

## **Old Saybrook Police Commission**

Ad Hoc Committee Meeting to Develop an Evaluation Instrument for the Position of Chief of Police  
November 17, 2022  
MINUTES

A special ad hoc committee meeting of the Old Saybrook Police Commission was held on Thursday, November 17, 2022. The meeting was recorded and can be viewed in its entirety at [https://youtu.be/RgY7AZ\\_mAJk](https://youtu.be/RgY7AZ_mAJk)

**Present:** Chairman Wilcox, Secretary Notar-Francesco and Commissioner Von Dassel.

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

Secretary Notar-Francesco called the meeting to order at 6:00 PM and led those in attendance with the Pledge of Allegiance.

### **II. Comments from the Public**

This agenda item was not discussed as there were no members of the public in attendance.

### **III. Discussion and Possible Action on the Special Meeting Minutes of October 27, 2022 (46:20)**

**Commissioner Von Dassel made a motion to approve the Special Meeting Minutes of October 27, 2022. Chairman Wilcox seconded the motion. The motion to approve the Special Meeting Minutes of October 27, 2022 passed with a vote of 3 in favor, 0 opposed and 0 abstaining.**

### **IV. Discussion of the Performance Evaluation Instrument for the Position of Chief of Police (0:37)**

Secretary Notar-Francesco reviewed what was discussed at the last meeting and asked Chairman Wilcox and Commissioner Von Dassel if they reviewed the sample evaluations that were included in the packet she handed out at the last meeting.

Chairman Wilcox stated that he liked the Morristown evaluation.

Commissioner Von Dassel agreed, but stated that he didn't like the numbered rating system. He also stated that there should be a self-evaluation component as stated in the Chief's contract.

Secretary Notar-Francesco stated that she likes the Board of Education evaluation, but that it is too much for the Police Commission purposes. She stated that she would like to blend what's already established, meet in Executive Session and allow the Commission offer feedback. She stated that the basis of this review will mostly be self-assessment. She stated that she was looking to focus on goals in terms of operational, organizational and external self-assessments.

Secretary Notar-Francesco stated that there is still a lot about the Police Department and the Operation that she doesn't know, and feels that it makes more sense for a self-assessment and for feedback to come from the Commissioners.

Chairman Wilcox stated that, even though they are civilian volunteers, there are certain things they can review since they do have knowledge about some areas, such as inter-relationships between the Department and the Chief.

Commissioner Von Dassel stated that he is against any kind of numbered scoring as he feels it's very impersonal.

Secretary Notar-Francesco agreed stating they could use a meet expectations, exceed expectations etc. scoring system. She stated that this process needs to have a give and take approach. She wants to build trust and support and that accountability with that has to be balanced. She stated that the Chief would present what goals and accomplishments he's done and the Commission can respond if we agree with that assessment or not.

The sub-committee discussed what topics they want the Chief to report on.

Secretary Notar-Francesco stated that she acknowledged the six pillars that he based his previous goals on. The sub-committee reviewed the Chief's previous goals.

Chairman Wilcox stated that, after looking at Chief's first goal, it's not a "SMART" goal, meaning it's not specific, not measurable, etc. He stated that one goal was the Fleet Enhancement Program and he stated that it seems like that would take care of itself.

Commissioner Von Dassel stated that, if the Fleet Enhancement Program is not managed properly it could result in budget issues.

Secretary Notar-Francesco stated that, since the Chief didn't have the opportunity to present his goals to the Commission, she did not think that the sub-committee should pick through them here.

Chairman Wilcox stated that he was fine with not going through the Chief's previous goals.

Secretary Notar-Francesco stated that the Chief should have the opportunity to speak about significant challenges he's had regarding achieving his goals. She stated that she was interested in developing their own tool instead of picking one that's already available.

Commission Von Dassel asked what the next step is. He asked if the sub-committee will be coming up with questions. Secretary Notar-Francesco stated that the next phase is crafting their own evaluation tool.

The sub-committee decided to go through the Morristown evaluation and review what sections they would like to adopt. The sub-committee discussed those items.

Commission Von Dassel stated that he was looking at the criteria and that he hasn't been let down on by the Chief in the past ten years he has served on the Commission.

Secretary Notar-Francesco stated that the point isn't just for the present but hopefully this review would be useful in the future.

The sub-committee discussed the timeline for the evaluations. They decided that September would be the best time to review the previous year's progress.

The sub-committee discussed meeting again in December with no specific date determined.

Secretary Notar-Francesco will prepare an evaluation document representing the discussion that was had by this sub-committee based on the Morristown criteria.

**V. Adjournment (48:52)**

**Commissioner Von Dassel made a motion to adjourn. Chairman Wilcox seconded the motion. The motion to adjourn passed with a vote of 3 in favor, 0 opposed and 0 abstaining.**

The meeting adjourned at 6:48 PM.

Respectfully submitted by:

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