


<p style="text-align: center;"><b>East Haven Police Department</b></p> 	<b>Type of Directive:</b> <b>Policies &amp; Procedures</b>		<b>No. 308.2</b>
	<b>Subject/Title:</b>  <b>Police Station Operations</b>	<b>Issue Date:</b> <b>July 29, 2014</b>	
		<b>Effective Date:</b> <b>September 1, 2014</b>	
	<b>Issuing Authority:</b> <b>Honorable Board of Police Commissioners</b>	<b>Review Date:</b> <b>Annually</b>	
<b>References/Attachments: N/A</b>		<b>Rescinds:</b> <b>308.1</b>	<b>Amends:</b> <b>N/A</b>

## I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding operations of the station house.

## II. POLICY

- A. It is the policy of the East Haven Police Department to maintain proper staffing and to abide by protocols for computer access to criminal justice databases.

## III. PROCEDURES

- A. Staffing the station.
1. On all three shifts the station will be staffed by the following minimum sworn police officers.
    - a. One desk officer.
- B. Protocols for computer access to the main criminal justice databases operate by the Department in the stationhouse.
1. COLLECT - Connecticut On-Line Law Enforcement Communications Teleprocessing.
    - a. The COLLECT system provides access to in-state files and access to two national systems: National Crime Information Center (NCIC) and International Justice and Public Safety Information Sharing Network (NLETS).
      - 1) NCIC stores criminal justice data for the entire United States and Canada.

- 2) NLETS provides the communications lines to individual states and Canada.
  - a) Using NLETS, users can obtain motor vehicle data and criminal history data from states across the United States and Canada. NLETS also allows states to send text messages to one or more states at a time or to send a nationwide broadcast.
  - b. All personnel may access COLLECT for police business only. The system records all log-ins.
  - c. Access requires training on using the COLLECT system and a password.
2. CJIS - CT Criminal Justice Information System.
  - a. Through CJIS the Department has access to three information and data sources.
    - 1) Connecticut Information Sharing System (CISS).
    - 2) Offender Based Tracking System (OBTS).
    - 3) Connecticut Impaired Driver Records Information System (CIDRIS).
  - b. All sworn personnel may access CJIS for police business only. The system records all log-ins.
  - c. Access requires training on using the CJIS program and a password.
3. Law Enforcement Administration System (LEAS)
  - a. All sworn and civilian personnel shall have password access to LEAS to retrieve and use Department documents, forms, reports, etc.
  - b. LEAS is the central reporting system, records management system (RMS), and computer aided dispatch system (CAD) of the Department.
4. Power DMS
  - a. All sworn and civilian personnel shall have password access to DMS to retrieve and use Department documents and forms such as the Policies and Procedures Manual.