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**PUTNAM POLICE DEPARTMENT**  
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As you know, the COVID-19 Coronavirus has required us to change the way we interact with each other. As a country, we've been told to practice social distancing, wash our hands, and clean areas that we touch with disinfectant. A Police interaction is no different.

The Putnam Police Department strives to provide a full-service police department, offering services that many agencies do not in order to serve our residents better. Due to the COVID-19 Coronavirus, many of our services and common practices will temporarily be curtailed or eliminated.

What will need to change? Our Officers have to enter into situations where they may come in contact with infected persons, and then might come in contact with you. For your safety and ours, we are instituting some different ways of interaction with those we serve to do what we can to slow down or avoid the spread of COVID-19.

We are attempting to reduce access to the Police Facility. The Police Department lobby is open. If you have a complaint, an Officer may speak with you through the lobby glass, you can hand items back and forth through the slot in the window. Open face-to-face contact will be severely limited.

Dispatchers call screen when you call in currently and may now ask some additional questions of persons that are requesting police/Fire/EMS Services.

- Are you sick?
- Are you feverish?
- Do you have a dry cough?
- Have you traveled out of the country in the last 14 days?
- Have you been in recent contact with anyone with COVID-19/Corona virus?

Officers will try to maintain a 6-foot distance at all calls with people. Yes, this will be awkward to do, and it may not be feasible in many situations, but we will do what we can and ask that you do too. When you call, the dispatcher will tell you exit your house, car, or business when the Officer arrives to speak with the police outside. This allows Officers to maintain distance from you and speak to them outdoors, where the communication of COVID-19 is less likely. This is especially important for welfare checks – Dispatchers will get information from the reporting party or family members outside before entering.

Putnam Police Officers will not be going to medical calls or medical facilities, for calls for service, unless it involves an imminent emergency. Medical calls will be handled by our partners in the Putnam EMS and Putnam Fire Dept., and non-emergency calls at facilities will be handled via telephone, fax, or online.



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Fingerprint services for everyone are suspended until further notice.

Reporting of incidents – If you have a complaint, we will handle it, it will just be done in a different manner. Currently if you call, we almost always send an Officer to your house, place of business, etc. as we have always felt that you deserve individualized attention from us. Different situations call for different responses, so we will proceed as follows.

Criminal Complaints or the need for Police Services: if a person calls in with a complaint, Dispatch will vet the complaint and the we will determine if Officers will respond to your location. Dispatch will start a CAD number as usual, and the call will proceed as follows:

- Taking the complaint via phone (preferred.) for non-violent crimes, property crimes or incidents with limited information or evidence.
- Respond to residence
- If it is a minor service complaint where you do not need and officer, but just want to alert us to something you can send it online at [www.putnampolice.com](http://www.putnampolice.com)
- Follow up on complaints – will be done as needed by the investigating officers & detectives.

Motor vehicle lockouts – we will not be responding to lockouts unless there is a child, special needs person, etc. in the car, or some other unforeseen event.

We've instituted many other changes with the state, the court system, and internal processes that help the flow of law enforcement paperwork and arrest procedures.

I'd like to thank you for your patience and understanding. These are different times, as we all band together to try to slow the spread of this virus. Our practices may temporarily change, but we will do everything we can to continue to offer our best service to you. **Above all, if you have an active emergency, we will respond to you and help.**

Chief Chris Ferace