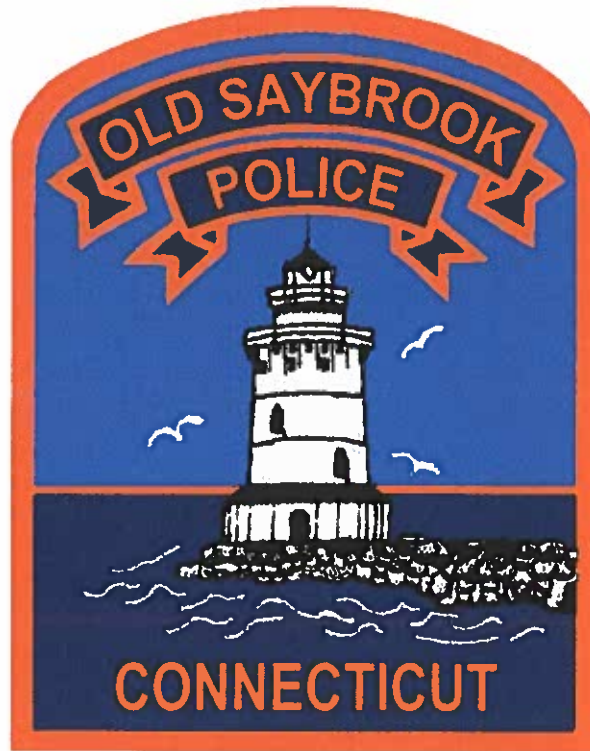
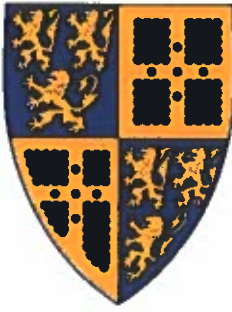


Town of Old Saybrook Police Commission



Commissioner
Information Packet
for the
April 25, 2022
Regular Meeting



TOWN OF OLD SAYBROOK

Police Commission

302 Main Street, Old Saybrook, Connecticut 06475

Alfred Wilcox, *Chairman* • Renee Shippee, *Vice Chairman* • Jill Notar-Francesco, *Secretary*

Jessica Calle • Carol A. Manning • Carl S. Von Dassel • Joseph Maselli

REGULAR MEETING AGENDA

Monday, April 25, 2022 - 7 PM

Old Saybrook Town Hall - First Floor Conference Room

Virtual Meeting Information for the Public:

Public Zoom Link: <https://zoom.us/j/93661145517?pwd=eFRxQW9ZdDhidk9aSHhEV2VQd1Nkdz09>

Dial In: 929-436-2866

Meeting ID: 936 6114 5517

Passcode: 302302

One Tap Mobile: <tel://9294362866,,93661145517#>

- I. Call To Order / Pledge of Allegiance
- II. Comments from the Public
- III. Police Commission Workshop Series – Information Technology
- IV. Discussion and Possible Action on the Meeting Minutes for:
 - a. March 28, 2022 Regular Meeting
 - b. April 21, 2022 Special Meeting
- V. Executive Reports
 - a. FY 23 Operating Budget - Update
 - b. FY 22 Operating Budget
 - c. Off Budget Accounts
 - d. Personnel Matters
 - e. Fleet Update
- VI. Discussion of Town Counsel's Legal Opinion Concerning Proposed Amendments to Police Commission By-Laws.
- VII. Discussion and Possible Action on the "Complaints Made to Commissioners" By-Law Proposal.

- VIII. Discussion and Possible Action on the “Police Commission Correspondence” By-Law Proposal.
- IX. Discussion and Possible Action on the “Responsibilities of Commissioners as to Inquiries” By-Law Proposal.
- X. Discussion and Possible Action on the “Public Comment” By-Law Proposal.
- XI. Correspondence
- XII. Discussion Concerning Progress Toward Annual Evaluations of the Chief of Police.
- XIII. Comments from the Public
- XIV. Comments from the Chief of Police
- XV. Comments from Police Commissioners
- XVI. Adjournment

Old Saybrook Police Commission
Regular Meeting
March 28, 2022
MINUTES

A regular hybrid meeting of the Old Saybrook Police Commission was held on Monday, March 28, 2022. The meeting was recorded and can be viewed in its entirety at <https://youtu.be/Tgl-q6tdTOA>

Present: Chairman Wilcox, Vice Chairman Shippee, Secretary Notar-Francesco, Commissioners Calle, Manning, Maselli and Von Dassel. Chief Spera and Captain DePerry were present from the Department of Police Services.

I. Call to Order / Pledge of Allegiance (0:20)

Chairman Wilcox called the meeting to order at 7:00 PM and led those in attendance with the Pledge of Allegiance.

II. Comments from the Public (1:04)

Mark Hand commented.

Keith Margotta commented.

Vice Chairman Shippee read a letter from Mike Bender.

The Commission discussed if they should read letters from residents who are unable to attend meetings or if it ought to be passed around in correspondence.

III. Discussion and Possible Action on the Meeting Minutes for February 28, 2022 (13:09)

Commissioner Maselli made a motion to accept the February 28, 2022 Regular Meeting Minutes. Vice Chairman Shippee seconded the motion.

Secretary Notar-Francesco stated that on page 3, the minutes state "*Secretary Notar-Francesco made a motion to approve the Chief developing a monthly workshop series to present to the Police Commission and implement it starting at the April 2022 meeting, remaining flexible with agenda item schedules*" and it should be "*remaining flexible with agenda item schedules and evaluating after the first couple of presentations.*"

Commissioner Maselli made a motion to approve the March 28, 2022 Regular Meeting Minutes as amended. Vice Chairman Shippee seconded the motion. The motion to approve the March 28, 2022 Meeting Minutes as amended passed with a vote of 7 in favor, 0 opposed and 0 abstaining.

IV. Executive Reports (14:49)

a. FY 23 Operating Budget - Update

There was no discussion regarding the FY 23 Operating Budget

b. FY 22 Operating Budget (14:50)

Chief Spera reviewed the new format of budget spreadsheets with the Commission. The document that was presented to the Commission is the same one that the Town Hall finance department would generate.

The Commission agreed to continue to use the new format moving forward.

c. Off Budget Accounts (19:40)

The Commission discussed Off Budget Accounts and decided that a new format will be used moving forward.

d. Personnel Matters (24:18)

Custodian Pat Hanley is out on family medical leave.

Detective First Class David Perrotti has retired again.

Patrolman Trainee Simpson will be graduating the Police Academy sometime in May.

Patrolman Dwyer is a full personnel asset.

Vice Chairman Shippee questioned the status of Patrolman Schulz.

Chief Spera advised that Patrolman Schulz is still on paid administrative leave pending the completion of the internal investigation.

e. Fleet Update (31:47)

Chief Spera spoke about the new design on the patrol vehicles and updated the Commission regarding the status of the fleet.

f. Administrative Professional Development (33:25)

Sergeant Walsh spoke about his recent professional development opportunity and the information he received by attending the course.

Captain DePerry spoke about the conference he recently attended and the knowledge he received.

The Commission was pleased to hear about these professional development opportunities and discussed prospects moving forward.

V. Discussion and Possible Action Concerning Agenda Packets (48:13)

It was decided that the new format financials and the off budget accounts each month would be posted online along with the agenda.

VI. Discussion and Possible Action Concerning 2022 Golf Cart Registration Fees (49:57)

The Commission discussed the golf cart registration fees.

Chief Spera advised that the golf cart fees in previous years were \$25 for the first golf cart registered to an address, \$20 for a second golf cart and \$15 for a third, all registered to the same address. The fee is \$45 for a vanity plate should a resident request one.

Commissioner Von Dassel made a motion to keep the golf cart registration fees the same as the previous years (\$25/\$20/\$15 and \$45 vanity). Commissioner Maselli seconded the motion. The motion to keep the golf cart fees \$25/\$20/\$15 and \$45 vanity passed with a vote of 7 in favor, 0 opposed and 0 abstaining.

VII. Discussion and Possible Action on the "Complaints Made to Commissioners" By-Law Proposal (57:19)

Chairman Wilcox stated that he will be tabling this agenda item until further discussion with Attorney Cronin.

The Commission discussed Attorney Cronin's letter and if it should be posted on the website.

Secretary Notar-Francesco made a motion to table the "Complaints Made to Commissioners" By-Law Proposal to the next meeting. Commissioner Manning seconded the motion. The motion to table the "Complaints Made to Commissioners" By-Law Proposal passed with a vote of 7 in favor, 0 opposed and 0 abstaining.

VIII. Discussion and Possible Action on the "Police Commission Correspondence" By-Law Proposal (1:08:10)

The Commission discussed the option of tabling or voting on the "Police Commission Correspondence" by-law proposal, "Responsibilities of Commissioners as to Inquiries" by-law proposal and "Public Comment" by-law proposal tonight.

Commissioner Manning made a motion to table items VIII, IX and X until the next meeting. Vice Chairman Shippee seconded the motion. The motion to table items VIII, IX and X passed with a vote of 7 in favor, 0 opposed and 0 abstaining.

IX. Discussion and Possible Action on the "Responsibilities of Commissioners as to Inquiries" By-Law Proposal (1:08:10)

X. Discussion and Possible Action on the "Public Comment" By-Law Proposal (1:08:10)

XI. Discussion and Possible Action Concerning the Retention of Police Commission Meeting Recordings (1:16:10)

Chairman Wilcox stated that he was going to ask the Board of Selectmen to keep Police Commission meeting recordings for a year instead of six months.

Larry Hayden stated that the Board of Selectmen recently passed a motion stating that all Commission videos will be kept for a year.

The Commission discussed the retention of Police Commission meeting recordings.

XII. Correspondence (1:23:24)

The correspondence was passed around.

XIII. Update on Police Commission Email Addresses (1:24:26)

Larry Hayden advised the Commission that all individual commissioners are able to be emailed through the website contact form. The Commission and Larry discussed the process of emailing through the website and why the individual email addresses are not published on the webpage.

The Commission discussed the verbiage they should use when responding to emails.

XIV. Discussion Concerning Progress Toward Annual Evaluations of the Chief of Police (1:36:39)

Chairman Wilcox stated that the Democratic Party caucus has been working on a template of an evaluation to present.

The Commission discussed the possibility of setting up a subcommittee or special meeting instead of a caucus to include members of the Republican Party.

XV. Comments from the Public (1:40:47)

Edson Bourn commented.

Christopher Root commented.

Keith Margotta commented.

XVI. Comments from the Chief of Police (1:47:21)

Chief Spera commented.

XVII. Comments from Police Commissioners (2:00:05)

Commissioner Von Dassel commented.

Commissioner Calle commented.

Commissioner Manning commented.

Vice Chairman Shippee commented.

XVIII. Adjournment (2:08:51)

Secretary Notar-Francesco made a motion to adjourn. The motion to adjourn was seconded by Vice Chairman Shippee. The motion to adjourn passed with a vote of 7 in favor and 0 opposed, 0 abstaining.

The meeting adjourned at 9:08 PM.

Respectfully submitted by:

Jennifer D'Amato
Records Clerk for the Old Saybrook Police Commission

FUND	ORGANIZATION	ORGANIZATION TITLE	ACCOUNT	ACCOUNT TITLE	BUDGET	YEAR TO DATE EXP	AVAILABLE BALANCE
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51610	REGULAR EMPLOYEES	\$2,274,266.00	\$1,695,904.04	\$578,361.96
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51611	VACATION DAY COVERAGE	\$117,833.00	\$40,262.73	\$77,570.27
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51612	ADDITIONAL HOURS	\$32,978.00	\$29,764.64	\$3,213.36
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51613	EXTRA PERSONNEL	\$62,705.00	\$64,245.31	-\$1,540.31
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51614	PROFESSIONAL DEVELOPMENT	\$66,479.00	\$74,539.26	-\$8,060.26
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51615	SICK/INJURED	\$58,792.00	\$23,263.84	\$35,528.16
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51616	SPECIAL ASSIGNMENT	\$21,831.00	\$4,224.22	\$17,606.78
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51618	HOLIDAY REPLACEMENT	\$32,910.00	\$0.00	\$32,910.00
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51630	OVERTIME	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	51910	ADVANCE PAY	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52100	GROUP INSURANCE	\$17,353.00	\$11,560.76	\$5,792.24
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52200	EMPLOYER SHARE SOCIAL SEC	\$212,234.00	\$143,186.97	\$69,047.03
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52300	RETIREMENT CONTRIBUTIONS	\$192,570.00	\$120,800.36	\$71,769.64
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52302	DEFINED CONTRIBUTION ER	\$0.00	\$6,306.83	-\$6,306.83
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52600	UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52700	WORKERS' COMPENSATION	\$0.00	\$87,842.25	-\$87,842.25
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52800	HEALTH INSURANCE	\$395,948.00	\$322,880.48	\$73,067.52
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52850	DENTAL INSURANCE	\$18,335.00	\$11,513.20	\$6,821.80
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52901	LONGEVITY	\$13,500.00	\$13,500.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52902	HOLIDAY PAYOUT	\$78,260.00	\$38,366.24	\$39,893.76
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52903	DEGREE STIPEND	\$10,000.00	\$9,500.00	\$500.00
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52904	K-9	\$20,720.00	\$7,941.06	\$12,778.94
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	52905	UNIFORM CLEANIN	\$36,030.00	\$37,662.02	-\$1,632.02
1005 - GENERAL	1005-42-4201-420101	PD - FIELD SERVICE	54301	BUILDING MAINTENANCE	\$0.00	\$0.00	\$0.00
					\$3,662,744.00	\$2,743,264.21	\$919,479.79

FUND	ORGANIZATION	ORGANIZATION TITLE	ACCOUNT	ACCOUNT TITLE	BUDGET	YEAR TO DATE EXP	AVAILABLE BALANCE
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51610	REGULAR EMPLOYEES	\$532,288.00	\$386,955.82	\$145,332.18
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51611	VACATION DAY COVERAGE	\$55,700.00	\$24,788.91	\$30,911.09
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51612	ADDITIONAL HOURS	\$1,261.00	\$554.48	\$706.52
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51613	EXTRA PERSONNEL	\$48,434.00	\$35,560.46	\$12,873.54
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51614	PROFESSIONAL DEVELOPMENT	\$9,376.00	\$19,006.52	-\$9,630.52
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51615	SICK/INJURED	\$13,720.00	\$11,123.24	\$2,596.76
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51616	SPECIAL ASSIGNMENT	\$1,632.00	\$5,294.24	-\$3,662.24
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51617	CLERICAL SUPPORT	\$75,858.00	\$54,747.91	\$21,110.09
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51619	COMMUNITY SERVICE OFFICER	\$16,362.00	\$16,024.54	\$337.46
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51630	OVERTIME	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51631	IT SUPPORT	\$53,191.00	\$47,962.01	\$5,228.99
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51632	CUSTODIAL	\$50,752.00	\$39,769.64	\$10,982.36
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	51910	ADVANCE PAY	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52100	GROUP INSURANCE	\$4,607.00	\$2,988.26	\$1,618.74
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52200	EMPLOYER SHARE SOCIAL SEC	\$67,001.00	\$49,528.95	\$17,472.05
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52300	RETIREMENT CONTRIBUTIONS	\$31,245.00	\$25,081.64	\$6,163.36
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52302	DEFINED CONTRIBUTION ER	\$20,506.00	\$12,790.38	\$7,715.62
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52600	UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52700	WORKERS' COMPENSATION	\$0.00	\$2,372.41	-\$2,372.41
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52800	HEALTH INSURANCE	\$82,518.00	\$43,472.51	\$39,045.49
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52850	DENTAL INSURANCE	\$3,328.00	\$1,379.07	\$1,948.93
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52902	HOLIDAY PAYOUT	\$8,622.00	\$5,226.84	\$3,395.16
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52903	DEGREE STIPEND	\$3,250.00	\$2,750.00	\$500.00
1005 - GENERAL	1005-42-4201-420102	PD - SUPPORT SERVICE	52905	UNIFORM CLEANIN	\$13,302.00	\$1,056.05	\$12,245.95
					\$1,092,953.00	\$788,433.88	\$304,519.12

FUND	ORGANIZATION	ORGANIZATION TITLE	ACCOUNT	ACCOUNT TITLE	BUDGET	YEAR TO DATE EXP	AVAILABLE BALANCE
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	52700	WORKERS' COMPENSATION	\$106,000.00	\$0.00	\$106,000.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	52900	OTHER EMPLOYEE BENEFITS	\$1,500.00	\$1,280.00	\$220.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	52905	UNIFORM CLEANIN	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53020	LEGAL SERVICES	\$7,000.00	\$27,899.89	-\$20,899.89
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53070	SELECTION/RECRUITMENT	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53071	SELECTION RECRUITMENT	\$2,000.00	\$1,885.81	\$114.19
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53072	MEDICAL PHYSICALS	\$1,000.00	\$650.00	\$350.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53100	OFFICIAL/ADMIN SERVICES	\$8,940.00	\$6,728.36	\$2,211.64
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53200	PROFESSIONAL EDUCATIONAL	\$19,520.00	\$21,014.43	-\$1,494.43
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53400	OTHER PROFESSIONAL SERVIC	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53531	CHIEF EXPENSES	\$1,700.00	\$430.18	\$1,269.82
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53532	PRISONER CARE	\$1,000.00	\$161.83	\$838.17
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53533	OSHA REQUIREMENTS	\$3,800.00	\$1,170.00	\$2,630.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53534	FIRST RESPONDER MED EQUIP	\$9,800.00	\$2,747.34	\$7,052.66
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53535	POLICE SERVICE INFO TECH	\$36,608.00	\$42,104.24	-\$5,496.24
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53536	POLICE SERVICE INVESTIGAT	\$7,500.00	\$2,814.64	\$4,685.36
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	53537	PD ACCOUNTABILITY MANDATE	\$2,491.00	\$2,800.00	-\$309.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	54300	REPAIRS & MAINTENANCE	\$15,000.00	\$20,923.49	-\$5,923.49
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	54301	BUILDING MAINTENANCE	\$30,500.00	\$26,595.64	\$3,904.36
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	54302	FIRE / SECURITY MAINTENAN	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	54411	WATER/SEWER	\$2,800.00	\$3,302.54	-\$502.54
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	54430	RENTAL OF COMPUTER RELATE	\$12,900.00	\$15,041.27	-\$2,141.27
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	55300	COMMUNICATIONS	\$53,050.00	\$42,239.97	\$10,810.03
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	55301	POSTAGE	\$2,500.00	\$1,759.55	\$740.45
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	56005	IPMORGAN PAYMENT	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	56120	ADMIN SUPPLIES	\$9,250.00	\$7,570.46	\$1,679.54
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	56210	NATURAL GAS	\$7,500.00	\$9,990.17	-\$2,490.17
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	56220	ELECTRICITY	\$50,000.00	\$34,385.24	\$15,614.76
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	56260	FUEL	\$40,000.00	\$38,345.30	\$1,654.70
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	56900	OTHER SUPPLIES	\$15,500.00	\$4,419.14	\$11,080.86
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	57320	VEHICLES	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	57340	TECHNOLOGY - RELATED HARD	\$10,000.00	\$0.00	\$10,000.00
1005 - GENERAL	1005-42-4201-420103	PD GENERAL EXPENDITURES	57390	OTHER EQUIPMENT	\$89,804.00	\$89,804.00	\$0.00
					\$547,663.00	\$406,063.49	\$141,599.51

Emergency Dispatch

Account Detail

420125-2832

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
4/1/2020	AT&T	3/27/2020	SB168867	(\$351.00)	\$351.00	743427
4/6/2020	IAED		SIN251953	(\$50.00)	\$135.00	743462
			SIN253605	(\$85.00)		
5/5/2020	AT&T	4/28/2020	SB172008	(\$351.00)	\$351.00	743777
5/11/2020	Crown Castle Fiber LLC	April	OLDSAY001	(\$813.00)	\$813.00	743793
6/3/2020	Deposit			\$7,127.75		
6/2/2020	AT&T	5/28/2020	SB175021	(\$351.00)	\$351.00	744031
6/4/2020	Crown Castle Fiber LLC	May	35329	(\$813.00)	\$813.00	744133
7/15/2020	Crown Castle Fiber LLC	June		(\$813.00)	\$1,626.00	750032
	Crown Castle Fiber LLC	July		(\$813.00)		
8/7/2020	Crown Castle Fiber LLC	August		(\$813.00)	\$813.00	750319
9/3/2020	Crown Castle Fiber LLC	September		(\$813.00)	\$813.00	750616
10/5/2020	AT&T	July		(\$198.90)	\$549.90	760159
		August		(\$351.00)		
9/29/2020	Deposit			\$7,127.75		
11/10/2020	Crown Castle Fiber LLC	October		(\$813.00)	\$1,626.00	760709
		November		(\$813.00)		
1/11/2021	Crown Castle Fiber LLC	December		(\$813.00)	\$1,626.00	761238
		January		(\$813.00)		
2/10/2021	Crown Castle Fiber LLC			(\$813.00)	\$813.00	761538
12/31/2020	Deposit			\$7,127.75		
2/5/2021	Priority Dispatch	1/29/2021	SIN274256	(\$4,618.00)	\$4,618.00	761610
2/18/2021	AT&T	1/16/2021	831-001-0165-251	(\$351.00)	\$351.00	761725
3/2/2021	Deposit			\$7,127.75		
3/3/2021	Crown Castle Fiber LLC	3/1/2021	780830	(\$813.00)	\$813.00	761947
2/26/201	AT&T	January		(\$351.00)	\$1,053.00	761929
		February		(\$351.00)		
		March		(\$351.00)		
3/24/2021	NexGen Public Safety Solutions			(\$20,000.00)	\$50,000.00	762156
3/23/2021	AT&T	3/16/2021	831-001-0165-251	(\$351.00)	\$351.00	762092
4/15/2021	Crown Castle Fiber LLC			(\$813.00)	\$813.00	798893
4/24/2021	AT&T	4/16/2021	831-001-0165-251	(\$40.96)	\$40.96	762551
5/3/2021	Priority Dispatch	4/25/2021	SIN238166	(\$730.00)	\$2,190.00	272705
		4/25/2021	SIN223841	(\$730.00)		
		4/25/2021	SIN223839	(\$730.00)		
5/7/2021	IAED	4/30/2021	SIN143773	(\$100.00)	\$440.00	762770
			SIN217491	(\$30.00)		
			SIN235243	(\$50.00)		
			SIN237268	(\$130.00)		
			SIN237903	(\$30.00)		
			SIN245740	(\$50.00)		
			SIN246382	(\$50.00)		
			SIN04056	(\$130.00)		
			SIN05003	(\$110.00)		
			SIN05084	(\$110.00)		
5/7/2021	IAED	4/30/2021	SIN05795	(\$50.00)	\$580.00	762771
			SIN06272	(\$30.00)		

			SIN07971	(\$50.00)		
			SIN08556	(\$50.00)		
			SIN09581	(\$50.00)		
6/1/2021	AT&T	5/16/2021	831-001-0165-251	(\$351.00)	\$351.00	762938
6/11/2021	IAED	6/1/2021	SIN283497	(\$55.00)	\$55.00	763311
6/22/2021	AT&T	6/16/2021	831-001-0165	(\$351.00)	\$351.00	763235
6/28/2021	Deposit			\$7,261.04		
9/7/2021	Deposit			\$7,261.04		
9/9/2021	IAED	9/8/2021	SIN290903	(\$30.00)	\$30.00	770857
9/14/2021	Priority Dispatch	8/31/2021	SIN290888	(\$365.00)	\$365.00	771085
9/24/2021	Medical Priority Consultants Inc	8/31/2021	SIN291336	(\$365.00)	\$365.00	771084
9/20/2021	IAED	9/17/2021	SIN291105	(\$55.00)	\$55.00	771073
9/24/2021	Medical Priority Consultants Inc	8/31/2021	SIN291432	(\$365.00)	\$365.00	771083
10/25/2021	AT&T	10/16/2021	831-001-0165-251	(\$351.00)	\$702.00	771379
				(\$351.00)		
11/24/2021	AT&T	11/16/2021	831-001-0165-251	(\$354.16)	\$354.16	771972
12/3/2021	Deposit			\$7,261.04		
12/3/2021	NexGen Public Safety Solutions			(\$15,000.00)		
12/27/2021	AT&T	12/16/2021	831-001-0165	(\$351.00)	\$351.00	772270
1/13/2022	IAED		SIN297365	(\$120.00)	\$120.00	772578
1/13/2022	IAED		SIN294005	(\$85.00)	\$85.00	772579
1/24/2022	AT&T		831-001-0165-251	(\$351.00)	\$351.00	772738
2/22/2022	IAED	44610	SIN301972	(\$340.00)	\$340.00	772944
2/28/2022	AT&T	44608	831-001-0165-251	(\$351.00)	\$351.00	773087
3/18/2022	Deposit	44637		\$7,261.04		
3/11/2022	Priority Dispatch	44628	SIN303668	(\$7,800.00)	\$7,800.00	773292
3/9/2022	IAED		SIN281650	(\$120.00)	\$230.00	773272
			SIN288272	(\$110.00)		
3/9/2022	Priority Dispatch		SIN301095	(\$365.00)	\$365.00	773291
3/9/2022	Priority Dispatch		SIN299710	(\$4,618.00)	\$4,618.00	773290
3/25/2022	AT&T	3/16/2022	831-001-0165	(\$356.44)	\$356.44	773411
Balance					\$13,926.24	

Emergency Dispatch Fiscal Year Summary	
Beginning Balance 7/1/17	\$16,140.73
Total Deposits to date	\$136,115.64
Total Withdrawals to date	(\$138,330.13)
Current Balance	\$13,926.24
Emergency Dispatch Month to Month Summary	
Total Deposits since last meeting	\$0.00
Total Withdrawals since last meeting	(\$356.44)
Current Balance	\$13,926.24

Police Admin

Account Detail

420128-2835

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
4/21/2020	State of CT - Dept of Emer. Svc	4/21/2020	DPS64257	(\$353.00)	\$ 353.00	743642
4/21/2020	Sal's Pizza & Pasta	4/8/2020	Contest Winners	(\$45.00)	\$ 45.00	743633
4/21/2020	Ahold Financial Services	4/20/2020	960742	(\$224.88)	\$ 224.88	743562
4/18/2020	Deposit		Donation	\$8,000.00		
4/14/2020	Deposit		pistol permit	\$1,884.00		
4/28/2020	Saybrook Pizza	4/24/2020	515	(\$51.80)	\$ 51.80	743694
4/28/2020	MarFloral	4/27/2020	15831	(\$1,300.00)	\$ 1,300.00	743678
4/28/2020	Ahold Financial Services	4/20/2020	960743	(\$13.78)	\$13.78	743657
5/1/2020	Saybrook Hardware	4/30/2020	209228	(\$115.20)	\$115.20	743843
5/4/2020	Saybrook Pizza	5/2/2020	525	(\$38.85)	\$38.85	743847
5/13/2020	Bare Necessities Inc		Diaper Deposit Check to Organization	(\$500.00)	\$500.00	743779
5/13/2020	Dairy Queen		Contest Cakes	(\$80.00)	\$200.00	743797
				(\$60.00)		
				(\$60.00)		
5/4/2020	TJ's Restaurant	4/24/2020		(\$171.15)	\$233.60	744091
		4/28/2020		(\$62.45)		
5/28/2020	TJ's Restaurant	5/14/2020		(\$112.25)	\$112.25	744092
5/26/2020	State of CT - Dept of Emer. Svc	4/2/2020	DPS63592	(\$1,147.25)		
5/21/2020	Deposit	5/21/2020		\$120.00		
6/1/2020	TJ's Restaurant	5/18/2020		(\$193.35)	\$193.35	744090
6/11/20120	Penny Lane Pub	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/11/2020	Sweet Luna's	5/27/2020	Acts of Kindness Giftcard	(\$100.00)	PCARD	PCARD
6/11/2020	Saybrook Pizza	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/11/2020	Little Pub	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/11/2020	Dairy Queen	5/27/2020	Acts of Kindness Giftcard	(\$100.00)	PCARD	PCARD
6/11/2020	Cuckoos Nest	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/11/2020	Alforno	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/11/2020	Tea Kettle Restaurant	5/27/2020	Acts of Kindness Giftcard	(\$72.00)	PCARD	PCARD
6/11/2020	Mirsina's	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/11/2020	Johnny Ad's	5/27/2020	Acts of Kindness Giftcard	(\$80.00)	PCARD	PCARD
6/23/2020	Rogue	6/19/2020	82024	(\$2,259.80)	PCARD	PCARD
6/23/2020	Deposit		Union Fitness Equipment	\$2,338.18		
6/20/2020	Deposit		Pistol Permit fees	\$628.00		
7/1/2020	Deposit		Pistol Permit	\$1,570.00		
7/15/2020	Jurek Brothers	6/3/2020	35328	(\$4,060.00)	\$4,060.00	750049
7/10/2020	Deposit		Gun Purchase	\$4,200.00		
7/10/2020	Deposit			\$98.25		
7/22/2020	Deposit		Pistol Permit	\$1,727.00		
7/28/2020	Deposit		Pistol Permit	\$157.00		
7/30/2020	Deposit		Judicial Branch Wire	\$2,425.00		
8/4/2020	State of CT - Dept of Emer. Svc	7/31/2020	DPS65433	(\$1,059.00)		
8/7/2020	Deposit		Police App	\$3,610.00		
8/7/2020	Deposit		Metal Permit	\$10.00		
9/30/2020	Deposit		pistol permits	\$4,710.00		
10/19/2020	State of CT - Dept of Emer. Svc	10/2/2020	DPS66197	(\$882.50)	\$2,294.50	760257
10/19/2020	State of CT - Dept of Emer. Svc	8/21/2020	DPS65724	(\$1,412.00)		

10/5/2020	Stanard & Associates, Inc.	9/29/2020	SA0000045006	(\$1,537.50)	\$1,537.50	760255
11/11/2020	Deposit		pistol permits	\$1,884.00		
12/9/2020	Deposit		pistol permits	\$1,739.50		
12/16/2020	Old Saybrook Food Services		7423	(\$400.00)	\$400.00	761032
12/29/2020	State of CT - Dept of Emer. Svc	10/20/2020	DPS66537	(\$1,147.25)	\$1,147.25	761191
12/29/2020	State of CT - Dept of Emer. Svc	12/29/2020	DPS67350	(\$970.75)	\$970.75	761192
1/22/2021	Deposit		pistol permits	\$2,057.25		
1/22/2021	Deposit			\$900.00		
1/28/2021	State of CT - Dept of Emer. Svc	1/28/2021	DPS67719	(\$970.75)	\$970.75	761629
2/8/2021	Deposit			\$150.00		
2/22/2021	State of CT - Dept of Emer. Svc	2/19/2021	DPS67941	(\$970.75)	\$970.75	761829
2/17/2021	Deposit			\$2,532.00		
3/18/2021	State of CT - Dept of Emer. Svc	11/24/2020	DPS67055	(\$970.75)	\$970.75	762189
3/15/2021	State of CT - Dept of Emer. Svc	3/15/2021	DPS 68146	(\$1,412.00)		762181
3/16/2021	Deposit			\$150.00		
3/16/2021	Deposit			\$150.00		
3/26/2021	George Lynn			(\$3,540.00)	\$3,540.00	761973
4/15/2021	Deposit			\$1,582.50		
5/11/2021	State of Connecticut	5/11/2021	DPS68512	(\$441.25)	\$441.25	762820
5/24/2021	Deposit			\$474.75		
5/13/2021	Deposit		pistol permits	\$474.75		
6/10/2021	Deposit		police app	\$2,698.00		
6/21/2021	Deposit		Kostek	\$25,074.50		
6/11/2021	Deposit		Donation	\$300.00		
6/21/2021	State of Connecticut		DPS68417	(\$176.50)		
			DPS69569	(\$617.75)		
7/1/2021	TOWN HALL TRANSFER			(\$7,350.00)		
7/6/2021	Secure Investigations			(\$335.00)	\$335.00	770302
7/8/2021	State of Connecticut		DPS70280	(\$88.58)		
7/22/2021	Deposit			\$150.00		
8/4/2021	Deposit		pistol permit	\$1,107.75		
8/10/2021	Sue Ann Hayes		pistol permit reimbursment	(\$158.25)	\$158.25	770356
8/19/2021	Deposit		precious metal permit	\$30.00		
9/23/2021	Secure Investigations	9/14/2021	polygraph (White, Moreau, Gosselin, Aresco	(\$1,340.00)	\$1,340.00	771109
9/28/2021	George Lynn	9/1/2021	Aresco, Moreau, White & Gomez-Jodoin	(\$4,309.00)	\$4,309.00	771064
9/24/2021	Innovative Detectives LLC	9/23/2021	Polygraph (Simpson, Nyenhuis)	(\$700.00)	\$700.00	771072
9/25/2021	Deposit		pistol permit	\$489.00		
9/22/2021	Deposit		police app	\$608.00		
10/14/2021	George Lynn		Nyenhuis, Simpson	(\$2,206.00)	\$2,206.00	771456
10/14/2021	State of Connecticut	10/13/2021	DPS71347	(\$176.50)	\$176.50	771519
10/6/2021	MH Occupational Medicine	10/1/2021	188102	(\$100.00)	\$100.00	771482
11/3/2021	Middlesex Hospital		James Simpson	(\$262.00)	\$262.00	771664
11/3/2021	Middlesex Health		Edgardo Gomez-Jodoin	(\$262.00)	\$262.00	771663
11/3/2021	Big Y Foods, Inc	10/26/2021	Cake for Promotional Meeting	(\$33.99)	\$33.99	771612
11/5/2021	Stanard & Associates, Inc.	10/27/2021	SA000048555	(\$925.00)	\$925.00	772087
11/24/2021	State of CT - Dept of Emer. Svc	10/13/2021	DPS71347	(\$176.50)	\$176.50	772090
11/12/2021	MH Occupational Medicine	11/1/2021	189226	(\$235.00)	\$685.00	772054
				(\$450.00)		
12/14/2021	Deposit		police app (Dispatcher)	\$420.00		
12/21/2021	Deposit			\$150.00		
1/3/2022	Stanard & Associates, Inc.	12/28/2021	SA000049115	(\$197.50)	\$197.50	772505
12/28/2021	MH Occupational Medicine	11/1/2021	189225	(\$215.00)	\$215.00	772484
1/28/2022	Deposit		pistol permits	\$2,608.00		
2/15/2022	Deposit		pistol permits	\$326.00		

2/17/2022	Secure Investigations	2/13/2022	566	(\$335.00)	335	772965
2/15/2022	Middlesex Hospital		Dwyer	(\$153.00)	153	772949
2/15/2022	George Lynn	2/8/2022	Dwyer/Gosselin	(\$2,016.00)	2016	772940
3/7/2022	Deposit		pistol permits	\$489.00		
3/10/2022	Deposit		pistol permits	\$326.00		
3/23/2022	Deposit		pistol permits	\$652.00		
4/7/2022	Deposit		pistol permits	\$978.00		
Balance				\$57,338.51		

Police Admin Fiscal Year Summary	
Beginning Balance 7/1/17	\$18,946.63
Total Deposits to date	\$146,354.43
Total Withdrawls to date	(\$107,962.55)
Current Balance	\$57,338.51
Police Admin Month to Month Summary	
Total Deposits since last meeting	\$1,630.00
Total Withdrawls since last meeting	\$0.00
Current Balance	\$57,338.51

Driver's Safety Fund

Account Detail

420127-2833

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
5/15/2020	Deposit		DOT Wire	\$5,438.40		
5/26/2020	New England Radar	2/18/2020	9583	(\$680.00)	\$680.00	743994
5/29/2020	WatchGuard Video	5/5/2020	RAMINV0001	(\$150.00)	\$150.00	744105
6/4/2020	WatchGuard Video	6/4/2020		(\$3,670.00)	\$3,670.00	744211
6/30/2020	Deposit		Golf Cart	\$6,480.00		
7/6/2020	Deposit		Golf Cart	\$3,955.00		
7/21/2020	Deposit		Golf Cart	\$2,285.00		
8/4/2020	Computer Signs of Old Saybrook	7/28/2020	3358	(\$5,247.50)	\$5,247.50	750315
8/7/2020	Deposit		Golf Cart	\$530.00		
8/24/2020	Deposit		Golf Cart	\$365.00		
	Returned Check		Golf Cart	(\$25.00)		
9/15/2020	Computer Signs of Old Saybrook	9/14/2020	3504	(\$50.10)	\$50.10	750734
9/15/2020	Deposit		Golf Cart	\$20.00		
9/15/2020	Deposit		Golf Cart	\$45.00		
9/15/2020	Deposit		Golf Cart	\$50.00		
9/16/2020	Deposit		Golf Cart	\$25.00		
9/29/2020	Deposit		Golf Cart	\$210.00		
10/6/2020	Deposit		Golf Cart	\$25.00		
12/23/2020	Deposit			\$70.00		
2/1/2021	New England Radar	9/2/2021	9716	(\$740.00)	\$740.00	761595
3/26/2021	Payroll			(\$360.40)		
4/2/2021	Payroll			(\$296.96)		
4/9/2021	Payroll			\$0.00		
4/16/2021	Payroll			\$0.00		
4/23/2021	Payroll			\$0.00		
4/30/2021	Payroll			\$0.00		
4/28/2021	Deposit		DUI Enforcement	\$796.46		
4/28/2021	Deposit			\$1,220.00		
5/7/2021	Payroll			\$0.00		
5/14/2021	Payroll			\$0.00		
5/14/2021	Deposit		Golf Cart	\$515.00		
6/16/2021	New England Radar	3/2/2021	9817	(\$935.00)		
6/18/2021	Deposit		Golf Cart	\$740.00		
6/22/2021	Deposit		Golf Cart	\$3,205.00		
6/17/2021	Deposit		Golf Cart	\$5,985.00		
6/9/2021	Telrepc	6/2/2021	104804	(\$3,725.00)	\$3,725.00	763361
6/21/2021	WatchGuard Video	6/16/2021	ACCINV0031391	(\$514.00)	\$514.00	763379
7/1/2021	Stalker Radar	6/30/2021	S261052	(\$3,158.00)	\$3,158.00	763561
7/12/2021	Deposit		Golf Cart	\$2,920.00		
7/1/2021	Deposit		Golf Cart	\$1,825.00		
7/23/2021	Deposit		Golf Cart	\$615.00		
7/29/2021	Deposit		State Reimbursement	\$2,823.00		

8/19/2021	Deposit		Golf Cart	\$810.00		
8/31/2021	Traffic Safety Store	8/25/2021	INV000825304	(\$1,547.79)		
9/23/2021	Deposit		Golf Cart	\$15.00		
9/23/2021	Deposit		Golf Cart	\$45.00		
9/23/2021	Deposit		Golf Cart	\$270.00		
10/6/2021	New England Radar	9/17/2021	9943	(\$740.00)	\$740.00	771487
10/6/2021	Deposit		golf cart	\$25.00		
10/7/2021	Deposit		golf cart	\$45.00		
10/6/2021	Deposit		golf cart	\$25.00		
10/29/2021	Deposit		State Reimbursement	\$1,460.00		
11/3/2021	Computer Signs of Old Saybrook, LLC.		Golf Carts	(\$5,274.50)	\$5,274.50	771620
12/9/2021	Deposit		Golf Cart	\$25.00		
1/12/2022	Deposit		Golf Cart	\$25.00		
3/9/2022	New England Radar	2/9/2022	10029	(\$744.00)		
4/5/2022	Selex ES Inc.	4/4/2022	44829	(\$1,250.00)		
4/5/2022	Deposit		Golf Cart	\$215.00		
FISCAL YEAR	Group Insurance			\$0.00		
FISCAL YEAR	Social Security			\$0.00		
FISCAL YEAR	Workers Comp			\$0.00		
FISCAL YEAR	Health Insurance			\$0.00		
FISCAL YEAR	Dental Insurance			\$0.00		
Balance				\$38,345.20		

Driver's Safety Fund Fiscal Year Summary	
Beginning Balance 7/1/17	\$19,110.28
Total Deposits to date	\$191,757.90
Total Withdrawals to date	(\$172,522.98)
Current Balance	\$38,345.20
Driver's Safety Fund Month to Month Summary	
Total Deposits since last meeting	\$215.00
Total Withdrawals since last meeting	(\$1,250.00)
Current Balance	\$38,345.20

Dare Fund						
Account Detail						
420133-2840						
Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
2/7/2020	Creative Product Sourcing, Inc	2/6/2020	116561	(\$26.50)	\$26.50	742742
6/10/2020	Deposit		Donation	\$1,500.00		
12/30/2020	Deposit		Donation	\$500.00		
6/1/2021	Creative Product Sourcing, Inc	5/28/2021	124121	(\$2,155.21)	\$2,155.21	762961
1/3/2022	Deposit		Andre Post	\$500.00		
3/14/2022	Creative Product Sourcing, Inc	3/14/2022	128906	(\$390.00)	\$390.00	PCARD
3/14/2022	Creative Product Sourcing, Inc	3/14/2022	128915	(\$1,357.58)	\$1,357.58	773252
4/7/2022	Deposit			\$1,000.00		
Balance					\$6,664.60	

Dare Fund Fiscal Year Summary	
Beginning Balance 7/1/17	\$10,530.89
Total Deposits to date	\$14,219.26
Total Withdrawals to date	(\$18,085.55)
Current Balance	\$6,664.60
Dare Fund Month to Month Summary	
Total Deposits since last meeting	\$1,000.00
Total Withdrawals since last meeting	\$0.00
Current Balance	\$6,664.60

Police K-9						
Account Detail						
420134-2841						
Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
1/24/2018	Deposit		Donation	\$50.00		
1/31/2018	Deposit		Donation	\$205.00		
2/6/2018	Deposit		Donation	\$100.00		
			Donation	\$100.00		
2/14/2018	Deposit		Donation	\$100.00		
2/12/2018	Deposit		Donation	\$25.00		
8/9/2018	Deposit		Donation	\$30.00		
8/29/2018	Deposit		Donation	\$200.00		
5/13/2019	Deposit		Donation	\$5,000.00		
6/28/2019	Deposit		Donation	\$5,000.00		
5/31/2019	Deposit from Car Account			\$7,776.00		
7/2/2019	AcerK9	6/28/2019	2995	(\$2,957.65)	\$2,957.65	PCARD
7/18/2019	Deposit		Donation	\$2,065.00		
7/22/2019	Deposit		Donation	\$2,050.00		
8/2/2019	Deposit		Donation	\$455.00		
8/14/2019	Radisson Hotel			(\$104.34)	\$98.70	PCARD
8/14/2019	Ray Allen Manufacturing	8/7/2019	69708	(\$617.16)	\$617.16	PCARD
8/28/2019	Tyler Schulz		Reimbursement	(\$325.57)	\$325.57	740672
9/25/2019	Shallow Creek Kennels		Sonny	\$(8,000.00)	\$8,000.00	740945
10/9/2019	Deposit		Donation	\$1,000.00		
10/7/2019	Big Sky Racks, Inc	9/18/2019	73502	\$(692.24)	\$692.24	741153
10/15/2019	Deposit		Donation	\$50.00		
11/19/2019	5.11 Tactical		20009390143	\$(265.82)	\$265.82	PCARD
12/2/2019	Strobes N More	9/26/2019	266322	\$(2,354.98)	\$2,354.98	742081
12/19/2019	Ray Allen Manufacturing	12/28/2019	78171	(\$952.98)	\$952.98	PCARD
12/19/2019	Ray Allen Manufacturing	12/2/2019	77095	(\$86.64)	\$86.64	PCARD
12/19/2019	K9 Tactical Gear	12/2/2019	38228	\$(246.41)	\$246.41	PCARD
12/9/2019	Deposit		Donation	\$1,000.00		
2/4/2020	Strobes N More	2/3/2020	275489	\$(520.00)	\$520.00	742704
2/20/2020	Elite K-9	2/20/2020	207897	\$(692.95)	PCARD	PCARD
2/21/2020	Deposit		Donation	\$5,000.00		
3/3/2020	Deposit		Donation	\$1,000.00		
4/18/2020	Ray Allen Manufacturing			\$(949.99)	PCARD	PCARD
5/21/2020	Deposit		Donation	\$50.00		
7/22/2020	Deposit		Donation	\$5,000.00		
12/30/2020	Deposit		Donation	\$750.00		
8/4/2021	Deposit		Donation	\$2,000.00		
9/22/2021	Deposit		Sonny	\$4,000.00		
3/8/2022	Strobes N More	2/25/2022	251512	\$(3,250.00)	\$3,250.00	773207
3/8/2022	Strobes N More	2/17/2022	250891	\$(101.99)	\$101.99	773204
3/29/2022	Guiding Eyes for the Blind	1/24/2022	928 (Skye)	\$(5,500.00)		
Balance					\$15,387.28	

Police K-9 Fiscal Year Summary	
Beginning Balance 7/1/17	\$0.00
Total Deposits to date	\$43,006.00
Total Withdrawals to date	(\$27,618.72)
Current Balance	\$15,387.28
Police K-9 Month to Month Summary	
Total Deposits since last meeting	\$0.00
Total Withdrawals since last meeting	\$ (8,851.99)
Current Balance	\$15,387.28

MICHAEL E. CRONIN, JR.

**ATTORNEY AND COUNSELOR AT LAW
201 MAIN STREET - P. O. BOX 454
OLD SAYBROOK, CONNECTICUT 06475
(860) 388-5728
FAX (860) 388-4981**

March 10, 2022

Mr. Alfred Wilcox
10 Rivers Ridge Rd.
Old Saybrook, Ct. 06475

Re: Board of Police Commissioners By-Laws

Dear Mr. Wilcox:

At your request, I have reviewed the proposed changes and additions to the Board of Police Commissioners By-Laws. There were four sections, being:

1. Complaints Made to Commissioners
2. Public Comment
3. Police Commissioners Correspondence
4. Responsibilities of Commissioners as to Inquiries

I have reviewed these items with reference to the presently adopted By-laws, last amended in 2020, the contract between the Town of Old Saybrook and the Connecticut Organization of Public Safety Employees for Period July 1, 2020 to June 30, 2024, the Old Saybrook Department of Police Services General Order 4.6, Section 7-294(bb) of the Connecticut General Statutes which require said Order, and the legal opinion dated February 14, 2022 issued by Atty. Christopher M. Hodgson regarding the "authority of the Old Saybrook Police Commission and Police Chief for the operations of the Old Saybrook Police Department". My comments are as follows:

1. Complaints Made to Commissioners:

This proposed amendment is significant in that it sets up a procedure which appears to be equal to and is an alternative to the procedure set forth in General Order 4.6 of the Police Department. This is a substantial change from the existing procedure for handling such complaints under General Order 4.6. It would seem that if there is a complaint about the conduct of the employees of the department, then that complaint should be referred immediately to the Chief of Police, to be handled under General Order 4.6. As proposed, it would be possible for a complaint about a member of the Police Department be referred for processing to an entity set forth in subparagraphs (b) (c) (d) and (e), without any prior knowledge of the complaint by the Police Department.

This, in my opinion, is directly in conflict and inconsistent with the provisions of Order 4.6. This is not good policy, and being in conflict with the provisions of Section 7-294(bb), is illegal and should not be adopted by the Commission. I have attached to this opinion as "Exhibit A" a copy of Section 7-294(bb) for your ready reference. This statute is entitled "State and local police policy concerning complaints from the public alleging misconduct committed by law enforcement personnel". In subsection (b) it provides that Police Officers Standards and Training Council (known as POSTC) shall be charged with developing a written policy concerning the acceptance processing and investigation of complaints from members of the public relating to alleged misconduct committed by law enforcement agency personnel. In subsection (c) it requires each law enforcement agency, in consultation with a representative of a union that represents members of such law enforcement agency, to adopt the policy implemented by POSTC or to develop an alternative policy that addresses all the elements of the POSTC policy and exceeds the standards of the policy developed by POSTC. The Commission's proposed by-law amendments do not address the elements of the POSTC policy or exceed the standards of the policy developed by POSTC.

This was enacted as Public Act 14-166, and it became effective July 1, 2014. The Act required that POSTC adopt a written policy requiring handling these citizen's complaints and requiring the local Police Department to implement that policy. This is the basis for the adoption of General Order 4.6. (I attach hereto a copy of "Police Officer Standards and Training Council - Mandatory Uniform Policy Complaints – Complaints That Allege Misconduct By Law Enforcement Agency Personnel" dated May 14, 2015 for your ready reference.

Further, in the opinion the Police Commission solicited from Bercham Moses, Attorney Hodgson opined that there is no specific grant of authority to the Police Commission in Old Saybrook to deviate from POSTC policy. He further states that the Police Commission would adopt POSTC policies as recommended by the Police Chief.

I also have a problem with the provision under Paragraph #3 with regard to receiving such complaints in Executive Session. A review of such a complaint is not a permitted reason under Section 1-200(C) of the FOI Act to hold an Executive Session. There may be circumstances where the subject matter of the complaint will allow the Commission to review it in Executive Session, but it would have to be for one of those specific reasons set forth in Section 1-200(C). Under the provisions of that section, there has to be a determination and affirmative vote of the Commission to go into Executive Session for that specific reason. Also, of particular concern of the proposal under the provisions of Section 3(a) through (f), is that it would appear that the Commission could bypass the provisions of Section 4.6 and delegate the handling of the citizen's complaint to a variety of outside agencies. This would appear to deprive the Police Department of its ability to handle complaints about its operations to outside parties who have no legal authority or experience to handle such matters. Also, the provisions proposed for Paragraph 3(e) to "conduct a preliminary investigation itself", may very well result in a disqualification of members of the Commission with regard to

its overall function to provide disciplinary action or discharge of members of the Department.

2. Public Comment:

This proposal is to amend the present subparagraph #4 under the heading of "Public Comment, Conduct and Procedure" on Pages #7 and #8 of the By-laws. It appears that this section is to be read, together with the provisions of the newly proposed "complaints made to commissioner". It is my opinion that to adopt this section is to reinforce the possibility that complaints against the Department and its employees be handled initially and through conclusion by the Commissioners themselves. For the reasons set forth in the preceding paragraph, I do not think this is either appropriate, desirable, or legal.

3. Police Commission Correspondence.

I assume that your proposal is to substitute a new draft under this heading, and to repeal the present section under Paragraphs #8 and #9 of the By-laws. The present By-laws indicate that complaints about the Police Department activities be referred to the Chief of Police for processing under Section 4.6. The new section nowhere refers to Section 4.6, or for that matter, the Police Department itself. I do not think this is a good idea, and I would recommend that it not be adopted. Underlying all of this is my concern about protecting the Police Department, the police officers, (and ultimately the Town), from legal claims. Any By-laws that do not require immediate notification to the Police Department of the complaint about the action of its officers might expose the Town to legal liability because of inaction. This should not be encouraged or facilitated under your By-laws.

4. Responsibilities of Commissioners as to Inquiries:

This appears to be a proposed new section of your By-laws. This section should be read with the existing section "Investigation of Personnel-Related Matters". Since a member of the Commission may at any time be called upon to vote on important personnel-related matters, it is, in my opinion, extremely important that any Commissioner so voting not only be free of any bias against the officers, but also of anything which would be an appearance of bias or pre-judgment. If an individual Commission member has become personally involved in the incident, or in the investigation of the incident, it is my opinion that that person should automatically be disqualified.

As noted earlier in this opinion, I have carefully reviewed the legal opinion issued to the Commission dated February 14, 2022 by Atty. Christopher M. Hodgson. I fully support his opinion, especially the comment in his "Conclusion" that although the Police Commission has broad oversight under the provisions of CGS 7-276, that the members of the Police Department, acting through the "Chief", are responsible for all operations regarding criminal law enforcement. I believe his opinion coincides with the legal

opinions which have been rendered to the Commission and to the Police Department over the last several years by my office and also Labor Counsel, Patrick McHale.

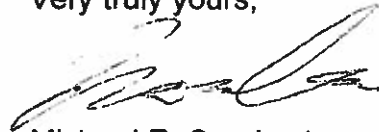
I would recommend that the following paragraph be added to this proposed By-Law:

"The individual members of the Commission are advised that they have no independent authority to speak for or take action on behalf of the Commission unless they are specifically authorized to do so by a majority vote of the Commission".

The reason for this concern is that by encouraging Commissioners to discuss matters related to the Commission's responsibilities with citizens risks creating confusion as to whether comments made by individual Commissioners represent the opinion of the Commission as a whole. To avoid such confusion, I believe best practice is that any discussion of Commissioners about the business of the Police Commission should be limited to discussion on posted agenda items at a public meeting.

If you need any further comments from me, or clarification of my positions stated herein, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael E. Cronin, Jr.", written in a cursive style.

Michael E. Cronin, Jr.

MEC:nl

c.c. Hon. Carl Fortuna, First Selectman
c.c. Chief of Police, Michael Spera
c.c. Patrick McHale, Labor Counsel

Conn. Gen. Stat. 7-294bb State and local police policy concerning complaints from the public alleging misconduct committed by law enforcement personnel (General Statutes of Connecticut (2022 Edition))

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§ 7-294bb. State and local police policy concerning complaints from the public alleging misconduct committed by law enforcement personnel

(a) Not later than July 1, 2015, the Police Officer Standards and Training Council shall develop and implement a written policy concerning the acceptance, processing and investigation of a complaint from a member of the public relating to alleged misconduct committed by law enforcement agency personnel.

(b) In developing the written policy, the council shall consider:

- (1) Whether all sworn officers and civilian employees of a law enforcement agency shall be required to accept a complaint alleging misconduct by the agency's law enforcement personnel,
- (2) the means or processes to be used for accepting such complaint from a member of the public, including the acceptance of an anonymous complaint or a complaint made by a complainant on behalf of another person,
- (3) the necessity of requiring a sworn statement from a complainant,
- (4) protections that may be afforded to a complainant who fears retaliation associated with the filing of such complaint,
- (5) the use of a standardized form to record such complaint,
- (6) permissible time frames associated with the filing of such complaint,
- (7) protocols for the investigation of such a complaint,
- (8) documentation requirements relating to the receipt of such complaint and its disposition, and
- (9) the process for informing a known complainant of the disposition of such complaint.

(c) Upon the implementation of such policy by the Police Officer Standards and Training Council, each law enforcement agency shall, in consultation with a representative of a union that represents members of the law enforcement agency, adopt the policy implemented by said council or develop and implement an alternative policy that:

- (1) Addresses the issues described in subsection (b) of this section, and
- (2) exceeds the standards of the policy developed by said council. Upon the adoption of the policy developed by the Police Officer Standards and Training Council or the implementation of an alternative policy, each law enforcement agency shall make its policy available to the public and shall ensure that:
 - (A) Copies of the policy are available at the town hall or another municipal building located within the municipality served by the law enforcement agency, other than a municipal building in which the law enforcement agency is located, and
 - (B) the policy is available on the law enforcement agency's Internet web site or the Internet web site of the municipality served by the law enforcement agency.

(d) For purposes of this section, "law enforcement agency" means the Division of State Police within the Department of Emergency Services and Public Protection or any municipal police department.

Source:

(P.A. 14-166, S. 1.)

History:

Added by P.A. 14-0166, S. 1 of the Connecticut Acts of the 2014 Regular Session, eff. 7/1/2014.



State of Connecticut

Police Officer Standards and Training Council

Connecticut Police Academy



May 14, 2015

Police Officer Standards and Training Council

Mandatory Uniform Policy

Complaints That Allege Misconduct By Law Enforcement Agency Personnel

1. Background: Public Act No.14-166 provides that "Not later than July 1, 2015, the Police Officer Standards and Training Council shall develop and implement a written policy concerning the acceptance, processing and investigation of a complaint from a member of the public relating to alleged misconduct committed by law enforcement agency personnel."

The Act also provides among other things that "Upon the implementation of such policy by the Police Officer Standards and Training Council, each law enforcement agency shall, in consultation with a representative of a union that represents members of the law enforcement agency, adopt the policy implemented by said council or develop and implement an alternative policy that: (1) Addresses the issues described in subsection (b) of this section, and (2) exceeds the standards of the policy developed by said council."

Additionally, the Act requires that "Upon the adoption of the policy developed by the Police Officer Standards and Training Council, or the implementation of an alternative policy, each law enforcement agency shall make its policy available to the public and shall ensure that:

- (A) Copies of the policy are available at the town hall or another municipal building located within the municipality served by the law enforcement agency, other than a municipal building in which the law enforcement agency is located, and
- (B) The policy is available on the law enforcement agency's Internet web site or the Internet web site of the municipality served by the law enforcement agency."

II. Purpose: The purpose of this policy is to comply with Public Act No. 14-166 and to provide a uniform policy to accept, process, investigate, take appropriate action upon and resolve complaints from a member of the public relating to alleged misconduct or malfeasance committed by law enforcement agency personnel in the State of Connecticut.



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Complaints may allege abuse of authority, corruption, criminality, poor or slow service, or other misconduct or malfeasance on the part of agency personnel.

III. Policy: The agency shall respond to allegations of misconduct or malfeasance against its employees consistent with this policy and fairly and impartially investigate all complaints or allegations of such conduct to determine their validity. The Department shall impose any disciplinary or non-disciplinary corrective actions that may be warranted in a timely manner. The Department shall accept and document all complaints against any employee regardless of whether the filed complaint is in writing, verbal, in person, by mail, by telephone (or TDD), by facsimile, electronic, or anonymous.

1. There shall be no retaliation in any form by any member of this agency directed at an individual who makes a complaint.

2. During the complaint intake process, no questions shall be asked of a complainant regarding their immigration status.

3. Officers who withhold information, fail to cooperate with department investigations or who fail to report alleged misconduct or malfeasance of employees to a supervisor shall be subject to disciplinary action.

IV. Definitions:

1. **Complaint**: An allegation of employee misconduct or malfeasance.

2. **Complainant**: Any person who files a complaint regarding misconduct or malfeasance on the part of an agency employee.

3. **Complaint Control Number**: A unique numerical or alphanumeric code used to identify and track citizen complaint investigations.

4. **Discipline**: Adverse action taken by the agency against any employee as the result of a sustained internal affairs investigation including, but not limited to, a written reprimand, suspension, demotion or dismissal.

5. **Employee**: Any person employed by the agency, whether sworn or non-sworn.

6. **Internal Affairs Division or Unit:** The designated division, unit or person with primary responsibility to conduct investigations of administrative or Citizen Complaints of misconduct or malfeasance.
7. **Malfeasance:** Illegal or dishonest activity especially by a public official.
8. **Misconduct:** Any act or omission by an employee that is illegal or which violates established policy.
9. **Supervisor:** Includes those holding the rank of Sergeant or higher.

V. Procedures:

A. Internal Affairs Responsibility

The Office of the Chief of Police has primary oversight and authority over investigation of complaints made against employees. Upon receipt of a complaint, the Chief of Police will assure that the complaint is assigned to the appropriate division, unit, person or designated supervisor for investigation through the appropriate chain of command.

The designated division, unit, person or supervisor shall be responsible for:

1. Conducting a thorough, fair and impartial investigation of every complaint received regardless of the method of receipt.
2. Investigating and determining the nature, facts and circumstances of every complaint.
3. Reporting to a supervisor up to and including the Chief of Police, if warranted, the results of the investigation, any recommendations and the resolution of that investigation.
4. Identifying and recommending for appropriate investigation and prosecution criminal misconduct discovered on the part of any individual during the course of an internal affairs investigation.
5. Preparing suggested revisions of Agency Policies and Procedures where existing deficiencies have been a contributing factor to misconduct.

B. Acceptance, Filing and Intake of Complaints:

1. General:

All persons are encouraged to bring forward legitimate complaints regarding possible misconduct or malfeasance of employees of this agency. All sworn and civilian employees shall

be required to accept a complaint alleging misconduct or malfeasance by agency personnel. All employees must courteously inform an individual of his or her right to make a complaint if the individual objects to an employee's conduct. Employees have a duty to assist any person who wishes to file a citizen's complaint by documenting the information and allegations they provide, advising the individual how to proceed, and by promptly putting the complainant in contact with a supervisor who can assist them with filing their complaint. No employee shall refuse to assist any person who wishes to file a citizen complaint or discourage, interfere with, hinder, delay, or obstruct a person from making a citizen complaint.

2. Acceptance of Complaint:

a. The use of a standardized form to record complaints shall be implemented using the standardized form adopted by the Police Officer Standards and Training Council for such documentation or a standardized form that exceeds the model form adopted. Each complaint shall be assigned a Complaint Control Number (CCN) to track complaints and a copy of this form shall be filed in a separate Complaint File.

b. Complaints may be accepted in writing, verbally, in person, by mail, telephone (TDD), facsimile, and electronically, or by any other means. Anonymous and third party complaints will be accepted.

c. All employees will assist those who express a desire to lodge complaints against any member of the agency. This includes:

1. Calling a supervisor to the scene to conduct a preliminary inquiry and document the complaint.

2. Explaining the Department's complaint procedures.

3. Providing complaint form(s) and/or complaint filing information and/or giving instructions as to where the complaint forms may be obtained.

4. Ensuring that complainants who are unable to read, write or understand the English language with sufficient proficiency to fill out the complaint form, or to be interviewed regarding their knowledge of the incident complained of, receive adequate language assistance to permit them to file their complaint and assist, as needed, in the investigation thereof. The name and identifying information of any person providing such language assistance to a complainant shall be recorded on the complaint form or in the body of the report.

d. All personnel who are approached by a person seeking to make a complaint will, when possible, call a supervisor, obtain a brief description of the allegation, record contact information from the complainant if provided and obtain a Complaint Control Number (CCN) which should be provided to the complainant.

e. If a supervisor is not readily available, the officer will inform the complainant that they will be contacted by a supervisor or the person or unit assigned to conduct internal affairs investigations by the next business day.

f. Sworn and civilian employees who receive a complaint about their own conduct shall immediately refer the complaint to a supervisor.

g. All complaints shall be documented to include the date, time, location, and nature of the complaint, complainant's information (name, address, date of birth, telephone number, or other contact information, if provided, date and time the complaint was received, and the name, rank and/or title of the person receiving the complaint.

h. The withdrawal of a complaint does not prohibit the agency from completing an investigation.

i. If complaints are received by mail, all correspondence received containing allegations shall be forwarded to the Chief of Police or the Chief's designee where they will be officially received. These complaints shall be assigned a Complaint Control Number. A letter of acknowledgment must be prepared advising the complainant that the matter is being investigated and that they will be contacted by the investigator assigned.

j. Walk-in complaints, shall be referred to a Supervisor who shall then forward the complaint to the Internal Affairs designee. After the complaint is received and properly documented, the complainant may be placed under oath and requested to sign the complaint after reading or having it read to them the warning for perjury or false statement. If the complainant refuses to sign the complaint or acknowledge the oath, the complaint will still be accepted and investigated, however the refusal to sign or acknowledge shall be noted. In any event, the complaint will be assigned a Complaint Control Number and forwarded as above.

k. Telephone complaints shall be referred to a Supervisor or the internal affairs designee. The party who receives the complaint shall obtain the details of the complaint as soon as practicable, dispatch a supervisor to the complainant's location, and proceed as described in the foregoing paragraph.

l. Complaints from the field in which any member of the agency is approached by a complainant expressing allegations of misconduct or malfeasance shall immediately be

reported to a supervisor. The complainant shall be requested to await the arrival of the supervisor. If a supervisor is unavailable, or the complainant is unable to await the arrival of a supervisor, the complainant should be informed that he/she may respond to the agency headquarters to make his/her complaint.

3. Validity and Timeliness of Complaints:

a. Complaints by persons Under the Influence of Alcohol or Drugs: When a person who is noticeably intoxicated or impaired wishes to make a complaint, he or she shall be encouraged to wait until the earliest opportunity after he or she has regained sobriety to do so. When the Supervisor determines the circumstances require immediate action, preliminary details of a complaint should be taken by a Supervisor, when available, regardless of the person's sobriety. In that event, the internal affairs designee should re-interview the person after he or she has regained sobriety

b. Delayed or Untimely Complaints: Complaints of misconduct or malfeasance shall be accepted regardless of when the alleged misconduct or malfeasance is alleged to have occurred. However, the timing of a complaint is one of the circumstances that the agency may consider in determining whether misconduct or malfeasance can be reliably substantiated and, if so, the nature and extent of discipline to be imposed. Where a delay in reporting alleged misconduct may call into question the veracity of the complainant, or has resulted in the loss or destruction of evidence or the inability to locate witnesses due to the passage of time, the facts and circumstances should be detailed in the report.

Although allegations of criminal behavior may be made past the expiration of the applicable statute of limitations and criminal prosecution may no longer be possible, a criminal violator may still be held accountable administratively.

4. Complainant Who Fears Retaliation Associated With Filing A Complaint:

If a complainant expresses fears of retaliation as a result of filing a complaint, they must be assured that those fears will be taken seriously. Complainants should be asked to provide the basis for their concerns, if possible, and the information provided should be noted in the complaint. This will allow the unit, supervisor or internal affairs designee to be aware of these fears and develop reasonable strategies to assist the complainant in dispelling those fears.

VI. Investigation of Complaints:

a. The Chief of Police or the Chief's designee shall assure that all complaints received are processed and investigated appropriately as set forth in this policy. Internal Affairs

investigations shall be completed in a timely manner within the time limits determined by the Chief of Police, including extensions granted by the Chief of Police or designee for good cause.

b. Complainants shall be notified in writing within five (5) business days of receipt that; (1) their complaint has been received by the agency and is currently pending; (2) that a complaint number has been assigned (including the assigned number); (3) that they will be informed in writing of the outcome of the complaint promptly following conclusion of the investigation, and (4) that they may contact the designated investigator (identify by name, telephone and/or email) at any time for further information while the investigation is pending.

c. The subject of the investigation shall be promptly notified of the complaint in accordance with the provisions of applicable labor agreements. In the absence of an applicable labor agreement, an employee who is the subject of a complaint shall be notified in writing within five (5) business days of the receipt of such complaint of; (1) the fact that a complaint has been made, (2) the identity of the complainant, if known, (3) the substance of the complaint, (4) the law or policy that is alleged to have been violated, and (5) the date upon which the investigation is expected to be completed.

1. Where prior notification of the subject of a complaint is reasonably likely to impede the progress of an investigation, result in the loss or destruction of evidence, or jeopardize the safety of any individual, the Chief of Police may direct in writing that such notification be delayed, stating the reasons therefor and the anticipated extent of the delay.

d. Nothing in this policy precludes the Chief of Police from referring an internal affairs investigation to an outside agency if such action would be in the best interest of the municipality and of justice.

VII. Review of The Investigation:

a. The designated internal affairs investigator's supervisor shall review the investigation to determine the thoroughness, completeness, accuracy and objectivity of the investigation.

b. The completed report of investigation, disciplinary recommendation if any and the recommended disposition shall be reviewed by the Chief of Police or the designee of the Chief of Police.

c. The complainant shall be promptly notified in writing of the status and/or disposition of his or her complaint at the conclusion of the investigation by the Chief of Police or his designee.

d. Findings of completed investigations and disciplinary recommendations if any, shall be promptly conveyed, in writing, to the employee through his or her chain of command.

VIII. Case Dispositions – Standards:

For each charge or allegation of misconduct or malfeasance which forms the basis for an internal affairs investigation, such charge or allegation shall be classified upon closing of the investigation in one of the following manners:

a. **Exonerated:** The investigation determined by a preponderance of the evidence that misconduct or malfeasance was committed, but not by the subject of the investigation.

b. **Unfounded:** The investigation determined by a preponderance of the evidence that the misconduct or malfeasance complained of did not occur.

c. **Not Sustained:** The investigation was unable to determine by a preponderance of the evidence whether or not the misconduct or malfeasance complained of occurred, or whether or not it was committed by the subject of the investigation.

d. **Sustained:** The investigation determined by a preponderance of the evidence that the misconduct or malfeasance complained of occurred and that it was committed by the subject of the investigation.

e. **Misconduct Not Based on Original Complaint:** The investigation determined by a preponderance of the evidence that other misconduct or malfeasance which was not the basis for the original investigation occurred, was discovered during the course of the original investigation, and was committed by the subject of the investigation.

f. **Withdrawn:** At some point prior to the completion of the investigation, the complainant notified the agency that he/she wished the investigation to be discontinued and concurrence for this action was obtained from the Chief of Police.

g. **Summary Action:** Disciplinary action in the form of an oral reprimand, or counseling documented in writing, was taken by an employee's supervisor or commander for minor violations of department rules, policies or procedures as defined by this agency. Summary actions are the lowest level of disciplinary action or remediation.

h. **Reconciled:** At the discretion of the Chief of Police, the process of reconciliation may be encouraged in lieu of any of the above dispositions. When authorized by the Chief of Police,

supervisors receiving complaints shall to the extent possible, bring together the complainant and the officer or employee involved in minor violations and attempt reconciliation. This may be used where the complaint is from a misunderstanding on the part of the affected officer, employee or the complainant. Reconciliation may be employed for complaints of a minor nature that do not reflect:

- a. Discredit upon the agency.
- b. Discredit upon the involved employee.
- c. Commission of a criminal offense; or
- d. Allegations of racism, bigotry or prejudice against any race, religion, creed, national origin, sexual orientation, or circumstances beyond the individual's control.

Reconciliation must be documented through the chain of command to the Chief of Police or his or her designee. Reconciliation does not preclude further corrective action on the part of the agency.

IX. Training:

All supervisory personnel will be required to attend training on the department's Complaint Policy and the responsibilities of supervisors conducting internal investigations upon the implementation of this policy.

All supervisory personnel will be required to attend periodic refresher training, as determined by the department, regarding the policies and procedures contained herein and professionally accepted practices related to conducting internal investigation.

X. Public Information and Access:

The Chief of Police will:

- a. Ensure informational materials are made available to the public through police personnel, the police department facility, the police agency web site, the general government web site of the agency, the Internet, libraries, community groups, community centers and at other designated public facilities.
- b. Ensure that copies of this policy and complaint forms are available at the town hall or another municipal building located within the municipality served by the law enforcement agency, other than a municipal building in which the law enforcement agency is located. This information should include relevant phone numbers and any

addresses where complaints can be made. This information must explain the complaint process in English and Spanish.

- c. The complaint policy and forms should be made available online where the agency, or the municipality served by the law enforcement agency, has an Internet website.

Add the following as a new bylaw:

Complaints Made to Commissioners

Citizens may from time to time complain to one or more commissioners about some perceived wrongful action or inaction on the part of one or more members of the Department. When that happens, the commissioner(s) should proceed as follows:

1. The citizen should be advised that the Department has a procedure in place for complaints, including anonymous complaints, which may be made either using the Department's form, or by letter, or by telephone or voice message.
2. The citizen should be advised that the citizen may also submit a complaint directly to the Commission as a whole, but that such a complaint must be in writing so that each commissioner is aware of the exact same information about the complaint; although in writing, the complaint may still be anonymous, but should contain sufficient specificity that it can be meaningfully followed up on, which may compromise the anonymity of the complainant.
3. If the citizen wishes to proceed with a complaint directly to the Commission, the Commission shall receive that complaint and, in executive session (unless directed otherwise by the subject of the complaint, or unless otherwise required by the Connecticut Freedom of Information Act), decide upon an initial course of action. Depending on the nature of the complaint, the Commission might (a) turn the complaint over to the Department for processing in accordance with General Order 4.6; (b) refer the complaint to an appropriate State or Federal authority; (c) engage an independent attorney or investigator; (d) conduct a preliminary investigation itself; (e) pursue such different course as to the Commission appears appropriate.

Regardless of who or what agency initially pursues the complaint, the Commission shall retain jurisdiction over it to satisfy itself that the complaint has been appropriately investigated, determined, and if warranted resolved by disciplinary action up to and including termination.

Police Commission Correspondence

Correspondence addressed to one or more commissioners, or to "the Commission" or "Commissioners," may be initially addressed to them at Town Hall, at the Department of Police Services building, or to one or more individual commissioners at their email or Post Office address. If addressed to them at the Police Services building, the Department shall promptly notify the addressee(s) that mail awaits them and may be picked up at the dispatch window. Mail addressed to "Commissioners" or "The Commission" shall be treated as though it were addressed to the Chair of the Commission, or Vice Chair in the absence of the Chair.

No matter how received, the addressee(s) shall promptly open the mail and review it. If the manner of address or the contents of the mail suggest that it was intended to be considered by the full Commission, the recipient shall cause a copy to be circulated to the full Commission. If the manner of address or the contents of the mail suggest that it was intended solely for the designated addressee(s), the recipient(s) should exercise their discretion as to how broadly or narrowly to share the correspondence. If the contents of the correspondence suggest the existence of a threat to public safety or to personnel or property of the Department, the Chief of Police shall also be notified of the correspondence and the threat described in it.

Delete current section titled "Investigation of Personnel-Related Matters" and replace it with the following:

Responsibilities of Commissioners as to Inquiries

Commissioners should strive to keep themselves informed as to all matters within their jurisdiction, including personnel of the Department. To do so they are encouraged to discuss any such matters with citizens, with present and former employees of the Department, as well as with the Chief of Police.

Commissioners should be mindful of the fact that they may, on rare occasions, be called upon to act in a quasi-judicial capacity, such as when hearing a matter involving disciplining or terminating an officer. No commissioner may serve in such a capacity if she or he has demonstrated either actual bias against the officer in question, or prejudgment of the issue in question. Therefore, commissioners are advised to remember that there are usually two or more sides to any issue, and that they should keep an open mind as to any issue until they have heard from all interested parties in any proceeding. Commissioners are also advised that while bias is not to be inferred from pointed inquiries they might make into matters within their jurisdiction, bias might be inferred from inquiries into matters outside the jurisdiction of the Commission.

The individual members of the Commission are advised that they have no independent authority to speak for or take action on behalf of the Commission unless they are specifically authorized to do so by a majority vote of the Commission.

Public Comment

Replace the current paragraph 4 with the following:

4. Subject to the limitations below, speakers may make comments as to any topic within the jurisdiction of the Police Commission, including commendations, criticisms or other comments about individual employees of the Department, as well as general or specific comments concerning Police Department policies, procedures, programs, budgets and the like. However, in order to protect the reputational interests of individual employees, speakers making a personnel comment are to refrain from identifying individual employees by name, rank, badge number, or any other specific reference that tends to identify the employee.
