



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

June 11, 2020

7:30 AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - a) May 20, 2020
- 2) Deputy Chief Classification
- 3) Town Manager FY 20/21 Goals
- 4) Town Manager Employment Agreement

Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Regular Meeting

Thursday, May 20, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Chief Boulter, Maria Capriola, Tom Fitzgerald, Eric Gomes

The meeting was called to order at 8:00am.

1) Approval of Minutes

The minutes of May 14, 2020 were approved by consensus.

2) Deputy Chief Classification

Ms. Capriola and Chief Boulter provided a status update on the preparation of materials related to the new classification of Deputy Police Chief. A draft job description and salary analysis has been completed; it will be reviewed by the Police Commission for feedback. The Personnel Sub-Committee will then review the materials prior to advancement to the full Board of Selectmen.

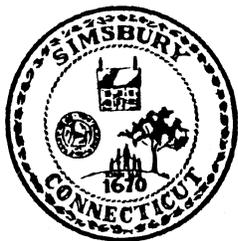
3) Re-Opening Plan for Town Staff/Buildings

Chief Boulter reviewed plans for the Police Department. Ms. Capriola reviewed tentative re-opening plans and next steps for staffing, programs, and town buildings.

Adjourn

The meeting adjourned at 8:20am.

Respectfully Submitted,
Maria Capriola
Town Manager



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Nick Boulter, Chief of Police

Date: June 11, 2020

Re: Proposed Creation of Deputy Chief of Police Classification

Background

The Simsbury Police Department currently operates with a Chief of Police and two Police Lieutenants as its administrative structure. The proposed budget for the upcoming fiscal year includes funding for a new Deputy Chief of Police position and upgrading a sergeant position to a Lieutenant position. This would increase the administrative structure of the department to five sworn positions. During budget development, the Simsbury Police Commission endorsed the creation of the Deputy Chief of Police and additional Lieutenant.

The Chief of Police and Town Manager's Office worked to conduct benchmarking for external 2nd in command positions of area police departments to find a competitive salary range for the proposed Deputy Chief of Police.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

"...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board."

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen. The attached information was forwarded to the Police Commission for review and comment at their June 8th meeting. The Commission is supportive of proceeding, but may provide comments regarding the proposed salary range.

Financial Impact

The addition of a Deputy Chief of Police (DC) adds one sworn person to the current membership of 38 sworn. For town budgeting purposes, \$183,872.00 was allocated for the DC position (includes salary and benefits). One sergeant position will be upgraded to a lieutenant position, which will impact the town budget by an additional \$4,260.00 (includes salary and benefits). The Deputy Chief of Police will be an exempt, unaffiliated position with specific benefits undetermined at this time. The proposed pay scale (annual salary) for the Deputy Chief of Police would \$122,000.00 - \$128,300.00 with a typical 40 hour work week and flexible scheduling. A survey of similar towns was conducted for number of personnel, structure and salary.

Recommendation

The Chief and I are recommending the proposed classification of Deputy Chief of Police be created, proposed job description be adopted, and that a salary range of \$122,000.00 to \$128,300.00 be established for the position.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendation, the following suggested motions are in order:

Move effective, June 11, 2020 to endorse the creation of the position classification of Deputy Chief of Police and the job description as presented. Further move to endorse a salary range for the Deputy Chief of Police position of \$122,000 - \$128,300.

Further move, to forward the Deputy Chief proposal to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description – Deputy Chief of Police
- b) Deputy Chief of Police Salary Benchmarking Analysis
- c) Memo from N. Boulter to Simsbury Police Commission RE: Deputy Chief of Police Position, dated May 13, 2020

Town of Simsbury

TITLE: Deputy Chief of Police

SALARY RANGE: \$122,000 - \$128,300

DEPARTMENT: Police Department

DATE: May 13, 2020

FLSA STATUS: Exempt, Non-Union (Unaffiliated)

HOURS OF WORK: 40 hours per week

POSITION DESCRIPTION:

This executive position is the second-in-command of the police department and reports to the Chief of Police. It is a highly responsible administrative, supervisory and managerial rank in the organization with the authority and responsibility of the Chief of Police in his/her absence. Duties include complex administrative and analytical functions, planning, development and implementation of practices, procedures and policies, managing, directing and controlling divisions, functions, operations, personnel or other activities as assigned by the Chief.

ESSENTIAL JOB FUNCTIONS:

- Assists the Chief of Police in developing and carrying out the mission and vision for the department.
- Receives oral and written direction from the Chief of Police.
- Commands the department in the absence of the Chief of Police.
- Performance of general and specialized law enforcement duties and administrative work in the coordination, planning, review and supervision of the activities of the department.
- Formulates and prescribes work methods for all divisions of the department with the approval of the Chief of Police.
- Exercises supervision over management personnel engaged in leading divisions of the department, as assigned by the Chief of Police. Supervises other staff as assigned.
- Trains, motivates, and coaches subordinate staff. Evaluates personnel.
- Assists with human resources and labor relations functions including position recruitments, collective bargaining support, and reporting requirements.
- Assures quality control, safe working conditions and compliance with laws, regulations policies and procedures throughout department.
- Work is performed in accordance with departmental and Town policies and procedures, state and federal law, supplemented with specific directions from the Chief of Police and is evaluated through observation, discussion and review of documents.
- Acts as the Incident Commander or any assigned role in the Incident Command System during major events.
- Investigate or supervise complaints or member conduct.
- Creates, presents and reviews documents and reports.

- Compiles data and conducts research, analysis and program evaluation related to projects, programs, budgets, ordinance development, policies, strategic planning and other aspects of the department or functions.
- Manages and implements projects and special initiatives as assigned.
- Assists in the preparation and management of the department operating and capital budgets.
- Develops grant proposals and oversees implementation of grant awards; ensures compliance with requirements of grant funded activities/agencies; prepares grant applications and related material; researches grant opportunities.
- Provides technical assistance and professional guidance to the Police Commission and other town agencies and committees as assigned. Maintains records and files for Town committees as assigned.
- Assists in maintaining the department's social media.
- Any other work assigned by the Chief of Police.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern principles, practices and methods of police administration, organization and operation, including crime prevention, criminal investigation, community policing, rules of evidence, constitutional applications, record keeping, training, public relations, recruitment and retention.
- Working knowledge of criminal and motor vehicle laws, practices and the criminal justice system of the State of Connecticut.
- Knowledge of municipal state and federal laws, regulations, ordinances and codes as they affect operations of a police department.
- Working knowledge of labor relations practices and procedures.
- Demonstrated skill in administration and organization.
- Ability to plan, assign, supervise and review the work of a large number of diverse subordinates and subordinate units.
- Ability to prepare budget recommendations, authorize and monitor departmental expenditures, generate and analyze financial reports and documents and prepare grant applications.
- Ability to establish good public relations by understanding expectations, establishing rapport and providing the highest quality services.
- Considerable proficiency in oral and written communications and public presentations.
- Ability to establish and maintain effective working relationships with subordinate staff, other Town officials, union representatives and the general public.
- Ability to effectively supervise and direct personnel.
- Ability to develop employees.
- Interviewing, mediating and active listening skills.
- Problem solving, negotiating, decision making, priority setting and conflict management skills.
- Use of contemporary technology and applications.

- Ability to present ideas and information to individuals, groups, media and various social media platforms.
- Ability to maintain confidential records.
- Considerable knowledge, skill and ability in municipal management and the skill and ability to make accurate and confidential decisions in a timely manner.
- Ability to follow oral and written instructions and to maintain information in confidence.
- Ability to create written correspondence that is concise and accurate.
- Ability to organize, implement and coordinate complex, multi-phase projects and tasks with minimal supervision.
- Ability to find facts and draw valid conclusions.
- Ability to use human and department resources effectively.

REQUIRED PHYSICAL AND MENTAL HEALTH EFFORT AND ENVIRONMENTAL CONDITIONS:

The physical and mental effort demands as well as the environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time.
- Works primarily in an office setting subject to continuous interruptions and background noises.
- May be required to participate in field operations involving major crimes, emergencies or events.
- Attendance required at meetings or activities outside the normal business day.
- Required to work on-call.
- May be required to work weekends or holidays.
- Ability to talk and hear.
- Interacts with agitated and hostile individuals.
- Ability to use hands to operate objects, tools, or controls and reach with hands and arms.
- Specific vision abilities required by this job include vision and the ability to adjust vision.
- Includes exposure to video display terminals on a daily basis.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to handle stressful situations.
- Safely operates a vehicle in non-emergency and emergency conditions.
- Subject to hazards in law enforcement work including inside and outside environments, in extreme hot and cold weather and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases and/or flammable liquids.
- Same requirements as the description of police officer.

MINIMUM QUALIFICATIONS:

A bachelor's degree in criminal justice, law, sociology, public administration, public policy or other bachelor's degree from an accredited college or university is required. A minimum of 10

years of progressively responsible law enforcement experience, at least 2 years of which were at the rank of Lieutenant or higher at the time of appointment is required. Preferred is a master's degree, experience working in a CALEA accredited agency and a proven commitment to professional development such as the FBI National Academy, Southern Police Institute Administrative Officers or Command Officers Development Courses.

SPECIAL REQUIREMENTS:

- Police Officer Standards and Training Council certification
- Must possess a valid driver's license.
- The incumbent in the position is expected to attend early morning, evening and weekend meetings and events as needed in support of the work of assigned Town Committees, Commissions, and Boards.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

Simsbury Deputy Chief Salary Benchmarking Comparable Towns

Town	Chief	2nd	Difference
Avon	\$140,702	\$114,975	22.38%
Bloomfield	\$145,375	\$126,437	14.98%
Canton	\$125,000	\$112,000	11.61%
Farmington	\$149,297	\$128,125	16.52%
Glastonbury	\$143,071	\$123,591	15.76%
Granby	\$131,074	\$114,821	14.16%
Newington	\$137,976	\$119,233	15.72%
Rocky Hill	\$124,000	\$112,576	10.15%
Southington	\$151,179	\$140,305	7.75%
S. Windsor	\$144,031	\$130,770	10.14%
West Hartford	\$149,994	\$129,766	15.59%
Wethersfield	\$143,514	\$120,375	19.22%
Average	\$140,434	\$122,748	14.50%
Median	\$143,293	\$121,983	15.28%
Simsbury	\$141,177	\$120,710	\$20,467.31
	\$141,177	\$122,000	15.72%
	\$141,177	\$124,000	13.85%
	\$141,177	\$128,300	10.04%

updated 5/12/2020



Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER
CHIEF OF POLICE

TO: Simsbury Police Commission
FROM: Nicholas J. Boulter, Chief of Police
DATE: May 13, 2020
SUBJECT: Deputy Chief of Police Position

BACKGROUND

The Simsbury Police Commission (SPC) approved the creation of a Deputy Chief of Police position and an administrative structure that includes five sworn positions (Chief, Deputy Chief and three Lieutenants). The Town Manager endorsed the Deputy Chief position and the administrative structure to the Board of Selectman. The Board of Selectman approved the creation of the position as well as the administrative structure and included the same within the FY2021 budget, which was moved to the Board of Finance. The Board of Finance voted and approved the budget on May 5, 2020, which included the Deputy Chief and administrative structure. It is anticipated to be adopted on May 19, 2020 (without referendum due to the COVID-19 pandemic).

Chapter 9, Section 902 of the Charter requires the Town Manager to prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

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Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen. A draft job description has been prepared and is attached for your review and comment.

FINANCIAL IMPACT

The addition of a Deputy Chief of Police (DC) adds one sworn person to the current membership of 38 sworn. For town budgeting purposes, \$183,872.00 was allocated for the DC position (includes salary and benefits). One sergeant position will be upgraded to a lieutenant position, which will impact the town budget by an additional \$4,260.00 (includes salary and benefits). The Deputy Chief of Police will be an exempt, unaffiliated position with specific benefits undetermined at this time. The proposed pay scale (annual salary) for the Deputy Chief of Police would \$122,000.00 - \$128,300.00 with a typical 40 hour work week and flexible scheduling. A survey of similar towns was conducted for number of personnel, structure and salary.

RECOMMENDATION

I am recommending the proposed classification of Deputy Chief of Police be created, proposed job description be adopted, and that a salary range of \$122,000.00 to \$128,300.00 be established for the position. The Town Manager joins me in this recommendation.

ATTACHMENTS

- a) Proposed Job Description – Deputy Chief of Police
- b) Deputy Chief Salary Benchmarking Analysis

2019-2021 BOARD OF SELECTMEN GOALS

Topic Area	Goals		
Financial Management	Explore shared services between Town of Simsbury and Simsbury Board of Education		
	Engage in long range planning of Capital between BOS, BOF and BOE		
	Update financial benchmarking for the BOS and BOF		
	Demonstrate how tax dollars are distributed; show impact on median valued home		
	Complete revenue fund analysis; implement recommendations		
Maintaining Quality of Life/Community Character	Research ability to upgrade signage on state roads		
	Support the work of the SPIRIT Council		
Fostering an Engaged, High Quality Workforce	Create executive coaching & 360 feedback opportunities for employees		
	Facilitate employee engagement opportunities		
	Invest in our workforce through professional development opportunities		
Parks & Recreation	Explore Pollinator Pathways opportunities		
	Explore the Open Space Ranger Program		
	Splash Pad - create a capital project for a splash pad; seek donations and grants		
	Disc Golf - create a capital project for disc golf		
Infrastructure	Improve cell service in town		
	Research underground utilities for center of town		
	Advocate for expansion of water and gas line installation; increase coordination between utilities		
	Prepare visual of what North End of Town will look like after Big Y and Sidewalks are complete		
	Parking improvements (not an all inclusive list): DOT commuter lots, contiguous business parking, parking on Route 10/lined parking on-street		
Transportation	Advocate for improvements to DOT timing of lights on Hopmeadow in Weatogue		
	Increase bus service; explore opportunities for fixed route service		