MINUTES OF THE POLICE COMMISSION MEETING

**of**

**Thursday, November 14, 2019**

**7:00pm at Town Hall Annex**

**66 Prospect Street**

**Commissioners Present:** George Kain, Chairman

Marianne Coffin, Secretary

Joseph Savino

Nicholas Perna

**Absent:** Thomas Reynolds

**Also Present:** Chief Jeff Kreitz

Major Stephen Brown

These minutes are an overview of the meeting; not a verbatim text.

## The meeting was called to order at 6:58pm by Chairman Kain.

## AGENDA ITEM #1 AGENDA REVIEW

Chairman Kain asked the Commissioners if anyone had any adjustments to the agenda. Commissioner Perna motioned to move Agenda Item 6E First Selectman Rudy Marconi – Main Street Project / Traffic History and Future Initiatives report to the Police Commission to the beginning of the Agenda; Commissioner Savino seconded the motion.

**All in Favor**

**Agenda Item 6E moved to the beginning of the agenda.**

Commissioner Perna motioned to move Agenda 6A Division of Professional Standards Annual Report 2019 to the beginning of the Agenda; Commissioner Savino seconded the motion.

**All in Favor**

**Agenda Item 6A moved to the beginning of the agenda.**

Chairman Kain that there would be an Executive Session for personnel matters following the Public Session.

Ron Giustino, from 99 Blue Ridge Road, addressed the Police Commission that he would like something done with Blue Ridge Road. He has been a resident there for 32 years. He stated that over the last 13 years there have been 12 accidents on Blue Ridge Road which were snow and ice related. He stated there is a steep hill sign at the top of the hill. He feels additional signage and a guard rail will help. Chairman Kain asked if the Town Highway has a priority list of roads that need treatment first with inclement weather. First Selectman Marconi stated there is. Sign Officer Mark Caswell has already surveyed the area. He stated that the Town Highway does have a priority list of roads for inclement weather and he agrees that Blue Ridge Road be put on the list. He also suggested that a guard rail be put up. He has contacted Pete Hill about the guard rail and the road treatment priority. Ron Giustino thanked everyone for their time and effort.

**AGENDA ITEM 6E NEW BUSINESS**

 E. **First Selectman Rudy Marconi – Main Street Project / Traffic**

 **History and Future Initiatives**

First Selectman Rudy Marconi presented a map of Main Street to the Police Commission detailing State of CT DOT projects and solutions to the traffic problems on Main Street and the area roads. The improvements are lane additions, crosswalk alterations and the Prospect Street/CVS Pharmacy intersection. The aim of the project is to alleviate traffic issues.

**AGENDA ITEM 6A NEW BUSINESS**

1. **Division of Professional Standards Report**

Captain Shawn Platt thanked everyone for allowing him to present his annual report for 2019.

**Division of Professional Standards Annual Report 2019**

**Areas of Responsibility**:

 - Training

- Media Relations

- Social Media

- Public Relations/Crime Prevention/Community Policing

- DARE Program

- Accreditation Program

- FTO Program

- Accident Investigation Team

**Training:**

- State mandate that over a three year period Officers must accumulate a minimum of 60 hours of training to stay certified.

- All Officers accumulate well over 60 hours through in-house and in-service training

**Types:**

- Sending officers to classes/schools/seminars/conferences- Department has participated in over 40 of these during the past 52 weeks (Highlights- Detective School, Interview and Interrogation, Crisis Intervention Training, Homicide Investigation, High Visibility Traffic Enforcement.

 - In-house Training- Firearms, Taser, NARCAN, Emergency Medical Response,

 Legal Update, Intox Test, Human Trafficking, Collect On-line

 - Roll Call

-Squad Level

-PowerDMS

**Police Instructors:**

-POSTC certified instructors in EMR, Personal Protective Equipment, Blood Borne Pathogens, Firearms, Patrol Rifle, Building Search, Decision Shooting, Low Light Firearms, Arrest and Control, OC, Handcuffing, Use of Force, Less than Lethal Force, Taser, Impaired Driving, Intox., and Human Trafficking

**Civilian Instructors:**

**-**POSTC certified instructors in EMR and Human Behavior/Interpersonal communication, Photography

(3 civilian instructors)

**Media Relations:**

- Daily review of press logs

- Speak daily with local media outlets

- Research for reporters on any stories they are preparing

- Social Media

- Complete releases for any major incidents

**Social Media:**

Maintain a social media presence via:

Facebook

Instagram

Twitter

Maintain relationships with Social Media news vendors;

Hamlet Hub

Patch

Daily Voice

and Mainstream media as well.

**Public Relations/Crime Prevention/Community Policing**:

- Tours of HQ

- Security Assessments

- Presentation (ID theft/Scams)

- School safety talks (students/staff)

- Neighborhood walk and talks

- Interviews with students

- All Roads October

- College Career Fairs

**Programs:**

- Car Seat Installation/Check

- Halloween party

- Yellow Dot

- DARE

- Junior Police Academy

- Prescription Drug Take Back Program (National Drug Take Back Days)

- GRADD

- Memorial/Gravesite Ceremony

- Tables set up at fairs (BI, RVNA Health Fair, Chamber Health Fair, PBA tables)

- Safety Day

- HS Student Internship

- Kids and Cops

- Citizens Police Academy

- Cops and Cones

- Rides to School

- Coffee with a Cop

- Cars and Coffee @ BMW of Ridgefield

**SRO:**

*Now under Uniform Division Commander function*

**Coordinator of DARE program, GRADD, and NASRO Conference**

**Accreditation:**

**-** Sgt. Knoche is the Accreditation Officer

- Requires a set comprehensive, uniform written directives which are internationally recognized

- Clearly defines an agencies standards

- Facilitates an agencies pursuit of professional excellence

- Review was completed in February 2016 which we passed with flying colors.

A Mock Audit will take place in December 2019

Next review will be around February 2020

**FTO Program:**

- State requires 400 hours minimum

- State/Department checklist

- Sample reports and tests must be completed (tests updated two years ago (Knoche)

- PO Olivares and PO McKnight successfully completed the program since the last report.

**Accident Investigation Team:**

 Accident Re-constructionists: Capt. Platt, Lt. Durling, and Off. Caswell

Team Photographer: Officer VanWattum

The Professional Standards Division Commander shall oversee the Accident Investigation Team and authorize or coordinate the use of the crime scene van, evidence technicians and any other resource (Detectives/Officers) required to complete the investigation.

- Photograph and diagram the entire scene

- Evidence collection, and determination of co-efficient of friction; (drag sled)

- Reconstruct the scene to include scale diagramming depicting all pre-impact and post-impact movements of vehicles involved, utilizing the total station equipment.

- Account of movements/activity of the operator for the 24 hours preceding the accident through various means of evidence gathering.

- Complete an MMUCC form and PR-2, Connecticut Uniform Fatal Accident Supplement, and any Supplemental Report required by the Professional Standards Division Commander

**AGENDA ITEM #2 APPROVAL OF MINUTES**

Chairman Kain requested a motion to accept the minutes of October 17, 2019. Commissioner Savino motioned to accept the minutes; Commissioner Perna seconded the motion.

**All in Favor**

**Minutes of the October 17, 2019 Special Police Commission Meeting accepted as written.**

**AGENDA ITEM #3A COMMISSION VOICEMAIL CORRESPONDENCE**

Commissioner Coffin stated she is following up on a resident’s request for a mirror to be placed on Bennetts Farm Road. Sign Officer Mark Caswell stated he checked into it and is waiting for a call back from the resident.

**AGENDA ITEM #3B COMMISSION WRITTEN CORRESPONDENCE**

There is no written correspondence requests for the month of October.

**AGENDA ITEM #4 CHIEF’S REPORT**

1. **Statistics**

Chief Kreitz summarized the department statistics for October. Major Brown stated that he is having Captain Comstock look at the Detective Division cases to see the amount of time that goes into their cases. Forty-two new cases have been opened up since September 1, 2019.

1. **Training/PR Report**

The following report was submitted by Captain Shawn Platt, Division of Professional Standards:

RIDGEFIELD POLICE DEPARTMENT

TRAINING & COMMUNITY POLICING/PUBLIC RELATIONS REPORT *October 2019*

Sept. 30 – Oct. 11 PO VanWattum attended Basic Firearms Instructor

 training at the CT Post Academy.

October 2-4 Capt. Platt, Det. Papstein and PO Caswell attended

 Total Station training held at Headquarters.

October 3 Det. Dardis, Det. DuBord and Det. Ryan attended

 “Responding Sex Crimes” at the CT Post Academy.

October 9 Lt. Raines and Sgt. Murray attended Use of Force

 training held at New London Police Headquarters.

October 21-25 Lt. Durling attended Mid-Management training held

 at Roger Williams University.

October 22-23 Det. DuBord attended Dark Web Investigation

 training held in New York, NY.

October 23 Lt. Raines, Lt. Fowler and Sgt. Knoche attended

 Breath Alcohol Instructor Recert training at Wooster

 Mountain Range.

October 29 Det. Ryan and Det. Shimko attended Elder Abuse

 training held at Wethersfield Police Headquarters.

A total of 18 Public Relations incidents were recorded during the month to

include:

 - Drug Take-Back was held on 10/26 @ Rite Aid Pharmacy

 - Multiple car seat installations

 - Multiple stop and talks at houses of worship

 - Multiple Social Media posts of police activities

 - PD Tours and Safety Talk Presentations

 - Various talks with downtown shop owners and community

 members

1. **Sign Report**

Reported to the Police Commission by Traffic Sign Officer Caswell:

Regarding: Sign Requests

* On October 21, 2019 Captain Terzian received a request from Kerry King and Carey Ogden that the length of Mulberry Street be looked at for speed issues as well as survey the Mulberry Street / Kellogg Street intersection for line of sight issues. The speed trailer was placed on Mulberry Street between October 21 and October 25. The highest speed recorded was 30 mph. A number of radar details were also done and the highest speed was recorded was 34 mph. While cut through traffic has increased, the speeds remain within the norm. They also expressed concern about the Old Saw Mill Hill Road intersection at North Salem Road (Rt. 116). I advised them that Town Highway was addressing the sightline issues. They requested that I explore the possibilities of making right turn only restrictions when turning out of both Old Saw Mill Hill Road and Maple Shade Road.

I surveyed the area and found that implementing the right turn only restrictions would push the traffic to other side streets as Pin Pack Road to Barrack Hill Road and North Street to North Salem Road. The intersection of North Street and North Salem Road has great sightlines issues when looking north than the Maple Shade Road / North Salem Road intersection. I do not recommend the right turn only restrictions at this time however, the final determination would have to be done by the State DOT and if the commission wishes, I will put in a request to survey the intersection.

* Major Brown requested that I look into installing No Thru Truck signs on Mulberry Street and Saw Mill Hill Road. I surveyed the area and found that the trucks using the roads, are delivery trucks such as UPS and FedEx. By statute, limiting these trucks access to the roads cannot be done. Unlike Cains Hill Road, which does see large tractor trailers attempting to negotiate the turns this is not the case on Saw Mill Hill Road. I recommend that No Thru Truck signs not be installed at this time.
* Metro North Traffic and Signs division was contacted regarding the rail crossing at Portland Avenue. I explained that due to the Depot Road bridge being closed more traffic is using Portland Avenue crossing. Motorists are getting confused and attempting to turn onto the tracks. The Metro North representative stated that they will install more signs and markings to help eliminate this confusion.

The State DOT denied the request for a lower speed limit on Old Stagecoach Road. The new chevron signs and speed limit signs were looked at and found, according to Table 2C-6, all of the spacing and placement requirements have been met by the state.

1. **Chief’s Goals Update**

This was deferred to New Business – Officer Evaluation Form Draft.

**AGENDA ITEM #5 UNION PARTICIPATION**

Police Union President PO Chris Daly thanked the Union, Chief Kreitz and the PBA for their participation in the “Believe in Brooke” fundraiser this month to raise money, which will be donated to benefit Brooke Blake, in her fight against cancer. The officers are participating in No Shave November.

**AGENDA ITEM #6 NEW BUSINESS**

1. **Division of Professional Standards Report**

Captain Shawn Platt presented his annual report for October at the beginning of the meeting.

1. **Officer Survey**

Commissioners discussed several items from the survey and asked questions about some items.

1. **Capital Budget Draft**

Commissioner Savino motioned to put $10,000 into the Fiscal Year 2023-2024 to study secondary roads. Commissioner Perna seconded the motion.

 **All in Favor**

1. **Officer Evaluation Form Draft**

Commissioners are reviewing the draft and will discuss it at the December meeting.

1. **First Selectman Rudy Marconi – Main Street Project / Traffic History and Future Initiatives**

Moved to beginning of meeting.

1. **114 Main Street, Bed & Breakfast P and Z Application**

Commissioners were given the opportunity to review the traffic study for this application.

1. **PC Election of Officers**

Commissioner Perna made a motion to elect Commissioner Marcie Coffin as Chairman of the Police Commission for 2020. Commissioner Savino seconded the motion.

 **All in Favor**

Commissioner Coffin made a motion to elect Nick Perna as the Secretary of the Police Commission for 2020. Commissioner Savino seconded the motion.

 **All in Favor**

**AGENDA ITEM #7 OLD BUSINESS**

1. **Depot Road and Portland Avenue**

Chairman Kain, Commissioner Perna and Chief Kreitz met with the State about the work being done on Portland Avenue and Depot Road.

1. **Dispatch Hiring Update**

Chief Kreitz stated that both dispatchers will be starting December 9. One will be full time on evening shift and one will be part time on day and evening shift.

1. **Juvenile Review Board**

The Juvenile Review Board will be starting in January.

1. **Assessment and Feasibility Study**

Commissioner Kain, Chief Kreitz and Major Brown met with Kastle Boos representatives, First Selectman Marconi, Chief Myers, and Assistant Chief Grasso. The study has begun.

1. **Neds Mountain Road**

Chief Kreitz stated he is waiting for the final approval from the State to remove the signs.

1. **Old Stagecoach Road**

OSTA declined our petition to lower the speed limit on this road and recommended the chevrons remain.

Chairman Kain requested a motion to move the next Police Commission Meeting from December 12, 2019 to December 5, 2019. Commissioner Perna made the motion and Commissioner Coffin seconded the motion.

 **All in Favor**

**Chairman Kain made a motion to go into Executive Session at 9:15pm to discuss Employee Performance. Commissioner Perna seconded the motion. Motion carried unanimously.**

**The Police Commission returned to Public Session at 10:05pm. No votes were taken.**

**Commissioner Savino made a motion to adjourn the Police Commission Meeting at 10:06pm. Seconded by Commissioner Perna.**

**All in Favor**

Respectfully Submitted,

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 Nick Perna

 Police Commission Secretary