

MINUTES  
POLICE COMMAND STAFF Committee  
April 30, 2014

PRESENT: Chairman June Hansen, Chief Lawrie, Dominic Morelli, Ed Tessman, John Giannotti, Leah Saunders

The meeting was called to order at 6:00 p.m.

A motion was made by E. Tessman, seconded by D. Morelli to approve the minutes of April 21, 2014 as submitted. The motion carried unanimously.

Chief Lawrie distributed the compiled list of duties and responsibilities for both of the Majors' positions. Also distributed was a pie chart estimating the percentage of time the Administrative Commander spent on each function. These functions include but are not limited to:

- Detectives Bureau
- Records – Budget
- MACO
- IT
- Custodian/ Building
- ECC (Emergency Communication Center)
- Payroll/ Personnel

J. Giannotti questioned who, within the department, is performing the Administrative Commander's duties currently. Major Carbone is handling the Emergency Communication Center and payroll, while Chief Lawrie is overseeing the bills, Records, Detective Bureau, building maintenance and IT. The Chief is concerned that various aspects of these duties are being missed.

Some structure adjustments suggested were:

- Negotiate with the union to replace the Major position with a Lieutenant
- Increase the number of sergeants
- Once the contract expires negotiate to eliminate the corporal position

The committee had questioned Chief Lawrie as to the amount of time a Sergeant is on patrol and he answered with an average of 70% of their work day. The Sergeants have collateral duties which need to be attended to, such as his day shift Sergeant is responsible for training and hiring.

J. Giannotti wants to get another officer in patrol to help with the overtime, get someone back on shift and fill the gaps in the shifts.

Chief Lawrie suggested having experts review (study) the department to determine the management needs of the Clinton Police Department and the best way to fulfill those needs.

Although not in the prevue of this committee, it was suggested to have a two person patrol car which would respond to all calls to which currently two patrol cars respond. The town would have to be divided into different sectors to accommodate this two person patrol car. It is thought that it would reduce the number of cars needed, fuel, mileage and wear and tear on the vehicles. Currently the department has nine patrol vehicles with one additional vehicle for the K9. The cars run for two shifts and rests for a shift.

E. Tessman spoke regarding the following points:

- The committee cannot make a recommendation to alter the command structure without looking at all the layers that are affected by doing so
- Chief Lawrie is paid for his function at the department and his expertise with the command structure
- If there is a change to the structure it should be based on facts and statistics

- Patrol officers are needed; however not sure that taking an Administrator position is the answer
- The committee should solicit a company with strength in law enforcement to perform a management study of the command structure. The Police Command Staff committee would manage this study and have it based on the department's statistics, calls for service, size of town and number of incidents. The committee will request three options be provided with the cost ramifications included.
- Concerned that what is done by this committee could have long term implications to the department and town now and years down the road.

The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Wendy McDermott  
Administrative Assistant