

# Department of Emergency Services and Public Protection



## *At a Glance*

**DR. DORA B. SCHIRO, Commissioner**

**Colonel Alaric J. Fox, Deputy Commissioner**

**William J. Hackett, Deputy Commissioner**

**DESPP Headquarters, 1111 Country Club Road, Middletown, CT 06457-2389**

***Established - July 1, 2011, by PA 11-51***

***Statutory authority - CGS Titles 28 and 29; Section 7-294a et seq.; and Section 7-323j et seq., as amended***

***Number of positions authorized - 1,733***

***Current number of employees - 1,508 including 1,018 Troopers and 490 civilians***

***Recurring operating expenses FY2017 - \$174 million***

***Organizational structure - DESPP is comprised of six divisions including the Commission on Fire Prevention and Control, the Division of Emergency Management and Homeland Security, the Division of Statewide Emergency Telecommunications, the Police Officer Standards and Training Council, the Division of Scientific Services, and the Division of State Police.***

## **Office of the Commissioner**

The Office of the Commissioner is responsible for providing a coordinated, integrated program for the protection of life and property and for statewide emergency management and homeland security. The office oversees all administrative and management functions of the department and includes fiscal services and grants administration, human resources, Equal Employment Opportunity, legislative and public information, constituent and victims services, and the State Criminal Justice IT Center of Excellence.

## **COMMISSION ON FIRE PREVENTION AND CONTROL**

The Commission on Fire Prevention and Control (CFPC) serves as the state's focal point for fire service training, public fire and life-safety education and professional competency testing and certification for members of Connecticut's fire service. The mission of the commission is to prevent or mitigate the effects of fire and disasters through leadership and collaboration with municipalities, fire departments and regional fire schools by delivery of quality consulting services, technical assistance, training, education, and professional competency certification of career and volunteer fire service personnel.

The Commission is overseen by a State Fire Administrator and its units are comprised of the Office of State Fire Administration, the Connecticut Fire Academy, and Certification Unit. Appointed members of the Commission represent the statewide fire service organizations and serve to advise the Commissioner.

### **Office of State Fire Administration**

The Office of State Fire Administration provides overall coordination, management, and support of division activities and facilities including the administration of grants. The Office provides consulting services to communities regarding fire department administration, Juvenile Firesetter Intervention, and Volunteer Recruitment and Retention. In addition, oversight of the Statewide Fire Rescue Disaster Response Plan continues as a priority with staff serving as Fire Service Liaisons in the State Emergency Operations Center during statewide emergencies and exercises. Support continues to be provided to the Connecticut Statewide Honor Guard to ensure Connecticut's fallen firefighters and their family members are properly supported and honored. Coordination and collaboration with the independent Regional Fire Schools continues with major upgrades currently underway or planned. Further, the office coordinates the state's Regional Foam Trailer program where 8 host fire departments respond to emergencies necessitating firefighting foam. The office continued to address emerging trends such as the opioid epidemic through the development of curriculum and or model procedure guides and took delivery of the second of two federally funded replacement fire pumpers to replace the Academy's aging fleet. Communications and information dissemination to fire service constituents continued primarily through the CFPC email Listserv with over 4,000 informational messages transmitted during the year as well as continued expanded use of social media.

### **Training Unit (Connecticut Fire Academy)**

The Training Division delivers a diverse range of training and education programs ranging from the comprehensive 14-week resident Recruit Firefighter Training program to Fire Officer and technical specialty level courses with collegiate transfer credits. Courses are available for delivery throughout the state and at the Connecticut Fire Academy in Windsor Locks.

During FY 2017, 343 training programs were delivered reaching 6,246 students, providing a total of 130,030 contact hours. Special seminars and specialized training including Rescue Week and the Annual June Fire School provided training to over 1,000 students. Also, continued delivery of the Candidate Physical Ability Test (CPAT) to assist municipalities in identifying future firefighters with the capability of career and lifelong success. A total of 1,104

candidates were registered with 811 testing. An overall passing rate of 73.1% was achieved. Thirteen CFA training programs continue to be approved by Charter Oak State College for collegiate transfer credit adding value to our students. Collaboration with the Military Department and Department of Public Health at the New England Disaster Training Center at Camp Hartell in Windsor Locks provides unique training opportunities for all emergency responders. Finally, the CFA Bookstore realized \$400,178.98 in gross sales. Revenue derived from sales at the Connecticut Fire Academy Bookstore supports staffing and is reinvested into maintaining and expanding available publications, internal printing and support of Connecticut Fire Academy programs.

### **Certification Unit**

The Certification Unit administers professional competency and certification examinations of fire service personnel developed from National Fire Protection Association (NFPA) consensus standards in support of the statewide fire service training and educational framework. The Unit is internationally accredited by both the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (NBFSPQ) adding value to fire service personnel achieving certification. A compliance survey conducted by the Department of Veterans Affairs (VA) found us to be in compliance with all VA regulations for students enrolled under GI Bill Benefits. The Unit conducted 4,012 testing components during FY17 resulting in 2,480 certifications issued to fire service personnel. Testing activities included 27 NFPA 1403 Live Fire Training Compliance Audits, development and administration of 3 promotional examinations for municipalities, 71 psychomotor, and 109 cognitive examinations with the overall written examination passing rate of 65%. A comprehensive revision to the division's Certification Regulations was completed and is moving through the adoption process.

## **DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY**

The Division of Emergency Management and Homeland Security (DEMHS) is charged with developing, administering, and coordinating a comprehensive and integrated statewide emergency management and homeland security program that encompasses all human-made and natural hazards, and includes prevention, mitigation, preparedness, response, and recovery components to ensure the safety and well-being of the citizens of Connecticut.

The duties of DEMHS include coordination with state and local government personnel, agencies, authorities, and the private sector to ensure adequate planning, equipment, training, and exercise activities with regard to emergency management and homeland security; coordination and as may be necessary, consolidation of homeland security communications and communications systems of the state government with state and local government personnel, agencies, authorities, the general public and the private sector; coordination of the distribution of information and security warnings to state and local government personnel, agencies, authorities and the general public; establishing standards and security protocols for the use of any intelligence information; and providing a coordinated, integrated program for state-wide emergency management and homeland security. DEMHS maintains an Emergency Management and Homeland Security Statewide Strategy, developed in coordination with stakeholders from

state and local governments and private and nongovernmental partners. Critical missions of DEMHS include coordination of emergency preparedness, response, recovery, and mitigation, and administration of federal emergency management and homeland security grant programs, including disaster aid. DEMHS puts into place measures to respond to emerging threats, in conjunction with the Counterterrorism Unit of the Division of State Police which includes the State Fusion Center. DEMHS coordinates the state's response to emergencies, working with municipalities, other state agencies and federal and nongovernmental partners, including operation of the State Emergency Operations Center (SEOC) when activated by the Governor.

In order to execute its responsibilities, DEMHS is organized as follows: Office of the Deputy Commissioner; Office of Emergency Management to include Operations, Training, and Exercise Unit, All Hazards Planning Unit, Field Support Coordination Unit, and the Strategic Planning and Community Preparedness Unit.

DEMHS also coordinates the drafting and review of the school safety and security plan standards required by that legislation, as well as working with local school districts and municipal officials to assist in the filing of school security plans with DEMHS. In addition, DEMHS collects plans from higher education institutions and occupational schools.

In FY2015, DEMHS led the State of Connecticut's effort to attain accreditation as part of the Emergency Management Accreditation Program (EMAP). The accreditation process involved an on-site weeklong assessment of the State's program and required meeting 64 separate and distinct standards in the emergency management and homeland security disciplines. All 64 standards were met in the first review, which is a rare accomplishment. In April 2015, the State of Connecticut received full accreditation for its emergency management program. A self-assessment was conducted in 2016 as part of maintaining accreditation. Re-accreditation will formally take place in 2020.

### **Office of the Deputy Commissioner**

Under Connecticut General Statutes Section 29-1b(b), the Commissioner of Emergency Services and Public Protection delegates jurisdiction of the Division of Emergency Management and Homeland Security to a deputy commissioner. The Deputy Commissioner of DEMHS reports to the Commissioner of Emergency Services and Public Protection. Currently, the Deputy Commissioner also serves as the State Emergency Management Director, the Statewide Interoperability Communications Coordinator, and the State Single Point of Contact for the National Broadband Network for First Responders (FirstNet). The DEMHS Deputy Commissioner supervises the activities of this Division.

The Deputy Commissioner chairs the DEMHS Advisory Council, which was established by the DESPP Commissioner as an Emergency Support Function-based advisory board with designated supporting working groups. The DEMHS Advisory Council meets quarterly.

### **The Office of Emergency Management**

The DEMHS Office of Emergency Management (OEM) is headed by the Deputy Commissioner/State Emergency Management Director. He also serves as state liaison to the Federal Emergency Management Agency (FEMA).

The mission of the OEM is to provide a coordinated, integrated program for statewide emergency management, including strategic and operational all-hazards planning through the State Response Framework and other plans community preparedness, exercise, training, and grants planning and management. This mission includes: coordination and collaboration with state, local, federal, tribal, and private sector partners, as well as the public, to develop, maintain, exercise, and train on a comprehensive state-wide emergency management plan and program; to direct and coordinate all available resources to protect the life and property of the residents of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery, mitigation, and public education; maintain, operate, and oversee the Governor's State Emergency Operations Center; and; administer the State's volunteer Urban Search and Rescue (USAR) team; support, establishment, and activation approval for volunteer civil preparedness forces.

OEM consists of four Units. They are: Operations; Training and Exercise; All-Hazards Planning; Field Support Coordination, and; Strategic Planning and Community Program Management.

**The DEMHS OEM Operations, Training and Exercise (OTE) Unit** works under the Incident Command System of the National Incident Management System (NIMS) and includes the five DEMHS Regional Offices. This unit is also responsible for the Division Duty Officer Program.

A critical function of the OTE Unit is the operational coordination of the State Emergency Operations Center (SEOC). The OTE Unit coordinates and is responsible for monitoring of emergency situations as they develop and/or threaten communities; disseminating watches, warnings and emergency information to state agencies and local jurisdictions; the collection and consolidation of emergency related data and situation reports; assignment of tasks to state agencies and the deployment of state resources in a coordinated State response to support local emergency response operations; requesting and coordinating mutual aid assistance from other states through the Emergency Management Assistance Compact (EMAC); providing situation analysis and reporting to FEMA Region 1, and; requesting and coordinating Federal assistance through FEMA Region I.

In 2007, DEMHS developed with its local partners emergency preparedness regions. As outlined in the State of Connecticut Department of Emergency Management and Homeland Security Regional Planning Model and DEMHS Advisory Bulletin 2007-1, these regions were created to facilitate emergency management planning and regional collaboration in lieu of county government, a structure Connecticut does not have. The Regional Emergency Planning Team (REPT) in each Region operates under bylaws which address its mission, membership and procedures. The multi-jurisdictional REPTs are supported by Regional Emergency Support Functions (RESF). These RESFs are discipline oriented workgroups that provide collaborative planning and resource support within each discipline.

To support the regional model, DEMHS maintains five regional offices. Regional Coordinators serve as the primary interface with the local chief elected officials/executive

officers and emergency management directors. The Regional Offices are also supported by regional planners and support staff, as well as trainers reporting to the OTE Manager.

The five DEMHS Regional Offices serve as direct points of contact to local jurisdictions. As such, each provides: distribution of warning and emergency information to local jurisdictions; onsite monitoring of localized emergencies; collection, verification and consolidation of local emergency situation reports and requests for assistance; assistance to local jurisdictions in regional budget development and funding requests; assistance to local governments in requesting training and exercise development assistance; guidance and assistance to local governments in Local Emergency Operations Plan (LEOP) development, review, and revision, including school safety and security plans; oversight of the development of Regional Emergency Support Plans, and; coordination of a regional response to ongoing emergency situations.

The OTE Unit is responsible for the establishment of training programs and the development, delivery and evaluation of exercises, in accordance with Homeland Security Exercise and Evaluation Program guidance. The OTE staff works collaboratively with local, state, tribal and federal partners to coordinate and conduct training and exercises in accordance with the state strategic plan developed and maintained by DEMHS. The substance of training and exercises is developed through the identification of local and regional needs, the DEMHS statewide strategy, and federal guidance.

The OTE Unit is also responsible for the administration and deployment of the Connecticut Urban Search and Rescue Team, which is a volunteer civil preparedness force, trained to locate, extricate and preserve life in the event of any large-scale structural collapse, regardless of the cause.

The DEMHS Duty Officer program, maintained by the OTE Unit, relies upon DEMHS employees who also serve as on-call employees. The Duty Officers rotate through a two-week period of being the primary on-call contact person. The Duty Officer receives calls for assistance after regular hours and sends out notifications to the DEMHS Command staff of all requests for state assistance. The Duty Officer also monitors any significant incidents, adverse weather conditions and reports situational awareness and conditions to the Command Staff and Regional Coordinators for distribution to external partners. The Duty Officer may staff the State EOC in a monitoring capacity during events at the request of the DEMHS Command Staff.

**The DEMHS All-Hazards Planning (AHP) Unit** is responsible for all-hazards planning, program design and development, administration, coordination, development and maintenance of plans and programs to enhance Connecticut's prevention, preparedness, response, and recovery capabilities.

The AHP Unit includes a Radiological Emergency Preparedness (REP) section, whose work includes planning, coordination, development, maintenance, exercises, and training for the State's Radiological Emergency Response Plan (RERP) for Millstone's Nuclear Power Station.

The Connecticut RERP details the steps that would be taken to protect the public in response to an emergency situation at both Indian Point Nuclear Power Station in New York

State and Millstone Nuclear Power Station in Waterford. This plan is constantly under review and is exercised with local, state, and federal agencies as well as the neighboring States of New York and Rhode Island. REP staff's preparedness plans and exercises are evaluated by the United States Department of Homeland Security's Federal Emergency Management Agency and the U.S. Nuclear Regulatory Commission.

The REP staff ensures that the ten communities around Millstone, the five Host Communities, the Transportation Staging Area, and support towns are all trained and have up to date plans and procedures on state and local Emergency Operations Centers and radiological monitoring.

The DEMHS AHP Unit includes a Disaster Recovery section and a Hazard Mitigation section that works with other DEMHS personnel to facilitate preliminary damage assessments and Presidential Declaration requests, and then coordinates federal Public Assistance, Individual Assistance, and Hazard Mitigation disaster relief and mitigation funds for state and federal governments, eligible non-profit organizations, and individuals.

The DEMHS AHP Unit works closely with the Strategic Planning and Community Preparedness Unit on strategic planning and disaster recovery. AHP Unit staff draft and revise the state's emergency management plans, including the State Response Framework. DEMHS staff members also work with other states, as well as the Eastern Provinces of Canada, to provide coordinated, collaborative emergency planning and preparedness.

**The DEMHS Field Support Coordination Unit** performs a number of functions designed to enhance and support field operations, including statewide interoperable communications. The Unit also provides direct communications from the State Emergency Operations Center to the five DEMHS Regional Offices and to every municipality in Connecticut as needed during a significant incident. This unit is responsible for internal logistics for the Division on a daily basis and during activations of the SEOC.

**The DEMHS Strategic Planning and Community Preparedness Unit (SPCP)** works closely with the agency's Fiscal Unit and the DEMHS All Hazards Planning Unit on strategic planning and disaster recovery, as well as program and financial management of grant programs to enhance Connecticut's prevention, preparedness, response, and recovery capabilities.

The chief programmatic responsibilities of SPCP Unit include the collaboration with the OTE and AHP Units on oversight and direction for the regional collaboration planning initiative, which established Regional Emergency Planning Teams in each of the five DEMHS regions.

SPCP staff coordinates the execution of regional spending plans that address identified preparedness and planning needs; supports the DEMHS Advisory Council's Regional Collaboration Committee; oversees the expansion and sustainment of the Emergency Management Performance Grant, which continues to provide critical resources to municipal emergency management programs; collaborates with the Field Support Coordination Unit, including executing interoperable communications programs such as the State Tactical On-Scene Communications System (STOCS), and; collaborates with the AHP Unit to administer federal

disaster assistance programs to state and local governments, eligible non-profit organizations and individuals.

## **DIVISION OF STATEWIDE EMERGENCY TELECOMMUNICATIONS**

The Division of Statewide Emergency Telecommunications (DSET) provides for the development and maintenance of coordinated statewide emergency service telecommunications for public safety organizations and the residents of the State of Connecticut.

DSET provides for statewide Enhanced 9-1-1 planning and implementation, public safety telecommunicator training and certification, as well as public safety frequency coordination. DSET provides funding for numerous projects and agencies including funding for seven regional communications centers, 22 cities with populations greater than 40,000, nine multi-town Public Safety Answering Points (PSAP), eight State Police dispatch centers and four secondary centers, 13 coordinated medical emergency direction centers (CMEDs), as well as transition grants for regionalization and capital expenses. DSET's FY2018 budget for services, equipment and grants is \$31,707,765. DSET provides all state and local public safety agencies with street centerline and street address information, geographic information systems (GIS) for emergency response purposes. Statewide mapping initiatives continue to ensure that street centerline data is accurate for all emergency responders.

DSET also oversees the Connecticut Telecommunications System (CTS) which provides land mobile radio and other inter-operable communications for the State Police as well as municipalities, Federal and other state agencies, with over 15,000 radios in use. CTS manages and maintains the microwave transport system for the statewide radio network as well as the 33 state owned and 32 leased or shared tower facilities including licensing, contracts, security and structural requirements. CTS responsibility includes the Network Control Center, which operates on a continual basis.

DSET is led by a Director who manages the overall Statewide Emergency Telecommunications organization and 9-1-1 Program and is supported by a Telecommunications Manager, Planning Specialists, Geographic Information Specialists, Telecom Engineers, Electronics Technician, Grants and Contracts Specialist, Secretary and Office Administrators.

### **Next Generation 9-1-1**

DSET is in the process of replacing the Connecticut's E9-1-1 System. The existing system and equipment are no longer being manufactured and the software is not being supported. In addition, the current E9-1-1 system is not capable of effectively processing Next Generation 9-1-1 (NG 9-1-1) emergency calls that include calls received from internet connected devices, or devices that can transmit text messages, pictures, video, and data from telematics and automatic crash notification systems. NG 9-1-1 is an Internet Protocol based system, providing system wide monitoring and recording capabilities and will be capable of receiving and displaying text, video and photos.

NG 9-1-1 software and hardware will be deployed in 110 PSAPs. Public education initiatives are being developed and include input from stakeholders to address changes in how 9-

1-1 calls, video and photos will be handled. The NG 9-1-1 system has been installed at 70 PSAPs as of July, 2017.

### **Public Safety Data Network (PSDN)**

The PSDN is an ultra-high speed and flexible fiber optic data network that serves as a base transport infrastructure and interconnectivity pathway for public safety related applications and services throughout the State. Its primary purpose is to provide the connectivity for NG 9-1-1 services. Additionally, the network provides connectivity to allow for the integration of systems and applications so that vital information and resources can easily be shared among various public safety entities throughout the State. To date there have been 122 requests for use of the network by various municipal and state public safety organizations.

### **Broadband Technology Opportunity Program (BTOP)**

Part of the American Reinvestment Recovery Act, BTOP awarded the State of Connecticut \$93 million of federal funds to upgrade and expand Connecticut's broadband network. This grant was matched with \$24 million from the E9-1-1 surcharge. This joint effort between the Department of Emergency Services and Public Protection and the Bureau of Enterprise Services and Technology included installation of over 5,500 miles of fiber to connect to 555 public safety agencies which serve 25,000 first responders. Additionally, in conjunction with the Connecticut Education Network (CEN), it provides broadband service to 120 educational institutions.

### **Regionalization**

There are currently 110 PSAPs serving the 169 towns and cities of Connecticut. The cost of equipping these PSAPs with hardware, software and technology is the state's responsibility. Next Generation 9-1-1 improvements make this requirement one of significant proportions. It has long been a goal of DSET and the Enhanced 9-1-1 Commission to reduce the number of PSAPs by encouraging consolidation. To achieve this goal DSET has funded a number of studies requested by local governments to consider mergers of dispatch and 9-1-1 centers. DSET also provides a number of financial incentives, such as funding to relocate telephone and radio equipment, as well as to design and plan new communications centers, for the purpose of consolidation. DSET is currently proposing regulation changes to funding models that will provide a more equitable distribution of funds, while at the same time continue to encourage consolidation of PSAPs.

### **The Connecticut Emergency Notification System: CTAlert**

Connecticut's statewide emergency notification system (CTAlert), powered by the Everbridge Aware emergency notification system application, provides critical information to the public during emergencies. CTAlert has two main components:

- A geo-notification function which allows alerts to be sent to the public in any geographic area in the state.
- A public safety employee notification function known as "Aware" which allows public safety agencies to send messages to improve the coordination of their emergency response personnel.

The system is available for use by a number of state agencies, and most of the 110 9-1-1 PSAPs in the state. The Citizen Opt-In Web Page is accessible by the public via the Internet and allows users to list up to three additional locations in the state that they wish to also receive alerts about. There are a total of 146,944 registrations. During 2016, 131 CTAlerts were broadcast to the public, delivering emergency messages to over 1.74 million messages to Connecticut residents and households.

### **Geographic Information Services (GIS)**

DSET provides a critical Geographic Information System function for the State. GIS uses a computer based tool to store, manipulate, manage and analyze spatial/geographic data. GIS is the backbone of the NG 9-1-1, as the system relies on the location accuracy of the map to ensure prompt dispatching of emergency services to 9-1-1 callers. In addition to 9-1-1, the GIS group provides and supports the mapping data for the State Police Computer Aided Dispatch system, the CT Alert Emergency Notification system, the State Emergency Operations Center during disaster exercises and activations and other state and municipal entities as required. They also coordinate and manage statewide ortho-imagery flights which provide high resolution aerial images.

### **Translation Services**

DSET provides translation services to Connecticut PSAPs which provides the critical link between non-English speaking callers (nearly one in five in Connecticut) and public safety responders. Voiance has been contracted to provide interpretation of over 175 languages.

### **Frequency Coordination**

DSET provides chairmanship and plan development for the six-state New England 700 MHz, 800 MHz and 4.9 GHz planning committees. The creation of a regional plan and the subsequent approval by the FCC has paved the way for all New England states to utilize the new public safety 700 MHz spectrum that became available in June 2009 as part of the transition to digital TV. The federal grant money that has been received will facilitate the creation of a 700 MHz platform on the current state 800 MHz system for statewide interoperability purposes.

### **Public Education**

DSET works with local PSAP personnel, as well as community agencies, to distribute age appropriate materials for children, Pre-K through second grade, to educate children on when and how to use 9-1-1. Public education efforts to encourage participation in CTAlert include public service announcements in both Spanish and English which are aired on Connecticut television and radio stations. Plans are also under development for a public education campaign to support the deployment of the text-to-911 feature within NG 9-1-1.

### **Emergency Medical Dispatch**

Each PSAP is required to provide emergency medical dispatch (EMD) or have it be provided by a private safety agency. EMD refers to instructions provided to the 9-1-1 caller by emergency telecommunicators prior to the arrival of medical services. DSET provides funding to all PSAPs for the training, certification and ongoing education for this critical service.

## **Connecticut Telecommunications System**

DSET is in the process of upgrading the current land mobile radio system in Connecticut. This \$64.5M, three year project replaces end of life equipment at radio sites throughout the state and migrates the system to the latest Project 25 Internet Protocol Time Division Multiple Access Technology standards. The new system will significantly increase network capacity as well as provide new and enhanced features allowing system administrators, dispatchers and responders more effective response to public safety events.

## **POLICE OFFICER STANDARDS AND TRAINING COUNCIL**

The Police Officer Standards and Training Council (POSTC) has a three-fold mission. First, it is committed to providing innovative, credible and responsive high quality basic, advanced and specialized training to Connecticut police officers in an economical manner and in amounts sufficient to enable them to acquire the knowledge and skills necessary to serve the public with commitment, empathy and competence. POSTC is committed to adopting and enforcing professional standards for certification and for decertification of Connecticut's police officers, in a manner consistent with the law, considerate of the regulated community and uncompromising as to basic values, and ethics. The Council is charged with developing, adopting and revising a comprehensive accreditation standards program for local law enforcement units, to grant accreditation to those units that demonstrate their compliance with such standards and to conduct assessments to determine such unit's compliance with such standards.

Division responsibilities are to provide basic police and in-service police training and set entry-level educational, licensing and training standards for all non-state police division police officers in the State of Connecticut; accredit training programs offered to police recruits in police academies; control the certification of police instructors; establish procedures for certified review training; oversee and award credit for certified review training of veteran officers and recertify triennially those who qualify; and encourage the growth of professional development, and continuing education programs for police officers. In addition to town and city police, the division also regulates, and oversees the training of police personnel from the four police departments of the Connecticut State Universities, the University of Connecticut, the Department of Motor Vehicles, the Department of Environmental Conservation Law Enforcement Unit; and numerous other state agency law enforcement units.

The Comprehensive Municipal Police Training Plan trains approximately 250 municipal police officers per year at the residential Connecticut Police Academy in five annual classes of 50 students each. The division also intends to certify, inspect and audit up to eight satellite police academies around the state which supplement the Meriden academy, primarily sponsored by the larger municipal police agencies in this state.

Additionally, the training plan includes providing and or sponsoring in-service training programs to accommodate approximately 7,300 sworn in-service officers in this state to assist them in complying with POSTC mandated 60-hour review training cycle every three years. The process of reviewing the entire recruit training curriculum to reflect developments in police training nationwide and to provide current, comprehensive and meaningful training to students is

ongoing. The last review was completed and became effective on July 1, 2015, and will guide Recruit Training over the next three to five years with an annual review to identify additional changes if needed. The POST Council Curriculum Committee continues to meet to review innovative and new curriculum areas for consideration of inclusion in the Basic Training program.

The Training Council consists of 18 members appointed by the Governor and two ex-officio members who serve by virtue of their position. These two members are the Commissioner of the Department of Emergency Services and Public Protection and the Chief State's Attorney. Administration of the POST Academy is assigned to the Office of the Police Academy Administrator with one clerical person and an Information Analyst. There are four functional units, the Basic Training Unit, the Field Services Unit, the Certification/Compliance Unit and the Accreditation Unit.

The division's planning function is performed by a Council subcommittee studying the issues and making recommendations to the full Council. That subcommittee's long-term efforts, along with the full Council, have concentrated on exploring the feasibility of a new driver training venue as this agency provides driver training to all law enforcement agencies in the state that fall under POSTC jurisdiction.

### **Public Service**

Recognizing the difficulty that police agencies are having recruiting and hiring new officers, POSTC has expanded the availability of staff guided tours of the facility during business hours to select groups of young people interested in policing and currently involved in some association with law enforcement. These tours have been provided in the last 12 months to local and state groups expressing interest in police careers, education and training. The tours permit students to observe the daily routines of Academy life including driver training, defensive tactics, firearms training, driving simulators, physical fitness and academics. Some of the younger groups are often integrated into a recruit class itself for hands on realistic experience at the academy. Feedback from those groups was positive with return visits requested. We have recently accommodated ten members of the MDC police department in a "shadowing" program where they accompanied recruits though a training day experiencing the academic and practical skills performed by the recruits.

### **Improvements/Achievements**

POST was first accredited as a Public Safety Academy by the Commission on Accreditation for Law Enforcement Agencies (CALEA) in 2004 and has continued, without interruption, to earn reaccreditation. The division is actively preparing for an on-site CALEA inspection in September 2017.

The current Basic Training Course Curriculum review and update became effective July 1, 2015. The entire Basic Training Curriculum is reviewed once every five years to assure contemporary issues are included and existing courses are modified. This update includes new trends and developments in policing, legislative changes and best practices. This review now requires the successful completion of 880 hours of Recruit Training plus 400 hours of supervised Field Training before Recruits are fully certified law enforcement officers. The modification of

the Basic Training curriculum is ongoing in that the Curriculum Committee of the POST Council continues to review and consider the Final Report of the President's Task Force on 21<sup>st</sup> Century Policing and the recommendations contained therein in relation to police training.

A third significant achievement is the ongoing qualitative efforts to maintain our materials for the next cycle of review of the Basic Training Curriculum by Charter Oak State College. POSTC has again been accredited by Charter Oak and Recruits will continue to receive college credit for their work at the POST Academy. This review assures that POSTC maintains the standards and quality to be accredited by the College. Charter Oak College will award 26 college credits to each recruit who successfully completes the Basic Training Program.

The Basic Training Division conducted four recruit training sessions over a 12-month period comprising 179 recruit officers representing 65 Police agencies statewide and there are two classes currently in residence as of August 2017. POSTC staff has provided mandatory driver training at the Meriden Campus for Recruits from six satellite police academies amounting to another 156 Recruit Officers. Three POSTC staff members have been trained to teach Fair and Impartial Policing which is now a regular part of the Basic Recruit Curriculum.

The POSTC Firearms Range Instructor continues to bring new and innovative initiatives to the highly regarded existing program including low light firearms training, "shoot don't shoot" drills and using non-lethal ammunition, or "simunition," training in real world simulations. Practical skill "shoot don't shoot" training is conducted in its "Wilcox Training Village" where real world situations are staged with veteran police officers as role players and a critical post training debrief for the recruits. The division also introduced a "Blue on Blue" training block addressing aspects of on and off duty situations where confrontations are possible and an officer's identity is not immediately recognizable. Within the last 12 months a combined Milo Range Firearms Simulator System and dual Driver Training Simulators have been installed at the Academy and are operational. These units train Recruits in Use of Force decisions making, "Shoot Don't Shoot" scenarios and transitioning between driver training and use of force or de-escalation situations. These units were jointly purchased in co-operation with the Connecticut State Police.

Ongoing use of the "Wilcox Township" training village now includes regular firearms "simunition" training for officers to experience simulated "shoot-don't-shoot" situations under the supervision of firearms training instructors with simulated active shooter situations. These "real world" scenarios, in actual buildings (Wilcox), are valuable in allowing the officer to experience live situations and demonstrate decision making skills. In addition to the many rotating POST and State Police Basic Training classes routinely using Wilcox Village, the Academy accommodates many local, state and federal agencies at the training site for SWAT exercises, dynamic tactical entree scenarios and related exercises. It is the only police training village of its kind in the state.

During the past two years, two POSTC instructors have participated in a committee consisting of state and local firearms instructors tasked to develop a statewide "Active Shooter/Aggressor" course to address situations encountered by law enforcement throughout the country with "active shooter situations." The curriculum committee has subsequently developed

a "Manual," "Lesson Plan" and "Power Point" for the course. The instructors attended an intense four-day "active shooter" course led by a national expert. Subsequently they developed and participated in "train the trainer" programs developed to foster a statewide training cadre to make the course available statewide. It is anticipated that POST In-Service training courses will soon be available to officers statewide.

The division's part time emergency medical instructor, a full time specialist in the emergency medical field, has incorporated training on the administration of naloxone to reverse opioid overdoses into our training and is continuing the timely training. With this addition POSTC is continuing to graduate highly trained Medical Response Technicians (MRTs) who are qualified to function as First Responders for their agencies and are trained and current in the application of naloxone.

The Field Services Training Division provided 75 in-service training courses attended by 3,234 police officers. The courses included executive, supervisory and management topics, legal update, juvenile law, civil liability, use of force, search and seizure, new technology, crowd control, tactical operations, interview, fair and impartial policing, crash investigation, drug enforcement techniques, NARCAN (Naloxone), critical incident response, advanced firearms, and other specialized and technical training programs. In addition, classes were held on Heroin/Opioid Overdose Deaths, Human Trafficking, Neurobiology of Trauma in Children and a Mental Health Train the Trainer course.

In partnership with the State's Department of Banking, POSTC has expanded financial crimes investigative training to prepare police investigators to pursue complicated white collar crime cases. Training included Basic and Advanced Financial Investigations, Financial Records Examination and Analysis, Foundation of Intelligence Analyst Training, and Financial Crimes Targeting Seniors. The Division Management worked with the Connecticut Department of Transportation, Office of Highway Safety, providing DUI Enforcement and Advanced Roadside Impaired Driving Enforcement (ARIDE) courses. The Division also provided three Mental Illness Training sessions in conjunction with the Department of Mental Health and Addiction Services.

The division in conjunction with the Connecticut State Police staff provided five, one-day Active Shooter Response for State Managers in September, October, November and December 2016. POSTC Field Services Training Division also provided annual Armed School Security training.

The agency's website is an important resource for the law enforcement community, the general public as well as other state agencies and local municipalities. The site represents the divisions of POSTC: Accreditation, Basic Training, Certification and Field Services Divisions. Links provide details of new training classes, job opportunities available in local law enforcement agencies throughout Connecticut and important announcements such as General Notices, Policies, Advisories or Press Releases. Police Departments are able to download all the documents needed for their recruits entering training thereby off setting agency printing and mailing costs. Certified officers can find detailed information of upcoming in-service training classes. Local law enforcement agencies that are actively recruiting for police officers request

their job announcements to be posted to the “Career Opportunities in Law Enforcement” web page for both entry level officers and certified officers.

The agency’s Certification Division is currently administrated by one employee, the Compliance/Certification Officer. The Certification Division has five main responsibilities:

**Certification, Recertification, and Decertification of police officers:**

There are approximately 7,603 certified police officers in the state representing 162 police departments and law enforcement agencies which statutorily report to the Police Officer Standards and Training Council. During the past year approximately 2,308 police officers were recertified and 5 officers were decertified for violation of Connecticut General Statute Section 7-294d for either felony convictions or Making False Statements (False Police Reports).

**Issuance of Law Enforcement Instructor Certifications:**

There are 1,532 POSTC-certified law enforcement instructors authorized to issue review training credit hours required by the police officers for recertification.

**Conduction of pre-inspections and continued unannounced inspections:**

Inspections of the CT Police Academy in Meriden and Council-approved satellite basic police recruit training academies hosted by the Bridgeport, Hartford, Milford, New Britain, New Haven and Waterbury Police Academies are conducted regularly. These inspections ensure operational compliance (required curriculum, hours to be completed, proper learning environment, and certification of instructional staff) per Council regulations. During the previous year all satellite academies hosted at least one basic recruit training section and numerous pre-inspections and unannounced audits were conducted by the Certification Officer resulting in no significant findings.

**Certification of Field Training Officers:**

Certification is done by verifying that the potential field training officer has at least three years of certified police service, has completed a field training program of at least 32 hours and has the backing of his or her Chief Law Enforcement official that he or she serves in good standing.

**Certification Committee Meetings:**

The Certification Officer is responsible for impaneling Certification Committee meetings, setting the certification-related issue agenda items, making written recommendations to the Certification Committee for a vote and then preparing the Certification Committee recommendations to the full Council agenda for their vote. During the period, the Certification Officer hosted several Certification Committee meetings involving numerous agenda items.

The Certification/Compliance Officer duties and the Accreditation Manager duties have been combined and are being performed by one Manager due to staff shortages within the agency.

The primary function of the Accreditation Unit is to maintain the Police Academy’s International Accreditation through the Commission on Accreditation for Law Enforcement

Agencies (CALEA). The Academy has been accredited through CALEA since July, 2004. Since the initial assessment, the Academy has been reaccredited three times, the latest occurring in November, 2013. The next scheduled assessment will be in September, 2017, followed by the award conference in November, 2017 in Jacksonville, Fla. The accreditation unit developed, for the past two CALEA assessments, a paperless file and review system which met the CALEA requirements, was user friendly for the assessors and also met the goals of the Governor's LEAN Project.

The second responsibility of the Accreditation Unit is to administer and manage the Police Officer Standards and Training Council's State Accreditation Program in compliance with Sec. 7-294d (22). During the past year, 7 Police Agencies in Connecticut have been reaccredited and 3 agencies became accredited for the first time obtaining State Accreditation.

Presently, there are 37 police agencies accredited in Connecticut through this program; 15 of these are dually accredited through CALEA and POSTC. During the past year, the Unit has conducted two Accreditation Manager training sessions.

## **DIVISION OF SCIENTIFIC SERVICES**

The Division of Scientific Services (DSS) provides forensic support to local, state and federal agencies throughout Connecticut. This division is divided into three analytical sections. They are the Chemical Analysis Section (including toxicology, controlled substances, and arson), the Forensic Biology/DNA Section, and the Identification Section (including computer crimes). The laboratory also has two non-analytical sections. They are the Quality Section and Laboratory Support Services including Administration, Evidence Receiving, and Case Management.

The Division is led by a Director and each of the three sections is headed by a Deputy Director. Reporting to the Deputy Directors are various titles consisting of Assistant Directors, Forensic Science Examiners, Chemists, Lab Assistants, Evidence Control Officers and State Police Sergeants, Detectives, and Troopers. The Quality Section is comprised of the Quality Assurance Manager and the Forensic Biology and DNA Quality Assurance Manager. The laboratory support area is managed by the Scientific Services Laboratory Administrative Manager.

### **Evidence Receiving Unit**

The Evidence Receiving Unit of the DSS is the first point of contact for all agencies submitting evidence to the Laboratory. This Unit plays an integral role in maintaining the proper storage and chain of custody of all evidence. The submitting agencies are divided between local, federal and state agencies. The majority of cases submitted to the DSS are from local agencies. The Division of Scientific Services has performed testing for out of state agencies in the areas of arson, DNA, GSR and video analysis in special cases and circumstances.

The majority of forensic cases submitted to the Division of Scientific Services consist of evidence for Forensic Biology/DNA, Toxicology/Controlled Substances, Latent Prints, and

Firearms examination. These cases are derived from sexual assaults, property crimes, homicides and DUI related incidents.

### **Case Management Unit**

Under the direction of Governor Malloy, agencies were tasked to initiate the LeanCT approach to eliminate waste and inefficiency in their work processes. The Case Management Unit was created in 2013 as a LeanCT initiative. This Unit's main goal is to act as the primary conduit between submitting agencies and the forensic examiners. The Case Management Unit communicates with the submitting agencies for additional information or samples to complete analysis on the cases. This Unit is also in communication with the State's Attorney's Offices regarding cases requiring expedited casework, pending trials or dispositions, and Discovery/FOIA requests. In FY2017, the DSS received 120 requests for Discovery/FOIA, an 11% increase from the previous fiscal year.

The Case Management Unit currently coordinates the flow of casework to the Forensic Biology/DNA Section and has begun expanding its case management coordination to the other units within the DSS. The creation of the Case Management Unit has allowed examiners to focus on performing examinations and analysis instead of administrative duties. The Unit has also prioritized cases according to pending court dates, arrests or other circumstances.

### **Forensic Biology Unit**

The Forensic Biology Unit examines evidence collected in sexual assaults, homicides, assaults, robberies, and property crimes. The Unit identifies the presence of blood, semen, and other body fluids, such as fecal material, saliva, or urine. In addition, examiners collect samples from objects for "touch DNA" examination. The forensic examiners in this Unit also use their training and experience to determine which samples will be forwarded to the DNA Unit for further analysis. The types of evidence examined by this Unit may range from swabs, bloody weapons, clothing and bedding to larger bulkier items.

Pieces of evidence routinely received and screened by the Forensic Biology Unit include 'CT 100' Sexual Assault Evidence Collection Kits. On October 1, 2015, the CT General Assembly enacted Public Act No. 15-207 (An Act Concerning Evidence in Sexual Assault Cases). Per the Public Act, law enforcement must submit sexual assault kits to the DSS within 10 days from date of collection. In turn, the DSS has 60 days from date of collection to test the sexual assault kits. Prior to the passing of the Public Act, the DSS would receive approximately 400 sexual assault kits annually. In FY2017, 866 sexual assault kits were submitted to the laboratory.

Efforts have been made to streamline and eliminate redundancy of paperwork, documentation and analyses. The Forensic Biology Unit currently prepares all of the extraction samples for DNA testing. The Unit will also examine submitted hairs located in a case for human origin determination and for the presence of an attached tissue fragment. Human hairs with tissue are forwarded to DNA for analysis. This ensures that the best forensic samples are being forwarded for DNA testing.

The Forensic Biology Unit received 4,278 requests for analysis in FY2017, a 24% increase from the previous fiscal year.

### **DNA Unit**

The DNA Unit is comprised of three sub-units. They are the Nuclear, Database, and Mitochondrial DNA Units. DNA stands for deoxyribonucleic acid, which is the genetic material that determines who people are, both as individuals and human beings. DNA is located in the nuclei and mitochondria of cells, and can be isolated from various body fluids and skin cells sloughed from our bodies. The Nuclear DNA Unit uses the type of DNA found in the nucleus of the cell. The majority of casework analyzed by the Nuclear DNA Unit utilizes STR (short tandem repeats) analysis which has a high power of discrimination, can be automated, and successfully utilized with degraded samples.

Each DNA case may be comprised of multiple requests depending on the type of samples submitted and the type of DNA required to generate the most probative genetic information. In FY2017, the DNA Unit received 7,368 requests for analysis. This is an 18% increase from the previous fiscal year.

The DNA Nuclear Unit's enters DNA profiles generated from evidentiary samples into Combined DNA Index System (CODIS) to generate matches (or 'hits') to convicted offender DNA profiles as well as DNA profiles from other criminal cases. Eligible profiles from forensic samples and CT convicted offenders are uploaded to the national database for searching against other state databases.

The DNA Database Unit's primary purpose is to process convicted offender samples and upload the DNA profiles generated from these samples into CODIS. In FY2017, 3,376 offender samples were processed by the DSS for upload into the CODIS database, a 14% decrease from the previous fiscal year.

CODIS has multiple levels where DNA profiles can be stored and searched: the local level (for city and county DNA laboratories), state level and national level. Data stored at the state level is kept in the State DNA Index System, or SDIS. At the state level, an analyst can try to match a DNA profile from a local crime scene sample (also known as a 'forensic unknown') with an offender's profile within the state to solve cases that span throughout Connecticut. Data stored at the national level is kept in the National DNA Index System, or NDIS. At this level, an analyst can try to match a DNA profile from a local crime scene sample with an offender's profile from across the nation to try and solve cases that span various states.

The DNA Unit reports two types of hits. They are Offender Hits and Forensic Hits. Offender Hits are a match of a genetic profile from evidence to a known sample submitted from a convicted offender. A forensic hit is defined as a match between two forensic evidence samples from different cases, which include unidentified remains and missing persons. Forensic hits may provide the submitting agencies with an investigatory lead or can be used to track or establish serial-type crimes.

In FY2017, 1,575 forensic profiles were entered into the database, a 15% decrease from the previous fiscal year. With a decrease in the database entries, the DSS also saw a decrease in the number of CODIS hits that were yielded. For FY2017, DSS obtained 637 hits, a one percent decrease from the previous fiscal year.

In addition, CODIS includes indices to aid in the identification of missing persons and unidentified human remains. In conjunction with nuclear DNA, these indices incorporate mitochondrial DNA.

Mitochondrial DNA analysis is evaluated or analyzed when nuclear DNA analysis is not feasible. Such cases include unidentified remains in which bones have been located, or in cases in which a hair is present with no tissue-like material. Mitochondrial DNA testing traces a person's matrilineal or "mother-line" ancestry using the DNA profile from the mitochondria. The Mitochondrial DNA profile is passed down by the mother, to all her children. As a result, forensic comparisons can be made using a reference sample from any maternal relative, even if the unknown and reference sample are separated by many generations. For this reason, mitochondrial DNA can play an important role in missing persons and unidentified remains investigations, mass disasters and other forensic investigations involving samples with limited biological material.

In the case of hair examinations, the Forensic Biology Unit will examine the macroscopic and microscopic characteristics of hair, and determine if the hair is human or animal. If human, the Unit may determine if the hair was forcibly removed or naturally shed, and if the hair is cosmetically treated, damaged, or diseased. The Forensic Biology Unit will also determine if a tissue fragment is present. A hair will be sent to the Mitochondrial DNA Unit for further analysis if it has been deemed unsuitable for nuclear DNA testing.

In 2013, the DNA Unit developed a separate laboratory area and workflow to handle database convicted offender samples and "knowns" submitted for cases analysis. The separate laboratory area and workflow allows the database samples and "knowns" to be processed quickly and minimizes the possibility of cross transfer with evidentiary samples. "Knowns" are a forensic term used to describe a sample (blood or buccal) submitted from a known individual for comparison or elimination purposes. In the case of a property crime, the "knowns" may be from homeowners for elimination purposes. Due to the increased communication with the submitting agencies, there has been progress in the submission of elimination "knowns," which has improved comparisons in DNA casework and has also eliminated the entry of profiles into the CODIS Database that may not be probative. In FY2017, the DSS processed 2,804 "knowns" submitted for case analysis. This is a 6% decrease from the previous fiscal year.

### **Chemistry Unit**

The Chemistry Unit of the DSS analyzes evidence involving hit-and-run, fire debris, and gunshot residue (GSR)-related cases. Paint (usually, automotive), ignitable liquid, and elemental examinations within GSR kits are the most common types of requests that are received within the unit. A combination of classical wet-bench chemical techniques and instrumental analyses can be used within each case.

Examiners are asked to analyze paint evidence from cases which usually evolve from hit-and-run incidents or other related investigations. They participate in a collaborative effort in maintaining the Paint Data Query (PDQ) database which is housed and overseen by the Canadian Royal Mounted Police (CRMP). State and local law enforcement agencies investigating hit-and-run homicides and other cases rely on the Chemistry Unit's accessibility to, and expertise within, the PDQ database. The PDQ contains over 21,000 samples of paint systems, which represent over 74,000 individual paint samples from vehicles dating from 1960 to the present. This database assists law enforcement agents in their investigations of cases by providing the list of possible years, models and makes as the source of evidentiary paint samples. The primary instrumental techniques used for paint is a combination of microscopy and Fourier-transform infrared spectrophotometry (FTIR).

Another function of the Chemistry Unit is to examine evidence for the presence of particles consistent with gunshot residue (GSR). Evidence is usually submitted in the form of GSR kits and includes swabs taken from law enforcement. Clothing can also be submitted in order to determine if an individual may have been in close proximity of a recently discharged firearm. Evidence is examined by a technique called scanning electron microscopy using energy dispersive X-ray spectroscopy. In FY2017, the Unit received 122 such requests for analysis, a 6% increase from the previous fiscal year.

Suspected arson and other cases involving ignitable materials are analyzed within the Chemistry Unit. A technique called headspace analysis is utilized to extract volatile chemicals from evidence. Such chemicals are trapped and subsequently analyzed by gas chromatography/mass spectrometry (GC/MS) in order to identify chemicals/material which may have been used to either start or accelerate fires. The Chemistry Unit assisted with ignitable liquid sample preparation for the Department's Canine Training Unit. In FY2017, the Unit received 102 requests for analysis, a 3% decrease from the previous fiscal year.

### **Toxicology Unit**

The Toxicology Unit analyzes blood, urine, and other body fluids in support of driving under the influence (DUI), drug-facilitated sexual assault (DFSA), and postmortem cases in support of local, state, and federal agencies. The majority of work within the unit involves analyzing ante-mortem samples (e.g., urine and blood) for the presence of ethanol and/or other chemicals which may have caused impairment within drivers of motor vehicles. For post-mortem sample analyses, a variety of evidence (e.g., blood, vitreous humor, urine) may be received. These cases are usually limited to analyzing samples from decedents as a result of motor vehicle crashes, homicides, and traumatic suicides.

In June 2016, a productive and collaborative relationship emerged between the Office of the Chief Medical Examiner (OCME) and the DSS laboratory, the result of DSS' expansion of its toxicological services to include post-mortem samples. Analyses performed within the Toxicology Unit utilize immunoassay techniques, gas chromatography/mass spectrometry methodologies, and liquid chromatography/mass spectrometry. Extensive chemical libraries are utilized for the identification of drugs and other chemicals. Headspace gas chromatography, liquid chromatography/mass spectrometry, and accurate-mass determination are all powerful instrumental techniques that are housed and available to be used by toxicologists. This unit also

provides conversions of ethanol data for law enforcement in situations where submitting agencies may only have hospital medical records indicating ethanol within suspected DUI operators. In FY2017, a total of 3,473 requests were received for a variety of analyses within the Toxicology Unit, a 16% increase from the previous fiscal year.

### **Controlled Substance/Breathalyzer Unit**

The Breath-Alcohol sub-unit is responsible for training and certifying personnel as instructors, and subsequently operators, of the use of breath-alcohol testing devices utilized within the state of CT. Examiners instruct law enforcement trainers so that statewide quality assurance and operational standards are followed by all law enforcement agency operators when administering breath-alcohol tests. Evaluation and maintenance certification of breath-alcohol testing instruments is conducted by Examiners. The Unit updates documents offering proof that breathalyzer instructors are trained and that breathalyzer instrument's functionality are maintained. Examiners are often summoned to provide education certificates for instructors and/or maintenance records for instruments during either discovery or freedom of information act (FOIA) requests. In FY2017, there were 28 breath-alcohol training classes provided by the DSS resulting in 324 persons being certified as instructors and operators. This is a 54% increase in the number of certified instructors/operators in comparison to the previous fiscal year.

Controlled Substance sub-unit personnel identify drugs, concentrating on substances that are controlled within the Controlled Substances Act. Bulk drugs, drug residue, and drug paraphernalia are readily seen as evidence that is submitted for analysis. While the more commonly analyzed substances tend to be marijuana, cocaine, MDMA, fentanyl and heroin, newer drugs such as synthetic cannabinoids, bath salts, and fentanyl analogues have been increasing in frequency. Pills and tablets, both manufactured and counterfeit also comprise the evidence received within that sub-unit. Recent trends include the continually expanding set of new synthetic analogue drugs commonly referred to as synthetic marijuana/cannabinoids and bath salts. Typical instrumentation used by analysts in this field includes Fourier-transform infrared spectrophotometry (FTIR) and gas chromatography/mass spectrometry (GC/MS). Occasionally, personnel respond with the CT Department of Energy and Environmental Protection (DEEP), as well as the U.S. Drug Enforcement Administration (DEA), to clandestine drug labs in the field. Analysts can provide both technical and safety support during the response, as well as answer questions that investigators might have regarding evidence collection and proper packaging. In FY2017, 545 requests for drug analyses were received, a 12% increase from the previous fiscal year. There were three clandestine laboratory investigations in FY2017, the same as the previous fiscal year.

The DSS has experienced an increase for fentanyl detected within cases. In FY17, 180 submissions were reported to contain fentanyl. This is a 177% increase in comparison to the fentanyl detected submissions reported in FY16.

### **Computer Crimes and Electronic Evidence Unit**

The Computer Crimes and Electronic Evidence Unit is divided into two separate sub-units: the Investigations Unit and the Forensic Analysis Unit. In this Unit, State and local police officers work in conjunction with computer forensic science examiners. The Computer Crimes and Electronic Evidence Unit was one of the founding members of the Internet Crimes Against

Children Task Force Program (ICAC). The ICAC program is a national network of 61 coordinated task forces representing over 2,000 federal, state, and local law enforcement and prosecutorial agencies. Since 1999, the Connecticut ICAC Task Force has continued to work with other federal, state and local law enforcement agencies in responding to cyber enticement, child exploitation and child pornography cases. Presently, the Connecticut ICAC Task Force consists of 49 affiliate local law enforcement agencies. As part of this Task Force, Connecticut is a recipient of ICAC funding from the United States Department of Justice.

The DSS was a recipient of the ICAC Forensic Capacity Hiring Program for Wounded Veterans Grant Program. The funding for this grant was used to hire a wounded veteran as a consultant to conduct computer forensic analysis and assist in the evaluation and dissemination of Cyber tips that are received by the Task Force regarding possible child pornography cases.

The goal of the Forensic Analysis Unit is to examine seized computers and other electronic storage devices (ESD) such as cell phones, tablets, iPods, and gaming devices, for evidentiary value. A significant number of cases involve the exploitation of children in the areas of human trafficking and child pornography. For FY2017 this unit received approximately 367 requests, a 16% increase from the previous fiscal year.

In 2013, the Computer Crimes and Electronic Evidence Unit, the Chemistry Unit, and members of the CSP Canine Training Unit, collaborated to train dogs with the ability to detect electronic storage devices (or ESD-K9). Currently, the State of Connecticut has two such canines in use and they have successfully aided investigators in the recovery of hidden electronic storage media. This project has gained national attention and is anticipated to develop further over the next few years as a full-fledged training program.

In FY2017, K-9 Selma was deployed on 48 searches to assist Federal, State, and local agencies. During these searches, Selma alerted to 114 electronic storage devices in which 75 were concealed or previously not detected by human search.

### **Multimedia and Image Enhancement Unit**

The Multimedia and Image Enhancement Unit was created in 2007 and achieved accreditation in the fall of 2011. This Unit accepts analog and digital video, audio and photographic evidence, providing duplications and enhancements as requested. The majority of the cases submitted to this Unit are for driving under the influence related charges. Other casework can arise from a variety of investigations including homicides, sexual assaults or child pornography. The Multimedia and Image Enhancement Unit received 225 requests in FY2017, a 14% decrease from the previous fiscal year.

The Multimedia and Image Enhancement Unit also assists law enforcement agencies with video retrievals from the crime scene or related locations. In FY2017, this Unit responded to 21 calls for assistance in retrieving video at scenes, a 50% decrease from the previous fiscal year.

### **Latent Print Unit**

The Latent Print Unit analyzes and compares latent prints to known prints of individuals in an effort to make identifications or exclusions. Latent prints are impressions produced by the

ridged skin, known as friction ridges, on human fingers, palms, and soles of the feet. This Unit examines a variety of physical evidence utilizing the latest physical and chemical print development techniques. This Unit examines submitted photographs and lifts employing enhancement filters to bring out the best possible detail from latent evidence. Comparisons are conducted between the latent print and known impressions using the ACE-V (analysis, comparison, evaluation and verification) methodology. The DSS searches the Automated Fingerprint Identification System (AFIS) and currently uses the FBI's Next Generation Identification (NGI) system, which replaced the Integrated Automated Fingerprint Identification System (IAFIS). The DSS Latent Print Unit also approves the personnel utilizing local AFIS systems in police departments.

The Latent Print Unit is able to use the latent print system to search latent prints left at crime scenes or developed from submitted evidence against a centralized national fingerprint repository. Both the AFIS and NGI systems return a list of potential candidates with corresponding fingerprint images and other related information for comparison purposes. The Latent Print Unit also uploads all unidentified latent prints into an Unsolved Latent File located in the NGI System. In FY2017, there were 1,461 latent prints entered/searched (32% decrease from FY2016) in the AFIS and NGI systems. As a result of these searches, the Unit received 243 hits (16% latent to database hit rate) to known fingerprint cards from arrested persons. In comparison to the previous fiscal year, the DSS experienced a 3% decrease in latent to database hit rate.

In FY2017, the Latent Print Unit received 932 requests for analysis, a 6% increase from the previous fiscal year.

### **Questioned Document and Imprints Units**

The Questioned Document Unit routinely examines evidence to determine the authenticity of a document or writing. Comparison of rubber stamp impressions to signature/handwriting comparison can also be provided. The Questioned Document Unit also examines scratch-off lottery tickets prior to release into the Lottery System. Specifically, the Unit exams the test lots of the lottery games for quality of its "scratch coating" to make sure that tampering or detection of numbers is not possible until the ticket is purchased. In FY2017, the Questioned Documents Unit examined 45 lottery requests to include games and books of tickets, a 5% increase from the previous fiscal year.

The Imprints Unit examines footwear and tire-tracks for characteristics that are unique or individualizing in nature. These characteristics may be used to make comparisons to known exemplars submitted for analysis. Known exemplars are tread or tire track patterns taken from known objects.

The Imprints Unit utilizes a shoeprint database called the Shoeprint Image Capture and Retrieval (SICAR). This database is used to search for a footwear manufacturer by the physical characteristics of the shoe tread pattern.

There are two examiners assigned to the Questioned Documents and Imprints Units. These two Units received 102 requests in FY2017, a 9% increase from the previous fiscal year.

## **Firearms Unit**

This Unit receives evidence consisting of various types and calibers of firearms, firearm components, ammunition, and ammunition components. The ammunition-type evidence is examined for microscopic markings to identify the possible make and model of the firearm that the ammunition evidence may have been used in. In addition, images taken of the cartridge casings submitted to DSS are entered into the National Integrated Ballistic Identification Network system (NIBIN), a database containing high resolution images of cartridge case evidence. These digital images can be compared to other images submitted by other Laboratories or police departments to determine if the same firearm was used, resulting in a database hit. In FY2017, the DSS entered 2,184 images/acquisitions into this system, 759 of which were from destruction guns. The DSS received 469 hits to the entries made (34 of these hits were to destruction guns), a 104% increase from the previous fiscal year.

This Unit also examines evidence for tool mark comparisons; e.g., forcible burglaries and property damage investigations. Toolmark evidence can be important in cases when an item submitted with unique markings may be able to link several serial type property crimes.

This Unit recently added Distance Determination to its testing abilities. The examiners in this Unit will examine chemical residues on clothing or other articles in which a projectile has passed through. Analyses of the patterns of the chemical residues are compared to test fires produced by a known weapon. Through the analysis of the patterns, the examiners can estimate a distance range from the muzzle of the gun to the target.

In FY2017, the Firearms Unit received 1,377 requests for analysis, a 28% increase from the previous fiscal year.

## **Successes and Challenges**

The Evidence Submission Guidelines that had previously reduced/restricted the number of cases and service requests submitted to the Division of Scientific Services were lifted in February of 2015. As a result, the DSS experienced a 59% increase in the number of requests submitted for this fiscal year compared to FY2015 and a 16% increase compared to FY2016. As a result, case backlogs have risen. The DSS has cross trained analysts in other disciplines to assist in reducing unit specific backlogs.

Following a laboratory-wide reaccreditation in May 2016, the DSS underwent a successful scope extension in December of 2016. This scope extension demonstrated that the post-mortem toxicology services offered by the laboratory are provided in accordance with acceptable standards. Accreditation provides an essential, external, and independent review and increases the level of confidence for customers and all interested parties in the work and work product of the laboratory.

Units routinely assess their workflows to include the evaluation of emerging technology to improve efficiencies while still maintaining the highest level of quality. The DNA Unit recently validated and implemented STRmix™ probabilistic genotyping software for DNA mixture interpretations. STRmix™ is a breakthrough for forensic analyses as it can assist

investigations using DNA evidence that was previously considered too complex to interpret. The DSS is currently 1 out of 21 laboratories throughout the United States that has successfully completed this undertaking.

The DSS upgraded our Laboratory Information Management System. This system is used for evidence management from case number assignment to chain of custody tracking and in some disciplines for case reporting. In tandem to this upgrade, units within the laboratory have migrated to electronic signatures on their reports. This feature allows information and results to be disseminated to our customers at a faster rate thus improving our services to the criminal justice community.

The DSS successfully completed an upgrade to its Draeger server and software system. This project involved the upgrade of all breathalyzer instruments which are utilized in police agencies throughout the state from analog/modem capability to high transmission Ethernet communication. This upgrade allows the DSS to automatically retrieve, secure, and store breathalyzer data generated within police agencies. The data is then formatted into a reportable version and ultimately used for court related purposes.

## **DIVISION OF STATE POLICE**

The Division of State Police is charged with the protection of the state's residents and the promotion of public safety through the appropriate enforcement of the state's criminal, motor vehicle, narcotics, and liquor laws. The Connecticut State Police (CSP) consists of 1,018 sworn troopers. Established in 1903, CSP is proud to be the first state police agency in the nation. The CSP received initial accreditation status through the Commission on Accreditation for Law Enforcement Agencies (CALEA) in 1988, and received reaccreditation most recently in March 2016. This accreditation demonstrates the agency's ongoing compliance with the most stringent of administrative and operational standards, which are recognized and accepted both nationally and internationally. The CSP remains one of the larger CALEA accredited agencies. The CSP is also accredited in Connecticut by the Police Officer Standards and Training Council (POSTC).

The Division of State Police is divided into three offices. The largest office is the Office of Field Operations, which provides direct law enforcement services to the residents of the state. The Office of Administrative Services provides logistical support to the department while maintaining several registries and licensing bureaus, and the Office of Professional Standards and Support Services investigates complaints against department personnel, inspects the personnel and the facilities of the division, ensures ongoing agency accreditation with national and state accreditation standards, conducts recruitment, selection and training of State Police personnel, and provides investigative support services. Under CGS Section 29-1b(a), the Colonel of the State Police serves as a Deputy Commissioner.

### **Office of Field Operations**

The Office of Field Operations is responsible for the delivery of police services statewide through three geographical districts (Western, Central and Eastern), which includes a total of 11 Troops and three Major Crime Units. Troopers from State Police Troops provide primary law enforcement services for 78 of the 169 towns in Connecticut and most state property, and patrol

approximately 7,000 miles of state highway. The Office also includes the Bureau of Special Investigation, the Traffic Services Unit, the Emergency Services Unit, and the Governor's Security Unit.

### **Major Crime Units**

Each District has a Major Crime Unit that includes a Criminal Investigation (CI) Unit at each Troop and a Major Crime Van that serves the entire district. Their primary role is to investigate serious crimes, including homicides, serious assaults, bank robberies, kidnappings, sexual assaults, suspicious deaths, suspected arsons, and other felony investigations that would be likely to require extensive or complicated investigative efforts beyond the capabilities of the Troop or local police investigators. The State's Attorney Offices frequently call upon the Major Crime Units to investigate police-related uses of force. The Missing Persons Team is comprised of veteran Major Crime Unit Detectives. CSP formed the team to investigate complex and/or cold missing persons' cases. The team works with federal and local partners including the State's Attorney Offices and the Office of the Chief Medical Examiner, focusing on both State Police and local police jurisdictions' missing persons' cases, and achieving significant investigative success.

### **Bureau of Special Investigation (BSI)**

The Bureau of Special Investigation consists of eight specialized units. They are the Statewide Narcotics Task Force (SNTF), the Statewide Organized Crime Investigative Task Force (SOCITF), the Statewide Urban Violence Cooperative Crime Control Task Force (SUVCCCTF), the Connecticut Regional Auto Theft Task Force (CRATTF), the Statewide Firearms Trafficking Task Force (SFTTF), the Central Criminal Intelligence Unit (CCIU), the Extradition Unit (EU), and the Counterterrorism Unit (CTU). These units conduct both long and short-term criminal investigations concerning the detection and suppression of various criminal enterprises. While primarily staffed with State Police personnel, some of the Bureau's units and task forces are augmented with personnel from local police departments and the Connecticut National Guard. Many investigations are enhanced by established partnerships with the Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE), U.S. Coast Guard, and Immigration and Customs Enforcement (ICE), as well as other local, state and federal agencies.

### **Statewide Narcotics Task Force (SNTF)**

SNTF is comprised of Connecticut State Troopers, local law enforcement officers from police departments across the state, federal law enforcement officers from the FBI, DEA, and Homeland Security Investigations (HSI), and is also supported with personnel from the Connecticut National Guard. SNTF has an administrative office in Meriden, and has five field offices spread across Connecticut. SNTF investigators conduct a wide variety of investigations concerning the illegal sales, trafficking, distribution, cultivation, diversion, and manufacturing of narcotics in Connecticut.

### **Statewide Organized Crime Investigative Task Force (SOCITF)**

SOCITF has the responsibility of conducting investigations into complex criminal organizations that conduct illegal activities in Connecticut. The nature of these investigations is

characteristically intricate and often involves cooperation with various law enforcement agencies such as the FBI, DEA, HSI, and other Connecticut local law enforcement agencies.

### **Statewide Urban Violence Cooperative Crime Control Task Force (SUVCCCTF)**

SUVCCCTF is comprised of Connecticut State Troopers, federal and local law enforcement officers whose primary mission is targeting urban violence by conducting and coordinating investigations in connection with crimes of violence and other criminality that negatively impact quality of life issues both in and around Connecticut's urban communities.

### **Connecticut Regional Auto Theft Task Force (CRATTF)**

CRATTF is charged with the responsibility of investigating crimes involving the theft of automobiles and other vehicles. Personnel from this task force have specialized skills in the detection and identification of stolen vehicles. They conduct a myriad of investigations including vehicle theft, chop shop operations, and insurance fraud. CRATTF is staffed with Connecticut State Troopers, local law enforcement officers, and members of the Connecticut Department of Motor Vehicles (DMV) with assistance from the National Insurance Crime Bureau (NICB).

### **Statewide Firearms Trafficking Task Force (SFTTF)**

SFTTF investigators are responsible for the investigation of illegal sales, trafficking, and transfer of firearms in Connecticut. This task force is currently comprised of Connecticut State Troopers who work closely with federal investigators from the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE).

### **Central Criminal Intelligence Unit (CCIU)**

CCIU provides investigative support to Connecticut State Police personnel, including access to on-line investigative support software and services upon request. For example, CCIU assists with employment background queries for state appointments and positions, and can access certain information from the State of Connecticut Departments of Labor and Revenue Service and the Financial Crimes Enforcement Network (FINCen).

### **Extradition Unit (EU)**

This unit facilitates the coordination of documents between the judicial system, the Governor's Office, and the Secretary of State's Office for the extraditions and renditions of prisoners for both state and local law enforcement agencies and facilitates the transfer of prisoners to out of state law enforcement entities. The unit also coordinates efforts to locate fugitives wanted in other states that may be residing in Connecticut for any state or local law enforcement agency.

### **Counterterrorism Unit (CTU)**

The Counterterrorism Unit consists of the Connecticut Intelligence Center (CTIC), the Joint Terrorism Task Force (JTTF), and the Critical Infrastructure Protection Group (CIPG). This unit utilizes many resources within state government to develop unified safety and security measures to prevent, mitigate and manage incidents threatening the quality of life of the residents of Connecticut. The CTU coordinates the collection, analysis and distribution of information and security warnings to state and local government personnel, agencies and authorities, and the public through CTIC; establishes standards and protocols for the use of any intelligence

information; and works with federal, state, local, and private sector representatives on intelligence and critical infrastructure issues.

### **Connecticut Intelligence Center (CTIC)**

The CTIC includes a co-located team of federal, state and local partners including DESPP, the CT Department of Correction, Connecticut National Guard, FBI, the Coast Guard, the Office of the United States Attorney, the U.S. Department of Homeland Security, and municipal police departments. CTIC collects, analyzes and disseminates both criminal and terrorism-related intelligence to law enforcement officials throughout the state, and pertinent vetted information to authorized and appropriate agencies within the first responder and private sectors. CTIC staff includes five regional intelligence liaison officers (corresponding to the five DEMHS regions). CTIC operates under a privacy, civil rights, and civil liberties protection policy.

### **Critical Infrastructure Protection Group (CIPG)**

The CIPG works to assess and protect Connecticut's public and private critical infrastructure assets and key resources, physical and cyber-based, essential to maintaining minimal operational capabilities of government and necessary to the wellbeing of the economy. The CIPG identifies these key assets, assesses their vulnerabilities, participates in multi-agency deter and protect activities, and develops mitigation strategies designed to improve security at those sites. The CIPG also works with the OEM and the State EOC during emergencies to assist in preparedness, response, protection, and recovery issues related to the state's critical infrastructure.

### **Joint Terrorism Task Force (JTTF)**

JTTF is a FBI task force to which CTU personnel are assigned. The JTTF focuses primarily on terrorism-related issues, with specific regard to investigations with local, regional, national, and international implications. The JTTF is a multi-jurisdictional task force which works collaboratively with its local, state and federal law enforcement partners to conduct terrorism-related investigations and serves a distinct, but complementary role in securing the homeland.

### **Traffic Services Unit (TSU)**

TSU is responsible for the administration of specialized traffic enforcement activities statewide. The Commanding Officer of TSU serves as the State Traffic Coordinator. The sworn personnel assigned to the Traffic Services Unit conduct both traffic enforcement duties and commercial enforcement across the State of Connecticut.

TSU Troopers make up the Commercial Vehicle Teams (CVTs) and they conduct weight and safety inspections of commercial vehicles at all fixed weigh stations. CVT Troopers also conduct Safety Inspections and utilize portable scales to weigh commercial vehicles at locations across the state. CVT personnel are certified to conduct federal motor carrier safety inspections of commercial vehicles and are individually equipped to inspect and weigh these vehicles in any location.

TSU frequently provides enforcement and/or commercial vehicle assistance to all State Police Troops and to municipal police agencies. During these operations TSU troopers will address enforcement in areas experiencing a high incidence of violations and accidents. In addition, the TSU works jointly with Inspectors from the Department of Motor Vehicles' Commercial Vehicle Safety Division in programs to strictly enforce laws related to commercial vehicles. This enforcement effort centers around commercial vehicles that are committing moving violations or operating with safety deficiencies.

There are several other components contained within the Traffic Services Unit that provide specialized services to State Police Troops and municipal police departments. For example, the Collision Analysis and Reconstruction Squad (CARS) provide collision analysis and reconstruction services to State Police commands and municipal police agencies. The Motorcycle Unit provides motorcycle officer training for State Police Troopers and municipal police officers, and also conducts special enforcement, operational, and ceremonial escorts for special events. The TSU operates the Breath Alcohol Testing Vehicle, which is deployed for state and local police DUI field sobriety checkpoints to increase their operational efficiency by providing an on-site location to process prisoners. The Seatbelt Convincer and Rollover Demonstrator devices are used to educate the public in the importance of utilizing seat belts and are available for public relations and safety programs.

### **Emergency Services Unit (ESU)**

ESU is comprised of the Bomb Squad, Dive Team, Marine Unit, Tactical Team (SWAT), Crisis Negotiators, Aviation, Hazardous Materials Technicians, the Mass Transit Security Unit, and the K-9 Unit. ESU is headquartered at the Fleet Administration building in Colchester and provides specialized assistance to all State Police Troops/Units as well as local, federal, and other state agencies.

The **Bomb Squad** responds to incidents involving explosives, K-9 searches for explosives, fireworks seizures, storage of explosive evidence (not including IEDs) as evidence, technical assistance for post blast investigations, and the destruction of old ammunition, flares and chemical munitions. State Police Bomb Technicians also assist the Federal Bureau of Investigation as members of the Weapons of Mass Destruction Joint Terrorism Task Force.

The **Dive Team** and **Marine Units** respond to emergencies in marine environments, including lost boaters, search and rescue, underwater evidence recovery, and hull and pier sweeps.

The **Tactical Team (SWAT)** responds to high-risk incidents including barricaded subjects, hostage situations, searches for armed and dangerous subjects, high-risk warrant services, special transportation protection (i.e., high-risk prisoners, narcotics, and firearms), dignitary protection, and civil disturbance situations.

**Crisis Negotiators** are deployed during tactical situations relative to negotiating with barricaded subjects, hostage takers, and or suicidal individuals threatening the use of physical force against themselves or others.

The **Aviation Section** maintains three Cessna 182 fixed wing aircraft, one Bell 407 Helicopter and one OH58 Helicopter. The section renders assistance to federal, state, and local agencies for searches, aerial speed enforcement, photographic missions, surveillance, evidence transportation and prisoner transportation, marijuana field location and eradication, tactical operations, and forest fire suppression.

**Hazardous Materials** technicians assist for any incident involving the use or threatened use of a Weapon of Mass Destruction including chemical, biological, radiological, nuclear, and high yield explosive incidents.

The **Mass Transit Security Unit** provides radiological detection capabilities as well as explosive detection K-9s at mass transit venues throughout the state. They play an integral role with the Transportation Security Administration's VIPR (Visible Intermodal Prevention and Response) mission, and work closely with other federal, state and local partners including AMTRAK and MTA Police along Connecticut's rail lines and ferry terminals.

Assistance from the K-9 Unit is available for tracking, building searches, criminal apprehensions, search and rescue, body recovery, and searches for explosives, narcotics and evidence of accelerants in suspected arson situations. Training is also available for authorized departments.

### **Office of Administrative Services**

The Office of Administrative Services is divided into two bureaus: The Bureau of Strategic Information Services and the Bureau of Business Development. These Bureaus provide training, planning, and support services to the division, and the agency in its entirety, through a number of specialty units including Reports and Records, Fingerprint Identification, Crimes Analysis, Field Technology, Research and Planning, Fleet Administration, Facilities Management, Bond Management and Capital Improvement, Criminal Justice Information Services, the Connecticut On-Line Law Enforcement Communications Teleprocessing system, Special Licensing and Firearms, Offender Registry, and the State Police Bureau of Identification.

### **Bureau of Strategic Information Services**

The Bureau of Strategic Information Services is tasked with enhancing the regulatory support, policies, and law enforcement technology of the agency, and is divided into the Regulatory Section the Research, Development, and Planning Section. The Regulatory Section includes the Special Licensing and Firearms Unit (SLFU), which is broken into two components. The Firearms Section of SLFU is responsible for the issuance and revocation of state pistol permits, eligibility, and ammunition certificates, the approval of all firearms transfers, and firearm registration. The Special Licensing Section of SLFU is responsible for permits, licenses, and registrations relating to security services and security guards, private detective agencies, private detectives and private investigators, pawn shops, secondhand and precious metal dealers, explosives, and fireworks, professional bondsmen, bail enforcement agents, and the regulation and licensing pertaining to professional boxing and mixed martial arts.

The Regulatory Section also includes the Offender Registry Unit, which is comprised of the Sex Offender Registry (SOR) and the Deadly Weapon Offender Registry (DWOR). The

SOR ensures the tracking of the current 5,879 registered sex offenders in the state and works with state and local agencies on investigations and regulatory violations as well as supervisory reviews of convicted sex offenders from foreign jurisdictions moving into Connecticut and supervisory reviews of current Connecticut registrations to establish the validity of the registration to mitigate risks in accordance with state statute and the Adam Walsh Child Protection Act. The DWOR registers and tracks any person convicted of a deadly weapon offense who is released into the community. The legislation identifies 48 qualifying statutes which require registration of the offender's names, identifying factors, criminal history records, residential addresses, and electronic email addresses, as well as the annual renewal of registrant information. As of August 2017, the registry contains approximately 823 active registrations of convicted offenders.

The Research, Development, and Planning Section works to support field operations through updating and expanding policies and procedures, and automating how we collect, analyze, and disseminate data to better deploy resources and improve the safety and effectiveness of Troopers in the field. This is accomplished through continual enhancements to statewide law enforcement computer systems, research and development of department policies and procedures that reflect current research and nationally recognized best practices, as well as development of effective field technologies that aid field personnel to be safer and more effective.

### **Bureau of Business Development**

The Bureau of Business Development (BBD) oversees three critical functions of the Office of Administrative Services: Infrastructure Planning and Development, Fleet Administration, and Identification and Records. Each of these areas represents a critical function in supporting the needs of the field as well as the statutory requirements placed upon the agency. A detailed description of the functions of each area follows:

#### **Infrastructure Planning and Development**

The Infrastructure Planning and Management Unit manages multiple key physical infrastructure projects to maintain and improve the more than 50 facilities throughout the agency. Current projects include safety and security augmentations, generator upgrades, personnel relocation and efficiencies, fuel farm enhancements and electrical, data and energy improvements. Future projects include the development of a new firearms training facility, a planned replacement of the Forensic Science Laboratory, design and development of a new Emergency Services facility and renovation and rehabilitation to numerous existing structures for unit relocations.

#### **Fleet Administration**

The Fleet Administration Unit is responsible for the procurement, outfitting, and maintenance of more than 1,900 vehicles within all six divisions of the agency. Fleet oversees the long term planning and development of the fleet of the agency ensuring that the needs of the field are reflected in the short and long term plans of the Unit.

#### **Identification and Records**

The Identification and Records unit consists of four areas that provide clerical support, data analysis, and criminal history services to the Connecticut State Police, the citizens of the

state, as well as individuals and agencies nationwide. The State Police Bureau of Identification (SPBI) maintains and provides criminal histories of individuals in Connecticut within statutorily mandated requirements and limitations. The Fingerprint Identification Unit supports SPBI and the Division of Scientific services by providing fingerprint identification services to allow for positive identification of individuals for both criminal and civil issues. Crimes Analysis is responsible ensuring accurate reporting of criminal activity throughout the State and reporting those figures to the FBI. Additionally, this unit is tasked with determining trends in law enforcement and criminal activity. Finally, the Reports and Records Unit is responsible for dissemination of all case reports generated by the Connecticut State Police, to include all Resident Trooper towns and other specialized units, to all governmental and individual requests while complying with all applicable general statutes.

### **Office of Professional Standards and Support Services**

The Office of Professional Standards and Support Services is composed of the Bureau of Professional Standards and Compliance, the Bureau of Selections, Training and Support Services, the Legal Affairs Unit and the Labor Relations Unit.

### **Bureau of Professional Standards and Compliance**

The Bureau of Professional Standards and Compliance consists of the Internal Affairs Unit, the Accreditation Unit, and the Inspections Unit.

The Internal Affairs Unit conducts investigations of sworn and civilian employees of the Department of Emergency Services and Public Protection, constables under the supervision of Resident State Troopers and occasionally other municipal police departments. The Unit also investigates and processes other complaints, inquiries and commendations from the public. Additionally, the unit reviews and maintains statistics on agency Uses of Force and conducts an annual review of racial profiling complaints made against department personnel.

The Accreditation Unit maintains the required standards of compliance for the department with respect to accreditation. The Connecticut State Police has been accredited with CALEA as a nationally accredited law enforcement agency since 1988, and is also accredited in Connecticut by POSTC. The unit also acts as a liaison with other agencies nationwide concerning departmental policies, rules, and regulations.

The Inspections Unit conducts staff inspections of all Department commands and facilities and maintains data on the condition of facilities and results of such inspections.

### **Bureau of Selection, Training and Investigative Support Services**

The Bureau of Selection, Training and Investigative Support Services is comprised of the State Police Training Academy (including the Firearms Training Unit and the Photo/Video Production Unit), Recruitment and Selection Unit, Background Investigative Unit and the Polygraph Unit.

The Training Academy trains qualified applicants as State Police Trooper Trainees, and provides mandatory in-service training and specialized law enforcement training for the

department. The Training Academy Staff also publishes training bulletins and updates the department on relevant changes to law and best practices for law enforcement personnel. They provide support to other department units such as Professional Standards, Legal Affairs, Labor Relations and Research and Planning in the areas of training and assessment of department policies and procedures. The Training Academy Staff also provides training to other state agencies in law enforcement and safety-related curriculum on a regular basis. The Firearms Training Unit (FTU) provides weapons qualification and certification courses and other training related to the use of force. The members of the FTU also provide training and assistance to other State Agencies in the areas of firearms training and Use of Force as well as the Special Licensing and Firearms Unit in legal actions regarding firearms laws. The Training Academy and Firearms Training Unit Troopers are also responsible for remedial training and back to duty training for department personnel. The Training Academy also works with POSTC on issues relevant to law enforcement policy and procedure for continuity and similarity of training where applicable.

The Photo/Video Unit provides photographers and photographic services to all divisions of DESPP as well as the State's Attorney's Offices and other local, state and federal agencies. They provide photographers for case work, public relations, documentation, recruitment and other agency needs, and have the capacity to produce photographs, posters, and image discs for use on cases and other agency purposes. They are responsible for archiving image discs generated within the agency for future use, and work closely with the Training Academy staff on documenting the training of State Police recruits with the use of video.

The Recruitment and Selection Unit is dedicated to recruiting and selecting qualified candidates for appointment as State Police Trooper Trainees. This process includes administering and/or assisting in all testing phases from the written examination to the appointment of applicants to the Training Academy for recruit training. Members of the Recruitment and Selection Unit actively participate in varied private and college career fairs throughout the New England area. The Recruitment and Selection Unit regularly attend high school and local civic functions addressing careers associated with law enforcement. The Recruitment and Selection Unit also assists the Public Information Office as needed with various speaking engagements at local functions, as well as assisting the PIO office with coordinating and manning the Connecticut State Police booth at the Eastern States Exposition ("The Big E"). The Recruitment and Selection Unit also coordinates the Recruit Mentor Program, which provides assistance to help new recruits assimilate into the Training Academy environment and their careers as Connecticut State Troopers.

The Background Investigative Unit conducts background investigations of applicants, prospective employees, and appointees for the department and other agencies. Background investigations are done not only to ensure quality employees but to be in compliance with the employment and security guidelines set forth by DESPP. In addition to State Police Trooper Trainee and State Police dispatcher applicants, the Background Investigation Unit also conducts background investigations on state police civilian employees, sub-contractors, college interns, POSTC Academy Instructors as well as Fire Academy Instructors. Other background investigations include Governor's Background Investigations which are submitted directly from the Office of the Governor to the Background Investigative Unit. These background investigations are for Judicial and/or Executive branch appointments executed by the Governor.

Additionally, background investigations for special gaming and licensing purposes (i.e., casino and lottery) are conducted for the Department of Consumer Protection.

The Polygraph Unit conducts fair and impartial polygraph examinations for criminal investigations and pre-employment examinations for the State Police as well as municipal police agencies. Polygraph examiners maintain membership with the Connecticut Polygraph Association, and must also maintain membership in at least one nationally recognized polygraph association, such as the American Association of Police Polygraphists or the American Polygraph Association. Additionally, each examiner must maintain the required level of training to hold the titles, “Certified Polygraph Examiner,” “Certified Forensic Law Enforcement Examiner,” and “Certified Forensic Psycho-physiologist.”

### **Legal Affairs Unit**

The Legal Affairs Unit provides legal assistance to all six divisions of DESPP. Legal staff provides litigation support to the Office of the Attorney General and private counsel handling agency business, assists agency employees with their responses to discovery requests and subpoenas, advises on all matters relating to service of process, reviews records for release under the Freedom of Information Act and other laws and participates in Freedom of Information Commission complaint hearings, participates in other administrative proceedings as hearing officers or agency advocates, oversees adoption of all agency regulations and performs initial fact finding in all discrimination complaints. Additionally, legal staff reviews all agency contracts and memoranda of agreement with other agencies, drafts contracts, memoranda of agreement and other documents, reviews policies, handles special projects and serves on intra- and inter-agency committees. The agency ethics liaison is a member of the legal staff and is responsible for arranging employee ethics training and assisting with required financial filings, as well as providing advice regarding department and state ethics rules.

### **Labor Relations Unit**

The Labor Relations Unit is the agency representative with respect to the negotiation, implementation and oversight of the numerous bargaining unit contracts of employees of every division of the Department. The responsibilities of the Unit include representation of the agency in all phases of collective bargaining, oversight of the disciplinary process in all disciplinary matters, processing grievances filed on behalf of agency employees by their respective collective bargaining unit, advising agency managers with regard to contract interpretation and policy recommendations, and annual reporting on all grievances filed. In addition, the Labor Relations Unit also provides guidance to agency managers on such things as performance evaluations, supervisor/employee issues, and maintaining relationships with each of the employee unions.