

# Hamden Police Department General Orders

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**Policy Number:** 024-003

**Effective Date:** August 01, 2005

**Section:** Patrol

**Rescinds:**

**Title:** Interdivisional Communication

**Approved By:**

**Approval Date:**

## PURPOSE

To establish cooperation between divisions of the Hamden Police Department.

## POLICY

There will be an exchange of information between the Patrol Division and other Departmental Divisions for the purpose of coordination, cooperation, and communication.

## Procedures

### A. Hamden Police Department Daily Log.

1. The basic information format for the Hamden Police Department will be the daily LOG.
2. The LOG will be at the front desk, accessible to all Personnel.
3. The LOG will contain:
  - a. information regarding local crimes.
  - b. Teletypes from other agencies.
  - c. Area notices.

ALL INFORMATION SHOULD BE AS DETAILED AS POSSIBLE AND INCLUDE THE REQUESTING OFFICER'S NAME.

### B. Interdivisional Communication (Patrol and Detective Division).

1. Information from the Patrol Division to the Detective Division will be exchanged as follows:

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- a. A copy of all cases submitted by Patrol will be forwarded to the Detective Division.
    - b. Information from patrol officers regarding suspects or activities may be submitted, in writing or in person, to any of the detectives at any time.
    - c. If a patrol officer becomes actively involved in an interdivisional investigation, he will contact his respective supervisor immediately.
  
  2. Information from Detective Division to Patrol Division.
    - a. The Detective Division will place any information pertinent to the Patrol Division on the DAILY LOG.
    - b. If appropriate, information regarding present activities will be given to patrol supervisors and/or dispatchers.
- C. Staff Meetings.
1. Staff meetings will be held under the direction of the Patrol Division Deputy Chief at his discretion.
  2. Supervisors from all three divisions may attend these meetings, and submit items to be included on the agenda.
  3. Items for discussion may include:
    - a. Operational Procedures.
    - b. Staffing.
    - c. Disciplinary Problems.
    - d. Procedural Changes.