

**MADISON DEPARTMENT OF
POLICE SERVICES
REGULAR MEETING – December 14, 2006
9 CAMPUS DRIVE, MADISON– 7:30 PM**

Attendees: Commissioner Emile Geisenheimer, Commissioner Thomas Cartledge, Commissioner David Smith, Commissioner Michael Rollinson
Chief Paul Jakubson

Absent: Commissioner Michael Heaney

Also Present: Members of the community; press; department officers; Fillmore McPherson, Board of Finance; Charles Walz, Board of Selectmen Liaison; members of the community

CALL TO ORDER

Meeting was called to order at 7:37 PM by Chairman Geisenheimer followed by the Pledge.

PUBLIC COMMENTS

Chairman Geisenheimer opened the meeting to the public for their comments. Barry Dicker and Bob Cerosky both asked to defer their comments on a discussion of the staffing study after it was presented.

GRIEVANCE

- IBPO Grievance: 08-2006 – 2nd Step – Withdrawn by the grievant.

CONSENT AGENDA – CHIEF’S REPORTS

MOTION by Rollinson, second by Cartledge to accept the minutes of the November 29, 2006 Special Meeting and the November 8, 2006 Regular Meeting. All in favor. None opposed. So moved.

CONSENT AGENDA

Chief Jakubson explained the request received from the first selectman for a light at West Wharf and Route 1. The Chief continued, he asked for an explanation where the request came from but to date has no further information. He has notified DOT; pending Board approval DOT will do an evaluation, but we still need to know who is requesting the light and their reason(s). Chairman Geisenheimer said he received a note saying a number of individuals have requested a light at that site. There is a new subdivision across the street which is causing some traffic, particularly for left turns. He is not requesting this light, but can understand the rationale. Chief Jakubson said the Traffic Commission needs to make that official request to DOT.

Charles Walz said briefly discussed the intersection as he lives diagonally across from at intersection, 60’ east of the new road, Lantern Hill. He continued, there are two people who have connected to Lantern Hill. Chairman Geisenheimer asked, if on Route 1, do both of these roads intersect Route 1? Mr. Walz said yes, 60’ apart; Lantern Hill will be a town road in January. Advent Hill is a private road with a triangle connection with Lantern Hill and Route 1; if there is a light, people may circumvent the light. Chief Jakubson suggested that the Board can forward the information to the DOT, but DOT will not be involved in a private road. Chairman Geisenheimer stated that it may be disadvantageous to have DOT do their study now; Chief Jakubson said he can understand the Lantern Hill/West Wharf/Route 1 request. Chairman Geisenheimer suggested to Mr. Walz that he submit a letter to the Police Commission as a private citizen with respect to the parallel road.

Chairman Geisenheimer continued, the traffic report trend is difficult and suggested meeting with the chief to get more trend information to study the categories and where there are improvements needed. Chief Jakubson agreed and said these reports were developed several years ago; if there is a better way for presenting the reports to the Board, he would welcome that review.

MOTION by Smith, second by Rollinson to accept the Consent Agenda. All in favor. None opposed. So moved.

MOTION to table Committee Reports by Smith; second by Cartledge. All in favor. None opposed. So moved.

COMMISSIONERS' DISCUSSION

7:48 PM

OLD BUSINESS

- Accreditation Process

There is a new accreditation manager at POST; Lt Stimpson continues with his weekly committee meetings. The Chief feels the first tier is the longest of the process; in 2007 he expects POST will survey Tier 1; the other tiers will follow quickly.

- Chief's Benefit Statement

Chief Jakubson asked that this be on the agenda for the Commission to see if there are any changes to be brought forth and acted upon by the Selectmen after the first of the year; he wants to keep the process in the forefront.

- Discuss and Take Action on Request(s) as Needed

- Traffic: Heatherwood Drive/Concord Drive Intersection

Chief Jakubson said he has still not received an impact statement from the town engineers and asked that this item be tabled.

Chairman Geisenheimer discussed the Green Trail project starting in Branford and said that although he doesn't know the ruling on that, he expects the Commission should look at traffic implications, as it is to be a bicycle and pedestrian throughway to Hammonasset. He suggested the Chief find out the plan and alternative plans and if anything needs to be done on our end. The Chief asked Mr. Walz if he has any information; he said the trail has been moved a number of times but he thinks it will run up the eastern end of Liberty St. to Hammonasset. He continued, the Selectmen asked for a study grant from the state so as to not commit town funds. Chairman Geisenheimer asked that this be researched by the police department for any implications. Chief Jakubson said the Police and Traffic Committee will work together on this project. Mr. Walz added, Beach & Rec will be coordinating this for the town; he will advise them of the police department's involvement.

- Traffic: Traffic Light at Route 1 and West Wharf Road

MOTION by Smith, second by Rollinson to table action on the Traffic Light request for Route 1 and West Wharf Road. All in favor. None opposed. So moved.

7:57 PM

STAFFING STUDY

Chairman Geisenheimer invited public and commission comments at this point.

Barry Dicker: Said he is not suggesting the number of officers we need, not suggesting the department be organized in any particular way. He feels the study is very worthwhile, time well spent and essential to where the Board wants to go. However, he feels this is a piece of what he considers a complete study which would include a description of requirements of the police department. By department requirements, he means what are all the duties required of the various parts of this department, such as, essential duties to those that are really highly desirable to those that are desirable to those that would be terrific if affordable. Once requirements were set down he would establish standards to govern the degree to which we deal with the requirements, i.e., a DARE program. As a standard we would say we could, or not, participate to a certain degree. He feels that piece is lacking. Without definition, all this work can't be applied; you need metrics and then, he thinks you'll back into what you feel are the number of total officers and how the

department should be organized. He continued, he respectfully asks that the Commission determine 'what you want the police department to do'. That, coupled with the study, can address the remaining portion of the study. This report does not provide the number of officers we really need.

Bob Cerosky commented, he feels the study is a good start. He suggested, some things to be included are calculation of availability factor having to do with the contract, benefits, time on the job (time spent not in patrol, such as evidence, inventories, traffic studies). That is all above and beyond an officer being on patrol and would fill in where there is a pool on shifts. This information was in the Crockett. Although he does not know the new contract language relative to vacation buy back time, he did a one-year cycle for replacements; the factor at that time was 1.8 officers. Also, he suggested looking at all the categories of part-time work for patrol, particularly the youth officer, which could be drawn from patrol; we are down one officer in CID now. He suggested looking at attrition and contingencies, such as how do we replace officers who are potentially retiring, due to the time it takes for a replacement, and build that into the equation. Additionally, the accreditation process is tied into staffing; when will the department get into staffing based on accreditation? Feels it should be built into the study so we don't have to readjust everything. Thinks there is a need to study deployment based on sectors; based on the minimum staffing study it ends up as 2 sectors. What happens in the summer when there are only 2 officers a major part of time and we also have to respond to medicals at Hammonasset Park? Mr. Cerosky concluded by offering his help; he has some archived information and would be willing to volunteer. Thinks this study is a good start.

Commissioner Smith asked what the availability factor is. Mr. Cerosky replied, it is the number of shifts to attain during the year; certain number of officers for the week. The difference of that time plus contract time off (sick, vacation, etc., is the number to add to your shifts and divide one by the other. Chairman Geisenheimer thanked Mr. Cerosky for his comments and said they may well take him up on his offer to help which they appreciate.

Chairman Geisenheimer continued, regarding the point made by Mr. Cerosky about other duties of patrol – thinks it is well taken and perhaps they need to spend time on that, which they had not. Mr. Cerosky added, the training officer spends a lot of time out of patrol scheduling training, reviewing curriculum, etc. Chairman Geisenheimer said they sought to have a reserve, above minimum, to create a pool, knowing there will be absences for extra duty, etc. Mr. Cerosky said he feels that could be expanded on an annual basis.

Chairman Geisenheimer said regarding retirements, that was anticipated in the last budget cycle; we have two recruits entering the Academy 12/15; we have one opening. For clarification, when there is minimum staffing, it preempts that by policy to have at least a certain number of officers on the street. The minimum staffing policy is not the maximum, the actual, or the scheduled – it is the minimum. It requires the Chief to call in people on OT. The actual schedule in this study has a pool of 5; deployment on average is more than 2 per shift most of the time. The Chief has the authority to use his OT budget to call in people; he doesn't have to staff a pool of 5 on a particular shift if he doesn't think it necessary which gives him the deployment resource. There is a lot of misunderstanding about minimum staffing; it should not tie the Chief's hands but be used as a guideline.

8:17 PM

Commissioner Smith began his study review. Chairman Geisenheimer explained the 5/2 scheduling model of 5 days on, 2 off. Due to that, we wind up with officers scheduled to work, which might be above what the Chief needs for that day, causing redundancy. They are looking for other ways to schedule and improve flexibility to best suit the Town's needs and reduce OT. He wants this to be problem-solving, not adversarial. This presentation will be made to the boards of selectmen and finance, with ample time for public input on issues.

Commissioner Rollinson thanked Mr. Cerosky and Mr. Dicker for their comments and said he feels this is the beginning of the process, not the end; there are more things for the Commission to do. Contractually, the Chief can manipulate the schedule every 90 days and change the scheduling when officers bid. He may

want more officers on in the evening in the summer, etc. As far as training, that is not an individual job, as it is done in conjunction with regular duties and the same can be said about DARE.

Commissioner Cartledge questioned department duties – they have discussed this at length with the Commission and public. He asked Mr. Cerosky and Mr. Dicker if they are suggesting polling the town for a list of what officers and supervisors should be doing? Mr. Dicker said he thinks it is the management of the Police Department and Police Commissioners who are most familiar with the department operations. As a citizen, if he studied, he could contribute but he doesn't think that is necessary. There are enough bright people within the department, with the Chief and the Commissioners, to establish the requirements and standards. Once it is in place, it can be adjusted at any time. He is asking that the Commission define what they need to 'get their arms around'. He suggests department input with officers, Commissioners and the Chief to create the ideal staffing issue, which can be fine tuned. Just do it once and there are no contentious issues.

Chairman Geisenheimer added, the recommendations in the report suggest:

- #1 The Chief develop a patrol mission statement;
- #2 We have specific goals for patrol and we start to validate information from the department for categories of traffic & crime - we can then develop metrics. As that is done, the public will be able to see where we are in respect to those matters.

Mr. Dicker said there is a difference between reactive and proactive approaches. His example regarded a patrol officer as to response times; that will dictate the number of needed sectors and the required officers to cover them. Commissioner Smith answered, those comments have complete merit and he feels the priority system needs to be reviewed. He interviewed officers about their jobs. He recommended that we establish a set of standards with the Chief's assistance. Chairman Geisenheimer thanked Mr. Dicker for his input and said he thinks what Mr. Dicker is suggesting is implicit but not articulated; this is only a patrol study. He feels CID officers are the unsung heroes for their hard work and that what they do is phenomenal; they are very effective. The next phase will be a study of CID with its caseloads, staffing, etc. This study is the beginning, not the end. Chairman Geisenheimer said this is a conclusion for patrol today. Mr. Dicker concluded, if you wanted to expand CID, patrol does not operate in a vacuum. CID expansion will come out of patrol. Chairman Geisenheimer concluded, they decided the study will be broken into segments; patrol is done.

MOTION by Smith, second by Rollinson to approve the recommendations of the study chaired by Smith. All in favor. None opposed. So moved.

Chairman Geisenheimer stated, Commissioner Heaney is not here, but had emailed a number of objections to the study, which the Chairman presented on Commissioner Heaney's behalf. Commissioner Heaney felt, principle one is to not rush to judgment and postpone the staffing study's approval. Chairman Geisenheimer said he disagrees in that we have a budget to do and we need these two officers. For the record, Chairman Geisenheimer stated, Commissioner Heaney objects to approval of the study.

Chief Jakobson said it is for the public to understand – we are looking at patrol functionality, goals and targeted areas and he wants the public to be comfortable that this is not put in randomly. Patrol is within department rules and regulations with regard to their functions; it is also explicitly defined that there are functionalities with the Standard Operating Procedures of the department. Part of the accreditation process is to update those operating procedures to the most clearly defined modern police practices. We do look at and target certain areas; we have 130 miles of roadway in Madison, plus I-95; there is a lot of time and effort put into what patrol has to perform. For the public, the department's lieutenants have created and reviewed goals for their officers (both patrol and sergeant levels), have agreed on this and met with their shift sergeants, even to the point of the officers' motor vehicle and criminal spread sheet activities. They are not setting quotas, but will monitor the number of contacts, etc. - this is done now to a degree. Potentially, we have discussed doing a public survey to give a view of what the public expects of the police department, in addition to how they are performing. Commissioner Heaney has submitted questions for the survey; we have a number of sample surveys which can be reviewed.

8:45 PM
NEW BUSINESS

MOTION by Rollinson, second by Cartledge request DOT to commence a study to review the request for a traffic light at West Wharf Road and Route 1. All in favor. None opposed. So moved.

- NHSTA/NITA Mobile PR1 Reporting Grant

Chief Jakobson explained, this is a grant that we are eligible for through state DOT funding by the National Highway Safety Traffic Authority. We are updating the vehicle mobile operation; this is to electronically produce the report 'PR1' that officers fill out. Currently, only state road accidents are recorded and they do not record the 27,000 property damage non-state highway accidents. There is a large amount of data not included in the current report. This is a 100% federal grant; we have to factor in an increase for our vendor service contract. This proposal is for \$149,250 to fund the mobile software and some hardware for Madison as grant administrator to include Branford, North Haven, East Haven and North Branford.

The Chief asked that if it is approved by the Selectmen on Monday can it be added to the Board of Finance Wednesday meeting agenda? Finance Chairman McPherson answered yes it could. Chairman Geisenheimer asked if this will save money on future budgets? Chief Jakobson answered, if we can produce the PR1 accident report in the car, an officer can input data in the car and electronically the supervisor can review the report and sign off on it. It will then come to our server in the building. We would then send the data to DOT. We would act as the holding point for the 5 towns on this grant.

MOTION by Smith, second by Cartledge to approve the NHSTA/NITA Mobile PR1 Reporting Grant. All in favor. None opposed. So moved.

8:57 PM
CHAIRMAN COMMENTS

Commissioners Rollinson, Cartledge and Smith had no comments.

Chairman Geisenheimer thanked the commissioners for their input on the staffing study and the input of the officers involved. He especially thanked Commissioner Smith for all the hours he put into this presentation and compilation.

MISCELLANEOUS CORRESPONDENCE – Chief Jakobson discussed the Department of Public Safety and the radio network. The State Police Emergency Radio Network will allow departments to add an inexpensive radio or operate on 800 Mhz frequency to talk between themselves anywhere in the state. Homeland Security is providing the monies for the radios, totaling \$1.3 million. He advised the Board and public that he was nominated to be a VP of the Connecticut Police Chiefs Association Board of Directors.

Chief Jakobson concluded by reading an editorial in 12/12 *Clinton Recorder* which spoke to municipal policing and "everyday heroes" regarding the heroic act of a Clinton officer who saved a capsized boater from the LI Sound the previous week, without concern for his personal safety.

MOTION by Smith, second Cartledge to adjourn to Executive Session at 9:02 PM. All in favor. None opposed. So moved.

Present in Executive Session: Chief Jakobson; Chairman Geisenheimer; Commissioners Cartledge, Smith and Rollinson. Topic: Review of police candidates and a briefing on ongoing investigations.

9:34 PM: Return to Open Session

MOTION by Smith, second by Cartledge to adjourn the regular meeting at 9:35 PM. All in favor. None opposed. So moved.

Minutes Accepted: January 8, 2007