

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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JOINT MEETING OF THE SIMSBURY BOARD OF SELECTMEN AND POLICE COMMISSION

**Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury
Special Meeting – January 9, 2023 5:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENTATION

a) Police Commission FY 23/24 Budget Priorities

ADJOURNMENT



Town of Simsbury

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BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

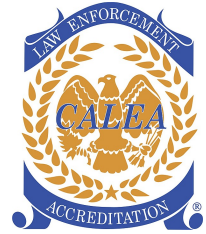
1. **Title of Submission:** Police Commission Budget Priorities
2. **Date of Board Meeting:** January 9, 2022
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
4. **Action Requested of the Board of Selectmen:**
This presentation by the Police Commission is informational and no Board of Selectmen action is needed this evening.
5. **Summary of Submission:**
The Police Commission is presenting to the Board of Selectmen their priorities for the FY 23/24 Budget. Presenting for the Police Commission today is Jenna Caulfield, Chair of the Police Commission.
6. **Financial Impact:**
The Police Commission budget priorities will be reviewed and considered during the development of the FY 23/24 operating and capital budgets.
7. **Description of Documents Included with Submission:**
 - a) Police Commission FY 2024 Budget Priorities
 - b) Presentation Slides



Simsbury Police Commission

933 Hopmeadow Street

Simsbury, CT 06070



COMMISSIONER JENNIFER M. CAULFIELD (CHAIR)
COMMISSIONER TERRENCE FOGARTY
COMMISSIONER TENESHA GRANT
COMMISSIONER MICHAEL T. LONG
COMMISSIONER TRAVIS SCHWEIZER

It is the mission of the Simsbury Police Department (SPD) to provide quality community policing service in a professional and sensitive manner. It is the mission of the Simsbury Police Commission to review the policies and practices of the SPD to ensure that the citizens and taxpayers of Simsbury receive the services they need at a fair and reasonable cost. To continue to provide quality service to our community, the SPD has identified the priorities below for the fiscal year 2024 budget. The Police Commission has reviewed and discussed these priorities with the SPD and concur that the priorities identified are necessary and reasonable to provide the citizens of Simsbury with the services they deserve.

OPERATING BUDGET PRIORITIES

STAFFING: The SPD is authorized to staff 41 sworn officers, 7 dispatchers, 3.5 support personnel, 1 animal control officer, and 1 accreditation specialist. It is actively recruiting to fill its current two vacancies for 1 sworn officer and 1 dispatcher. The current climate makes filling these positions with exemplary individuals challenging and time consuming.

While authorized staff increased in FY23, officers are still required to work additional shifts to ensure appropriate coverage. SPD continues to fall below the average officer-to-resident ratio for the state, region, and similar towns. Critically, there is a potential for an additional 12 sworn officer vacancies, as 6 officers are eligible for retirement based on service time and 6 others will reach a normal retirement age, though not service time, through FY24.

The SPD is undergoing a staffing/workload assessment study performed by CERTUS. The results are not expected before the FY24 budget submission deadline. Nonetheless, the SPD must act now to fill its current needs. Upon completion of the CERTUS study, the SPD must act to minimize the potentially devastating effects that 12 sworn officer vacancies would have on the efficient operation and the morale of the department.

The SPD staffing priorities are:

- **School Resource Officer (1):** Currently there are 2 SROs, one assigned to the high school and one assigned to the middle and elementary schools. Residents request that both the high school and middle school always have an SRO present.
 - A third SRO assigned to the elementary schools allows for the middle school to have its own assigned officer. This SRO would also provide backup coverage for the middle and high school.



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OPERATING BUDGET PRIORITIES cont.

- **Traffic Officer, Evening Shift (1):** In May 2022, due to the volume of traffic-related complaints, the SPD prioritized the assignment of a traffic officer during the day shift. Current staffing levels do not allow for a traffic officer during the evening shift.
- **Sergeant, Evening Shift (1):** An evening shift sergeant will fill several roles:
 - Dispatch supervision
 - Administrative reviews
 - Fill in for evening Patrol Supervisor overtime
 - Inspections and prisoner management
 - Shift assignments/staffing
 - Patrol function support
- **Police Clerk & Increase of Part-Time Police Clerk (1.5):** The part-time civilian police clerk position has not been filled since 2015. Reinstating this position but at full-time, and allowing for an increase in one hour per day for the current records clerk, will create workload and office space efficiencies, lessen the workload of current sworn officers covering these duties, and modernize procedures.
 - Scanning Project and Management: Various documentation, like pistol permits, can be digitized and the data management process can be digitalized. This would free up physical space and create efficiencies in access to these records.
 - Current tasks such as fingerprinting, data entry, and administrative support for the training sergeant would be provided by a police clerk thereby freeing up sworn officers.

OVERTIME: The SPD overtime budget should be increased to \$300,000. The overtime expenditure for FY22 was \$311,104 (\$86,104 over budget).

- Overtime is used to fill the SRO position when the officer is out on leave, training, etc.
- It is used to support programs such as the Police Cadet Program and the Citizens Police Academy.
- SPD overtime usage is NOT solely a function of staffing.
- Overtime is used in holdover situations where an officer is involved in a case and must work past their assigned hours to complete necessary duties.
- Overtime is used to backfill critical positions due to vacation, medical leave, etc.
- Overtime is used to suppress and investigate spikes in criminal activity, support community events, and manage large-scale, complex, or lengthy investigations.



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OPERATING BUDGET PRIORITIES cont.

VEHICLES:

- Three Police Cruisers
- Two Administrative Cars

CAPITAL NON-RECURRING

VEHICLE:

- Animal Control Officer vehicle

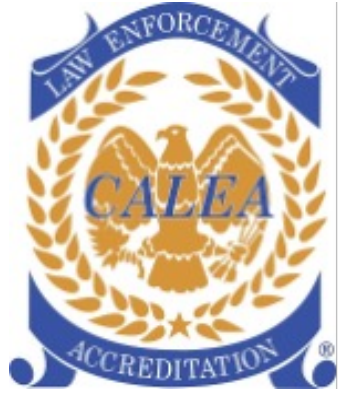
SOFTWARE: Replace the current paper system with contemporary software to help manage scheduling, overtime, and leave which will allow for greater efficiency, effectiveness, and equity.

LESS-LETHAL LAUNCHER: Replace the current less-lethal shotguns, which are no longer made and cannot be replaced, with modern weapons that only use less-lethal munitions.

TASER REPLACEMENT: Replace the current model which is past its life expectancy and is no longer made. This replacement is part of the 6-year CNR plan. Replacement with a newer model will provide tasers that have advancements in technology. The new taser program includes the device, and an ongoing warranty, service, and replacement program.



Simsbury Police Commission



FY 24 Budget
January 9, 2023

WHAT DRIVES OUR BUDGET?

- Exemplary Service
- Community Policing
- Fiscal Responsibility
- Proactively Addressing Public Safety

BUDGET PRIORITIES

OPERATING BUDGET

- ADDITIONAL STAFFING
 - 1 School Resource Officer
 - 1 Traffic Enforcement Officer, Evening Shift
 - 1 Sergeant, Evening Shift
 - 1 Full-time Police Clerk
 - +1 Hour/Day for Current Records Clerk
- OVERTIME
- VEHICLES

BUDGET PRIORITIES

CAPITAL NON-RECURRING BUDGET

- ACO VEHICLE
- SOFTWARE
- LESS-LETHAL LAUNCHER REPLACEMENTS
- TASER REPLACEMENTS



LET'S WORK TOGETHER TO:

Strengthen

commitment to community policing.



Allocate

appropriate resources to the Police Department.



Invest

in short-term and long-term Police Department needs.