

NCJ001155

CONNECTICUT MUNICIPAL POLICE TRAINING COUNCIL



POLICE STANDARDS

AND

SUPERNUMERARY POLICE TRAINING

SURVEY

# CONNECTICUT



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MUNICIPAL POLICE TRAINING COUNCIL

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Federal Grant No. 356-(056)

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Substitute for Senate Bill No. 1446

Public Act No. 575

AN ACT CONCERNING THE MUNICIPAL POLICE TRAINING COUNCIL

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. As used in this act, "council" means the municipal police training council; "governor" includes any person performing the function of the governor by authority of the law of this state; "municipality" means any city, town or borough within this state; "police officer" means a member of a regularly organized police department of a municipality, who is responsible for the prevention or detection of crime and the enforcement of the general criminal laws of the state and shall include uniformed constables who perform the aforesaid duties full time, but shall not include civil officers, or any person serving as such solely by virtue of his occupying any other office or position.

Sec. 2. There shall be a municipal police training council which shall consist of the following members appointed by the governor: (a) A chief administrative officer of a town or city in Connecticut; (b) a member of the faculty of The University of Connecticut; (c) eight members of the educational committee of the Connecticut Chiefs of Police Association who are holding office or employed as chief of police or the highest ranking professional police officer of a regularly organized police department of a municipality within the state. The commissioner of state police and the federal bureau of investigation special agent-in-charge in Connecticut shall be ex-officio members of

the council. All members of the council appointed by the governor shall serve for a period of two years, except that, of the members first appointed, the governor shall appoint four members designated in subsection (c) to serve for a term of one year and four members to serve for a term of two years. The council shall elect from its membership a chairman and a vice chairman who shall each serve for a term of one year. Any member of the council shall immediately upon the termination of his holding the office or employment which qualified him for appointment cease to be a member of said council. A member appointed to fill a vacancy shall be appointed for the unexpired term of the member whom he is to succeed in the same manner as the original appointment. The members of the council shall serve without compensation but shall be entitled to actual expenses involved in the performance of their duties.

Sec. 3. The council shall make an annual report to the governor which shall include pertinent data regarding the standards established for and the degree of participation in the training program.

Sec. 4. Membership on the council shall not constitute holding a public office. No member of the council shall be disqualified from holding any public office or employment by reason of his appointment to the council, notwithstanding the provisions of any general statute, special act or local law, ordinance or charter.

Sec. 5. The municipal police training council shall have the following powers: (a) To approve, or revoke the approval

of, any police basic recruit training school conducted by a municipality and to issue certificates of approval to such schools and to revoke such certificates of approval; (b) to set the minimum courses of study and attendance required and the equipment and facilities to be required of approved municipal police training schools; (c) to set the minimum qualifications for instructors at approved municipal police training schools, to certify, as qualified, instructors at approved municipal police training schools and to issue appropriate certificates to such instructors; (d) to set the requirements of minimum basic training which police officers appointed to probationary terms shall complete before being eligible for permanent appointment, such minimum basic training to be completed within one year following the appointment to the probationary term, unless the candidate is granted additional time to complete his training by said council; (e) to set the requirements of a minimum basic training which police officers not appointed for probationary terms but appointed on other than a permanent basis shall complete in order to be eligible for continued employment or permanent appointment, and the time within which such basic training shall be completed following such appointment on a non-permanent basis; (f) to certify police officers who have satisfactorily completed basic recruit training programs and to issue appropriate certificates to such police officers; (g) to recommend categories or classifications of advanced in-service training programs and minimum courses of study and attendance requirements with respect to such categories or classifications; (h) to visit and inspect municipal police basic training schools

and to inspect each school at least once each year; (i) to consult with and cooperate with universities, colleges and institutes for the development of specialized courses of study for police officers in police science and police administration; (j) to consult with and cooperate with departments and agencies of this state and other states and the federal government concerned with police training; (k) to perform such other acts as may be necessary and appropriate to carry out the functions of the council as set forth in this act.

Sec. 6. Notwithstanding the provisions of any general statute or special act or local law, ordinance or charter to the contrary no person shall, after October 1, 1966 receive an original appointment on a permanent basis as a police officer of any municipality unless such person has previously been awarded a certificate by the council attesting to his satisfactory completion of an approved municipal police basic training program; and every person who is appointed on a temporary basis or for a probationary term or on other than a permanent basis as a police officer of any municipality shall forfeit his position as such unless he previously has satisfactorily completed, or within the times set forth by the council satisfactorily completes, a municipal police basic training program for temporary or probationary officers and is awarded a certificate by said council attesting thereto. The municipal police training council may make such regulations as it deems necessary to carry out the provisions of this section, giving due consideration to the varying factors and special requirements of law enforcement agencies, in the same manner as other

state agencies, and such regulations shall be binding upon all regularly organized municipal police departments.

Sec. 7. The sum of five thousand dollars is appropriated to carry out the purpose of this act.

Certified as correct by

---

Legislative Commissioner

---

Clerk of the Senate

---

Clerk of the House

Approved \_\_\_\_\_, 1965

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Governor

## INTRODUCTION

The selection and training of police personnel today has become an important factor in developing and guiding the professional police officer of tomorrow.

Leaders in the police agencies are cognizant of this and are moving towards more sophisticated methods of not only the selection and training of the recruit, but by offering the opportunities to higher education in the field of law enforcement.

The antiquated system of appointment to a police department through the "spoils system" is no longer recognized. The candidate today finds it necessary to stand alone on his ability to meet the requirements of established practices of written, oral, physical, psychiatric, psychological, and polygraph examinations.

The majority of police departments do not give all of the above examinations, but many give at least three of these examinations.

Law enforcement agencies should not lower their candidate requirements to meet present manpower shortage. Many departments are utilizing the part-time police officers to reduce the burden on the regular men.

Police departments throughout the country find part-time police of great use in many areas. They may be called "special police", "constables", "auxiliary police" or Supernumerary Police. One thing is certain - they are policemen.

Since these part-time policemen have the same powers as regulars they should be required to meet the same standards as required of the applicant position as a regular full-time recruit.

To alter the requirements for one is to discriminate against the other. It is hoped that entrance requirements to any police department will be standardized throughout the country. It might well open the doors to a great many candidates to help fill the gap now existing in the ranks of law enforcement agencies today.

The objective of this survey is to ascertain up-to-date information concerning Police Standards and Supernumerary Police Training and to make recommendations.

The Connecticut Municipal Police Training Council has the responsibility of the Mandated Training Act (Public Act 575) and it is hoped that this report will prove beneficial to them in developing future mandatory requirements for all police candidates.

## CHAPTER I

To familiarize those reading this report, certain brief facts are set forth for their information.

1. The State of Connecticut consists of one hundred sixty-nine (169) cities and towns in eight (8) counties.
2. "There are ninety-four (94) municipalities maintaining an organized police force," in the State. (Exclusive of State Police) (1)
3. Fifty-four (54) towns have employed a resident State Trooper, five of which have full-time personnel under the direction of the trooper. (2)
4. Twenty-four (24) Connecticut towns have neither full-time police, nor a resident State Trooper, and rely upon part-time police, constables or patrols of the State Police. (3)
5. The Police Standards questionnaire consisted of five pages containing forty-three questions . (Exhibit A)
6. The Supernumerary Police Training question of six pages containing fifty-two questions including comments. (Exhibit B)
7. Supernumerary: A substitute policeman. One who works part-time as a relief for regular officers. Services may be required at the discretion of the Chief of Police or Commanding Officer for any emergency situation.

8. Fifty-six (56) reporting cities and towns have a total of 1044 supernumerary police officers.
9. Twenty-four (24) departments required 385 men to fill their needs for manpower as Supernumeraries.
10. Six (6) departments that do not have Supernumerary Police Officers would give consideration to their use only if they were well-trained.

## CHAPTER II

### Supernumerary Police Training

The Supernumerary Officer, as previously defined, is a substitute for regular full-time police officers in time of sickness, official leave, vacations etc.

Supernumerary Police are not utilized by all departments. However, the survey reflected that due to the shortage of candidates for the regular department, six (6) departments presently not using supers would give consideration to employment of part-time officers providing they were well-trained.

Four (4) departments in this category indicated that the services of seventy-two (72) additional men could be employed.

Eleven (11) departments indicated they would not have a Supernumerary Force even if the men were well-trained.

Twenty-four (24) departments presently with Supernumerary Officers indicated they require a total of 385 men to fill their manpower requirements.

There is a well-recognized shortage of police personnel in most departments. The larger cities feel the shortage more than the smaller towns since many do not utilize Supernumerary Police Officers.

The smaller cities and towns are, in many instances, short of full-time personnel and therefore have to depend on Supernumeraries to fill the ranks.

Since this survey reflects that there is a need of almost four hundred (400) men for part-time employment, it is logical for

the cities and towns to hire on a part-time basis, since it reduces the financial burden on the town.

It cannot be denied that full-time personnel are more dependable, disciplined, trained, loyal and efficient than are part-time personnel. Applicants are not available in either case to meet the needs of police departments.

The Supernumerary Police Officer receives an average of \$2.50 per hour. In many departments, he is required to purchase all of his uniform and regulation equipment, which today is expensive.

Since he is part-time, he is not eligible for the benefits offered to the regular members of the department. Generally speaking, he is not a career man but accepts the work for financial assistance yet still fulfilling his desires to be a policeman.

Advantage should be taken of their desires and develop their initiative and interest through offering better hourly wages, paying for uniforms, better training, increase of wages for special assignments such as dances, weddings, etc.

Each chief of police knows his own problems better than anyone else. However, if the CMPTC recommends standards for regular and supernumeraries, municipalities will be required to make necessary increases in wages and benefits in order to get available men to meet established standards.

A number of departments failed to answer the question relating to the number of hours of training they required for Supernumeraries.

However, of the twenty-eight (28) departments that did reply, the number of hours of training necessary varied from 8 hours to 960 hours. Over half of those who replied indicated over 100 hours

of training would be required, while others felt that over 200 hours of training were necessary. Only six (6) indicated that less than 100 hours would meet their requirements.

Forty-eight (48) departments responded to the question as to whether or not they had a formal pre-service training program for Supernumeraries. Thirty (30) departments did not have a training program while eighteen (18) replied in the affirmative.

Their program varied in the number of hours of training from 24 hours to 160 hours. Eight (8) departments gave over 100 hours of formal training. Two (2) departments reported that they required field work along with classroom work.

Those departments without a formal training program used the following methods of training new Supernumerary Officers:

- A. Personal Instruction by Superior - 34
- B. On-the-job training with Regulars - 38
- C. Attendance-In-Service for Regulars - 22
- D. IACP Sight-Sound with Training Keys - 6
- E. In-Service Training - 16
- F. Other - 2 (T.V. Educational Film)

The duration of training for these departments without a formal program showed a great degree of variation from no school at all to continuous training.

There is an obvious need for organized training programs for Supernumeraries throughout the state and a recommendation has been made to this effect.

Police administrators should take immediate action in endeavoring to secure funds to purchase all the necessary regulation uniforms

and equipment for Supernumerary Police Officers. Those departments that are currently budgeting a portion of the costs should make every effort to increase this to full payment. Such a move on the part of the administrators would, without doubt, enable them to secure the services of the better qualified individuals and would be an inducement for more young men to become affiliated with their local police departments. The need for such action is noted in the following paragraphs.

In connection with the purchase of uniforms and equipment, there has been a change in this trend over the past several years. This survey revealed that 50% of those departments responding, indicated that they now purchase some of the necessary equipment and uniforms for Supernumerary Officers. The remaining departments reported that the officer is required to purchase his own uniform and equipment.

The majority of police departments make an allowance of \$75.00 for clothing and furnish the equipment.

One (1) department requires the officer to work at least 300 hours the first year to obtain clothing allowance.

Two (2) departments report the uniforms are furnished to Supernumerary Officers by their Police Association.

Nine (9) departments report using twenty-seven (27) Supernumerary Officers on a full-time basis. Forty-six (46) report that supers are only used on part-time basis. The number of hours worked per week varies from 4 hours to 125 hours. The average hours worked weekly for forty-nine (49) departments responding to the question were 22 hours.

The authority and duties of a Supernumerary Police Officer parallel those of a regular member of the department. His responsibility is the same, to enforce the laws of the state and the ordinances of his city or town. He is likewise equally responsible for the prevention of crime, apprehension of criminals, protection of life and property as is the regular officer.

This is the area where the weakness of Supernumerary forces lies because they are only part-time workers concerned by nature, and rightly so, with their loyalty to their full-time employment they do not always fulfill their obligations as a law enforcement officer.

This cannot, of course, hold true of all Supernumerary Police Officers. As in most cases, there are exceptions to the general rule.

Many Supernumerary Officers decline to make arrest due to the fact that they may be required to be present at court causing them to lose time from their regular work, which is the "bread and butter" for their families.

The police are paid travel and court time, but this in itself does not influence the Supernumerary Officer. The hourly wages received plus travel would not compensate him financially for loss of time from his regular occupation. Further, the employer would soon become opposed to his employee leaving work all too frequently to appear in court because of a part-time job in law enforcement.

In many instances, Supernumerary Officers are not available when called for duty. They are out of town, had a previous en-

gagement, or do not want the job offered them. Most have plausible excuses.

At this point, it would be feasible to show what duties are assigned to Supernumerary Police Officers.

Number of departments using Supernumeraries for specific details:

	<u>Church Traffic</u>	<u>Shopping Center (Foot Patrol)</u>	<u>Shopping Center (Traffic)</u>
DEPTS.	42	22	14
	<u>(Beat) Foot Patrol</u>	<u>Mobil Units (w/reg. Patrolman)</u>	
DEPTS.	21	44	
	<u>Mobile Units (Patrol)</u>	<u>Dispatcher</u>	<u>Regular Traffic</u>
DEPTS.	44	29	36
	<u>Record Section</u>	<u>Special Details</u>	
DEPTS.	2	51	

This indicates that Supernumerary Police are in contact with the public on the same basis as a regular and the citizens expect them to be equally alert, trained, conscientious, well-mannered, neat, receptive to their complaints with the same attitude and understanding as the regular officer and to exercise their authority at the proper time and in the proper manner.

As will be seen, Supernumerary Police Officers are considered a "necessary evil". Since police departments cannot function without them due to the manpower situation, and since many are not interested in law enforcement as a career, their degree of efficiency fails to reach that of a regular dedicated police officer.

Comments were requested as to the advantages of Supernumerary

Police. Briefly, these consisted of "additional manpower", "on call to aid regulars in emergencies", "extra help in riots - fill in for regulars", "none", "special details", "replace regulars on vacations, sickness", "potential candidates for regular job", "aid regulars at parades, fairs, etc.", "augment force when available", "big help to regulars on small department, they know they are needed", "bodies to fill in space".

Generally, we must acknowledge that there is a need for Supernumerary Police to fill up the gaps in a number of departments throughout the State.

The disadvantages of the Supernumerary Police were also requested and the following comments will support previous statements. These comments are briefed: "financial interest rather than police work", "cannot maintain control as a regular", "difficult to keep him abreast of all he should know, police work is professional, part-time help do not belong", "no disadvantages", "not always available", "not available for court", "not always dependable", "first loyalty to full-time job", "training inadequate to cope with problems arising at scene of major crimes", "job only means of extra money", "cannot work the hours department needs them", "too often ill-trained and run into problems", "tear down public relations which took a long time to build up".

Yet, with all comments as to the disadvantages of Supernumerary Police, the majority of police departments also commented that these part-time men were in need of more training.

Other than phasing out the Supernumerary status, which is being done by several cities and towns by employing more regulars

and not filling in vacancies on the Supernumerary list, the only alternative to a situation which cannot be discarded nor ignored is to face up to the problem that these 1,000 men must be given more and better training.

This may take some time to fully implement a strong program. Perhaps we shall not see it in operation until the new Connecticut Police Academy is completed. There would be not only the physical facilities, but the personnel, visual aids, etc. and equally important, the atmosphere to study and participate in a well-balanced curriculum for Supernumerary Police Officers.

#### WAGES

The majority of departments vary in the hourly rate of pay for Supernumeraries. There are twenty-six (26) different hourly rates in fifty-eight (58) cities and towns.

Lowest of the hourly rates starts at \$1.55 and increases to a maximum of \$4.50 in only one city. The greater number of cities and towns average \$2.50 to \$2.75 per hour, with ten (10) towns paying \$3.00 up to \$3.28 per hour.

Special details to which Supernumeraries are assigned may well be a high school, wedding, auction, church fair, or a dance.

When present at an assignment of this nature is a time when he must be alert, well-groomed and well-mannered. In a position of this nature, he has everyone watching him because he is in uniform. He represents law and order and his department. Whatever he says or does reflects on the entire department. Good common sense and judgment are assets to a man who has had little or no police training.

For details of this nature, Supernumeraries are paid more than their regular hourly rate, in most cases, since the person hiring the police officer pays the city for his services, and in other cases, he is paid directly by the person hiring him.

Fifty-five (55) cities and towns reported the hourly rates paid Supernumerary Police for special details.

There are twenty-four (24) different rates paid for special details among those cities and towns reporting.

The minimum straight hourly rate starts at \$2.25 per hour and the maximum for straight hourly rate is \$5.00 per hour.

Twelve (12) of the fifty-five (55) departments have a scale system with a minimum ranging from \$15.00 for the first 4 hours, or any part thereof, to a maximum of \$25.00 for the first 4 hours or less.

HOURLY RATES PAID SUPERNUMERARIES FOR SPECIAL DETAILS

<u>RATES</u>	<u>\$2.25</u>	<u>\$2.50</u>	<u>\$2.75</u>	<u>\$2.93</u>	<u>\$3.00</u>	<u>\$3.08</u>
<u>NO. OF DEPTS.</u>	1	2	1	1	6	1
<u>RATES</u>	<u>\$3.20</u>	<u>\$3.25</u>	<u>\$3.40</u>	<u>\$3.45</u>	<u>\$3.50</u>	<u>\$3.75</u>
<u>NO. OF DEPTS.</u>	1	2	2	1	6	1
<u>RATES</u>	<u>\$4.00</u>	<u>\$4.13</u>	<u>\$4.50</u>	<u>\$5.00</u>		
<u>NO. OF DEPTS.</u>	7	1	2	4		

SCALE SYSTEM

DEPARTMENTS

RATES

1	\$3.50 per hour, \$3.75 per hour where liquor available.									
1	\$8.00 minimum of 2 hours, \$3.00 per hour thereafter.									
1	\$12.00	"	"	4	"	,	\$3.00	"	"	"
3	\$15.00	"	"	4	"	,	\$3.75	"	"	"
1	\$17.00	"	"	4	"	,	\$4.25	"	"	"
4	\$20.00	"	"	4	"	,	\$4.00	"	"	"
1	\$25.00	"	"	4	"	,				
	\$40.00	"	"	4-8	"	,				
	\$60.00	"	"	over 8	"	,				

HARTFORD COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Berlin	10	\$2.75	\$2.75
Bloomfield	12	2.50	\$16 1st 6 hours \$2.00 hr thereafter
Bristol	38	2.25	\$2.25
East Hartford	15	3.17	\$5.00
Farmington	15	2.00	\$3.00
Glastonbury	8	2.75	\$5.00
Newington	17	2.50	\$20 min. 5 hours \$4.00 hr thereafter
Plainville	32	2.20	\$8.00 min. 2 hours \$3.00 hr thereafter
Rocky Hill	12	2.75	\$20 min. 4 hours
Simsbury	13	2.75	\$3.00
South Windsor	2	3.00	\$4.50
Suffield	20	2.50	\$3.50
Wethersfield	2	3.00	\$25 - 0 to 4 hours \$40 - 4 to 8 hours \$60 - over 8 hours
Windsor Locks	24	2.35	\$3.45

FAIRFIELD COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Bethel	15	\$2.50	\$4.00
Danbury	30	2.50	\$4.50
Easton	5	2.00	\$3.00
Fairfield	65	2.75	\$4.00
New Canaan	23	3.00	\$10 1st hour \$5.00 hr. after. After midnight, \$7.50 hour
Newton	15	2.50	\$4.00
Norwalk	25	3.13	\$5.00
Ridgefield	3	2.90	\$5.00
Shelton	55	2.60	\$3.00
Stratford	125	4.50	\$4.50
Trumbull	23	2.93	\$2.93 hour, min. of 3 hours

REPORT ON NUMBER OF SUPERNUMERARY OFFICERS,  
HOURLY RATE, AND SPECIAL DETAIL RATES BY COUNTY

NEW HAVEN COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Branford	30	\$3.20	\$3.20
Cheshire	12	2.28	\$3.50
Derby	33	2.75	\$3.25
East Haven	9	3.07	\$15 min. of 4 hours
Guilford	10	2.25	\$15 min. of 4 hours \$3.50 hr. thereafter
Meriden	15	2.47	\$4.00
Naugatuck	12	2.90	\$4.00 hr. min. of 4 hours
North Haven	21	3.28	\$3.75
Orange	15	3.00	\$15 min. \$3.75 per hour
Seymour	37	2.85	\$3.40
Wallingford	14	2.50	\$2.50
West Haven	32	2.90	\$17 1st 4 hours
Wolcott	10	2.40	\$3.40
Woodbridge	10	2.50	\$12 4 hours or less \$3.00 after 4 hours

TOLLAND COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Coventry	8	\$2.35	\$12.00 0-4 hours 3.00 after
Vernon	10	2.20	\$4.00

LITCHFIELD COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Plymouth	6	\$2.50	
Thomaston	12	2.50	\$3.50
Watertown	7	1.94	\$18 min 4 hrs, 4.00 hr. after. \$25 min 4 hrs where liquor is served, 4.00 hr after.
Winsted	4	2.50	\$3.50 hour, min of 4 hrs.

WINDHAM COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Danielson	5	\$2.35	\$2.50
Putnam	10	2.65	\$3.00
Willimantic	16	2.75	\$4.13

MIDDLESEX COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Clinton	15	\$2.85	\$3.00
East Hampton	10	2.00	2.50
Middletown	50	3.08	3.08
Old Saybrook	16	2.50	3.50

NEW LONDON COUNTY

<u>CITY OR TOWN</u>	<u>NUMBER OF SUPERNUMERARIES</u>	<u>HOURLY RATE</u>	<u>HOURLY RATE FOR SPECIAL DETAILS</u>
Groton (Town)	10	\$2.50	\$4.00
New London	18	2.63	3.15 3.25
Sprague	6	1.55	
Waterford	10	2.50	3.50 3.75 where liquor

As is shown in this report, there is a definite need for police chiefs and town officials to give immediate action to wage increases for Supernumeraries.

An increase should be requested for at least \$3.25 per hour minimum which would be slightly above the average of \$2.50-\$2.65 now being paid.

This would not preclude departments from paying more than the minimum of \$3.25 per hour since some departments are presently in this category.

Since "special details" i.e. weddings, dances, construction traffic, etc. do not affect either the town budget or the police budget, a definite increase should be set up for such details. Details of this nature and others which are approved by the local chief should be set at a minimum of \$20.00 for the first 4 hours or any part thereof and \$4.50 per hour thereafter. This would not preclude any department from establishing rates above the minimum to meet their own standards for such details.

## Chapter III

### Supernumerary Requirements

The survey reflects that most all the police departments have established a minimum age of twenty-one (21) for applying to the position as a Supernumerary Officer.

Variations were noted in that two (2) departments authorized applying at the age of twenty (20), and two (2) departments have the age for applying set at twenty-two (22). One (1) department has no set rule as to the age for applying.

Standardization of requirements through legislation should be the goal of Law Enforcement in Connecticut for both Supernumeraries and full-time applicants.

Such efforts on the part of the police and legislators will ultimately have effect on the type of personnel employed, the required training and wages as well as other benefits such as paid uniforms, equipment, insurance, etc.

#### MAXIMUM AGE FOR APPLYING

<u>AGE</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>32</u>	<u>34</u>	<u>35</u>	<u>36</u>	<u>38</u>	<u>40</u>	<u>45</u>
<u>DEPTS.</u>	1	5	3	4	5	16	2	1	5	2

One (1) department has no established policy.

One (1) department has maximum age as 34 years, 11 months.

Minimum age for appointment to the Supernumerary ranks is set at age twenty-one (21) by all departments responding, with the exception of six (6):

<u>AGE</u>	<u>22</u>	<u>30</u>	<u>31</u>
<u>DEPTS.</u>	2	2	2

MAXIMUM AGE FOR APPOINTMENT

<u>AGE</u>	<u>30</u>	<u>31</u>	<u>32</u>	<u>34</u>	<u>35</u>	<u>36</u>	<u>38</u>	<u>40</u>	<u>45</u>
<u>DEPTS.</u>	4	3	3	5	19	2	1	5	5

One (1) department set maximum age at 34 years, 11 months.  
One (1) department set maximum age at 29 years, deducting three (3) years for time served in the Armed Forces.

Residency Requirements

The trend of seeking applicants to the Supernumerary forces outside the town or city has, in many departments, followed the same policy for applicants to the regular force. The policy as to distances may vary from one department to another.

Thirty-one (31) departments require residency and twenty-five (25) do not require applicants to reside within the town limits.

Police administrators should make every effort to reconsider themselves and to convince the town officials of the fallacy in the residency requirements presently enforced by one-third of the police agencies in Connecticut.

No longer can one confine his policy in this respect with the current shortage of both full-time and part-time police. The labor market is presently in the favor of the employee and now is the time to cast aside the restrictions of yesterday in order to meet the needs of today.

Consideration should be given to establishing a policy offering employment to those individuals within a fifteen (15) mile limit or within a distance governed by the availability of the individual. Residency restrictions are outdated and should be removed.

Education

Educational background requirements to apply for position follow all departments, with a few exceptions, those of an applicant for a regular.

A high school diploma or its equivalent is required as a condition of employment in all reporting departments except as follows:

<u>SCHOOL GRADE</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>No Requirements</u>
<u>DEPTS.</u>	2	1	1	4

Physical Requirements

<u>MINIMUM HEIGHT REQUIREMENTS</u>						
<u>HEIGHT</u>	<u>5'4"</u>	<u>5'6"</u>	<u>5'7"</u>	<u>5'8"</u>	<u>5'9"</u>	<u>No Policy</u>
<u>DEPTS.</u>	1	4	13	28	2	2

<u>MAXIMUM HEIGHT REQUIREMENTS</u>						
<u>HEIGHT</u>	<u>6'1"</u>	<u>6'2"</u>	<u>6'3"</u>	<u>6'4"</u>	<u>6'5"</u>	<u>6'6"</u>
<u>DEPTS.</u>	1	2	3	10	1	3

One department has no limit as to height.  
One department has no limit to either height or weight, as long as applicant can demonstrate he can handle himself.

<u>MINIMUM WEIGHT</u>						
<u>WEIGHT</u>	<u>135</u>	<u>140</u>	<u>145</u>	<u>150</u>	<u>160</u>	<u>Not Applicable</u>
<u>DEPTS.</u>	3	2	2	13	1	1

<u>MAXIMUM WEIGHT</u>					
<u>WEIGHT</u>	<u>175</u>	<u>200</u>	<u>230</u>	<u>240</u>	<u>250</u>
<u>DEPTS.</u>	1	2	2	1	1

<u>WEIGHT IN PROPORTION TO HEIGHT</u>		
<u>DEPARTMENTS</u>	<u>YES</u>	<u>NO</u>
52	48	3

One (1) department has a policy that the candidate cannot be more than 15% over the standard weight recommended by the American Medical Association.

Visual Standards

All departments require 20/20 vision or correctable thereto.

Written Examinations and Area Covered

The reply to the question of written examinations was made by fifty-seven(57) departments. Departments, most generally speaking, require examinations to be taken. Only three (3) indicated they did not, fourteen (14) failed to answer the question, and forty (40) replied in the affirmative.

The question as to the areas covered in the examination reflected the following information:

<u>AREA COVERED</u>	<u>NO. OF DEPTS.</u>
General Information	30
Specific Information	5
Memory	13
Reading	17
Vocabulary	19
Reasoning and/or Logic	20
Math	2
AGCT (Army General Classification Test)	34
OTIS	1
Mathematics	4

Physical Agility Tests

Physical agility tests are only required by eight (8) departments, forty-four (44) replied negatively and six (6) failed to respond.

"For those having difficulty in conceptualizing any relationship between physical condition and police work, it may be considered prudent to consider the following:

1. "Take a brief survey of the men on your force and count those who are "pot-bellied" and obviously overweight and who appear rather sloppy while dressed in their uniforms. If some appear this way to you, what is the reaction of the average citizen?
2. "If a policeman's physical condition is responsible for his or any citizen's personal safety, can the emphasis upon his maintaining good physical condition be slighted?

"The Right Direction:

Physical condition need not be the most emphasized aspect of initial police training, nor should it be forgotten once the cadet graduates.

"Someday, hopefully, all policemen will be required to participate actively in physical conditioning in order to maintain certain levels of fitness throughout their tour of duty.

"Until that time, at least three steps may be taken to elevate the physical status of any law enforcement agency:

1. Carefully evaluate current written policies concerning physical qualifications of recruits.
2. Make sure physical examinations of all recruits are thorough.
3. Periodic physical examinations of every law enforcement officer should be required.

"It should be remembered that although physical deterioration does occur normally with age, any member of any police force could

be subjected to an emergency situation involving severe physical exertion at any time.

"Implementation of a physical conditioning program either during recruit training or as a required activity of all policemen will depend, to a large extent, upon the acceptance of physical fitness as a necessary characteristic of efficient law enforcement by appropriate officials. Their acceptance, along with minimal appropriation of time and funds, and consultation with various outside agencies and/or experts could alleviate this apparent deficiency." (4)

Inquiry was made as to the number of police departments requiring other than written and oral exams for the Supernumerary applicants. The results are set forth:

<u>TYPE OF EXAMINATION</u>	<u>NO. OF DEPTS.</u>
Psychiatric	2
Psychological	0
Physical	39
Intelligence	20
Polygraph	1

Oral examinations are given in only thirty-seven (37) departments responding. Nineteen (19) departments indicated that they do not give orals for Supernumeraries, other departments failed to answer the question.

The oral examination is given by the following in the thirty-seven (37) cities and towns reporting:

<u>AGENCY</u>	<u>NO. OF DEPTS.</u>
State Personnel	5
Personnel Department	1
Police Commission	15
Town Manager and Chief	1
Police Commission and Chief	3
Police Commission and Board of Selectmen	1
Chief and Lieut. Det.	1
Three Officers Outside Depts.	3
Resident State Trooper	1
Member of Department	1
Chief of Police	5

Police officials should institute an action program relative to the types of examinations that should be applicable to a candidate for the position of either a supernumerary or full-time officer.

The usual practice of examinations which consist of written, oral and physical should be extended to include agility and intelligence.

All effort should be made to introduce legislative action in conjunction with standard requirements for police.

A probation period is usually allowed in cases of new personnel becoming affiliated with the police department, This is found to be a normal policy nationwide. One year probation should become mandatory commencing upon the termination of school.

However, the survey covering probation periods for supernumeraries revealed that twenty-one (21) law enforcement agencies do not have any probation period for new supernumerary officers. Thirty-three (33) departments make this a policy with varying degrees of time.

<u>PROBATION</u>	<u>YES</u>	<u>NO</u>	<u>PROBATION PERIOD</u>	<u>3 MO.</u>	<u>6MO.</u>	<u>9 MO.</u>	<u>12 MO.</u>	<u>18 MO.</u>
<u>DEPTS.</u>	33	21	<u>DEPTS.</u>	1	15	1	15	1

Vacancies in regular police ranks are on many occasions, filled from the ranks of the Supernumerary Force.

<u>VACANCY FILLED BY SUPERS</u>	<u>Yes</u>	<u>No</u>	<u>Occasionally</u>
<u>DEPARTMENTS</u>	37	16	2

<u>METHOD OF SELECTION TO REPLACE REGULARS</u>	<u>Examination</u>	<u>Seniority</u>	<u>Appointed</u>
<u>DEPARTMENTS</u>	22	13	1

Other means of filling the ranks of the regulars from supernumerary are as follows:

<u>EXPLANATION</u>	<u>NO. OF DEPTS.</u>
1. Superior officers give oral examination.	1
2. Oral examination by Board of Police Commissioners.	1
3. Three names submitted to Board of Police Commissioners and one selected.	1
4. Past performance.	1
5. Evaluation of work by Superior and a physical	1
6. Personal contact by Chief.	1
7. Interview with Board of Police Commissioners.	2

In only seven (7) reported instances is the supernumerary officer required to accept the position if selected. The remaining departments report the officer is not required to accept.

Veteran's preference is given in twelve (12) departments.

Some departments give veteran's preference under certain conditions;

<u>CONDITION</u>	<u>NO. OF DEPTS.</u>
5 points on written exam.	1
If the candidate's ability is superior to other applicants.	1
5 point credit if candidate meets the required earned rating in department.	1
If the veteran and non-veteran are equal in all other respects.	1
Only if veteran has military police training.	1

A total of forty-eight (48) departments do not give veteran's preference.

Assignments are given to supernumeraries, as previously mentioned, to fill vacancies for regulars-special details, etc. It has also been stated that among the disadvantages there is a lack of control over these part-time officers.

In response to the question "During his free time is the supernumerary required to":

	<u>DEPTS.</u>	<u>YES</u>	<u>NO</u>
1. Accept any assignment given him?		23	21
2. Accept only certain assignments?		8	14
3. Accept a certain number of assignments a week?		6	21
4. Accept a certain no. of assignments a month?		12	22
5. No. of assignments per week, required to be accepted.	<u>DEPTS.</u>	<u>1</u>	<u>2</u>
		<u>2</u>	<u>1</u>
	<u>Assignments</u>	8	2
		1	36 (For all Supers)
6. No. of assignments per month, required to be accepted.	<u>Depts.</u>	<u>5</u>	<u>3</u>
		<u>1</u>	<u>1</u>
		<u>1</u>	<u>1</u>
	<u>Assignments</u>	2	4
		8	10
		32	144 (Total for all supers)

The assignment of work on an equal basis is important to bring a harmonious relationship not only among part-time help, but also the regular members of the department.

Police Union rules may also affect the assignment of Supernumerary officers, as well as the agreements entered into with Bargaining Units of the various departments. The advantages and disadvantages must be borne in mind since every Chief or Superior officer knows his men and their willingness to cooperate and do the best possible job for the department-yet he knows also the weaknesses of his men.

<u>SYSTEM</u>	<u>Rotation</u>	<u>Voluntary</u>	<u>Seniority</u>	<u>Past Performance</u>
<u>DEPTS.</u>	8	2	1	1
<u>SYSTEM</u>	<u>Alphabetically</u>	<u>Super. Signs for Posted Work</u>	<u>Equally Divided</u>	
<u>DEPTS.</u>	3	1	4	
<u>SYSTEM</u>	<u>Experience and Rotation</u>	<u>When Regulars do Not Want to Work</u>	<u>Assigned Annually (Church/Center Traffic)</u>	
<u>DEPTS.</u>	2	1	1	
<u>SYSTEM</u>	<u>Assigned by Chief or Capt. (3 refusals subject to dismissal)</u>			
<u>DEPTS.</u>	6			

One (1) department advised that its union contract requires it to make four calls to regular officers to cover an assignment, the fifth call is made to a Supernumerary Officer.

Hours of Basic Training for Supers

Previously we have asked, and received, the answer to the question on how many hours of training were necessary to meet their own requirements. (page 11)

Now the question that has been asked is "Number of hours of

schooling do you feel necessary for Supernumerary Basic Police Training?"

It is interesting to note that only twenty-eight (28) departments answered the question relative to the hours of schooling to meet their own requirements. However, when asked the broader question concerning basic training for Supers, forty-six (46) departments responded.

<u>HOURS OF TRAINING</u>	<u>25</u>	<u>30</u>	<u>40</u>	<u>50</u>	<u>60</u>	<u>65</u>	<u>80</u>	<u>100</u>	<u>117</u>
<u>DEPTS.</u>	1	1	9	1	3	1	3	3	1

<u>HOURS OF TRAINING</u>	<u>120</u>	<u>150</u>	<u>160</u>	<u>197</u>	<u>200</u>	<u>320</u>	<u>400</u>	<u>960</u>
<u>DEPTS.</u>	2	2	8	1	5	1	1	1

One (1) department replied 16 hours a week, but gave no limitation to the number of weeks, if any.

One (1) department replied 2 hours a week, with no limitation.

SUBJECT - ROLE OF LAW ENFORCEMENT

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	27	6	1	4	2	0	1	1	0	1	2	0	0	1	1	1	0

Here the greater number of police agencies indicate that the role of Law Enforcement is their number one choice by a large margin. This verifies that the police officer wants to know more about his part in society today. This is a good sign.

SUBJECT - REPORT WRITING

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	1	7	5	6	7	4	7	2	2	1	1	0	1	1	0	0	1

SUBJECT - LAWS OF ARREST

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	12	16	7	4	3	0	0	3	2	1	1	1	0	0	0	0	0

SUBJECT - SEARCH AND SEIZURE

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	1	5	2	7	4	4	1	3	4	1	0	1	4	1	2	1	1

SUBJECT - CRIMINAL PROCEDURES

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	1	0	1	4	7	5	3	3	3	3	3	5	1	2	1	1	0

SUBJECT - TRAFFIC CONTROL AND ACCIDENT INVESTIGATION

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	2	5	12	4	6	6	3	3	0	0	1	2	2	1	0	0	0

SUBJECT - PATROL FUNCTIONS

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	3	1	4	7	6	4	5	2	5	3	1	0	2	0	0	0	0

SUBJECT - RULES OF EVIDENCE

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	0	0	4	4	5	4	5	5	3	4	0	1	4	2	2	1	0

SUBJECT - FIRST AID

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	0	1	2	5	3	4	3	6	6	4	7	2	0	1	0	0	2

SUBJECT - POLICE AND COMMUNITY RELATIONS

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	2	3	6	0	0	4	4	0	2	7	5	2	3	2	3	2	0

SUBJECT - POLICE ETHICS

<u>ORDER OF PREFERENCE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>	1	2	3	0	1	3	3	4	3	1	4	4	3	3	6	1	0

		<u>SUBJECT - FIREARMS TRAINING</u>																
<u>ORDER OF PREFERENCE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>		1	3	1	3	2	4	6	8	4	6	3	3	2	0	0	1	2

		<u>SUBJECT - DEFENSIVE TACTICS</u>																
<u>ORDER OF PREFERENCE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>		0	0	0	0	1	2	3	3	2	5	5	4	4	5	1	2	0

		<u>SUBJECT - HANDLING OF ABNORMAL PERSONS</u>																
<u>ORDER OF PREFERENCE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>		0	0	0	0	0	0	0	1	3	0	1	6	3	8	9	3	1

		<u>SUBJECT - RACIAL AND MINORITY GROUP RELATIONS</u>																
<u>ORDER OF PREFERENCE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>		0	1	1	1	0	2	2	1	2	2	2	2	5	4	7	6	5

		<u>SUBJECT - JUVENILE PROBLEMS</u>																
<u>ORDER OF PREFERENCE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>		0	0	0	0	1	0	1	1	3	3	5	5	6	4	6	5	2

		<u>SUBJECT - NARCOTICS</u>																
<u>ORDER OF PREFERENCE</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>DEPTS.</u>		0	0	0	0	0	0	1	1	1	3	1	2	1	5	4	7	14

To summarize this information, the first and second order of preference for those subjects listed on the questionnaire are as follows:

First Preference

1. Role of Law Enforcement
2. Laws of Arrest - Report Writing
3. Traffic Control and Investigation
4. Patrol Function - Search and Seizure
5. Criminal Procedures
6. Rules of Evidence
7. Firearms Training
8. Police and Community Relations - Defensive Tactics
9. First Aid

10. Juvenile Problems
11. Handling Abnormal Persons - Police Ethics - Racial and Minority Group Relations
12. Narcotics

Second Preference

1. Laws of Arrest
2. Search and Seizure - Role of Law Enforcement
3. Police and Community Relations
4. Traffic Control and Investigation - Patrol Function - Report Writing
5. Criminal Procedures
6. Firearms - Rules of Evidence
7. Police Ethics
8. First Aid
9. Defensive Tactics
10. Handling of Abnormal Persons
11. Juvenile Problems
12. Racial and Minority Group Relations - Narcotics

It is interesting to note that there is not a great variation in the first and second preferences. This is an indication that the thinking of many police officials is similar as to the order of subjects they want in basic training school curriculum.

The responsibility for the curriculum rests with those in charge of training in the respective departments.

The course matter for basic training is, without a doubt, fairly general with the exception of State Statutes and local ordinances.

The curriculum recommended by the State of Maine Law Enforcement Training Council, as noted in the recent report is as follows: (5)

<u>SUBJECTS</u>	<u>HOURS</u>
<u>I. INTRODUCTION</u>	
1. Registration, Orientation, Classroom Note Taking and Notebooks	1
2. Historical Development of Law Enforcement as a Profession	<u>1</u> 2
<u>II. POLICE AND THE PUBLIC</u>	
1. Ethics and the Law Enforcement Officer	1
2. Creating a Favorable Public Image	1
3. Police and the Minority Group	1
4. Human Relations and Applied Psychology	<u>7</u> 10
<u>III. LEGAL SUBJECTS</u>	
1. Civil Rights, Constitutional and Statutory	3
2. Court Organization and Procedures in Maine	2
3. Maine Criminal Law	8
4. Laws of Arrest	5
5. Laws of Search and Seizure	5
6. Rules of Evidence	5
7. Statements, Admissions and Confessions	2
8. Jurisdiction of Local, County, State and Federal Agencies	<u>2</u> 32
<u>IV. TRAFFIC</u>	
1. Traffic Problems and Control	2
2. Acts Regulating Traffic	4
3. Driver Licensing	2
4. Maine Motor Vehicle Laws	5
5. Techniques and Methods of Traffic Law Enforcement	6
6. Accident Investigation and Reporting	8
7. Signals and Gestures in Traffic Control	<u>1</u> 28
<u>V. CRIMINAL INVESTIGATIONS</u>	
1. General Principles	2
2. Principles of Interviewing and Interrogation	2
3. Collection, Identification and Preservation of Physical Evidence	5
4. Principles of Searching a Crime Scene, including practical problem	4
5. Stolen Motor Vehicles	2
6. Basic Fingerprinting, Including Latent Print Demonstration	<u>3</u> 18

<u>VI. RECORDS AND REPORTS</u>	<u>HOURS</u>
1. Basic Police Record Systems	1
2. Reports and Report Writing	4
3. Traffic Records and Their Uses	<u>1</u> 6
 <u>VII. PATROL PROCEDURES</u>	
1. Proper Use of Police Radio and Communications Systems	1
2. Techniques of Patrol	<u>4</u> 5
 <u>VIII. SPECIALIZED SUBJECTS</u>	
1. Emergency Aid to Persons	8
2. Recognition and Handling of Abnormal Persons	2
3. Crime, Causation and Control	3
4. Juvenile Matters	4
5. Police Control of Crowds and Mob Action	5
6. Techniques and Mechanics of Arrest	4
7. Physical Education, including Defensive Tactics	8
8. Firearms Training	16
9. Testifying in Court	<u>3</u> 53
 <u>IX. EXAMINATIONS</u>	
	<u>6</u> 6
	<u>TOTAL 160</u>

The 59th Session of the Texas State Legislature recognized the need for the coordination of police training and education at the state level by enacting Article 4413 (29aa), Vernon's Civil Statutes, which established the Texas Commission on Law Enforcement Officer Standards and Education: (6)

TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER  
STANDARDS AND EDUCATION

CURRICULUM

<u>SUBJECT</u>	<u>HOURS REQUIRED</u>
1. Classroom Orientation & Notetaking	1
2. Police Service as a Career	1
3. Beat Patrol & Observation	4
4. Code of Criminal Procedure	6
5. Laws of Arrest & Search	8
6. Mechanics of Arrest	4
7. Offensive & Defensive Tactics	10
8. The Rules of Evidence	4
9. Case Preparation	4
10. Officer Conduct in Court	2
11. Report Writing	4
12. Criminal Law	12
13. Local City Ordinances	2
14. Criminal Investigation	10
15. Field Demonstrations	4
16. Field Interrogation & Interviews	6
17. Crowd Control	4
18. Jail Procedures	2
19. Firearms Training	12
20. Handling of Juveniles	2
21. First Aid	10
22. Traffic Supervision	24
23. Police & Community Relations	<u>4</u>
Totals	140

The Maryland Police Training Commission adopted, on April 13, 1967, minimum standards for basic recruit training totaling 160 hours. This minimum curriculum is required of all recruits appointed after June 1, 1967, until amended, and is as follows: (7)

<u>I. THE LAW AND LAW ENFORCEMENT</u> (Total 10 Hours)	<u>HOURS</u>
A. Constitutional Law and Civil Rights	8
1. Federal Bill of Rights	
a. Laws of Arrest	
b. Laws of Search and Seizure	
c. Laws of Interrogation and Confessions	
d. Electronic Surveillance	
e. Breathalyzer and Blood Tests	
2. State Constitution	
B. Rules of Evidence	2
<u>II. STATUTORY LAW</u> (Total 32 Hours)	
A. State Criminal Code	11
B. Local Ordinances on Crime	2
C. State and Local Traffic Code	12
D. Jurisdiction of Federal Agencies	5
E. Specialized State Laws	2
1. Safety Standards for Motor Vehicles	
2. Alcohol Tax and Tobacco Tax Enforcement	
<u>III. ADMINISTRATION OF JUSTICE</u> (Total 5 Hours)	
A. Court System and Procedures	2
B. Juvenile Court Procedures	1
C. Traffic Court Procedures	1
D. Testifying in Court	1

<u>IV. POLICE-COMMUNITY RELATIONS</u> (Total 8 Hours)	<u>HOURS</u>
A. Human Relations	4
B. Public and Press Relations	2
C. Code of Ethics	1
D. Officer-Violator Contacts and Practice of Courtesy	1
V. <u>CRIME AND DELIQUENCY</u> (Total 2 Hours)	
VI. <u>POLICE PATROL PROCEDURES AND INVESTIGATION OF CRIMES</u> (39 Hours)	
A. Foot Patrol Functions and Techniques	2
B. Motor Patrol Functions and Techniques	4
C. Communication Procedures	1
D. Responding to Calls for Service	1
E. Disaster Cases	1
F. Techniques of Interviewing	3
1. Interrogation of Suspects and Subjects	
2. Mechanics of Oral and Signed Confessions	
3. Interviewing Witnesses	
G. Case Preparation	1
H. Crimes against the Person	6
1. Homicide	
2. Assault, Battery and Mayhem	
3. Rape and Sex Offenses	
4. Robbery	
5. Narcotics	
6. Confidence Rackets	
I. Crimes against Property	6
1. Burglary	
2. Larceny and Pickpockets	
3. Auto Thefts	
4. Arson	
5. Fraudulent Checks	
J. Fugitive Investigations	1
K. Vice and Organized Crime	1

	<u>HOURS</u>
L. Crime Scene Search and Procedure	2
M. Scientific Crime Detection and Use of Police and F.B.I. Laboratories	3
N. Collection, Identification, and Preservation of Evidence	2
O. Personal Identification	3
1. Description and Portrait Parle	
2. Latent Fingerprints	
3. Inked Fingerprints	
P. Photography	2
VII. <u>TRAFFIC ENFORCEMENT</u> (12 Hours)	
A. Traffic Direction	4
B. Summons Issuance Procedures	1
C. Accident Investigation	6
D. Drunk Driving Cases	1
VIII. <u>PHYSICAL TRAINING AND SKILLS</u> (21 Hours)	
A. Proper Use of Firearms	12
B. Defensive Tactics	6
C. Mechanics of Arrest and Search of Person	1
D. Temporary Restraint and Transportation of Prisoners	1
E. Crowd and Riot Control	1
IX. <u>EMERGENCY MEDICAL SERVICES</u> (12 Hours)	
A. Basic First Aid	10
B. Emergency Childbirth	1
C. Recognition and Handling of Mentally Disturbed	1

	<u>HOURS</u>
X. <u>AGENCY STANDARDS AND PROCEDURES</u> (8 Hours)	
A. Notetaking and Report Writing	5
B. Records Procedures	1 1/2
C. Departmental Organization	1/2
D. Departmental Rules and Regulations and Discipline	1
XI. <u>PRACTICAL PROBLEM AND MOOT COURT</u> (8 Hours)	8
XII. <u>MISCELLANEOUS</u> (3 Hours)	
A. Course Orientation and Classroom Note Taking	1
B. Examinations and Critiques	<u>2</u>
TOTAL NUMBER OF HOURS	160

CONNECTICUT MUNICIPAL POLICE TRAINING COUNCIL

SCHEDULE OF HOURS FOR MANDATORY TRAINING OF  
MUNICIPAL POLICE OFFICERS

Revised and approved 8-7-69

	<u>HOURS</u>
LAWS OF ARREST	10
Definition; Powers of Arrest; Warrants of arrest; In the act; Speedy information; Probable cause; Mechanics of arrest; Lawful use of force; Legal require- ments; Affidavits	
SEARCH AND SEIZURE	3
Discussion of 4th Amendment to Constitution; Court decisions pertinent to Search & Seizure; Conditions when legal search may be accomplished; Items that are permitted to be seized; Restriction on searches.	
CRIMINAL LAW	15
Sources of law; Definitions; Most commonly violated State Statutes; Case Law discussed and explained.	
GAMBLING	2
Organization and operation of a typical operation within the State; Enforcement of all laws pertaining to gambling.	

RULES OF EVIDENCE

HOURS  
6

Definitions; Recognition of legal admissible evidence; Discussion of Direct, Physical, Documentary, Circumstantial and Hearsay evidence; Discussion of cases from Connecticut Reports.

MOTOR VEHICLE LAW

20

Definitions; Explanation of State Law; use of the highway; Discussion of Attorney General Rulings, State Traffic Commission Regulations.

ACCIDENT INVESTIGATION

15

Steps in the procedure of an Accident Investigation; With emphasis on enforcement, statement taking, maps and measurements. Investigation of simulated accidents. Critique of simulated accidents.

NOTE TAKING

1

Art of note taking developed; Organization and value of the basic notebook as a reference source.

REPORT WRITING

2

Purpose of reports; Elements of good report; Discussion of basic questions to insure a complete report. Practical exercise and critique of a Police Report.

	<u>HOURS</u>
SUMMONS AND WARNINGS	1
Instruction in proper accomplishment of Summons and Warnings. Practical exercise in different type violations; Emphasis placed on accuracy of entries on uniform Summons/Complaint form.	
STOPPING AND APPROACHING VIOLATORS IN VEHICLES	1
Discussion of procedure and techniques in contact of violators in vehicles. Taking violator out of vehicle.	
COURT AND COURT ROOM PROCEDURES	4
Organization of State Judicial System; Jurisdiction of Courts; Court procedures and conduct of Police Officer while at Court.	
TRAFFIC DIRECTION AND CONTROL	1
Explanation of specific traffic control signals. Illustration of proper traffic signals. Practical exercise in traffic control	
CRIMINAL INVESTIGATION	6
Principles of Investigation; Collection and preservation of evidence; Explanation of the Forensic Laboratory Equipment available to Law Enforcement.	
PUBLIC RELATIONS	2
Importance of good Public Relations; Emphasis is placed on the establishment of a good public Police image; The need for a proper balance in Community Relations is stressed.	

HOURS

FOOT PATROL

1

Techniques of foot patrol with areas of observation and surveillance developed. Typical situations reviewed and discussed.

CIVIL RIGHTS

2

Discussion of the rights of all persons guaranteed by Constitution. Discussion of the statutes included in State Law protecting the Civil Rights of all persons.

COMMUNICATIONS

2

Explanation of Police methods of communication; Proper procedures in transmittal and reception. Practical exercise in use of the Teletype. Messages critique.

MPTC

1

Background and Development of Training Law; Council Composition, Missions, Goals. Concept and Plans of Connecticut Police Academy.

FIREARMS

25

Basic instruction in use of .38 calibre service revolver. Safety rules and good judgment are given special consideration. Instruction in bullseye shooting and the practical pistol course with qualification a prime objective.

FIRST AID

10

Standard First Aid Course, American Red Cross

HOURS

DEFENSIVE TACTICS AND MECHANICS OF ARREST 5

Principles of self-defense:  
Fundamentals of Judo and the  
various methods employed in  
effecting an arrest.

NARCOTICS 2

Definition: Discussion of  
various drugs; Causes of  
addiction; Modus operandi of  
addicts and sellers; Review of  
the State Law pertaining to  
drug abuse.

JURISDICTION OF FEDERAL AGENCIES 2

The role and enforcement  
activities of the various  
branches of Federal Government.  
Discussion of the manner in  
which these Agencies coordinate  
with Local Jurisdiction.

MENTAL HEALTH 2

The handling of the mentally  
disturbed person; Discussion of  
the State Statutes covering the  
taking into custody of a mentally  
disturbed person.

FINGERPRINTING 2

Instruction in the basic knowl-  
edge and its application in the  
identification and apprehension  
of criminals. Practical exercise  
in the techniques of taking finger-  
prints.

JUVENILE DELIQUENCY

HOURS

2

Causative factors; Preventive measures taken by Police; Handling of juvenile offenders; Discussion of Juvenile Court and Juvenile Act; Jurisdiction; Rights of juvenile; Detention and treatment.

CIVIL DISORDER

3

Psychology of crowds; Police tactics in crowd control; Emphasis placed on individual Officer at scene of disorder; employment of personnel and equipment to suppress disorder; Constitutional Right of Free Speech and Assembly discussed and impartial law enforcement stressed.

EXAMINATION

6

One Weekly Test  
Army General Classification Test  
Test on Laws of Arrest

ORIENTATION

3

Introduction to course;  
Review of schedule; Outline of disciplinary and instructional procedures; Distribution of course supplies.

GRADUATION AND PRACTICE

3

Familiarization with Graduation Exercise and Graduate Ceremony.

---

TOTAL NUMBER OF HOURS

160

All the previously listed curricula are subjects given to the training of State Police and regular police. Recommendations are made elsewhere to give the some training to Supernumerary Police Officers in the future. A forty (40) hour minimum basic training course is also recommended (page 55-56 )

Regarding content of curricula for Supernumerary Basic Training, one must realize that even though these men are only part-time police, they should be schooled, as previously mentioned, the same length of time, and in the same subjects, as regulars.

Early in this report it was suggested that efforts should be made to develop within the ranks of all part-time men, a deeper interest in their work. The suggested way to do this was also mentioned.

All personnel are anxious for better training. The reply of one chief indicates, perhaps, the feeling of all part-time men when he wrote, "the men have pepped up 100% since they know about receiving better training".

Location of schools for Supernumerary Police was noted in the comments and the time of the schools was also very well responded to.

All comments from the police officials preferred a zone school. This would give an opportunity for men from five or six surrounding towns to be schooled at one time, at one location. ( See Exhibit D pages 150-153 )

Forty-five (45) officials would prefer evening courses. Eleven (11) would like to have both day and evening schools. The general policy in Connecticut is to have zone schools at night.

The expression of about 50% of the police chiefs concerning the hours for basic training and the curricula content is reflected previously.

Based on the subject matter recommended by the chiefs of police and the current curriculum of the Connecticut Police Academy there is very little variation. All of the subjects in the preferences are important and there is a need for inclusion in training of Supernumerary Police Officers.

Following is a Minimum Basic Curriculum for the recommended 40 hour Training Course for all supernumerary officers. The curriculum captioned "Desirable Curriculum" is in substance the same, but more time is given to that subject matter which predominantly is foremost in the news today and in which officers should be more vitally interested due to recent Supreme Court rulings, and social and economic changes that are affecting society today.

MINIMUM BASIC CURRICULUM

Mandated for Regulars  
Recommended Desirable  
for Supernumeraries  
HOURS

Recommended Minimum  
Basic Training for  
Supernumeraries  
(HOURS)

SUBJECTS

* Laws of Arrest	2	10
* Search & Seizure	1	3
* Criminal Law (Conn.)	2	15
* Gambling	0	2
* Rules of Evidence	1	6
* Motor Vehicle Laws	2	20
* Accident Investigation	1 1/2	15
* Note Taking, Reports Report Writing	1	3
Summons Warnings, Stopping, Approaching Violators in Vehicles	1	2
* Court and Courtroom Procedures	1	4
* Traffic Direction and Control	1/2	1
Criminal Investigation	6	6
Public Relations	1	2
Foot Patrol	1	1
* Civil Rights	1	2
* Communications	1	2
Municipal Police Training Council Background, Responsibilities, Etc.	0	1

MINIMUM BASIC CURRICULUM

Mandated for Regulars  
Recommended Desirable  
for Supernumeraries  
(HOURS)

Recommended Minimum  
Basic Training for  
Supernumeraries  
(HOURS)

SUBJECTS

** Firearms (See Footnote)	0	25
First Aid	10	10
* Defensive Tactics & Mechanics Of Arrest	1	5
* Narcotics	0	2
Jurisdiction of Federal Agencies	1	2
Mental Health	1	2
5 6 Fingerprinting	1	2
Juvenile Delinquency	1	2
Civil Disorders	1	3
Examinations	1	6
Orientation	0	3
Graduation and Practice	<u>0</u>	<u>3</u>
TOTAL HOURS	40	160

\* Indicates subjects that should be extended within the department itself through instruction by those within the department delegated for departmental training, or at recommended seminars.

\*\* THE LEGAL RESPONSIBILITY FOR FIREARMS TRAINING OF POLICE OFFICERS RESTS WITH THE CHIEFS OF POLICE.

Police agencies should not overlook the use of utilizing all available outside personnel and agencies which are in a position to lend support to such instruction in specific areas. A suggested list of available speakers and sources of information are listed below:

1. Prosecution - Local Prosecutors, IACP, Training Keys  
RE: Laws of Arrest  
Search & Seizure  
Criminal Laws (Conn)  
Rules of Evidence  
Courtroom Procedures & Decorum
2. Police Officer with Knowledge of M.V. Laws  
RE: Motor Vehicle Laws
3. Local Department - IACP, Training Keys  
RE: Accident Investigation
4. Local Superiors - IACP, Training Keys  
RE: Note Taking  
Report Writing  
Reports and Forms of Respective Dept.
5. State Civil Rights Association  
RE: Civil Rights
6. Local Superiors  
RE: Communications  
Firearms  
Phones  
Radios  
Forms, etc.
7. Dept. Firearms Specialist - FBI  
RE: Firearms Training
8. Local Instructors and/or FBI - IACP, Training Keys  
RE: Defensive Tactics  
Mechanics of Arrest
9. Special Agents, Drug Abuse Control (Federal)  
State Food and Drug  
RE: Narcotics
10. Local Superiors of Respective Depts.  
RE: Traffic Directions, Control

The above do not preclude additional instructions on other subject matter given during the basic 40 hour course.

## SUPERNUMERARY POLICE BASIC COURSE

### DESIRABLE - 160 HOURS

#### I. INTRODUCTION

HOURS

##### A. REGISTRATION, ORIENTATION, NOTETAKING, NOTEBOOKS.

1

Primarily, this is the time when the officer must be made to feel at ease. He has been away from school a long time. Certain details must be explained in order to create the proper attitude. He must be impressed with the importance of the lectures. He must be instructed in how to take good notes and the importance of a good notebook for future reference. Attendance requirements must be explicitly explained as well as written examinations and inspection of notebooks as a part of his final grade.

##### B. REPORT WRITING AND REPORTS

3

The usual practice is to put this subject almost at the termination of the course. Since the candidate will be doing considerable writing in connection with his schooling, it is well to make him aware of good reports and report writing early in the school. Furthermore, in most cases, he is already employed which makes the need greater.

Typical report forms should be demonstrated and the correct use of each explained. (Uniform Traffic Summons, Bail Forms. Application for Warrant, etc.) Instructions should be given in the narrative type report. Particularly stressed should be the need for accuracy, completeness, clarity, and conciseness. The officer should be encouraged in proper expression and correct use of words in the preparation of his report. Advise him of the more frequent errors of omission and commission found in narrative style reports.

#### II. POLICE AND THE PUBLIC

##### A. ETHICS AND THE LAW ENFORCEMENT OFFICER

2

The importance of this phase of basic training cannot be taken lightly. The "Law Enforcement Code of Ethics" should be made available to each officer. The instructor should go over each paragraph of the code carefully. He must be impressed with the high ethical and moral standards expected of every law enforcement officer. It must be emphasized that he has a public trust to uphold and that each individual officer can either build or destroy the public image,

not only of himself, but of his department and law enforcement itself. Instructors should be in a position to illustrate or give recent examples of both the good and the bad side of recent events that affect the "Code of Ethics". This will tend to aid the officer in a time when he might make a decision that will affect his ethics as well as those of his fellow officers.

B. CREATING A PUBLIC IMAGE

2

Here the instructor concerns himself with emphasizing the importance and the need for a good relationship between the police and the community. This subject is important since it relates itself to the reaction and comments of the people within the community. Stressed strongly to the officers should be the need for neat personal appearance, conduct, courtesy, efficiency, impartiality, police participation in community affairs, cleanliness of the police station, and last, but by no means the least, guidelines for relations with the representatives of the news media.

C. POLICE AND THE MINORITY GROUP

4

Cognizance must be taken of the two most important words in law enforcement today: Attitude and Communications. The officer should be instilled with the importance of developing the correct attitude and respect for another's race, religion, culture and to foster an understanding of ethnic groups and endeavor to communicate with them in such a manner that there will develop an atmosphere of good will and respect between the police and those of the minority groups.

D. HUMAN RELATIONS AND COMMUNITY RELATIONS

4

The police officer today must broaden his views in these two areas. The need today of a basic knowledge and understanding of: Why are people different and act differently? Why they see things differently and why they have different opinions than you may have? Why their personality changes from one situation to another? Even if the officer or trainee has only a slight knowledge of such matters it will enable him to function more efficiently in his position as a public servant.

He must be aware that he is a part of the community in which he lives. The realization that with the social changes of today they cannot isolate themselves from the community. Police today must participate in one way or another with community activities. This may be accomplished by associating themselves with adult groups in various civic organizations or projects and particularly with youth groups in high schools, churches, or local youth organizations.

III. LEGAL SUBJECTS

A. CIVIL RIGHTS, CONSTITUTIONAL AND STATUTORY

4

This subject is of prime importance today. The lecture should begin with the Bill of Rights of the Federal Constitution. Then proceed in chronological order through the Federal Amendments to the Constitution, the State Constitution and Civil Rights Statutes. The instructor should confine himself to these areas since the rights of the accused will be discussed later. Rights of the accused, if necessary, should only be mentioned briefly during the lecture.

B. COURT ORGANIZATION AND COURT PROCEDURES

2

In order to properly introduce the officer or trainee as to what might be expected of him in the courtroom, he should be given background information on the organization of the Judicial System of the State Courts. The jurisdiction of the courts as related to the type of crime and the procedures in this relationship should be outlined in order that he may obtain the proper perspective. A brief outline of each of the State Courts will accomplish this.

Emphasis should be placed on the conduct of the officer in the courtroom. His demeanor reflects on the entire department. Honesty, calmness, clear voice, good notes, and appearance are all assets in testifying. Do not add or delete when answering a question.

C. CONNECTICUT CRIMINAL LAW

15

The objective of this topic is to teach the officer or trainees to recognize a violation of the law when he observes it. They must be made aware of the elements of the violations which he will have to prove in court. The class should be shown the proper method of locating the laws in the annotated statutes and have them participate by finding the laws being

lectured upon. Officers and trainees should determine the elements of the crime for their own knowledge.

D. LAWS OF ARREST

8

Discussion in this subject should include a definition followed by a brief history of the Laws of Arrest. The power of arrest, where it comes from, authorization, citizen arrest, legal aspects of an arrest. Requirements of arrest-without warrant, with warrant, on sight violation, speeding information, probable cause, mechanics of arrest, search of person at time of arrest, search, lawful use of force, disposition of person arrested.

E. LAWS OF SEARCH AND SEIZURE

5

Aspects of what an officer can legally do in the area of search and seizure should be fully and thoroughly explored. Included should be the First, Second, Fourth and Sixth Amendments which protect a citizen against unreasonable search and seizure. Restrictions on search, search by warrant, incidental to arrest which must be made first, reasonableness, extent, with consent, without consent, pertinent court decisions and U.S. Supreme Court decisions.

F. RULES OF EVIDENCE

8

Here the officer or trainee should be given a practical basic concept of the rules of evidence as used in a court of law. They must understand the necessity for such rules in our system of justice. Included should be: definition, classification of evidence i.e. direct, circumstantial, real, admissibility, relevancy competency of witness, credibility of witness, material evidence, immaterial evidence, hearsay, objections to evidence. Cite cases from records to illustrate each of above.

G. STATEMENTS - ADMISSION AND CONFESSIONS

4

This subject in discussion should deal primarily with the legal aspects. The technique of obtaining statements and admissions should not be concerned with. Reference should be made to court decisions, both State and U.S, Supreme Court for emphasis on this subject. The omissions and commissions resulting on the decisions should be made clear.

H. JURISDICTION OF LOCAL, STATE, AND FEDERAL AGENCIES

2

Information pertaining to each of these agencies should be given to make the student aware of his own jurisdiction and that of other law enforcement agencies within surrounding areas. Responsibilities of the agencies should be made known and particularly those of the Federal Government. He must have this knowledge in a situation which might be or develop to be a federal case in order to notify the correct agency. This also holds true of the various state agencies. The necessity for full cooperation on the part of all law enforcement agencies.

IV. TRAFFICA. TRAFFIC PROBLEMS AND CONTROL

2

Class members should be made aware of one of Law Enforcements major problems - traffic. The National situation existing today and what do the police have to look forward to in order to meet the challenge facing them. State problems are stepping stones to National ones. What are problems here with highways, super highways, secondary roads, local thoroughfares?

Means and methods of control - Manually - by signal device - radar - television - helicopters.

Instruction in proper method of control by traffic police, logic in movement of, proper signals by officer, decisions and control in movement of emergency vehicle.

B. CONNECTICUT MOTOR VEHICLE LAWS

10

Traffic is a major problem of police. Majority contacts with public result of violation of a traffic law. Requires officers and trainee to have adequate explanation of Conn. Motor Vehicle laws.

C. TECHNIQUES AND METHODS OF TRAFFIC LAW ENFORCEMENT

3

These closely related subjects are concerned with patrol techniques and patterns resulting in a dual objective - accident prevention and violator apprehension and should be outlined to the student in some detail. Use of radar, selective enforcement, control devices, signaling, engineering cooperation, statistical data - need of studies - results - action taken - local and state cooperation.

D. TRAFFIC ACCIDENT INVESTIGATION AND REPORTING

3

Included in this discussion should be - Purpose of Traffic Accident Investigations, activities undertaken by investigating officers, accident terminology, definitions of accident, reported and investigated accidents, legal responsibilities, planning the traffic accident investigation, six steps of action, hit and run accidents, reporting on proper forms, State MVD requirements, assistance to those involved, taking statements, taking measurements, photos, maps, removal of deceased or authorization, removal of wreckage, insurance aspects, summons warnings, coordinating investigations of State Highway Dept. and local police in fatality cases, departmental reports, evidence, notes, lower courts, appeals, and civil actions.

E. SIGNAL AND GESTURES IN TRAFFIC CONTROL

1

Give the men the opportunity to get practical experience through directing traffic at intersections under guidance of an experienced traffic officer. Proper methods of hand signals and gestures should be practiced before street work.

V. CRIMINAL INVESTIGATIONSA. PRINCIPLES OF INVESTIGATION

2

Should be approached by outlining the fundamental principles applied in processing criminal cases. Principles may be applied in other types of investigations and special inquiries. Purpose - to bring responsible individual for the violation to justice and exert efforts to recovery of properties, if any, that may have been taken. Basic types of investigations - violation of laws, ordinances, personnel, condition and circumstances.

B. PRINCIPLES OF INTERVIEWING AND INTERROGATION

2

Define the meaning of each in relation to police work, used interchangeably, specific meaning, ability and training beneficial in both, individual reactions, dealing with his feeling or emotions, interview or interrogate. Timing important in both should be accomplished as soon after the crime as possible. Setting for either is important. Eliminate physical barriers, be prepared, know what you are going to talk about, have facts, determine attitude of party to be interviewed,

handle accordingly, get acquainted, develop a rapport. Officers must remember the civil rights of the individual. Lengthy interrogation is not within the law. Right of counsel, delay in arraignment - Give members of class copies of what is required by law when arrest is made and before interrogation begins.

C. COLLECTION AND PRESERVATION OF PHYSICAL EVIDENCE 3

Impress upon trainees the vital importance of adhering to the proper methods in this phase of police work. Protect the crime scene, measurements, photographs, maps, sketches, evidence collected, and make a thorough search. Marking evidence is important, packaging for laboratory examination, maintain a chain of possession, necessity in order to testify in court. Related functions of FBI Laboratory, State Laboratory. Improper methods can result in criticism and unfortunate effect on the case in court.

D. PRINCIPLES OF SEARCHING A CRIME SCENE 5

Police and trainees should review notes in subject of collection and preservation of physical evidence. Class could be divided into groups and given several different practical problems to solve that will require use of knowledge of previous subject matter. Evaluation of the work of each group should be evaluated and a critique arranged.

E. STOLEN MOTOR VEHICLES 2

Inform the class of the magnitude of this crime and property lost as a result of theft. Who steals cars? Why stolen? (fun, profit, transportation, stolen car ring, joy ride, dare, initiation in a gang, parts, accessories, etc.) The methods used to steal cars, techniques of spotting stolen cars, bills of sales, registrations, identification numbers, removal of numbers, plates, color damages, operation, suspicious driver behavior.

F. BASIC FINGERPRINTING, INCLUDING LATENT PRINT DEMONSTRATION 3

Scientific name - Dactyloscopy - A science of identification through fingerprints. Give background history, types of prints, method of taking prints, how to photograph, lift, and identify latent impressions,

brief on classification of prints. Class should be divided into groups for practical experience in taking, photographing, lifting, identifying and classifying prints.

VI. RECORDS AND REPORTS

1

Record system is the "heart" of police department. Importance of good record system-value of-purpose of-uses of-proper reporting important-sloppy reporting and recording weakens system-maintaining accident records-methods of filing and reason for same-selective enforcement action taken as a result of.

Records should be able to give statistical data required for budget hearings, National Safety Council, FBI reports, spot maps, etc.

VII. PATROL PROCEDURES

A. REGULATIONS - COMMUNICATIONS

2

Included should be instructions of pertinent regulations of the FCC for brief and intelligible transmissions on police communication systems. Use of codes - copies of each department code should be in possession of trainee. Purpose of "Hot Line" - when to use and not use - review conditions of use as outlined - instructions in use of teletype machine - rules and regulations for use as established by CSP. Each member of the class should be given practical experience on the teletype - proper use of telephone - responding to public - courtesy - tone of voice - excited callers - mentally ill callers - crank calls - calls from children - fire calls etc.

Trainees whose departments are responsible for fire department calls should be required to acquaint themselves with the procedures as outlined by respective department.

B. TECHNIQUES OF PATROL

3

Both foot and cruiser patrol should be discussed. Importance of alertness - observation - preventive patrol - methods of preventive patrol - limitations of preventive patrol - knowledge of area - check of physical security of business establishment - inspection of areas where crimes often occur - methods of identifying and questioning suspicious persons - suspicious acting persons -

loiterers - field interrogation procedures - citizen cooperation - be systematically unsystematic when patrolling.

C. ISSUANCE OF SUMMONS AND WARNINGS 1

Instruction in proper procedure of issuance of summons and warnings - courtesy - firmness - alertness - demonstration in completing forms for accuracy - practical demonstrations concerning the various types of violations.

D. STOPPING AND APPROACHING VEHICLES 2

Find out departmental policy. Notification to headquarters, give registration plate number, make of car, occupants, location, direction of travel, assistance, stopping place, day, night, method of overtaking, reasons, search etc. Details should be given for stopping cars with known felons or suspects. Demonstrations on this procedure of great importance.

VII. SPECIALIZED SUBJECTS

A. FIRST AID 10

Police officers must be trained by qualified personnel since emergency situations arise where human life will depend on their efficiency and knowledge. ARC Standard Course is required.

B. RECOGNITION AND HANDLING OF ABNORMAL PERSONS 2

This subject will require the services of a qualified psychologist. The handbook of the National Mental Health Assn. entitled "How to Recognize and Handle Abnormal People" should be used as a basis for discussion. Each student should receive a copy.

C. JUVENILE PROBLEMS - COURT PROCEDURES 3

Laws applying to adults also apply to juveniles. Review of laws pertaining to subject, procedures of arrest and detention, notification of parents, interviews, interrogations. Decisions will have to be made by officer. Discussion with parents, release child or refer to court.

D. TESTIFYING IN COURT 4

The objective of this session would be well

remembered by a moot court program. Instructor, with the assistance of two attorneys can make this an impressive situation. Emphasize the value of notes, reports, photos, demeanors. This is the area of final test as to whether you have done your job well or slipshod.

E. CIVIL DISORDERS

3

This can be best accomplished by use of film from recent events of this nature carried along with discussion. The officer's ability to understand psychological aspects of group. Behavior should be emphasized, Civil Rights of people, practical situations for class.

F. DEFENSIVE TACTICS: TECHNIQUES AND MECHANICS OF ARREST

5

Trainees and police officers should be schooled thoroughly in this phase of police work. He should be taught skills of defending himself, various holds, disarming judo, calisthenics daily will tend to make it easier on trainees during this session. FBI booklet on "Defensive Tactics" will aid the class. Class should practice holds, judo, disarming daily with various members of the class.

G. FIREARMS TRAINING

16

Instructor spends first 2 to 4 hours on fundamentals of shooting, safety rules, nomenclature, cleaning the weapon, use of the weapon, when, where, for what reason? This can be accomplished in the first phase through use of films, slides, demonstrations, second phase by instructor bearing in mind policy of each department.

The FBI PPC Course should be basis for range work after class completes bull's-eye shooting to determine ability for sighting and squeezing. Safety should be stressed. Also use of riot guns, grenades and other police weapons should be practiced. Use of the night stick can also be demonstrated at this time. (25-26)

H. NARCOTICS

2

Trainees should be instructed on the various types of narcotics and drugs being used by youth today, methods of concealing, methods of use, results, symptoms of users, film on LSD, examination of substances found.

	<u>HOURS</u>
I. <u>GAMBLING</u>	2
<p style="margin-left: 40px;">Trainees made aware of ramification of gambling, tie-in with La Cosa Nostra and its broad scope in the United States.</p>	
J. <u>EXAMINATIONS</u>	<u>5</u>
TOTAL	160

In the event a state-wide effort is made to inaugurate such a training program it will be found that the need of Zone Liaison Officers will be found short of the requirements. Immediate action should be taken to increase the number of instructors by instituting additional Methods of Instruction programs for those interested from the ranks of the full-time police officer.

The CMPTC has already had selected members from each of the six zones to attend a Method of Instruction Course given through the courtesy of a public service corporation.

This course prepared these men to aid police departments in their areas to set up in-service programs or zone programs, and further prepared them to lend their assistance to help those not familiar with the art of instructing.

The most important factor in securing applicants for police work today, and retaining those presently employed, is money. There have been more applicants for the position of patrolman these past several years principally because wages have been increased to make it attractive, along with other fringe benefits. This does not necessarily mean that the number accepted meet the demands. Many applicants fail to meet the standards or fail the examinations.

Previously in this report it has been shown that Supernumeraries are paid as low as \$1.55 per hour. This is lower than minimum wages allowed by law. The majority average \$2.50 or \$2.75 per hour.

Supernumeraries who are required by law to meet certain standards, as established by the CMPTC, should be paid while attending school.

Fifteen (15) towns of those replying to the questionnaire indicated they paid straight time for men attending police school. One (1) town pays time and one-half. Thirty-seven (37) towns do not pay officers for attending police school.

The effectiveness of the Supernumerary cannot be measured any more than the regular officer. The fact that he is there on the street patrolling, doing traffic at a busy intersection, covering his post in a cruiser, may well have prevented some type of crime or a serious accident or perhaps a pedestrian fatality.

The fact that thirty-six (36) police departments stated, in their opinion, Supernumeraries were not as effective as they might be leaves considerable room for improvement through training. Seventeen (17) departments report that the Supernumeraries are effective personnel in their departments.

In response to the question whether or not the Supernumerary Police Officer should be phased out by meeting the requirements with regulars, twenty-six (26) departments were for phasing out the Supernumerary program and twenty-six (26) against phasing out the part-time officer. Apparently the program will remain for some time to come. Therefore, plans for improving the part-time officer should begin immediately.

The final question on the survey asks if the system of Supernumeraries should be encouraged with better training programs had this result. Forty-four (44) cities and towns agreed this should be done, only two (2) were negative in their reply.

Professor Charles R. Taylor, Director, and Mr. John Kleberg, Instructor, Police Training Institute, University of Illinois, did research specifically with the Basic Law Enforcement Course and an evaluation of that course as expressed by individual law enforcement officers and police administrators.

"The greatest conflict in comparing responses between individual officers and administrators is apparent in the length of the training period. Consistently, the individual officers considered it more acceptable and desirable to have longer periods of basic training than did the chiefs and sheriffs (Charts IV,V,VI,VII).

"Two independent questions were asked of both groups surveyed. The first question regarded the most acceptable length of basic police training with consideration given to budget and personnel requirements (Chart IV): The second question regarded the most desirable length of training without consideration of budget and personnel requirements (Chart V).

"Regarding the most acceptable length of training (Chart IV), the officers considered that 180 hours or less would be acceptable. There is some similarity in the evaluation of course length between officers and administrators when the training period is between 100 and 180 hours.

"In consideration of the most desirable length of basic police training, however, there is little similarity (Chart V). The majority of individual officers indicated that over 200 hours of instruction would be most desirable, while the administrators by plurality failed to respond to the question. Within the group

advocating 180 to 200 hours, and the group advocating over 200 hours, some 31.5 per cent of the administrators concurred with the interests of the individual officers.

"The final area of review, and also one of the most interesting in terms of comparison, regards the course content. In terms of categories of instructional material, the individual officers rated the value of material presented in order of preference: legal subjects, records and reports, investigative subjects, traffic subjects, specialized subjects, and practical field work.

"In rating the most important courses, in descending order of preference, the officers by 40.13 per cent indicated that criminal law and criminal procedure were the most important followed by laws of arrest, search and seizure and police patrol.

"In evaluating the most and least beneficial courses, including both individual subject classes and entire categories, the officers and administrators were requested to indicate the five subjects which were most beneficial, the five which needed more emphasis, and the five which were least beneficial. The following tables compare these evaluations made by the individual officer and the administrator:

TABLE 1

## COMPARISON OF COURSES AND COURSE CATEGORIES

## OFFICER QUESTIONNAIRES

MOST BENEFICIAL	NEEDS MORE EMPHASIS
1. Criminal Law	Criminal law
2. Arrest, Search, Seizure	*Legal Subjects
3. *Investigative Subjects	Arrest, Search, Seizure
4. *Legal Subjects	*Investigative Subjects
5. Crime Scene Searches	Defensive Tactics
6. Police Patrol	Weapons Training
7. *Traffic Subjects	*Traffic Subjects
8. *Records and Reports	Fingerprinting
9. Rules of Evidence	Police Community Relations
10. Police Community Relations	Interviews - Interrogations
11. Fingerprinting	Accident Investigations
12. Traffic Law Enforcement	Police Patrol
13. Traffic Problems	Case Preparation
14. Police Report Writing	Police Report Writing
15. Interviews - Interrogations	Traffic Law Enforcement

\*Indicates subject matter categories

TABLE 1 (continued)

## COMPARISON OF COURSES AND COURSE CATEGORIES

## ADMINISTRATOR QUESTIONNAIRES

MOST BENEFICIAL	NEEDS MORE EMPHASIS
1. *Introductory	Arrest, Search, Seizure
2. Arrest, Search, Seizure	Criminal Law
3. *Legal Subjects	*Legal Subjects
4. *Investigative Subjects	*Investigative Subjects
5. Traffic Law Enforcement	Interviews - Interrogations
6. *Traffic	*Records and Reports
7. Criminal Law	*Traffic
8. Accident Investigations	Police Community Relations
9. *Records and Reports	Case Preparation
10. Principles of Investigations	Police Patrol
11. *Specialized Subjects	Traffic Law Enforcement
12. Police Community relations	*Specialized Subjects
13. Police Report Writing	Accident Investigations
14. Interviews - Interrogations	Police Report Writing
15. Traffic Problems	

\*Indicates subject matter categories

TABLE 2

## LEAST BENEFICIAL COURSES

OFFICER QUESTIONNAIRES	ADMINISTRATORS QUESTIONNAIRES
1. *Specialized Subjects	None Listed
2. Physical Education	Water Safety
3. Human Relations	Alcohol and Tobacco Tax Laws
4. Services of Ill. Youth Commission	Counterfeiting
5. Juvenile Delinquency	*Practical Problems
6. Police Organization	Traffic Engineering
7. Fingerprinting	*Introductory
8. Police Community Relations	*Records and Reports
9. Uniform Act Regulating Traffic	*Specialized Subjects
10. Police Patrol	Public Speaking
11. Weapons Training	Services of Ill. Youth Commission
12. Alcohol and Tobacco Tax Laws	Role of the Probation Officer
13. Traffic Engineering	Practice Speaking
14. Traffic Problems	Social Changes and Crime
15. Narcotics	Jurisdiction of Federal Agencies
16. Handling Abnormal People	*Traffic
17. Firearms Safety	Introduction of Criminology
18. *Traffic	Physical Education
19. Public Speaking	Driver License Law
20. Jurisdiction of Federal Agencies	Homicide Investigation
*Indicates subject matter categories	

"A value was assigned to the courses and subjects that were indicated by the individuals reporting, with fifteen most beneficial and needing more emphasis, by rank, being selected and reported on the table. This was also done with the least beneficial courses. There is, however, as much value in reviewing the order within each of the questionnaire categories as there is in comparison.

"Possibly more attention should be given to the responses indicated by the officers, since their performance of duty and use of information acquired in training may be of greater impact. The variety of courses selected, their relative location on the table, and the constant attention devoted to law and criminal procedure are probably most interesting. 74

CHART III

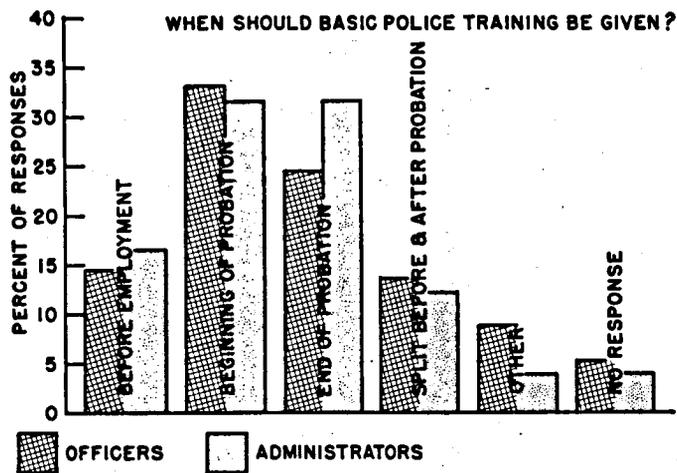


CHART V

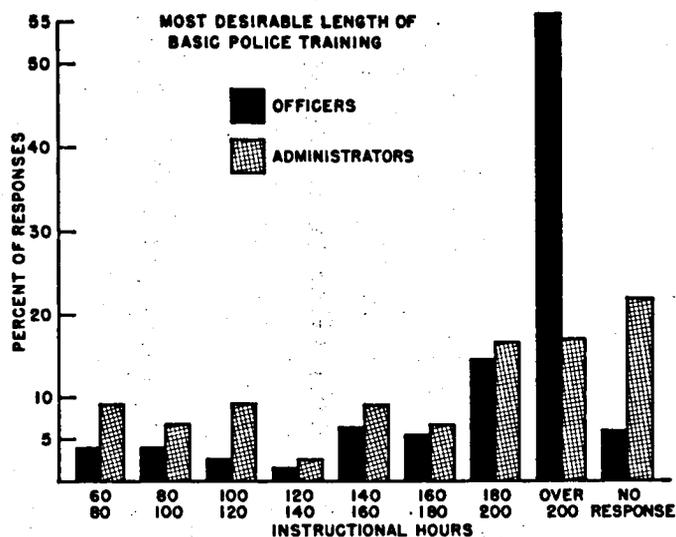


CHART IV

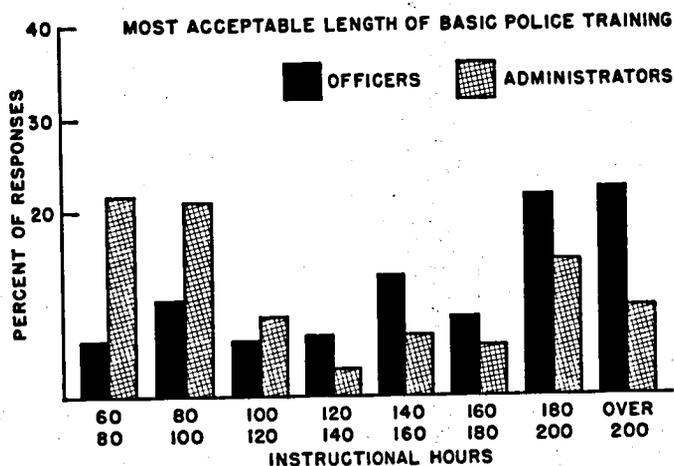


CHART VI

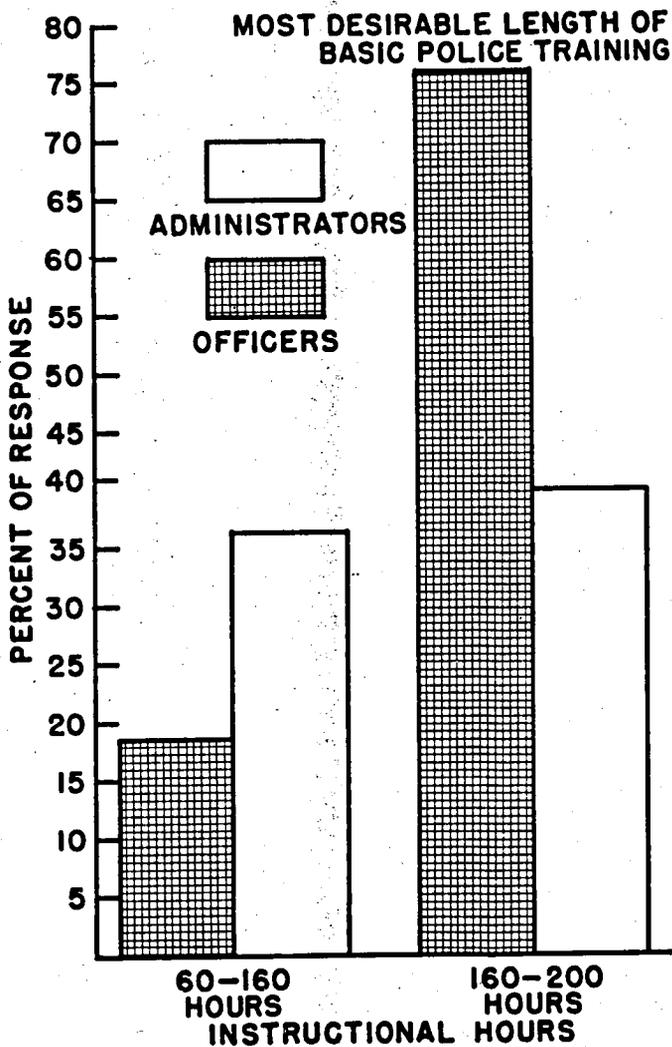
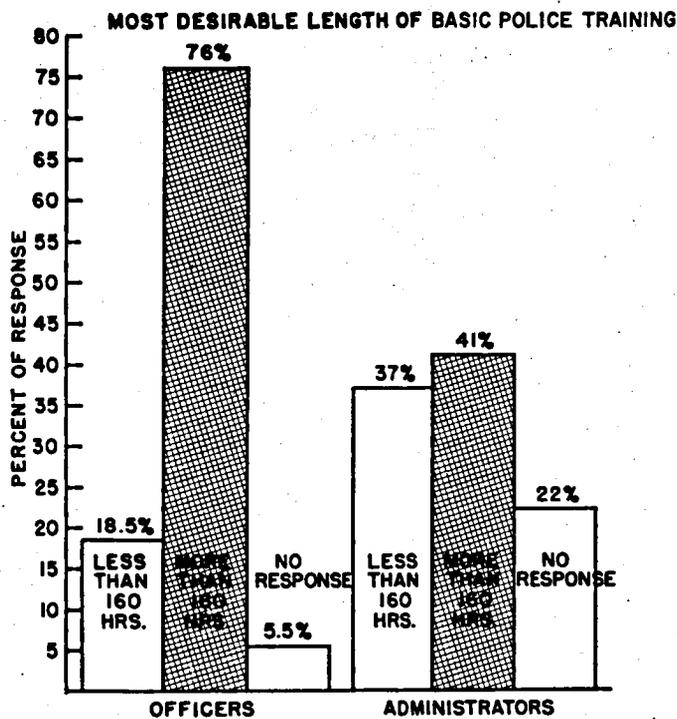


CHART VII



"This information indicates, in part, the need for more extensive study and research in the types of basic police training and in course content which should be presented to Illinois law enforcement officers. It is difficult to study the true value of such training until an appropriate scale for evaluation of police performance and the impact of instruction on this performance is devised. This in itself requires research.

"It is apparent, however, from this brief presentation that there is obvious conflict between the positions regarding basic police training taken by some police administrators and those of their subordinate working officers. This, in itself, only further dramatizes the need for more extensive research. (8)

## SUPERNUMERARY POLICE TRAINING SURVEY

### RECOMMENDATIONS

1. Since the Mandatory Training Act requires schooling for supernumerary officers it is recommended that in the future hours of training equal the 160 hours presently required of regular officers. There should be no change made in the curriculum since a supernumerary is required to fill the same duties as a regular.
2. It is recommended that classes be held in zone areas within the regional areas of the state. The hours of class shall not be less than two (2) but may be increased to not more than four (4) hours. The duration of the school will depend entirely upon the scheduling of available instructors and facilities.
3. Supernumerary Officers attending classes should be paid and the police department should also pay for all necessary equipment, books, and ammunition etc.
4. Increase the number of available instructors by instituting additional methods of instruction classes with personnel from ranks of the regular force. (Exhibit C)
5. Since many departments in Connecticut use the system of employing regular police from the ranks of the supernumerary list, the recommendation is made to make the standards adopted for the regulars applicable to those applying for position of supernumerary officer.  
  
Since cities and towns use a variety of names for officers employed for part-time work, the standards should apply also to those individuals also known as relief officers, constables, or special officers.

6. The recommendation is made to institute a Basic Program for supernumerary officers of no less than forty (40) hours. This would consist of sessions being conducted weekly two nights a week, two (2) hours a session for a period of (10) weeks. Additional time can be utilized by extending instructions on an individual basis at the respective departments. (page 55)
7. To supplement this Basic Training, the recommendation is made to conduct, at regular intervals, four (4) seminars of one (1) week each during the year. These seminars would be held three (3) nights each week, three (3) hours each night, thus giving the officer an opportunity to be made aware of new laws, procedures, and to expound on subjects of importance briefly mentioned during the basic training period.

SECTION II

CONNECTICUT MUNICIPAL POLICE TRAINING COUNCIL

Report

on

Police Standards

(Federal Grant No. 356-056)

## Chapter IV

This section of the report reflects the results of a survey pertaining to policies and procedures regarding police standards and related information among municipal police agencies in Connecticut.

The questionnaire was distributed to all police departments within the state with the exception of the Connecticut State Police. (Exhibit A)

Ninety-four (94) police departments responded to the questionnaire although many did not answer all forty-three questions including comments.

### Establishment of Police Applicant Requirements

Recommendations are made elsewhere in this report relative to establishing the requirements for applicants to the police departments.

It is interesting to note that the survey indicated that the requirements for applicants are established by the following agencies. There is, without a doubt, no greater variation in the requirements from one town or city to another since experience has shown that requirements throughout the state are fairly uniform.

### AGENCIES WHICH ESTABLISH REQUIREMENTS FOR APPLICANTS

<u>NO. OF DEPTS.</u>	<u>Police Depts.</u>	<u>Personnel Depts.</u>	<u>Police Commission</u>
	26	11	34
<u>NO. OF DEPTS.</u>	<u>Board of Selectmen</u>	<u>City or Town Council</u>	<u>Civil Service Commission</u>
	2	4	5

NO. OF DEPTS.	<u>Town Manager</u>	<u>State Personnel Dept.</u>	<u>Chief &amp; Town Manager</u>
	2	9	1

This indicates that nine (9) different individuals or groups presently set up candidate requirements in ninety-four (94) cities and towns.

It can be readily seen that to develop uniform standards would be an asset to all concerned with this responsibility.

Recruitment Responsibility

The majority of police departments throughout the state conduct their own recruiting program as shown by the following chart:

NO. OF DEPTS.	<u>Police Depts.</u>		<u>Personnel Dept.</u>
	<u>Police Commission</u>	<u>Board of Selectmen</u>	<u>Civil Service Commission</u>
	1	1	8
NO. OF DEPTS.	<u>Town Manager</u>	<u>State Personnel Dept.</u>	
	2		1

Methods of Recruiting

NO. OF DEPTS.	<u>Newspaper</u>	<u>Radio</u>	<u>TV</u>	<u>Mail Inserts</u>	<u>Posters</u>
		71	19	2	0
NO. OF DEPTS.	<u>Brochures</u>	<u>Bumper Stickers</u>	<u>Conn. State Employment</u>	<u>Recruiting Van</u>	
	2	0	1	1	
NO. OF DEPTS.	<u>Military Discharge Ctrs.</u>	<u>Employee Referral</u>	(Open House, Police Hdqtrs.1; Career Day, Police Hdqtrs.1; Letters to Servicemen 1; High School visits 1; Word of mouth 3; No recruitment problem 3; No recruiting-applications only 2.)		
	1	12			

The Chamber of Commerce in Hartford, Connecticut lent its full assistance to the city and police department in an all out recruiting program.

Police should not overlook the fact that many local organizations are more than willing to assist, not only in recruiting but also in other areas.

The report of the President's Commission on Law Enforcement and Criminal Justice states "Two kinds of places that the police, for the most part, have ignored are the nation's college campuses and its inner-city neighborhoods. However, recruitment in these places will not be successful unless police departments recruit much more actively than they now ordinarily do.

"Recruiting officers must set up recruiting stations, address clubs and civic groups, advertise, answer questions, make it known far and wide that police work has many attractions and opportunities. They should help to organize and participate actively in regional or statewide recruiting programs.

"Brief notices in civil service journals about forthcoming examinations, or routine press will not attract college graduates, members of minority groups or, for that matter, other kinds of high-quality candidates in sufficient number.

"The Commission recommends: "Police departments should recruit far more actively than they now do, with special attention to college campuses and inner-city neighborhoods." (10)

Since these surveys reveal a shortage of both full-time and part-time officers, negotiations should be made to reopen talks with the Connecticut Personnel Department for the purpose of a

cooperative state-wide plan for recruiting of supernumerary and full-time officers for all departments.

The original committee was represented by a member of the Connecticut State Personnel Department, Town Managers' Association, and the Connecticut Chiefs of Police Association. Much work had been accomplished on poster designs, application forms and methods of getting information to the public through news media, TV, Radio, poster, etc.

Police officers should also take advantage of the current working agreement with the U.S. Department of Defense, Washington, D.C., to recruit both full-time and part-time police officers at termination of service and/or 90 days prior to termination.

Institute an Incentive Program in all departments for accepted new recruits to both the regular force and supernumerary force.

Consideration should be given to the offer of a cash bonus or additional time off would be given to the officer responsible for interesting the recruit to the supernumerary force and the bonus doubled for an approved recruit to the regular force.

Candidates should be immediately interviewed upon filing an application for employment. The person interviewing, will, upon reviewing the application, be in a position to determine if the candidate does not meet requirements for one reason or another. The candidate can be so informed and if the reason can be corrected he will be given the opportunity to do so. If not, time will be saved on the part of both candidate and police department.

Time of Interview of Applicants

The survey revealed that applicants to the police department are interviewed by many administrators at the time the application is made. Other police administrators interview the applicant at various stages of the process.

<u>NO. OF DEPTS.</u>	<u>Interviewed at Time of Filing</u>	<u>Not Interviewed at Filing of Application</u>
	45	29
		<u>Others</u>
		19
<u>NO. OF DEPTS.</u>		
	4	On a date and time set by officials.
	1	After IQ Test.
	3	Following Examination.
	4	Following written examination.
	2	After certification.
	1	After background check-before written examination.
	1	Prior to formal appointment.
	1	Within 3 weeks of filing application.
	1	Applicants not always interviewed.
	1	No interviews.

Interviewers of Applicants

It is apparent that, in most instances, the chief of police alone interviews the candidates, and in other cases the chief along with the town manager or some member of his staff conducts the interview. The following chart indicates those responsible for interviews:

<u>NO. OF DEPTS.</u>	<u>Chief of Police</u>	<u>Police Commission and Chief</u>	<u>Town Manager and Chief</u>	<u>Police Commission</u>
	28	12	3	4

Interviewers of Applicants (cont'd)

<u>NO. OF DEPTS.</u>	<u>Personnel Director and Chief</u>	<u>Others</u>
	1	11
	1	Captain of Training Division
	4	Captain or Lieutenant
	1	Chief and Captain
	1	Selectman and State Police
	2	Deputy Chief
	1	Resident State Trooper
	1	Chief and Deputy

Types of Examinations

<u>NO. OF DEPTS.</u>	<u>Written Examination</u>	<u>AGCT</u>	<u>Oral</u>	<u>Psychological</u>	<u>Psychiatric</u>
	48	16	55	2	2
<u>NO. OF DEPTS.</u>	<u>Physical</u>	<u>Polygraph</u>	<u>Conn. State Personnel Aptitude</u>	<u>Physical Proficiency</u>	
	63	4	1	1	
<u>NO. OF DEPTS.</u>	<u>Others</u>				
	3	1		Police Aptitude Test	
		1		Alpha Test	
		1		RORSCHACH Test	

In relation to this area, the following excerpt is taken from the President's Commission on Law Enforcement and Criminal Justice report. "Of equal importance with his education is a police candidate's aptitude for the job: His intelligence, his moral character, his emotional stability, his social attitudes. The consequences of putting on street officers, who, however highly educated, are prejudiced, or slow-witted, or hot-tempered, or timid, or dishonest are too obvious to require detailed discussion. Thorough personal screening of police candidates is a clear necessity.

"The amount of thoroughness with which local departments screen candidates varies enormously. Some departments screen quite sketchily. Others, including those in many of the biggest cities, make in-depth background investigations, administer intelligence tests and interview candidates exhaustively.

"However, it is fair to say that even the most thorough departments do not evaluate reliably the personal traits and characteristics that contribute to good police work, not because they lack the desire to do so but because a technique for doing so does not exist. Clearly this is a field in which extensive research is needed.

"The Commission recommends: Until reliable tests are devised for identifying and measuring the personal characteristics that contribute to good police work, intelligence tests, thorough background investigations and personal interviews should be used by all departments as absolute minimum techniques to determine the moral character and the intellectual and emotional fitness of police candidates." (11)

Only two (2) departments give candidates a psychological and psychiatric test and only four (4) require a polygraph test.

Since police services are endeavoring to secure a better educated candidate and train him properly to emerge as a professional police officer, they cannot afford to cast aside any testing program that might develop hidden weaknesses in the candidate early in the processing period.

Only seven (7) departments reported that a physical proficiency test was given to a candidate. In view of this, one

must assume that the candidate is in good physical condition. Sixty-eight (68) departments do not give such tests.

"Physical conditioning need not be the most emphasized aspect of initial police training nor should it be forgotten once the cadet graduates. Someday, hopefully, all policemen will be required to participate actively in physical conditioning in order to maintain certain levels of fitness throughout their tour of duty.

"Until that time, at least three steps may be taken to elevate the physical status of any law enforcement agency:

1. Carefully evaluate current written policies concerning physical qualifications of recruits.
2. Make certain physical examinations of all recruits are thorough.

"Many times, because of time factors, gross physical examinations of large groups such as draftees result in the examiner detecting little more than whether or not the subject's skin was warm or cold. Because of the uniqueness of police work, proper and thorough physical examinations of candidates is perhaps the most important aspect of selection. Other than the specific areas covered by routine examinations such as testing heart rate, blood pressure, immunization, etc., aspects such as overall cardiovascular efficiency, depth perception, muscular strength and endurance, flexibility, hand-eye coordination, reaction time, and muscular coordination should be examined.

3. Periodic physical examinations of every law enforcement officer should be required.

"It should be remembered that although physical deterioration does occur normally with age, any member of any police force could be subjected to respond to an emergency situation involving severe physical exertion at any time.

"Implementation of a physical conditioning program either during recruit training or as a required activity of all policemen will depend, to a large extent, upon the acceptance of physical fitness as a necessary characteristic of efficient law enforcement by appropriate officials. Their acceptance, along with minimal appropriation of time and funds, and consultation with various outside agencies and/or experts could alleviate this apparent deficiency." (12)

"The State of Connecticut Planning Committee on Criminal Administration recommends that "All candidates for positions in police departments be subjected to standard achievement and intelligence tests. That psychological, psychiatric, polygraph or other personality testing be done on all potential recruits, and that thorough background analyses be done on all persons applying for police department membership." (13)

AREAS MEASURED BY WRITTEN EXAMINATIONS

<u>NO. OF DEPTS.</u>	<u>General Information</u>	<u>Vocabulary</u>	<u>Reasoning and Logic</u>	<u>Mathematics</u>
	36	38	40	32
<u>NO. OF DEPTS.</u>	<u>Memory</u>	<u>Checked for Spelling</u>	<u>Interpretation</u>	<u>Verbal Skills</u>
	31	1	33	25

As previously stated, there is presently reliable testing to determine a candidate's personal characteristics. There is nothing at present, in any written test in Connecticut that touches, in any way, upon a candidate's feelings, attitudes or knowledge of a most important area, that of human relations.

Since we are endeavoring to update law enforcement, it might be well to take a good look at the various types of written examinations and revamp them to a higher level including other than the normal "run of the mill" type questions in restricted areas.

We are most certain that at one time or another comments have been made relative to the penmanship and spelling not only in the examination but also in report writing.

Most all departments require at least a high school graduate or one who has the equivalency thereof. This does not preclude that the applicant is either a good speller or has good penmanship.

Written examinations should include some composition work, even if short, to determine the candidate's ability to express himself as well as spell correctly.

#### Departments Require Certain IQ Level

Those departments requiring a certain IQ level numbered twenty-five (25). Thirty-four (34) indicated they did not require any level of intelligence quotient.

The percentiles varied from fifty (50) reported by one (1) department to one hundred ten (110). The remaining departments (24) required a percentile score of 90 to 110.

The inquiry as to those responsible for the selection of members on the oral boards revealed that this responsibility rested with the chiefs of police or police commissioners in fifty-three (53) of the reporting departments. The Connecticut State Personnel Dept. employed by cities and towns to give both written and oral examinations is responsible for the selection of members to the oral boards as a part of its agreement with the Town Administrator.

SELECTION OF ORAL BOARDS

<u>NO. OF DEPTS.</u>	<u>Chief of Police</u>	<u>Police Commissioners</u>	<u>Personnel Department</u>	<u>Conn. State Personnel Dept.</u>
	28	25	7	14
<u>NO. OF DEPTS.</u>	<u>Civil Service Commission</u>	<u>Town Manager</u>	<u>Selectmen</u>	<u>Others</u>
	3	3	1	5
				1 Training Division 1 Conn. State Police 1 No Written or Oral given due to lack of candidates 1 No meaningful oral given. 1 NO established policy

NUMBER OF PERSONS ON ORAL BOARD

Number of Persons.	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Number of Depts.	3	8	14	33	1	1
<u>Police Representatives on Oral Boards</u>	69	<u>City and Town Administrators</u>		<u>Other Participants</u>		
		19		1 Judge 1 Lawyer 1 Industrialist 1 Real Estate Agent 1 Optometrist 1 Psychiatrist 1 School Teacher 1 State Police <u>8</u>		

## Interviews After Written and Oral Examinations

Many police candidates are interviewed again after the written and oral examinations have been completed. The reason for doing so is general in many instances.

<u>NO. OF DEPTS.</u>	<u>Second Interview</u>	<u>No Second Interview</u>
	37	36

Purpose of the second interview with recruits was as follows:

1. To determine candidate's adaptability.
2. To further evaluate candidate.
3. To make final selection. ( 2 Depts. )
4. To determine candidate's suitability.
5. To further explain the position and its responsibilities.
6. To clear up "grey areas" regarding candidate.
7. To seek out special qualities in each candidate.

### AREAS OF APPRAISAL OF CANDIDATE BY ORAL BOARD

	<u>NO. OF DEPTS.</u>
A. <u>Personal Qualities</u>	26
1. Poise	
2. Voice	
3. Mannerism	
4. Appearance	
B. <u>Ability to Present Ideas</u>	26
1. Self-expression	
C. <u>Social Adaptability</u>	24
1. Friendly	
2. Confident	
3. Ability to deal with public	
4. Tactful	
D. <u>Alertness - Comprehension</u>	26
1. Ability to comprehend problems	
2. Ability to comprehend questions	
E. <u>Judgment</u>	26
1. Consideration of facts and action to be taken	

F. <u>Education</u>	22
1. Sufficiently educated for position	
2. Includes training etc. (if for promotional exam)	
G. <u>Initiative</u>	27
1. Position interest	
2. Ambition	
3. Believe in police work	
4. Energy	

### Character Investigations

Out of the ninety-four (94) departments returning the questionnaire only twenty-eight (28) indicated that a character investigation was conducted on applicants.

This response seems to verify the following excerpt from the President's Commission on Law Enforcement. "The standards that police departments typically require police candidates to meet fall under several headings. Every department has detailed and rigidly enforced physical standards. Many departments insist on prior residence in the community for a given length of time. Every department demands "good moral character," but many departments do no investigating beyond a personal interview and a check on whether or not the candidate has an arrest record. Some departments give psychological tests and many do not. Only about one-quarter of local departments attempt to screen candidates for emotional fitness. More than 70 percent of departments require a high school diploma, as has been noted; fewer than two dozen of the Nation's 40,000 police agencies require college credits.

"From the point of view of securing recruits of the proper quality, some of these standards are too rigid, some are too lax. The Commission believes strongly that it should be the long-range goal of all departments to raise their educational standards." (14)

To go further, it might have been well for the Commission to recommend an in-depth background investigation of each candidate to determine whether or not he meets the requirements emotionally, mentally and morally.

The Michigan Law Enforcement Officers Training Council has established an excellent guide for Minimum Police Officer Recruitment Standards which goes into great detail regarding the candidate. The Michigan guide includes, in part, portions of the New York Municipal Training Council publication and also a brief statement regarding psychological assessment of tests which have been used or have potential for use in police selection.

California is required by law to conduct a personal history on each recruit employed (Chapter I of Title 4, Part 4 of California Penal Code.) The purpose of the personal history investigation is to find examples of any character traits in the applicant's life which might prevent his becoming a successful peace officer.

The following information further reflects the need for such standardized forms.

DEPTS. REQUIRING CANDIDATE'S SIGNATURE ON WAIVERS FOR IN-DEPTH BACKGROUND INVESTIGATIONS

Required

Not Required

17

57

Twenty (20) departments did not respond to the question.

The above information as indicated by this survey does not preclude that law enforcement agencies do not investigate police candidates. The following chart indicates those areas and agencies

which are contacted to develop background information on each applicant according to responses to the questionnaire submitted.

<u>NO. OF DEPTS.</u>	<u>Military Records</u>	<u>School Records</u>	<u>Juvenile Records</u>	<u>Employment History</u>	<u>Family History</u>
	61	59	33	20	38
<u>NO. OF DEPTS.</u>	<u>Motor Vehicle Record</u>	<u>Medical History</u>	<u>Credit References</u>	<u>Neighborhood</u>	
	70	50	8	3	
<u>NO. OF DEPTS.</u>	<u>Subversive &amp; Extremist Organizations</u>				
	1				

The First Report of the State of Connecticut Planning Committee on Criminal Administration recommends "All candidates for positions in police departments be subjected to standard achievement and intelligence tests, that psychological, psychiatric, polygraph or other personality testing be done on all potential recruits, and that thorough background analyses be done on all persons applying for police department membership." (15)

#### POLYGRAPH EXAMINATION

<u>NO. OF DEPTS.</u>	<u>Required</u>	<u>Not Required</u>
	8	79

Seven (7) departments did not reply.

#### Fingerprinting of Applicant

Only six (6) departments indicated that they do not fingerprint applicants for police service. The remaining departments responding in the affirmative also indicated the prints were checked through local, state, and FBI files.

VETERAN'S PREFERENCE

<u>NO. OF DEPTS.</u>	<u>Preference Given</u>	<u>No Preference Given</u>
	23	53

Sixteen (16) departments did not reply.

METHODS OF VETERAN'S PREFERENCE

<u>Final Score</u>	<u>Written Examination</u>
5 Points	5 Points

Four (4) departments give 10 points for service connected with recorded compensation of injury.

Two (2) departments indicate 5 points only for patrolman examination.

One (1) department stated 5 points allowed only for one promotional exam.

Residency Requirements

For the past several years it has been the policy of a number of police departments to waive the residency requirement in order to secure recruits to fill the shortage of personnel within their departments.

<u>NO. OF DEPTS.</u>	<u>Residency Required</u>	<u>Residency Requirement Waived</u>
	23	53

Eighteen (18) departments failed to respond.

The Connecticut State Planning Committee on Criminal Administration also recommends: "All pre-recruiting residence requirements be abolished to assure prompt availability: reasonable residence requirements, but not limited to within the municipality served by the police department, should be retained after entry into a department," (16)

The fifty-three (53) departments which waived the residency requirements report the following limitations:

<u>NO. OF DEPTS.</u>	<u>No Limit</u>	<u>5 Miles</u>	<u>10 Miles</u>	<u>15 Miles</u>	<u>Reasonable Distance</u>	<u>Reasonable Travel Time</u>
	7	3	9	16	16	2

Residency Required After a Specified Period of Time

Sixty-two (62) departments replied as follows:

<u>NO. OF DEPTS.</u>	<u>Yes</u>	<u>No</u>
	19	43

Most departments requiring residency gave the recruit from six months to one year to relocate within the limits of the town or city served by their department. Two (2) recorded a three month's relocation time period.

Educational Requirements

Almost every Connecticut police department requires the recruit to have a high school diploma or the equivalent. No police department indicated that college attendance was necessary for recruitment. Three (3) departments require an 8th Grade education and two (2) have no educational requirements.

"The police personnel need that the Commission has found to be almost universal is improved quality. Generally, law enforcement personnel have met their difficult responsibilities with commendable zeal, determination, and devotion to duty. However, Commission surveys reflect that there is substantial variance in the quality of police personnel throughout the United States.

"The recommendations that have been made earlier in this chapter about community relations and policymaking, and the ones made

later about organization and management, are predicated on the sharp improvement of the quality of police personnel from top to bottom. The Commission believes that substantially raising the quality of police personnel would inject into police work knowledge, expertise, initiative, and integrity that would contribute importantly to improved crime control.

"The word "quality" is used here in a comprehensive sense. One thing it means is a high standard of education for policemen. Police work always will demand quick reflexes, law enforcement know-how and devotion to duty, but modern police work demands much more than that, as this chapter has shown. A policeman today is poorly equipped for his job if he does not understand the legal issues involved in his everyday work, the nature of the social problems he constantly encounters, the psychology of those people whose attitudes toward the law differ from his. Such understanding is not easy to acquire without the kind of broad general knowledge that higher education imparts, and without such understanding a policeman's response to many of the situations he meets is likely to be impulsive or doctrinaire. Police candidates must be sought in the colleges, and especially among liberal arts and social science students.

"Quality" also means personnel who represent all sections of the community that the police serve. It scarcely needs stating that a college education does not guarantee that its recipient will be able to deal successfully with people whose ways of thought and action are unfamiliar to him. As this chapter has also shown, a lack of understanding of the problems and behavior

of minority groups is common to most police departments and is a serious deterrent to effective police work in the often turbulent neighborhoods where those groups are segregated. And the relationship between the police and the community is so personal that every section of the community has a right to expect that its aspirations and problems, its hopes and fears, are fully reflected in its police. A major, and most urgent, step in the direction of improving police-community relations is recruiting more, many more, policemen from minority groups.

"There are major obstacles to the recruitment of both kinds of personnel. College graduates are likely to be deterred from a police career by the fact that it traditionally and almost universally starts at the bottom. A young man enters a police department as a uniformed patrolman and serves in that capacity for a considerable period of time—rarely less than 2 years and more often 4 or 5 before becoming eligible for promotion.

"The knowledge and skill that college education can provide must receive recognition at the entry level, through pay, rating, and an immediate opportunity to do interesting work before massive numbers of college graduates will be attracted to the police.

"On the other hand, recruitment from minority groups will be all but impossible in the immediate future if rigid higher education entry standards are instituted for all police jobs. According to a 1966 census report, 78 percent of all white males between the ages of 20 and 24 have completed at least 4 years of high school while only 53 percent of nonwhite males have. In the 18-to-19 year age group the gap is somewhat greater: 63 percent

of white and 37 percent of nonwhite males have completed high school.

"Seventy percent of all police departments require a police candidate to have a high school diploma. From the point of view of recruiting college graduates and minority group personnel of the requisite quality, this standard is both too low and too high. In the Commission's view, a promising way to attract better personnel, to utilize them more effectively in controlling crime, and to gain greater understanding of community problems is to allow police candidates to enter departments at three levels of qualification, competence, responsibility, and pay.

"The Commission recommends: Basic police functions, especially in large and medium sized urban departments, should be divided among three kinds of officers, here termed the "community service officer," the "police officer," and the "police agent." (17)

For the benefit of those who have not acquainted themselves with the three levels of entry, a brief explanation is given of each.

THE AGENT would do whatever basic police jobs were the most complicated, sensitive, and demanding. He might be a juvenile officer or a community-relations officer. He might be in uniform patrolling a high-crime or restless neighborhood. He might be a career specialist in narcotics, or robbery, or homicide investigation. He might have staff duties. He would be the most knowledgeable and responsible member of a police team, and would guide and advise the CSO's and officers with whom he worked. He would be encouraged to

develop innovative procedures and techniques. He would require minimum supervision.

THE POLICE OFFICER would perform the police duties of enforcing laws and investigating those crimes that can be solved by immediate followup investigations or are most likely to have suspects close to the crime scene. He would respond to selected called-for services, perform routine patrol, render emergency services, enforce traffic regulations, and investigate accidents. In addition to these responsibilities, the police officer would be an integral part of the team policing plan, working in concert with police agents and CSO's in solving crimes and meeting other police problems. If he desired to do so he would be helped by the department to qualify as a police agent.

A COMMUNITY SERVICE OFFICER (CSO) is visualized by the Commission as a young man, typically between the ages of 17 and 21, with the aptitude, integrity and stability necessary to perform police work. A CSO would be, in effect, an apprentice policeman-replacing the present police cadet. He would work on the street under close supervision, and in close cooperation with the police officer and police agent. He would not have full law enforcement powers or carry arms, neither would he perform only clerical duties, as many police cadets do today. He would be a uniformed member of the police who performs certain service and investigative duties on the street. He would maintain close contact with the juveniles in neighborhoods where he works. He might be available in

a neighborhood storefront office or community service center and might use a radio-dispatch scooter to move around the community. He would perform the service duties discussed earlier in this chapter that inner-city residents need so badly and that law enforcement officers have so little time to perform. He would be an integral part of the police teams." (18)

"The changing nature of the police job requires a major swing from "brawn" to "brain". The complexities and the broad scope of law enforcement activities today make it extremely difficult for a person without a high school education to be an effective law enforcement officer. Recent experience has shown that the greater amount of higher education that a police officer has, the greater the possibility that he will carry out his duties successfully. In part this is because the greater his educational attainment, the more likely it is that he will have the social and other skills necessary to communicate effectively with persons of various cultural, economic and ethnic backgrounds. Following are pertinent excerpts from Police Compensation, a research study for the President's Commission of Crime and Criminal Justice by William F. Danielson, Director of Personnel, City of Berkeley, California.

"The educational standard for law enforcement of less than high school will seriously affect the quality of police recruits who will be attracted to the position. There is a kind of "Gresham's Law" which operates in recruitment standards. The recruiting agency tends to attract in greatest quantity the persons who barely meet the minimum standards for the position. Persons

whose educational attainments exceed the minimum standards for a position will not often apply for a position which requires lesser standards of education. If there is no educational requirement to enter the police department such as is the case in a number of eastern cities and states, the attraction of the police job for the high school graduate or the young man with college education is much less than if a high school minimum is required.

"The police officer should have the mental capacity to learn a wide variety of subjects quickly and correctly. He must continue his learning and training throughout his active police career. He must have the ability and the desire to adapt his thinking to technological and sociological changes which affect his law enforcement work.

"The effectiveness of a police officer today more than ever before, because of the changing nature of police work, requires that he be held in high respect by the community. Therefore, his integrity must be of the highest order. The acceptance of petty gifts or bribes and special favors, once more or less accepted as part of the compensation of the grossly underpaid policeman of yesterday, is no longer acceptable in today's society. Even where it may be condoned or not considered a criminal act, whether it be looked at with humor or scorn, it reduces the effectiveness of the police officer by reducing the respect of the community. This adversely affects the cooperative spirit of the citizenry, which is so necessary to effective law enforcement." (19)

### Height Requirement

Minimum: The Connecticut police services seem to hold close to the height of 5'7" to 5'9" as a minimum requirement. Sixty-five (65) departments are within this range. One (1) department's minimum height is 5'6". One (1) department has a minimum of 5'10".

Maximum: This varies from 6'1" to 6'6" with the majority of departments using 6'4" as a maximum height for applicants.

### Weight Requirement

Seventy-one (71) of the responding departments reported that the recruits weight shall be in proportion to his height. The lowest accepted weight of 135 pounds was acceptable to five (5) departments. The maximum weight of 250 pounds was acceptable to only two (2) departments.

Fourteen (14) departments reported determination of weight was made according to medical charts. The remaining fifty-seven (57) indicated that determination was made by the examining physician.

#### MINIMUM AGE AT WHICH APPLICATION IS ACCEPTED

<u>AGE</u>	<u>20</u>	<u>21</u>	<u>21-3mo.</u>	<u>22</u>	<u>23</u>	<u>27</u>	<u>28</u>
<u>NO. OF DEPTS.</u>	2	79	1	3	1	1	2

#### MINIMUM AGE FOR APPOINTMENT

<u>AGE</u>	<u>21</u>	<u>21-3mo.</u>	<u>22</u>	<u>23</u>	<u>27</u>	<u>28</u>
<u>NO. OF DEPTS.</u>	81	1	3	1	1	2

MAXIMUM AGE FOR APPOINTMENT

<u>AGE</u>	<u>28</u>	<u>30</u>	<u>31</u>	<u>32</u>	<u>33</u>	<u>34</u>	<u>35</u>	<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>	<u>40</u>	<u>41</u>	<u>42</u>	<u>43</u>	<u>44</u>	<u>45</u>
<u>NO. OF DEPTS.</u>	2	6	3	6	1	6	30	2	1	1	1	3	1	0	0	0	4

No response from twenty-seven (27) departments.

MILITARY SERVICE TIME DEDUCTED FROM AGE TO QUALIFY

DEDUCTIBLE

12

NOT DEDUCTIBLE

60

Twenty-two (22) departments did not respond.

Sixty (60) departments do not permit service time to be deducted from the candidate's age to qualify him. Twelve (12) police agencies authorized the service deduction.

The minimum age for appointment parallels that of minimum age for applying. The maximum age has a considerable spread from age 28 to 45 for appointment.

MINIMUM AGE FOR APPOINTMENT

<u>AGE</u>	<u>21</u>	<u>21-6mo.</u>	<u>22</u>	<u>23</u>	<u>No Response</u>
<u>NO. OF DEPTS.</u>	69	1	3	2	19

MAXIMUM AGE FOR APPOINTMENT

<u>AGE</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>32</u>	<u>33</u>	<u>34</u>	<u>35</u>	<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>	<u>40</u>	<u>41</u>	<u>42</u>	<u>43</u>	<u>44</u>	<u>45</u>
<u>NO. OF DEPTS.</u>	2	1	6	3	6	1	6	29	2	1	1	1	3	1	1	1	1	5

This is an area to which police services must give serious attention. We find that the majority of departments have established a reasonable minimum age limit for appointment of 21 years of age.

With the introduction of the "Community Service Officer", as outlined previously, consideration should be given to recruitment of candidates at the age of eighteen or nineteen.

The maximum age of thirty would seem to be a reasonable one for permanent appointment.

Police agencies that accept and offer permanent appointment at any age greater than previously stated must take into consideration the pension changes that will eventually come to all departments as well as the years of service the appointee can give to a city or town.

The trend is leaning towards a reduction in the retirement age, and many police agencies are now on twenty or twenty-five year pensions with age limits from forty-seven to fifty-five and others without age limit clause.

Such a plan will not only give compensation to the employee, but will mean greater opportunities for the younger man in promotions.

#### Probation Period

The State of Connecticut Planning Committee on Criminal Administration has recommended that:

"All Connecticut police departments institute a period of probationary evaluation of at least one year's duration, commencing at the completion of recruit training. During this period the Chief Police Administrator in each department should be allowed to discharge, in his sole discretion, any probationary officer." (20)

The President's Commission on Law Enforcement report, referred to previously, recommends:

"Entering officers should serve probation periods of preferably 18 months and certainly no less than one year. During this

period the recruit should be systematically observed and rated. Chief Administrators should have the sole authority of dismissal during the probation period and should willingly exercise it against unsatisfactory officers." (21)

Connecticut law enforcement agencies seem to be fairly evenly divided as to the length of time for probation.

PERIOD OF TIME FOR PROBATION

<u>TIME</u> <u>NO. OF</u> <u>DEPTS.</u>	<u>3 Months</u>	<u>6 Months</u>	<u>9 Months</u>	<u>1 Year</u>	<u>18 Months</u>
	1	34	1	33	1

<u>TIME</u> <u>NO. OF</u> <u>DEPTS.</u>	<u>Probation Terminated Upon</u> <u>Completing Training Academy</u>	<u>No Response</u>
	2	19

Probationary period for seventy-seven (77) of the ninety-four (94) departments begins on the date the officer is sworn in. Eight (8) departments reported probation begins after completion of training.

RECOMMENDED

MINIMUM EMPLOYMENT STANDARDS FOR  
LAW ENFORCEMENT OFFICERS

That through legislative act, the following employment standards be made an amendment to Public Act 575.

Objectives

To raise the level of competence of Connecticut law enforcement officers by establishing minimum standards relating to physical, mental and moral fitness which shall govern the selection of Connecticut "Police Officers" as defined in Public Act 575.

MINIMUM STANDARDS FOR RECRUITMENT

1. Be a citizen of the United States.
2. Minimum age of twenty-one years.
3. Graduation from high school or equivalent. Equivalent defined as having attained a passing score on the General Education Development test indicating high school graduation level.
4. Fingerprinting of applicants with a search of local, state and national fingerprint files to disclose any criminal record.
5. The applicant shall not have been convicted of a felony offense.
6. Good moral character as determined by a favorable report following a comprehensive background investigation covering school and employment records, home environment, personal traits and integrity. Consideration will be given to any and all law violations, including traffic and conservation law convictions as indicating a lack of good character.
7. Acceptable physical, emotional and mental fitness as established by a licensed physician following examination to determine the applicant is free from any physical, emotional or mental condition which might adversely affect his performance of duty as a police officer.

MINIMUM STANDARDS FOR RECRUITMENT (cont'd)

The trainee shall possess normal hearing and normal color vision. He shall be free from any impediments of the senses. He must possess normal visual functions and visual acuity in each eye correctable to 20/20. The trainee must be physically sound; well-developed physically, with height and weight (Ref. pge. 115) in relation to each other and to age as indicated by accepted medical standards and in possession of his extremities. He shall be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions, or mental instabilities which may tend to impair efficient performance of duty which might endanger the lives of others or himself if he lacks these qualifications.

A declaration of the applicant's medical history shall become a part of the background investigation. The information shall be available to the examining physician.

8. An oral interview shall be held by the hiring authority or his representative, to determine the applicant's acceptability for a police officer position and to assess appearance, background and ability to communicate.
9. Recruitment and employment practices and standards shall be in compliance with existing Connecticut statutes governing this activity.

It is emphasized that these are minimum entrance standards. Higher standards are recommended whenever the availability of qualified applicants meets the demand.

The recommendation is made to adopt a standard application form which could be used state-wide for positions in law enforcement. The following data should be required in a comprehensive application form:

RECOMMENDED PERSONAL HISTORY DATA REQUIRED IN A  
COMPREHENSIVE JOB APPLICATION FORM

NAME: First, middle, last (maiden name, married name if appropriate); other names used (including nicknames).

PRESENT ADDRESS: Or with whom reside.

PHONE NUMBER OF APPLICANT:

PREVIOUS RESIDENCES: Addresses since tenth birthday (from-to, address, city and state, from whom rented and address).

BIRTHDATE: Month, day, year.

CITIZENSHIP: Citizen of U.S.? Attendance at meetings of, connection or affiliation with, or membership in subversive organization; loyalty to U.S. government.

PHYSICAL DESCRIPTION: Height, weight, color of hair and eyes.

SKILLS: Typing (words per minute).

REFERENCES: Six persons, unrelated, known five years or more, appraise character, experience, personality (name, address, business or profession, years known, phone number).

EDUCATION: Schools attended-grammar on up (number of years, work completed, when attended, graduated from); high school subjects and grades; college or university subjects and grades; subjects that were most difficult; subjects liked best; ever expelled or suspended; general deportment in school.

EMPLOYMENT: Applicant's present occupation; ever owner, partner, corporate member of a business; social security number; shift work experience; attitude toward night work; attitude

Application Form (cont'd)

EMPLOYMENT:

toward wearing a uniform; attitude toward past employers; ever fired or forced to resign from a job; workmen's compensation claims filed; list all jobs in last ten years (date, name and address of employer, name and title of your supervisor, exact title of position, reason for leaving); physical disabilities now or in past; past work absences due to personal illness; civil service examinations, eligibility lists, rejections (agency, approximate date position, results); previous applications submitted to this police agency (date); unemployment insurance or other federal, state or local benefits received (kind, local office, address, for how long); reasons for applying for this position.

CREDIT HISTORY:

Charge accounts and money borrowed (name of firm, address, type of business, amount, date opened, date closed, purpose); total present indebtedness; attitude toward creditors; ever sued.

CRIMINAL HISTORY:

Ever involved in paternity proceeding? Family members arrested or convicted of felony (name, relationship, crime, where arrested); applicant ever arrested or detained by police? (crime charged, police agency, date, disposition of case); ever on probation? Fined in excess of \$25?; reported missing or as runaway (jurisdiction date, outcome); fingerprinted by police agency other than for arrest?

MENTAL HISTORY:

Do you or does any member of your family have a history of mental or emotional condition or confined to a mental hospital for any reason whatsoever?

PHYSICAL HISTORY:

Do you have any physical defects which may tend to impair the efficient performance of your duties and might endanger the lives of others or your own?

DRIVING HISTORY:

Operate a vehicle?; valid state driver's license number, year issued; licensed ever in any other state? (state and number); license ever suspended or revoked; (which and reason); license ever restored? (when); ever been refused license by any state?

Application Form (cont'd)

DRIVING HISTORY:

license ever placed on negligent driver's probation?; description of any accidents (collision or non-collision, date, location, injury or non-injury, police investigation, cause of accident, who legally at fault); list all traffic citations ever received (location, approximate date, nature of penalty).

FINANCIAL HISTORY:

Life insurance (value, company, city, state); savings account, checking account (amount, firm, city and state); buying a home, investments in real estate, (amount invested, firm, city and state); buying a car (amount invested, firm, city and state, amount owing, make, year, license number); other income; number of persons supported.

MILITARY HISTORY:

Service in organization of U.S. (branch, company, regiment, division, ship); service number; highest rank held; number of active periods; medals and decorations awarded; type of discharge (date and location); entrance date and location; reasons for no military experience; disciplinary actions incurred; inactive status (branch, unit, rank, address, from-to); National Guard membership (state, regiment, unit rank, from-to, type of discharge, any disciplinary actions).

MARITAL HISTORY:

When, where, by whom, wife's name; legal or voluntary separations (kind and number); divorced or marriages annulled (kind and number, to whom was divorce granted?); presently living with wife?; wife ever treated for mental or nervous disorder; wife employed (where).

CHILD SUPPORT:

Support all natural, adopted or step children?

CHILDREN (NATURAL):

Name, birth date, place of birth, with whom and where reside. Ever treated for mental or nervous disorders?

ACQUAINTANCES:

Name five, unrelated (name, address, phone, occupation, what capacity known), should be friends, fellow students or fellow workers.

The Connecticut Municipal Police Training Council gives each candidate at the Police Academy an AGCT test (Army General Classification test).

The survey revealed that only sixteen (16) of the ninety-four (94) departments reported giving any test of this type to applicants. Therefore it is recommended that each police department should utilize either the AGCT Test or one similar to it.

It is further recommended that each candidate be given a polygraph test which will enable the agency to determine potential areas of concern regarding the candidate.

These tests should be given by professional people in order to properly interpret them.

The following may be used as a guideline as to the name of tests, purpose, and the professional that should interpret the tests.

A BRIEF DESCRIPTION OF SELECTED INTELLIGENCE, INTEREST, AND EMOTIONAL STABILITY TESTS

NAME OF TEST	PURPOSE	SHOULD BE INTERPRETED BY
Army General Classification Test--Civilian Edition	Intelligence	X
Revised Army Alpha-Wells Revision	Intelligence	X
California Test of Mental Maturity	Intelligence	X
Edwards Personal Preference Schedule	Personality	X
Kuder Preference Records--Personal, Vocational	Certain Aspects of Vocational Preferences	X
Strong Vocational Interest Blank	Certain Aspects of Vocational Preferences	X
Minnesota Multiphasic Personality Inventory (MMPI)	Traits Related to Neurotic, Criminal Pscopathic Behavior	X
California Psychological Inventory	Responsibility Maturity, Intelligence, Efficiency, Etc.	X
Rorschach Ink Blot Test	Psychotic, Neurotic Tendencies; Anxiety Emotional Stability, Etc.	X

Person with Extensive Psychological Training  
 To Measure Not Necessarily a Certified Psychologist  
 Or Evaluate Certified Psychologist Psychiatrist

## RECOMMENDED STANDARDS OF HEIGHT-WEIGHT-PHYSICAL FITNESS

### FOR POLICE OFFICER CANDIDATES IN CONNECTICUT

#### INTRODUCTION

In recent years there has been growing realization that the selection of police recruits must consider physical qualities such as strength, agility, stamina and endurance. These qualities cannot be measured by a paper and pencil test. With increased personnel costs, municipalities have reason to expect satisfactory service from a policeman not only for a short time but for the entire period of his police career. Police work is at times strenuous and hazardous and carries with it the possibility of illness and injury in service, a possibility which is increased if the employee is not in excellent condition and physically adapted to the work.

A police officer candidate should be capable of arduous physical exertion, should be physically fit at the time of his appointment and should have no physical defects or deformities which would conflict in any way with the full performance of his duties as a police officer.

The conduct of medical examinations and physical tests is an important part of the process of securing the "best individual for the job". The certification by the qualified medical examiner (or examiners) should only be made when they are satisfied that the candidate meets the minimum standards of physical fitness as outlined and that the candidate is capable of arduous physical exertion.

#### CONTINUING PHYSICAL FITNESS

While it is recognized to be of utmost importance that a police recruit measure up to specified standards of physical fitness at the time of his appointment, it is equally as important that he maintain an acceptable level of physical fitness for as long as he is retained in active assignment performing ordinary police duties.

It is therefore urged upon police agencies and local Commissions that for the good of the public and for the benefit of police officers themselves, a regular system of physical checkups be inaugurated and required. Officers who fail to meet acceptable physical standards should be so notified and be given an opportunity to correct any deficiencies. Departmental rules can be adopted to handle those situations that persist without being corrected. Overweight is possibly the most frequent situation of this type. (Ref. pg.114 ) (27)

HEIGHT, WEIGHT, AND PHYSICAL STANDARDS  
FOR POLICE OFFICER CANDIDATES

PART 1

REQUIRED MEDICAL STANDARDS AND PROCEDURES

The medical examination is designed to determine the state of health and the proper functioning of the various organs of the body. This examination is not rated on a percent score basis but merely on a pass or reject basis. The examination may be performed by a single qualified physician or team of medical examiners designated by the appointing or examining authority. Some police agencies utilize the professional services of a person designated as their "police surgeon" or similar title, to conduct the physical examinations. The medical examination consists of the physician's examination supplemented by certain required clinical tests.

The medical examination shall consist of a measurement of height, weight, eyesight, hearing; examination of extremities, nose, mouth and teeth, possibilities of hernia, or potential hernia, varicose veins, musculo-skeletal system, respiration and circulation, rectum, general appearance and physique, and a determination of any other disabling defects.

HEIGHT AND WEIGHT

The following table of height and weight is to be adhered to in all instances except where a particularly unusual situation is found. The medical examiner (or examiners) may certify a candidate whose weight does not come within the stated limits but in such instances a detailed justification for the exception must be attached to the medical examination report. (28)

Height and Weight Standards  
for Police Officers

	<u>Height</u>	<u>Minimum Weight</u>	<u>Maximum Weight</u>
Allowable minimum	5'7" (weight minimum & maximum same as for 5'8")	140 lbs.	180 lbs.
Recommended minimum	5'8"	140 lbs.	180 lbs.
	5'9"	145 lbs.	185 lbs.
	5'10"	150 lbs.	190 lbs.
	5'11"	155 lbs.	195 lbs.
	6'0"	160 lbs.	205 lbs.
	6'1"	165 lbs.	210 lbs.
	6'2"	170 lbs.	220 lbs.
	6'3"	175 lbs.	225 lbs.
	6'4"	180 lbs.	230 lbs.
	6'5"	185 lbs.	235 lbs.

VISION

Adequate vision is most important to a police officer, for several obvious and valid reasons, among which are: self-protection, ability to focus on action whether near or at a distance, as an aid to the accurate use of firearms, etc.

Standards:

The minimum acceptable standard of visual acuity (uncorrected) shall be 20/30 in the stronger eye and 20/40 in the other eye, total vision corrected to 20/20.

The candidate shall not have defective perception of color. (28)

Tests:

For visual acuity, Snellen test is generally recognized as standard.

For color perception, the Ishahara test or the test given by pseudo-isochromatic plates are acceptable. Skein test should be used.

In addition to the tests for sharpness of eyesight and color perception, the examining physician should examine the eyes to make sure they are free from disease or possible condition that might lead to the rapid deterioration of the eyesight.

#### HEARING

It is highly desirable that all candidates be tested for sharpness of hearing. The use of an audiometer is considered to be standard for this test. Tests by the voice of the examiner are not acceptable.

#### MUSCULO-SKELETAL SYSTEM

##### Arms and Legs, Hands and Feet (Extremities)

There shall be no afflictions, impairments, disabilities or absences of the arms, legs, hands and feet which will interfere with the proper performance of ordinary police duties.

The extremities of the body must be free from afflictions of the joints, strains, stiffness, swelling or other abnormal conditions. Third degree flat feet, ingrowing toenails, hammer toes, claw toes, absence of toes should, if the examining physician considers them disabling or likely to be disabling in the future, eliminate the candidates from further consideration for police duty.

Candidates are not acceptable if there is an impairment of more than one finger on either hand.

##### Back, Joints and Muscles.

Disease or injury of back, joints or muscles, as revealed by examination or x-ray -- history of, e.g., arthritis, bursitis, myositis, osteomyelitis, tendinitis, repeated dislocation of a joint, etc. are sufficient cause for disqualification of the candidate, as are the following conditions: (28)

Congenital malformation of back, e.g., sacralization of lumbar vertebrae, spondylolisthesis, etc.

Limitation of motion or function; weakness of or lameness of back or joint.

Operation on bone, joint or spine, e.g., cartilage injury of knee. History of, disqualifies if any phase of this condition is unsatisfactory to Medical Examiner.

Significant abnormality of spine.

Orthopedic braces.

#### NOSE, MOUTH AND TEETH

Any significant defects of the nose, mouth or teeth as would interfere with the performance of ordinary police duties shall be deemed to be disqualifying.

Seriously deviated nasal septum or any other obstruction to free breathing shall cause rejection. The mouth shall be free from any deformities or conditions that interfere with distinct speech or predispose to disease of the ear, nose or throat. Enlarged tonsils or adenoids or primary sinusitis may be listed as temporary disqualification, and the applicant shall not be placed on an eligible list until the condition is remedied.

The teeth shall be well cared for and free from multiple cavities. Teeth that are badly broken or so decayed as to render filling or crowning impossible should be removed. Missing teeth may be replaced by crown or bridge work where possible. Where obvious dental deficiencies are found to exist without having been corrected, the candidate may be given an opportunity to remove this deficiency within a reasonable time. Pyorrhea, gingivitis or any irremediable disease of the gums or of the jaw of such a nature as to interfere seriously with the efficient performance of duty shall be cause for disqualification of the candidate.

Properly fitting partial or full dentures are permitted.

#### VARICOSITY

Since the candidates being screened for appointments to the police service are in a relatively young age group, any symptoms of a substantial problem with varicose veins should be considered as sufficient reason for disqualification. It can be envisioned that a candidate with such symptoms might become unfit for duty at a future date, with the additional influence of having to be on his feet a great deal, and in severe weather conditions. (28)

## HERNIA

Examiners are reminded that the nature of police work is such that police officers are particularly susceptible to hernias. Therefore, any degree of tendency toward a weakness or susceptibility to this condition is deemed to be a matter for careful and detailed exploration.

It has been found that many employees become public liabilities due to hernia or potential hernia. It, therefore, is essential that single, double, or incipient hernia shall cause the immediate rejection of any candidate. Hernia conditions controlled or corrected by truss are not acceptable for police positions. Candidates who indicate a willingness to correct hernia by surgical treatment can be retained on the eligible list. However, such candidates are passed over in the normal certification procedure until their condition has been judged corrected. Hydrocele is ample cause for rejection. Varicocele, if large or tending to become large, shall cause disqualification.

## RESPIRATION AND CIRCULATION

The respiration must be full, easy, and regular. The respiratory murmur must be clear and distinct over both lungs and no disease of the respiratory organs should be present. Examination of the respiratory system, lungs and chest wall shall include an x-ray test of the candidate at the time of the clinical test. The action of the heart should be uniform, free, and steady; its rhythm regular and the heart free from organic changes. There should be no thrills or indications of heart murmur. Acceptable blood pressure readings taken at rest are: systolic maximum 135, diastolic maximum 90. Acceptable pulse pressures are 15 to 50.

Specifically, any candidate who takes medication for the control of blood pressure is not acceptable to the police service and should be disqualified.

If any condition of the heart has been found that warrants further investigation in the opinion of the examining physician, an electro-cardiogram test may be required.

## RECTUM

The rectum shall be free from any disabling condition including hemorrhoids, fistulas or cysts judged by the examiner to be in need of medical attention. If such condition or conditions exist as can be corrected by appropriate surgery or medical attention, the candidate may be retained on the eligible list if he indicates

his willingness to have the situation corrected. However, such candidates are passed over in the normal certification procedure until the condition has been corrected and certified as having been corrected. (28)

#### COORDINATION

The ability to integrate all parts of the body toward a single end is likewise a factor in physical fitness. In the well-coordinated individual, superfluous movements are eliminated, thus increasing precision and endurance. If, in the opinion of the medical examiner the candidate obviously lacks coordination, this is to be considered as sufficient grounds for disqualification.

#### GENERAL APPEARANCE

It must be realized that policemen are required to meet the general public on various occasions. It, therefore, is desirable that applicants be free from any marked deformity or parasitic or systemic skin disease or any other defects which, although not disabling, would nevertheless cause public reaction against the employee and thereby reduce his efficiency. The body shall be well proportioned, physically developed, and indicate general wholesome cleanliness. Obesity or scrawniness shall cause rejection of candidate. The girth of the abdomen must not be more than the measurement of the chest at rest. Pronounced spinal curvature shall cause rejection.

In addition to the foregoing examination, the official physician should be requested to state if the candidate has any other defects which would seriously impair his efficiency on the job. The agency should inform the candidate of the result of the medical examination and indicate to him whether the defects found are sufficient to eliminate him from any future consideration, whether they are remedial defects or whether the defects are eliminating only for a position in the police service.

#### PART 2 CLINICAL TESTS--REQUIRED PROCEDURES

In addition to the physical standards listed in Part 1, certain clinical tests shall be given to each candidate to provide further evidence of fitness for active police duty.

- A. Urinalysis. Candidates will be disqualified upon evidence of albuminuria, glycosuria or renal diabetes until proven benign by further tests.
- B. Serologic test. Wasserman, Kahn or other acceptable test. Positive indication of these tests shall eliminate the candidate from consideration.
- C. Chest X-ray. (28)

At this state of the process a complete history of the candidate should have been obtained as to his previous hospitalization or possible institutionalization. It has been found in many cases advisable (with the candidate's permission) to consult local social service exchange for medical case histories of the families of candidates. The case history should be submitted to the examining physician for determination as to whether the previous condition of the candidate would have any effect upon his longevity in the service. No applicant shall be accepted for appointment who has had a significant case history of epilepsy, nervous breakdown, or tuberculosis. Careful investigation of the case histories of the applicants will do much to avoid possible sources of danger that the medical examination does not reveal.

### PART 3 PHYSICAL TESTS (OPTIONAL)

After the examining physician (or physicians) have completed the above-described procedures, it is strongly recommended that the tests be administered designed to measure the candidate's strength, agility and endurance. It is entirely possible that a candidate could meet all the medical standards required in Parts 1 and 2 and still be completely inadequate from the viewpoint of physical standards. Because of the strenuous physical demands of the job of the police officer, it is imperative that minimum standards be adhered to in this aspect of the screening process.

The following requirements are suggested for several reasons, among which are:

- (a) The tests are easily administered and require a minimum of equipment.
- (b) These tests have been used in the field for a number of years and are found to be valid.
- (c) All procedures are within the view of the candidate who can plainly see the objective and fairness of the tests.
- (d) These procedures are less susceptible to injuries sustained by candidates than some of the more complex or difficult procedures.

It is to be noted that the following physical tests are deemed to be minimum standards and should be considered to be qualifying tests, not rating tests. Local authorities may wish to assign a weighted value to the physical tests. Any local authority or police department desiring to establish more rigid standards, or to require more extensive testing procedures, may do so. (28)

RECOMMENDED REQUIREMENTS FOR PHYSICAL AGILITY TESTS

REQUIREMENTS FOR PHYSICAL AGILITY TEST

(75% general average on all events combined is required)

STRENGTH

Bar Chinning

Candidates will be required to chin themselves on a horizontal bar 5 times to attain a score of 75% in this event. Candidates will begin from the completely extended arm position. The count of 1 will be credited to a candidate after the first lift to the horizontal bar. The lift will be of a straight up and down movement. Wiggling or kicking of the feet will result in loss of credit for the lift involved.

<u>1 chance</u>	10 times - 100%	4 times - 70%
	9 times - 95%	3 times - 65%
	8 times - 90%	2 times - 60%
	7 times - 85%	1 times - 55%
	6 times - 80%	0 times - 0%
	5 times - 75%	

AGILITY

High Jump

Candidate will be permitted a short run and will be obliged to clear 3 feet 6 inches to attain a score of 75% in this event. Touching or moving of the horizontal rope or pole is cause for disqualification.

<u>3 chances</u>	4'6" - 100%	3'6" - 75%
	4'3" - 90%	3'3" - 65%
	4'0" - 85%	3'0" - 55%
	3'9" - 80%	

Physical Agility Tests (cont'd)

Standing Broad Jump

From a standing position candidates will be required to jump forward 6 feet 3 inches to attain a score of 75% in this event. Distance will be measured from the starting position to the most rear heel mark of the candidate.

3 chances 1 inch - 1 Point (28)

ENDURANCE

Quarter-Mile Run

Candidates will be required to run one-quarter mile on an outdoor or indoor track. The maximum allowable time for traversing this distance is 85 seconds.

<u>1 chance</u>	60 seconds - 100%	80 seconds - 80%
	65 seconds - 95%	85 seconds - 75%
	70 seconds - 90%	90 seconds - 70%
	75 seconds - 85%	95 seconds - 65%

1 point will be deducted for each 1 second over 60. (28)

RECOMMENDED  
STANDARDIZED FORMS  
AUTHORIZING IN-DEPTH  
INVESTIGATION OF POLICE APPLICANTS  
(Ref. Standards #6, page 106 )

CONFIDENTIAL FINANCIAL INQUIRY

(Your Community's Letterhead)

CONFIDENTIAL  
FINANCIAL INQUIRY

---

is an applicant for a position with this department. The applicant has indicated in his personnel application that he is indebted to you for the amount of \$\_\_\_\_\_, Loan or Account No.\_\_\_\_\_.

We request that you fill in this form and return it in the enclosed stamped envelope at the earliest possible time. Your reply will be treated STRICTLY CONFIDENTIAL.

---

CHIEF OF POLICE

REPORT OF LOAN OR ACCOUNT STATUS

Date Loan or Charge Incurred	Original amount	Amount currently outstanding	Object of Indebtedness
Terms of repayment (On a weekly, monthly or yearly basis. Other)		Amount of each payment	

Has he ever been delinquent on payments? Yes \_\_\_ No. If yes, how many times? (Please give dates and how late on each payment)

Was it necessary to contact him? Yes \_\_\_ No. If he was contacted, what action or type of response did you receive?

Do you have a record of other indebtedness incurred by applicant? Yes \_\_\_ No. If Yes, please list creditors.

Name	Address	Telephone

Do you consider the applicant a good credit risk? Yes \_\_\_ No. If answer is NO, please explain.

Signature of individual preparing report

Position

Date

FINANCIAL INQUIRY WAIVER

I request and authorize you to furnish the \_\_\_\_\_ Police Department any and all information, including confidential or privileged communications, concerning present or past indebtedness to you or your organization. This information is to be used to assist in determining my fitness for the position I am seeking with the \_\_\_\_\_ Police Department. I hereby release you, your employer or others from any liability or damage which may result from furnishing the information requested.

Signature of Applicant \_\_\_\_\_

REQUEST FOR REPORT FROM(EMPLOYER)--(SCHOOL)--(PERSONAL REFERENCE)

TO:

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address

has made application for employment as a law enforcement officer and has given your name as a reference. Your help in determining whether the applicant meets standards to become an acceptable law enforcement officer will be appreciated.

Law enforcement officer standards require that applicants be mature, intelligent, and possess high moral qualifications. Those applicants who are selected will have an opportunity to receive training and schooling in technical fields to improve and advance their knowledge and skills in subjects essential to the security and welfare of the community.

Employees who cannot adjust satisfactorily to law enforcement must be discharged, causing emotional distress to the individual as well as loss to the jurisdiction. Therefore, by giving your frank opinion of the service potential of the applicant, you can render a real service to the applicant as well as to this community.

Any information relative to this applicant's leadership qualifications, ability to work harmoniously with others, character, family background, and local school and club activities will be most helpful in determining his acceptability as a law enforcement officer. Be assured that your statement will be held in strictest confidence.

The questions listed on the reverse of this form are of particular interest in reaching an intelligent conclusion concerning the qualifications of the applicant. Additional information may be written in the space provided for remarks.

The return envelope which requires no postage is enclosed for your convenience.

\_\_\_\_\_  
IDENTIFICATION DATA

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Day Month Year

Inclusive Dates of Employment  
or School Attendance From \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

Return to:

\_\_\_\_\_  
Signature of Personnel Officer

The following questions are to be answered by employer, school official personal reference:

Relationship to Applicant:	How long have you known applicant?
Employer	From _____ To _____
School Official	Month Year Month Year
Church Official	Position held in job or highest grade completed in school?
Neighbor	
Friend	
Other (Specify)	Why did applicant leave job or school?

To your knowledge has applicant ever been married?								Yes	No
How do you rate applicant's	Check One			Known skills Possessed	Check One				
	Good	Average	Poor		Good	Average	Poor		
Trustworthiness									
General Intelligence									
Emotional Stability									
Ability to work harmoniously									
Initiative									
Judgment									
Self-confidence									
Home Environment									
Leadership									

To your knowledge is applicant addicted to the use of intoxicating liquors or harmful drugs? Yes No If yes, state particulars:

To your knowledge has applicant any chronic ailments or physical defects? Yes No If yes, state particulars:

To your knowledge has applicant ever been discharged for inefficiency neglect of duty, or moral unfitness? Yes No If yes, state particulars

To your knowledge has applicant ever served in any of the Armed Forces? Yes No

REMARKS (If any)

IF TIME DOES NOT PERMIT YOU TO ANSWER THE ABOVE QUESTIONS, PLEASE COMPLETE THIS SECTION.

Do you recommend the applicant to hold a position of trust involving the security of your community? Yes No

Is the applicant subject to retire with your organization? Yes No  
Reasons:

Date	Typed Name and Title of Reference	Signature

AUTHORITY TO RELEASE PERSONAL INFORMATION

Having made application with the \_\_\_\_\_ Department, and desiring it to be informed as to my previous record and character, I hereby authorize it to investigate my past record and to ascertain any and all information which may concern my record and character, whether same is of record or not and release my present and past employers, references and all persons whomsoever from any charge because of furnishing said information.

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE OF PERSONAL INQUIRY WAIVER  
AUTHORITY FOR RELEASE OF INFORMATION

\_\_\_\_\_  
POLICE

Personal Inquiry Waiver  
Authority for Release of Information

TO: \_\_\_\_\_  
\_\_\_\_\_

I respectfully request and authorize you to furnish the \_\_\_\_\_  
Police Department any and all information that you may have concerning  
me, my work record, school record, my reputation, my financial and  
credit status, Please include any and all medical, physical and  
mental records or reports including all information of a confidential  
or privileged nature, and photostats of same if requested. This  
information is to be used to assist the Department in determining my  
qualifications and fitness for the position I am seeking with the  
\_\_\_\_\_ Police Department.

I hereby release you, your organization or others from any liability  
or damages which may result from furnishing the information requested  
above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared the said \_\_\_\_\_  
who says that he executed the above instrument of his own free will  
and accord, with full knowledge of the purpose therefor.

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_  
19\_\_\_\_.

AUTHORIZATION BY APPLICANT TO PERSONAL PHYSICIAN  
TO RELEASE MEDICAL HISTORY INFORMATION

Dear Sir:

I am a candidate for the position of \_\_\_\_\_  
with the \_\_\_\_\_ Department, and it is essential  
for the Department to evaluate my medical background.

For the purpose of this evaluation, the \_\_\_\_\_  
Department requires that I furnish them with a list of all injuries  
and illnesses for which I have been treated.

Please forward to me, in care of the \_\_\_\_\_  
Department, Personnel Division, (Address), any information you  
may have regarding my medical background.

This is a matter of great importance to me and your prompt reply  
will be greatly appreciated.

Very truly yours,

AUTHORIZATION FOR RELEASE OF MILITARY AND MEDICAL INFORMATION

TO:	Date:
	Name of Applicant - Printed
<p>As an applicant for a position with the _____ Department, I am required to furnish information for the use in determining my moral, physical, and mental qualifications. In this connection, I authorize release of the information items below from my military and related medical records.</p>	
Branch of Service	Service No.
Date Last Separated from Active Ser.	
Present Military Status: <input type="checkbox"/> None <input type="checkbox"/> Air Force Reserve  <input type="checkbox"/> Army Reserve <input type="checkbox"/> Naval Reserve  <input type="checkbox"/> Marine Corps Reserve	Present Home Address:
Furnish information to:	Applicant for position of
	Signature of applicant

TO BE COMPLETED BY RECORD OFFICE

Date of Entry	Date Separated	Reason for Separation	Character of Service

NOTE: If discharge other than "HONORABLE" no further information is required.

Disciplinary Data--If any	<input type="checkbox"/> None	<input type="checkbox"/> See Remarks
Significant Illness or injuries--If any	<input type="checkbox"/> None	<input type="checkbox"/> See Remarks
Psychiatric Observations and Treatment--If any	<input type="checkbox"/> None	<input type="checkbox"/> See Remarks
Physical Condition at Time of Separation	<input type="checkbox"/> None	<input type="checkbox"/> See Remarks

Remarks:

		Continued <input type="checkbox"/> on Reverse
Releasing Office	Released by (Signature)	Date Released

POLICE STANDARDS SURVEY

ADDITIONAL RECOMMENDATIONS

1. The CMPTC should give consideration to cooperating with local college officials with the thought of seeking federal funds to do research and devise reliable tests that will identify and measure the personal characteristics of candidates who will contribute to good police work, as mentioned in the President's Commission on Law Enforcement and Criminal Justice Report. (page 110)
2. Police departments should seriously consider revision of written examinations to include subjects which are related to the present era and pertaining to human relations, public relations and community relations. The examination might well require a short composition of not more than two hundred words on a given subject. This will aid in determining candidate's ability to express himself, his spelling, knowledge of current events, etc. This can be in addition to those tests currently given by local departments.
3. That more police departments give impetus to the employment of youth between the ages of eighteen and twenty. Many of these young men could be recruited from high school and college students. The Planning Committee on Criminal Administration in their First Report (page A-15) recommended that police departments lower the minimum age requirements for acceptance as a sworn officer, but not below 18 years of age. (22) Likewise, the President's Commission on Law Enforcement and Criminal Justice recommends the employment of young men between the

ages of 17 and 21 with the aptitude, integrity, and stability necessary to perform police work. (23) The Texas Minimum Standards in referring to age states "Maturity is recognized as an important factor in the selection of police personnel. This cannot always be equaled in terms of years. The Commission believes a good starting age is 21, recognizing some deviation from the standard may be desirable". (24)

Law Enforcement might do well to institute the position of Police Agent within their departments. The creation of such a rank will tend to further motivate the personnel to higher aspirations in the police service. (Ref. page 98 )

EXHIBIT A

Name of Department \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Chief's Full Name \_\_\_\_\_

Name and Title of person completing  
Questionnaire \_\_\_\_\_

CONNECTICUT MUNICIPAL POLICE TRAINING COUNCIL  
POLICE STANDARDS PROGRAM  
POLICE STANDARDS SURVEY

INSTRUCTIONS

1. Please type or print.
2. Complete all questions as fully as possible.
3. If you are not clear on the interpretation of the question, mark it Not Clear and you will be contacted later.
4. Do not hesitate to comment on any phase of this questionnaire on the final page.
5. Please return the completed form by March 14, 1969:

TO

Terrence J. McKaig, Manager  
Police Standards Program  
40 Hubbard Drive  
Glastonbury, Conn. 06033

This questionnaire pertains specifically to regular police officers - (male and female)

1. Check that agency which establishes the requirements for applicants to your police department:

- a. Police Dept. \_\_\_\_\_
- b. Personnel Dept. \_\_\_\_\_
- c. Police Commission \_\_\_\_\_
- d. Board of Selectmen \_\_\_\_\_
- e. Conn. State Personnel Dept. \_\_\_\_\_
- f. City or Town Council \_\_\_\_\_
- g. Civil Service Commission \_\_\_\_\_
- h. Other (Please Specify) \_\_\_\_\_

2. Who conducts Police Recruiting?

- a. Police Dept. \_\_\_\_\_
- b. Civil Service Commission or Board \_\_\_\_\_
- c. Personnel Dept. of Town or City \_\_\_\_\_
- d. Other (Please Specify) \_\_\_\_\_

3. What methods do you use for recruiting?

- a. Newspaper \_\_\_\_\_
- b. Radio \_\_\_\_\_
- c. T.V. \_\_\_\_\_
- d. Mail Inserts \_\_\_\_\_
- e. Posters \_\_\_\_\_
- f. Bumper Stickers \_\_\_\_\_
- g. Other (Please Specify) \_\_\_\_\_

4. Is applicant interviewed at the time of filing application?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. If not, when is he or she interviewed? \_\_\_\_\_

6. By whom is he or she interviewed? (Title-Position)

\_\_\_\_\_

7. Check which of the following types of examinations are administered to applicants:

- a. Written \_\_\_\_\_
- b. AGCT (Army Gen. Class. Test) \_\_\_\_\_
- c. Oral \_\_\_\_\_
- d. Psychological (Which test is used?) \_\_\_\_\_
- e. Psychiatric (Explain how administered) \_\_\_\_\_
- f. Complete Physical (Blood, urine, heart, lungs, eyes, ears, etc.) \_\_\_\_\_

- g. Lie Detector \_\_\_\_\_  
h. Other (Please Specify) \_\_\_\_\_
8. If written test is given, check areas which are measured by the test:
- a. General information and/or current events \_\_\_\_\_
  - b. Vocabulary \_\_\_\_\_
  - c. Reasoning and/or logic \_\_\_\_\_
  - d. Memory \_\_\_\_\_
  - e. Mathematics \_\_\_\_\_
  - f. Verbal Skills \_\_\_\_\_
  - g. Interpretation \_\_\_\_\_
  - h. Specific Information (Explain) \_\_\_\_\_
9. If applicant's IQ is measured, what test is used other than AGCT (Army General Classification Test?) \_\_\_\_\_
10. Do you require a certain IQ level? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what level? \_\_\_\_\_
11. Is a physical proficiency test given to applicants? Yes \_\_\_ No \_\_\_  
If yes, please list the type and give the qualifying level for the tests which are required and used to measure the candidate's strength and coordination (such as number of chin-ups required, weight lift, distance of broad jump, etc.) \_\_\_\_\_
12. If oral examination is given, who selects the oral board members?
- a. Chief of Police \_\_\_\_\_
  - b. Personnel Dept. \_\_\_\_\_
  - c. Police Commission \_\_\_\_\_
  - d. Board of Selectmen \_\_\_\_\_
  - e. Conn. State Personnel \_\_\_\_\_
  - f. City or Town Council \_\_\_\_\_
  - g. Civil Service Commission \_\_\_\_\_
  - h. Other (Please Specify) \_\_\_\_\_
13. Number of persons on board \_\_\_\_\_  
Number of police representatives on board \_\_\_\_\_  
Number of City or Town administrators \_\_\_\_\_  
Number from other sources (State their affiliation in a typical oral board.) \_\_\_\_\_
14. After written and oral examinations are given, does the candidate appear before any other person or persons for a personal interview? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give title of interviewer and purpose of the interview.

\_\_\_\_\_

15. May the Police Department refuse employment to applicant after he has been passed, certified, and approved by the Civil Service Commission or Personnel Board etc.? Yes \_\_\_\_\_ No \_\_\_\_\_
16. Check the following items which the oral board or other personal interviews endeavor to appraise while interviewing candidate:
- a. Personal qualities \_\_\_\_\_ (Poise, voice, mannerism, appearance)
  - b. Ability to present ideas (Ability to express himself) \_\_\_\_\_
  - c. Social adaptability (Friendly, confident, tactful, ability to deal with public) \_\_\_\_\_
  - d. Alertness (Ability to comprehend questions or problems) \_\_\_\_\_
  - e. Judgement (Consider facts, know when to act, judgement for position) \_\_\_\_\_
  - f. Training (Academically sufficient for position) \_\_\_\_\_
  - g. Initiative (Positive interest, believe in work, energy, ambition) \_\_\_\_\_
  - h. Others \_\_\_\_\_
- (If a rating sheet is used, please attach a copy to this questionnaire.)
17. Do you conduct character investigations on successful candidates?  
Yes \_\_\_\_\_ No \_\_\_\_\_
18. By whom is the investigation conducted?
- a. Own Dept. \_\_\_\_\_
  - b. State Agency \_\_\_\_\_
  - c. Private Agency \_\_\_\_\_
  - d. Other (Please Specify) \_\_\_\_\_
19. Are applicants required to sign waiver allowing agency doing background investigations to go into details in such areas as psychiatric counseling, military medical records, mental health institutions, school records, etc.? Yes \_\_\_\_\_ No \_\_\_\_\_
20. Does applicant sign an agreement to take lie detector test as a part of his application? Yes \_\_\_\_\_ No \_\_\_\_\_
21. Do you require applicants to take lie detector test? Yes \_\_\_\_\_ No \_\_\_\_\_
22. Is candidate fingerprinted? Yes \_\_\_\_\_ No \_\_\_\_\_
23. If yes, by which of the following agencies are they checked:
- a. Local \_\_\_\_\_
  - b. State \_\_\_\_\_
  - c. F.B.I. \_\_\_\_\_

24. Check any of the following aspects of the candidate's life which are investigated:

- a. Marital Life \_\_\_\_\_
- b. Military Record \_\_\_\_\_
- c. School Records \_\_\_\_\_
- d. Juvenile Records \_\_\_\_\_
- e. Job History \_\_\_\_\_
- f. Religious affiliation and activities \_\_\_\_\_
- g. Family History (crime, disease) \_\_\_\_\_
- h. Motor Vehicle Record \_\_\_\_\_
- i. Medical History \_\_\_\_\_
- j. Other (Please Specify) \_\_\_\_\_

25. Are veterans given any preference? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, in what manner?

26. Must applicant be a resident of your city or town? Yes \_\_\_ No \_\_\_

27. If not, what distance of residence is he limited? \_\_\_\_\_

28. Is he required to reside within city or town limits after a specified period of time? Yes \_\_\_\_\_ No \_\_\_\_\_

29. If yes, what period of grace is permitted applicant? \_\_\_\_\_

30. Circle the highest grade in school which candidate must have completed to meet your entrance requirements:

0 1 2 3 4 5 6 7 8 9 10 11 12          College - 1 2 3 4

31. May this requirement be waived? Yes \_\_\_\_\_ No \_\_\_\_\_

32. If yes, under what circumstances? \_\_\_\_\_

(For example: Military Service, Police Experience, High School equivalency certificate - State Board of Education or Military)

33. What is Minimum height: \_\_\_\_\_ Feet \_\_\_\_\_ Inches  
What is Maximum height: \_\_\_\_\_ Feet \_\_\_\_\_ Inches

34. What is Minimum weight: \_\_\_\_\_ Lbs.  
What is Maximum weight: \_\_\_\_\_ Lbs.

35. If weight requirements are not absolute, must weight be in proportion to applicant's height? Yes \_\_\_\_\_ No \_\_\_\_\_

36. If yes, is determination made by:

- a. Use of Chart \_\_\_\_\_
- b. Examining Physician \_\_\_\_\_
- c. Other (Please Specify) \_\_\_\_\_

37. What is minimum age for applying? \_\_\_\_\_  
What is maximum age for applying? \_\_\_\_\_
38. Can service time be subtracted from age to qualify? Yes \_\_\_ No \_\_\_
39. What is minimum age for appointment to department? \_\_\_\_\_  
What is maximum age for appointment to department? \_\_\_\_\_
40. How long is the probationary period for a new officer? \_\_\_\_\_
41. Does probation begin on date sworn in? Yes \_\_\_ No \_\_\_
42. Does probation begin on completion of formal training?  
Yes \_\_\_ No \_\_\_
43. Comments:

EXHIBIT B

Name of Department \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Chief's Full Name \_\_\_\_\_

Name and Title of person completing  
Questionnaire \_\_\_\_\_

CONNECTICUT MUNICIPAL POLICE TRAINING COUNCIL  
POLICE STANDARDS PROGRAM  
SUPERNUMERARY POLICE TRAINING SURVEY

Supernumerary: A substitute policeman. One who works part-time as relief for regular police officers. Some police departments employ supernumerary officers on a full-time basis prior to becoming a member of the regular department. Classify officers in such status as supernumerary officers even though they work full time.

INSTRUCTIONS:

1. If your department does not have Supernumerary Police, answer questions on Page 1 and return entire questionnaire.
2. Please type or print.
3. Complete all questions.
4. If question is not clear - mark it so.
5. Do not hesitate to express your comments on any phase of this questionnaire on last page.
6. Return before March 14, 1969

TO

Terrence J. McKaig, Manager  
Police Standards Program  
40 Hubbard Drive  
Glastonbury, Conn. 06033

This questionnaire confines itself specifically to Supernumerary Police.

In the event that your department does not utilize the service of Supernumerary Police, kindly answer the following questions and return the entire questionnaire.

1. In view of the shortage of police, do you believe that you would consider the use of well-trained Supernumerary Officers?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. If your answer is yes, how many Supernumerary Officers would you estimate you would use? Number \_\_\_\_\_

3. How many hours of training for Supernumerary Officers do you believe necessary to meet your requirements?

\_\_\_\_\_ (Hours)

4. Comments:

5. Check the agency which establishes the entrance requirements for Supernumerary Police service in your community:

- a. Police Dept. \_\_\_\_\_
- b. Personnel Dept. \_\_\_\_\_
- c. Police Commission \_\_\_\_\_
- d. Local Governing Body \_\_\_\_\_
- e. Other (Please Specify) \_\_\_\_\_

6. Minimum age for applying \_\_\_\_\_  
 Minimum age for appointment \_\_\_\_\_  
 Maximum age for applying \_\_\_\_\_  
 Maximum age for appointment \_\_\_\_\_

7. Do veterans have any preference? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain:

8. Do you require that applicant be resident? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Circle highest grade which candidate for Supernumerary position must have completed to meet requirements:

0 1 2 3 4 5 6 7 8 9 10 11 12                      College - 1 2 3 4

10. Minimum height: \_\_\_\_\_ Feet \_\_\_\_\_ Inches  
 Maximum height: \_\_\_\_\_ Feet \_\_\_\_\_ Inches

11. Minimum weight: \_\_\_\_\_ Lbs.  
 Maximum weight: \_\_\_\_\_ Lbs.

12. Must height and weight be in proportion? Yes \_\_\_\_\_ No \_\_\_\_\_

13. What are vision standards of your department? \_\_\_\_\_  
 May candidate be color blind? Yes \_\_\_\_\_ No \_\_\_\_\_

14. If written test is given, what areas does it measure?

- a. General Information \_\_\_\_\_
- b. Specific Information (laws, codes, etc.) \_\_\_\_\_
- c. Memory \_\_\_\_\_
- d. Reading \_\_\_\_\_
- e. Vocabulary \_\_\_\_\_
- f. Reasoning or logic \_\_\_\_\_
- g. Other (Please Specify) \_\_\_\_\_

15. Do you require physical agility tests for Supernumerary Police candidates? Yes \_\_\_\_\_ No \_\_\_\_\_

16. If yes, list them:

17. Check which type of examination, if any, is required by supernumerary applicant:

- a. Psychiatric \_\_\_\_\_
- b. Psychological \_\_\_\_\_
- c. Physical \_\_\_\_\_
- d. Intelligence (AGCT) \_\_\_\_\_
- e. Other (Please Specify) \_\_\_\_\_

18. Is oral examination required? Yes \_\_\_\_\_ No \_\_\_\_\_

19. If answer is yes, by whom is it given? \_\_\_\_\_

20. Is there a probationary period for Supernumerary Police?

Yes \_\_\_\_\_ No \_\_\_\_\_

21. If so, how long? \_\_\_\_\_

22. Is their work evaluated by supervisors during probation?

Yes \_\_\_\_\_ No \_\_\_\_\_

23. Do you have a formal pre-service training program for supernumeraries? Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach copy of subjects taught)

24. If answer is yes, how many hours? \_\_\_\_\_

25. If there is no formal training for recruiting Supernumerary Officers, check methods of training.

- a. Personal instruction by superiors \_\_\_\_\_
- b. On-the-job training with regulars \_\_\_\_\_
- c. Attendance at in-service for regulars \_\_\_\_\_
- d. Through IACP sight-sound program with training Keys \_\_\_\_\_
- e. In-Service Training \_\_\_\_\_
- f. Other (Please Specify) \_\_\_\_\_

26. What is the duration of schooling? \_\_\_\_\_

27. Are supernumeraries required to purchase all required equipment?

Yes \_\_\_\_\_ No \_\_\_\_\_

28. If not, how much are they allowed for uniform purchases by your municipality? \_\_\_\_\_

29. How many Supernumerary Police Officers in your department?

\_\_\_\_\_ (Number)

30. How many Supernumerary Officers are working full time 40-hour week?

\_\_\_\_\_ (Number)

31. What is the average number of hours a week worked by Supernumerary Officers?

\_\_\_\_\_ (Number)

32. Check which of the following duties Supernumerary Police are assigned to:

- a. Church Traffic \_\_\_\_\_
- b. Shopping Centers (Foot Patrol) \_\_\_\_\_
- c. Shopping Centers (Traffic) \_\_\_\_\_
- d. Foot Patrol (Beat) \_\_\_\_\_
- e. Mobile Units (Regular Patrol) \_\_\_\_\_
- f. Mobile Units (With regular officer) \_\_\_\_\_
- g. Special details (weddings, bingos, voting, etc.) \_\_\_\_\_
- h. Dispatcher \_\_\_\_\_
- i. Records Section \_\_\_\_\_
- j. Traffic \_\_\_\_\_
- k. Other Duties (Please Specify) \_\_\_\_\_

33. What is the hourly rate of Supernumerary Police? \_\_\_\_\_

34. What rates are Supernumerary Officers paid for special details, (weddings, bingos, dances, etc.)? \_\_\_\_\_

35. Are vacancies on the regular department filled from the ranks of Supernumeraries? Yes \_\_\_\_\_ No \_\_\_\_\_

36. If answer is yes, how are they selected?

- a. By examination \_\_\_\_\_
- b. Seniority \_\_\_\_\_
- c. Other (Please Specify) \_\_\_\_\_

37. Is a Supernumerary who qualifies for a position as a regular required to accept it? Yes \_\_\_\_\_ No \_\_\_\_\_

38. Since a Supernumerary is a substitute policeman, during his free time is he required to:

- a. Accept any assignment given him \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Accept only certain assignments \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Accept a certain number of assignments per week \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Accept a certain number of assignments per month \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

39. If answer is yes, how many per week? \_\_\_\_\_ (Number) Per Month \_\_\_\_\_

40. Explain briefly what system is used by your department to assign work to Supernumeraries:

41. How many hours of schooling do you feel necessary for Supernumerary Basic Training?

\_\_\_\_\_ (Hours)

42. Which of the following subjects should be given priority in a Basic Training Program for Supernumeraries? Number them in order of importance in your opinion.

- a. The role of law enforcement \_\_\_\_\_
- b. Report writing \_\_\_\_\_
- c. Laws of arrest \_\_\_\_\_
- d. Search and seizure \_\_\_\_\_
- e. Criminal procedures \_\_\_\_\_
- f. Traffic control and accident investigation \_\_\_\_\_
- g. Patrol function \_\_\_\_\_
- h. Rules of evidence \_\_\_\_\_
- i. First Aid \_\_\_\_\_
- j. Police and community relations \_\_\_\_\_
- k. Police ethics \_\_\_\_\_
- l. Firearms training \_\_\_\_\_
- m. Defensive tactics \_\_\_\_\_
- n. Handling of abnormal persons \_\_\_\_\_
- o. Racial and minority group relations \_\_\_\_\_
- p. Juvenile problems \_\_\_\_\_
- q. Narcotics \_\_\_\_\_

43. If Supernumerary training schools could be conducted in some areas, would you prefer evening classes \_\_\_ day classes \_\_\_ both \_\_\_?

44. Would Supernumeraries be paid for attending police school?

Yes \_\_\_\_\_ No \_\_\_\_\_

45. If answer is yes, straight time \_\_\_ time and one-half \_\_\_.

46. In your opinion, are Supernumerary Officers as effective as they might be? Yes \_\_\_\_\_ No \_\_\_\_\_

47. What are advantages of Supernumerary Police?

48. What are disadvantages?

49. Should the system eventually be phased out by replacement of more regulars? Yes \_\_\_\_\_ No \_\_\_\_\_

50. Should the system be encouraged with better training programs?

Yes \_\_\_\_\_

No \_\_\_\_\_

51. Please relate in what manner you think assistance can be offered in either instance.

52. Comments:

EXHIBIT C

LIST OF PLANNING GRANTEES  
WITH TOWNS SERVED BY THEM

<u>Planning Agency</u>	<u>Towns Served</u>	
<p>City of Hartford</p> <p>Police Department 155 Morgan Street 06103 527-0112 Chief Thomas P. Vaughn Sgt. George Sicaras</p>	<p>Andover Avon Bloomfield Bolton Canton E. Granby E. Hartford E. Windsor Ellington Enfield Farmington Glastonbury Granby Hartford Hebron</p>	<p>Manchester Marlborough Newington Rocky Hill Simsbury Somers S. Windsor Suffield Tolland Vernon W. Hartford Wethersfield Windsor Windsor Locks</p>
<p>City of New Haven</p> <p>Department of Police Service 165 Court Street 06510 787-4141 Chief James F. Ahern Mr. Jay Talbot</p>	<p>Bethany Branford E. Haven Guilford Hamden Madison Meriden Milford</p>	<p>New Haven N. Branford N. Haven Orange Wallingford W. Haven Woodbridge</p>
<p>City of Bridgeport</p> <p>Police Department 300 Congress Street 06603 333-8551 Supt. Joseph A. Walsh Capt. Edward Lombardi</p>	<p>Bridgeport Easton Fairfield</p>	<p>Monroe Stratford Trumbull</p>
<p>Southwestern Connecticut Regional Planning Agency</p> <p>83 East Avenue Norwalk 06851 866-5543 Mr. Mark Marcus Planning Director</p>	<p>Darien Greenwich New Canaan Norwalk</p>	<p>Stamford Weston Westport Wilton</p>

EXHIBIT C (Cont'd)

Central Naugatuck Valley Regional  
Planning Agency

Room 344  
20 E. Main Street  
Waterbury 06702  
753-1548  
Mr. Charles Martin,  
Criminal Justice Planner

Beacon Falls  
Bethlehem  
Cheshire  
Middlebury  
Naugatuck  
Oxford  
Prospect

Southbury  
Thomaston  
Waterbury  
Watertown  
Wolcott  
Woodbury

Central Connecticut Regional  
Planning Agency

49 W. Main Street  
Plainville 06062  
747-5776  
Miss Veronica Kearney,  
Criminal Justice Planner

Berlin  
Bristol  
Burlington  
New Britain

Plainville  
Plymouth  
Southington

(9)

All departments expressed a desire for supernumerary police zone schools to be conducted in the evening.

Liaison officers should schedule the local facilities in advance due to heavy adult attendance at local evening schools.

The responsibility of the hours of class shall rest with local liaison officers. This will depend on travel time etc. Usually the hours 7 P.M. to 10 P.M. are most favorable.

EXHIBIT D

SUPERNUMERARY POLICE TRAINING SURVEY

RECOMMENDED ZONE SCHOOL AREAS  
(Number of Supernumeraries in Parenthesis)

ZONE 1  
HARTFORD COUNTY

<u>CITIES AND TOWNS</u>		<u>SUGGESTED LOCATION OF SCHOOL</u>
<u>AREA 1</u>		
East Hartford	(15)	East Hartford
South Windsor	( 2)	
Glastonbury	( 8)	
Marlborough		
<u>AREA 2</u>		
Wethersfield	( 2)	Newington
Newington	(17)	
Rocky Hill	(12)	
<u>AREA 3</u>		
Windsor	( )	Windsor
Bloomfield	(12)	
<u>AREA 4</u>		
Avon	( )	Avon
Simsbury	(13)	
Farmington	(15)	
<u>AREA 5</u>		
Suffield	(20)	Windsor Locks
Enfield	( )	
Windsor Locks	(24)	
<u>AREA 6</u>		
Bristol	(38)	Bristol
Plainville	(32)	
Wolcott	(10)	
<u>AREA 7</u>		
Southington	(40)	New Britain
New Britain	( )	
Berlin	(10)	

ZONE 2  
NEW HAVEN COUNTY

CITIES AND TOWNS

SUGGESTED LOCATION  
OF SCHOOL

AREA 1

East Haven ( 9)  
Branford (30)  
Guilford (10)

East Haven

AREA 2

North Haven (21)  
Wallingford (14)  
Meriden (15)  
Cheshire (12)

Wallingford

AREA 3

West Haven (32)  
Orange (15)  
Woodbridge (10)

Orange

AREA 4

Derby (33)  
Ansonia ( )  
Seymour (37)  
Shelton ( )  
Monroe ( )

Ansonia

ZONE 3  
FAIRFIELD COUNTY

<u>CITIES AND TOWNS</u>		<u>SUGGESTED LOCATION OF SCHOOL</u>
<u>AREA 1</u>		
Stratford	(125)	
<u>AREA 2</u>		
Danbury	(30)	
Bethel	(15)	Danbury
Newton	(15)	
<u>AREA 3</u>		
Trumbull	(23)	
Easton	( 5)	Trumbull
<u>AREA 4</u>		
Fairfield	(65)	Fairfield
<u>AREA 5</u>		
Norwalk	(25)	Norwalk
<u>AREA 6</u>		
New Canaan	(23)	New Canaan
<p>(Ridgefield has (3) Supers located midway between Danbury and New Canaan.)</p>		

ZONE 4  
LITCHFIELD COUNTY

<u>CITIES AND TOWNS</u>		<u>SUGGESTED LOCATION OF SCHOOL</u>
<u>AREA 1</u>		
Plymouth	( 6)	
Thomaston	(12)	Thomaston
Watertown	( )	
<u>AREA 2</u>		
Torrington	( )	
Winsted	( 4)	Torrington

ZONE 5  
WINDHAM COUNTY

CITIES AND TOWNS

SUGGESTED LOCATION  
OF SCHOOL

AREA 1

Danielson ( 5)  
Putnam (10)

Danielson

AREA 2

Willimantic (16)  
Sprague ( 6)

Willimantic

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ZONE 6  
TOLLAND COUNTY

CITIES AND TOWNS

SUGGESTED LOCATION  
OF SCHOOL

AREA 1

Vernon (10)  
Coventry ( 8)

Vernon

---

ZONE 7  
MIDDLESEX COUNTY

CITIES AND TOWNS

SUGGESTED LOCATION  
OF SCHOOL

AREA 1

Clinton (15)  
Old Saybrook (16)

Clinton

Area 2

Middletown (50)  
East Hampton (10)

Middletown

---

ZONE 8  
NEW LONDON COUNTY

CITIES AND TOWNS

SUGGESTED LOCATION  
OF SCHOOL

AREA 1

New London (18)  
Groton (Town) (10)  
Waterford (10)

New London

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