

MINUTES
POLICE COMMAND STAFF
May 7, 2014

PRESENT: Chairman June Hansen, Dominic Morelli, John Giannotti, Chief Lawrie, Ona Nejd, Ed Tessman

The meeting was called to order at 6:00 p.m.

A motion was made by J. Giannotti, seconded by Chief Lawrie to approve the minutes of April 30, 2014 as submitted. The motion carried unanimously.

At the Board of Police Commissioners' May 5, 2014 meeting, Chairman Sengle asked that the Police Command Staff committee make a presentation regarding their progress and to answer questions at one of their regular meetings.

J. Hansen met with First Selectman W. Fritz to get a clarification as to the duties and responsibilities of this committee. J. Giannotti explained it is the committee's responsibility to make recommendations to the Board of Selectmen, Police Commission and Chief Lawrie.

Some talking points made during this meeting were:

- The consensus of the committee is a position is needed and a determination needs to be made whether it should be a non-union or union position.
- Determine if the position could be one individual or sergeants with collateral duties
 - Chief Lawrie stated that the previous Police Commission requested he relieve the sergeants of their collateral duties so they could spend more time on the road patrolling. Now this committee is recommending he give the Sergeants collateral duties and as a point of information, their contract does not stipulate they have to do collateral duties.
- Questioned whether an outside contractor could be hired to fill this position.
- Chief Lawrie stated if a study is considered it should be done by someone who knows the workings of a Police Department and management.
- Upon review of the schedule, it was noted there are a lot of Administrators, Sergeants, Corporals and not many officers on day shift. On the day shift there is 1 sergeant (and 1 out injured) and 3 officers, evening shift has 2 sergeants and 4 officers, night shift has 1 sergeant and 3 officers (see Major Carbone for these exact figures)
- Questioned whether the Major's work load was getting done.
 - Consider removing the responsibility of MACO, custodian, fleet maintenance and building maintenance, ECC and Records from this position. It was suggested the town hire one individual responsible for all vehicles and the Building Maintenance Committee oversee police headquarters.
 - Hire a civilian to supervise the Emergency Communication Center (ECC) and Records. Chief Lawrie explained that a civilian could run the ECC but it is a big job and there are a lot of risks involved and that an officer should oversee the Records Department.
- The committee needs to be creative and think outside the box. There was discussion on having a supernumerary come in to perform some of the duties. Questioned the possibility of a relief sergeant.
- The committee gave some options to streamline or consolidate the department by eliminating some titles and creating others with different duties and scheduling the administration for both day and evening shifts.
- Chief Lawrie explained there are redundancies within the department for a reason as safe guards.
- With fewer people both in patrol and in administration, the department is reacting rather than managing.
- The town needs a Human Resource Department. Presently it is being handled by the Finance Department and at the Police Department it was done primarily by the Administrative Commander.

The committee questioned Chief Lawrie how he would restructure the department if he had only two administrators.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted, Wendy McDermott, Administrative Assistant