

Town of Montville  
**Montville Law Enforcement Feasibility Committee**  
**Meeting Minutes for Tuesday, October 7, 2014**  
6:30 p.m. – Room 203 – Montville Town Hall

1. Call to Order  
Chairman Pike called the meeting to order at 6:30 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call  
Present were Bill Bucko, Jeff Buebendorf, Joe dePasquale (6:37 p.m.), Robert Giffen, Victor Lenda, Tim May, and Wills Pike. Also present were Lt. Leonard Bunnell and Resident State Trooper Sgt. James Smith.
4. Remarks from the public relating to matters on the agenda with a three-minute limit — none
5. Alterations to the Agenda — none
6. Approval of the Regular Meeting Minutes of September 23, 2014  
Motion made by Mr. Buebendorf, seconded by Mr. Giffen. Voice vote, 6-0, all in favor. Motion passed.
7. Unfinished Business  
Councilor May suggested discussing and establishing a mission statement for the Committee. Chairman Pike agreed and requested the item be added to the agenda.
  - a. Review of previous independent Police Department studies and reports
    1. Review and selection of questions presented at the last meeting  
Councilor May suggested either placing questions into a “parking lot” for possible future consideration or keeping the question. The following questions were kept:
      - 1) Are the services available with the Resident State Trooper (RST) Program also available to independent police departments (PDs)? (page 64) (Chairman Pike)  
Mr. Buebendorf felt that this was a good question that, along with other questions, may morph into a broader question as to what will be lost and/or gained should they decide to recommend an independent police department. The question was unanimously kept.
      - 2) \$100,000 for a Police Chief...What quality do we get for that price? (page 65) (Chairman Pike)  
While Councilor May felt that the question did not pertain to their charge, Mr. Pike disagreed, stating that the question is pertinent in creating an estimate of the overall cost of an independent police department. The salary is stated in the Almont Report

on page 65. Mr. Lenda agreed that the question should be further explored as he felt that a good quality Chief could be obtained for that price. Mr. Buebendorf also felt that the question should be further explored and would, most likely, become part of the broader question. Committee Members Giffen and May felt the question should be parked. Committee Members Buebendorf, Bucko, dePasquale, Lenda, and Pike felt the question should be kept.

- 3) Almont recommends one new hire. The Chief of Police report recommends nine new officers. How can we make a clear justification as to the true new numbers and how do we propose to pay for them? (CT Police Chief report, page 3, paragraph 3) (Mr. Bucko)

Commissioner dePasquale recommended keeping the question as, from a staffing standpoint, i.e., the manpower requirements and operational needs, will need to be determined. Mr. Buebendorf felt that the question of additional staffing for an independent force vs. a RST Program is the over-arching question, but noted that the second part of the question regarding the derivation of those funds should be eliminated as that is not part of their task. The question was unanimously kept.

- 4) Referencing the YTD 2014 Montville Budget Report, pages 7 and 8 and CT Police Chiefs report, page 16: The estimated difference between the RST and Chief's salary is \$26,322.05 in favor of the Chief. Note, "This is an estimated figure and as our study becomes more investigative in detail it may in fact be a wash between the RST and the Chief's salary." (Mr. Bucko)

It was agreed that the question will be covered in future discussions and was unanimously kept.

- 5) The Almont report, page 64, section 4.1, first paragraph, states that their report is the fourth study charged with the question of whether the MPD should remain with the RST program or move towards an organized municipal PD. This question has previously gone to voters and failed for lack of support. Why has this continued to fail and lack support from the voters? (Victor Lenda)

Mr. Buebendorf felt that this was a huge question as he hopes that their findings are not pushed aside or result in a lack of action as appears to be the case with previous reports. In response to Mr. Giffen, Councilor May stated that, after speaking with a number of previous Councilors, he discovered that the Town Council had not dismissed the report, rather it was not presented to them. In response to Commissioner dePasquale, who questioned who requested, paid, and ordered the report and why they did not request to view the final product, Councilor May stated that, oftentimes, because reports can take months to complete, the Town Council would not know when to ask for the completed report. Councilor Tom McNally, who was in attendance and was the Vice-Chairman of the Public Safety Commission at the time of the report, stated that the report was generated because the Town

Charter stated that the Town have a plan in place. Knowing that the Town did not have a plan in place, the Committee approached the Town Council and received their approval for the study, a bid package was presented, and the Almont Association was hired. Numerous meetings, presentations, and public hearings were held and both the Public Safety Commission and the Town Council received copies of the report and were provided an opportunity to review the report. In response to Mr. Giffen's question regarding the PSC's reaction to the report and whether any actions were taken based upon the findings in the report, Councilor McNally stated that the reactions were mixed. Many recommendations and attempts to implement them were made, some of which were met with resistance by the parties involved. Lt. Bunnell, conversely, selected those recommendations that were feasible and not cost prohibitive and has been working towards fulfilling them. The question was unanimously kept. Mr. Pike thanked Councilor McNally for his input.

- 6) Safety for the officer(s) and the public they serve is a real concern for this Committee. As we study and look into the question we are charged with, what is the true cost of an organized PD? What chain of command will we look into and how many officers on patrol will we seek? (Victor Lenda)

The question was unanimously kept.

- 7) Based upon the reports, he found it difficult to determine whether the police department is understaffed or not and, before any costs can be determined, that level would need to be determined. He questioned how the Town Council felt about the report and what they feel would be the correct staffing. He would also like to pose this question to the RST and gather his opinion as to whether he feels the department is properly staffed. (Bob Giffen)

Mr. Buebendorf felt that the question could be consolidated with one of Mr. Lenda's questions. The question was unanimously kept.

- 8) How does the number of calls for service divided by the number of officers compare with those of other towns? (Bob Giffen)

The question was unanimously kept.

- 9) What is the anticipated staffing and chain of command? (Commissioner dePasquale)

The question was unanimously kept.

- 10) Where does the regionalization of the dispatch center currently stand and how does it play into the next role? (Commissioner dePasquale)

Currently, the dispatch center handles all health and fire-related calls while police calls are handled by regional dispatch in Tolland. Should they go independent, the dispatchers at the regional dispatch center will be trained to handle the police calls. Lt. Bunnell added that, should regional dispatch go forward, fire, medical and East Hampton's police calls will be going through regional dispatch. As such, the

dispatchers will be trained to handle police calls. Additional dispatchers may be required to handle the additional calls. It was determined that this is an important question and was unanimously kept.

- 11) What recommendations in the Almont report are presently in place and have already been accomplished (i.e., the Public Safety Building)? (Jeffrey Buebendorf)  
Councilor May commented on the importance of determining the non-recurring costs that would be necessary for that which the State currently provides and will need to be replaced. The question was unanimously kept.
- 12) Viewing the Almont report as a kind of wish list, what items in the Almont report are recommended, but unnecessary, to establish an independent police force? What recommendations are absolutely required for an independent police force? (Jeffrey Buebendorf)  
Councilor May felt that, while the first part of the question is not part of the charge, the second part is. The question was unanimously kept.
- 13) In an effort to weigh equivalent programs against each other and determine their cost differentials, is it possible to obtain an itemized list of all law enforcement related expenses offset by any income, if any, incurred under the current RST program? Likewise, is it possible to obtain an itemized list of all law enforcement-related expenses offset by any income, if any, that are anticipated to be incurred annually by an equivalent independent police force? (Jeffrey Buebendorf)  
Councilor May suggested summarizing the question, bringing it down to its essence. Commissioner dePasquale felt that the Finance Director should be able to address the question. Councilor May questioned what kinds of income the police department receives and whether any income received balances out within the budget of the police department. While he felt the question was not part of their charge, the Committee decided that, after determining that the police department does generate some income, the question was relevant and is one in which the Finance Director should be able to address. Committee Members Buebendorf, Bucko, dePasquale, Giffen, Lenda, and Pike felt the question should be kept. Councilor May felt it should be parked.
- 14) What benefits are obtained by the RST Program that would be lost if we went to an independent police force? Conversely, what specific and substantive benefits would be gained that are not currently provided under the Program? (Jeffrey Buebendorf)  
The question was unanimously parked.
- 15) How much is the annual cost of the RST Program anticipated to increase over the next five years? Studies indicate that the RST Program will be increasing from the current 70% of the salary, benefits and other costs and to 100%. (Jeffrey Buebendorf)

The question was unanimously kept.

- 16) What is the preferred size or adequate manning of an independent police force?  
(Councilor May)

Mr. Buebendorf suggested eliminating the words “preferred size”. The question was unanimously kept.

- 17) What is the preferred size or adequate manning of an independent police force?  
(Councilor May)

The question was unanimously kept.

- 18) As discovered during their tour of the Public Safety Building, there are some non-recurring costs for services, currently provided by the RST Program, that would be necessary for an independent police force. What are services currently provided by the RST program? Is it possible to obtain a comprehensive list?

The question was unanimously kept.

- 19) How can Montville utilize mutual aid with other towns to make up for potential services lost? Is it an option? (Councilor May)

Mr. Lenda stated that, by law, mutual aid exists such that neighboring towns are required to come to the aid of a town in need whenever possible and necessary. Mutual aid is not an option; it is already in existence. Councilor May questioned whether mutual aid extends to the providing of other services, e.g. a Breathalyzer. Commissioner dePasquale stated that such aid already exists and no costs would be involved. Mr. Lenda stated that such situations as the borrowing of such equipment is not as difficult as when there is an emergency or major incident and the police force of the towns and State are unable to come to their aid. In the current situation, should all of the towns and the State be tied up, the State may call in other barracks for additional aid. Councilor May questioned whether the aid would extend to such items as the maintenance of vehicles in which neighboring towns utilize the same resource(s). Mr. Lenda felt that that would pertain more to the question of regionalization and is beyond the scope of the Committee’s charge. Mr. Buebendorf stated that the issue could be further discussed regarding the void that would be left should they go independent. Chairman Pike agreed that the discussion would relate to their charge of determining the advantages and disadvantages. The question was unanimously kept.

- 20) What is the command structure required to man a 24-hour police department on weekends, normal work days, evenings, etc.? (Councilor May)

The question was unanimously kept.

- 21) What towns are analogous to Montville that have either an independent police force and/or a RST Program? (Councilor May)

The question was unanimously kept.

- 22) It is estimated that the 1,300 – 1,400 inmates at the Corrigan-Radgowski Correctional Facility are included in the overall population of the Town. What is the actual population of the Town? It is important to determine the actual population of the Town in order to establish the necessary manning requirements of an independent police force. (Councilor May)

The question was unanimously kept.

Parked Questions:

- 1) Performance evaluations absent, what method(s) are used to ensure performance adhering to established standards are met or exceeded? (page 67) (Chairman Pike)  
Chairman Pike felt that, while this question is not part of their charge, specifically, it is important for them to understand the culture of the police department and its human aspect(s) as it pertains to other topics that may become a part of their future discussion(s). While Mr. Giffen agreed that it is an important question, he felt that the question pertains to the overall running of the police department and would be more a more appropriate question for the Chief of Police or Public Safety Commission. He felt that it is not relevant to the charge of the Committee. The question was unanimously parked.
- 2) Policy's and Procedures...backbone of unit functionality. Why is Montville PD lacking? (page 69) (Chairman Pike)  
As in the previous question stated above, the question was unanimously parked.
- 3) RST contract specifically has RST establish multiple tasks working with the Town CEO. This is not the case in Montville. (page 73) (Chairman Pike)  
Mr. Lenda did not agree with the statement and felt that the Town of Montville is in a unique situation with the Mayor, Lieutenant, Resident State Trooper, and the State Barracks. The question was unanimously parked.
- 4) Shall we incorporate a Mission Statement into our Committee methodology? (Mr. Bucko)  
The Town Council having provided the Committee with their charge, Mr. Giffen did not see the necessity of creating a mission statement. Councilor May felt that the questions they select this evening, along with their charge, should be taken into consideration to create a Mission Statement in an effort to clarify the Committee's direction. Chairman Pike recited their charge and determined that the mission statement is included in their charge. Commissioner dePasquale agreed that their mission is what the Town Council is requesting of the Committee. Councilor May stated that the Committee should adopt and/or paraphrase their charge and ensure that it is followed. Mr. Buebendorf also felt that their mission is included in the

charge and it is not necessary to paraphrase or create a mission statement.

Committee Members Bucko, Buebendorf, dePasquale, Giffen, Lenda, and Pike felt the question should be parked. Councilor May felt the question should be kept.

- 5) The Almont study recommends that the position of ~~Chief~~ Captain can be held in abeyance as stated. As we move forward shall we leave the position of ~~Chief~~ Captain out of our study work due to the cost associated with that position? (page 74, item 1) (Bill Bucko)

Mr. Bucko corrected that “Chief” should read “Captain”. Councilor May felt that the question is fairly focused and would arise in their discussion(s) regarding the costs. Mr. Lenda felt that the question is an important one as it relates to the structure of the department. Mr. Buebendorf felt that the question would, inevitably, arise during their discussions within a larger context, but the question may need to be reviewed at a later date. Committee Member Lenda felt the question should be kept while Committee Members Bucko, Buebendorf, dePasquale, Giffen, May, and Pike felt the question should be parked.

- 6) The Almont study does not incorporate the position of Executive Officer in their study work. This position may be necessary, but is it a required position for us to recommend. Also, what is the pay scale for this station? (page 5, paragraph 2 vs. CT Police Chief report, page 16) (Bill Bucko)

In response to Mr. Giffen, who questioned whether it is not the duty of the appointed Chief to determine the organizational structure and staffing, Mr. Lenda stated that that would be the case, but, budgetarily speaking, it is a pertinent question. It was unanimously agreed by the Committee to park the question for the time being with the knowledge that it would need to be revisited as a proposed structure and its associated costs will need to be included in their presentation.

- 7) The Almont study goes into a detailed summation in regards to Office Staffing requirements as stated on (pages 76 and 77). The study recommends a new hire to the officer squad if in fact that the 60-70% dedicated time is reached. How can we determine (today) by the examination of this report if in fact we have reached these numbers? (page 82, paragraph 3 and page 77, paragraph 3) (Bill Bucko)

With the understanding of the question in question, the Committee unanimously opted to park the question.

- 8) The Almont report, page 64, section 4.1, second paragraph, states a Tri-town Public Safety Study Committee released a report in 2010 for Ledyard, Preston, and Montville. Among other things, according to the Almont report, this report “clearly states” the benefits of an organized PD over the continuation with the RST program. What are the benefits this study found? Where is the report? Who wrote and studied these issues? (Victor Lenda)

Mr. dePasquale felt that the report may not be relevant to their charge as it deals primarily with the consolidation or regionalization of three departments or, for lack of a better term, constabularies, rather than their independence. Mr. Lenda agreed that the report deals with regionalization and contains many legislative items, however, he felt that the charts included in the report regarding the costs, number of offices, population, and the like, would be very useful as reference material. The question was unanimously parked; the report will be kept for reference.

- 9) Many officers that have spoken to me have expressed concern with supervision, both locally and from the State. Also, the concern for no medical coverage upon retirement. What cost issue will this bring to this Committee if these concerns are answered? (Victor Lenda)

Councilor May and Commissioner dePasquale felt that the question was beyond the scope of their charge and would be one that would need to be visited should an independent police department be established. The question was unanimously parked.

- 10) What do the present group of patrol officers and sergeants think of the RST program? Will they support a change? Will they support a schedule change? Can we interview them? (Victor Lenda)

Chairman Pike felt that the questions should be parked in their effort to maintain objectivity; opinions should be kept to Lt. Bunnell and Sgt. Smith for the time being. The question was unanimously parked.

- 11) What is preventing dispatch from coming under the police department and what is the Fire Marshal's response to the public safety issue regarding the dispatch center issue? What was the response raised in the report relative to the problems in the dispatch center? (Bob Giffen)

Commissioner dePasquale felt that the question may be moot at this time due to the current situation. Lt. Bunnell agreed that, with the current efforts and progress being made towards regionalized dispatch, but added that regionalized dispatch does pose other questions. The question was unanimously parked.

- 12) The Almont report recommended a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. Was this done and, if not, why not? (Bob Giffen)

Mr. Buebendorf felt that the question was not their concern and the Committee can opt to do a SWOT analysis should they deem it necessary. Committee Members Pike felt the question should be kept, while Committee Members Bucko, Buebendorf, Lenda, dePasquale, Giffen, and May felt the question should be parked.

- 13) Why was the regional police department with Preston and Ledyard not pursued? (Bob Giffen)

Councilor May, Commissioner dePasquale, and Chairman Pike felt that the question is not part of the Committee's charge. The question was unanimously park.

- 14) Is it possible to obtain the current contract the Town has with the RST program with regards to the costs, including the salary, benefits, and associated costs, so that they can determine the fluidity of the numbers? While a percentage may be listed, he is unsure as to whether the listed percentage is the actual figure the Town is being charged. (Commissioner Joe dePasquale)

Mr. Lenda felt the question would, most likely, be reviewed at a later time. The question was unanimously parked.

- 15) Should both the MPD and State police respond to a call in Montville, the Town incurs liability. In response to Councilor May, Chairman Pike stated that the Almont report specifically states on page 73 that "The Town of Montville holds all liability for the performance and transgressions of their police officers." Mr. dePasquale clarified that should a situation occur, both the Town and the State would be named; the State police would be represented by the Attorney General's office and the Town police by the Town's legal counsel. Being under the program does not protect the Town from any liability. The Town indemnifies the State. (Commissioner Joe dePasquale)

From a taxpayer's point of view, Commissioner dePasquale wished to park aspects of the question, stating that the Town's liability should be considered should they decide to recommend an independent police department as the Town would no longer indemnify the State.

Mr. Giffen stated that, because these questions were primarily based on the Almont report, additional questions may arise and questioned the possibility of adding them to the list. Chairman Pike confirmed that they would be expanding beyond these questions. Councilor May suggested that additional questions be presented as they arise and agreed upon by the Committee for inclusion.

The Committee took a short recess at 7:26 p.m. and reconvened at 7:30 p.m.

## 8. New Business

### a. Presentation by Lt. Leonard Bunnell and Resident State Trooper Sgt. James Smith

Lt. Bunnell prefaced his presentation by stating that what it takes to do the job in their current situation vs. what they anticipate will be necessary to do the job must be calculated in dollars and cents. What it will take should there be a transition is a matter of opinion and answers to their questions would be provided by their conversations with other Police Chiefs in comparable situations. Difficulty will arise in comparing equivalent situations, i.e., calls for service. Calls for service, which will need to be defined and computed, dictates how busy the department is and pertains to their respective needs.

First and foremost, adequate staffing of 31 (thirty-one) officers from the currently budgeted 23 (twenty-three) officers is necessary. The number echoes the recommendations of not only the Almont study, but past studies as well, for the *present* Constabulary. Presently, the police department is budgeted for one (1) lieutenant, one (1) Resident State Trooper, two (2) detectives, 13 (thirteen) patrol officers who are supervised by six (6) sergeants, and one (1) D.A.R.E. Officer who is also the School Resource Officer. In 2003, the department was budgeted for 24 (twenty-four) officers and he has, since, made several requests to the Town Council to return to that number.

The Public Safety facility is fully accessible to the residents and passing public and the demand for completing their day-to-day tasks on a short-term basis far exceeds the department’s ability to accomplish their long-term tasks. The Supervisor of the Constabulary and the RST direct their attention, first and foremost, to the department’s operational needs and, secondly, to the administrative needs. As the result, the administrative tasks, which include, but are not limited to, clerical needs as well as the typical administrative duties such as policy review and changes, evaluations, attendance at meetings, court duties, permits, and backgrounds are not receiving the necessary attention as the result of the demand of the department’s operational needs. Their demands for service do not end with active calls for service.

Four areas to consider include:

1. **Staffing of Officers**

<u>Current (23 Officers)</u>	<u>Suggested (31 Officers)</u>
13 Patrol Officers	18 Patrol Officers
6 Sergeants	6 Sergeants
1 DARE/School Resource Officer	1 DARE/School Resource Officer
2 Detectives	3 Detectives
0 Detective Sergeant	1 Detective Sergeant
1 Lieutenant	1 Captain
0 Chief of Police	1 Chief of Police

The D.A.R.E./School Resource Officer would also become a Youth Officer dealing with Town-wide youth issues, investigations and referrals. The Captain would become the second in command replacing the Lieutenant and the Captain would not be part of the bargaining unit.

In response to Mr. Buebendorf, Lt. Bunnell stated that, based on the recommendations of the Almont Report and for the purpose of moving the Administrative Supervisor out of the bargaining unit, he recommends that these increases occur over time whether they decide to establish an independent police department or remain with the RST Program.

2. **Dispatch Services**

All police dispatching is currently accomplished by the CT State Police (CSP) in Tolland.

He estimates that three (3) additional full-time certified police dispatchers would be necessary to add to the current fire/medical dispatch center. However, recent developments for a regional dispatch service will provide for a total of 14 FT dispatchers, which will allow for 3 dispatchers during the day-shift, 3 for the evening-shift, and 2 for the midnight-shift, and result in a significant reduction in costs thereby eliminating any anticipated costs for changes in police dispatching. In addition, walk-in visitors will receive one-on-one reception as well as a local voice for all telephone conversations eliminating any third person misquotes and/or misunderstandings.

### 3. **Administrative Staffing**

Lt. Bunnell recommends doubling the clerical staffing from 1-1/2 to three employees. The administrative staff would handle numerous duties including all of the walk-in complaints, filing, records, court transmittals and preparations, Freedom of Information (FOI) processing, data entry, typing, extra-duty road construction needs, scheduling, pistol permit processing, telephone answering and directing, scheduling of meeting rooms, and fingerprinting. Currently, the CSP in Middletown is handling the Town's FOI requests for investigative reports as well as more complex and detailed FOI requests directing erasures and court dispositions.

### 4. **Facilities and Equipment**

Facilities – The Public Service Building is completed and in-service.

Vehicles – Currently, there are 18 (eighteen) marked and unmarked cars currently in service. A vehicle for the Chief of Police, estimated at \$35,000.00, may be added depending upon the length of transition.

Equipment – Monitors and computers, which are estimated by the IT Director to cost \$4,000.00, will be necessary for the prisoner detention area.

Impound Lot – This was originally part of the original plans for the facility, but was cut to reduce the costs of the facility. It is estimated to cost \$170,000.00.

Records Management System – The System is currently in place, but some changes and upgrades will be necessary.

Radio Services – Recent efforts to improve transmissions and receptions by the raising of the Chapel Hill Tower and changes to the Cook Drive Tower are in the final stages and should create a more dependable system.

Portables and Mobile Units – These have been purchased over the course of several years and are currently operational

Detention Facilities – While the construction of the facilities for processing and holding prisoners has been accomplished, the monitoring of detained prisoners will be the responsibility of the Town. The additional recommended staffing should be adequate to safely provide these services. Currently, this is the responsibility of the CSP, Troop E.

In response to Mr. Bucko, he responded that he would not like to estimate the final costs of the recommended additions. He recommended the Committee direct that question to the Finance Director once they determine the necessities. Lt. Bunnell will provide the Committee with a copy of his presentation.

In response to Chairman Pike who questioned whether there are any State or Federal guideline requirements for the criteria of an impound lot, Lt. Bunnell stated that the Planning & Zoning Commission mandates the structure and requirements of an impound lot. Mr. Bucko stated that requirements include subterranean needs, e.g. oil separators, proper drainage. Chairman Pike noted that, in a recent conversation with the Mayor, the Town is possibly looking into the utilization of the State electrician's facility located in the vicinity of the Golden Palace Chinese Restaurant, a.k.a. Ping's. Commissioner dePasquale added that an impound lot must be secured and under surveillance at all times. Councilor May discussed the possibility of contracting such services to neighboring Towns, but, due to Chain of Custody requirements, it was felt that that would not be a viable option.

Mr. Lenda exited the meeting at 7:45 p.m.

Mr. Bucko offered to bring in the original plans for the Public Safety Building which includes the impound lot. An impound lot would be required of an independent police department. Mr. Buebendorf noted that whatever the case, a cost would be associated. In response to Councilor May's question regarding the leasing of such a service with another municipality or agency, Commissioner dePasquale stated that the concern may be the guaranteeing of the security of the vehicle(s) by the other municipalities resulting in a possible legal issue should an incident occur. This may lead them to refuse such an agreement. Councilor May stated that any liabilities would be included as part of the lease agreement.

Sgt. Smith presented a PowerPoint presentation and stated that, while he and the Lieutenant agree with most of the items, they differ in their estimated staffing needs. In response to the question of what is required for an independent police department?, he discussed the following items:

1. What does the RT bring to the table

Sgt. Smith presented a listing of the functions currently being assumed by the State and the staffing/costs that would be necessary to conduct these tasks. Functions include Evidence Officer, Dispatch, PIO (Public Information Officer), Record Maintenance, FOI Data Collection and Legal Analysis, CARs Unit, Accreditation, Bias Crime Reporting for gender-, race-, and/or sexual orientation-related crimes, Canine Training, Legal Affairs, Major Crimes, Gang Unit, Prisoner Processing and Observation — a 24/7/365 position, Internal Affairs, which are currently investigated by the State and the results passed on to the Mayor who makes any final decisions regarding any penalties/punishments. Internal Affairs involves the investigation of those who violate any administrative and/or operational policies and regulations and accusations of misconduct; depending upon the

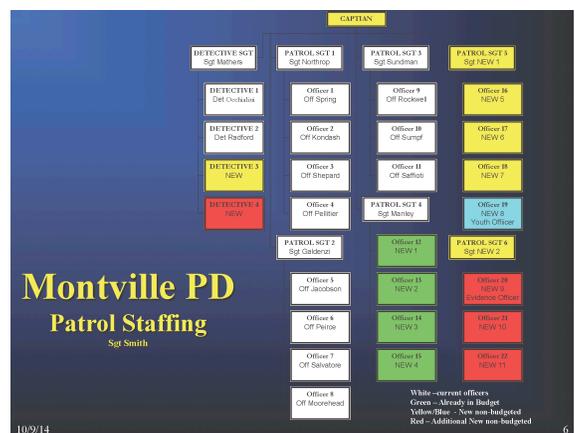
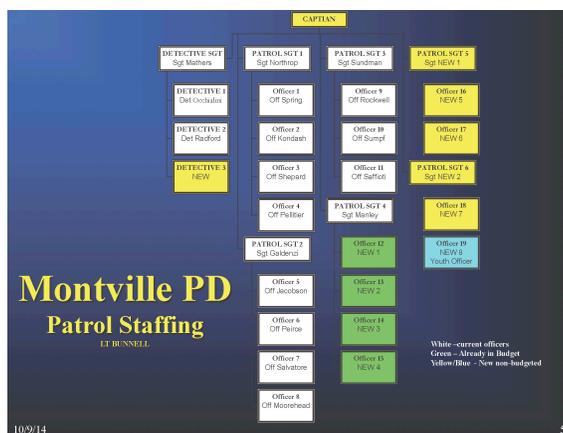
severity of the infraction, the case may be handled by the Town. Union grievances are not included as part of Internal Affairs.

In response to Councilor May, Sgt. Smith responded that Lt. Bunnell has done his best to create the department's policies and procedures, many of which overlap with the State's rules and regulations. Concerned with any recurring costs the Town may incur, Councilor May questioned the certification requirements of the various tasks. Sgt. Smith stated that the Town does have individuals trained and certified in many of these aspects, including the CARs Unit. In response to Mr. Buebendorf who suggested they concentrate on the overall picture rather than the minutiae, Councilor May requested an asterisk be placed on those items that require certification for future consideration regarding any associated costs. Lt. Bunnell stated that each of the items would need to be dissected as some of them may or may not require certification, some are shared, and some are already be taken care of by the Town. Councilor May stated the importance of discovering any hidden costs. Sgt. Smith added that the cost(s) for certification may not be recurring as one would already be certified; the individual may need only to take classes from time to time to stay current.

Mr. Buebendorf confirmed that the State would continue to support the Town in certain instances, e.g., CARs Unit, Traffic Services, and Fire Explosion Unit, and that numerous tasks may be handled by one individual.

2. What is the staffing required to do the job

Organizational Structure - With an independent police department, the administrative staff would be comprised of a Police Chief, Captain, Administrative Assistant for the Chief and the Captain, Records Clerk, and Organizational Clerk. Currently, the department consists of Lt. Bunnell and one full-time and one part-time Administrative Assistant. The following organizational charts for the Patrol Staffing recommendations of Lt. Bunnell and Sgt. Smith, who foresees a larger workload and recommends the addition of one (1) detective and three (3) officers, were presented:



The green highlights are included in the current budget and are in the process of being filled/replaced. The yellow highlights are Lt. Bunnell's recommended additions, while the red highlights are Sgt. Smith's additional recommended additions.

In response to Chairman Pike who questioned whether detectives can fulfill the position of a Patrol Officer, Lt. Bunnell stated that due to their current demands, they have, as a last resort, placed detectives in the patrol position. Commissioner dePasquale stated that, traditionally, a detective is a promoted position, but recent trends in Southeastern Connecticut has been to assign criminal investigation(s) to a patrol officer who has expressed an interest. In such case, officers need not be promoted. Rather, they are designated as investigators, who may receive a pay increase, but are not eligible for step increases. While the Unions are fighting this trend, the management's rights overrule the Unions. Conversely, Lt. Bunnell stated that the Town's detectives are available to assist with any calls that come in. In response to Mr. Giffen, Lt. Bunnell stated that with proper staffing, overtime costs should decrease, but this would be dependent upon the language in their contract, which allows for a certain number of days off, and with increased staffing comes an increase in the number of requests for day(s) off, whether they are vacation or sick days.

Mr. Buebendorf reiterated the importance of comparing two scenarios, which are equivalent to each other, rather than what we currently have with a "Cadillac" system. Lt. Bunnell reiterated that it would be for the Committee to determine an independent police department's needs based upon the Lieutenant and Sergeant's suggestions and/or opinions as presented. In response to Mr. Giffen, they are currently budgeted for four additional officers, who have not yet been hired, a process which takes at least one year. The potential officers have been interviewed and offers have been made. Should they accept their offer, they will undergo unpaid training, evaluations, and background checks. After they are sworn in, the individuals will attend the Academy at which time will they be included on the payroll. Councilor May felt that it would be important to review the police department's budget over the past four to five years so that any unexpected costs can be estimated based on the actual budget of previous years. Commissioner dePasquale stated that, in his experience, a police department's budget is relatively static. Lt. Bunnell added that events do occur, from time to time, that could lead to unexpected costs/income. For example, the recent Rand Whitney incident required an officer(s) for four days. These officers were paid for by Rand Whitney and would be considered income. Chairman Pike stated that budgets are flexible and added that he was confident they would be able to come within  $\pm 5-10\%$  of the actual number.

Scheduling - Sgt. Smith presented Lt. Bunnell's and his recommendations for the scheduling of the Patrol Officers based upon their recommended additions. In comparison to Lt. Bunnell's scheduling recommendations, Sgt. Smith recommends one to two additional individuals per shift allowing for four (4) Officers on the day-shift/four (4) on evenings/three (3) on midnight. Currently, at any given time, two to four Patrol

Officers are on-duty *including* one Supervisor per shift. Both charts are based upon enhancing patrol and do not include prisoner processing and observation. Should they opt for an independent police department, an additional one to two officer(s) should be taken into consideration for the purpose of processing and observing a prisoner(s) as that individual will be taken out of patrol duties for a length of time.

In response to Mr. Buebendorf, Lt. Bunnell reiterated that, regardless of whether the department goes independent or remains with the RST Program, his recommendations are based on the department's current needs.

Sgt. Smith recommended speaking with other police departments regarding how they schedule their officers and their recommendations based upon their experience.

3. What functions will the positions assume

Chief - functions include acting as a liaison with the Mayor, State Police, other PDs, and the LEC, Public Information Officer, Internal Affairs – Discipline, Dispatch Board Member, Overseer on all Grievances, and Contract Negotiation. The Chief would not be part of the bargaining unit.

Administrative Assistant – functions include supporting both the Chief and the Captain, maintaining of Accreditation Records, Collecting of Bias Crimes Reporting Information and Crimes Analysis (NIBRS) Reporting Information, processing of FOI requests, and Internal Affairs processing.

In response to Councilor May's question regarding accreditation, Commissioner dePasquale responded that there are two levels of accreditation, one is National (CALEA – The Commission on Accreditation for Law Enforcement Agencies, Inc.) and the other with the State through the Police Academy. Each is comprised of tiers. To be recognized as an independent police department, you do not need to be accredited, but must be POST (Police Officer Standards and Training)-certified. Montville is currently POST-certified and there are no State Statutes regarding the necessity of accreditation.

Councilor May exited the meeting at 8:36 p.m.

Captain – functions include maintaining the work schedule and budget, overseeing building maintenance, processing FOI requests, Internal Affairs investigations, overseeing training, handling civilian complaints, and Bias Crime information. The Captain would not be part of the bargaining unit.

Records Clerk – functions include report filing and corrections, data entry, FOI data retrieval, weapons requests, court transmittals, and subpoena data retrieval.

Organizational Clerk – functions include managing special duty overtime assignments, training scheduling and records maintenance, equipment maintenance, fleet maintenance coordination, and grant administration.

4. What are the facility requirements

Facility requirements and their respective costs include:

Chief's vehicle	\$ 35,000.00
Monitors and computers for the detention area	\$ 4,000.00
Impound Lot	\$170,000.00
Monitor for administrative area	\$ 1,000.00
Equipping New Officers	\$ 3,000.00/each
Training	\$ 1,500.00/each
Hiring Process	\$ 700.00/each

In response to Mr. Buebendorf regarding whether the monitoring of prisoners can be done remotely, Lt. Bunnell responded that two individuals would be necessary to process a prisoner while only one individual would be necessary to monitor the prisoner should there be any unexpected occurrences.

The salaries for these individuals may be roughly estimated by viewing the current contract, but the Finance Director, who will be able to compute the salaries and benefits for the position(s), would be able to provide a more accurate estimate.

5. Other issues to consider

Additional questions regarding dispatching and the limitations of KX Communications and the capabilities of IMC (Information Management Corporation), who handles dispatch reporting, time management, and scheduling, were presented. KX Communications' limitations include query limitations (inability to query for stolen items, missing persons, etc.), access to weapons and court orders, federal requirements of NCIC monitoring, pursuit compliance and the authority to terminate pursuits, and the certification of employees. Many of these questions will need to be dealt with by the East Hampton Police Department should they sign the contract with KX Communications.

On behalf of the Committee, Chairman Pike expressed their appreciation of both the Lieutenant and Sergeant for their candid, honest opinions.

b. Status and scheduling of the following presentations:

Joseph Faughnan, former Chief of Police in Clinton

James Gaylord, Commissioner of Windsor Locks

Commissioner dePasquale stated that, due to a conflict of interest, Mr. Faughnan would not be able to speak with the Committee. He has contacted Pamela Hayes, the Executive Director of the Connecticut Police Chief's Association, who has agreed to send an alternate member from a Town of similar demographics to speak with the Committee. At the request of Mr. Giffen, Lt. Bunnell suggested contacting Douglas Fuchs, Redding Police Chief, who had also recently switched over from a Constabulary to an independent police department and is one of the authors of the report from the Police Chiefs.

J. Darren Stewart, Chief of Police in Stonington

Sgt. Smith has not yet had the opportunity to speak with Chief Stewart, but will schedule a date for him to come to meet with the Committee. Prospective dates were offered.

Terry Hart, Finance Director for the Town of Montville  
Public Safety Commission, Town of Montville

9. Remarks from the Public with a three-minute limit

Lt. Bunnell stated that, while he reviewed section 4.3 of the Almont Report as requested by Mr. Bucko, he was unable to compute the information. He also commended the Minutes Clerk on the documentation of the minutes, the benefits of which will not be immediately realized.

10. Remarks from the Committee Members

Commissioner dePasquale stated that he sent the Committee members an additional document issued by the U.S. Department of Justice regarding the guidelines and strategies of creating an independent police department. The report also speaks of the SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis.

11. Adjournment

Motion made by Mr. Giffen, seconded by Commissioner dePasquale, to adjourn the meeting at 8:55 p.m. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville