

# **BERLIN BOARD OF POLICE COMMISSIONERS**

Meeting on April 21, 2021

Board of Education Conference Room at 6:30 PM

## **Agenda**

The Board of Police Commissioners will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public will be allowed to attend in person at this meeting. The Commission invites the public to join the meeting by conference call. Please see the following information:

The public can call into this meeting and will be allowed to address the Board of Police Commissioners during "Audience of Citizens" portion of the meeting. If you would like to listen in on the meeting or would like to address the Commission please call 1-701-802-5308 at 6:30 p.m., you will be asked to punch in the access code followed by the pound sign, 7238751#. The Chairman will ask for public comment. Once recognized by the Chairman, you will need to clearly state your name and address before speaking and one may only speak during the audience of citizens.

### **Call to Order**

A. **Pledge of Allegiance**

B. **Audience of Citizens**

C. **Approval of Minutes**

1. March 17, 2021

D. **Correspondence (Commission)**

E. **Review Reports**

1. Youth Officer
2. Training for department members
3. Budget (Monthly – YTD) 2020 - 2021

F. **Traffic Matters**

1. Motor Vehicle Enforcement Actions
2. Crash List Comparison
3. Monthly Compilation Report

G. **Chief's Monthly Report**

1. Monthly Report
2. Correspondence

H. **Old Business**

1. Public Building Commission/Renovations - PD Locker Room
2. White Oak Drive – No Parking Signs
3. Police Vehicle Replacement Update

I. **New Business**

1. Field Training Program Overview
2. Body Camera Program Overview
3. Deming Road/Porters Pass/Christian Lane Paving Re-striping Project

J. **Executive Session (If Needed)**

1. C.G.S.S. Sec. 1-200 (6) (A) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.
2. C.G.S.S. Sec. 1-200 (6) (C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

K. **Adjournment**

RECEIVED FOR BOARD  
BERLIN BOARD OF POLICE COMMISSIONERS

2021 APR 15 AM 10:06

Kathy G. [Signature]  
[Signature]

## **Berlin Board of Police Commissioners Regular Meeting**

The Board of Police Commissioners will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public will be allowed to attend in person at this meeting. The Commission invites the public to join the meeting by conference call. Please see the following information:

**The public can call into this meeting and will be allowed to address the Board of Police Commissioners during "Audience of Citizens" portion of the meeting. If you would like to listen in on the meeting or would like to address the Commission please call 1-701-802-5308 at 6:30 p.m., you will be asked to punch in the access code followed by the pound sign, 7238751#. The Chairman will ask for public comment. Once recognized by the Chairman, you will need to clearly state your name and address before speaking and one may only speak during the audience of citizens.**

A meeting of the Board of Police Commissioners was called to order by Chairman Paul Eshoo at 6:30pm on Wednesday March 17, 2021. The meeting was held at the Board of Education Board Room, 230 Kensington Road, Berlin CT.

**Present:** Chairman Paul Eshoo, Vice-Chairman Steve Wilson, Commissioner Dave Rogan, Commissioner Ryan Zelek, Commissioner Melissa Urrunaga, Chief John Klett and Recording Secretary, Marlene Kastner.

The meeting was called to order at 6:30pm and was followed with the Pledge of Allegiance.

**Audience of Citizens:** None.

Mayor Mark Kaczynski and Lt. Mike Jobes were in attendance as guests. Lt. Jobes was there to update the Commission about the Detective Bureau and the current cases they are working on.

### **Approval of Minutes**

No changes needed.

Vice Chairman Steve Wilson made a motion to approve the February 17th meeting minutes at 6:32pm. Commissioner Rogan seconded this motion. All were in favor.

### **New Business**

Lt. Jobes first wanted to thank the Commission for the letter that was sent to him and his family regarding the loss of his father. He shared it with his Mother and she was deeply touched by the thoughtfulness of the Commission. Lt. Jobes also mentioned how his parents had attended his



promotional ceremonies and awards nights in the past and were introduced to members of the Commission.

Lt. Jobes discussed the cases that are currently ongoing in the Detective Bureau. He indicated that there is a missing persons case and a couple sex assault cases that they are working on.

Backgrounds have not been taking up too much of the bureau's time in 2021. During the first quarter, they have only had two.

Lt. Jobes explained that he has one officer who attends two different task force meetings. One is in Rocky Hill and the other is in New Britain. The task force in Rocky Hill has been an excellent source of information regarding the car break-ins where we have not been able to get as much information from New Britain's task force.

The catalytic converter thefts were discussed. It was mentioned that it is very hard to catch these individuals.

Vice-Chairman Wilson asked how many have been taken this year. Is it ten or closer to fifty? Lt. Jobes indicated that it is about ten.

The Chief directed Vice-Chairman to the monthly report which indicates that in January there were 12 stolen parts and in February there were 10.

Commissioner Rogan mentioned that car dealerships have started to have employees sit in cars with lights on them in their lots to watch their cars.

Lt. Jobes explained that there is three to four cops per shift that are being sent to calls and can not be available to watch car dealerships all night. The Chief further explained that this is a national problem. He also mentioned that we have an evening detective that when he is not doing something else, he is driving around town trying to get a hand on the catalytic converter and rim theft situation in town.

Vice-Chairman Wilson asked Lt. Jobes to explain the process of what happens after someone reports their car stolen. He specifically wanted to know when the Detective Division gets involved and what would make the Patrol Division turn the case over to the Detective Division.

Lt. Jobes explained that within ½ hour of the car being listed as stolen, the plate and VIN are entered in NCIS as stolen. The officer then has the victim sign the State Stolen Vehicle Report. If applicable, a canvas is done of the neighborhood and any evidence would be collected by the officer and/or the Detective Division.

Vice-Chairman Wilson wanted to know exactly when the Detective Division got involved in the investigation. Lt. Jobes indicated that it could be as early as when the officer arrived on scene.

When the officer or the Sergeant requests assistance from the Detective Division, that is when they get involved.

The Chief also added that the Detective Division follows up on things that the Patrol Division does not have time to.

Vice-Chairman Wilson mentioned that he felt procedure was not followed in the case of his stolen car. Chief Klett agreed that a better job could have been done in his situation and said that he would follow up on current policy.

### **Correspondence**

No Correspondence.

### **Review of Reports**

#### **Youth Report**

Not much this month.

### **Training**

The Chief mentioned there was In-Service training this month. The training that Tammy was going to is 100% reimbursed. We only pay her for her time.

### **Budget**

The Chief said he is watching the overtime because we have been adding the extra officer to each shift. It is costing us an average of \$3,000 per week. We have \$180,000 left in OT.

There was a discussion regarding how many officers we have per shift and how long the minimum has been at three. The Chief said it has been that way since 1975. He also said that if you added one officer to the payroll, you would have to raise the budget by \$125 - \$150,000 per year. It could be cheaper to pay the overtime. Looking at staffing and Union contract to see if situation can be improved.

The Chief said that once the weather gets better, we are going to have someone on the Turnpike, because the car clubs are meeting there.



Commissioner Urrinaga asked what happens to the Grant OT? The Chief explained that it is not a use it or lose it grant. We have not used this grant yet, but we will. DUI was pushed off due to Covid, but we will be getting back to it this year.

### **Traffic Reports**

The Chief mentioned that the stops are up overall this month. Written warnings and infractions are also up. The Chief checked our stops for March and we already have 198. Supervisors are calling out those officers who are not up to standard.

### **Crashes**

The Chief said we are up nine from last month.

Chairman Eshoo asked if it was possible to have the time of day listed for each crash. The Chief will look into that for next month's meeting.

### **Monthly Compilation**

Officer Bobok will be giving the Chief a quarterly report to let him know how the Berlin Turnpike Safety Plan is working out.

Vice-Chairman Wilson mentioned that he feels we need to be making more stops on the Berlin Turnpike.

### **Monthly Report**

The Commission went over the Reasons for MV Stops and Enforcement Actions Taken.

The Chief brought a letter from Chief Rosado of the Meriden Police Department to the attention of the Commission. It was thanking the Berlin Police Department for being ready to assist them if/when needed.

The Chief also noted a letter from Hunter's Ambulance Service, Inc. dated March 1<sup>st</sup>. This letter was to thank the department for assisting them on February 27<sup>th</sup>.

## **Old Business**

The Chief let the Commission know that the Community Team has met with people in different districts. They are going to try to get things going soon. They had so much interest in District 3, Officer Lagueux is helping Officer Chaffee.

The Chief indicated that we are getting a lot of calls from the public.

## **New Business**

Locker Room Renovations – The Chief feels this needs to be taken to the next level and should be brought to the Town Council with the permission of the Commission.

Vice-Chairman Wilson said we should have a professional come and look at the locker rooms and give us his opinion.

The Chief said that some modification of the building will need to be done. All the Sergeant's lockers have already been taken out and put in the Sergeant's office. We need to see how much square footage we are going to need.

Vice-Chairman Wilson said we should have someone from the building committee come to our next meeting to discuss what has already been done. The Chief said he would set it up.

Commissioner Rogan wanted to discuss some observations he made while on his ride-alongs. He understands that the maintenance of the cars is done at the garage, but wanted to know who cleans the cars. The Chief said it is the responsibility of the officers to keep the cars clean. It is in the general order. Before they go on the road, they need to clean the car. The Chief also mentioned that the department has tickets for the car wash on Burnham Street.

Commissioner Rogan said this needs to be addressed as the car he was in, the windshield was filthy and caused a safety hazard. The Chief said it would be addressed.

There was a brief discussion regarding flashlights, voice-activated MDTs and thermal imagers for the police cars. Voice-activated MDTs would cost around \$4,000 or more per car, putting that financially out of reach for our department. The Chief mentioned that the supervisor's car has a hand-held thermal imager and that new ones now cost about \$1,000 per unit. The Mayor said that it might be possible to purchase 3-4 units to have one in each car per shift.

### **Executive Session**

Vice-Chairman Wilson made the motion to go into Executive Session at 7:50 pm to discuss security matters. Commissioner Urrinaga seconded this motion. Invited into Executive Session was Mayor Kaczynski. All were in favor.

Vice-Chairman Wilson made a motion at 8:04 pm to come out of Executive Session. Commissioner Urrinaga seconded this motion. All were in favor.

### **Adjournment**

Vice-Chairman Wilson made a motion to adjourn at 8:05 pm. This was seconded by Commissioner Zelek. All were in favor.

Respectfully submitted,

Marlene T. Kastner  
Berlin Police Department  
Police Commission Secretary



# BERLIN POLICE DEPARTMENT

---

*Det. Theodore Fuini – Youth Bureau*

To: Chief John Klett

From: Det. Theodore Fuini

Re: Juvenile Activity March 2021

Date: April 5<sup>th</sup> 2021

For the purpose of this report the term “juvenile” will apply to any person under the age of 18 for the reports listed below:

21-5065: A 16 year old female was issued a verbal warning after a motor vehicle stop.

21-5461: Three juvenile McGee Students engaged in an inappropriate ZOOM call after school hours concluded. The parents were notified and the issue was handled through the school and parents.

21-5548: A 16 year old male was issued a written warning after a minor motor vehicle accident.

21-5607: Two 15 year old male juveniles were found to have vandalized and stole a sign from Griswold School after hours. The males received in school consequences and will be doing community service for their actions.

21-5652: A 16 year old female was issued a verbal warning after a motor vehicle stop.

21-5720: A 16 year old male was issued a written warning after a motor vehicle stop.

21-6143: A group of juveniles was warned after being seen throwing rocks into the roadway. No vehicles were damaged and the rocks were gone prior to police arrival.

21-6629: Open Risk of Injury case- Adult mother left her 8 year old outside alone at father's home knowingly unattended.

The above-mentioned case reports resulted in the following;

0- Juvenile arrests  
0-JRB Referral  
0-Infraction  
1 (pending)-Adult arrests

Community Relations/ Other;

- Det. Fuini provided case updates for the MDT meeting for March.
- Det. Fuini after numerous interviews concluded a juvenile sex assault case with an arrest warrant being submitted to GA15 for review. 20-20394
- Det. Fuini attended virtually the monthly Youth Services Board Meeting
- Det. Fuini met virtually with Youth Services to discuss JRB and moving forward as COVID restrictions ease.
- Det. Fuini worked with Town Facilities Crew to set up community service for the two juveniles mentioned in the case section 21-5607.

McGee Update:

Inappropriate ZOOM call as described in the case section was the only issue reported by McGee School this month.



#246

# BERLIN POLICE DEPARTMENT

*Deputy Chief of Police • Chris Ciuci*

April 7, 2021

To: Chief John M. Klett  
From: Deputy Chief Chris Ciuci  
Subject: May 2021 Training Schedule

The following personnel have been scheduled for training in May:

Employee	Course Name	Date(s)	Days	Location
Sergeant Ann-Marie Haas	FBI - LEEDA Supervisory Leadership	5/3-7/2020	4.5	Simsbury Police Department
Sergeant Ryan Gould	FBI - LEEDA Supervisory Leadership	5/3-7/2020	4.5	Simsbury Police Department
Detective Colin Gaffey	Money Laundering	5/17-18/2021	2	Middletown Police Department

Additional training scheduled for April since last month's report:

Employee	Course Name	Date(s)	Days	Location
Officer Sean O'Connor	Field Training Officer (FTO) Training	04/05-08/2021	4	POSTC
Officer Kevin Chaffee	Field Training Officer (FTO) Training	04/05-08/2021	4	POSTC
Lieutenant Shawn Solek	Police Engagement Program (PEP)	4/28/2021	1	POSTC
Officer Dan Ithier	Police Engagement Program (PEP)	4/28/2021	1	POSTC
Sergeant Tyler Cyr	Police Engagement Program (PEP)	4/28/2021	1	POSTC



Chris Ciuci  
Deputy Chief of Police



# FIRST QUARTER TRAINING JANUARY - MARCH 2021

Employee	Course Name	Date(s)	Days	Location
Chief John Klett	CPCA - Executive Training - Just Cause	1/7/2021	2	Webinar / Virtual
Officer Brandon Lagueux	Community Policing - Dolan Consulting Group	2/1/2021	1	Live stream
Officer Kevin Chaffee	Community Policing - Dolan Consulting Group	2/1/2021	1	Live stream
Officer Isabella Delgado	Community Policing - Dolan Consulting Group	2/1/2021	1	Live stream
Officer Sean O'Connor	Intoxilyzer Instructor	2/3/2021	1	State Lab - Meriden
Lieutenant Shawn Solek	CPCA Media Training 2021	2/18/2021	1.5 hours	Webinar / Virtual
Lieutenant Mike Jobes	CPCA Media Training 2021	2/18/2021	1.5 hours	Webinar / Virtual
Detective Colin Gaffey	Background Investigations - Law Enforcement Seminars	03/01-02/2021	2	Virtual
Officer Wade Griffith	CABLE Basic Crisis Intervention Academy via Live Zoom	3/02 & 3/09/2021	2	Zoom conference
Officer Drew O'Leary	CABLE Basic Crisis Intervention Academy via Live Zoom	3/02 & 3/09/2021	2	Zoom conference
Deputy Chief Chris Ciuci	FBINAA - 23rd Annual New England Regional Command College (NE RCC).	3/16 & 3/18/2021	3 hrs/day	Webinar / Virtual
Lieutenant Drew Gallupe	FBINAA - 23rd Annual New England Regional Command College (NE RCC).	3/16 & 3/18/2021	3 hrs/day	Webinar / Virtual
Detective Colin Gaffey	Basic Police Firearm Instructors Pre Test	3/19/2021	4 hours	POSTC

**FY21 - BUDGET VS ACTUAL as of 3/31/21****GENERAL FUND - EXPENSE**

DEPT/ACCOUNT	DESCRIPTION	BUDGET			MAR	YTD				%
		ADOPTED	AMENDS	AMENDED	MONTH	EXPENSE	ENCUM	ENCUM+EXP	BALANCE	REMAIN.
1532 - Police Department										
51 Wages-Salaries										
001.15.1532.0.51100.0000	Department Head	129,036	3,871	132,907	10,224	102,236	0	102,236	30,671	23.1%
001.15.1532.0.51120.0000	Professional Personnel	120,288	3,609	123,897	9,530	95,305	0	95,305	28,592	23.1%
001.15.1532.0.51125.0000	Mid-Managers Personnel	87,896	0	87,896	0	28,735	0	28,735	59,161	67.3%
001.15.1532.0.51130.0000	Clerical Personnel	154,748	4,232	158,980	12,124	114,716	0	114,716	44,263	27.8%
001.15.1532.0.51140.0000	Police Personnel	3,642,085	0	3,642,085	261,358	2,463,352	50,000	2,513,352	1,128,733	31.0%
001.15.1532.0.51185.0000	Dispatchers	581,678	29,686	611,364	45,925	432,804	0	432,804	178,560	29.2%
001.15.1532.0.51305.0000	Commission Secretaries	1,700	0	1,700	100	800	0	800	900	52.9%
001.15.1532.0.51400.0000	Overtime	500,605	0	500,605	31,652	342,932	0	342,932	157,673	31.5%
001.15.1532.0.51420.0000	Grant Overtime	68,000	0	68,000	0	36,392	0	36,392	31,608	46.5%
001.15.1532.0.51440.0000	Extra Duty Police Officer	300,000	0	300,000	19,205	313,263	0	313,263	(13,263)	-4.4%
001.15.1532.0.51805.0000	Longevity	25,058	0	25,058	0	11,375	0	11,375	13,683	54.6%
001.15.1532.0.51811.0000	In lieu of Sick Pay (Retiree)	56,200	0	56,200	0	0	0	0	56,200	100.0%
001.15.1532.0.51820.0000	In lieu of Health Insurance	15,300	0	15,300	0	7,046	0	7,046	8,254	53.9%
Wages-Salaries Total		5,682,594	41,397	5,723,991	390,118	3,948,957	50,000	3,998,957	1,725,035	30.1%
52 Fringe Benefits										
001.15.1532.0.52010.0000	Worker's Compensation	209,449	317	209,766	15,466	157,223	0	157,223	52,543	25.0%
001.15.1532.0.52100.0000	Social Security	435,408	3,047	438,455	27,868	279,205	20,000	299,205	139,250	31.8%
001.15.1532.0.52200.0000	Pension	515,936	3,553	519,489	32,325	301,025	20,000	321,025	198,464	38.2%
001.15.1532.0.52220.0000	Insurance, Life, Disability	53,897	501	54,398	4,604	40,750	11,839	52,589	1,809	3.3%
001.15.1532.0.52225.0000	Physicals	4,300	0	4,300	90	985	257	1,242	3,058	71.1%
001.15.1532.0.52235.0000	Health Insurance	842,945	0	842,945	0	839,944	0	839,944	3,001	0.4%
001.15.1532.0.52300.0000	Uniforms	51,104	0	51,104	1,655	26,359	14,246	40,605	10,499	20.5%
001.15.1532.0.52440.0000	Tuition Reimbursement	8,800	(800)	8,000	0	0	0	0	8,000	100.0%
Fringe Benefits Total		2,121,839	6,617	2,128,456	82,008	1,645,490	66,342	1,711,832	416,623	19.6%
53 Professional/Technical										
001.15.1532.0.53101.0000	Telecomm-Statewide Info	20,000	0	20,000	675	5,658	3,417	9,075	10,925	54.6%
001.15.1532.0.53201.0000	Supplies	5,570	800	6,370	977	3,952	1,392	5,344	1,026	16.1%
001.15.1532.0.53208.0000	Computer Equipment	5,355	0	5,355	0	3,326	804	4,130	1,225	22.9%
001.15.1532.0.53209.0000	Defensive Equipment - Tasers	12,330	0	12,330	0	12,330	0	12,330	0	0.0%
001.15.1532.0.53211.0000	Computer Materials	300	0	300	0	292	0	292	8	2.7%
001.15.1532.0.53212.0000	Photo Supplies	250	0	250	0	91	19	110	140	56.0%
001.15.1532.0.53219.0000	Operating Materials	8,650	0	8,650	649	8,142	95	8,237	413	4.8%
001.15.1532.0.53234.0000	Food	1,000	0	1,000	68	375	625	1,000	0	0.0%
001.15.1532.0.53238.0000	Traffic Lights/Signals	14,650	0	14,650	45	11,457	228	11,685	2,965	20.2%
001.15.1532.0.53245.0000	Maintenance & Repair	33,000	2,000	35,000	4,247	28,870	4,334	33,204	1,796	5.1%
001.15.1532.0.53248.0000	Miscellaneous Equipment	7,000	0	7,000	38	3,816	2,250	6,065	935	13.4%
001.15.1532.0.53256.0000	Firearms	15,000	0	15,000	(3,391)	5,040	9,886	14,926	74	0.5%
001.15.1532.0.53401.0000	Accreditation	6,500	0	6,500	0	4,745	0	4,745	1,755	27.0%
001.15.1532.0.53601.0000	Equipment Rental	4,300	(2,000)	2,300	0	982	1,118	2,100	200	8.7%
001.15.1532.0.53813.0000	Computer Support	62,000	0	62,000	0	54,324	6,288	60,611	1,389	2.2%
001.15.1532.0.53814.0000	Contractual Services	5,000	0	5,000	625	3,416	926	4,341	659	13.2%
001.15.1532.0.53826.0000	Towing	600	0	600	0	85	215	300	300	50.0%
001.15.1532.0.53902.0000	Telephone	15,000	0	15,000	454	8,506	4,494	13,000	2,000	13.3%
001.15.1532.0.53903.0000	Copiers	3,300	0	3,300	214	1,802	1,425	3,226	74	2.2%
001.15.1532.0.53916.0000	Professional Development	45,000	0	45,000	8,371	43,176	178	43,354	1,646	3.7%
001.15.1532.0.53944.0000	Organizational Fees	4,030	0	4,030	0	2,391	0	2,391	1,639	40.7%
001.15.1532.0.53945.0000	Training	1,640	0	1,640	40	460	0	460	1,180	72.0%
Professional/Technical Total		270,475	800	271,275	13,012	203,234	37,691	240,926	30,349	11.2%
54 Capital Outlays										
001.15.1532.0.54000.0113	Body Cameras	0	252,992	252,992	0	252,992	0	252,992	0	0.0%
Capital Outlays Total		0	252,992	252,992	0	252,992	0	252,992	0	0.0%
Police Department Total		8,074,908	301,806	8,376,714	485,139	6,050,673	154,033	6,204,707	2,172,008	25.9%





# **BERLIN POLICE DEPARTMENT**

**Traffic Bureau**

**MV Stops/Enforcement**

**March 2021**

3/1/2021

3/31/2021

Primary Officer	INFRACTION TICKET	MISDEMEANOR SUMMONS	NO DISPOSITION	UNIFORM ARREST REPORT	VERBAL WARNING	WRITTEN WARNING	Total
Rohon, David A	36	6			5	3	50
Musanti, Maegan L	2				15	23	40
Lajoie, Christopher J	5				2	15	22
Fowler, Mark R	5				2	13	20
Chaffee, Kevin J	6				4	8	18
thier, Daniel A					6	12	18
Veach, Jeffrey T	3	1			13		17
O'Connor, Sean K	1				5	10	16
Bobok, Thomas W	6				1	8	15
Manning, Michael W		4	1	2	3	5	15
Doski, Richard T			1		11	2	14
Rethis, Achilles	1				8	3	12
Dubuc, Jeffrey S					1	9	10
Fuini, Theodore D	1					9	10
Krzykowski, Aimee D	1				3	6	10
O'Leary, Drew P	1				1	8	10
Griffith, Wade T	4				3	2	9
Lagueux, Brandon M	1				4	4	9
Correa, Marco	2				2	4	8
Delgado, Isabella P	2				3	3	8
Schreiner, Scott C	2					6	8
Breen, Dylan A					3	3	6
Cyr, Tyler J		1			2	3	3
Griffin, Catherine A					1	1	2
Gould, Ryan N		1					1
Solek, Shawn D					1		1
<b>Total</b>	<b>79</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>99</b>	<b>157</b>	<b>352</b>





# **BERLIN POLICE DEPARTMENT**

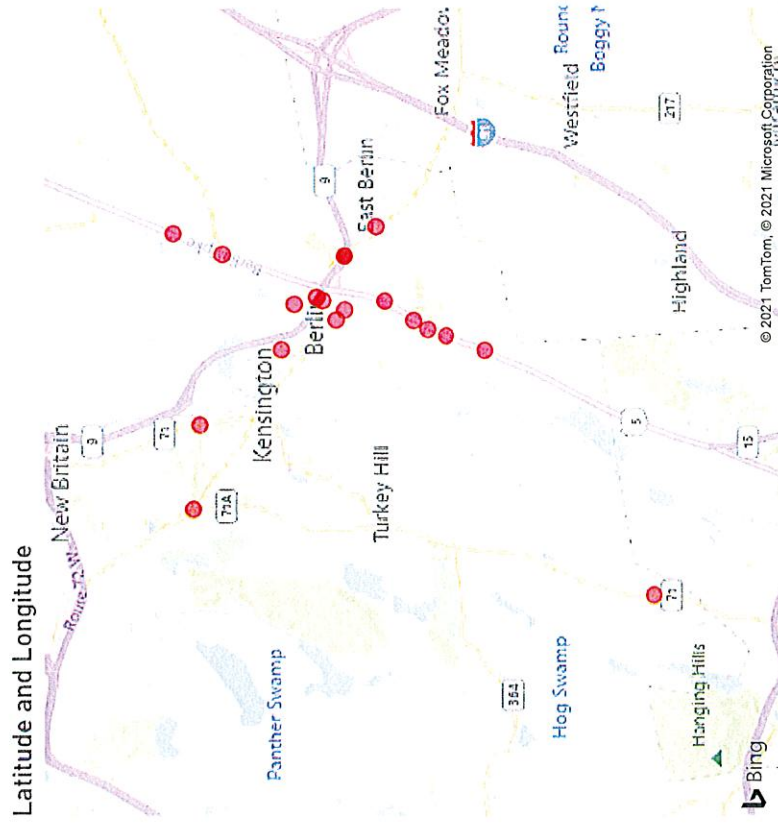
## **Traffic Bureau**

### **Top Crash Intersections March 2021**

Crash Dates  
3/1/2021 3/31/2021



#### **Latitude and Longitude**



Full Address	7	8	9	11	12	13	14	15	16	17	19	Total
MILL ST/ WORTHINGTON RIDGE , BERLIN, CT			2					1				3
BERLIN ST/ BECKLEY RD, BERLIN, CT				1		1						2
00000 RT 9 N EXIT 21/MILL , BERLIN, CT										1		1
00146 NEW BRITAIN RD, BERLIN, CT									1			1
01492 BERLIN TPKE, BERLIN, CT											1	1
BERLIN TPKE/ MEADOW LN, BERLIN, CT									1			1
BERLIN TPKE/ MIDDLETOWN RD, BERLIN, CT								1				1
BERLIN TPKE/ ORCHARD RD, BERLIN, CT							1					1
BERLIN TPKE/ SELDEN ST, BERLIN, CT												1
CHAMBERLAIN HWY/ BUTLER ST, BERLIN, CT								1				1
DEMING RD/ BERLIN TPKE, BERLIN, CT							1					1
FARMINGTON AVE/ HIGH RD, BERLIN, CT												1
MASSIRIO DR/ CHRISTIAN LN, BERLIN, CT										1		1
MILL ST/ RT9 N EXIT 21 , BERLIN, CT								1				1
PATTERSON WAY/ SCHOOL ST, BERLIN, CT												1
WEBSTER SQUARE RD/ FRONTAGE RD, BERLIN, CT									1			1
WORTHINGTON RIDGE / FARMINGTON AVE, BERLIN, CT									1			1
WORTHINGTON RIDGE/ FRONTAGE RD, BERLIN, CT								1				1
WORTHINGTON RIDGE / PETER PARLEY ROW, BERLIN, CT										1		1
<b>Total</b>	2	2	1	2	2	2	2	3	2	2	2	22



**BERLIN POLICE DEPARTMENT**  
**Traffic Bureau**

**Crash History by Hour and Day of the Week**  
**March 2021**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Time (24 Hr.)	Crashes	Crashes	Crashes	Crashes	Crashes	Crashes	Crashes	Crashes
	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total
6				1	2.44%			1
7			1	2.44%				2
8		1	2.44%					2
9							1	1
10								
11		1	2.44%	1	2.44%			3
12			1	2.44%				2
13			1	2.44%			1	3
14			1	2.44%	1	2.44%		4
15			2	4.88%	1	2.44%		6
16		2	4.88%		1	2.44%		4
17		2	4.88%		1	2.44%		4
18	1	1	2.44%					3
19	1		2.44%			1		3
20					2	4.88%		2
21								
22		1	2.44%					1
<b>Total</b>	<b>2</b>	<b>8</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>2</b>	<b>41</b>
	<b>4.88%</b>	<b>19.51%</b>	<b>24.39%</b>	<b>14.63%</b>	<b>14.63%</b>	<b>17.07%</b>	<b>4.88%</b>	<b>100.00%</b>







**BERLIN POLICE DEPARTMENT**  
Traffic Bureau

Officer Thomas Bobok #239

## 2021 Crash Summary

## 2020 Summary

	Crashes	YTD	DUI	Fatal	W/W's	Infractions	Summons/Arrest	M/C	Bicycles	Animal	Evading	PEDs	Crashes	YTD	DUI	Fatal
Jan	30	30	1	0	12	9	3	0	0	1	5	0	42	42	0	0
Feb	39	69	2	0	15	9	8	0	0	1	6	0	29	71	3	0
Mar	41	110	0	0	17	15	4	0	1	1	2	0	41	112	1	0
Apr													23	135	2	0
May													25	160	0	0
Jun													35	195	1	0
Jul													25	220	1	0
Aug													47	267	0	0
Sep													43	310	0	0
Oct													39	349	0	0
Nov													45	394	0	0
Dec													52	446	2	0
Total	110	XXX	3	0	44	33	15	0	1	3	13		446	XXX	10	0





**BERLIN POLICE DEPARTMENT**  
**Traffic Bureau**  
Officer Thomas W. Bobok #239

**March 2021 Monthly Compilation Report**

Monthly Crash Data:

41 Crashes is unchanged from March 2020 (41 Crashes)

Year to Date: Decrease of 1.78%

Crash Enforcement Action:

4 Cleared by Arrest – 10%

15 Cleared by Infraction – 37%

17 Cleared by Written Warning – 41%

Top 3's

<u>Day of the Week</u>	<u>Intersection</u>	<u>Causative Factor</u>
Tuesday (10)	Mill St. @ Worthington Ridge (3)	Foll. Too Close/Unsafe Movement (16)
Monday (8)	Berlin St. @ Beckley Rd. (2)	Failure to Grant Right of Way (6)
Friday (7)	Rt. 9 Exit 21 @ Mill/Worthington Rdg (2)	Improper Lane/Fail to Drive Right (3)

Mid State Crash Reconstruction Callouts: 2 - 3/12/21 (Newington) 2-car w/ serious injury

3/22/21 (Wethersfield) 1-car off the road, one fatality

Traffic Surveys/Actions: Survey based upon speed complaint(s) on Beechwood Lane – 85<sup>th</sup> percentile @ 27.9 in 25 mph. zone

Berlin Tpke. Safety Plan:

*Berlin Tpke. Enforcement 11am-6pm*

<u>Verbal Warnings</u>	<u>Written Warnings</u>	<u>Infractions</u>	<u>Summons/Arrests</u>	<u>Total Stops</u>
1	8	6	0	15

1 directed patrol (180 mins.) resulted in 5 infractions and 2 WW's

18 Fire Extinguishers Inspected



**BERLIN POLICE DEPARTMENT**

**Traffic Bureau**

Officer Thomas W. Bobok #239

**Berlin Turnpike Safety Plan Quarterly Report (Q1 2021)**

1. Current crash data was posted in roll call and added to video terminal for constant loop.
2. An extra officer was added to all shifts, when available, for the purpose of traffic enforcement during periods of increased traffic volume. No directed patrol reports were received for the target areas of Berlin Turnpike
3. A "Traffic Tip" social media post was made in March regarding Through Truck prohibitions. This targeted complaints received from residents of Middletown Road about dump trucks using the street to access Berlin Turnpike.

*Berlin Tpke. Enforcement 11am-6pm*

5 directed patrols resulted in 5 ½ manhours spent on Berlin Turnpike traffic enforcement. This resulted in the enforcement detailed below:

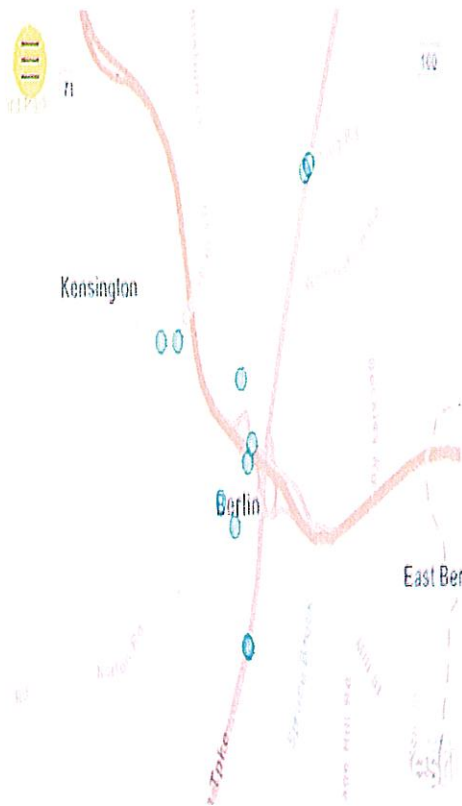
<u>Verbal Warnings</u>	<u>Written Warnings</u>	<u>Infractions</u>	<u>Summons/Arrests</u>	<u>Total Stops</u>
8	24	13	2	47

## DDACTS – Data Driven Approach to Crime & Traffic Safety

### DDACTS Crashes

Overall March crashes (**13**) in the DDACTS area was a 18% decrease from March of 2020 (**16**), and an increase of 18% as compared to March 2019 (**11**). There were 2 less crashes in March (**13**) as there was the previous month in February (**15**). This represents a 13% decrease. The intersection with the most crashes was Mill St. near Worthington Rdg. which saw three (**3**) crashes in March.

### March 2021 DDACTS Crashes



### March 2021 DDACTS Crashes

Full Address	CFS#	Date of Accident	Day of Week	Time of Accident	Accident Count
00340 BERLIN TPKE, BERLIN, CT	2100106399	03/25/2021	5 - Thursday	16:30:48	1
BERLIN TPKE/ MIDDLETOWN RD, BERLIN, CT	2100105560	03/15/2021	2 - Monday	22:15:00	1
BERLIN TPKE/ MIDDLETOWN RD, BERLIN, CT	2100105817	03/18/2021	5 - Thursday	15:43:36	1
DEMING RD/ BERLIN TPKE, BERLIN, CT	2100106470	03/26/2021	6 - Friday	15:00:00	1
MASSIRIO DR/ CHRISTIAN LN, BERLIN, CT	2100105306	03/12/2021	6 - Friday	17:20:54	1
MILL ST/ WORTHINGTON RIDGE, BERLIN, CT	2100104505	03/02/2021	3 - Tuesday	15:47:42	1
MILL ST/ WORTHINGTON RIDGE, BERLIN, CT	2100105566	03/16/2021	3 - Tuesday	08:14:41	1
MILL ST/ WORTHINGTON RIDGE, BERLIN, CT	2100106701	03/29/2021	2 - Monday	08:57:05	1
PATTERSON WAY/ SCHOOL ST, BERLIN, CT	2100105056	03/09/2021	3 - Tuesday	07:10:11	1
PORTERS PASS/ DAVID DR, BERLIN, CT	2100106138	03/22/2021	2 - Monday	17:26:29	1
WEBSTER SQUARE RD/ FRONTAGE RD, BERLIN, CT	2100106106	03/22/2021	2 - Monday	11:40:53	1
WORTHINGTON RIDGE / FARMINGTON AVE, BERLIN, CT	2100104586	03/03/2021	4 - Wednesday	11:13:29	1
WORTHINGTON RIDGE / FRONTAGE RD, BERLIN, CT	2100105932	03/20/2021	7 - Saturday	13:20:46	1
<b>Total</b>					<b>13</b>



## MARCH 2021 MONTHLY REPORT

The month of March included incidents 2,478 (6,616 YTD). The most frequent emergency calls for service are ambulance calls with 102 (266 YTD) and alarms with 74 (460 YTD). Note that of those 74 alarms, 40 were false alarms.

During March, officers investigated and reported on several incidents. They are listed in the table below:

	Mar 2021	YTD 2021	Mar 2020	YTD 2020
<u>MV Accident</u>	41	110	41	111
<u>MV Incident</u>	17	39	12	40
<u>MV Stops</u>	355	696	158	931
<u>DUI Arrests</u>	2	5	2	7
<u>MV Arrests (Inf/Misd)</u>	116	206	77	329
<u>MV Warnings</u>	175	324	111	575
<u>Adult Criminal Arrests</u>	27	58	19	78

### Motor Vehicle Accidents

Most crashes occurred on Tuesday with ten (10) followed by Monday with eight (8). The intersection with the most crashes was Mill St. @ Worthington Ridge with three (3). The top two causative crash factors were Following Too Closely/Unsafe Movement with sixteen (16) and Failure to Grant Right of Way with six (6).

### Employee Recognition/ Significant Events

**March 5, 2021:** Complainant called and reported that a male had just tried to open the door of his locked vehicle in his driveway. Officer Lajoie, Officer Correa, Sgt Martin responded and were all on scene in less than a minute. A vehicle was on the dead end section of Worthington Ridge with headlights on. When we pulled up to the vehicle it turned around and drove over the grass from Worthington Ridge onto Rt 5 SB. Officer Correa was able to get the plate 998YWO a Blue VW which was a file 1 out of Norwalk. The vehicle took off at a high rate of speed and was not pursued.

**March 30, 2021:** Ofc Correa investigated a report of a past tense robbery. The victim reported that he was robbed of his wallet and car keys by his girlfriend's niece and an unknown Hispanic male. The victim said that the two suspects showed up at his door and after letting them in they robbed him. His vehicle was not taken, only the keys. Det McMahon responded to assist.

**March 30, 2021:** New Haven PD called and asked for assistance locating a female whom they believed was taken against her will by her estranged boyfriend. Ofc Griffith, Ofc Lagueux, and Ofc Breen responded and located the female who said that she was there of her own free will. During the investigation it was discovered that the boyfriend, Erlis Saladin had an outstanding Prawn warrant from Bridgeport. He was arrested and was bonded out by his girlfriend.

**March 1, 2021:** While conducting self-initiated motel checks, Officer Manning ran a registration check on a vehicle parked at the Days Inn. The owner, had multiple warrants out of Wethersfield. The vehicle was stopped after it left the lot. Schulz was detained until WPD arrived on scene and took custody of him. **2100004415**

**March 5, 2021:** A resident of Prentice Place saw a car with NY registration plates sideswipe a parked vehicle in the lot and drive off. The resident believed the driver to be an Asian male. Ofc. Doski thought that the driver might be a deliveryman for one of the area Chinese restaurants. He checked the Chinese restaurant in his district and asked the adjacent district officer to do the same. He also checked the Chinese restaurant on South Main St. in New Britain. His hunch was correct and his persistence paid off when he located the vehicle and driver at the Happy Garden on New Britain Rd. about an hour later and cleared the case. **2100004763**

**March 13, 2021:** A hiker who was lost in the woods after dark called HQ for assistance. Disp. Petano located him on Rapid SOS, directed him to use the compass on his cell phone, and guided him out of the woods to the Chamberlain Highway. He dispatched an officer to his location to give the hiker and his companion a ride back to their car. Disp. Petano spent ten minutes on the phone with the hiker and was calm and reassuring. He also avoided a FD call-out. **2100005392**

**March 22, 2021:** Dispatch received a call from a male stating he had a gunshot wound. When Officers arrived on scene after several minutes of trying to make contact officers entered the house through an unlocked garage door. After entering the house they made contact with the owner who was upstairs with Bose head phones on so he couldn't hear the Police knocking. He confirmed that his son, who has mental issues lives in Virginia and was able to make contact with him on the phone. Apparently the son made up the story to harass his Father over an ongoing dispute. Hampton Virginia PD was contacted and responded to the address to check on him. Officer Schreiner and Officer Chaffee did an excellent job on this call. **2100006100**

**March 27, 2021:** While Ofc. Musanti was on her way home from day shift she observed a male passed out in the driver seat of a BMW that was parked at Kensington Construction. Officers responded and found the operator asleep at the wheel of the running vehicle. He was subsequently arrested for DUI and Interfering. Ofc. Musanti is alert and observant off-duty as well as on. **2100006552**

**March 10, 2021:** Officer Krzykowski was dispatched to assist a resident at the Days Inn with a complaint that somebody was tampering with his packages. While investigating, Officer Krzykowski noted that the male's complaint was unfounded but that he was in the need of social services. Officer Krzykowski wrote a very detailed report and completed a social services referral. Officer Krzykowski did a great job going the extra mile by



ensuring the male's living conditions were properly documented and by completing the referral so he could get the assistance he needs. **2100005169**

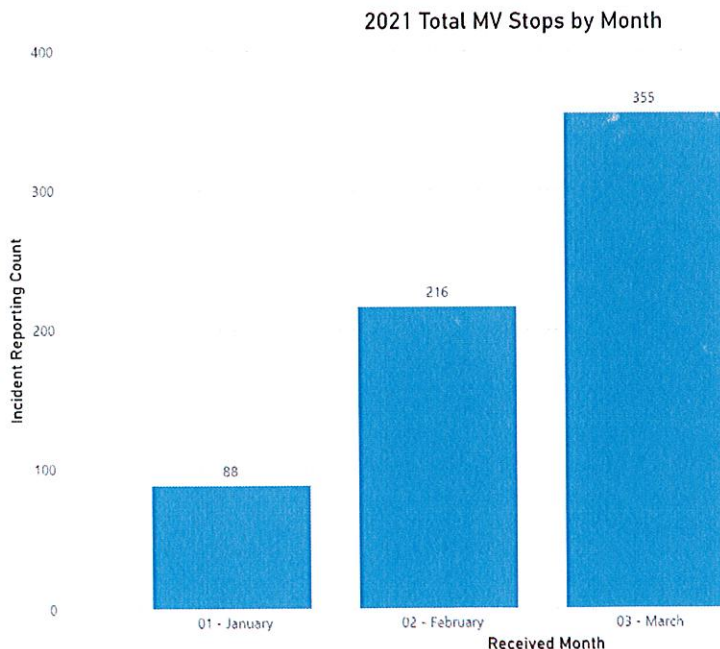
**March 14, 2021:** Officer Krzykowski took it upon herself to update the in-house list of business names and addresses on the Berlin Turnpike. After driving up and down the turnpike and documenting the changes, she provided an updated address list to Dispatch for their records and replaced the outdated list in the FTO books with the updated version.

**March 23, 2021:** A resident made a complaint about a landscaper blowing debris in the road. Disp. Fleisher took his call and Ofc. Chaffee investigated it. He was very pleased with both, citing their professionalism. **2100006215**

**March 25, 2021:** The victim/witnesses reported that a black male wearing a mask/face covering held a large (approximately 9inch) knife to the neck of a Berlin Auto Sales employee during a dispute over vehicle repairs. Officer Rohon and Detective McMahon took statements from all witnesses and through these interviews were able to identify a suspect. Officer Rohon and Officer Krzykowski (along with NBPD Officers) went to speak to the suspect's girlfriend in New Britain and upon their arrival also located and interviewed the suspect. Officer Rohon was able to develop probable cause to arrest the suspect for Threatening/BOP2nd/Reckless Endangerment 2<sup>nd</sup>/Possession of a Dangerous Weapon. All involved officers did a great job handling this chaotic incident. **2100006398**

### **March MV Activity Analysis**

During the month of March, Patrol Officers did a great job in increasing MV activity efforts. This effort was successful in that MV Stops were increased to 355 which is back in line with pre-pandemic levels.



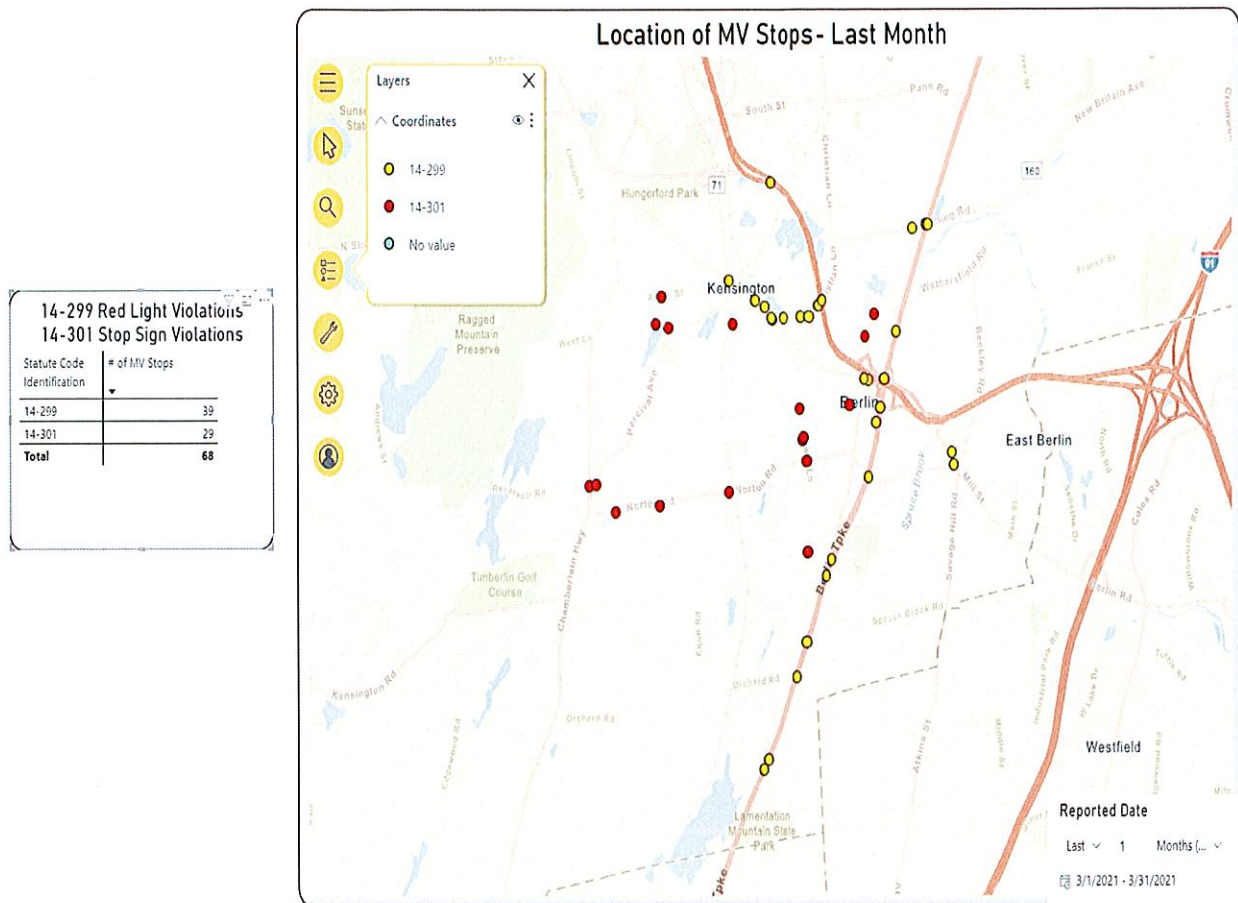


Officer MV Stops		
Officer	STOP	Total
Rohon, David A	51	51
Musanti, Maegan L	40	40
Lajole, Christopher J	22	22
Fowler, Mark R	20	20
Chaffee, Kevin J	18	18
Ithler, Daniel A	18	18
O'Connor, Sean K	17	17
Veach, Jeffrey T	17	17
Bobok, Thomas W	15	15
Manning, Michael W	15	15
Doski, Richard T	13	13
Rethis, Achilles	12	12
Dubuc, Jeffrey S	10	10
Fuini, Theodore D	10	10
Krzykowski, Almee D	10	10
O'Leary, Drew P	10	10
Delgado, Isabella P	9	9
Griffith, Wade T	9	9
Lagueux, Brandon M	9	9
Correa, Marco	8	8
Schreiner, Scott C	8	8
Breen, Dylan A	6	6
Cyr, Tyler J	3	3
Griffin, Catherine A	2	2
Gaffey, Colin F	1	1
Gould, Ryan N	1	1
Solek, Shawn D	1	1
<b>Total</b>	<b>355</b>	<b>355</b>



Initial Reason for MV Stop and Enforcement Action Taken							
Reason for Stop	INFRACTION TICKET	MISDEMEANOR SUMMONS	NO DISPOSITION	UNIFORM ARREST REPORT	VERBAL WARNING	WRITTEN WARNING	Total
14-218a	41	5	1		21	96	164
14-299	6				18	15	39
14-301	6	1			9	13	29
14-219(b)	10					8	18
14-96b					11	3	14
14-296aa(b)1st	7					3	10
14-96c	1	1			6	2	10
14-96e					4	2	6
14-218					5		5
14-219					4		4
14-298					2	2	4
14-96a(a)					4		4
14-218(a)					2	1	3
14-36(a)	3						3
14-100a(c)(1)						2	2
14-12a					1	1	2
14-18(a)		2					2
14-218a*					2		2
14-219(a)(1)						2	2
14-241		1				1	2
14-12(a)*					1		1
14-147		1					1
14-18(2)					1		1
14-213	1						1
14-219b					1		1
14-222		1					1
14-230(a)						1	1
14-232(1)					1		1
<b>Total</b>	<b>79</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>98</b>	<b>156</b>	<b>355</b>

MV Stop Enforcement	
Disposition	% of Total
WRITTEN WARNING	44.73%
VERBAL WARNING	28.21%
INFRACTION TICKET	22.51%
MISDEMEANOR SUMMONS	3.42%
NO DISPOSITION	0.57%
UNIFORM ARREST REPORT	0.57%
<b>Total</b>	<b>100.00%</b>



## **Goal Progress**

### **Officer Safety:**

- There were (0) reportable incidents in the LEOKA report for March. We will continue to strive for zero reportable incidents each month.
- Officers are updated daily of all procedural changes and safety measures that are implemented for Covid -19.
- There were no reported officers injured in the line of duty during the month of March.

### **M/V Crash Reduction:**

Patrol officers are being utilized to carry out Traffic Officer Bobok's crash reduction plan which has been updated for 2021. Ofc. Bobok will be reporting progress toward this goal.

### **DUI Enforcement:**

There were 2 DUI arrests in March. Both arrests were the result self-initiated activity. Ofc. Manning had 1 DUI arrest and Ofc. Krzykowski had 1 DUI arrest which resulted from Ofc. Musanti (off duty leaving work) spotting a possible impaired driver.



### **Community Service:**

During the month of March, officers have continued to safely resume community contacts while maintaining proper social distance and precautions adhering to COVID-19 considerations.

During the month of March there were **(10)** school walkthroughs recorded.

**Crime Reduction-** Officers have been targeting residential areas in response to significant increase in MV Thefts and Thefts from MV's.

Also see the Monthly Report from the Community Relations Team.

### **Reserve Officer Program**

Reserve Officer Gosselin worked four (4) private duty jobs in February 2021. There were eight (8) unfilled assignments for the month.

### **March Pro Active Contacts**

	<b>March 2021</b>	<b>YTD 2021</b>
<b>Building Checks</b>	<b>1020</b>	<b>3050</b>
<b>Community Relations Visits</b>	<b>66</b>	<b>187</b>
<b>Business/School Walkarounds</b>	<b>31</b>	<b>118</b>
<b>Traffic Stops</b>	<b>355</b>	<b>657</b>

### **Investigations Unmarked Patrol March 2021**

Tuesday, March 9, 2021	2.0 hrs	District 2 & 3
Tuesday, March 16, 2021	1.5 hrs	District 1
Monday, March 22, 2021	1.5 hrs	District 2 & 3
Tuesday, March 23, 2021	1.0 hrs	District 1
Tuesday, March 30, 2021	2.0 hrs	District 1 & 3

2021

Offense Description	01 - January	02 - February	03 - March	04 - April	Total
<input checked="" type="checkbox"/> <b>Motor Vehicle Theft</b>	1	5	6	0	12
<input type="checkbox"/> <b>Theft From Vehicle</b>	15	12	36	0	63
Attempted	8	10	13	0	31
Completed	7	2	23	0	32
<input checked="" type="checkbox"/> <b>Theft of MV Parts or Accessories</b>	12	10	10	0	32
<b>Total</b>	28	27	52	0	107

### March- 4th Officer Overtime

In an effort to combat increased crime, the department has continued instituting a 4 officer minimum for all patrol shifts. For the month of March the department incurred at total of 248 ¼ hours of OT costs. Although it is difficult to quantify the impact of an extra officer, especially the increased omnipresence associated with another marked cruiser patrolling the town, I have compiled an activity chart to show some of the activity associated with the 4<sup>th</sup> officers which were staffed with OT. March OT cost \$10,833.80.

Type of Activity	Calls for service	Visible Neighborhood Checks	Business Checks	Motor Vehicle Enforcement	Registration Checks/ Suspicious MV	Overtime Hours Assigned	Motel Checks
Total	20	41	118	91	11	175	6

### Motel Checks :

During the month of March there were 74 Motel Checks logged by Patrol units. As a result of the checks, 1 lost/stolen license plate was recovered and one (1) wanted person arrested.



## MV Violations by Statute Number

Statute #	Description
14-100a(c)(1)	Failure to wear safety belt front seat
14-12(a)*	Operating an Unregistered MV
14-147	Misuse of Marker Plates
14-18(2)	Failure to display marker plate
14-18(a)	Failure to properly display number plate
14-18(c)	mutilated or illegable number plates
14-213	Failure to carry insurance card
14-213b	Insufficient insurance
14-215	Operating Under Suspension
14-218a	Travelling Unreasonably Fast
14-219(a)(1)	Driving to endanger (Misd summons)
14-219(b)	Speeding Infraction
14-219(c)(1)	Speeding
14-222	Reckless driving
14-230(a)	Using a restricted left turn lane
14-232(1)	Improper passing
14-234	Passing in a no passing zone
14-236	Failure to Drive in the Proper Lane
14-241	Improper turn
14-242	Restricted Turn
14-245	Failure to Grant the ROW at an Intersection
14-252	Blocking Driveway
14-296aa(b1st	Operation of an MV while using a hand held device
14-298	Failure to Obey STC Signs and Markings
14-299	Red Light Violation
14-301	Stop Sign Violation
14-96a(c)	Failure to Have Head lamps Lit
14-96b	Failure to Have Head lamps
14-96c	Faliure to have Head lamps and Tail lamps or Registration Lights

# BERLIN POLICE DEPARTMENT

---

Community Relations Team  
Officer Brandon Lagueux #258  
*crimewatch@berlinpd.org*

March 2021 Monthly Report

The Community Relations Team currently has eleven active neighborhood watch groups. There are three groups that are in the process of being formed. We have also received eight emails that were inquiring about the program. These emails were responded to by the district officers. At this time the initial senders have not responded back.

Officer Chaffee updated the neighborhood watch spreadsheet. This made the sheet easier to read as well as easier to add in information such as notes for activity in each group.

Throughout the month Officers were active in their groups. Whether it be on Facebook or in Group Me, Officers were in contact with their groups giving updates such as warnings of criminal activity as well as praise for houses being well lit and locked. Some neighborhood watch groups have opened up to the Officers by asking questions or reporting issues such as speeding in certain areas. Officers have done a good job of answering questions and addressing these situations with action.

One issue that was encountered was that Officer Chaffee had two separate accounts banned on Facebook. The accounts were banned for an issue with his name set up. Officer Chaffee attempted to contact Facebook and provided them with his Berlin Police Identification however they did not restore either of his accounts. Going forward Officer Lagueux will join the Facebook groups for District 3.

Going forward our goal is to continue being active in our watch groups as well as encourage more groups to form. We also hope to be more active with community events. Officer Lagueux has spoken with Officer DePinto about starting a law enforcement club at Berlin High School.

Respectfully Submitted,

*Ofc Lagueux #258*

Officer Brandon Lagueux #258

## Monthly NIBRS Statistics

03/01/2021 00:00 Thru 03/31/2021 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2020	% Chg
		03/ 2021	02/ 2021	Mth to Mth	03/2020	Mth to Yr	1/1 - 03/31/2021	1/1 - 03/31/2020	2021 / 2020
100	Kidnap/Abduction	0	0	% 0	0	% 0	0	1	% -100
11A	Forcible Rape	0	0	% 0	0	% 0	0	0	% 0
11D	Forcible Fondling	0	0	% 0	0	% 0	0	0	% 0
120	Robbery	2	0	% +200	1	% +100	2	1	% +100
13A	Aggravated Assault	3	1	% +200	1	% +200	5	1	% +400
13B	Simple Assault	1	2	% -50	1	% 0	6	6	% 0
13C	Intimidation	0	4	% 25	4	% 25	4	12	% -66.7
200	Arson	0	0	% 0	0	% 0	0	0	% 0
220	Burglary/Breaking and Enter	6	3	% +100	3	% +100	13	7	% +85.7
23C	Shoplifting	5	2	% +150	7	% -28.6	15	16	% -6.2
23D	Theft From Building	1	2	% -50	1	% 0	5	4	% +25
23E	Theft From Coin Operated De	0	0	% 0	0	% 0	0	1	% -100
23F	Theft From Vehicle	34	12	% +183.3	29	% +17.2	61	40	% +52.5
23G	Theft of MV Parts or Access	10	10	% 0	4	% +150	30	8	% +275
23H	All other Larceny	3	2	% +50	3	% 0	5	4	% +25
240	Motor Vehicle Theft	6	5	% +20	4	% +50	12	9	% +33.3
250	Counterfeiting/Forgery	3	1	% +200	1	% +200	4	2	% +100
26A	False Pretenses/Swindle/Con	0	3	% 33.3	0	% 0	3	4	% -25
26B	Credit Card/Automatic Telle	0	0	% 0	1	% 100	3	2	% +50
26C	Impersonation	2	2	% 0	0	% +200	4	0	% +400
26E	Wire Fraud	1	1	% 0	1	% 0	2	2	% 0
26F	Identity Theft	1	3	% -66.7	3	% -66.7	8	9	% -11.1
290	Destruction/Damage/Vandalis	11	6	% +83.3	4	% +175	24	18	% +33.3
35A	Drug Narcotic Violations	1	1	% 0	0	% +100	4	6	% -33.3
35B	Drug Equipment Violations	0	0	% 0	0	% 0	0	4	% -25
36B	Statutory Rape	0	0	% 0	0	% 0	0	0	% 0
520	Weapon Law Violations	0	0	% 0	0	% 0	0	1	% -100
90A	Fraud-Insufficient Funds Ch	0	0	% 0	1	% 100	0	1	% -100
90C	Disorderly Conduct	4	5	% -20	5	% -20	14	10	% +40
90D	Driving under the Influence	3	2	% +50	3	% 0	6	12	% -50
90F	Family Offenses, Nonviolent	3	1	% +200	1	% +200	5	2	% +150
90J	Trespass of Real Property	2	0	% +200	1	% +100	2	12	% -83.3
90Z	All Other Offenses	3	2	% +50	4	% -25	10	22	% -54.5
Report Totals:		105	70	% +50	83	% +26.5	247	217	% +13.8



**STATEMENT OF NEED FOR POLICE DEPARTMENT  
2021  
(MOST PRESSING NEEDs OF THE PD)**

Locker Room and Toilet Area:

With the hiring of female Officers and Dispatchers the designated work room had to be moved and that room converted into a female locker room which is now also too small. We have run out of lockers in the men's locker room. The lockers are too small to hold all the Officers' equipment. They must be stored outside the lockers. The toilet area in the women's locker room is too small. It only accommodates one person at a time and should have more capacity. Lockers should have electrical outlets as all Officers have rechargeable flashlights and portable radio chargers.

**This is the most pressing and expensive need. The lockers are too small for the equipment carried by current day police officers. The result is equipment stored on top of lockers or under the benches in front of their lockers. There are no electrical outlets in the lockers so Officers are unable to charge radios and flashlights. They cannot hang their body armor to dry inside a locker. The room is insufficient for the needs of the department. It is injurious to morale to show so little regard for the employees as to do nothing about this situation. The female locker room is marginally better as there are fewer female employees and their lockers are bigger. This is because the female locker room was added in the early 1990's by converting a workroom as noted above.**

# BERLIN POLICE DEPARTMENT

*Officer Thomas Bobok ~ Traffic Bureau*  
Email: [tbobok@Berlinpd.org](mailto:tbobok@Berlinpd.org) Phone: 860-828-7082

3/18/2021

To: Chief Klett

From: Officer Tom Bobok

Re: White Oak Drive No Parking Signs

Last year, a request was made by Chris Edge, Economic Developer Director to install "No Parking" signs on White Oak Drive. He made this request in anticipation of a new business moving into the area and believed that the employees of Central CT Lawn Service who park along White Oak Drive would interfere with truck access/egress at the new business.

The Police Commission approved the sign installation and since that time, Berlin Highway Dept. has evaluated the site and called for utility location services to assess the area. They determined that the entire length of the roadway in the area where the signs are proposed is saturated with underground utilities and installation of sign posts would be dangerous and ill advised.

Also, with the passage of time, it seems Mr. Edge's concerns did not come to fruition and there have been no complaints. I also stopped in at the business and explained the potential issue and asked if, in fact, parked cars interfered with the smooth operation of their business. They have not noticed any problems and saw no need for the posting of the signs.

I would ask that the Police Commission reconsider the posting of the signs as time has shown it to be unnecessary. Alternatively, if the Commission does want the area posted, I would recommend pavement markings only and no sign posts be installed due to the potential hazard.



## Berlin Police Department

240 KENSINGTON ROAD  
BERLIN, CONN. 06037-2647  
Phone (860) 828-7080  
Fax (860) 828-7590  
policechief@berlinpd.org



**Chief John M. Klett**

May 21, 2020

To: Officer Thomas Bobok

From: Chief John M. Klett

Subject: No Parking Signs, White Oak Drive

The Board of Police Commissioners voted to install "No Parking" signs on White Oak Drive in accordance with the attached recommendation. Ensure that these signs are installed as soon as possible.



Chief John M. Klett

Attachments

cc: Traffic File  
Commission File





# BERLIN POLICE DEPARTMENT

Officer Thomas Bobok ~ Traffic Bureau  
Email: [tbobok@Berlinpd.org](mailto:tbobok@Berlinpd.org) Phone: 860-828-7082

3/2/2020

To: Chief Klett

From: Officer Tom Bobok

Re: White Oak Dr. "No Parking"

On 2/28/2020, I met with Chris Edge, Economic Development Director, about parking on White Oak Drive. Mr. Edge stated that Central CT Lawn Service has grown and has hired enough people so that they have outgrown their available parking. Their employees have been parking along White Oak Drive and, until now, there has not been any issues.

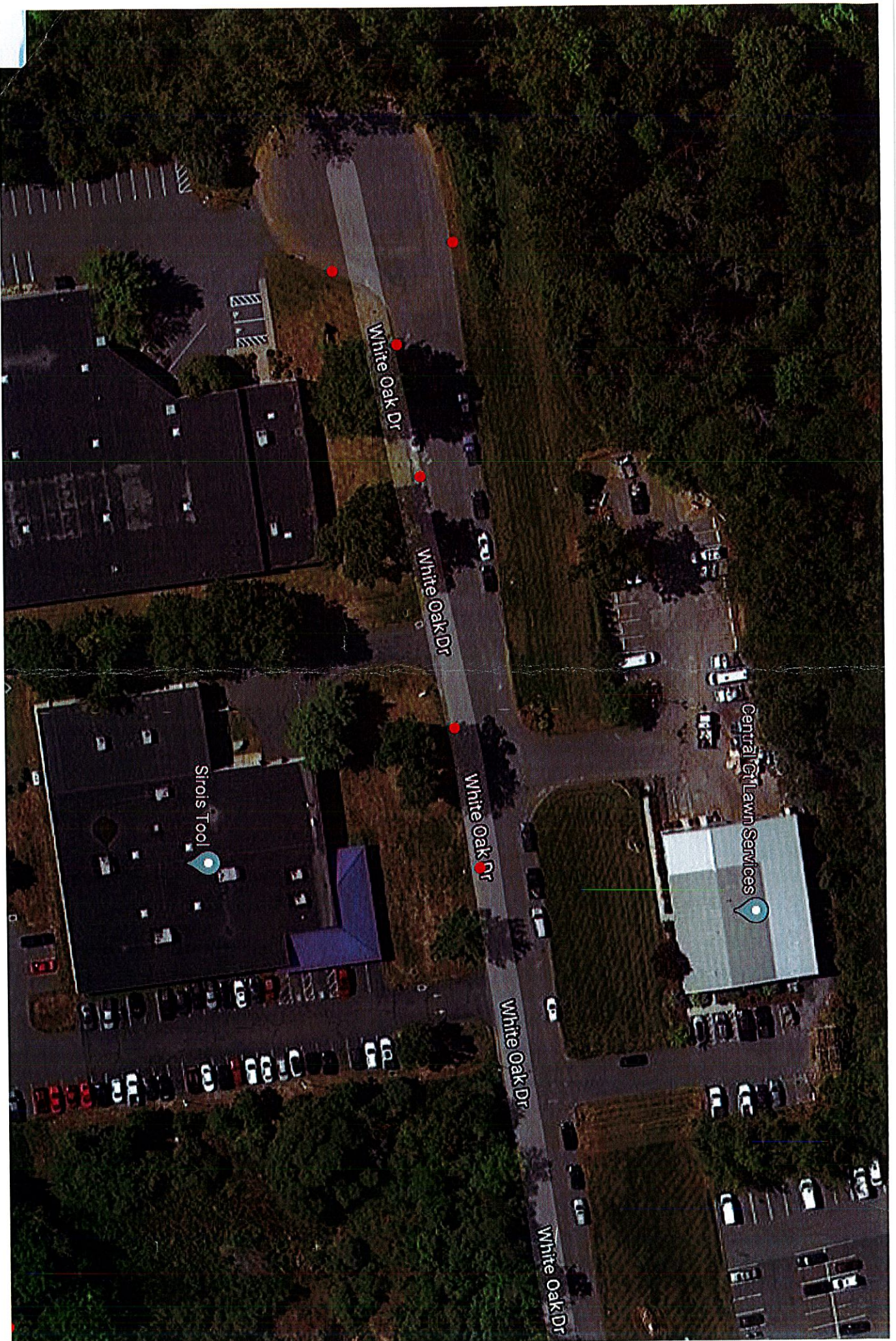
Soon, a new business is expected to open in the building at the very end of White Oak Drive and the business is concerned that parked cars may interfere with deliveries made by large tractor-trailer trucks. Edge has requested some "No Parking" signs in the area to prevent any such conflict.

I met with Edge and examined the area of concern. As a result, I am requesting the approval of the appropriate "No Parking" signs be installed prohibiting parking in the cul-de-sac to allow for the backing and other movement of trucks accessing the loading dock. Additional "No Parking" signs restricting parking to only one side of the street in the area of the businesses near the end of the cul-de-sac.

The street is wide enough to accommodate parking on one side without restricting the movement of even the largest of tractor-trailers. I have attached a photo marked with red dots in the areas where signs are requested. If approved, I will work with the Highway Department on specific placement of the appropriate signs.

*Motion to approve  
No parking as proposed*







PATROL																	
Unit #	Year	Model	Assignment	Mileage thru 03/31/2021	Notes	Cage	MDT	Printer	Dash Camera								
2	2020	Explorer	Patrol	13,600		Yes - 1/2	Yes	Yes	Yes								
3	2020	Explorer	Patrol	24,673		Yes - 1/2	Yes	Yes	Yes								
4	2020	Expedition	Patrol Supervisor	7,013		No	Yes	No	Yes								
5	2017	Explorer	Patrol	116,850	Will be replaced this FY 20/21 due to use & mileage.	Yes - 1/2	Yes	Yes	Yes								
6	2015	Expedition	Patrol Supervisor	81,402	Will be replaced this FY 20/21 due to use & mileage.	No	Yes	No	Yes								
7	2018	Explorer	Patrol	7,896		Yes - 1/2	Yes	Yes	Yes								
8	2020	Utility	Patrol	12,966		Yes - 1/2	Yes	Yes	Yes								
9	2020	Explorer	Patrol	20,536		Yes - 1/2	Yes	Yes	Yes								
10	2017	Explorer	Patrol	96,639	Will be replaced this FY 21/22 due to use & mileage.	Yes - 1/2	Yes	Yes	Yes								
11	2016	Interceptor	Patrol	88,952	Will be replaced this FY 20/21 due to use & mileage.	Yes - 1/2	Yes	Yes	Yes								
12	2013	Taurus	Patrol / Lieutenant Solek	87,558	Will be replaced this FY 21/22 due to use & mileage.	No	Yes	No	Yes								
K-9-2	2019	Explorer	Officer Krzykowski	26,238		No	Yes	Yes	Yes								
K-9	2019	Explorer	Officer Lagueux	16,424		No	Yes	Yes	Yes								
16	2013	Taurus	Patrol / SRO Depinto	75,720		Yes - Full	No	No	No								
17	2015	Taurus	Patrol / Lieutenant Gallupe	60,374		Yes - Full	Yes	No	Yes								
ADMIN / DETECTIVE																	
D-1	2014	Taurus	Deputy Chief Ciuci	135,487	Will be replaced this FY 20/21 due to use & mileage.												
D-2	2016	Taurus	Chief Klett	65,469													
D-3	2011	Taurus	Lieutenant Jobs	71,120													
D-4	2009	Jeep	Undercover Ops.	156,097													
D-5	2009	Taurus	Detective Fuini	79,341													
D-6	2014	Taurus	Detective McMahon	44,195													
D-7	2008	Crown-Vic	Detective Gaffey	69,945													
D-8	2013	Taurus	Detective Kelly	74,974													
DT	2012	Ford F-150	DARE Truck / Utility & Road Jobs	34,652		No	Yes	Yes	Yes								
T1	2017	Explorer	Traffic Officer Bobok	19,666		Yes - Full	No	No	No								
14	2013	Interceptor	Court Liaison / Support Services Bureau	91,613	Will be replaced this FY 21/22 due to use & mileage.	Yes - Full	No	No	No								



## FTO program selection overview

POST Regulations require that an Officer cannot be an FTO until after they have completed three years as a CERTIFIED Officer. This means three years after they complete the Academy and FTO training.

General Order 61.1.1 Allocation of Personnel identifies an FTO as a specialized assignment.

As such selection is based on an individual's specialized interest survey and the vacancy must be posted so other interested and qualified personnel can apply for the opening.

The FTO Supervisor identifies the need for FTO's and notifies the Training Officer and Chief.

The Chief publishes a notice of the opening of an FTO position and the minimum qualifications.

Individuals apply for the position and are interviewed by the Chief.

The Chief also solicits input and recommendations from each of the applicants' supervisors as to their suitability for the position.

Once a selection is made, the applicant undergoes a 32 hour FTO training program approved by POSTC.

General Order 33.4.1 Recruit Training details the FTO program:

- D. FIELD TRAINING OFFICER (FTO) PROGRAM: The goal of the Field Training Program is to provide recruit trainees with on-the-job-training. The Field Training Program entails the following:
1. *Length of Time:* The FTO Program consists of at least ten (10) weeks of on-the-job-training for recruit trainees in addition to the Connecticut Police Academy classroom training. Newly hired Connecticut P.O.S.T.C. certified Officers will receive a minimum of eighty (80) hours of FTO training.
  2. *Selection Process:* The selection process for Field Training Officers consists of notifying Patrol Units Officers that an opening for FTO exists. Of the candidates that apply, only those with certain abilities, values, tactics, and attitudes will be accepted into the program and trained.
  3. *Supervision:* FTOs will be supervised by the FTO Supervisor as far as the Field Training Officer Program. FTOs and the Probationary Police Officers assigned to them will be supervised by the Patrol Unit Supervisor in the field.
  4. *Liaison with Connecticut Police Academy:* The Training Unit Supervisor will maintain liaison with the Connecticut Police Academy, so that the FTOs will be kept aware of what skills and subjects are being taught at the Academy and what roles the FTOs are to assume.
  5. *FTO Training:* FTOs are trained a minimum of thirty-two (32) hours under the auspices of the Connecticut Police Academy.

6. *Rotation of Assignments:* The recruit trainees assigned to the FTO Program are rotated through at least three (3) Field Training Officers, when possible, so that different on-the-job aspects of police work are learned.
7. *Evaluations:* The FTOs are given a check-off list known as a daily observation report that specifies the criteria for evaluating the recruit trainees on a daily basis. The final evaluation report is in the narrative form.
8. *FTO Reports:* The FTOs are to prepare daily observation reports and a final evaluation report for each Probationary Police Officer assigned to them.

There is an extensive formal and written program of training and testing for each recruit administer by the FTO and overseen by the FTO Supervisor Sgt. Martin. There are daily and weekly observation reports documenting each recruits performance. The weekly reports are reviewed by the Chief.

# BERLIN POLICE DEPARTMENT

---

*Sergeant Robert Martin #117 - Patrol Division*

## FTO Program Summary

The Field Training and Evaluation Program (FTEP) is designed for entry-level law enforcement officers and is modeled after the San Jose FTEP which has been used across the country with much success for over two decades. When properly implemented, the program has proved itself in the field and in a court of law. It provides training for the entry-level that is both thorough and consistent. Although the basic POSTC curriculum shall be required, individual agencies can "custom tailor" areas of instruction to meet their needs without violating the basic premise of the program.

The training is designed in two parts, which are integrated throughout the program. The first part is a behaviorally anchored Daily Observation Report (DOR). With the DOR is a Standardized Evaluation Guide, (SEG), which gives the Field Training Officer, (FTO), a set of evaluation definitions and rating guide which assist in keeping the training standard and uniform from officer to officer and FTO to FTO. This is important to show fairness and consistency to all entry-level officers.

The second part of the FTEP is a list of work areas, commonly referred to as the task book. These are areas that have been covered while the officer attended a POSTC Training Academy and which the job analysis suggests require demonstrated proficiency on the part of a recruit prior to assignment as a solo officer. This task book can be expanded on by departments to tailor their individual needs if they so desire. Within the task book are check lists which when completed during the program show the officer has gained knowledge and skills which are necessary for a career in law enforcement.

The length of the mandated Field Training and Evaluation Program will be no less than four (400) hours. If the recruit fails to complete the assigned training functions to the FTO's satisfaction or consistently receives poor ratings in the Daily Observation Reports, termination proceeding are instituted in accordance with individual agency policies.

The Program calls for three levels of personnel:

1. Field Training Officers, (FTO's)
2. Field Training Supervisors (FTEP Supervisors)
3. And a Field Training Coordinator (FTEP Coordinator.)

Ideally, personnel serving at the supervisory level would hold the rank of Sergeant or above while the person serving as the FTEP Coordinator would hold the rank of Lieutenant or above. Because POSTC serves agencies with as few as three sworn employees and as many as 500, departments can implement a command structure unique to their individual agency. Based on our agencies size, the supervisory and coordinator functions are combined and administered by a Sergeant.

The FTEP is structured in such a way that entry-level officers are subjected to the most simple or basic tasks at the beginning of the program and more complex or difficult tasks as the program progresses



# BERLIN POLICE DEPARTMENT

---

*Sergeant Robert Martin #117 - Patrol Division*

POSTC has not set out a specific sequence of tasks in order to allow agencies maximum flexibility to structure their field training to address individual training and departmental needs.

The program is broken into phase training whereby the each of the four phases build on the previous phase by adding more complex tasks and expected workload. Each work day the recruit is evaluated by his/her FTO using a standardized Daily Observation Report (DOR). Each of the thirty categories has a numerical scale ranging from one through seven. A rating of four or above is considered satisfactory. The recruit performance is rated based on what would be expected from a fully trained officer completing the same task.

## **PROGRAM OVERVIEW**

A Field Training and Evaluation Program is a form of “on-the-job” training which is highly structured and specifically geared to the duties and responsibilities inherent in enacting the police role. The Program occurs after formal academy training and involves the assignment of three FTO’s to an entry-level officer during the course of the program. Ultimately, the objective of the Program is to produce a fully trained law enforcement officer for solo assignment in the field

The advantages of a well-developed and implemented Field Training Program are numerous:

- It serves to compensate for recruit selection errors and oversights made in the applicant screening process, by allowing for the termination in employment of recruits who are unable to learn to successfully acquire critical police skills. (This is particularly important today in light of the limitations being placed on applicant selection procedures.)
- It also allows for the application of knowledge and the development of skills which the classroom academy environment is largely unable to do, as Academy training typically focuses on the acquisition of knowledge with little opportunity to learn to apply that knowledge in real police contexts.
- Given the proper selection and training of FTO’s, it provides one or more “models” for new recruits to learn to emulate or imitate, thus advancing the Department’s goal of competent and compassionate police service.
- If implemented properly, a FTEP will produce productive new police personnel in a far shorter period of time than what was historically necessary and in a manner consistent with current state- of-the-art professional training practices and legal mandates.
- It provides a system of job-related criteria necessary for the validation of selection or screening standards and requirements.

**Summary** - The Field Training and Evaluation Program is a highly structured program designed to fill the need for on-the-job training in law enforcement. It is administered through the Patrol Division to maintain content validity and decrease the possibility for staff versus line conflict. Complete records are kept in the Patrol Division during the recruit’s time in the Program. These files are confidential in nature and available only to the FTO personnel and those who have an organizational “need to know.”

# BERLIN POLICE DEPARTMENT

September 25, 1995

## **GUIDELINE #10** **BODY WORN AND IN-CAR VIDEO/AUDIO SYSTEM PROCEDURE:**

### **A. Purpose**

1. The purpose of this policy is to set standards related to the use, management, storage and retrieval of digital multimedia video files stored on or generated from the use of department issued or approved body-worn and dashboard cameras, including but not limited to:
  - a. Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
  - b. Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
  - c. Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
  - d. Documenting police response to an incident.
  - e. Aiding in the documentation of victim, witness or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.
  - f. Reducing the number of false complaints made against a police officer in the course and scope of his or her official police duties.
2. The purpose of equipping police officers with issued or approved body-worn and dashboard cameras is to assist in the following:
  - a. Strengthening police accountability by documenting incidents and encounters between officers and the public.
  - b. Resolving officer-involved incidents and complaints by providing an objectively independent record of events.
  - c. Improving agency transparency by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.



- d. Identifying and strengthening officer performance by using footage for officer training and monitoring when appropriate and consistent with the law.
- e. Improving evidence documentation for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

## **B. Policy**

1. In support of the mission statement and core values of the Berlin Police Department, it is the policy of the Berlin Police Department to augment services provided to the public by utilizing department issued or approved body worn and dashboard cameras.
2. All department issued or approved body-worn and dashboard cameras equipment and media associated with the body-worn and dashboard cameras, data, images, video/audio and metadata captured, recorded, or otherwise produced by the body- worn and dashboard cameras shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the parameters of this policy pursuant to the department's FOI policy and practice.
3. Dashboard cameras in patrol vehicles are required to be used by any police officer operating such vehicle and in accordance with this policy and guidelines developed and maintained jointly by the POST Council and the Commissioner of DESPP.
4. Each police officer shall use body worn camera equipment while in the performance of his/her scheduled duties which may foreseeably involve interacting with the public in a law enforcement capacity in accordance with the department's policy, based upon the guidelines established by the POST Council and DESPP.
5. This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations.

## **C. Definitions**

1. Body-worn (BWC): A body-worn camera is an "on-the-body" video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of his/her police duties.
2. Dashboard Camera (DC) - A camera that affixes to a dashboard or windshield of a police vehicle that electronically records video of the view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.
3. Police Patrol Vehicle: Any state or local police vehicle other than an administrative vehicle in which an occupant is wearing body worn camera equipment, a bicycle, a motor scooter, an all-terrain vehicle, an electric personal assistive mobility device, or an animal control vehicle.



4. Digital Multimedia Video Files (DMVF): Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.
5. Evidence Transfer Management (ETM): ETM is the transfer of media from the body-worn and dashboard cameras to a secured server or other reliable secured storage source. The method of evidence transfer management for body-worn and dashboard cameras shall be approved by the Chief of Police.

## **D. Procedures**

### **1. Beginning of the shift procedures**

- a. Issued or approved body-worn and dashboard cameras shall be operated in accordance with the manufacturer's recommended guidelines, department training and department policies and procedures.
- b. Prior to the beginning of each shift, the police officer issued or assigned a body-worn and dashboard cameras shall test and perform an inspection to ensure that the body-worn and dashboard cameras has a properly charged battery and is functioning correctly.
  - (1) If problems are encountered with any component of the system, the body-worn and dashboard cameras shall not be used and the officer shall arrange for repair or replacement by completing an equipment repair slip and submitting it to their supervisor. The officer should be immediately provided a replacement BWC/DC, when practicable.
  - (2) Malfunctions, damage, loss or theft of any issued or approved body-worn and dashboard cameras shall be immediately reported by the officer to the on-duty shift supervisor or other responsible person as designated by the Chief of Police. The officer should be immediately provided a replacement BWC, if practicable.

### **2. Use and activation of an issued or approved body-worn and dashboard cameras.**

- a. Officers issued or assigned a body-worn camera shall wear such camera on his/her outmost garment and shall position it above the midline of his/her torso when in use.

- b. Officers issued or assigned a body-worn and dashboard cameras shall activate the camera while interacting with the public in a law enforcement capacity.
  - (1) For the purposes of this policy, “interacting with the public in a law enforcement capacity,” means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation or infraction.
  - (2) In addition, police officers equipped with body-worn and dashboard cameras shall record the following:
    - a. Vehicular pursuits;
    - b. Motor vehicle stops;
    - c. Motorist assists;
    - d. The taking of statements from suspects, witnesses and victims;
    - e. The conducting of interviews with suspects, witnesses and victims;
    - f. Transportation and processing of prisoners;
    - g. Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes;
    - h. Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video.
    - i. Foot Pursuits
    - j. Any incident or event not otherwise prohibited by this policy, where the police officer anticipates a use of force encounter may occur.
    - k. Serving arrest and search warrants.

***Note: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing the body-worn and dashboard cameras.***

- c. Once the body-worn and dashboard cameras are activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.
  - (1) Additional officers arriving on a scene that have been issued or assigned a body-worn and dashboard cameras shall also record the interaction with the public, and shall also continue to record until the completion of the incident.

- (2) For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.

**3. When an issued or approved body-worn and dashboard cameras is not to be activated or should be deactivated:**

- a. Except as otherwise required by this policy, no police officer shall use body-worn or dashboard recording equipment to intentionally record:

- (1) A communication with other law enforcement agency personnel, except as the officer performs his or her duties;
- (2) An encounter with an undercover officer or informant;
- (3) When an officer is on break or is otherwise engaged in a personal activity;
- (4) A person undergoing a medical or psychological evaluation, procedure or treatment;
- (5) Any person other than a suspect to a crime if an officer is wearing his/her issued or approved body-worn camera in a hospital or other medical facility setting; or
- (6) In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
- (7) Any private conversation to which the officer is not a party; or
- (8) Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.
- (9) A strip search.
- (10) In a locker room, changing room or restroom, unless confronting a violent or assaultive suspect or in an incident involving the anticipated use of force.

- b. Deactivation of a body-worn and dashboard cameras under certain circumstances:

- (1) Generally body-worn and dashboard cameras should remain activated until the conclusion of an incident. Officers may deactivate the body-worn and dashboard cameras if they determine that based upon the circumstances the investigation could be significantly hampered if the recording were to continue. Whenever possible, officers should consult with supervisors before making the decision to deactivate their body-worn and dashboard cameras.
- (2) Whenever possible, an officer who deactivates the body-worn and dashboard cameras during the course of an event in which this policy otherwise requires



recording, shall record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn and dashboard cameras, and document such event in their report.

During an incident interaction officers may temporarily mute the BWC for purposes of an "Officer Conference" when communicating with other law enforcement personnel. The camera will continue to record absent audio when muted. On these occasions the officer will announce "Officer Conference" prior to muting the BWC. When the "Officer Conference" is complete the BWC will be unmuted prior to any further interaction with a member of the public.

- c. When circumstances prevent an officer from activating a BWC/DC, or cause a camera to be deactivated in accordance with the guidelines established within this policy, the officer shall activate or reactivate their cameras as soon as practical.

#### **4. Malfunction of Body-worn and dashboard cameras**

If any malfunctioning or unintentional failure to record in accordance with this policy occurs, the officer shall document the reason and notify his/her supervisor regarding the lack of recording. Such documentation shall be contained on the equipment repair slip.

#### **5. End of Shift Procedures**

- a. Officers shall ensure that all files from an issued or approved body-worn and dashboard cameras are securely downloaded and retained in accordance with section I of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.
- b. Officers shall cause the recorded video to be stored, downloaded, transferred or otherwise saved and labeled or cataloged as evidence in the following circumstances:
  - (1) Any incident where an arrest is made or may be made, and/or a search is conducted;
  - (2) An event that captures an officer's reportable use of force in the discharge of his/her official duties;
  - (3) Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
  - (4) An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

## **E. Training**

1. No officer shall use an issued or approved BWC and/or DC prior to being trained in accordance with statutes in the use of the equipment, and in the retention of data created by such equipment, except that any police officer using an issued or approved body-worn and dashboard cameras prior to October 1, 2015, may continue to do so before undergoing such training. Every officer must receive training on the proper care and maintenance of the equipment at least annually.
2. The value of the BWC and DC as a training aid is well documented. Supervisors shall review the recordings of all critical incidents made by officers under their command and offer constructive critiques whenever possible. If a recorded incident is of such significance in its training value, or if the incident is of such magnitude that the officer or supervisor feel that it is in their interest or the departments interest to secure the recording, the supervisor shall give written notice to the support services division lieutenant for review.

## **F. Responsibilities of Supervisory Personnel**

1. Chief of Police
  - a. The Chief of Police shall designate the Lieutenant of Support Services to oversee and administer the storage and management of all digital multimedia video files generated by the use of issued or authorized body-worn and dashboard cameras.
  - b. The Chief of Police may authorize BWC/DC policy that provides additional guidelines and training requirements not mandated by this policy, provided that it does not conflict with state or federal law or the provisions set forth in this policy.
  - c. The Chief of Police shall ensure the BWC/DC data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.
  - d. The Chief of Police shall ensure that body-worn and dashboard cameras video files that are subject to a preservation request or court order are appropriately catalogued and preserved.
  - e. The Chief of Police shall approve the method of evidence transfer management (ETM) from the body-worn and dashboard cameras to a secured storage server, cloud, website or other secured digital media storage.
2. Supervisors
  - a. Supervisors shall ensure that police officers equipped with issued or approved body-



worn and dashboard cameras are using the camera and audio in accordance with policy and procedures as defined herein.

- b. Supervisors shall after every arrest confirm that any available body-worn and dashboard video is downloaded, tagged properly, and transferred to a back-up storage media approved by the Chief. When the officer assigned to do court work processes the paperwork to take to court he/she will verify that any applicable video was stored to this designated back-up storage media.
- c. Supervisors shall periodically inspect issued or approved body-worn and dashboard camera equipment assigned to police officers to ensure proper operability per testing protocols provided through training and manufacturer's recommendations.
- d. Supervisors or other persons designated by the Chief of Police may periodically review issued or approved body-worn and dashboard cameras recordings of traffic stops and citizen contacts in accordance with this policy as well as reports generated as a result of these incidents to:
  - (1) Ensure body-worn and dashboard cameras equipment is operating properly;
  - (2) Ensure that police officers are utilizing the body-worn and dashboard cameras appropriately and in accordance with policies and procedures; and
  - (3) Identify any areas in which additional training policy revisions or guidance is required.
- e. Supervisors shall ensure that all body-worn and dashboard camera video files are appropriately preserved in accordance with this policy.
- f. Documented Review Policy: In order to ensure that the system is functioning properly, and that officers are recording properly, a minimum of two traffic stops (DC) and two body worn video (BWC) recordings of their assigned personnel (if applicable) will be reviewed by supervisors during bi-annual compliance checks in March & September. Supervisors should select BWC / DC associated with routine and high risk calls for service that also have an accompanying case report. Supervisors should select DC video associated with traffic stops. The name of the officer, type of video, type of incident, date of video, case # and the name of the officer who initiated the recording will be documented in each supervisors report.

#### **G. Authorized Personnel Access to Uploaded Digital Multimedia Video Files**

- 1. General access to digital multimedia video files shall be granted to authorize personnel only. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies and procedures.



- a. The Chief of Police or his/her designee may review specific body-worn and dashboard cameras digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.
  - b. A police officer may review a recording from his or her body-worn and/or dashboard recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.
  - c. If a police officer is giving a formal statement about the use of force, or if an officer is the subject of a disciplinary investigation in which a recording from body-worn and/or dashboard recording equipment is being considered as part of a review of an incident, the police officer shall have the right to review such recording in the presence of the officer's attorney or labor representative. Further, such police officer shall have the right to review recordings from other police officers' body-worn and/or dashboard recording equipment capturing the police officers' image or voice during the incident under review.
2. Under no circumstances shall any individual with access to body-worn and dashboard cameras media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any police officer or individual, or for other non-law enforcement related purposes. This includes disclosure of any portion of a body-worn and dashboard cameras video file to a media organization unless such disclosure has been approved by the Chief of Police or his/her designee.
3. Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:
- a. By a department member investigating or adjudicating a complaint regarding a specific act of officer conduct
  - b. By technical support staff for purposes of assessing proper functioning of body and dashboard cameras;
  - c. By the Internal Affairs Unit or other Unit or person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct;
  - d. By a sworn law enforcement officer who is participating in a criminal investigation;
  - e. By the Town of Berlin's legal representative;
  - f. Any other personnel designated by the Chief of Police.
  - g. Law enforcement personnel may review a recording from their own issued or

assigned body-worn and dashboard recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations;

- h. By representatives of the Division of Criminal Justice, Municipal Attorneys, Office of the Attorney General, retained counsel and other representatives authorized by the municipality, such as municipal insurance carriers, in the course of their official duties; or
- i. By other department personnel as authorized by the Chief of Police or his/her designee.

## **H. Releasing or Duplicating Body-worn and dashboard cameras Recordings**

### **1. Releasing Body-worn and dashboard cameras Digital Multimedia Video**

Files Processing Freedom of Information Act (FOIA) requests:

All FOIA requests for body-worn and dashboard cameras digital multimedia video files shall be processed through the office of the Chief of Police or their designee.

### **2. Duplicating Body-worn and dashboard cameras Digital Multimedia Video Files**

- a. When a police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order, the Chief of Police or other designee shall arrange, prior to the date of the court appearance, for a copy of the required portion of the original video file to be duplicated.
- b. The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

## **I. Storage and Retention**

- 1. Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website or other approved secure storage media, authorized by the Chief of Police.
- 2. All digital multimedia video files shall be securely stored in accordance with state record retention laws and department policy.
  - a. Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with this policy shall be maintained for a period of a minimum of ninety (90) days.
  - b. Digital multimedia video files shall be preserved while a case remains open and under investigation, or while criminal or civil proceedings are ongoing or reasonably



anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.

- c. Nothing in these guidelines shall require a law enforcement unit to store such data for a period longer than one year, except in the case where the unit knows the data is pertinent to any ongoing civil, criminal or administrative matter.
  - d. All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained in accordance with state records retention laws.
    - i. Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, Municipal Attorney, Officer of the Attorney General, retained counsel and other authorized claims representatives in the course of their official duties.
    - ii. The law enforcement unit shall not be required to store such data for a period longer than one year, except in the case where the unit knows the data is pertinent to any ongoing civil, criminal or administrative matter.
    - iii. Digital multimedia video files shall be preserved in response to oral, electronic or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated.
3. All such preservation requests shall promptly be brought to the attention of the recipient's supervisor and the Municipal Attorney's office.

Chief John M. Klett

Revised: 05/01/07	3/23/12	9/23/14	11/23/15	03/26/21
10/15/08	11/9/12	2/24/15	12/18/15	
3/30/09	3/26/14	11/18/15	11/01/20	

April 21, 2021

From: Chief John Klett  
To: Board of Police Commission (LTA)  
Subject: Porters Pass, Christian Lane, and Deming Road Pavement Structure Improvement

The Town Public Works Department is in the process of planning a project to re-pave Porters Pass, Christian Lane, and Deming Road. This project includes some engineering improvements as well as some new lane designations with associated signage. The areas of this project that come under the purview of the LTA are the following changes from existing to proposed traffic control markings and associated signage.

1. Porters Pass approach to Massirio Drive due to new right turn lane/pocket
2. Extended right turn / left turn lane arrangement on Deming Rd approaching Christian Lane due to peak hour traffic queues
3. Designated left turn pocket to Episcopal Road from Deming Rd EB

The project requires LTA approval of these three changes and associated signage.

There is also a proposed new designated left turn pocket to Rte 9N on-ramp from Christian Lane. Because this intersects with a State owned road, approval of this falls under the jurisdiction of the DOT's Traffic Engineering Division.

As part of this project, all existing approved signs will be replaced with new ones that meet the NHTSA reflectivity standards. This does not require LTA approval, as they are existing approved signs.

For your review I have attached three pages detailing the above listed changes to the traffic signs and markings with the changes highlighted in yellow.

I have also included the entire project in twelve pages with any changes from existing signage that would require LTA approval highlighted in yellow, these consist of the following:

- four new "Speed Limit" signs based on MUTCD recommended spacing.
- Two are on Christian Lane at STA 77+95 LT and at STA 91+15 RT.
- The other two are on Deming Road at STA 130+50 LT and at 131+10 RT.

One additional thing to note:

1. The engineers are recommending removal 'We Love Our Children' and 'Slow Children Play' signs at the intersections of Fairview and David Drives for the following reason.
  - a. Reasoning:  
<https://www.fhwa.dot.gov/publications/research/safety/pedbike/05085/chapt10.cfm>



- b. *'According to the ITE publication, Traffic Control Devices Handbook, CAUTION—CHILDREN AT PLAY or SLOW CHILDREN signs should not be used since they may encourage children to play in the street and may encourage parents to be less vigilant.(6) Such signs also provide no guidance to motorists as to a safe speed, and the sign has no legal basis for determining what a motorist should do. Furthermore, motorists should expect children to be at play in all residential areas, and the lack of signing on some streets may indicate otherwise. The signs are unenforceable and act as another roadside obstacle to pedestrians and errant motorists. Use of these nonstandard signs may also imply that the involved jurisdiction approves of streets as playgrounds, which may result in the jurisdiction being vulnerable to tort liability'.*
- c. The LTA would decide on the retention or removal of these signs.

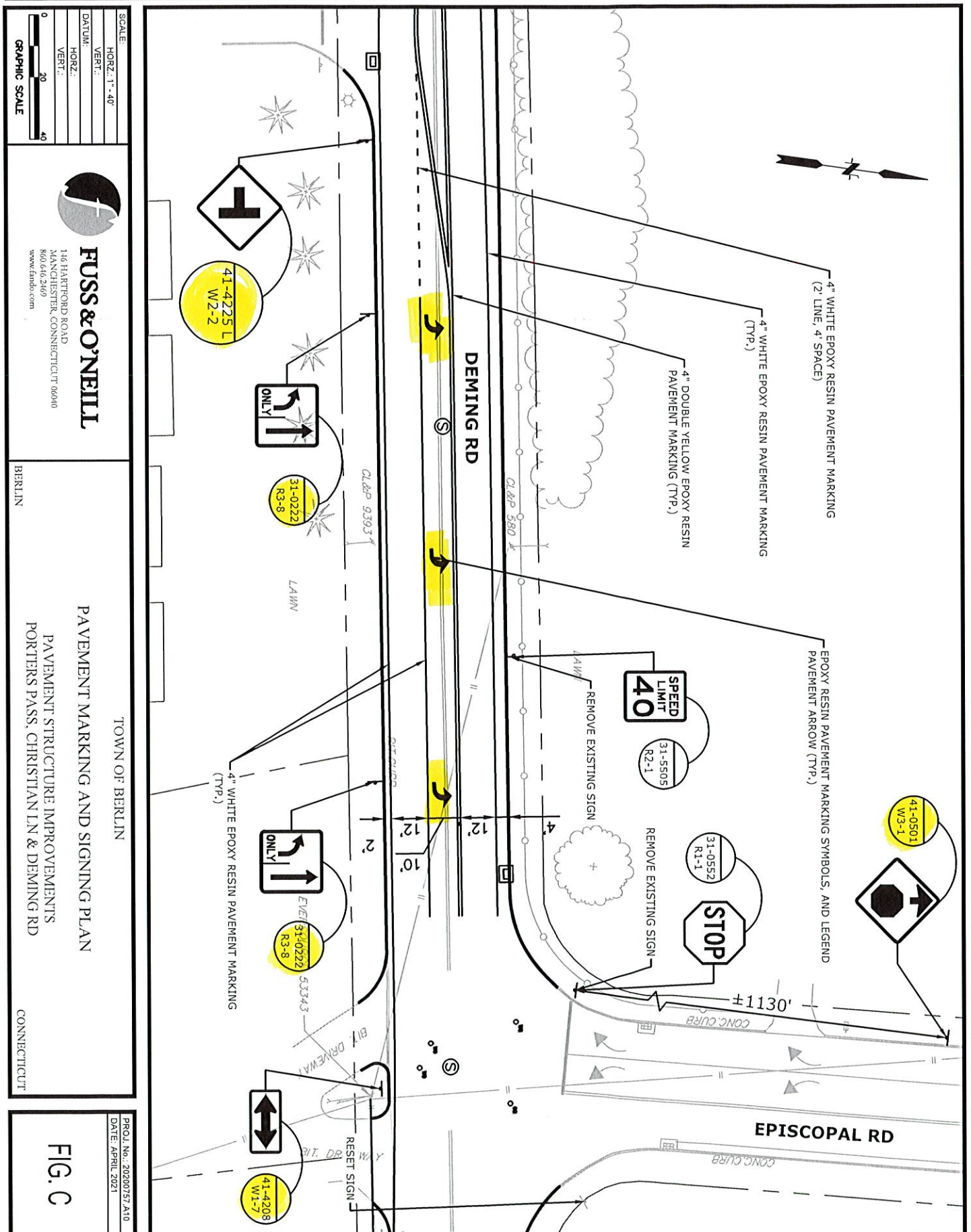
LAYER STATE:

Plotter: AUTOCAD PDF (GENERAL DOCUMENTATION).PC3 CTB File: FO.STB





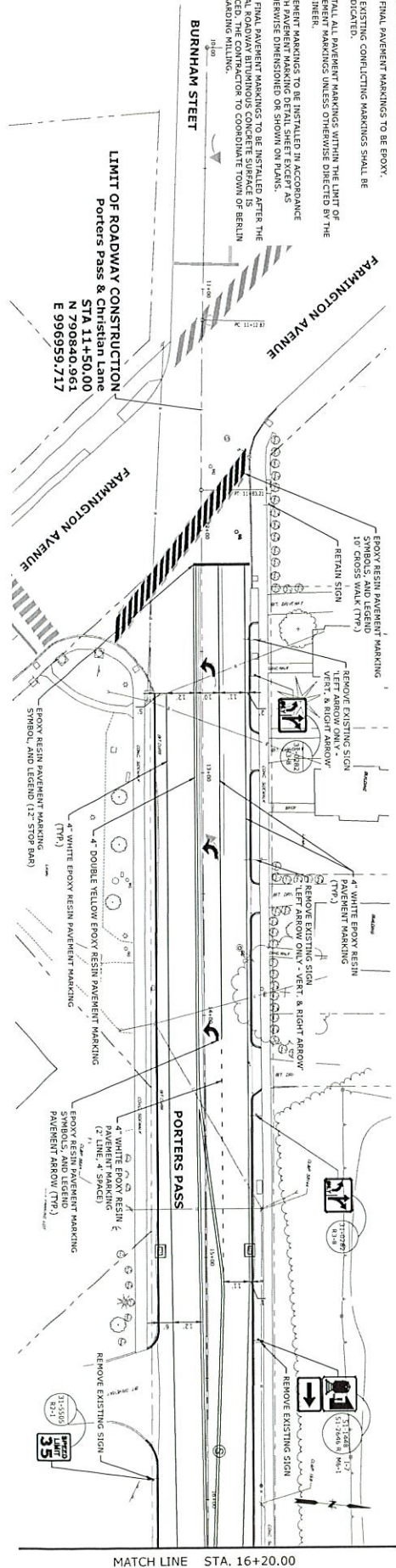






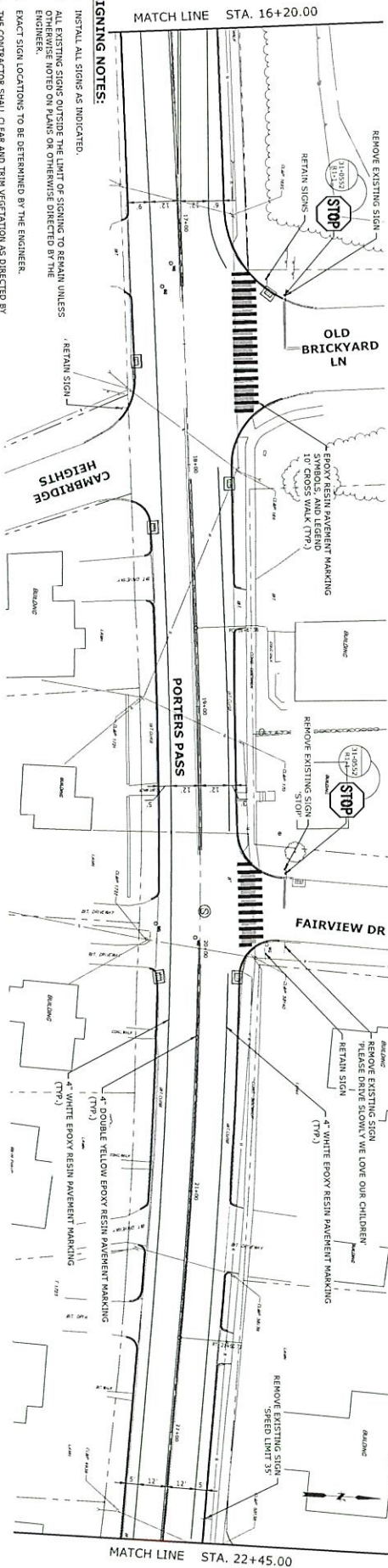
**PAVEMENT MARKING NOTES:**

1. ALL FINAL PAVEMENT MARKINGS TO BE EPOXY.
2. ALL EXISTING CONFLICTING MARKINGS SHALL BE ERADICATED.
3. INSTALL ALL PAVEMENT MARKINGS WITHIN THE LIMIT OF PAVEMENT MARKINGS UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
4. PAVEMENT MARKINGS TO BE INSTALLED IN ACCORDANCE WITH MAINTENANCE MANUAL OR SHOWN ON PLANS.
5. ALL FINAL PAVEMENT MARKINGS TO BE INSTALLED AFTER THE PLACED. THE CONTRACTOR TO COORDINATE TOWN OF BERLIN READING MILLING.



**SIGNING NOTES:**

1. INSTALL ALL SIGNS AS INDICATED.
2. ALL EXISTING SIGNS OUTSIDE THE LIMIT OF SIGNING TO REMAIN UNLESS OTHERWISE NOTED ON PLANS OR OTHERWISE DIRECTED BY THE ENGINEER.
3. EXACT SIGN LOCATIONS TO BE DETERMINED BY THE ENGINEER.
4. THE CONTRACTOR SHALL CLEAR AND TRIM VEGETATION AS DIRECTED BY THE ENGINEER TO PROVIDE ADEQUATE SIGHT LINE TO THE SIGNS. THE WORK SHALL BE PAID FOR UNDER THE ITEM, "CLEANSING AND GRUBBING".
5. WHEN A SIGN IS TO BE REPLACED THE EXISTING SIGN SHOULD NOT BE REMOVED UNTIL THE NEW REPLACEMENT SIGN IS INSTALLED.
6. SIGNS SHALL NOT BE PLACED LESS THAN 10 FEET FROM UTILITY POLES.

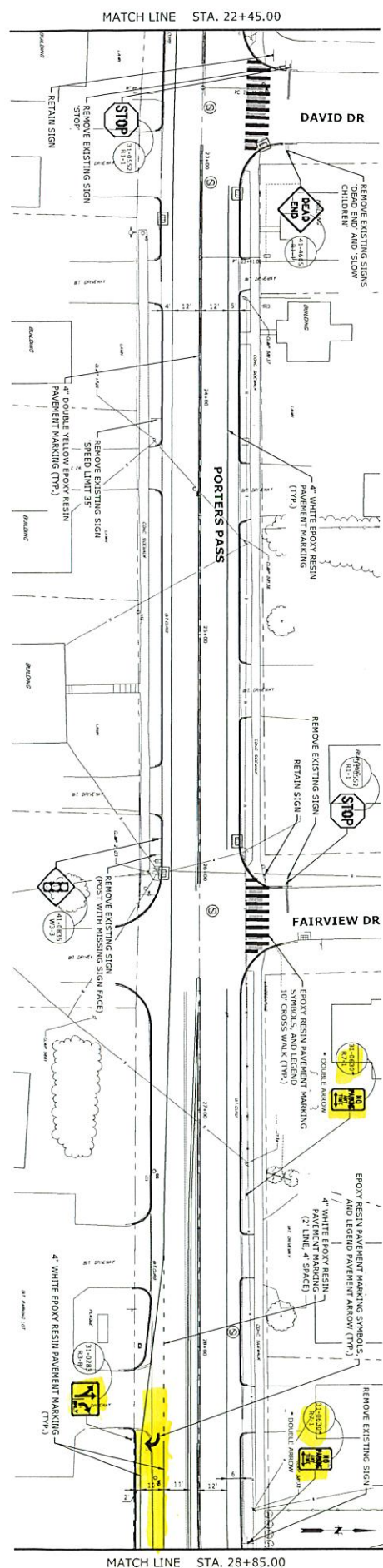
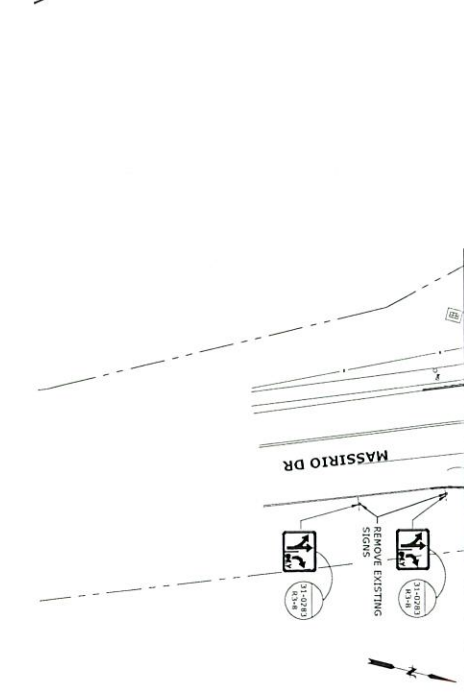


NO.	DATE	DESCRIPTION	DESIGNER: JAVIER WONG	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**FUSS & O'NEILL**  
 LANDSCAPE ARCHITECTS  
 1000 WEST STREET, SUITE 200  
 BERLIN, CONNECTICUT 06033

**TOWN OF BERLIN**  
 PAVEMENT MARKING & SIGNING PLAN  
 PAVEMENT STRUCTURE IMPROVEMENTS  
 PORTERS PASS, CHRISTIAN LN & DENING RD  
 CONNECTICUT

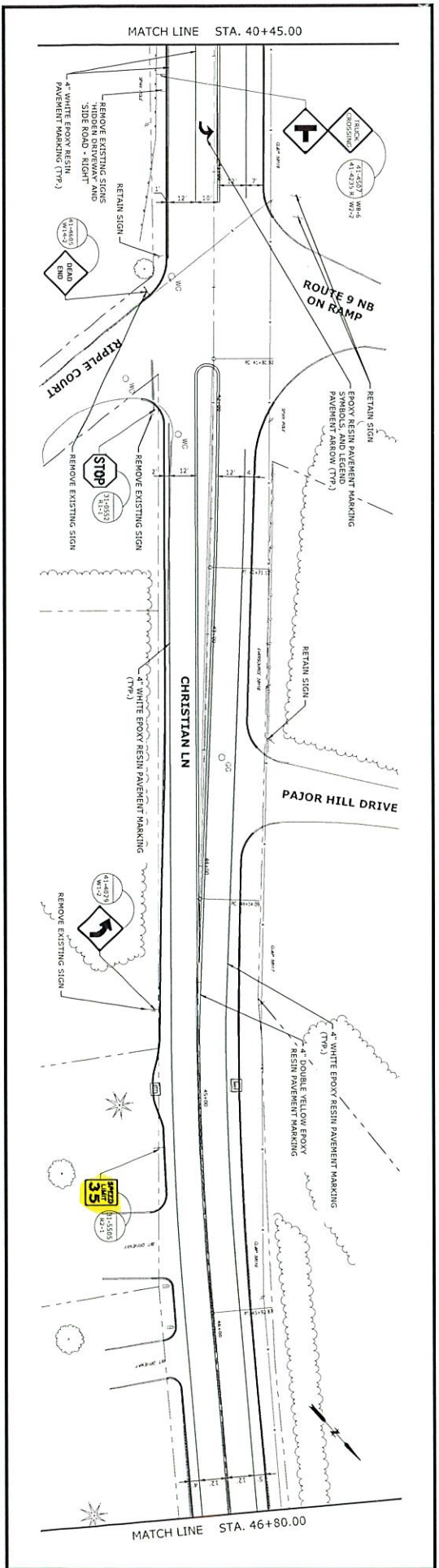
**PVT-01**

DATE: APRIL 2003  
PVT-02

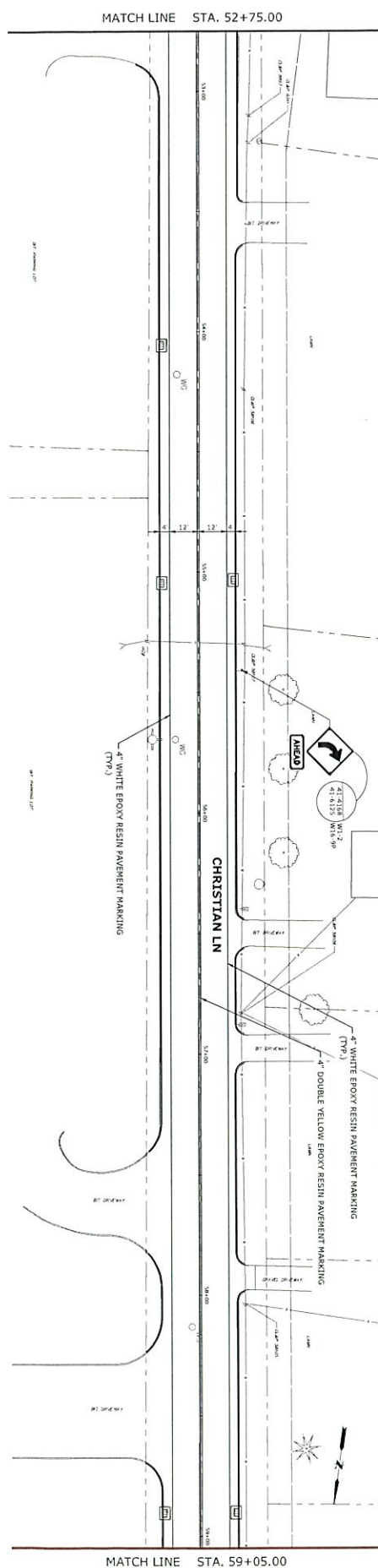


NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		

SCALE	SCALE

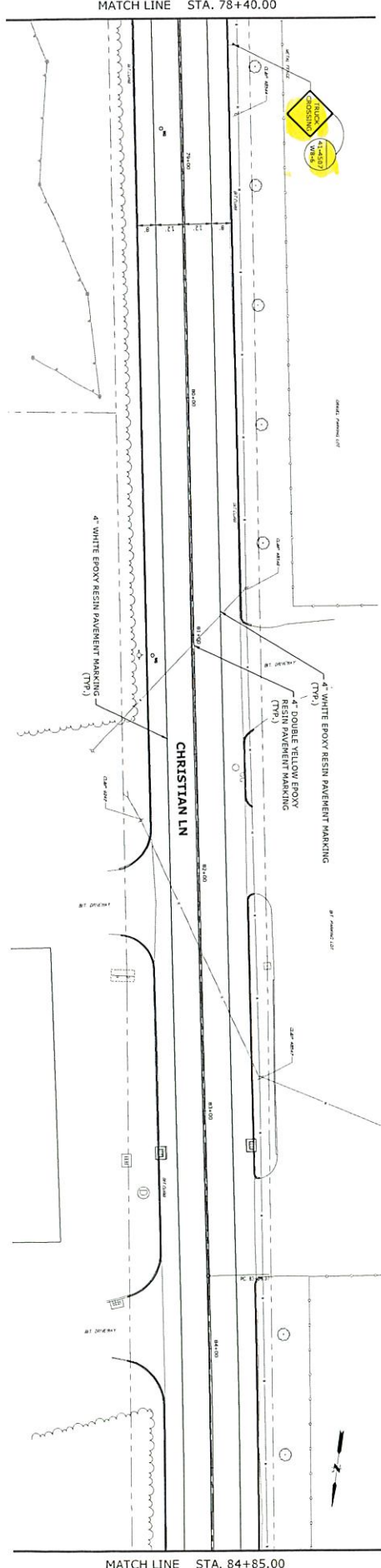
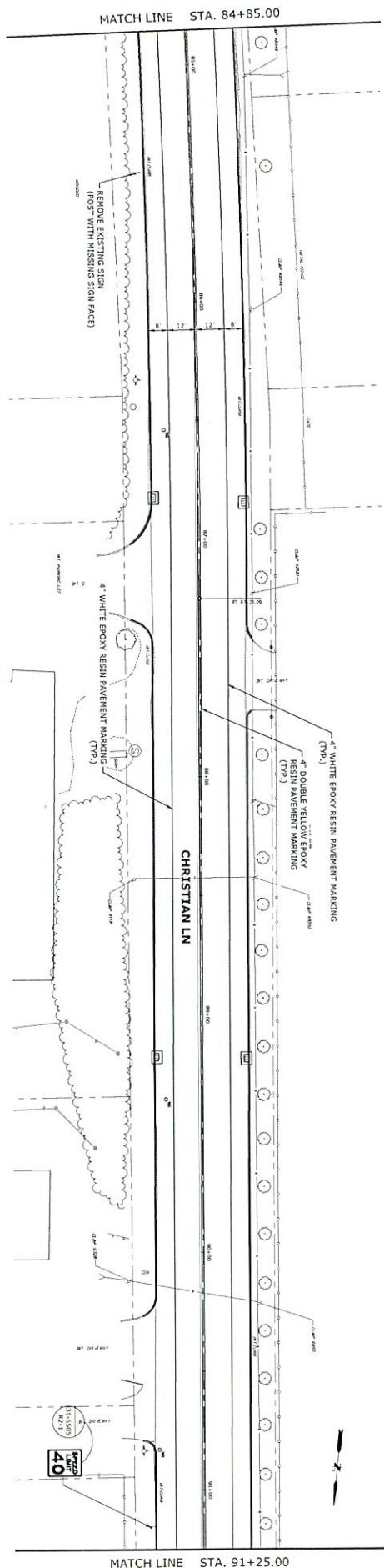
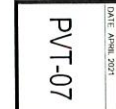
DATE APRIL 2021  
PVT-04



DATE: APRIL 2021  
PVT-05







NO.	DATE	DESCRIPTION	BY	CHKD
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

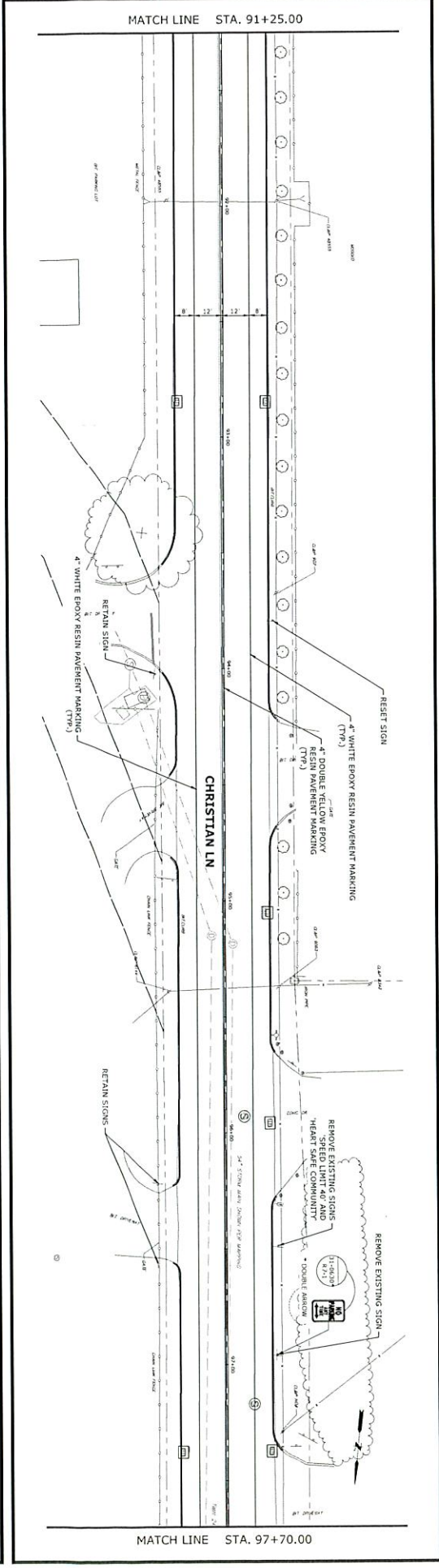
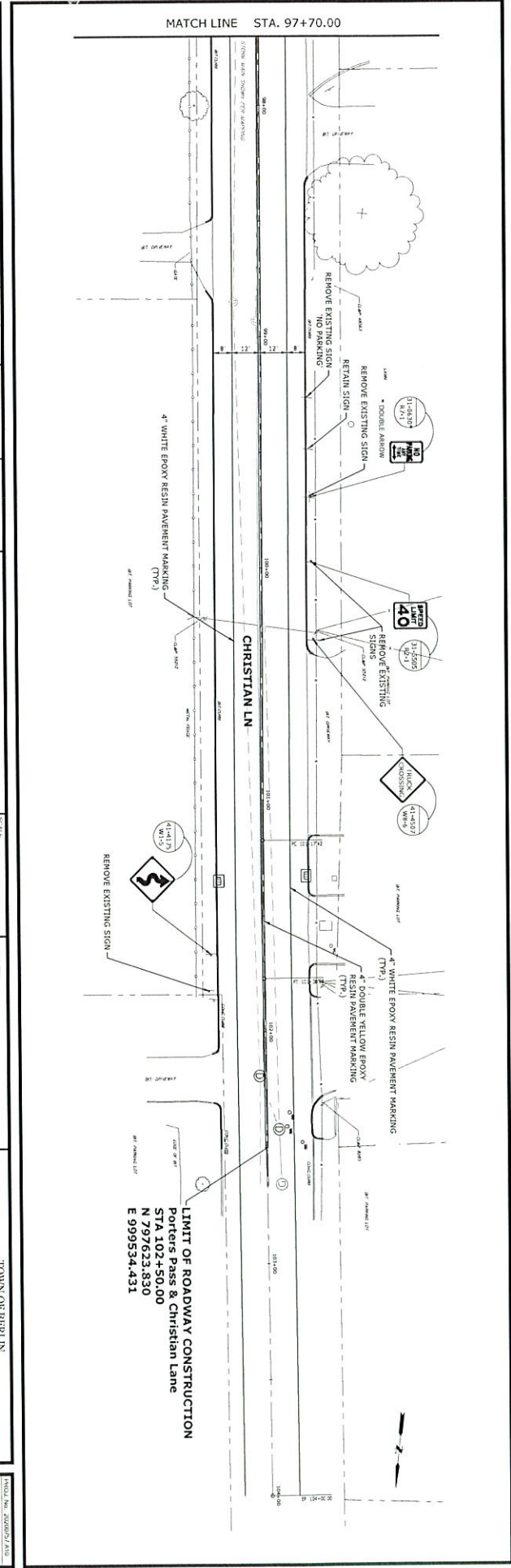
SCALE	SCALE	SCALE	SCALE
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'

SCALE	SCALE	SCALE	SCALE
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'
1"=100'	1"=100'	1"=100'	1"=100'

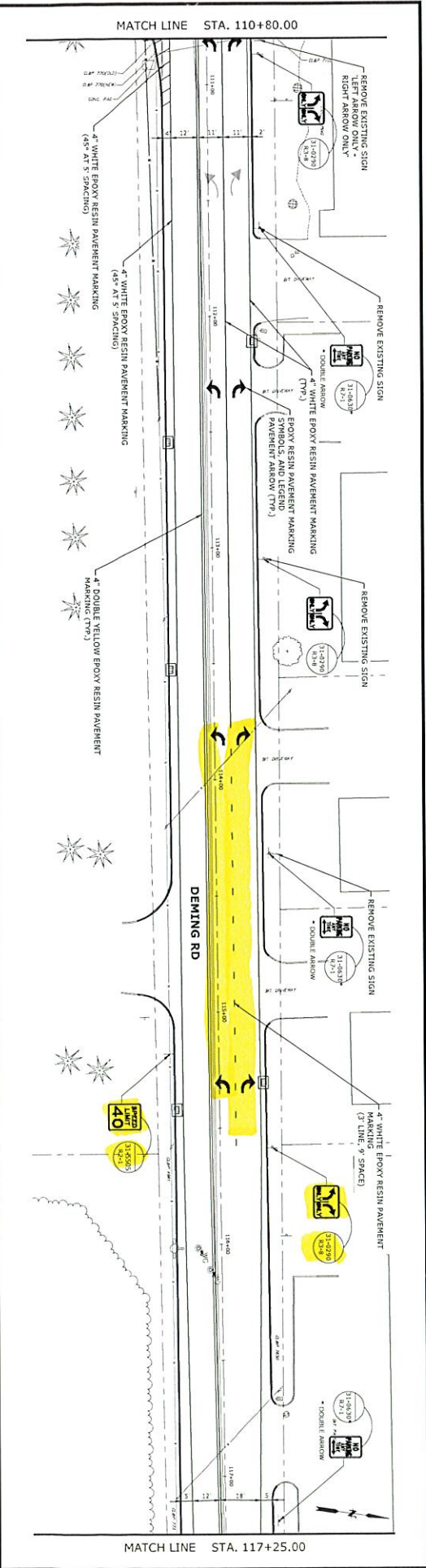
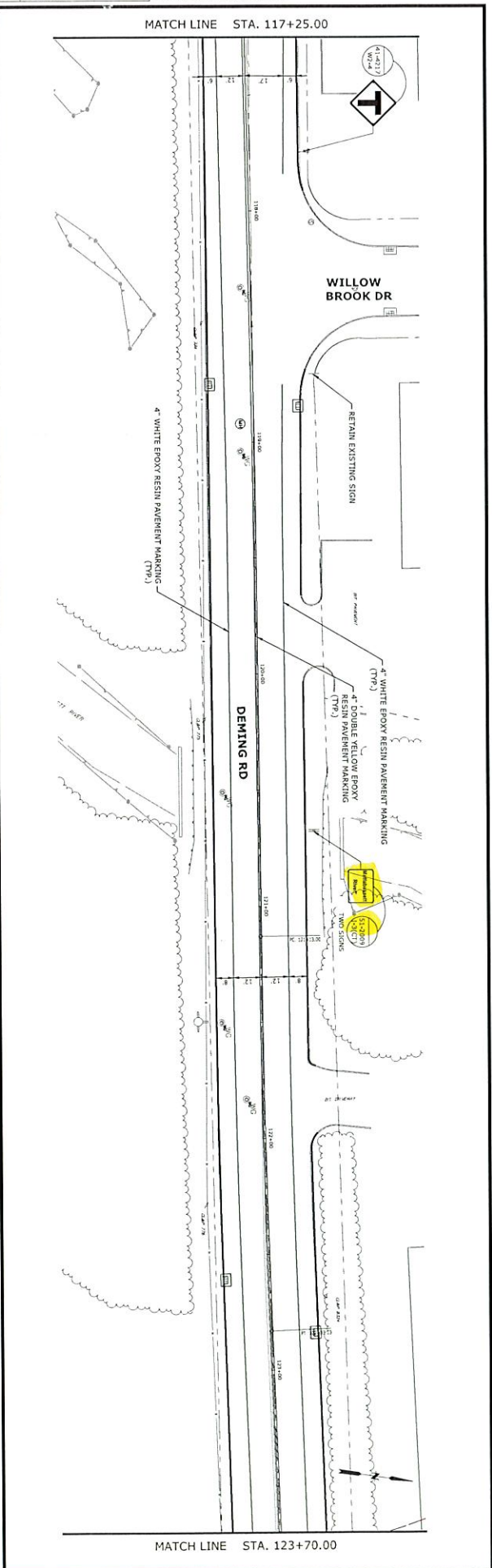


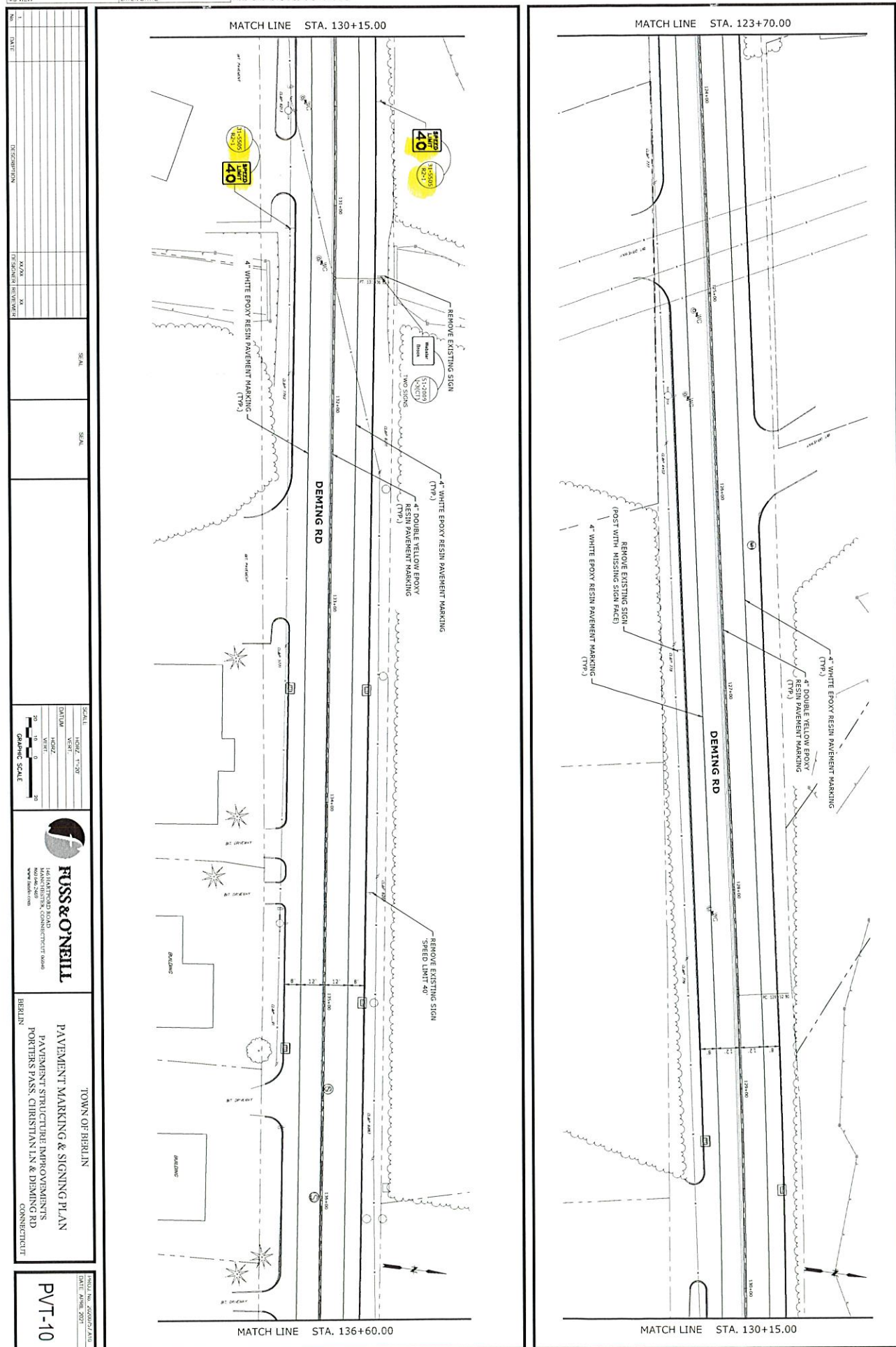
TOWN OF BERLIN  
 PAVEMENT MARKING & SIGNING PLAN  
 PAVEMENT STRUCTURE IMPROVEMENTS  
 PORTERS PASS, CHRISTIAN LN & DEANG RD  
 CONNECTICUT  
 BERLIN

PVT-08  
 PROJECT NO. 2020007 AND  
 DATE: 4/13/21

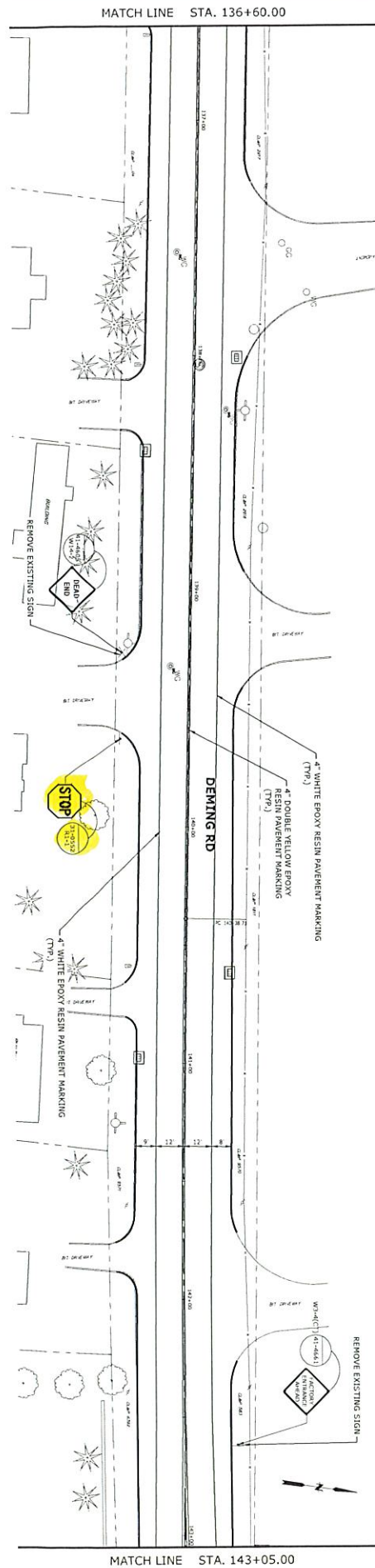
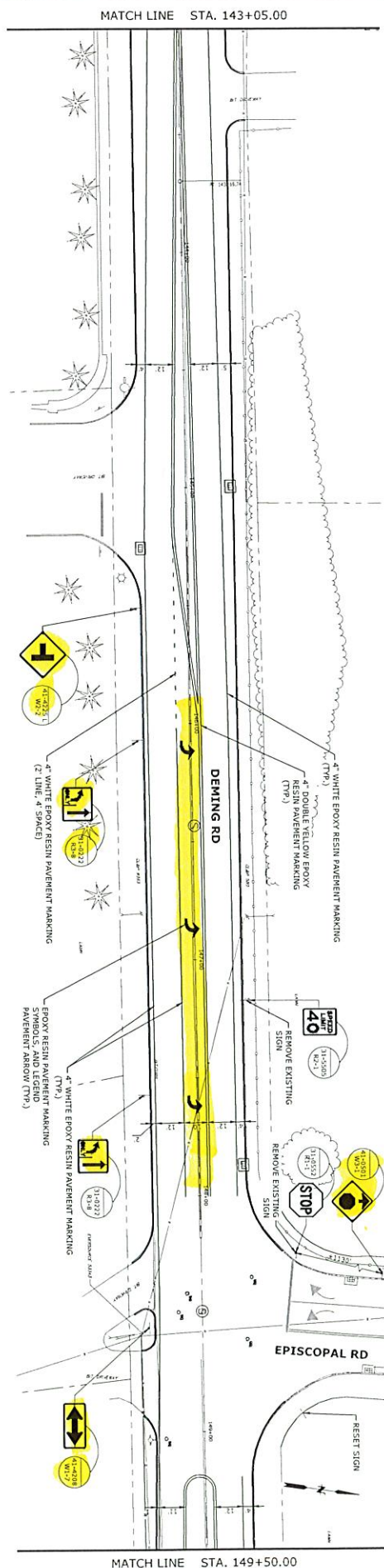






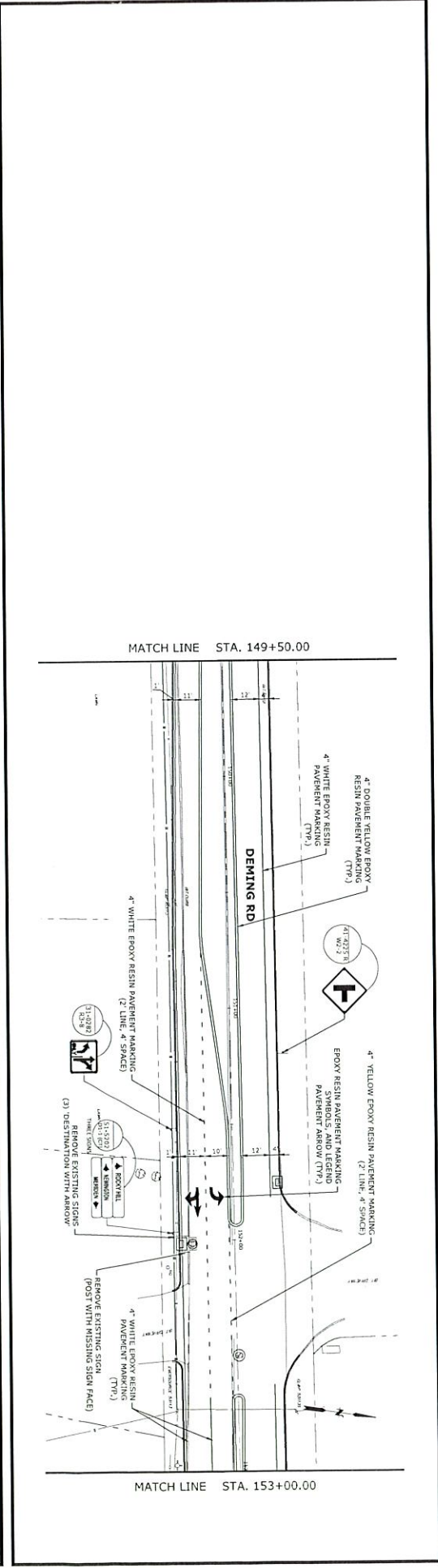




DATE: APRIL 2021  
PVT-11

DATE: APRIL 2023

PVT-12





PVT-11

