

TOWN OF EAST LYME
POLICE COMMISSION
REGULAR MEETING OF MARCH 14, 2019
MINUTES

AMENDED

MEMBERS PRESENT: Daniel Price, Joseph Perkins, Marc Powers, Lisa Pellegrini, Tony Buglione and Giancarlo D'Angelo.

EXCUSED: Mark Nickerson

Also in Attendance: Police Chief Mike Finkelstein and Administrative Sgt. Mike Macek

Mr. Price called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

3. Delegations

There were none.

4. Approval of Minutes

DISCUSSION: Mr. D'Angelo stated that the first sentence in MOTION (2) should read, "... amend line item 511 (Police Officers) to include an additional \$10,000". Ms. Pellegrini stated that for MOTION (3), it should state "... appoint Joe Perkins, Giancarlo D'Angelo and Lisa Pellegrini to this Planning Subcommittee".

MOTION (1)

Motion by Mr. Powers to approve the Regular Meeting minutes of February 14, 2019, as amended.

Seconded by Mr. D'Angelo. Motion passed 4-0-2. In Favor; Messrs. Price, Perkins, Powers and D'Angelo. Abstained; Mr. Buglione and Ms. Pellegrini.

6a. Discussion – Public Safety Building Vision Committee

DISCUSSION: Mr. Price reported that the recent referendum passed, and that the Board of Selectmen created an ad hoc vision committee which consists of three members of the Police Commission (Dan Price, Mark Powers and Tony Buglione), three members of the Board of Selectmen (Kevin Seery, Paul Dagle, Dan Cunningham), three members of the Board of Finance (Bill Weber, Anne Santoro and Lisa Picarazzi), Chief Finkelstein, and two civilian members (Bill Cornelius and Joe Barry). They held their first meeting on March 12th, and hosted a tour for potential architect and engineering firms on March 13th. It was noted that seven firms participated in the tour, and one additional firm was not able to attend but did email for information. This ad hoc committee will be responsible for receiving the RFQs, choosing an architect, and evaluating the scope of work. Once their scope of work is complete, the committee will hand the project over to the Town Building Committee and the ad hoc committee will be disbanded. The members of the Police Commission believe that it is imperative that the project include cell blocks from the beginning. They feel strongly that not including the cells will not save money as the Board of Finance believes. There is a great concern with constructing this facility without including the holding cells. Mr. Price will present this concern to the Vision Committee on behalf of the Police Commission.

7a. Chief's Report

Chief Finkelstein summarized the monthly report for February 2019, which is attached hereto as Exhibit 1. The Chief reported that the second vehicle has been received from MHQ and is now in the fleet; this vehicle was received at MHQ in June and was just received in February. They will continue to

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Mar 19 20 19 AT 3:50 AM/PM
Kenneth
EAST LYME TOWN CLERK

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explore other options for outfitting future police cars in a timelier manner. He reported that six officers took the Sergeants exam on the 19th, and reminded the commission members that he anticipates that three officers will be retiring in the coming months, two of which are sergeants. Currently the process consists solely of exams split into two parts; fifty percent of the exam is written and fifty percent is oral. No past work history is taken into consideration; they are currently negotiating with the union to possibly change this process to include work history. Regarding overtime, the Chief stated that there is a slight increase in this month's number primarily due to a glitch in the finance software; 76% is the correct number and is still in line with where we should be because of the major incidents that have occurred in the past few months. He reported that currently we receive Narcan donated by the Lawrence & Memorial Hospital; but in light of the State's recent announcement that they would be providing Narcan to the hospitals, the Chief is not sure how this will affect us the donated supply we currently receive. Mr. D'Angelo inquired about the status of parking tickets, and the Chief stated that they are ready to be printed but he has not had the money in his budget so he was waiting until spring to get that going so that they are ready to utilize for the busy spring and summer months. Sgt. Macek reported that the part time ACO put in her resignation, so they are currently seeking to hire a person to replace her; they have currently received four applications and the closing date for applications is March 21st.

8. Chairman's Report

Mr. Price stated that they had covered everything that he wanted to cover, so no additional report was necessary.

9a. Subcommittee Reports

Planning Subcommittee to work on a second in command position. Mr. Perkins handed out a document that he created for this subcommittee to reference rank structure in other police departments, attached hereto as Exhibit 2. It was noted that if they would like this position to be outside of the union, it cannot be called a Lieutenant position because that language appears in the contract. The subcommittee will work with the Chief on this and report back at the next meeting.

10. Communications

There were none.

11. Public Comment

There was none.

12. Commission Response

There was none.

14. Adjournment

MOTION (2)

Mr. D'Angelo Moved to adjourn the March 14, 2019, regular meeting of the Police Commission at 7:04 p.m.

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

Respectfully submitted,



Sandra Anderson
Recording Secretary

EXHIBIT 1

EAST LYME POLICE DEPARTMENT

Chief's Monthly Report – February 2019



CONTENTS

Section 1 : Noteworthy incidents/information

Section 2 : Staffing

Section 3 : Administrative

Section 4 : Statistical Activity Summary

Section 1: Noteworthy Incidents/Information

- Second Patrol vehicle received from MHQ. Second Patrol completed shortly.

Section 2: Staffing

- Written Sergeants exam administered to 6 Officer by the Law Enforcement Council. Oral boards to be held March 19, 2019
- Anticipated that at least three retirements will occur within the coming year. Four additional Officers are eligible to retire.

Section 3: Administrative

Accident Analysis

- 16 Accidents
- 3 Crashes on Main St/W. Main St
- 5 Crashes on Flanders Rd
- 3 Boston Post Rd

East Lyme Dispatch Center

- 1,401 phone call volume for the month, which does not include Police phone line.
- Busiest hours –4pm (110), 11am (96), 8am (94)

Animal Control Division Activity

- 14 Animal Incident Calls in East Lyme

Budgetary

- Total Budget – 68%
- Overtime – 76%
- Asset Forfeiture Balance - \$13,545

Use of force

- No use of force

East Lyme Police Department Monthly Report

Future Additional Rank Structure for the ELPD

March 14, 2019

This document discusses two traditional positions, within most organized police departments throughout the United States, Captain and Lieutenant.

FOR DISCUSSION – Adding a position of Captain or Lieutenant within the Chain of Command of the East Lyme, Police Department. By adding either of these positions would greatly enhance effective management and leadership within the department.

Note:

Whenever the Captain or Lieutenant position overlaps or is affected within the chain of command I have identified the situation, for clarity. As an example, the Lieutenant position also acts as the executive officer in the absence of the chief of police and the Captain.

- Chief
- Captain
- Lieutenant
- Sergeant
- Detective
- Officer

Captain

This position has an emphasis on administrative and oversight of the police department including areas such as: state and federal compliance; major investigations management; incident command responsibility's; personnel matters, hiring, training, and POST compliance; policy development and accountability, evidence intake; monitoring, disposition, destruction and auditing; DOJ compliance; and records management and process. The captain position also

acts as the executive officer in the absence of the chief of police and has a strong emphasis on strategic planning and community engagement among other roles.

Lieutenant

This position has an emphasis on the Police Department's operations manager. Duties include management of patrol operations and assignments, other uniformed and/or operational staff. The lieutenant may recommend improvements in organizational policies and procedures, identify training needs, and review crime or other statistical information to make recommendations and formulate departmental initiatives and goals. The lieutenant, like the captain, may be assigned other duties to ensure effective department operations. The lieutenant is an integral position within the Police Department's management team. The Lieutenant position also acts as the executive officer in the absence of the chief of police and the Captain.

Implementation of this structure will allow for clearly delineated chain of command as well as well-defined unity of command for those delivering core police services. It is important to note both positions remain flexible to allow for efficient management operations.

JOB DESCRIPTION FOR POLICE LIEUTENANT

SUMMARY OF JOB PURPOSE

To plan, direct, and supervise police and operational activities and to provide responsible and technical staff assistance to the Department; supervise the associated activities under the administrative direction of the Chief of Police or Police Captain.

DISTINGUISHING CHARACTERISTICS

The Lieutenant is a member of the department's management staff. As such, his/her duties include assisting in planning, organizing various programs including, but not limited to, crime prevention, citizen engagement, and community relations. The Lieutenant position is tasked with the daily directing, assisting and controlling of departmental operational activities, as well as other department activities where assigned. Activities include, but not limited to, the following: regular and directed patrol, traffic enforcement and education, parking enforcement education, animal control operations and service, special events,

permit review, citizen complaint and investigation, media relations, court liaison, facilities management, crime prevention, crime analysis, and other programs and activities as directed by the Chief or Captain.

SUPERVISION RECEIVED AND EXERCISED

General and direct supervision is provided by the Chief of police and/or the Police Captain. Supervisory responsibility entails direct supervision of Police Sergeants and indirect supervision of other department staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):

- Ability to perform those duties assigned to the rank of Police Sergeant.
- Fulfill administrative responsibilities assigned by the Chief of Police and/or Police Captain.
- Responsibilities include direct supervision of sworn and non-sworn personnel as assigned.
- In addition to those duties assigned to lower ranking officers, a Lieutenant must possess knowledge of Department policies, local ordinances, State and Federal laws.
- Assist in the development and implementation of objectives, policies, and procedures relating to patrol, administrative and investigative activities.
- Serve as the operational supervisor of patrol and related field activities; assign, assist, review, supervise, and evaluate the work of all personnel assigned to the patrol and investigative divisions.
- Analyze and recommend improvements in organizational policies and procedures, staffing, and practices.
- Conduct staff and community meetings.
- Identify training needs and recommended specific training requirements of sworn personnel; assist in training coordination.
- Review crime and other statistical information; identify trends and develop appropriate policies and programs.
- Review the work of subordinates to insure compliance with Department policies and procedures.
- Assist in administrative responsibilities involving the Department's budgeting, purchasing and personnel functions and conduct special studies of department functions.
- Conduct training programs in the various phases of police activities.

- Conduct internal affairs investigations as assigned; interface with citizens related to service delivery complaints and/or citizen complaints; respond to citizen complaints against officers and procedures; respond to inquiries from citizens and outside agencies. Assist in coordinating police activities with other town departments, and with outside agencies.
- May serve as a shift commander or backup on patrol activities.
- Assist in developing information for the preparation of the department budget requests.
- In addition to those duties assigned by the Chief of Police or Police Captain, the Lieutenant shall assume those duties assigned to the rank of Sergeant when necessary.
- Supervise, train, and evaluate assigned staff and provide leadership by example.
- Perform other duties as assigned.
- Act as the executive officer of the Department when assigned.

NOTE

The above job description indicates in general the nature and levels of work, skills, abilities and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS

Knowledge of:

- Contemporary law enforcement principles, practices, techniques and programs.
- Principles and practices of organization, administration, budget, and personnel management.
- Rules of evidence, rights of citizens, laws pertaining to search, seizure and arrest and court procedures; pertinent local, State, and Federal rules, regulations, and laws.
- Department rules and regulations.
- Disciplinary action processing, citizen complaint processing, budget expenditure procedures, and media liaison.
- Up-to-date office equipment and applicable computer applications.
- Safe working practices and risk management.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Analyze situations quickly and objectively and determine a proper course of action.
- Communicate clearly and concisely, both orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Recommend improvements in department operation and in the rules, regulations, and policies governing the Department.
- Coordinate outside agency service requests.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember accounts given by witnesses; identify crime suspects, interpret and apply the law to field situations; and explain and interpret laws and policy.
- Develop and implement comprehensive plans to provide effective community-based police services; interpret and explain laws as well as department policies and procedures.
- Interpret and apply Federal, State and local policies, procedures, laws, regulations and Police Department General Orders.
- Supervise, train and evaluate personnel.
- Operate and use up-to-date office equipment including computers and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.
- Apply and uphold the Department and Town-wide goals.

EXPERIENCE, EDUCATION AND LICENSES:

- Must have 8 years of responsible experience in law enforcement with a public agency, 3 or more years as a Sergeant.
- Completion of an Associates Degree from an accredited college or university in police science; public administration or related field of study.
- Possession of a POST accreditation.
- Must have an acceptable driving record and possess an appropriate valid Connecticut Driver's License.

PHYSICAL REQUIREMENTS

- The Lieutenant must be found to be free from and physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and the emotional and mental condition shall be evaluated by a licensed psychologist.

Note:

Any sentence in red indicates a possible issue with Police Officer Union contract, since a Lieutenant position exists within the Union contract.