the case at the local police station before the morning session of the court, in sufficient time to enable the prosecuting official to prepare the necessary warrant.

Sec. 4. RETURN ON WARRANT--Officers shall make a return on a warrant of all taxable costs. Fees due to others who are not members of the department for analysis or assistance fees, shall be paid directly by the court officials to such persons.

Sec. 5. TRIAL JUSTICES AND PROSECUTING GRAND JURORS--Officers shall comply with Chapter 281a of the 1939 Supplement to the General Statutes in submitting complaints and reports to the designated trial justices and prosecuting grand jurors.

Article 9.

RECOVERY OF MOTOR VEHICLES

Sec. 1. RECOVERY OF--Whenever a motor vehicle is removed from the highway under the instructions of an officer and placed in the custody of any person or garage, the officer shall tag the vehicle with his name, and leave definite instructions as to the disposition of the car. The officer shall make clear to any such person or garage in whose possession the car is left, that the State Police Department assumes no liability in connection with storage or other charges. All necessary charges incurred will exist as a lien which may be enforced by the garage.

Sec. 2. SEIZED MOTOR VEHICLES--Whenever any member shall seize a motor vehicle as evidence in any case and demand shall be made upon him for its release prior to the trial of the case, he shall refer the person making the demand to the state's attorney of the county where the case will be heard.

Sec. 3. REPORT OF RECOVERY--The recovery of any motor vehicle shall be reported to headquarters on a "Recovered Motor Vehicle Card." This card shall be used whether a car is taken from the possession of a thief or from any other person not in legal possession thereof, or if found abandoned upon the highway, and shall be forwarded to Headquarters without delay. If, for any reason, a car is held and is not promptly returned to its rightful owner the facts as to its disposition, i.e., name, and address or garage where stored, time and date when stored, storage terms, shall be noted on the reverse side of the card.

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Article 10.

LIQUORS

Sec. 1. LIQUORS IN POSSESSION OF--Officers are strictly forbidden to have intoxicating liquors in their possession or use liquor while on duty, or in their rooms at their respective barracks. Use of liquor while in uniform is strictly prohibited.

Sec. 2. ARREST FOR LIQUOR VIOLATIONS--Any member who shall make an arrest for violation of the liquor laws, shall make a careful detailed report of the liquor seized. This information shall be given on the proper case report and the value of the liquor shall be recorded on the statistical sheet. All liquor seized shall be immediately tagged, with the proper notation of date, time, and town, owner, and so forth by the officer making the seizure. All seizures of liquors must be posted in accordance with law.

Sec. 3. LIQUOR ANALYSIS--Whenever the liquor seized shall be cider, precaution shall be taken to secure an immediate analysis of same. Where it is not possible to secure an immediate analysis, the cider should be treated with benzoate of soda. Whenever liquor shall be submitted to any chemist for analysis, the chemist shall be furnished with the name of the accused and the town of trial in order that the statement of the analysis fees may be sent directly to the proper authority for payment.

Sec. 4. DESTRUCTION OF LIQUORS--When any liquors shall be ordered destroyed by the proper authorities the officers shall report, in duplicate, the destruction of the liquor on forms provided for that purpose. One of these reports shall be filed at Headquarters, with full information as to the liquor destroyed, the time and date of destruction, of the names of persons who witnessed the destruction; the same also applies to gaming devices.

Article 11.

IDENTIFICATION BUREAU

Sec. 1. IDENTIFICATION BUREAU--There shall be an Identification Bureau established within the Department of State Police and will be under the supervision of First Lieutenant. It shall be the duty of the Identification Inspector, to compile and preserve all criminal records of the department, and to procure and file for record, photographs, pictures, descriptions, fingerprints, measurements, and such other information as may be pertinent, of all persons who have been, or may hereafter be, convicted of a felony within the state and also of all well-known and habitual criminals whosoever the same may be procured. The Identification Inspector shall also cooperate with, and assist, sheriffs, chiefs of police, and other enforcement officers, in obtaining fingerprints or other means of identification of all persons arrested for a felony. It shall also be the duty of the identification inspector to cooperate with bureaus in other states, and with the National Bureau at Washington; to develop and carry on a complete interstate, national and international system of criminal identification and investigation.

Sec. 2. CLASSIFICATION OF FINGERPRINT RECORDS--It shall also be the duty of the Identification Inspector to have classified the fingerprint records of any person submitted by the various police agencies of the state, and to return to such submitting agency a complete criminal record and history of such persons fingerprinted.

Sec. 3. FORWARDING PRINTS TO BUREAU--It is also the duty of every member of this department to take the fingerprint impressions of anyone arrested on a felonious charge, and to forward the same to the bureau without delay.

Sec. 4. MISSING PERSON BUREAU--The Identification Bureau will maintain files and records pertaining to missing persons.



Sec. 5. SCIENTIFIC LABORATORY--There shall be maintained in the Identification Bureau a scientific laboratory under the supervision of the Inspector of Identification. The Inspector shall make scientific examination of any and all materials submitted to him by members of the State Police Department or under investigation by the Inspector. The Inspector shall assist in the investigation of all major crimes for the purpose of pursuing technical and scientific study of all matters pertaining to crime and criminals. All material evidence in criminal cases or under investigation, requiring technical or scientific examination, shall be submitted by the Commanding Officers to the Inspector of Identification Bureau.

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Article 12.

PHOTOGRAPHY

Sec. 1. There shall be a photographic gallery maintained in each barracks of the Department. Commanding Officers, with the approval of the Commissioner, will assign state police officers to photographic work. Each station will be equipped with camera and necessary accessories for photographic purposes. Proper care will be required of all such equipment, and Commanding Officers will avail themselves of the Inspector of Photography attached to Headquarters for instruction and assistance in maintaining photographic galleries.

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Article 13.

MOTION PICTURES AND THEATRES

Sec. 1. COMMISSIONER--The Commissioner shall have supervision of the licensing and inspection of all theaters and buildings of public assembly wherein motion pictures are exhibited.

Sec. 2. CAPTAIN--The Commissioner may designate the Captain to supervise and command Inspectors of the Motion Picture Division and when so designated the Captain shall have supervision of the licensing and inspection of all theaters and buildings of public assembly wherein motion pictures are exhibited. Motion Picture Inspectors will render all reports of inspections to the Captain.

Sec. 3. INSPECTOR--Inspector of Motion Pictures shall have charge of the inspection of theaters and all buildings of public assembly, wherein motion pictures are exhibited and the examination of applicants for projectionists' licenses, and shall make a report to the Commissioner of same.

Article 14.

EXPLOSIVES AND SPECIAL HAZARDS

Sec. 1. STORAGE, TRANSPORTATION, AND USE OF EXPLOSIVES--The Commissioner of State Police is directed to prepare and enforce reasonable regulations for the safe and convenient storage, transportation and use of explosives as defined in Section 2638, which regulations shall deal in particular with the quantity and character of explosives to be stored, transported and used, the proximity of such storages to inhabited dwellings, public highways and railroad tracks, the character and construction of suitable magazines for such storage and the abatement of any other hazards that may arise incident to the storage, transportation and use of such explosives.

Sec. 2. INSPECTOR OF EXPLOSIVES AND SPECIAL HAZARDS--Inspector of Explosives and Special Hazards shall be under the supervision and direction of the Captain, and shall work in cooperation with the Deputy State Fire Marshal and Theater Inspectors.



Article 15.

WEIGHTS AND MEASURES

Sec. 1. STATE COMMISSIONER OF WEIGHTS AND MEASURES. INSPECTORS--The Commissioner of State Police shall be State Commissioner of Weights and Measures. Any state policeman shall act as inspector of weights and measures, with all the powers incident to that office, when directed so to act by the Commissioner. The Commissioner of Weights and Measures, his inspectors and the county and city sealers of weights and measures shall each have power to arrest without warrant any violator of the laws in relation to weights and measures, and to seize, without warrant, for use as evidence, any false or unsealed weight, measure or weighing or measuring device, or package or amount of any commodity, found to be used, retained, offered or exposed for sale or sold in violation of law.

Sec. 2. INSPECTOR, WEIGHTS AND MEASURES--The Commissioner shall designate and appoint an Inspector of Weights and Measures who shall have charge of the State Sealer of Weights and Measures' duties under the supervision of the Commissioner and shall make report of his activities and work to the Commissioner.

Sec. 3. ASSISTANTS--All officers assigned to the Division of Weights and Measures shall be under supervision of Inspector of Weights and Measures.

Article 16.

RADIO OPERATING INSTRUCTIONS

Sec. 1. To reach the maximum of efficiency in operating the Connecticut State Police radio system, the following operating instructions must be adhered to strictly.

Sec. 2. All laws, rules and regulations of the Federal Communications Commission shall be adhered to strictly.

Sec. 3. Cars for all stations, with the exception of Danielson and Headquarters, shall be identified by a number and a letter, the letter corresponding to the station to which cars are assigned. For instance, Station "A" Ridgefield cars will be 1-A, 2-A, etc. The cars belonging to Danielson Station, however, shall be designated with the letter before the numeral, i.e., D-1, D-2, etc. Cars assigned to Headquarters Departments shall be designated with a number followed by the letters "HQ".

Sec. 4. Each member of the department is responsible for the radio equipment in his car. Other material is not to be placed in the back compartment of the car so as to damage the radio equipment or to prevent its proper ventilation. All rear compartments of cars containing radio equipment shall be locked at all times. When going in and out of low garages, care must be used to see that the antenna is not caught in any obstructions.

Sec. 5. Under no circumstances shall anyone adjust or attempt to adjust any part of the radio equipment. All technical difficulties shall be reported to the Radio Maintenance Division.

All questions concerning operation procedure shall be submitted to the Communications Officer.

Sec. 6. All transmissions must be discreet since secrecy is never assured.



Dispatchers shall learn to transmit their messages in the briefest possible form, using the signal code system.

All long conversations shall be conducted by means of telephone or teletype. The dispatcher shall not allow a violation of this section and shall instruct the car to use telephone or teletype.

The police radio is strictly for emergency traffic, and unnecessary conversation shall not be allowed. Messages shall be brief and impersonal. The use of first names or nicknames is strictly forbidden. Personal messages and messages not involving police business are also forbidden.

Sec. 7. A card containing the radio code signals will be distributed to each officer who will sign his name on the back of the card. This card will be part of the officer's equipment and will be inspected by the commanding officer at the regular inspections.

The code signals are strictly confidential and must not be disclosed to anyone not a member of this department; nor shall the card be posted in a conspicuous place in car or barracks. These code signals will be changed from time to time.

Sec. 8. All cars shall report off the air when going out of service and turn off the radio while the car is not in service.

All officers, when going into service, shall turn on their radio and report on the air to the dispatcher, giving their assignment and destination. The dispatcher shall log this information on the car sheet as well as the station log. This serves as a check on the radio equipment and gives an official log of the cars in service at each station.

Any officer leaving his car for a period greater than five minutes shall report off the air to the dispatcher, giving his location, the telephone number where he may be reached, etc., and shall sign on the air when he returns to service.

Officers entering or leaving their station territory shall sign on or off, as the case may be, with their dispatcher, but they shall not sign on or off to the dispatcher in the adjacent territory. In special cases where a patrol passes through an adjacent territory for a short distance, it is not necessary to sign on or off when leaving and re-entering the territory.

Officers living within two miles of the barracks need not sign on and off the air when going from barracks to home or home to barracks, provided they go directly to their homes or to the barracks. They shall report in person, however, to the dispatcher when leaving or arriving at the barracks. Officers traveling in adjoining territories, who find by operating experience that they can communicate with their own station consistently, need not sign on or off the air at their station territory boundary.

Sec. 9. Station commanders shall be certain that the transmitter locations are checked by patrol cars at least twice in each 12-hour period. Patrol cars checking the transmitter location shall report the condition of the location to the dispatcher by radio, and the information shall be entered in the station log.

Each operator of a three-way car, when transmitting car-to-car, shall keep a complete log of such transmissions.

Each dispatcher shall record in the log every transmission in complete detail, as required by the Federal Communications Commission.

Each dispatcher, while on duty, is responsible for the conduct of the radio system at his station, including dispatching and transmitting to and from cars and stations.

No one, other than the dispatcher or his relief, may transmit from any barracks station, unless authorized by the station commander.



The dispatcher shall have the authority to determine the priority of any message, and may also instruct any car or station to stand by while he is receiving or transmitting to some other car or station.

Dispatchers shall monitor the teletype machine at all times, and messages received for radio shall be transmitted on the air immediately. Special attention shall be given to cancelations. Dispatchers shall be responsible for the proper filing of teletype messages and the sending of all teletype broadcasts. They shall be assisted in the sending of routine teletype messages by the station desk officer or other officer designated by the station commander.

All transmissions, regardless of whether they originate from a car or the dispatcher, must be terminated by the dispatcher in the proper form. In that way, cars and stations will know when a transmission referred to is finished.

Cars with "HQ" designations and cars on special assignments traveling throughout the state shall call the nearest dispatcher with information as to their destination or where they may be reached in the event they leave the air, unless otherwise ordered by a commanding officer. (See car-to-station-to-station relay under Section 10.)

Dispatchers hearing a general broadcast from another station may repeat that broadcast on the air immediately, later checking with teletype confirmation for accuracy.

Under no circumstances shall the hand set be left off the hook because the system becomes noisy. This, in effect, puts the entire system out of service.

All teletype alarms, intended for radio broadcast, shall be so designated by the communications officer at the teletype bureau. No alarm, not so marked, shall be broadcast on the police radio without special permission of the station commander.

Station-to-station communications are permitted, provided they pertain to police business of an emergency nature. All other stations shall stand by during station-to-station transmissions unless an emergency arises, in which case the emergency takes priority.

For motor vehicle, operator's license or stolen car records, where the teletype system is busy, the information may be secured by calling station "H" by radio relay--station to station.

Dispatchers hearing a signal transmitted by another station and directed to all stations and all cars, or directed to their particular station, shall immediately transmit that signal to their own cars. All stations and cars hearing a signal shall stand by and cease all transmissions until the emergency message has followed.

Dispatchers wishing to contact their own station cars traveling in adjacent territories shall first try to reach that car by a direct call. If unable to do so, then the message shall be relayed to the territory the car is in and retransmitted to the car.

In the event a car, not knowing that an adjacent station is on the air, calls a dispatcher, the dispatcher shall wait until the adjacent station is off the air before instructing his car to proceed with its transmission.

No dispatcher shall transmit while an adjacent station or car is on the air.

No car operator shall transmit while he can hear that an adjacent station is on the air.

Sec. 10. PROCEDURE FOR SIGNING ON THE AIR SHALL BE AS FOLLOWS:



2H to Station "H" signal 14 to (destination)  
Station "H" then acknowledges and signs off in  
the following manner:

"Connecticut State Police - Hartford - six forty-  
seven."

PROCEDURE FOR SIGNING OFF THE AIR SHALL BE AS FOLLOWS:

"2H to Station 'H' signal 15 (location) (telephone  
number if necessary.)"

Station "H" then acknowledges and signs off in the  
following manner:

"Connecticut State Police - Hartford - seven twenty-  
two."

PROCEDURE CAR CALLING STATION FROM CAR:

"2H to Station 'H'."

Station "H" acknowledges by saying: "Station 'H'  
to 2H, come in."

Car operator then transmits message and when fin-  
ished says: "Acknowledge." Station "H" acknowl-  
edges and signs off in the usual manner.

PROCEDURE FOR GENERAL ALARM TO ALL CARS:

"Station 'H' to all cars and stations."  
(Then the message) (Repeat twice)

Then sign off in the following manner:

"Connecticut State Police - Hartford - Eight  
Seventeen." Again seven minutes later.

PROCEDURE FOR CAR TO STATION TO STATION RELAY:

Example: "2H to Station 'H' through Station 'G'."  
"2H to Station 'G'."

Station "G" acknowledges: "Station 'G' to 2H,  
come in."

Car replies: "Relay to Station 'H', Signal \_\_\_\_."

Station "G" signs off in proper manner after acknowledging message.

Station "G" then calls Station "H" and proceeds as in procedure for Station-to-Station.

PROCEDURE FOR RELAY FOR STATION TO STATION TRANSMISSION:

"Station 'G' calling Station 'H'."

Station "H" replies: "Station 'H' to Station 'G', come in."

Station "G" transmits message.

Station "H" acknowledges and signs off in proper form.

Station "G" signs off in proper form.

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Article 17.

RADIO MAINTENANCE

Sec. 1. RADIO MAINTENANCE SUPERVISOR. QUALIFICATIONS--The Radio Maintenance Supervisor shall have had at least six years of satisfactory, full-time, paid experience with the installation, maintenance and servicing of both radio telephone transmitters and receivers, at least two years of which shall have been in responsible charge of a radio telephone station or two years of practical experience in responsible charge of the engineering work on radio telephone transmitters. There may be substituted, year for year, for such experience, up to a total of four years, training in a college of recognized standing with major courses in electrical engineering, provided such courses included specific training in the field of radio communication, but each candidate must have had at least two years in responsible charge of a radio telephone station or two years of practical experience in responsible charge of the engineering work on radio telephone transmitters.

Sec. 2. DUTIES--Under the direction of the Commissioner, to assist in the installation and to be responsible for the maintenance and operation of a short wave radio broadcasting service in the State Police Department; and to do related work as required.

Sec. 3. RADIO MAINTENANCE TECHNICIAN. QUALIFICATIONS--The Radio Maintenance Technician shall have had not less than four years of full-time, paid experience with the maintenance and servicing of radio equipment, at least two years of which must have been within the last four years. As an equivalent for two years of this experience, candidates may offer, year for year, training in an institution of recognized standing with courses in the field of radio communication, but the two years of experience within the last four years as specified above will be required. Consideration will be given to equivalent combinations of training and experience.

Sec. 4. DUTIES--Under supervision and direction of the Radio Maintenance Supervisor, to service and maintain all radio equipment for the State Police Department or other state departments in which such service is necessary; and to do related work as required.

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Article 18.

TELETYPEWRITER SERVICE

- Sec. 1. The Connecticut Police Teletypewriter System interconnects 24 Municipal Police Departments, 10 State Police Stations, State Police Headquarters, Connecticut Motor Vehicle Department and the three neighboring states of Rhode Island, Massachusetts, and New York, through which messages are relayed to nine eastern states.
- Sec. 2. TELETYPEWRITER SYSTEM SWITCHBOARD--The teletypewriter system switchboard connecting all units shall be located at State Police Headquarters under the supervision of the State Police Communications Officer.
- Sec. 3. SUPERVISOR OF TELETYPEWRITER SYSTEM--The Communications Officer of the State Police Department shall act as supervisor of the switchboard and of all teletypewriters throughout the department.
- Sec. 4. AUTHORITY OF SUPERVISOR--The supervisor shall be in full authority of all messages in transit through the teletypewriter system. He shall supervise and instruct all civilian and police employees of the teletypewriter service and, when designated by the Commissioner, shall command and assume all communications by radio in emergencies.
- Sec. 5. SUPERVISOR TO MAKE RULES AND REGULATIONS--The Communications Officer, as Supervisor of Teletypewriter Service and Radio Communications, shall make rules and regulations pertaining to all messages, broadcasts and alarms. He shall establish and maintain files and records for use and render service to all agencies of the state and adjoining states connected with teletypewriter service.
- Sec. 6. RELEASING INFORMATION TO UNAUTHORIZED PERSONS--No employee of the department or attached to Teletypewriter or Radio Divisions of Communications shall release or permit any information transmitted through the Communications system to persons or

agencies not entitled or authorized to receive such communications.

Sec. 7. POLICE OFFICERS TO COOPERATE WITH TELETYPE-WRITER OPERATORS--The Supervisor shall assign and instruct State Police Officers assigned to Teletypewriter Division by the Commissioner in the duties pertaining to Communications; and the police officer so assigned shall assist, cooperate and supervise the handling of police messages transmitted by teletypewriter operators.

Sec. 8. COMMUNICATIONS OFFICER TO REPORT ALL VIOLATIONS TO COMMISSIONER--The Communications Officer, as Supervisor of Teletypewriter and Radio Communications, shall report any misuse of the Teletypewriter or Radio System of Communications to Commissioner. The communications system is for police business and emergency matters pertaining to public safety.

Sec. 9. COMMUNICATIONS OFFICER TO REPORT TO COMMISSIONER ALL MAJOR CRIMES OR EMERGENCY CALLS--The Communications Officer, or in his absence the assistants, shall report promptly to Commissioner all messages received at Headquarters relating to the commission of major crimes, emergency calls, riots and matters pertaining to public safety.

Sec. 10. INTERCEPTION OF MESSAGES PROHIBITED--No member of the State Police Department shall intercept or act upon any message being transmitted through the teletypewriter system from one police agency to another, when such message is not designated for State Police action or attention.



## Article 19.

### COMPLAINTS

Sec. 1. COMPLAINTS--All matters referred to this department are designed as complaints, which are classified as criminal complaints or request for service.

Sec. 2. RECEIPT OF COMPLAINTS--The receipt of all complaints shall be entered in triplicate on blanks provided for that purpose. The white complaint form shall be used for the original copy, the buff and pink colored forms shall be known as the carbon copy and station file copy respectively. The second and third copies of all complaints made to Headquarters shall be delivered to the proper station for investigation.

Sec. 3. COMPLAINTS RECEIVED AT STATIONS--Whenever a complaint shall be made to a station, the original copy of the complaint shall be promptly mailed to Headquarters. If the complaint relates to a serious matter, such as murder the officer in command shall immediately communicate the substance of the complaint to the Headquarters' office either by telephone or teletype.

Sec. 4. COMPLAINT NUMBERS--All complaints shall be numbered in the order of their receipt. All papers, correspondence, and reports relating to any case shall be identified with the corresponding case number.

Sec. 5. STATION COMPLAINT NUMBERS--Complaints received at stations shall be numbered with the station letter prefix as "H-454".

Sec. 6. BOUND OVER AND APPEAL CASE REPORTS--Whenever any case is bound over or appealed, the officer who has prepared the case in the lower court, shall immediately file a special report of the case to Headquarters' office.

SEC. 7. SPECIAL REPORT--Such special report shall be made on blanks provided for that purpose and shall contain a history of the case, including all material facts constituting the offense of the case, a personal history of the accused, the names and addresses of the witnesses, a brief summary of the testimony, the signed statements of such witnesses and such photographs and diagrams as are necessary to clearly explain the case.

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## Article 20.

### REPORTS

Sec. 1. DAILY REPORTS--Each State Police officer shall make a daily written report which shall consist of: A. "Routine Report", B. "Case Report", C. "Statistical and Expense Report." A daily report shall cover the twenty-four-hour period from twelve o'clock midnight until twelve o'clock midnight. The hour of each official act shall be indicated upon the report. All reports shall be based upon standard time.

Sec. 2. ROUTINE REPORT--A routine report, as the term implies, shall consist of an outline of the officer's activities during the day in the order of performance.

Sec. 3. CASE REPORT--A case report shall consist of a detailed statement of the investigation of a case. A separate case report shall be used for each case investigated and such report shall be headed by the proper case number. Case reports whether typed or in longhand shall be written legibly, and shall be accurate and complete in describing physical details and in identifying persons involved, either as principals, witnesses, or persons interviewed.

Sec. 4. STATISTICAL AND EXPENSE REPORTS--A statistical and expense report shall be used for reporting such data as is referred to on the forms furnished for that purpose. Each item on the statistical sheet shall be either filled in or checked. Receipts shall accompany all expense charges whenever such receipts can be obtained. Daily reports shall be made out and mailed to Headquarters not later than twenty-four hours after midnight of day for which the report is to be written. The weekly fiscal period of this department ends at midnight on Sunday. All weekly records are compiled at the Headquarters' office on Wednesday of each week and all reports for the last day (Sunday) of the previous week should be received at Headquarters not later than Wednesday A.M.

Sec. 5. SUBMITTING REPORTS--Officers assigned to stations shall, before mailing their daily reports, submit same to the Commanding Officer for his inspection and approval.

Article 21.

IDENTIFICATION CARDS

Sec. 1. IDENTIFICATION CARDS--An identification card shall be made out when any person is arrested; whenever a person shall be bound over to the higher court, all blanks on such card shall be filled in. In all other cases, only the following questions need to be answered; name, residence, nationality, age and color.

Sec. 2. PERSON UNDER SUSPICION--When any person shall be under suspicion for an offense constituting a felony, but where the disposition of a case is reported on an investigation (no prosecution) card, an identification card shall accompany such latter card, with as detailed a description of the suspect as can be obtained.

Sec. 3. SURNAME--The name on identification cards shall be typewritten with the surname first.



Article 22.

DISPOSITION CARDS

Sec. 1. DISPOSITION CARDS--Disposition cards shall consist of a court and arrest card (white), investigation card (buff), and a general service card (salmon), bound over and appeal card (blue). The investigation of no case shall be considered complete until the disposition card is placed on file at Headquarters' office.

Sec. 2. COURT CARD--A court card (white) shall be used in the disposition of a case, where any person has been arrested by a member of this department.

Sec. 3. INVESTIGATION CARD--An investigation card (buff) shall be used for all criminal matters where, for any reason, there has been no prosecution.

Sec. 4. GENERAL SERVICE CARD--A general service card (salmon) shall be used for all non-criminal matters.

Sec. 5. BOUND OVER AND APPEAL CARD--A bound over and appeal card (blue) shall accompany all court cards, where the case has been appealed, the accused bound over, or the arrest made on a bench warrant.

Sec. 6. COMPLETING THE CASE--Upon the completion of any case, a corresponding disposition card shall be promptly mailed to Headquarters' office. The bound over and appeal cards shall not be returned until the final disposition of the case has been made in the higher court. The disposition made in the higher court shall be recorded on the cards at Headquarters' office.

Article 23.

CORRESPONDENCE

Sec. 1. SIGNATURES--All telegrams, letters, fingerprint circulars and bulletins issued by departmental headquarters shall be under the authority and signature of the Commissioner.

Sec. 2. STATION CORRESPONDENCE--When communications or correspondence are received at district stations which necessitate a reply thereto, such reply shall be under the signature of the Commanding Officer of that station. Upon receipt of any proper communication requesting investigation or other services of the department, the Commanding Officer shall acknowledge receipt of the same as soon as possible.

Sec. 3. CORRESPONDENCE BY STATE POLICEMEN--No correspondence relating to departmental business shall be carried on by any state policeman, unless he shall have permission to engage in such correspondence from his Commanding Officer. All such correspondence shall be submitted to the Commanding Officer for his examination and approval.

Sec. 4. ARTICLES FOR PUBLICATION--No member of the department shall write any article for publication, or act as co-author of any such article, pertaining to the work of the department, or cases in which such member was involved or had knowledge, without the permission of the Commissioner. Nor shall any member of the department write any letters of endorsement, or for solicitation purposes, in which his name appears as a member of the department without the approval of the Commissioner.

Sec. 5. OUT-OF-STATE CORRESPONDENCE--All communications on departmental matters received at field stations or divisions shall be referred to Headquarters for attention and reply if out-of-state correspondence is required.



Sec. 6. COMPLAINTS AS TO CORRESPONDENCE--Any communication received by any member of the State Police Department which complains of departmental errors, omissions, or neglect of correspondence concerning reports, or about service, shall be referred directly to the Commissioner.

Sec. 7. REQUEST FOR RECOMMENDATIONS FOR EX-EMPLOYEES--Requests received by Commanding Officers for recommendations for ex-employees of the State Police Department, or for any information concerning past or present employees of the department, shall be referred directly to the Commissioner.

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Article 24.

EXPENSES

Sec. 1. OFFICER'S LODGING AND MEALS--Lodging and meals shall be furnished to each officer at the station to which he is assigned.

Sec. 2. OFFICERS AWAY FROM STATIONS--Should an officer's duties require his absence from the station to which he is assigned, and take him within reasonable distance of another station, he shall take his meals at the station; if he is not within reasonable distance of any station, he may make a moderate charge for such meal or meals.

Sec. 3. CHARGEABLE EXPENSE--No expense chargeable to the department shall be incurred by any officer, excepting for gasoline, oil, or like expenses incurred in the ordinary performance of duty, without the approval of a superior officer.

Sec. 4. REVOLVING FUND--The Commanding Officer of each station shall be supplied with a "Revolving Fund" from which advances may be made to officers in his station, to cover unusual expenses involved in the performance of duty. Officers receiving any such advance shall reimburse the fund from the expense check covering the item for which the advance was made. Proper record shall be kept and there shall be no delinquency permitted in the return of such advances.

Sec. 5. EXTRADITION MATTERS--All disbursements in extradition matters or investigations out of state or unusual expenditures within the state shall require a receipt which shall be submitted with regular expense account.



Article 25.

PROPERTY

Sec. 1. RESPONSIBILITY FOR CARE OF--Each member of the department is individually charged with the responsibility for the proper care of any departmental property issued to him, or used by him. Each Commanding Officer is likewise charged with such responsibility for the care of the property issued to his command, or used by any member thereof.

Sec. 2. DUTIES OF PROPERTY CUSTODIAN--The property custodian shall keep a record of all departmental property and the issuance thereof to any member of the department. It shall be the duty of the Commanding Officers to advise the property custodian as to the condition of property for which they are responsible from time to time, and also to advise him what is necessary to keep such property in proper condition. The property custodian shall call to the attention of the Commissioner any improper use of property, or negligence in the care thereof. It shall be the duty of the Commanding Officers to take proper disciplinary action against any member of their command for any neglect in the proper care of property and equipment.

Sec. 3. REQUISITIONS--Requisitions for any property or equipment, or necessary repairs to property or equipment shall be made by the Commanding Officer to the property custodian.

Sec. 4. REPORTS OF DAMAGED PROPERTY--Members of the department may be held personally liable for any damage to departmental property caused by their negligence or carelessness.

Sec. 5. INVENTORY--Inventory of all department property may be ordered at such times and in such manner as the Commissioner may designate.

Sec. 6. CONFISCATED PROPERTY--A record shall be kept at each station of the department of all confiscated property. It will be necessary for the Commanding Officer thereof to have a proper record kept of all property seized, recovered, or otherwise received in connection with police duties, or held as evidence by members of such station. Such records shall be kept for the purpose of describing such property, the date received, from whom taken or where it was found, the officer receiving the same, the name of the complainant, if any, the signature of the person to whom the property is released, with the date of such release, the address of the person receiving the same, or other necessary remarks. In the event the property is held at places other than the stations or offices of the department, a record thereof shall be kept and a proper receipt obtained when such property is released. Whenever property is turned over to the rightful owner, police officers, or other proper persons, or upon court order, the person receiving the same shall sign a receipt. The Commanding Officers shall be held responsible for all property listed which has not been released and properly receipted for.

Sec. 7. DELIVERY OF PROPERTY--It shall be the duty of all members of the department to promptly deliver all such property coming into their possession to the Commanding Officer, who shall make a proper record of same. It shall also be the duty of such Commanding Officer to endeavor to locate the owner of any property recovered which might rightfully belong to him.



Article 26.

MOTOR VEHICLE EQUIPMENT

Sec. 1. EQUIPMENT--It is the policy of this department, in so far as possible, to equip each officer with an automobile and motorcycle and to hold each officer personally responsible for the condition of such motor vehicle equipment, aside from ordinary wear and tear.

Sec. 2. LOANING EQUIPMENT--No officer shall use any department equipment not regularly assigned to him, nor shall any officer loan any vehicle assigned to him to any other officer unless he shall have secured permission to do so from his Commanding Officer.

Sec. 3. SPEED--No motor vehicle belonging to the department shall be operated at an excessive rate of speed unless in case of an emergency.

Sec. 4. OBEY TRAFFIC LAWS--All members of the department, while operating department motor vehicles, shall operate same at all times in a cautious manner, and the operator thereof, shall obey all traffic rules and regulations of the state and municipalities.

Sec. 5. EFFICIENCY OF MOTOR VEHICLES--Each motor vehicle shall be kept in the highest possible state of operating efficiency. All equipment shall be kept complete. A most careful attention shall be paid to lubrication, the tires shall be kept properly inflated. During the winter months sufficient anti-freeze solution shall be kept in the radiator to prevent freezing. Before any motor vehicle equipment shall be put up for the night; it shall be provided with oil, gasoline, and water, and put in complete readiness for immediate use. Motor vehicle equipment, except when in use, shall not be allowed to stand outside over night but shall be properly housed.

Sec. 6. PRIVATE PERSONS--Private persons shall not be permitted to ride in departmental motor vehicles, unless the presence of such persons is necessary in the furtherance of police work, or permission is given by a Commanding Officer.

Sec. 7. USE OF PERSONAL CARS--No member of the department shall use his personal car for any purpose or business connected with the department, unless otherwise instructed by his Commanding Officer.

Sec. 8. USE OF DEPARTMENT VEHICLES--When the Commanding Officer of the station is of the opinion that the request is a reasonable one, the officer may be permitted to use his assigned vehicle to go to and from his home.

Sec. 9. SIRENS--Sirens on cars and motorcycles shall not be used unless in case of dire necessity.

Sec. 10. ACCESSORIES--No additional accessories shall be put on department motor vehicles without the approval of the Commissioner.



Article 27.

USE OF REVOLVERS

Sec. 1. USE OF--Member of the department shall, when justified under the circumstances requiring such use, use their revolvers. The revolver may be used in self-defense, or when necessary to protect a prisoner, brother officer, or any citizen against a felonious assault.

Sec. 2. IN FELONY CASES--The revolver may be used to prevent the escape of a felon, particularly if the felon is not known to the officer, and his escape may result in his going unpunished for the offense. Generally, the revolver should be resorted to in only extreme cases.

Sec. 3. MISDEMEANOR CASES--Under no circumstances shall a member of the department shoot a person who is running away to avoid arrest on a misdemeanor charge, as the law recognizes that it is better for the officer to allow the misdemeanant to escape than to take his life.

Sec. 4. CARRYING OF--All members of the department whether in uniform or in civilian clothes must carry the issued service revolver or an approved revolver of not less than 38 calibre. The use of automatic pistols is strictly forbidden.

Sec. 5. CARE OF REVOLVERS--Each officers will take proper care of his service revolver which shall be kept clean and properly oiled. Revolvers shall not be left about desk or table tops, while officers are in barracks or stations. Every precaution shall be taken at all times to protect revolvers from prisoners, children, and other persons.

Article 28.

TARGET PRACTICE

- Sec. 1. Target practice will be held at available ranges in all stations.
- Sec. 2. The Commissioner shall designate a Lieutenant to act as Chief Instructor for the department.
- Sec. 3. The Chief Instructor shall prescribe necessary rules and regulations pertaining to contests. Each commanding officer shall be furnished said rules and regulations and all officers shall be instructed by commanding officer on said rules and regulations.
- Sec. 4. A record of the score made by each officer engaged in shooting contests shall be made and reported by each commanding officer to the chief instructor.
- Sec. 5. The Chief Instructor will prepare a full report of all scores monthly and forward said report to the Commissioner.
- Sec. 6. The Commissioner will award medals at the end of each yearly shooting contest to the officers qualifying as marksmen, sharpshooters and experts. Each officer is entitled to wear his qualification bar for one year when he must again qualify.
- Sec. 7. All members of the department, except administrative executives, shall participate in target practice. Exceptions to this rule may be granted by the Commissioner.
- Sec. 8. Each recruit officer shall be taught the care and use of firearms.
- Sec. 9. All recruit officers shall qualify with the Service Revolver at 25 yards on a standard N. R. A. 25 yard Police Target out of doors, with a score of at least 150 points out of 300, slow time and rapid fire.
- Slow fire: 10 shots; 1 minute per shot  
Time fire: 10 shots, 30 seconds per 5 shots.  
Rapid fire: 10 shots, 15 seconds per 5 shots.



## Article 29.

### UNIFORMS

Sec. 1. UNIFORMS AND EQUIPMENT--The entire state police force shall be uniformed and equipped with arms and motor vehicles in a manner prescribed by the Commissioner; but it shall be within his discretion to dispense with the uniform in the performance of special duty.

Sec. 2. TYPE OF--The Connecticut State Police Uniform shall consist of, oxford gray breeches with black strip one and one-quarter inches in width, bordered with a gold strip one-quarter inches in width on the side seams of same. An oxford gray blouse with gold buttons bearing the seal of the State of Connecticut thereon; shoulder straps and a black piece on the outside, upper part of both sleeves with the words "Connecticut State Police" in gold letters; a gold strip one-quarter inches from the bottom of the cuff; Collar ornaments with gold numerals thereon; oxford gray cap with black leathered peak and chin strap, and a gold insignia with the seal of the State of Connecticut thereon; an oxford gray or gray flannel shirt, shoulder insignia on the upper part of sleeves, and collar ornaments to match blouse; black shoes and puttees, black four-in-hand tie, black leather Sam Brown belt with revolver holster and bullet pouch to match; Black rubber police raincoat with rubber cap cover. Oxford gray overcoat with insignia and collar ornaments to match blouse. Additional equipment shall include badge, whistle and chain, handcuffs, and keys, 38 caliber police positive revolver, billy, night stick, flashlight, tape measure, identification card; field notebook, first-aid kit, scale house key, bulletin and general order book. Black leather summer and winter gloves.

Sec. 3. INSIGNIA OF RANK--Commanding Officers will wear the insignia of their rank on their shoulders as follows:

Commissioner.....	An eagle
Major.....	An oak leaf
Captain.....	Two silver bars
First Lieutenant.....	One silver bar
Lieutenants.....	One gold bar
Inspectors.....	One gold bar
Sergeants.....	Three chevrons
Corporals.....	Two chevrons

Sec. 4. The Major, Captain, First Lieutenant, Inspector of Weights and Measures, and Lieutenants shall be uniformed in the regulation manner with the exception that long trousers shall be substituted in place of breeches and puttees.

Sec. 5. All officers, to whom uniforms have been issued shall wear the same at all times while on duty, unless otherwise ordered out of uniform by the Commanding Officer.

Sec. 6. CARE OF UNIFORMS--At all times uniforms shall be kept well cleaned and pressed and in a neat and tidy condition. Ties and shirts shall be kept likewise. Each officer shall protect his uniform by wearing overalls when cleaning or repairing transportation equipment, or engaging in any other work of a like nature.

Sec. 7. LOST EQUIPMENT--Officers who have lost or misplaced, through neglect, any part of his service equipment shall reimburse the department for the cost of same.

Sec. 8. DISGUISE--No officer shall assume the disguise of any military, naval uniform, federal, or stato, or any clerical garb, in conducting any investigation. Whenever the necessity of a disguise may arise, the approval of the Commissioner will be necessary.



Article 30.

DEPARTMENTAL SERVICE EMBLEMS

Sec. 1. SERVICE EMBLEMS--Service emblems shall be of one design, a gold bar for each five years of service and shall be placed four inches above the cuff on each sleeve of the service blouse or shirt.

Sec. 2. Each uniform shall bear upon the shoulders of overcoat, blouse, and shirt a designed emblem as prescribed by the Commissioner. No member of the department will be permitted to loan or allow another person the use of the state police uniform or any part thereof, without the approval of the Commissioner.

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Article 31.

DEPARTMENT INSURANCE

Sec. 1. INSURANCE--This department carries the following types of insurance:

- a. Automobile and Motorcycle
- b. Liability
- c. Property

Sec. 2. REPORT OF ACCIDENT--Whenever any member shall suffer any personal injury, or shall be involved in any accident while in charge of or using a motor vehicle owned by this department, he shall as soon thereafter as possible, make a written report to headquarters on the insurance blanks provided for that purpose. He shall also, in case of an accident, notify the Commanding Officer of the station in which the accident occurs, and it will be the duty of the Commanding Officer to cause an investigation to be made of same, and a written report made to the Commissioner.

Sec. 3. DISABILITY COMPENSATION TO EMPLOYEES OF STATE POLICE AND STATE INSTITUTIONS--Each employee of the State Police Department or of any correctional or penal institution or of any institution for the care of persons afflicted with a mental disorder or a mental defect, in case of injury sustained while making an arrest or in pursuit for such purpose, or while attending or restraining an inmate of any such institution or sustained as a result of being assaulted while in the performance of his duty, shall not be removed from the payroll, except that, in the event of total disability, he shall be continued on the payroll for two hundred and sixty weeks, and thereafter shall receive compensation at the rate of one-half salary that he was receiving at the time of the injury. Upon the recommendation of the Commissioner of State Police or the superintendent or chief executive of any of said institutions at which such person is employed, the comptroller, on approval of the attorney general, shall draw his order on the treasurer for the payment of all neces-



sary hospital and medical expenses resulting from any such injury and for the compensation provided for by this part. All payments under this part shall be made from the fund designated "Compensation Awards to State Employees".

Sec. 4. APPLICABILITY OF WORKMEN'S COMPENSATION ACT--Each such employee who shall sustain an injury arising out of and in the course of his employment, except as provided in section 3, shall be paid compensation in accordance with the provisions of the workmen's compensation act.

Sec. 5. COMPENSATION CLAIMS AGAINST THE STATE--Each Compensation Commissioner, under the Workmen's Compensation Act, must be notified in writing by an employee of the State Police Department of any claim against the state for compensation, and a copy of such notice must be mailed to the Attorney General and to the Commissioner of State Police. All employees of the State Police Department must conform to the provisions set forth in the Workmen's Compensation Act as provided by statute with respect to claims for compensation.

Sec. 6. PAYMENTS OF CLAIMS FOR PERSONAL INJURIES OR PROPERTY DAMAGE--Each employee of the State Police Department sustaining an injury while in the service of the state shall not execute any contract, or release for damages or compensation claims, or accept any stipulation for personal injuries or property damage claims, without giving notice to the Commissioner of State Police.

Article 32.

TRAINING SCHOOL

Sec. 1. INSTRUCTOR--The Commissioner of State Police shall appoint a member thereof from the force to act as instructor of the training school, which assignment, may be in addition to regularly prescribed duties.

Sec. 2. ASSISTANTS--The Commissioner may also assign other members of the department to assist such instructor in the proper training of recruits. With the approval of the Commissioner, the instructor may also make arrangements for such other persons as may be necessary for instruction purposes.

Sec. 3. COURSE OF INSTRUCTION--Provision shall be made for instructions in the criminals laws of the state, the essentials of constitutional law, the rules of evidence, identification of criminals, fingerprinting, procedure in making complaints and securing of criminal warrants, presentation of cases in court, methods of properly securing and preserving evidence, powers of arrest, rights of citizens, rights of persons accused of crime, methods of investigating crime, proper conduct of a police officer, firearm and gas instruction, traffic regulations, first-aid, rules and regulations of the department, and such other pertinent subjects as may be deemed necessary for the proper schooling of recruits.

Sec. 4. ELIGIBILITY OF RECRUITS--Before any person shall be enrolled in the training school, or become, a member of the department, he shall have filed an application for such purpose with the Personnel Director, under the provisions of Chapter 105A, 1937, cumulative supplement to the General Statutes. Such applicant shall be between the ages of 23 and not have passed 31st birthday, 5'9" to 6'2" tall in his stocking feet, weight should be in proportion to height, shall be a citizen of the United States, and, must prove bona



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fide residence in the State of Connecticut for at least two years. Applicants must be of good moral character, perfect physical condition and no criminal record. Applicants accepted to the force will be required to attend the state police training school, for at least a period of three months, and upon satisfactorily completing the prescribed course of training, the recruit shall take the constitutional oath of office, and the Commissioner may appoint him a member of the department, provided that all such recruits shall be placed on probation for a period of nine months after such appointment. If during such probationary period, he shall by his general attitude and efficiency indicate that he has requisites for a good officer of the department, the Commissioner may confirm such appointment at the expiration of such probationary period. If the probationary member fails to make such a showing, the Commissioner may dismiss him from the department and no charges need be made or sustained in the support thereof. Persons who have been dishonorably discharged from any police department or from the Army, Navy or Marine service of the United States, or who have been convicted of the crime of petit larceny or attempted petit larceny or unlawful entry or who have been convicted of any felony or convicted of operating a motor vehicle while under the influence of intoxicating liquors or drugs, notwithstanding that sentence may have been suspended upon such conviction, are not eligible for appointment to the State Police Department. Conviction of juvenile delinquency, however, shall not be deemed a conviction of crime.

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Article 33.

SALUTES

- Sec. 1. DUTY TO SALUTE--Salutes shall be exchanged between superior officers and subordinate members of the department when both are in uniform, on every occasion of their meeting, passing near, or being addressed: The Junior Officer in rank or the policeman saluting first.
- Sec. 2. STANDING AT ATTENTION--When a superior officer enters a room where there are subordinate members of the department the word "attention" shall be given by the person who first perceives him whereupon all shall rise and remain standing at attention until such superior officer leaves the room or directs otherwise.
- Sec. 3. APPROACH OF SUPERIOR OFFICERS--A member in uniform, if seated, shall rise upon the approach of a superior officer, face towards him, stand at attention and salute. If standing, he shall face an officer for the same purpose. However, if the parties remain in the same place, or on the same ground, such compliments need not be repeated.
- Sec. 4. MANNER OF SALUTE--Members shall render the prescribed salute in a military manner. Before addressing a superior officer, a member shall salute with the right hand, and also make the same salute after receiving reply. Saluting distance shall be that within which recognition, is easy and in general shall not exceed thirty paces.
- Sec. 5. AMERICAN FLAG--Every member of the department, when in uniform and passing the American Flag shall render the prescribed salute.



## Article 34.

### AWARDS AND CITATIONS

- Sec. 1. MERITORIOUS AWARDS--The performance of meritorious police work shall be reported on a form provided for that purpose to the Commissioner. All members of the department shall be encouraged to submit such reports of meritorious work performed by them and it shall also be the duty of the commanding officers to report such meritorious work to the Commissioner.
- Sec. 2. BOARD OF AWARDS--There shall be a Board of Awards consisting of the Commissioner, Major, Captain, First Lieutenant, Senior Lieutenant in point of service, Senior Sergeant in point of service, and Senior Patrolman in point of service, who shall meet at such times as specified by the Commissioner for the purpose of receiving recommendations of meritorious mentions and determine the citations or degree of merit to be awarded in each case. No such award shall be made until thirty days have elapsed after the act has been performed, upon which the award may be based. The following awards may be made by the Board of Awards.
- Sec. 3. DEPARTMENTAL MEDAL OF VALOR--This is the highest award obtainable by an officer of the department, and it shall be awarded only in exceptional cases where a hazardous duty is performed by an officer of the department who risks his life in the performance of such duty. The act performed, or the services rendered, must be of such an extraordinary nature that the chances of the officer escaping with his own life are remote.
- Sec. 4. DEPARTMENTAL CITATION FOR BRAVERY--This citation shall be for bravery shown by any officer of the department when he performs a duty which may arise through an emergency which suddenly becomes apparent to the officer, or otherwise in the line of duty, in where, because of the nature of his action, a life may be saved, a serious

crime prevented, or a person arrested who has committed a serious crime.

Sec. 5. DEPARTMENTAL CITATION FOR MERITORIOUS SERVICE--This citation shall be for services rendered in the line of duty where the officer, because of his vigilance and perseverance performs a difficult task in which crime is prevented, life and property protected, or criminals apprehended.

Sec. 6. HONORABLE MENTION--When a service has been rendered by an officer and does not come within the three above classifications, and the Board is of the opinion that some acknowledgment should be made thereof, the Commissioner, upon recommendation of the Board, shall write a letter of commendation to such officer.

Sec. 7. RECORDING AWARDS--Awards issued shall be published throughout the department in special orders or bulletins and the individual award shall be made a part of the officer's service record.

Sec. 8. WEARING OF EMBLEMS--It will be permissible for an officer receiving an award to wear the emblem prescribed for the citation while in uniform.

Sec. 9. TYPE OF EMBLEM--The emblem for the Departmental Medal for Valor shall be a gold medal with red ribbon, together with red, white and blue service bar. The emblem for the Departmental Citation for Bravery shall be a gold and blue service bar. The emblem for the Department Citation For Meritorious Service shall be a red, yellow and green service bar.

Sec. 10. POSTHUMOUS AWARDS--Awards and citations as herein designated may be awarded by the Board posthumously and presented to next of kin.



Article 35.

GENERAL RULES

- Sec. 1. Each officer shall, at all times, bear in mind that he is a preventive, as well as a repressive force, and that the prevention of crime is of greater importance than the punishment of criminals.
- Sec. 2. Towards the attainment of complete police efficiency, it is essential that the officers shall cultivate and maintain the good opinion of the country at large, by prompt obedience of all lawful commands, by pursuing a steady and impartial line of conduct in the discharge of their duties, by their cleanly, sober and orderly habits, and by a civil and respectful bearing to all classes.
- Sec. 3. Superiors are forbidden to command those under their authority by abusive or profane language.
- Sec. 4. Officers shall cultivate that spirit of unanimity and good fellowship among themselves, for which, each force should be distinguished.
- Sec. 5. Every member of the department must, at all times, appear and be, neat and clean; he must keep his clothing and equipment in proper repair. Whenever he appears before the public, he must be properly shaven, hair properly groomed, and clean as to his person and clothing. When necessity causes any uncleanness or irregularity of neatness, he must avail himself of the first opportunity to remove this condition.
- Sec. 6. The use of harsh, coarse, insolent, indecent, suggestive, sarcastic or insulting language is positively prohibited and care must be taken to meet the public with every decent courtesy and consideration. When asked a question, it must be answered with every possible courtesy and attention, at the same time, avoiding any un-

necessary conversation. Conversation must be conducted in a dignified and proper manner, avoiding the use of slang and facetious expressions.

Sec. 7. Every member of the department must conduct himself at all times in a gentlemanly and courteous manner, whether on or off duty, with the department or away from the department, so as to set a good example for all others with whom he may come in contact.

Sec. 8. Coolness and firmness are required of every member of the department in the time of extreme peril. They must act together and protect each other for the restoration of peace. Whoever shirks from danger or responsibility shall be deemed guilty of cowardice and be subject to charges.

Sec. 9. Members shall prevent unauthorized persons from entering upon the scene of a crime. A member first upon the scene shall make an immediate and thorough investigation into the circumstances of the crime, obtain names and addresses of witnesses and all other important details. Commanding officers shall be held responsible for the completion of the investigation. In the investigation of the scene of the crime, members shall exercise every precaution to preserve all evidence and fingerprints.

Sec. 10. While military-like discipline is necessary in the department and regular channels must be followed in addressing official communications, for the purpose of good discipline and progressive methods, every member of the department shall be privileged to interview the Commissioner. This is calculated, to develop initiative and encourage the making of suggestions for the betterment of the service or to have wrongs corrected. A member of the department may apply for an appointment with Commissioner either directly, or through official channels.

Sec. 11. Members shall give their names and badge number in a respectful manner to any person who may make request for same.



Sec. 12. Members shall not receive or accept any present, fee, or other reward for police services, other than their regular salary, except as authorized by the Commissioner.

Sec. 13. It shall be deemed a neglect of duty on the part of members of the department, carelessly to lose their badges, or other equipment, or, when lost, to neglect to report the same immediately thereafter, to the Commanding Officer.

Sec. 14. All members on duty are subject to call twenty-four hours a day, and may be recalled from leave or vacation when necessity demands, and failure to stop to perform necessary police duty while on leave, shall be considered neglect of duty.

Sec. 15. All members shall be punctual and prompt on all calls, requirements of duty, court appointments, and in all other circumstances where time is specified.

Sec. 16. Any member contracting a social disease shall immediately report same to his Commanding Officer.

Sec. 17. Any member knowing another member of the department to have contracted a social disease, and to have failed to report the same, must make an immediate report of the existing menace to the Commanding Officer.

Sec. 18. Members of the department are forbidden to go on bond or furnish bail for any person arrested, nor will they procure a professional bondsman for an accused, or accept any gratuity from a professional bondsman.

Sec. 19. No member shall be directly or indirectly concerned in any compromise between one accused of crime, and the person or persons who may have suffered from his criminal acts, with the purpose of allowing the accused to escape punishment. Any member having knowledge of any such arrangement or agreement must report same to his Commanding Officer.

Sec. 20. Any member under suspension must turn in his badge, and all other property belonging to the department, before leaving his station. Such suspension will deprive him of all official power, and he must not represent himself as a member of the department during the period of suspension.

Sec. 21. Every member shall seriously consider the totally new position in which he is placed by his admission into the force, whereby, he becomes a peace officer and is consequently invested by law with certain powers which he must exercise with great caution and prudence. He is, therefore, to avoid altercations and squabbles of every kind; if wantonly assaulted, he has a legal remedy.

Sec. 22. Members shall be careful not to act in a hostile manner towards local police or federal agencies. Both the state and local police are working for the same cause, and, practically, paid by the same paymaster; use them as you would like to be used.

Sec. 23. No officer shall be permitted to engage in any other line of business while a member of this department.

Sec. 24. Every member shall receive the lawful commands of his superiors with deference and respect; and shall execute them to the best of his ability, without question or comments. Officers must always remember that obedience is the first quality required of them. It is the essence of discipline, and the channel of advancement.

Sec. 25. Official telephones at the various stations shall not be used for personal calls.

Sec. 26. All officers shall not use their authority for admission to any theater, hall, or other place of amusement, unless in the performance of their duty.

Sec. 27. All members of the department shall be required to observe all the rules and regulations of the Department of State Police. Any member of the department violating any of the provisions of these rules and regulations, may be tried, in accordance



with the procedure prescribed for a hearing before the Commissioner.

Sec. 28. Members and employees of the department shall promptly pay all just obligations and legal liabilities incurred by them while members or employees of the department.

Sec. 29. Assignments of salaries to money lenders or brokers will not be permitted.

Sec. 30. Members are prohibited from keeping company or having business relations with persons of questionable character, unless necessary in the performance of their duties and with approval of Commissioner.

Sec. 31. All members and employees of the department shall promptly notify Commanding Officers of any change of residence, address, or telephone listing.

Sec. 32. Members found guilty of violating any section of the General Rules and Regulations as related in this Article may be suspended, demoted or dismissed for the good of the state service.

## Article 36.

### DISCIPLINE AND OFFENSES

- Sec. 1. While it is not feasible to itemize every offense or act in which it may be necessary to institute disciplinary proceeding, charges may be preferred for any of the following offenses, and if found guilty, shall be subject to dismissal.
- Sec. 2. Obtaining a position in the department by means of wilful misrepresentation or mis-statement as to his qualifications, character or reputation.
- Sec. 3. Disobeying or refusing to obey the lawful command of, or striking his superior.
- Sec. 4. Intoxication, however slight.
- Sec. 5. Having intoxicating liquors illegally in his possession, or, in the rooms of their respective barracks.
- Sec. 6. Directly or indirectly receiving any gratuity.
- Sec. 7. Manifesting political partisanship.
- Sec. 8. Mutinous or insubordinate conduct.
- Sec. 9. Overholding any complaint.
- Sec. 10. Unduly withholding of any allowance or any public money entrusted to him.
- Sec. 11. Misapplying or improperly withholding any money or goods levied under any warrant, or taken from any prisoner.
- Sec. 12. Divulging any matter which is his duty to keep secret.
- Sec. 13. Making any anonymous complaint to the Commanding Officer.
- Sec. 14. Communicating either directly, or indirectly, or incidentally to the public press any material or thing touching the force without the Commissioner's permission.



- Sec. 15. Publicly criticizing or ridiculing of any official action of any member of the department.
- Sec. 16. Wilfully, or through neglect or connivance, allowing any prisoner to escape.
- Sec. 17. Using any cruel, harsh, or unnecessary violence toward any prisoner or any other person.
- Sec. 18. Leaving, or sleeping at any post on which he has been placed as sentry, or on any other duty.
- Sec. 19. Deserting or absenting himself from his duties or quarters, without leave of absence.
- Sec. 20. Scandalous or infamous behavior.
- Sec. 21. Disgraceful, profane or grossly immoral conduct.
- Sec. 22. Lending or borrowing any state equipment between members of the department.
- Sec. 23. Any disorder or neglect to the prejudice of morality or discipline, although not specified in this rule, or any rule or regulation.
- Sec. 24. Operating a state car or motorcycle in such a reckless or careless manner so as to cause an accident.
- Sec. 25. Entering a disreputable place while in uniform or on duty, except in the proper performance of his duty.
- Sec. 26. Accepting any bribe, or engaging in any act of extortion, or other unlawful means of obtaining money through his position as a member of the department.
- Sec. 27. Soliciting subscriptions, selling tickets, or collecting donations for any purpose whatsoever, except by permission of the Commissioner.
- Sec. 28. Making known any proposed action or movement of the department, or the contents of any order, other than to persons immediately concerned with its execution.

- Sec. 29. Allowing any member of the department, or any other person, to use his badge, or any other of his means of personal identification.
- Sec. 30. Manufacturing any evidence or destroying evidence of any case.
- Sec. 31. Interceding with any court official or police officer in behalf of any friend.
- Sec. 32. Dictating or resenting the disposition of a case to be made, or made by the court.
- Sec. 33. Concealing information deemed essential to good police service.
- Sec. 34. Obtaining a position in the department by concealing information as to an arrest or conviction of a high crime or misdemeanor.
- Sec. 35. Any violation of the rules or regulations in respect to the use of the telephone, teletypewriter or radio system of communications of the department.
- Sec. 36. Allowing personal feelings in the disposition of a case to influence his future conduct.
- Sec. 37. Falsifying any written or oral report made to headquarters' office, or to any superior officer, or, intentionally and wilfully withholding any material matter from any written or verbal report made to the headquarters' office, or any superior officer.
- Sec. 38. Failing to attend court at the time set in any case pending.
- Sec. 39. Tearing up any summons after once given to a violator of the law.
- Sec. 40. Cowardice in any form.
- Sec. 41. Neglect of, or inattention to duty.
- Sec. 42. Smoking while in uniform in public while on duty.
- Sec. 43. Failure to report information which may result in the apprehension of fugitives, or, in the arrest of felons, to superior officers.



- Sec. 44. Conviction of a serious criminal offense.
- Sec. 45. Careless or reckless use of or neglect in care of firearms.
- Sec. 46. Knowingly or intentionally violating the laws of the United States, the State of Connecticut or the ordinances of any city or municipality within the state.
- Sec. 47. Any member of the department who, being present at, or having cognizance of any mutinous situation, rebellious or re-actionary movement, must use his utmost effort to suppress the same, or knowing or having reason to believe that such mutinous seditions, rebellious or re-actionary movement is to take place, must without delay, give information thereof to his Commanding Officer.
- Sec. 48. Failure to pay just debts, after written notice from Commissioner, to adjust matter within stated time.
- Sec. 49. Knowingly associating with or having transactions of any sort with persons of questionable character, unless necessary in the performance of police duties and each officer having official business transactions with such persons shall submit report of same to his Commanding Officer.
- Sec. 50. Neglecting to wear proper uniform while on duty or to appear clean and tidy in person and dress.
- Sec. 51. Directly or indirectly sending fictitious messages concerning police matters on the teletype or radio or telephone police systems.
- Sec. 52. Wilful and intentional failure to assist, cooperate and aid other officers of the Department in police business, matters and routine.
- Sec. 53. Wilful or intentional neglect of duty, inefficiency, incompetency, insubordination, disloyalty, or for the good of service shall be deemed sufficient cause for removal from service.
- Sec. 54. Violation of any standing order, rule or regulation, or any order, rule or regulation, hereafter made.

Article 37.

CIVILIAN EMPLOYEES

NON-COMPETITIVE POSITIONS

Sec. 1. All employees employed in non-competitive positions of the classified service are subject to all rules and regulations of the Merit System and the General Rules of the State Police Department.

Sec. 2. All garage supervisors, mechanics, chefs, cooks, housemen and janitors shall be under the supervision of Commanding Officers in their respective precincts.

Sec. 3. Commanding Officers will report any inefficiency, insubordination, incompetency or violation of the General Rules and Regulations of the department by any employee, to the Commissioner.



Article 38.

CAUSES FOR SUSPENSION, DEMOTION,  
DISMISSAL, LAY-OFF, UNDER THE  
CLASSIFIED SERVICE IN ACCORDANCE  
WITH PROVISIONS OF THE MERIT  
SYSTEM APPLICABLE TO ALL EMPLOY-  
EES OF THE STATE POLICE DEPARTMENT.

- Sec. 1. Neglect of duty.
- Sec. 2. Absence without leave or failure to report after authorized leave has expired or after such leave has been disapproved or revoked by the appointing authority.
- Sec. 3. Incompetency or inefficiency in the service or incapacity due to mental or physical disability.
- Sec. 4. Inefficiency in the performance of the duties of his position provided his service ratings as maintained in accordance with the Merit System rules are unsatisfactory for two successive rating periods.
- Sec. 5. Violation of any lawful official regulation or order made and given by his superior officer or failure to obey any lawful direction when such violation or failure to obey amounts to insubordination or serious breach of discipline.
- Sec. 6. Intoxication while on duty or in a public place while off duty.
- Sec. 7. Conduct unbecoming an employee in the public service.
- Sec. 8. Offensive conduct or language toward the public, to superior or fellow employees or inmates of institutions assigned to his custody or care.
- Sec. 9. Disorderly or immoral conduct.
- Sec. 10. Wilful violation of any of the provisions of any laws affecting or relating to the duties of his employment.

Sec. 11. The commitment of any criminal act involving moral turpitude.

Sec. 12. Failure to pay or make reasonable provision for the payment of just debts, thereby causing annoyance to superior officers or scandal in the service.

Sec. 13. Negligence of or wilful damage to public property or waste of public supplies and equipment.

Sec. 14. To use or promise or endeavor to use improper influence or political authority to secure for any person any appointment or prospect of appointment to any position in the state classified service.

Sec. 15. The furnishing to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined or certified.

Sec. 16. Failure, after appointment, to retain residence within the state.



Article 39.

POLITICAL ACTIVITY

Sec. 1. Members and employees of the department are prohibited to engage in political activities under the provisions of the Merit System as defined under Section 698e, 1939 Supplement to General Statutes.

Sec. 2. Any employee in the classified service who shall wilfully violate the provisions of this rule shall be dismissed by order of the Personnel Director, which order shall be served upon the appointing authority of the employee concerned as provided in Sections 700e and 701e of the 1939 Supplement.

Sec. 3. DISMISSAL. WHEN PROHIBITED--In no case may an employee be removed on account of his religious or political opinions or affiliations or refusal to contribute to a political fund or to render political service.

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Article 40.

COURTESIES TO OFFICERS OF ARMY,  
NAVY, MARINE CORPS, NATIONAL  
GUARD AND ORGANIZED RESERVES

Soc. 1. COURTESIES--All members of the Connecticut State Police Department, at all times and under all circumstances, will pay the same compliments to superior officers of the Army, Navy, Marine Corps, National Guard and Organized Reserves, when in uniform as to superior officers of the State Police Department.

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## CONNECTICUT STATE POLICE CODE OF HONOR

The traditions and splendid reputation of the Connecticut State Police are incorporated in the following code of honor, to which all members of the Department subscribe by word and deed:

"I am a Connecticut State Policeman - a soldier of the law. To me is entrusted the honor of the Department.

"I will serve the State of Connecticut honestly and faithfully and, if need be, lay down my life as others have done rather than swerve from the path of duty.

"I will be loyal to my superiors, obey the law and enforce the law without discrimination as to class, color, creed or condition, and without fear or favor.

"I will help those in danger or distress, and at all times conduct myself so as to uphold the honor of the Department."

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Connecticut State Police

