

Old Saybrook Police Commission

Ad Hoc Committee Meeting to Develop an Evaluation Instrument for the Position of Chief of Police
February 9, 2023
MINUTES

A special ad hoc committee meeting of the Old Saybrook Police Commission was held on Thursday, February 9, 2023. The meeting was recorded and can be viewed in its entirety at https://youtu.be/Z33d_sSou4E

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

I. Call to Order / Pledge of Allegiance (0:23)

Secretary Notar-Francesco called the meeting to order at 6:11 PM and led those in attendance with the Pledge of Allegiance.

II. Public Comment (0:47)

There were no members of the public present.

III. Discussion and Possible Action on the Special Meeting Minutes of November 17, 2022 (0:52)

Chairman Wilcox made a motion to approve the Special Meeting Minutes of November 17, 2022. Commissioner Von Dassel seconded the motion. The motion to accept the Special Meeting Minutes of November 17, 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 (1:16)

Secretary Notar-Francesco opened the meeting by stating that she re-vamped the draft evaluation tool to include the discussion that the subcommittee had at the past meeting and to include the Chief's 2023 executive goals, the six pillars of 21st century policing and incorporated parts of the Morristown evaluation previously discussed.

Chairman Wilcox thanked Secretary Notar-Francesco for her hard work putting this draft together.

The subcommittee reviewed and revised the document that Secretary Notar-Francesco presented. They discussed each section and revised where they felt changes were needed.

The subcommittee discussed the six pillars of 21st century policing.

Chairman Wilcox stated that having them included is not necessary, but that it doesn't hurt.

Secretary Notar-Francesco stated that she will strike them from the front cover, but keep the explanation of them.

Chairman Wilcox stated that it makes it easy for the public to view how the Commission is approaching it, but agrees that it does not need to be on the front cover.

Secretary Notar-Francesco suggested a revision to the draft that included “executes directives of Police Commission.” Commissioner Von Dassel stated that he doesn’t like the word “directive.” He stated that the Commission does not direct the Police Department and that he feels it sounds operational.

The subcommittee discussed sections such as reporting and financial administration, personnel administration and staff development and training.

Chairman Wilcox requested to add the exit interviews process in the evaluation tool.

Commissioner Von Dassel stated that he feels that should not be put in the evaluation as an employee can choose to not fill out an exit interview upon departure.

Secretary Notar-Francesco stated that she would not put that in the evaluation but that issue can be taken up separately.

Secretary Notar-Francesco stated that this tool has no rating system. It is more discussion focused.

Secretary Notar-Francesco stated that the timeline will be solidified when the Commission meets to discuss the tool with the Chief.

The subcommittee discussed what the next step is.

Commissioner Von Dassel asked if the evaluation tool can be presented in open session or if it has to be executive session.

Chairman Wilcox stated that he spoke with Tom Hennick from the FOIA Commission who said that it be done in open session as it’s developing an instrument.

Secretary Notar-Francesco stated that the document has to be delivered to the full Commission first. The Commission will discuss it after everyone has had time to review it.

Chairman Wilcox stated that at the next regular meeting there will be a report of the subcommittee on the agenda. The draft tool can be distributed to all members at that meeting. He stated that no action or discussion will be had until the March meeting.

V. Discussion and Possible Action to Refer the Performance Evaluation Instrument for the Position of Chief of Police to the Police Commission for Review, Edit, and Possible Use in Negotiations with the Chief of Police per his employment contract. (40:14)

Chairman Wilcox made a motion to move the evaluation instrument, with the modifications made tonight, to the full Commission at the next regular meeting, for consideration and review with possible discussion and action at the March meeting. Commissioner Von Dassel seconded the motion. The motion to move the evaluation instrument to the full Commission passed with a vote of 3 in favor, 0 opposed and 0 abstaining.

VI. Adjournment (41:06)

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

The meeting adjourned at 6:52 PM.

Respectfully submitted by:

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