

**MADISON DEPARTMENT OF
POLICE SERVICES
REGULAR MEETING – March 25, 2008
9 CAMPUS DRIVE, MADISON– 7:30 PM**

Attendees: Chairman Emile Geisenheimer; Commissioner David Smith, Commissioner Edward Kritzman, Commissioner Larry Moon; Commissioner Garry Gyenizs, Chief Paul Jakubson

Also Present: Press; First Selectman Al Goldberg

CALL TO ORDER

Chairman Geisenheimer called the regular meeting to order at 7:39 PM and asked that all rise to recite the Pledge of Allegiance.

Chairman Geisenheimer advised the Commission just held an Oral Board to interview a police officer candidate for employment with the town and will vote in Open Session on the candidacy of Gillian Gallagher.

MOTION by Smith, second by Moon to authorize the Chief of Police to offer a Conditional Letter of Employment to certified candidate Gillian Gallagher. All in favor. None opposed. So moved.

PUBLIC COMMENTS – None

PRESENTATION

- Madison Joint Task Force for Prevention of Youth Substance Abuse
 - David Melillo, Director of Youth and Family Services

David Melillo, Director of Human Services introduced members of the Madison Joint Task Force for Prevention of Youth Substance Abuse to include, but not be limited to: Kathy Rossini, Chairman of the Board of Finance; Tina Garrity from the Council on Substance Abuse; Anita Rutledge, Asst. Superintendent of Schools; Marcy Beatty a member of the Committee of Children & Youth and Chief Jakubson, who has been very involved in the work to date.

Mr. Melillo said he believes there is nothing more destructive to families and the loss of human potential than substance abuse among youth. They see this in the prevalence of drug and alcohol related criminal acts with tragic deaths of young people. Abuse not only has a direct consequence, but indirectly it relates to violence, theft, assault and other issues. These hit hardest are when young people are harmfully involved over a long period of time. It is not just the long-term involvement they are concerned about. There are concerns for first time drinkers who OD or nearly OD and wind up at the hospital; occasional drinkers, although not serious substance issues, this also can be tragic & costly.

This is a situation that the Police Department sees first; they are the responders at roadside accidents. Mr. Melillo said the committee is asking for help with these issues and continued, the Chief has been involved but Board level cooperation is needed in the attempts to address these issues; they are here to ask the Commission to join their efforts.

7:46 PM Ms. Beatty did a PowerPoint presentation highlighting statistics and the school survey results with an overview of the work of the committee. In summary – there is a coalition to have a success story, knowing they will never totally eliminate the problem but they will get it going in the right direction. Some highlights discussed were:

- Formerly the Drug Survey Steering Committee (August 2006 – May 2007); Established in June 2007 by Board of Education and Board of Selectmen
- Grants clear, formal authority to a community coalition to implement an action plan in response to the ADAS survey
- Action plan has stated goals and objectives created in response to the American Drug and Alcohol Survey results (administered to students in grades 7-12 in October 2006)

- Joint Task Force Mission Statement: To implement a community-wide action plan to reduce the use and accessibility of alcohol and other drugs to minors, and to educate youth, families and the community about the dangers associated with underage substance use.
- Priority Target Areas Based on Data: Consumption of alcohol - Permissive parenting at home with parents knowledge; at home without parents knowledge; before and after school events; at parties and at night with friends; high risk behaviors/binge drinking; drunkenness; memory loss; unconsciousness; did something sexual that later regretted; Marijuana use; students' understanding of harm caused by use of alcohol and marijuana; use of narcotic painkillers; use of inhalants; cocaine use

Chairman Geisenheimer thanked the group for their presentation. He said had read with interest the survey when it was first published; some kids are scoring higher than the national average relative to abuse. He salutes the committee's work and would support what they can do as a Commission. Personally, he thinks all too often law enforcement has to address the issue criminally; parents put up a shield against intervention. We are in support of the law and are sensitive to what we need to do to enforce and balance the law to be effective. He asked if this has been modeled on other communities that have been successful with their efforts. Mr. Melillo said there is a growing body of evidence that shows effect but he has not seen a community-wide effort to include prevention curriculum in schools; treatment models and the community working together to move forward. The effort becomes part of the solution to change the norms. There is definitely research regarding many of the study's components. Chairman Geisenheimer said he is very interested in this category – nothing the community can do that is more important. He has seen a lot of money spent on programs that seem to bear little fruit – this sounds like it will reach the community on all levels and probably has the best shot.

Ms. Beatty said the K-12 model will be a continuing conversation. They see the joint task force as disbanding and handing off the various pieces to the Selectmen's Council on Youth Abuse; they don't have to disband but if it makes participation more palatable, they can get a program set and monitor it.

Commissioner Smith noted 98% survey compliance is remarkable and asked when they meet. Mr. Melillo said they meet as a full group monthly on the 4th Thursday at 8AM; there are subgroups with additional meeting times. He would like to see the police commission in the overall group and involved in the policy & procedures end. Commissioner Smith asked what the \$500,000 grant money does. What is the expense? Asst. Superintendent Rutledge said in the Safe Schools/Healthy Students Program they will increase student counseling; expand the SCOPE program to identify students who might be at risk at an early ages; increase elementary level social workers through 6th grade; include materials for curriculum, family classes, community projects. There is evidence-based research that is unified with a common language. She continued, they want to reestablish a Juvenile Review Board as an ongoing activity; the grant would return that to Madison.

Commissioner Smith asked how success is measured. Mr. Melillo said they have their survey baseline and would redo it every 2-3 years. When the grant money goes away, Drug Free Communities has added a program for years 6-10. They will never get as much as they are planning to get from the grant. Asst. Superintendent Rutledge noted the evaluator has to work with them for the entire 4 years, developing other surveys, other questionnaires and making them available to the community. This will be evidence-based in reporting to the government. When asked about demographics, Mr. Melillo said they looked at towns in our ERG, compared to the state, country and our reference group within the state. The federal powers, for good reason, have made this survey with what it asks, how to respond to issues – they have become more and more specific and are evidence based.

Commissioner Kritzman asked what the concept of the task force is relative to law enforcement. Mr. Melillo said that is yet to be defined. When Commissioner Kritzman asked about the possibility of a school resource officer, Mr. Melillo said it is not that specific. Over time there might be party patrols, looking at alternatives when 2 officers show up at a party. They want to connect police and kids in a positive way, not just have the police be the only hammer. How the officers and youth relate is important. Commissioner Kritzman said he was curious as to what is included in the concept of the police officers' involvement or is that still developing. Mr. Melillo said it is on both the positive end and the law enforcement end. Chief Jakubson said in discussions, the subject of police involvement came up – it never rose to an SRO, but discussed the integration of the officer(s) to partake in classes. This gives more structure to what we have been doing in the past. This is a positive step of which he is fully supportive. Commissioner Moon said it is frightening to see 1 out of 4 young

people have serious situations, passing out, etc. – it shows something has to be done. We see this first as a police department, in terms of an accident – we'd prefer to be partnering with the parents since we always have the enforcement. If parents don't step up, the police have no option but to go the law enforcement route. He said he would like to be on the front end of this.

Chairman Geisenheimer asked what we can do. Mr. Melillo said there tends to be 'turf' issues where kids could be better served. If we can all pull in the same direction the kids will benefit. He sees where we get limited by people not wanting to try something different. He is always open to new methods; the biggest piece is to look at policies & procedures with open minds.

Chairman Geisenheimer thanked the committee members for sharing their data with the Commission.

8:24 PM - 5minute recess
Resumed – 8:30 PM

GRIEVANCE (S)

- UPSEU/C.O.P.S: 01-2008 – Step 3 (Heiden)
- UPSEU/C.O.P.S: 02-2008 – Step 2 (Sterling) [Continued]

Chairman Geisenheimer announced both grievances (01-2008 and 02-2008) will go to the State Board of Mediation – they are off the agenda.

On a legal matter he noted there was an employment compensation complaint against former officer Joseph Gambardella which was appealed by the town; the ruling was favorable to the town.

PUBLIC COMMENTS

CONSENT AGENDA – CHIEF'S REPORTS

MOTION by Kritzman, second by Gyeizis to approve the minutes of the Regular Meeting of February 14 with corrections as noted by Commissioner Kritzman.

Vote: 4-0-1 (Geisenheimer abstained)

MOTION by Gyeizis, second by Moon to approve the minutes of the Special Meeting of March 5.

Vote: 4-0-1 (Geisenheimer abstained)

Chairman Geisenheimer asked for any discussion relative to the Chief's report. Commissioner Smith asked Chief Jakubson how the current budget stands relative to projections. The Chief noted, what you don't see are the recommended line item transfers from last month; we will be fine on the bottom line. He will review the finances to see if more line item transfers are needed.

MOTION by Smith, second by Moon to accept the Chief's Report pending a discussion of the traffic report. All in favor. None opposed. So moved.

STATISTICAL ACCIDENT STUDY RESULTS

Lt. Dobbin said, as he has reported earlier, the leading cause (30%) of accidents in Madison is following too closely; operating under the influence is the 5th leading cause for 5% of the accidents. There are pin maps in the patrol hallway – one for injury related, one for non-injury related accidents. The map data is for 2007. At the end of March that data will be removed and new maps will be installed. All shift supervisors have access to the information through the computer; the biggest drawback for traffic enforcement has been the lack of manpower. We are not getting to where we should be; with more bodies out on the road and better weather there will be more patrols in the noted accident areas.

Chairman Geisenheimer asked if, at some point, will there be a specific shift patrol enforcement strategy to emerge from the accident sites – such as, on this shift, in this area, this will be implemented. This has been pretty much shift work which varies from shift to shift Chief Jakubson said they will develop a plan to target

high areas by time of day. Developing a plan and implementing it is budgetary and staffing related which is the other piece of the puzzle for on duty personnel or OT for specific areas and periods of time. We have been very limited with our personnel just to handle calls for service; it is not practical to target specific areas with shift personnel. We have a specific plan to target areas. Chairman Geisenheimer asked, if we know a particular shift at certain times & spots, is it feasible to have an officer assigned to that location? The Chief said that it is not an option; an officer will be assigned to particular areas.

Lt. Dobbin said the 2007 pin map will be preserved and the data will always be there. Commissioner Smith suggested a high resolution camera to see how the frequency is being impacted. Lt. Dobbin said he is working by grid for each area for each block. They can break down the grids for comparison to enforce activity in that area.

COMMITTEE REPORTS – None

OLD BUSINESS

- **Accreditation** - No report
- **Recruitment Status**

Chief Jakobson noted that as of today we are still 3 officers short; we have one pending disciplinary action; one in the Academy and one starting in the Academy on Monday for an overall staffing of 23; still 3 officers shy.

Chairman Geisenheimer said we have a total head count which is 3 short; 2 in the Academy, 1 conditional offer, 1 awaiting test results - in reality we will be down 1 when the other 2 come on. We are authorized for 26; we have 23; 2 are in the academy. Chief Jakobson added, quite a few non certified have applied; they will start to pare that down. Chairman Geisenheimer said - bottom line, we are still short. The Chief agreed.

- **Report on Shift Loading**

IT Manager Tim Rowe reviewed his report, broken down by day of the week and OT shifts A-B-C worked during the time; ‘also true’ means an officer was held over for 4+ hours. Chairman Geisenheimer said this report is too labor intensive; he would like this information pared down. Tim reported this information was from personnel records. Commissioner Kritzman asked how many officers, including commanders, are putting in more than a normal shift. He is looking to see if a work day continuation becomes disruptive and raises a question of officer safety. Mr. Rowe said if there is a ‘true’, the officer was held over more than his 8 hour shift.

The Chief was asked if there is a problem with extra shifts. He answered, there is a problem for the supervisors who are working approximately 12-16 hours overtime every week. The difference between forced OT and voluntary OT was explained. In March there were 6 8-hour ordered blocks of time for patrol. Commissioner Moon asked if the officers are being stressed by OT? Lt. Dobbin said they are filling most shifts by volunteers or regular duty.

- **Study of Organization and Staffing of Administrative and Detective Divisions** - No report
- **Report on Ethics and Supervisory Training**

Chief Jakobson advised that all supervisors and pending sergeant promotion candidates went through a 4.5 hour ethics training block presented by consultants Marc Sullivan and Chief Stewart; we are starting to implement some changes based on Dr. Sullivan’s observations. Most are general, i.e. staff meetings. They will be evaluating what the ideas are and how to implement them. The Chief is looking to bring the two trainers in again to train the rank & file; he is waiting on their response if that can be accomplished.

- **Recommendations: Citizens’ Police Academy**

Commissioner Kritzman provided a copy of former officer Dan Maxwell’s resume, highlighting his experience. A motion was put forward by Commissioner Kritzman to adopt the Citizens’ Police Academy with Mr. Maxwell as the instructor based on his background as an officer, having conducted the Academy in the past when a Madison officer and his experience as an instructor at UNH. He said the police departments of both

Guilford and Clinton are starting in mid-March, ending in late May. This was talked about at the January 8, 2008 meeting and discussion was continued. As pointed out by Mr. Maxwell, there is an issue of attendance for people with school age children. Commissioner Kritzman said his proposal for a spring class has passed the window of opportunity for maximum attendance; he would propose we target a starting date for the second week of September. This is an excellent public outreach vehicle; while he wished to start it earlier, it is not practical at this date. Mr. Maxwell is present to field any questions from the Board. The commissioners have received information on the parameters of the Academy. He has researched information from various department websites and general topics of civilian academies relative to response and value. He recognizes time constraints.

Chairman Geisenheimer said it is useful to talk about September as we have a chance of adding to staffing levels by that time with more resources. We will be done with our hearings by that time as well. This deserves careful consideration – he would like to get past the point where we are understaffed and over the hearings. He will table it for action at a later date. Commissioner Kritzman suggested the Chief identify the presenters, along with Mr. Maxwell. Materials have been prepared; preparation will not require a lot of time. The officers will present as OT or they may come in off patrol. Chairman Geisenheimer said he doesn't think patrol should be involved when they are on duty and asked what is the cost of outside resources?

Commissioner Gyenizs asked for Mr. Maxwell's qualifications. Chief Jakubson said he is more than qualified – he is well versed. As far as costing, it is based on who we use from the department; we can determine on a schedule basis if they need to be replaced

Highlights about the course are: class is typically 3½ hours per session; 10 weeks with an average class size of 20, as it has been in the past. The budget as far as materials would be minimal (notebooks, pens, end of the course gift) about \$2000. Commissioner Kritzman suggested perhaps we could get a commercial sponsor; we provide a sweatshirt at graduation. He would like to make a decision to target mid-September to commence the program. We can always back off. If we have a date we can begin to develop materials.

Chairman Geisenheimer said he needs to know more – about the cost, the content, number of hours; he needs to know before the Commission can commit. He asked for website information to study. This is a good way to communicate to the people, but we're talking 20 people. Needs to know what the town regulations are to have a single candidate as a teacher. Chief Jakubson said it doesn't come close to the threshold for submission for bid. Commissioner Kritzman agreed, a class of 20 is not large, but the years add up to teach community members about the department.

MOTION by Smith, second by Gyenizs to consider a target date for a Citizens' Police Academy in September subject to continued review and further study by the Commission. All in favor. None opposed. So moved.

- **Police Commission Ad Hoc Consultant-Search Committee**

Chairman Geisenheimer noted there were some questions as to what the Mr. Cartledge's charges are as the committee consultant: He read into the record a clarifying document:

Committee to Advise on Excellence in Policing Services

The Committee chaired by Thom Cartledge is charged with preparing a 'Request for Proposal' defining the objectives, scope and approach of a consulting assignment to be conducted for the purpose of developing recommendations to the Madison Police Commission. These recommendations are to address alternative strategies that may be adopted by the Commission to lead the Madison Police Department to excellence in Community Policing.

The Madison Board of Police Commissioners (MBOPC) will use the request for proposal to solicit proposals from qualified consultants. The consultant will be selected by the MBOPC and the consultant will report directly to the MBOPC.

Chairman Geisenheimer said relative to the question as to why it is taking so long – the commissioners don't have time to solicit the public. He continued, Mr. Cartledge has done a great deal to date and the Chairman

expects there will be a draft proposal very shortly. This is not a staffing study. He suggested the Board of Police Commissioners adopt this proposal so it is formally in place and can be referred to by the First Selectman's office. He then opened the discussion for input.

Commissioner Gyeizis asked if we have members on the committee yet? Mr. Cartledge said he has taken a multi-faceted approach as to what the committee consists of; we have several gentlemen as town business liaisons. He has contacted businesses to get their feelings relative to interactions they've had with the Police Department and suggestions as to police services. He has contacted the fire department for interaction as to what they feel the relationships are – positive and negative to bring the scope into perspective. He thinks Madison is very fortunate to have a large number of resident law enforcement officers on state and federal levels; he has received calls from people volunteering time and expertise to help come to decisions. He is receiving law enforcement and education law enforcement resumes of people to serve as consultants or advisors. This is a work in progress; trying to work with the size of a committee (smaller is preferred) to come together to accomplish the mission statement. A number of people have volunteered to collect information; hoping to gather as much as possible and make the committee size relevant to the objective. Commissioner Kritzman asked if there are any target dates? Mr. Cartledge said by the next meeting he will present a chronology of where we are. He will meet with the chairman and vice chairman and present them with the time line as he will be out of the country that week.

MOTION by Smith, second by Moon to adopt the official charter to advise on excellence in policing services. All in favor. None opposed. So moved.

- **Update: Connecticut General Statute §51-56a Infractions Revenue Surcharge**

Chief Jakubson noted this was part of the special meeting discussion earlier this month – the statute refers to a surcharge placed on certain motor vehicle infractions; as the cost of the speeding ticket rises based on speed, the charge rises. The monies go into the general fund to be utilized for training. Lt. Stimpson has checked to see what has come to town to date; a little over \$6000 has come in, per the town accountant. Lt. Stimpson was asked to prepare a special appropriation which has been approved by the Police Commission but has not gone forward by the Board of Selectmen. The Chief explained, tickets are paid to the Infractions Bureau and that revenue goes to the state. Chairman Geisenheimer asked how we know what we should have received? The Chief said we don't create a separate spreadsheet as to what is part of the surcharge that should be paid back. Chairman Geisenheimer asked the Chief to see what other towns are doing. The Chief advised, there is no specified time when the money comes from the state. We checked into doing this on a recurring basis; we can't because we don't know when the checks will be received. An automatic transfer goes against Town Charter; we have to make a special appropriation request. Commissioner Kritzman noted, the statute defines specific violations with times to send the funds to the town and the general fund. These are earmarked funds to be utilized for training. Commissioner Smith added, we cannot anticipate when the checks are issued; we can ask quarterly if there has been anything issued.

Chief Jakubson read the statute, and added that the checks should be issued quarterly. It is no fault of town officials; they see checks coming in from the State of CT all the time, i.e., DUI grants. We let the accountants know so they can credit our line item - statute checks go directly to the town. We need to query the Town when those funds come in.

NEW BUSINESS

- **Demonstration: GPS Capabilities**

Tim Rowe reported that GPS is in the cars to be recorded in the risk system. The vendor has not fully developed their tracking ability. There is no software; there is a module in Nexgen to do the tracking that does not work. The system is recording the GPS information and loading it into the database; the records are available but Nexgen cannot display that as of yet. He found a standard for GPS tracking which is used by smaller devices to gather a list of points of latitude, longitude which will time stamp to identify a vehicle or person. You get it from a list of hundreds of points to construct a track to follow on a map where the item with GPS information has been. Mr. Rowe said it takes a small access database to query for tracking a vehicle number for a specific time period. He puts that into one track that can be displayed for a visual sight of where the vehicle has been for the time period of interest.

Mr. Rowe then showed some tracks he had set up for explanation. Car modems are programmed to start sending GPS info when the car is on and acquires a signal for every 10 seconds while vehicle is in motion. The information comes to the database here; when it is not in motion it will send coordinates every minute until the car is turned off and it will stay active for one hour and then power down. It is a modem; the signal is picked up by the GPS antenna then gathers and formats it in the proper protocol for GPS and sends it back to the database. The town is about 75% covered; there are some dead spots. There are points where the modems have trouble acquiring a signal. He takes the data out of the huge table so it is a reasonable track and displays it. Commissioner Smith asked if this is the best software to use? Mr. Rowe said the standard developing is an XML developed by Garmin; the standard file format is what he wants to use to make the program more transportable to show this on various devices with different programs. This was the best way to get that information. Commissioner Smith asked if this is the best program with the XML to display the geographics? Mr. Rowe said it is the only program with choices for background maps. Chairman Geisenheimer noted, we need a road map, not a topographical map. Mr. Rowe said the problem in interfacing with Google is you have to use their proprietary software. Chairman Geisenheimer suggested IBM software; Commissioner Smith suggested identifying what we need to accomplish this; what it is going to cost to enable the capability. Chairman Geisenheimer asked if we need real time graphic displays or do we need the ability for archiving and reporting? Commissioner Smith said that is built in to the software. Chairman Geisenheimer concluded, if we just need archival information, we may not need to go through the graphics. He then thanked Mr. Rowe for his presentation.

- **Acceptance of Donation to Animal Control Department**

Mr. David Hyatt has donated a check in the amount of \$100 to the Animal Control Department in appreciation of assistance received.

MOTION by Smith, second by Moon to accept the donation with thanks. All in favor. None opposed. So moved.

COMMISSIONER COMMENTS - None

MISCELLANEOUS CORRESPONDENCE

Chief Jakubson reviewed miscellaneous received mail, to include a MADD letter of appreciation to the officers. Presenters came to role call with a student group on February 11; day & evening shift personnel heard the MADD representatives presentation related to DWI enforcements and their expressed appreciation for the work done.

Other correspondence noted was: A letter in appreciation to Officer Mulhern for the assistance he provided to a town resident. Letter to the Source editor relative to a suicide on the grounds of The Shoreline Christian School; a letter from the Director of the Mercy Center relative to an extensive search on their property for a troubled individual.

The Chief reported on a quote for redoing the PA system in the Training Room with a bottom line price of roughly \$1700 to add and change speakers; microphones, installation. Wireless mikes would double the cost. There was no decision by the Board on pursuing the system.

CHAIRMAN COMMENTS – Commissioner Kritzman asked about training updates. Chief Jakubson said he is hoping for positive outcome of the special appropriation request relative to training.

MOTION by Smith second by Gyenizs to adjourn to Executive Session at 10:10 PM. All in favor. None opposed. So moved.

EXECUTIVE SESSION - Legal and Personnel Issues

Minutes Accepted: April 10, 2008