

TOWN OF EAST LYME
POLICE COMMISSION
REGULAR MEETING OF JUNE 22, 2017
MINUTES

MEMBERS PRESENT: Daniel Price, Mark Nickerson, Thomas Gardner, Joseph Perkins, Tony Buglione, and Giancarlo D'Angelo. Mark Powers arrived at 6:08 p.m.

ALSO IN ATTENDANCE: Chief Michael Finkelstein

Mr. Price called the meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

3. Approval of Minutes

MOTION (1)

Mr. Gardner moved to approve the minutes of the regular meeting of May 25, 2017, as submitted. Seconded by Mr. Buglione. Motion passed 6-0.

MOTION (2)

Mr. Gardner moved to approve the minutes of the special meeting of June 1, 2017, as submitted. Seconded by Mr. Perkins. Motion passed 6-0.

MOTION (3)

Mr. Gardner moved to approve the minutes of the special meeting of June 15, 2017, as submitted. Seconded by Mr. Perkins. Motion passed 6-0.

4. Old Business

MOTION (4)

Motion to approve the By Laws of the Police Commission.

DISCUSSION: Mr. Perkins noted that the only change should be that Old Business will come before New Business on the agenda.

Mr. Perkins moved to approve the By Laws of the Police Commission, as amended.

Seconded by Mr. Gardner. Motion passed 6-0.

5. New Business

a. Checklist Discussion

The Commission members reviewed the checklist entitled Police Commission Areas of Inspection Prior to Activation to a Full Time Police Department, attached hereto as Exhibit 1, and it is noted that the Department is in good shape for going independent effective July 1, 2017.

FILED

June 28 2017 AT 8:35 AM/PM

Karen Yalmon, ATC

EAST LYME TOWN CLERK

6. Chief's Report

Chief Finkelstein reviewed his priority list, attached hereto as Exhibit 2; and distributed a draft report outlining proposed report fees, attached hereto as Exhibit 3.

7. Chairman's Report

Mr. Price noted that he would be sending official letters to the Town Clerk and Board of Selectmen establishing the Independent Police as of July 1, 2017, at 12:01 a.m.

8. Communications

There was none.

9. Public Comment

No one from the public was in attendance.

10. Commission Response

There was none.

11. Adjournment

MOTION (5)

Mr. Gardner moved to adjourn the June 22, 2017, regular meeting of the Police Commission at 6:54 p.m.

Seconded by Mr. Perkins. Motion passed 6-0.

Respectfully submitted,



Sandra A. Anderson, Recording Secretary

POLICE COMMISSION AREAS OF INSPECTION PRIOR TO ACTIVATION TO A FULLTIME POLICE DEPARTMENT

POLICY & PROCEDURES

- ✓ Joe
1. Have all sworn members of the department been briefed and given updated copies of all POLICY & PROCEDURES to include all "New" POLICY & PROCEDURES?
- W Tom
2. Is the Police Department building secured with an alarm system, locks and outside and inside camera's?
 - Is their adequate signage on the outside of the building to direct patrons into the building during occupied times and what to do when building is not occupied?
 - Is lighting sufficient around the building, and the parking lot during darkness?
- ✓ Dan marks P
3. Are all computers assigned to the department operational with the appropriate software loaded?
 - What software is loaded in each computer?
 - Is the departments "Home Page" operational?
 - Does it have the required State Statute items posted on the system?
 - Are all systems up-to-date?
 - Are all members of the department trained on the different programs?
- Dan
4. Is the Records Department operational?
 - ✓ • Does the retention of all records meet State Statute requirements? Location, storage, containers, alarm, lock and camera coverage.
 - ✓ • Are the required personnel trained on operational procedures?
 - ✓ • Is there a "Back-up, Operational System" in place?
 - ✓ • Is a "Cost List" for copies of different reports published?
- Tom
5. Have all department pursuit vehicles been inspected by a qualified technician within the past 3 months to insure the vehicles meet all manufactured safety requirements?
 - Are all radios operational, with the required channels?

- Those vehicles with computers, does each computer have the proper software installed and do all systems work?
- Those vehicles equipped with forward recording cameras, are they all operational?
- Are all officers trained in the use of the computer and camera system?

Tony 6. Are all officers trained on the "New" (Arrest Procedure)?

Tony 7. Are all officers trained on the "New" (Evidence Procedures)?

Tom 8. Is the Dispatch Building secured by an alarm system, locks, camera's and lighting?

- Have all dispatchers demonstrated their proficiency in dispatching, police officer calls for assistance to standard? (Board need to ID the standards)

*f. to update
mark P.* Tom 9. Have all officers been issued the approved uniforms to be worn while on duty?

- All other necessary equipment? Reference department Policy & Procedures.

Tom 10. Are all portable radios assigned to officers in operational condition?

- Does each officer have a backup radio battery?
- Are there sufficient spare radios and batteries?

Tom 11. Is the department weapons and ammunition stored in a secured vault with efficient alarm, lock and camera coverage? Is the front door of the vault made of steel, and the surrounding walls made of reinforced concrete?

*Don
yes.* 12. Has the department established a secure confiscated narcotic holding area, secured with efficient alarm, lock and camera coverage? If a safe is used, is it heavy enough that it cannot be moved by a couple of people? If it is a small safe that can be moved with limited strength, is it changed to the concrete floor or wall?

EXHIBIT 2



East Lyme Police Department
Office of the Chief of Police
278 Main Street
Niantic, CT 06357

Priority List

Policies & procedures, General Orders	Draft finalized/Final review
COLLECT	Audit completed/Network config
Dispatch	Schedule completed
AFIS/Processing Camera	Complete – Awaiting portal opening
Tower	Being erected
Radios	Working on trade in pricing
Report Fees	Draft



TOWN OF EAST LYME DEPARTMENT OF POLICE SERVICES



◇ Office of the Chief of Police ◇
278 Main Street, Niantic Connecticut 06357

East Lyme Police Department

Reports & Records Fees

Standard Accident Reports - \$5

Accident Reports in excess of 12 pages – Add \$.50 per page

Criminal Case Reports - \$.50 per page

Discs containing Photographs, video, audio files - \$5

All other records requests - \$.50 per page

Chief of Police Michael T. Finkelstein

Office: 860-739-5900 Fax: 860-739-0337
Email: MFINKELSTEIN@EASTLYMEPOLICE.COM

From: Valerie Tremblay
Sent: Friday, May 26, 2017 11:16 AM
To: Brett Mahoney
Subject: RE: Survey Request

Chief,

Attached is the general statute we follow in regards to a fee schedule. In addition, we charge \$5.00 for Accident Reports, and \$10.00 per disc for photos or videos.

From: Brett Mahoney
Sent: Friday, May 26, 2017 9:55 AM
To: Valerie Tremblay
Cc: Dave Burton
Subject: FW: Survey Request

Val –

DO you have this fee schedule available that I can send out?

email signature - chief

From: Law Enforcement Council [<mailto:tmain@lec-ct.org>]
Sent: Friday, May 26, 2017 9:00 AM
Subject: Survey Request

Chief Finkelstein, East Lyme Police Department, is inquiring on what your department fee is for report requests? Please email me and I will compile and send off to the Chief. Thanks. Tina

Administrator
Law Enforcement Council
Phone: 860-887-1214

Re: Couple so far

Michael Finkelstein

Tue 5/30/2017 12:47 PM

To: Law Enforcement Council <tmain@lec-ct.org>;

Thank you, T!!!!

Mike

Michael T Finkelstein
Chief of Police
East Lyme Police Department
Box 519
278 Main Street
Niantic, CT 06357
[860-739-5900](tel:860-739-5900)
[860-739-0337](tel:860-739-0337) (fax)

The e-mail may contain information that is deemed confidential under State/Federal Law. Disclosure of this report or any information contained herein to any unauthorized party is strictly prohibited. In the event you are not the intended recipient, please contact the sender at the above number or email address immediately.

On May 30, 2017, at 12:46 PM, Law Enforcement Council <tmain@lec-ct.org> wrote:

Only received 3 so far on survey:

Montville is .50 a sheet

Mohegan is 1.00 a sheet

Groton Town

.50 per page for any report

\$5 for CDs

\$5 per report if a person acquires an accident on-line through CarFax.

*Administrator
Law Enforcement Council
Phone: 860-887-1214*



**CITY OF GROTON
POLICE DEPARTMENT
RECORDS DIVISION**

REQUEST FOR COPY OF POLICE REPORT

Name of person requesting report:

Full Name	Email
Mailing Address	Phone Number(s)

Fees for report copies will be charged at \$.50 cents per page. Photographs are \$2.00 each

Please provide the following information to identify the record:

Case Number	Date of Incident
-------------	------------------

Internal Use Only

Report provided Y/N	
Search while applicant waited Y/N	
Number Pages	
Number of photographs	
Amount Charged	
Processed by	
Date processed	
Reason request denied	

Voice: (860) 446-4180
FAX: (860) 448-1962
www.cityofgroton.com



**TOWN OF OLD SAYBROOK
DEPARTMENT OF POLICE SERVICES**

36 Lynde Street, Old Saybrook, CT 06475

OSPD USE ONLY

Paid Pickup date _____
 Not releasable _____

Michael A. Spera
Chief of Police

RECORD REQUEST FORM

Please complete this form to request an official copy of an Old Saybrook Department of Police Services incident report. **Not all reports are releasable.** The ability to release a report will be determined by Department Personnel based on Statutes, Regulations, Policies and Procedures of the State of Connecticut, the Town of Old Saybrook and the Department of Police Services.

EFFECTIVE JANUARY 1, 2011, A RECORDS SEARCH FEE OF EIGHT DOLLARS (\$8.00) PER RECORD SHALL APPLY WHETHER THE SEARCH RESULTS IN THE RELEASE OF RECORDS OR NOT. \$8.00 FEE PAYABLE BY CHECK OR MONEY ORDER ONLY [MADE OUT TO 'OSPD - RECORDS SEARCH'] MUST ACCOMPANY THIS REQUEST.

Please allow up to five (5) business days for the processing of your request.

<u>PERSON REQUESTING REPORT</u>	Date _____
Name _____	
Mailing Address _____	
Telephone Number _____	(Best) _____
	(Alternate) _____
Email Address _____	

<u>INFORMATION PERTAINING TO THE REQUESTED RECORD</u>	
Old Saybrook Police Case Number _____	
Type of Incident _____	

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Records Requests

Copies of records may be requested from the Records Department at Police Headquarters either in person during business hours, by mail, phone or fax. Please include as much information as possible (i.e., case number, name of involved parties, date, time, location, type of incident). Please be aware that all requests are subject to review by the head of the Records Department at Police Headquarters and may be denied according to the Freedom of Information Act. Requests generally take anywhere from one to five business days depending on the request and the amount of information requested. Applicable fees will be applied (see below) and are payable upon receipt of records. **PRE-PAYMENT IS REQUIRED PRIOR TO RECORDS BEING RELEASED.**

Fees For Copies of Reports

\$0.50/Page

Fees For Copies of Photographs

Color \$3.00/Photo

Black & White \$1.00/Photo

Disks with Images \$3.00 Each

Source URL: <http://www.stonington-ct.gov/records-department/pages/records-requests>



Records Dept. ▼

Records Department

Welcome to the Guilford Police Department Records Unit.

In addition to our normal business hours, report copies can be requested by Fax 24 hrs a day at 203-453-8231. Simply print the [Request Form](#) from our site and fax or mail it in.

You will be contacted by Records Personnel when your request is ready. A new Fee Schedule is being compiled and will be posted here soon. Please call the records division at (203) 453-8065 for current fees.

Records Department Telephone Numbers

Phone: 203 453-8065

Fax: 203 453-8231

Office Hours

Monday – Friday 7:30am – 3:00pm

Saturday and Sunday Closed

Holidays Closed

What Records are Available

Accident Reports available on-line

You can search for your report by clicking the link below.

Note: Not all reports are available online. Cases that are "OPEN" or under investigation are not available until the investigation is completed. Reports that are available can still be obtained at our records division during normal business hours.

Benefits of Traffic Reports Online

Finding reports takes only a few seconds.

Reports are accessible usually within 24 hours of being scanned, excluding holidays and weekends

Once reports are online they are available 24 X 7

Reports cannot be modified, maintaining report integrity.

Provides a clear, high resolution images of each report for optimal viewing and printing.

Most insurance companies already use "BUYCRASH" so they can get copies of your accident report once you provide them with the necessary information. Eliminating the need to come to the Police Department, completing a record request and paying here. Get the report from your home or office, 24 hours a day.

Accident Reports – Click Here

(You will need the date of the accident and case number to retrieve your report.)

You can locate your report, pay by credit card and download your report in PDF format. Once you have the report you have the ability to view, save, print it as many times as you need, e-mail it etc. If the report is changed for whatever reason you are notified by e-mail and may download another updated copy

free of charge.

You may still come to the Police Department during The Records Department’s normal business hours to get a copy of the report if you prefer. Reports obtained at the records division at a cost of \$.50 per page (\$1.00 for a normal 1 or 2 car report)

ALL incident reports/Accident reports are available once the investigation is closed. ACTIVE cases and ALL arrest cases are not available until closed or disposed of by court. If you are unsure, make the request and you will be notified whether or not it can be released.

NOTE: We strive to have all of our reports completed in a timely fashion. Generally incident/accident reports are available within 48 hrs after the report is filed. You may want to check by phone (203-453-8065) before coming to the Police Department Records Unit.

LATE Accident reports: The police department doesn't investigate accidents after the fact. Had a minor accident, exchanged information with the other driver, need a report for insurance purposes? We have a form you can complete. The late accident form allows you to report the accident, provide the necessary information and get it assigned a case number. Call the main number (203) 453-8061 to see if your accident qualifies for a "Late Accident Report Form"

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