

HARTFORD POLICE DEPARTMENT

Operation Plan *Neighborhood Gun Buy Back*



July 19th 2014
0900 – 1500

Prepared by Lt. Lance D. Sigersmith
Commander, Vice, Intelligence and Narcotics Division

Law Enforcement Sensitive

I. SITUATION:

The Hartford Police Department will be conducting a Neighborhood Gun Buy Back Program. The program is offered to give individuals an opportunity to safely dispose of a firearm without giving it away or illegally selling it or allowing it to be obtained by persons unfit to possess firearms. Firearms may be turned in anonymously. Stop and Shop Gift Cards will be utilized for this event. Stop and Shop Gift Cards for the amounts of \$50.00 for a rifle or shotgun and \$200.00 for a handgun/revolver will be given out.

II. MISSION:

The Hartford Police Department will take custody of all firearms turned in to the program and will provide gift cards in exchange for the firearms.

The Hartford Police Department shall keep the peace and enforce applicable laws fairly and impartially, protecting the rights of all persons involved, on the department's basic law enforcement mission of protecting life and property.

All existing department policies and procedures shall be in effect, including firearms and use of force policies. All department reporting procedures, including criminal and administrative shall be followed.

III. CONCEPT OF OPERATION:

The Hartford Police Department will stage for the program at 0830 hours at the Johnson-Stewart Community Center located at 127 Martin Street, Hartford, Connecticut. Firearms turned in by individuals will be inspected by the Police Department's Armorer. Those firearms meeting the criteria will be exchanged for a gift card. The firearm will be safely inspected, proper paperwork completed and temporarily held in a designated holding room.

Gift Cards will be issued only after the Gift Card Log has been properly filled out.

Once a designated number of firearms have been processed they will be transported by two police assets to the Public Safety Complex, ISB Conference Room where further processing will occur including verification and NCIC checks. Four Intelligence Unit Detectives will be posted at the ISB Conference Room and have access to N.C.I.C. terminals at the Public Safety Complex, located at 253 High Street, Hartford, Connecticut.

Once the firearms have been properly processed by detectives and all computer checks have been verified the firearm and all proper paperwork will be delivered to the Hartford Police Property Room for storage as is proper policy and procedure for firearms. A receipt will be obtained and added to the case file.

A master case number will be drawn and a comprehensive report completed with detailed information which will be maintained in the Intelligence Unit files.

IV. EXECUTION:

Lieutenant Sigersmith will have command of this operation. Sergeant Spell will be the onsite supervisor.

Change of assignments or any deviation from the operation should only be conducted with the approval of the Commander.

Officers will accept weapons turned in by citizens. Although the focus of the program is on firearms, any weapon will be accepted. Ammunition will be accepted. No one attempting to turn in a weapon will be refused. Anonymous turn in is acceptable.

Individuals turning in firearms to the Gun Buyback Program will be escorted from the front of the community center to a designated area/room where the firearms will be turned over to police personnel. **The firearms should arrive in a brown paper bag as instructed. AT NO POINT OR TIME SHOULD CIVILIANS/VOULUNTEERS HANDLE OR HAVE ACCESS TO FIREARMS THAT ARE BEING TURNED IN.**

Detectives accepting the firearms will try to ascertain the basic circumstances or reason for the turn in. If the circumstances seem criminal a supervisor will be immediately notified. All weapons will be inspected to ensure they are functional, **unloaded and in safe condition.**

Officers will complete the release forms obtaining as much information as possible. The forms will be signed by the citizen, receiving officer, and a witness, with a copy returned to the citizen. Firearms will be accepted even if the requested information is not obtained.

Firearms checks will be conducted by Intelligence Division Detectives assigned to N.C.I.C. terminals. Members assigned to this portion of the operation will utilize the INTEL Channel.

Police personnel assigned to accept, process, secure or handle firearms which are being turned in should utilize **latex gloves** in order to prevent contamination of any possible evidence due to circumstances which may be known currently or discovered in a timely manner in relation to the police taking possession of the firearm which would require an ethical or lawful follow-up investigation. For example a firearm covered in apparent biological material, blood/brain matter, hair or the possibility of a timely follow up call stating the firearm was used in a homicide or other crime of violence requiring due diligence.

A parking lot detail consisting of two uniformed officers will ensure the safety and security of the exterior of the premises and address any individual/s attempting to interfere with the safe and lawful activities of the mission.

V. PROCEDURES:

A. Arrests

Hartford Police personnel will be responsible for all on-site arrests.

Any individuals arrested will be debriefed by the Intelligence Division. The accused will be transported to the Intelligence Division with all appropriate paper work completed.

B. Communications

1. VIN/STF: To be utilized as the primary channel for communication during the operations.
2. INTELL: Utilized by Detectives assigned to intake for communication with Detectives assigned to N.C.I.C. terminals

VI. MEDIA INQUIRIES

Requests for information will be referred to the Lieutenant Sigersmith, Commander of the Intelligence Division or Sergeant Sean Spell, Supervisor of the Intelligence Division. Media will be staged in a designated area and all requests for media access or interviews should be directed to the Event Commander or the Public Information Officer.

VII. ASSIGNMENTS:

COMMANDER: Lieutenant Lance Sigersmith

SUPERVISOR: Sergeant Sean Spell

N.C.I.C TERMINAL/ISB CONFERENCE ROOM

Detective Jeff Antuna
Detective Steve Citta
Detective Jose Perez

INTAKE

Detective Greg Corvino
Detective Kevin Salkeld
Detective Dave Cournoyer
Detective Daniel Blumes

TRANSPORTATION

Detective Richard Medina
Detective William Rivera

ARMORER

Officer Louis Crabtree
Officer John Cavanna

FRONT ENTRANCE

Officer Ken Medina (Uniform)
Officer Donovan Thorpe (Uniform)

GIFT CARD LOG AND DISTRIBUTION

Detective Zach Sherry
Detective Mike Heselton

HOLDING AREA/FIREARM SECURITY

Detective Mark Rostkowski
Detective Garrett Fancher

PARKING LOT and RELIEF

Detective Ricky Sarju
Detective Andrew Rodney

PROPERTY ROOM

Sergeant Liam Pesce
Civilian Tim Huffman

VIII. ADMINISTRATIVE INSTRUCTIONS:

1. Radio Frequency

PDPATROL1: The standard channel utilized by the Hartford Police Department for the North District.

PDPATROL2: The standard channel utilized by the Hartford Police Department for the South District.

PDINFO1: The standard information channel utilized for N.C.I.C., in house record checks, DMV information, and towing.

VIN/STF: To be utilized as the primary channel for communication during the operation.

VIN/INTELL: Utilized by detectives assigned to intake for communication with detectives assigned to N.C.I.C. terminals.

I-Call – usage by officers, kept to a minimal.

2. Fiscal Assignments

All time records to be completed by Sergeant Sean Spell.

3. Uniform of Day

Uniform of the Day for Officers Assigned:

- Eight point hat
- Short sleeve shirt
- Black boots or shoes, highly polished
- Clean Shaven/groomed to Department Standards
- No other deviations are acceptable*

Detectives are to be in casual but professional attire with police Insignia and Badge clearly displayed.

4. Police Vehicles

To be serviced with full gas tanks prior to deployment.

A Marked Police Van will be utilized for firearms transport. A single uniformed officer will follow the marked van to the PSC and then return to the detail.