
Policy

The Department of Children and Families (DCF) has a responsibility to ensure the protection and safety of agency personnel. The agency maintains a police division staffed with certified sworn officers who adhere to state requirements relating to Police Officer Standards and Training (POST).

DCF Police serve as the point-of-contact for the agency for matters related to Criminal Justice Information Systems (CJIS) access. The Police Division designee is identified as the Terminal Agency Coordinator (TAC) who administers CJIS systems programs within the agency and oversees the agency's compliance with CJIS systems and policies.

DCF Police Officers

- shall assist the agency with criminal investigations and threats to the agency or personnel
- serve as a liaison with local and state law enforcement
- are accountable in performing a full range of tasks in the protection, safety and security of individual and property with full police powers and responsibility for law enforcement
- will support the Department's efforts to become an anti-racist agency as they perform the duties on job descriptions.

Definitions

Authorized personnel means an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJIS through a national fingerprint-based record check as provided in Conn. Gen. Stat. §17a-6a under the adherence of Conn. Gen. Stat. §29-17a.

Criminal History Records Information (CHRI) means a subset of CJI and, for the purposes of this policy, is considered interchangeable. Due to its sensitive nature, additional controls are required for the access, use and dissemination of CHRI.

Criminal Justice Information Services (CJIS) means the FBI database containing national criminal history information. CJIS can be accessed through the COLLECT terminal or the Live Scan device.

Physically secured location means a facility or office or an area, room or group of rooms within a facility or office with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems.

COLLECT System is the Connecticut On-Line Law Enforcement Communications Teleprocessing System, organized and operated by DCF Police Personnel for the purpose of exchanging information on criminal activity and public safety.

AFIS LiveScan is the Automatic Fingerprint Identification System used to capture fingerprint-based biometric data for the purposes outlined in other parts of this policy.

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

DCF Police Division

2-6 Page 2 of 4

Police Access, Use and Dissemination of CHRI

DCF Police have access to Criminal Justice Information (CJI) containing national criminal history. This information is accessed through the COLLECT terminal or the Live Scan device (Fingerprinting).

DCF Police shall ensure appropriate security measures for screening of users to ensure compliance, certification, authorized use and security of criminal justice information (CJI) in accordance with provisions of the FBI CJIS security policy.

DCF Police are the only agency personnel who have the ability to obtain criminal history on the following applicants:

- Police Department Applicants for Employment
- Police Department Contractors or Vendors - Performing Criminal Justice Services, such as personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- Contractors and Vendors **not involved** with the actual administration of criminal justice such as: carpet cleaners, service workers, etc.

DCF Police Department personnel are responsible for ensuring that only DCF Personnel access CJI in any form, and that such information is being accessed by non-criminal justice personnel for the specific purposes provided in Conn. Gen. Stat. §17a-6a, §17a-114, §17a-115a, §17a-145 and §17a-149 when read with Conn. Gen. Stat. §17a-151.

Legal reference: 28 CFR Part 20.

Physical Security of CJI and CHRI

Access to CJI and CHRI shall be restricted to authorized personnel.

DCF Police shall ensure that all areas containing CJI, CHRI and CJIS are secured with physical controls such as: readers, trilogy locks, and secure cylinders to physically secure systems such as COLLECT terminals and Live Scan devices.

All personnel gaining physical access to the agency's secured areas shall be authorized before access is granted.

Only authorized personnel shall have access to physically secure non-public locations. DCF Police shall maintain and keep current a list of authorized personnel in addition to providing audits of all offices.

Administration

DCF Police shall assist the agency in initiating and conducting criminal and other investigations of violations, suspicious activities, or reports of incidents occurring within jurisdiction.

DCF Police may

- conduct on site investigations
- question witnesses
- arrest individuals

Continued on next page

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

DCF Police Division

2-6 Page 3 of 4

Administration (cont.)

- issue summons
- record information
- apply for and serve warrants
- process paperwork on arrests and activity reports
- arrange surety and non-surety bond payments or Written Promise to Appear (WPA)
- provide court testimony
- conduct special programs, projects and services
- process arrested individuals including determining charges, fingerprinting, photographing, initiating National Crime Information Computer (NCIC) check, searching, removing and inventorying personal belongings, and transporting arrested persons to lock-up
- conduct various safety training, certification and/or recertification courses
- maintain databases, and perform duties as assigned.

Use of Force

Police officers must use only the minimum level of force necessary to achieve a lawful purpose.

Any use of force must be reasonable, proportionate to the threat, and employed in a manner consistent with Police Officer Standards and Training Council requirements.

Officers shall always be mindful of their body language and tone of voice upon arrival at a scene and throughout their interaction with subjects, complainants, and witnesses.

Firearms

The Commissioner of Department of Children and Families shall determine

- agency need specific to firearms and as it applies to DCF Police Officers in accordance with Connecticut's Use of Force Police Standards and Training Council
- whether or not DCF Police Officers are permitted to carry firearms on duty based on threats and or risks directed at the agency or it's personnel.

Department of Children and Families shall provide a storage/gun box located at a pre-determined, locked location at the work site. Only Police Officer Standards and Training Council certified sworn officers shall have access to this box.

DCF will be responsible to issue agency police with individual firearms and notify DESPP of the make and caliber.

Firearms Training

DCF POSTC Certified Sworn Officers are required to meet all training qualification requirements relevant to firearms to maintain their police certification on an annual basis. The Department of Emergency Services and Public Protection (DESPP) shall conduct this training.

Police Officers must renew their certification every three (3) years. Renewal is predicated upon the satisfactory completion of the annual review training and continued employment as a police officer.

Continued on next page

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

DCF Police Division

2-6 Page 4 of 4

Firearms Training (cont.)

Each police officer's training record will be reviewed by the POST Counsel's personnel.

Each police officer found in compliance with their review training obligations will receive a renewed certification card with an updated expiration date.

Each police officer found to be lacking the review training necessary for renewal of his/her certification will be notified of their deficiency in addition to their immediate supervisor. Each deficient officer must comply with the Council's procedures and schedule for achieving compliance or face refusal by the Council to renew certification and termination by their law enforcement unit.

See: Attachment A - POST Council Certification Division Advisory 2011-01
Attachment B - POST Qualification Relay
Attachment C - Certification Renewal FAQ's
