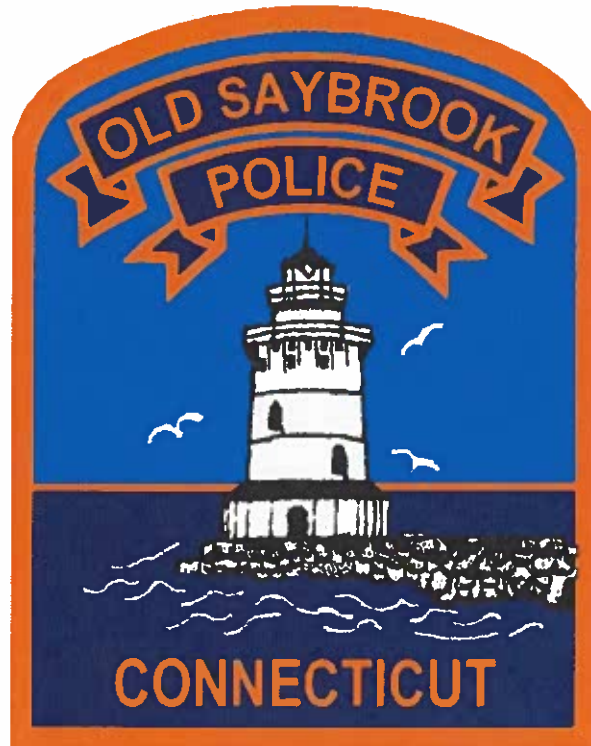
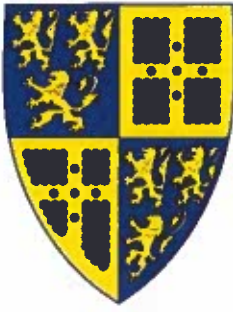


Town of Old Saybrook Police Commission



Commissioner
Information Packet
for the
March 25, 2024
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 • Mark Ciliano • Carl S. Von Dassel • Jacqueline Prast

REGULAR MEETING AGENDA

Monday, March 25, 2024 – 6:30 PM

First Floor Conference Room – Old Saybrook Town Hall

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. Discussion and Possible Action on the Meeting Minutes for:
 - a. Regular Meeting – February 26, 2024
- IV. Correspondence
- V. Executive Reports
 - a. FY 25 Budget Process
 - b. FY 2024 Operating Budget
 - c. Off Budget Accounts
 - d. Personnel Matters
 - e. Professional Development Update
 - f. Activity Report
- VI. Discussion Concerning Amended By-Laws.
- VII. Discussion and Possible Action Concerning the Second in Command Position.

- VIII. Discussion and Possible Action to Enter into Executive Session for the Purposes of Discussing Matters Pertaining to Collective Bargaining.
- IX. Discussion and Possible Action to Enter into Executive Session for an Employee Matter.
- X. Comments from the Public
- XI. Comments from the Chief of Police
- XII. Comments from Police Commissioners
- XIII. Adjournment

Old Saybrook Police Commission
Regular Meeting
February 26, 2024
MINUTES

A regular hybrid meeting of the Old Saybrook Police Commission was held on Monday, February 26, 2024. The meeting was recorded and can be viewed in its entirety at <https://youtu.be/7aYv24RPzpl>

Present: Chairman Wilcox, Vice Chairman Shippee, Secretary Notar-Francesco, Commissioners Von Dassel, Ciliano and Prast. Commissioner Calle was present virtually. Chief Spera was present from the Department of Police Services.

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

Chairman Wilcox called the meeting to order at 6:30 PM and led those in attendance with the Pledge of Allegiance.

II. Comments from the Public (0:38)

There were no comments from the public.

III. Discussion and Possible Action on the Meeting Minutes for:

a. Regular Meeting – January 22, 2024 (0:55)

Secretary Notar-Francesco made a motion to approve the January 22, 2024 Regular Meeting Minutes. Commissioner Ciliano seconded the motion. The motion to approve the minutes passed with a vote of 7 in favor, 0 opposed and 0 abstaining.

IV. Correspondence (1:23)

Chairman Wilcox stated that the Commission received one correspondence that was also forwarded to the clerk.

V. Executive Reports (1:35)

a. FY 25 Budget Process (1:42)

Chief Spera stated that the Police Department resubmitted their budget to the Board of Selectmen with a reduction of \$80,000. Chief Spera stated that there was no additional action taken on the budget by the Board of Selectmen. He also thanked Vice Chair Shippee for attending the meeting and supporting the budget. He stated that the Board of Finance will discuss the Police Department budget on March 19th and he encouraged all Commissioners to attend.

b. FY 2024 Operating Budget (3:52)

Chief Spera stated that he has no concerns with the budget.

c. Off Budget Accounts (4:52)

Chief Spera stated that the Commission received the report in the packet.

d. Personnel Matters (8:05)

Chief Spera stated that a 10 day suspension was issued to an employee. He stated that the employee will receive a last chance agreement when they return to work.

e. Professional Development Update (8:51)

Chief Spera stated that there is no professional development update.

f. Activity Report (8:53)

Chief Spera stated that the activity report was included in the packet.

VI. Discussion Concerning the PERF Study and Commission Expectations. (10:35)

Chairman Wilcox stated that this agenda item is not a personal attack on Chief Spera but that he wanted to address the two concerns regarding the study that the Chief has raised. Chairman Wilcox stated that Chief Spera has previously stated that the Commission does not know the scope of the study and that the process was flawed and he wanted to respond to both of those sentiments.

Chairman Wilcox read a statement expressions his differing opinions on the concerns that Chief Spera has raised regarding the PERF Study, the process and the scope.

VII. Commission Workshop – The Second in Command Position. (17:20)

Chief Spera stated that his goal with having this on the agenda is to have good collaborative discussion. He stated that the Commission needs to decide on a position title, rank, benefit package and what exactly the Commission is looking for.

Chief Spera suggested different ideas, with options of promoting from within the Department or hiring from the outside. He stated that the individual would be ready to take on the Chief position should anything happen.

The Commission discussed the Second in Command position. The Chief provided various ideas of how the Commission might want to configure the hierarchy.

Secretary Notar-Francesco stated that the Commission needs to decide how to move forward as a group with this. She stated that nothing will be decided tonight but it does need to be put on the forefront.

Chief Spera stated that the Commission can form an employee search committee in which all seven Commissioners can be involved. He stated that they can work together under FOIA laws and not have it be all public meetings.

Vice Chairman Shippee asked how the Commission would find out who, internally, would be interested in a promotion.

Chief Spera stated that the Commission could speak with the Sergeants about potential opportunities.

Commissioner Prast asked what a healthy and realistic timeline would be.

Chief Spera stated that the Commission needs time to think about everything. He suggested that at the next meeting there can be more discussion and, from there, form an employee search committee.

VIII. Discussion and Possible Action to Enter into Executive Session for the Purposes of Discussing Police Union Contract Negotiations. (53:12)

Chief Spera stated that there has not been a negotiation session so there is no need to enter into Executive Session for discussion.

IX. Discussion and Possible Action to Enter into Executive Session for an Employee Matter. (54:04)

Chief Spera stated that there is no employee matter to be discussed so there is no need to enter into Executive Session.

X. Comments from the Public (54:12)

There were no comments from the public.

XI. Comments from the Chief of Police (54:23)

There were no comments from the Chief of Police.

XII. Comments from Police Commissioners (54:27)

Commission Calle commented.

XIII. Adjournment (56:08)

Secretary Notar-Francesco made a motion to adjourn. Commissioner Ciliano seconded the motion. The motion to adjourn passed with a vote of 7 in favor, 0 opposed and 0 abstaining.

The meeting adjourned at 7:26 PM.

Respectfully submitted by:

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

FUND	ORGANIZATION	ACCOUNT	TITLE	BUDGET	YEAR TO DATE EXP	AVAILABLE BALANCE
1005 - GENERAL	1005-42-4201-420101	51610	PD - FIELD SERVICE REGULAR EMPLOYEES	\$2,395,452.00	\$1,341,198.16	\$1,054,253.84
1005 - GENERAL	1005-42-4201-420101	51611	PD - FIELD SERVICE VACATION DAY COVERAGE	\$129,121.00	\$77,826.26	\$51,294.74
1005 - GENERAL	1005-42-4201-420101	51612	PD - FIELD SERVICE ADDITIONAL HOURS	\$35,130.00	\$42,008.06	-\$6,878.06
1005 - GENERAL	1005-42-4201-420101	51613	PD - FIELD SERVICE EXTRA PERSONNEL	\$66,798.00	\$97,530.71	-\$30,732.71
1005 - GENERAL	1005-42-4201-420101	51614	PD - FIELD SERVICE PROFESSIONAL DEVELOPMENT	\$70,818.00	\$61,148.85	\$9,669.15
1005 - GENERAL	1005-42-4201-420101	51615	PD - FIELD SERVICE SICK/INJURED	\$63,357.00	\$19,990.81	\$43,366.19
1005 - GENERAL	1005-42-4201-420101	51616	PD - FIELD SERVICE SPECIAL ASSIGNMENT	\$23,256.00	\$5,352.67	\$17,903.33
1005 - GENERAL	1005-42-4201-420101	51618	PD - FIELD SERVICE HOLIDAY REPLACEMENT	\$55,847.00	\$0.00	\$55,847.00
1005 - GENERAL	1005-42-4201-420101	51630	PD - FIELD SERVICE OVERTIME	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	51910	PD - FIELD SERVICE ADVANCE PAY	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	52100	PD - FIELD SERVICE GROUP INSURANCE	\$16,510.00	\$9,501.88	\$7,008.12
1005 - GENERAL	1005-42-4201-420101	52200	PD - FIELD SERVICE EMPLOYER SHARE SOCIAL SEC	\$226,161.60	\$122,842.43	\$103,319.17
1005 - GENERAL	1005-42-4201-420101	52300	PD - FIELD SERVICE RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	52302	PD - FIELD SERVICE DEFINED CONTRIBUTION ER	\$13,245.60	\$11,034.54	\$2,211.06
1005 - GENERAL	1005-42-4201-420101	52600	PD - FIELD SERVICE UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420101	52700	PD - FIELD SERVICE WORKERS' COMPENSATION	\$0.00	\$69,300.17	-\$69,300.17
1005 - GENERAL	1005-42-4201-420101	52800	PD - FIELD SERVICE HEALTH INSURANCE	\$417,349.82	\$256,970.48	\$160,379.34
1005 - GENERAL	1005-42-4201-420101	52850	PD - FIELD SERVICE DENTAL INSURANCE	\$16,432.00	\$10,037.83	\$6,394.17
1005 - GENERAL	1005-42-4201-420101	52901	PD - FIELD SERVICE LONGEVITY	\$13,100.00	\$12,400.00	\$700.00
1005 - GENERAL	1005-42-4201-420101	52902	PD - FIELD SERVICE HOLIDAY PAYOUT	\$64,534.00	\$20,307.04	\$44,226.96
1005 - GENERAL	1005-42-4201-420101	52903	PD - FIELD SERVICE DEGREE STIPEND	\$10,500.00	\$12,750.00	-\$2,250.00
1005 - GENERAL	1005-42-4201-420101	52904	PD - FIELD SERVICE K-9	\$21,666.00	\$8,094.72	\$13,571.28
1005 - GENERAL	1005-42-4201-420101	52905	PD - FIELD SERVICE UNIFORM CLEANIN	\$35,340.00	\$32,301.77	\$3,038.23
1005 - GENERAL	1005-42-4201-420101	54301	PD - FIELD SERVICE BUILDING MAINTENANCE	\$0.00	\$0.00	\$0.00
				\$3,674,618.02	\$2,210,596.38	\$1,464,021.64

FUND	ORGANIZATION	ACCOUNT	TITLE	BUDGET	YEAR TO DATE EXP	AVAILABLE BALANCE
1005 - GENERAL	1005-42-4201-420102	51610	PD - SUPPORT SERVICE REGULAR EMPLOYEES	\$610,231.00	\$423,197.62	\$187,033.38
1005 - GENERAL	1005-42-4201-420102	51611	PD - SUPPORT SERVICE VACATION DAY COVERAGE	\$47,082.00	\$27,380.68	\$19,701.32
1005 - GENERAL	1005-42-4201-420102	51612	PD - SUPPORT SERVICE ADDITIONAL HOURS	\$1,446.00	\$722.94	\$723.06
1005 - GENERAL	1005-42-4201-420102	51613	PD - SUPPORT SERVICE EXTRA PERSONNEL	\$55,541.00	\$24,837.57	\$30,703.43
1005 - GENERAL	1005-42-4201-420102	51614	PD - SUPPORT SERVICE PROFESSIONAL DEVELOPMENT	\$10,752.00	\$14,819.88	\$4,067.88
1005 - GENERAL	1005-42-4201-420102	51615	PD - SUPPORT SERVICE SICK/INJURED	\$16,660.00	\$7,436.45	\$9,223.55
1005 - GENERAL	1005-42-4201-420102	51616	PD - SUPPORT SERVICE SPECIAL ASSIGNMENT	\$1,871.00	\$2,643.73	-\$772.73
1005 - GENERAL	1005-42-4201-420102	51617	PD - SUPPORT SERVICE CLERICAL SUPPORT	\$67,373.00	\$48,888.64	\$18,484.36
1005 - GENERAL	1005-42-4201-420102	51619	PD - SUPPORT SERVICE COMMUNITY SERVICE OFFICER	\$17,187.00	\$11,537.99	\$5,649.01
1005 - GENERAL	1005-42-4201-420102	51630	PD - SUPPORT SERVICE OVERTIME	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420102	51631	PD - SUPPORT SERVICE IT SUPPORT	\$55,889.00	\$38,692.62	\$17,196.38
1005 - GENERAL	1005-42-4201-420102	51632	PD - SUPPORT SERVICE CUSTODIAL	\$53,919.00	\$11,738.84	\$42,180.16
1005 - GENERAL	1005-42-4201-420102	51910	PD - SUPPORT SERVICE ADVANCE PAY	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420102	52100	PD - SUPPORT SERVICE GROUP INSURANCE	\$4,680.08	\$3,417.21	\$1,262.87
1005 - GENERAL	1005-42-4201-420102	52200	PD - SUPPORT SERVICE EMPLOYER SHARE SOCIAL SEC	\$73,413.06	\$47,013.38	\$26,399.68
1005 - GENERAL	1005-42-4201-420102	52300	PD - SUPPORT SERVICE RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420102	52302	PD - SUPPORT SERVICE DEFINED CONTRIBUTION ER	\$21,630.98	\$15,973.76	\$5,657.22
1005 - GENERAL	1005-42-4201-420102	52600	PD - SUPPORT SERVICE UNEMPLOYMENT COMPENSATION	\$0.00	\$30.00	-\$30.00
1005 - GENERAL	1005-42-4201-420102	52700	PD - SUPPORT SERVICE WORKERS' COMPENSATION	\$0.00	\$1,983.25	-\$1,983.25
1005 - GENERAL	1005-42-4201-420102	52800	PD - SUPPORT SERVICE HEALTH INSURANCE	\$94,810.50	\$54,370.08	\$40,440.42
1005 - GENERAL	1005-42-4201-420102	52850	PD - SUPPORT SERVICE DENTAL INSURANCE	\$3,510.00	\$1,969.08	\$1,540.92
1005 - GENERAL	1005-42-4201-420102	52902	PD - SUPPORT SERVICE HOLIDAY PAYOUT	\$10,197.00	\$4,922.96	\$5,274.04
1005 - GENERAL	1005-42-4201-420102	52903	PD - SUPPORT SERVICE DEGREE STIPEND	\$2,500.00	\$3,000.00	-\$500.00
1005 - GENERAL	1005-42-4201-420102	52905	PD - SUPPORT SERVICE UNIFORM CLEANIN	\$12,612.00	\$1,085.04	\$11,526.96
1005 - GENERAL	1005-42-4201-420102	53535	PD - SUPPORT SERVICE POLICE SERVICE INFO TECH	\$0.00	\$0.00	\$0.00
				\$1,161,304.62	\$745,661.72	\$415,642.90

FUND	ORGANIZATION	ACCOUNT	TITLE	BUDGET	YEAR TO DATE EXP	AVAILABLE BALANCE
1005 - GENERAL	1005-42-4201-420103	52700	PD GENERAL EXPENDITURES WORKERS' COMPENSATION	\$101,000.00	\$0.00	\$101,000.00
1005 - GENERAL	1005-42-4201-420103	52900	PD GENERAL EXPENDITURES OTHER EMPLOYEE BENEFITS	\$1,500.00	\$1,280.00	\$220.00
1005 - GENERAL	1005-42-4201-420103	52905	PD GENERAL EXPENDITURES UNIFORM CLEANIN	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	53020	PD GENERAL EXPENDITURES LEGAL SERVICES	\$7,000.00	\$420.00	\$6,580.00
1005 - GENERAL	1005-42-4201-420103	53070	PD GENERAL EXPENDITURES SELECTION/RECRUITMENT	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	53071	PD GENERAL EXPENDITURES SELECTION RECRUITMENT	\$2,000.00	\$6,710.00	-\$4,710.00
1005 - GENERAL	1005-42-4201-420103	53072	PD GENERAL EXPENDITURES MEDICAL PHYSICALS	\$1,000.00	\$1,823.00	-\$823.00
1005 - GENERAL	1005-42-4201-420103	53100	PD GENERAL EXPENDITURES OFFICIAL/ADMIN SERVICES	\$8,940.00	\$3,326.25	\$5,613.75
1005 - GENERAL	1005-42-4201-420103	53200	PD GENERAL EXPENDITURES PROFESSIONAL EDUCATIONAL	\$19,520.00	\$23,627.08	-\$4,107.08
1005 - GENERAL	1005-42-4201-420103	53400	PD GENERAL EXPENDITURES OTHER PROFESSIONAL SERVIC	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	53531	PD GENERAL EXPENDITURES CHIEF EXPENSES	\$1,700.00	\$1,446.95	\$253.05
1005 - GENERAL	1005-42-4201-420103	53532	PD GENERAL EXPENDITURES PRISONER CARE	\$1,000.00	\$891.18	\$108.82
1005 - GENERAL	1005-42-4201-420103	53533	PD GENERAL EXPENDITURES OSHA REQUIREMENTS	\$3,800.00	\$1,000.00	\$2,800.00
1005 - GENERAL	1005-42-4201-420103	53534	PD GENERAL EXPENDITURES FIRST RESPONDER MED EQUIP	\$9,800.00	\$2,860.90	\$6,939.10
1005 - GENERAL	1005-42-4201-420103	53535	PD GENERAL EXPENDITURES POLICE SERVICE INFO TECH	\$36,608.00	\$43,031.30	-\$6,423.30
1005 - GENERAL	1005-42-4201-420103	53536	PD GENERAL EXPENDITURES POLICE SERVICE INVESTIGAT	\$7,500.00	\$4,411.06	\$3,088.94
1005 - GENERAL	1005-42-4201-420103	53537	PD GENERAL EXPENDITURES PD ACCOUNTABILITY MANDATE	\$2,491.00	\$0.00	\$2,491.00
1005 - GENERAL	1005-42-4201-420103	54300	PD GENERAL EXPENDITURES REPAIRS & MAINTENANCE	\$15,000.00	\$18,837.76	-\$3,837.76
1005 - GENERAL	1005-42-4201-420103	54301	PD GENERAL EXPENDITURES BUILDING MAINTENANCE	\$30,500.00	\$23,583.78	\$6,916.22
1005 - GENERAL	1005-42-4201-420103	54302	PD GENERAL EXPENDITURES FIRE / SECURITY MAINTENAN	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	54411	PD GENERAL EXPENDITURES WATER/SEWER	\$2,800.00	\$1,962.11	\$837.89
1005 - GENERAL	1005-42-4201-420103	54430	PD GENERAL EXPENDITURES RENTAL OF COMPUTER RELATE	\$12,900.00	\$18,245.48	-\$5,345.48
1005 - GENERAL	1005-42-4201-420103	55300	PD GENERAL EXPENDITURES COMMUNICATIONS	\$53,050.00	\$41,273.68	\$11,776.32
1005 - GENERAL	1005-42-4201-420103	55301	PD GENERAL EXPENDITURES POSTAGE	\$2,500.00	\$1,204.98	\$1,295.02
1005 - GENERAL	1005-42-4201-420103	56005	PD GENERAL EXPENDITURES JPMORGAN PAYMENT	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	56120	PD GENERAL EXPENDITURES ADMIN SUPPLIES	\$9,250.00	\$2,307.27	\$6,942.73
1005 - GENERAL	1005-42-4201-420103	56210	PD GENERAL EXPENDITURES NATURAL GAS	\$7,500.00	\$4,020.49	\$3,479.51
1005 - GENERAL	1005-42-4201-420103	56220	PD GENERAL EXPENDITURES ELECTRICITY	\$50,000.00	\$41,316.82	\$8,683.18
1005 - GENERAL	1005-42-4201-420103	56260	PD GENERAL EXPENDITURES FUEL	\$40,000.00	\$54,965.60	-\$14,965.60
1005 - GENERAL	1005-42-4201-420103	56900	PD GENERAL EXPENDITURES OTHER SUPPLIES	\$15,500.00	\$12,967.80	\$2,532.20
1005 - GENERAL	1005-42-4201-420103	57320	PD GENERAL EXPENDITURES VEHICLES	\$0.00	\$0.00	\$0.00
1005 - GENERAL	1005-42-4201-420103	57340	PD GENERAL EXPENDITURES TECHNOLOGY - RELATED HARD	\$10,000.00	\$0.00	\$10,000.00
1005 - GENERAL	1005-42-4201-420103	57390	PD GENERAL EXPENDITURES OTHER EQUIPMENT	\$89,804.00	\$89,804.00	\$0.00
				\$542,663.00	\$401,317.49	\$141,345.51

OFF BUDGET ACCOUNT SUMMARY

Account Name	Balance as Reported
Asset Forfeiture	\$2,794.80
Police Insurance Exchange	\$32,817.16
Police Uniforms-Awards	\$29,406.92
Emergency Dispatch	\$34,656.26
Police Admin	\$33,683.92
Police EMS	\$25.00
Police Illness-Injury	\$44,958.07
Law Enforcement Fund	\$0.00
Driver's Safety Fund	\$32,731.21
Old Saybrook Police Fund	\$3,579.62
Police Explorer	\$569.85
Dare Fund	\$6,282.70
Police K-9	\$14,124.75
Dog Fund	\$2,481.31

3/19/2024

Police Insurance Exchange

Account Detail

420135-7300

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
12/4/2022	US Electrical Services	11/22/2022		(\$750.26)	\$804.69	782056
		11/23/2022		(\$54.43)		
12/4/2022	Norcom	11/17/2022		(\$2,187.50)	-\$2,187.50	782009
12/12/2022	New England Mechanical Services	11/30/2022	1310015820	(\$638.00)	\$638.00	782313
1/3/2023	Osso Associates LLC dba Majestic Electric	12/22/2022	13509	(\$1,000.00)	\$100.00	782431
1/3/2023	JKS Systems	11/30/2022	19742	(\$7,608.15)	\$7,608.15	782418
1/4/2023	New England Mechanical Services	12/30/2022	1310016077	(\$942.60)	\$942.60	782408
1/20/2023	Michael A Spera	1/16/2023		(\$197.30)	\$554.60	782623
1/24/2023	Deposit			\$70,342.00		
1/18/2023	Deposit			\$14,992.17		
2/3/2023	ServerSupple.com		4031179	(\$225.40)	PCARD	PCARD
2/3/2023	JKS Systems	12/12/2022	AAA11543	(\$3,139.32)	\$3,139.32	782748
2/3/2023	Grossman Chevrolet Nissan	10/17/2022	980 OLD	(\$15,492.17)	\$15,492.17	782743
2/7/2023	Deposit (CIRMA)		VIN8327	\$500.00		
2/9/2023	Deposit (CIRMA)		Lightning Strike	\$27,422.14		
3/1/2023	Park Roway	10/18/2022	708171	(\$39,300.00)	\$39,300.00	782963
3/7/2023	Deposit		CIRMA	\$4,909.00		
3/16/2023	Motorola Solutions Inc		Arrest Damage	(\$220.00)	\$220.00	783190
3/31/2023	Downes Construction Company	12/31/2022	25010469001	(\$32,042.00)	\$32,042.00	783406
3/23/2023	Strobes N More	3/21/2023	Arrest Damage	(\$60.00)	\$60.00	783458
4/27/2023	Horizon Technologies	4/10/2023	11367	(\$5,782.00)	\$5,782.00	783761
8/17/2023	Deposit		CIRMA A29307	\$4,353.94		
11/2/2023	Deposit		CIRMA 8327	\$2,409.88		
11/9/2023	Deposit		20230550551	\$750.00		
1/19/2024	Deposit		CIRMA A34099	\$13,031.07		
2/9/2024	EMCOR	10/24/2023	1310018999	(\$4,429.00)	\$4,429.00	792990
Balance					\$32,817.16	

Police Insurance Exchange Fiscal Year Summary	
Beginning Balance 7/1/17	(\$1,168.14)
Total Deposits to date	\$299,192.06
Total Withdrawals to date	(\$265,206.76)
Current Balance	\$32,817.16
Police Insurance Exchange Month to Month Summary	
Total Deposits since last meeting	\$0.00
Total Withdrawals since last meeting	(\$4,429.00)
Current Balance	\$32,817.16

Police Uniforms/Awards

Account Detail

420124-2831

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
1/12/2022	Deposit		Donation	\$50.00		
1/18/2022	Deposit		Donation	\$50.00		
3/7/2022	Deposit		Donation	\$75.00		
3/11/2022	Deposit		Donation	\$2,000.00		
4/30/2022	Deposit		Donation	\$50.00		
7/8/2022	Deposit		Wright Uniform	\$270.00		
7/8/2022	Deposit		Donation	\$20.00		
7/20/2022	Deposit		Donation	\$100.00		
7/27/2022	Deposit		Donation	\$50.00		
9/19/2022	Deposit		Donation	\$50.00		
11/7/2022	Deposit		Donation	\$250.00		
11/14/2022	Deposit		Donation	\$100.00		
11/15/2022	Deposit		Donation	\$1,000.00		
1/3/2023	Deposit		Donation	\$25.00		
1/3/2023	Deposit		Donation	\$50.00		
1/4/2023	Deposit		Donation	\$25.00		
2/3/2023	Deposit		Donation	\$225.00		
5/11/2023	TJ's Restaurant & Pizza		Officer of the Year	\$(320.00)		
4/27/2023	Deposit		Bulletproof Vest	\$7,484.40		
5/25/2023	Deposit		Donation	\$50.00		
6/15/2023	Deposit			\$35.00		
8/1/2023	Deposit			\$1,000.00		
9/13/2023	Deposit		Gun Purchase	\$6,000.00		
9/13/2023	Dollar Tree			\$(5.05)	PCARD	PCARD
9/13/2023	Stop & Shop			\$(26.43)	PCARD	PCARD
9/13/2023	Big Y			\$(21.22)	PCARD	PCARD
9/13/2023	Capital One		Walmart	\$(55.87)	\$55.87	790920
9/13/2023	TJ's Restaurant and Pizza		45175	\$(305.00)	\$305.00	790997
9/15/2023	Deposit		Donation	\$100.00		
9/30/2023	Deposit			\$400.00		
	Paul's Pasta			\$(729.08)	PCARD	PCARD
10/25/2023	Custom Ink			\$(905.40)	PCARD	PCARD
11/13/2023	Deposit		iphone purchase	\$1,050.00		
11/13/2023	Deposit		iphone purchase	\$450.00		
2/27/2024	Deposit		donation	\$200.00		
Balance					\$29,406.92	

Police Uniforms/Awards Fiscal Year Summary	
Beginning Balance 7/1/17	\$9,122.49
Total Deposits to date	\$ 40,190.40
Total Withdrawls to date	\$ (19,905.97)
Current Balance	\$29,406.92
Police Uniforms/Awards Month to Month Summary	
Total Deposits since last meeting	\$200.00
Total Withdrawls since last meeting	\$ -
Current Balance	\$29,406.92

**Emergency Dispatch
Account Detail
420125-2832**

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
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
4/25/2022	AT&T	4/16/2022	831-001-0165	(\$350.83)	\$350.83	773681
5/24/2022	AT&T	5/16/2022	831-001-0165	(\$351.00)	\$351.00	774083
6/30/2022	Deposit		State Deposit	\$7,209.68		
7/28/2022	AT&T	7/16/2022	831-001-0165	(\$351.00)	\$351.00	780278
8/22/2022	AT&T	8/16/2022	831-001-0165	(\$351.00)	\$351.00	780688
9/13/2022	Deposit		State Deposit	\$7,209.68		
9/28/2022	AT&T	9/15/2022	831-001-0165	(\$352.23)	\$352.23	781058
10/31/2022	AT&T	10/16/2022	831-001-0165	(\$351.00)	\$351.00	781496
11/14/2022	National Academies of Emergency Dispatch	11/10/2022	SIN323038	(\$120.00)	\$120.00	781795
12/4/2022	AT&T	11/16/2022	831-001-0165-251	(\$351.00)	\$351.00	781899
12/23/2022	Deposit		State Deposit	\$7,209.68		
12/22/2022	Medical Priority Consultants Inc	12/21/2022	IN326960	(\$365.00)	\$365.00	782345
12/28/2022	AT&T	12/16/2022	831-001-0165-251	(\$351.00)	\$351.00	782285
1/20/2023	Medical Priority Consultants Inc		SIN328585	(\$6,549.00)	\$6,549.00	782598
1/20/2023	Medical Priority Consultants Inc		SIN328273	(\$365.00)	\$365.00	782597
			SIN328561	(\$365.00)	\$365.00	
2/6/2023	Medical Priority Consultants Inc	1/31/2023	SIN330754	(\$365.00)	\$365.00	782759
1/25/2023	AT&T		831-001-0165 251	(\$351.00)	\$351.00	782707
2/27/2023	AT&T	2/16/2023	831-001-0165-251	(\$351.00)	\$351.00	782911
3/22/2023	Deposit	3/22/2023	State Deposit	\$7,209.68		
3/31/2023	AT&T	3/16/2023	831-001-0165 251	(\$351.00)	\$351.00	
4/5/2023	National Academies of Emergency Dispatch	3/31/2023	SIN335732	(\$110.00)		
4/5/2023	National Academies of Emergency Dispatch	3/31/2023	SIN335722	(\$120.00)		
3/31/2023	AT&T	3/16/2023	831-001-0165 251	(\$351.00)	\$351.00	783382
4/27/2023	AT&T	4/16/2023	831-001-0165 251	(\$351.00)	\$351.00	783723
5/8/2023	Headsets Direct, Inc.	5/1/2023	050-123-058	(\$1,675.65)	\$1,675.65	PCARD
5/15/2023	National Academies of Emergency Dispatch	5/12/2023	SIN339294	(\$40.00)	\$40.00	783960
5/26/2023	AT&T	5/16/2023	831-001-0165-251	(\$351.00)	\$351.00	784183
6/5/2023	Deposit		State Deposit	\$7,127.75		
6/26/2023	AT&T	6/16/2023	831-001-0165 251	(\$351.00)	\$351.00	784681
8/17/2023	National Academies of Emergency Dispatch		SIN344760	(\$120.00)	\$240.00	790737
			SIN340207	(\$120.00)		
9/8/23	Priority Dispatch			(\$55.00)	PCARD	PCARD
9/7/23	AT&T	8/16/2023		(\$351.00)	\$702.00	790913
				(\$351.00)		
9/13/23	National Academies of Emergency Dispatch	9/12/2023	SIN347568	(\$40.00)	\$40.00	790973
7/28/23	AT&T	7/16/2023	831-001-0165	(\$351.00)	\$351.00	790410
8/25/23	Deposit			\$7,127.75		
9/16/2023	National Academies of Emergency Dispatch			(\$55.00)	PCARD	PCARD
	National Academies of Emergency Dispatch			(\$55.00)	PCARD	PCARD
	National Academies of Emergency Dispatch			(\$352.32)	352.32	791320
10/24/2023	National Academies of Emergency Dispatch		SIN350672	(\$40.00)	160	791493
			SIN350725	(\$120.00)		
10/19/2023	IAED	8/25/2023	SIN345816	(\$120.00)	120	791478

10/19/2023	IAED	9/30/2023	SIN350725	(\$120.00)	120	791479
10/20/2023	Medical Priority Consultants Inc	10/16/2023	SIN351845	(\$365.00)	365	791488
10/20/2023	Medical Priority Consultants Inc	10/16/2023	SIN352210	(\$365.00)	365	791487
10/24/2023	Priority Dispatch	8/25/2023	SIN345722	(\$2,500.00)	2500	791486
10/27/2023	AT&T	10/16/2023	831-001-0165-251	(\$355.56)	355.56	791547
12/28/2023	AT&T	12/16/2023	831-001-0165 251	(\$349.68)	349.68	792323
1/5/2024	Deposit		State Deposit	\$7,127.75		
1/30/2024	Medical Priority Consultants Inc	10/31/2023	SIN353738	(\$365.00)	365	792885
2/5/2024	Medical Priority Consultants Inc	1/31/2024	SIN361996	(\$6,549.00)	6549	792886
1/30/2024	AT&T	1/16/2024	831-001-0165 251	(\$700.68)	351	792846
2/9/2024	AT&T	2/16/2024	831-001-0165 251	(\$351.00)	\$351.00	792966
Balance					\$34,656.26	

Emergency Dispatch Fiscal Year Summary	
Beginning Balance 7/1/17	\$16,140.73
Total Deposits to date	\$186,337.61
Total Withdrawls to date	(\$167,822.08)
Current Balance	\$34,656.26
Emergency Dispatch Month to Month Summary	
Total Deposits since last meeting	\$0.00
Total Withdrawls since last meeting	(\$7,965.68)
Current Balance	\$34,656.26

**Police Admin
Account Detail
420128-2835**

Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
8/8/2022	Selex ES Inc	7/29/2022	45891	(\$13,375.00)	\$26,750.00	780374
7/28/2022	Stanard & Associates, Inc.	7/19/2022	SA000051182	(\$208.91)	\$208.91	780378
8/8/2022	Deposit		policeapp.com	\$342.00		
7/20/2022	Deposit		pistol permits	\$326.00		
7/20/2022	Deposit		cell phones	\$200.00		
8/16/2022	George Lynn		Schulz/O'Connell	(\$3,232.00)	\$3,232.00	780736
9/1/2022	Deposit		precious metal permit	\$74.75		
9/1/2022	Deposit		pistol permits	\$326.00		
9/7/2022	H6 Inc		Refund from precious metal permit	(\$54.75)	\$54.75	781008
9/15/2022	Deposit		pistol permits	\$489.00		
9/27/2022	George Lynn		Novak/Egan	(\$2,832.00)	\$2,832.00	781107
10/19/2022	Beard Lumber		scarecrow	(\$106.82)	\$106.82	781365
10/17/2022	Capital One		scarecrow	(\$61.91)	\$108.35	781368
10/17/2022	Joann Fabric		scarecrow	(\$94.05)	PCARD	PCARD
			scarecrow	(\$114.80)	PCARD	PCARD
			scarecrow	(\$58.09)	PCARD	PCARD
10/19/2022	Computer Signs		scarecrow	(\$180.00)	\$230.00	PCARD
10/17/2022	Deposit		pistol permits	\$652.00		
10/3/2022	Deposit		pistol permits	\$326.00		
10/31/2022	MH Compcare Occupational Medicine		195001	(\$113.17)	\$568.00	781552
11/17/2022	Walmart		scarecrow	(\$4.19)	PCARD	PCARD
11/16/2022	Innovative Detectives LLC		Inzitari	(\$350.00)	\$350.00	781769
11/9/2022	Deposit		pistol permits	\$163.00		
12/2/2022	Middlesex Hospital		Inzitari	(\$153.00)	\$153.00	781998
12/2/2022	Deposit		pistol permits	\$163.00		
12/12/2022	MH Occupational Medicine	12/1/2022	195690	(\$450.00)	\$450.00	782346
12/28/2022	Innovative Detectives LLC	12/27/2022	Lawrence	(\$350.00)	\$350.00	782337
12/12/2022	Innovative Detectives LLC		Silano	(\$350.00)	\$350.00	782336
1/13/2023	Middlesex Hospital		Silano/Lawrence	(\$262.00)	\$437.00	782603
1/13/2023	Middlesex Hospital		Silano/Lawrence	(\$175.00)		
1/20/2023	MH Occupational Medicine		Lawrence	(\$235.00)	\$235.00	782602
1/20/2023	MH Occupational Medicine		Silano/Lawrence	(\$635.00)	\$635.00	782601
1/20/2023	MH Occupational Medicine		Inzitari	(\$450.00)	\$450.00	782600
1/23/2023	George Lynn		Inzitari/Silano/Jean-Baptiste/Lawrence	(\$7,230.00)	\$7,230.00	782582
1/20/2023	Deposit			\$489.00		
2/3/2023	Deposit		pistol permits	\$163.00		
2/16/2023	Deposit		pistol permits	\$326.00		
3/9/2023	Deposit		pistol permits	\$489.00		
3/16/2023	Deposit			\$70.00		
5/12/2023	Deposit		police app	\$35.00		
5/15/2023	Innovative Detectives LLC		Maturo	(\$350.00)	\$350.00	783944
5/30/2023	Innovative Detectives LLC		Moriarty & Cisco	(\$700.00)	\$700.00	784206
	TOWN HALL TRANSFER			(\$2,450.00)		
7/6/2023	Stanard & Associates, Inc.	6/29/2023		(\$357.90)	\$357.90	784735
7/3/2023	Deposit			\$326.00		
6/14/2023	Deposit		pistol permits	\$326.00		
6/15/2023	Deposit		pistol permits	\$163.00		
8/7/2023	Deposit		pistol permits	\$1,467.00		
9/1/2023	Deposit		pistol permits	\$163.00		
9/1/2023	Deposit		pistol permits	\$163.00		
9/13/2023	Deposit		pistol permits	\$163.00		
9/27/2023	Deposit		pistol permits	\$163.00		
10/4/2023	Deposit		Pistol permits	\$489.00		
10/20/2023	Deposit		pistol permits	\$163.00		
11/13/2023	Deposit		pistol permits	\$326.00		
1/2/2024	Deposit		pistol permits	\$815.00		
1/19/2024	Deposit		pistol permits	\$163.00		
2/27/2024	Deposit		pistol permits	(\$489.00)		
2/27/2024	Deposit		precious metal permit	(\$84.75)		
Balance					\$33,683.92	

Police Admin Fiscal Year Summary	
Beginning Balance 7/1/17	\$18,946.63
Total Deposits to date	\$158,207.18
Total Withdrawals to date	(\$143,469.89)
Current Balance	\$33,683.92
Police Admin Month to Month Summary	
Total Deposits since last meeting	\$0.00
Total Withdrawals since last meeting	(\$573.75)
Current Balance	\$33,683.92

Police Illness/Injury						
Account Detail						
420129-2836						
Date	Transaction	Invoice Date	Invoice #	Amount	Amount of Check	Check #
5/29/2020				(\$540.72)		
5/6/2020-5/19/2020				\$2,483.94		
5/20/2020-6/2/2020				\$2,483.94		
6/3/2020-6/16/2020				\$2,483.94		
6/5/2020				(\$519.04)		
6/12/2020				(\$270.36)		
4/28/2023				(\$1,552.29)		
5/5/2023				(\$1,552.29)		
Deposit		Dwyer		\$3,005.77		
2/22/2024		Leach		\$873.96		
Balance					\$44,958.07	


Police Illness/Injury Fiscal Year Summary	
Beginning Balance 7/1/17	\$4,670.26
Total Deposits to date	\$58,163.51
Total Withdrawals to date	(\$17,875.70)
Current Balance	\$44,958.07
Police Illness/Injury Month to Month Summary	
Total Deposits since last meeting	\$873.96
Total Withdrawals since last meeting	\$0.00
Current Balance	\$44,958.07

Old Saybrook Department of Police Services



General Order 8.03



Order Title: PROMOTIONS	Issued By: Michael A. Spera, Chief of Police
Section Title PERSONNEL	Signed: 
POSTC: 1.11.2; 1.11.3; 2.6.7; 2.6.11; 3.6.12	Effective Date:
CALEA: 34.1.1; 34.1.2; 34.1.3; 34.1.4; 34.1.5; 34.1.6	Rescinds:

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE:

The purpose of this General Order is to establish written guidelines for the promotional process for sworn officers of the Old Saybrook Department of Police Services.

II. POLICY:

It is Old Saybrook Department of Police Services ("Department") policy that the promotional process for sworn personnel shall meet all professional, legal, and administrative requirements.

The promotional process is of vital interest and concern, as promotion brings about recognition, personal satisfaction, and added responsibilities. A standardized system is essential to both the Department and the individual. It is Department policy to promote persons without regard to race, creed, sex, age, or national origin.

III. PROCEDURES:

A. Promotional Process Responsibilities

Pursuant to the Town of Old Saybrook Town Charter, Town Ordinances, Personnel Policies and Procedures enacted by the Town legislature, and any provisions of the *Collective Bargaining Agreement* between the Town and the Union, the Old Saybrook Department of Police Services, through the Board of Police Commissioners, has the authority and responsibility to administer the promotional process for sworn officers of the Police Department. This process may result in the establishment of a promotional eligibility list for specific ranks.

1. The Chief of Police, has the authority and responsibility for administering the promotional process for sworn personnel.

2. The Chief of Police or designee will provide input in the development of the promotional testing and measurement instruments that will be used to determine the knowledge, skills, and abilities of the promotional candidates.
3. The Chief of Police or designee will review and validate all eligibility prerequisites of candidates participating in all promotional processes.
4. The Board of Police Commissioners has the authority and responsibility for conducting an interview with the candidate and selecting the candidate for promotion.

B. Promotional Process Announcement

The Chief of Police or designee has the authority to establish and announce potential promotional test dates. A written promotional announcement shall be posted via e-mail. The written announcement, and follow-up announcements, shall contain the following, at a minimum:

1. A description of the position and/or job classification for which the vacancy exists, which may include the adopted job description for that position.
2. A description of eligibility requirements.
3. A schedule of dates, times, and locations of all elements of the process including the opening and closing dates for eligible candidates to register for the promotional, or that a schedule will follow as soon as the number of candidates are determined.
4. A description of the resource, source material, or reading list from which the examination questions are prepared, if applicable.
5. A description of the process to be used in selecting personnel for the vacancy.

C. Procedures for Promotional Process

1. The Chief of Police, approves the elements of the promotional process for each rank and/or position. The Town determines the selection process for the position of Chief of Police.
2. All procedures used in the promotional process must be designed to be job-related, useful, and non-discriminatory. The process should ensure that candidates are evaluated on traits or characteristics that are a significant part of the job being sought.
3. Eligible candidates must provide written notification of their intent to take the promotional examination.

4. The promotional process may include the following components, depending on the rank:
 - a. Written Examination
 - b. Oral Board Examination
 - c. Police Commission Interview

5. Written Tests

The Chief of Police provides guidelines governing the administering of written tests in the promotional process.

- a. The written examination shall be obtained from a recognized test development organization and shall be validated by appropriate documentation.
- b. All examinations shall comply with current Federal, State, and local laws.

6. Oral Board Examination

This review will consist of a panel of trained professionals within the field of law enforcement or with the Chief of Police and/or designee. The process is designed to evaluate job skills, knowledge, and abilities related to the duties of the position sought.

7. Police Commission Interview

Candidates will go before the Board of Police Commissioners. The Board of Police Commissioners will determine the candidates which will be promoted.

8. Promotional Eligibility of Lateral Entries

The *Collective Bargaining Agreement* does not allow for the lateral entry of personnel for the rank of Captain or below. Lateral entries, regardless of their former rank and status, are hired as Probationary Police Officers, and must fulfill all promotional prerequisites as provided for in the *Collective Bargaining Agreement*, in order to become eligible to participate in the promotional process. The Town determines eligibility for the position of Chief of Police.

- D. Promotional Eligibility Lists

The Chief of Police and the Board of Police Commissioners establish the criteria and procedures for the development and use of eligibility lists for sworn positions, which include the following, at a minimum:

1. The numerical weight, if any, assigned to each eligibility requirement
2. The system of ranking eligible candidates on the lists
3. Time-in-grade and/or time-in-rank eligibility requirements if any
4. The duration of the lists
5. The method for selecting names from the lists

E. Promotional Probationary Period

1. Newly promoted employees shall serve a one (1) year probationary period.
2. The Chief of Police shall serve a Probationary Period of one (1) year following his/her date of appointment, or as provided by the provisions of the Town Charter or by agreement with the First Selectman.