MINUTES
POLICE COMMAND STAFF Committee
April 21, 2014

PRESENT: Chairman June Hansen, Chief Lawrie, Dominic Morelli, John Giannotti, Leah Saunders, Ona Nejdl, Ed Tessman

Guests: David Lee, Kim Simoncini (arrived late)

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

A motion was made by L. Saunders, seconded by J. Giannotti to approve the minutes of April 9, 2014 as submitted. The motion carried unanimously.

The next meetings will be scheduled on:
- Wednesday, April 30, 2014 at 6 p.m.
- Wednesday, May 7, 2014 at 6 p.m.

Review Pros and Cons:
J. Giannotti (and other committee members) continued his discussion of pros and cons of the Major's position with the following thoughts, comments and suggestions:
- Questioned Chief Lawrie - who is performing the tasks previously assigned to the Major?
    o Chief Lawrie answered – he is taking on those tasks and delegating specific tasks
- The committee would like to see a list of the Major's tasks and (over a week) an average of time spent on each task
- Suggested the Sergeants and Major take some collateral duties
- Possibly have the Municipal Building Committee be responsible for the maintenance of the building
- Questioned Chief Lawrie – why he asked for officers every year, why is there such a need for officers?
    o The number of calls for service continues to increase yearly
    o Complexity of the job performed
    o Manpower safety
- Questioned Chief Lawrie – which do you need more: Manpower or Administration?
    o Chief Lawrie answered – the basic purpose of the department is in patrol but that supervision is key to a successful department
- Questioned whether it was working with just the Chief and one Major?
    o The town is purchasing the scheduling software to potentially minimize the time spent scheduling and filling open shifts – this will relieve the duty supervisor from spending time on this task
    o Not sure if the change to a 4-2 schedule will take more work administratively
    o How can the department make it work with what they have currently? Options which could be considered need to be brought forth.
- Times change so consider re-organizing the department starting with the administration
    o Chief Lawrie noted the department could be reorganized, but based on what, why? There are very good reasons why police departments are heavily supervised.
- Questioned whether a test period of officers performing some of the Major's duties or a union officer filling in the position could be considered.
- The PERF study was discussed and questioned whether another study should be considered. However with a new study the Board of Selectmen could suggest how they would like to see the department organized. This study should be benchmarked against other departments and towns of our size and demographics.
- An observation was made that there are no overlapping shifts.
- Questioned the need for the Corporals.
    o Chief Lawrie answered the Corporals fill in as supervisors when a Sergeant is not on shift, currently a Corporal is the supervisor two days a week on both the day and midnight shifts.
- Suggestion made to eliminate the Major's position and install a Lieutenant and 2 Sergeants.

- Questioned the average length one stays in the position of Major
- Questioned how long the Sergeants are actually on the roads and could they perform supervisory tasks
- The committee reviewed the organizational chart and suggested the following possibilities:
    o The fleet maintenance be handled by a day shift Sergeant
    o Possibly have a dedicated town mechanic (within DPW) to maintain the fleet
    o The Dispatch Center be supervised by a civilian
        - Chief Lawrie commented that it would be bad to take the Dispatch Center away from the control of the Police Department.
    o What kind of supervision does the Records Division require

The Police Department is an overly supervised agency which has numerous redundancies for safety. Two Majors give balance to the department, each having the same rank and position.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Wendy McDermott
Administrative Assistant