



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**POLICE COMMISSION
REGULAR MEETING
WEDNESDAY, OCTOBER 11, 2023
TOWN HALL
BOARD OF EDUCATION CONFERENCE ROOM
5:00 P.M.**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CORRESPONDENCE
4. APPROVAL OF MINUTES
 - a. September 11, 2023
 - b. October 2, 2023
5. REPORTS
 - a. Chairperson's Report
 - b. Chief's Report
 - i. General
 - ii. Consolidated Monthly Report – August 2023
 - iii. Preliminary Monthly Activity Report – September 2023
6. NEW BUSINESS
 - a. Fiscal Year 25 Budget Discussion
7. OLD BUSINESS
8. ADJOURNMENT

Next Police Commission is scheduled for Monday, November 13, 2023 at 5:00 PM

Telephone (860) 658-3200
Facsimile (860) 658-9467

www.simsbury-ct.gov

*An Equal Opportunity Employer
8:30 ~ 7:00 Mondays
8:30 ~ 4:30 Tuesday through Friday*

**Police Commission
October 11, 2023
Summary of Letters**

Received From	Officer	Subject
Resident	Police Department	The resident wanted to thank the police department for hosting the senior picnic. "Once again everything was delicious. Thank you for all you do for the people of Simsbury."
Resident	Police Department	A group of senior picnic attendees wanted to thank all the officers who organized and attended. "Friends who were first time attendees still talk about the friendliness of all the officers. Thank you for being so caring, generous and keeping us safe."
Resident	Police Department and Fire Department	This resident attended the Simsbury Meadow Performing Art Show on September 8 th . There was an unexpected storm that came through Simsbury that night. The resident wanted to thank the members of the police and fire department for their professional judgement and keeping all the attendees safe.

**POLICE COMMISSION SPECIAL MEETING
OCTOBER 2, 2023**

1. CALL TO ORDER

The meeting of the Police Commission was called to order by Chair Jenna Caulfield at 5:00 P.M. in the Board of Education Conference Room of the Simsbury Town Offices. In attendance were Chair Jenna Caulfield, Commissioner Eric Lemke, Commissioner Michael Long, Commissioner Travis Schweizer, Chief Nicholas Boulter, Deputy Chief Chris Davis and PFC Todd Kushman. Absent was Commissioner Tenesha Grant.

2. PLEDGE OF ALLEGIANCE

3. SERGEANT PROMOTION RECOMMENDATION

Chief Boulter introduced PFC Todd Kushman and gave an overview of his work experience. PFC Kushman answered questions from the commissioners.

The police commission moved to enter executive session at 5:08 P.M. to discuss the sergeant promotion. In attendance were Chairperson Jenna Caulfield, Commissioner Eric Lemke, Commissioner Michael Long, Commissioner Travis Schweizer, Chief Nicholas Boulter, Deputy Chief Chris Davis and Jennifer Wellington.

Public session reconvened at 5:12 P.M. and after a motion was made by Commissioner Lemke and seconded by Commissioner Long it was unanimous:

VOTED: To approve the promotion of PFC Todd Kushman to Sergeant effective October 3, 2023.

4. CAPITAL BUDGET DISCUSSION AND POTENTIAL ACTION

Chief Boulter presented the proposed Capital Non-Recurring Budget and there was discussion that followed.

After a motion was made by Commissioner Schweizer and seconded by Commissioner Long it was unanimous*:

VOTED: To approve the Capital Non-Recurring Budget proposal.

*Commissioner Lemke left prior to this vote

5. ADJOURNMENT

Chair Caulfield made a motion to adjourn at 5:59 P.M., seconded by Commissioner Long. All were in favor and the motion passed.

**POLICE COMMISSION REGULAR MEETING
SEPTEMBER 11, 2023**

1. CALL TO ORDER

The meeting of the Police Commission was called to order by Chairperson Jenna Caulfield at 5:00 P.M. in the Board of Education Conference Room of the Simsbury Town Offices. In attendance were Chairperson Jenna Caulfield, Commissioner Tenesha Grant, Commissioner Eric Lemke, Chief Nicholas Boulter, Deputy Chief Chris Davis and Ofc. Sean Crowley. Absent was Commissioner Michael Long and Commissioner Travis Schweizer.

2. PLEDGE OF ALLEGIANCE

3. CORRESPONDENCE

Commissioner Grant read the summary of letters received since the last meeting of the commission on August 14, 2023.

4. APPROVAL OF MINUTES

a. After a motion was made by Commissioner Lemke and seconded by Commissioner Grant it was unanimous:

VOTED: To approve the minutes of the August 14, 2023 Regular Meeting.

5. REPORTS

a. Chairperson's Report

- The Chair has received many positive comments on the SRO back to school videos.
- The Chair attended the Senior Picnic. Not only was well attended, it was a great success.
- Staffing study report has been finalized and will be distributed to the Police Commission soon.
- Facility study update- Town Engineer, Town Manager, Police Chief, Police Commission Chair and members of town planning department all met to see what can be done with the current building to meet the immediate needs for the police department. There will be another meeting in 2 weeks.

b. Chief's Report

- **General**
 - Personnel- The department currently has three sworn members on extended leave and one working on modified duty. All 4 sworn members on extended leave are assigned to the patrol division. There are also 3 sworn vacancies that the department is trying to fill. That leaves the police department with a patrol staffing shortage between 16 and 21%. Minimal patrol staffing requirements are being met and subsidizing needs with overtime. One sergeant recently provided a letter announcing his retirement after 25 years of service and that will create another sworn vacancy. Bruce Catania is finishing up his 4th week of training and progressing through the program.
 - Recent/Upcoming Events- The Senior Picnic was Wednesday September 6 at Simsbury Farms. It was another fantastic event with attendance around 150 seniors.
 - Trends- There have been 26 vehicle thefts since January 1, none in August or September to date.

- Ofc. Sean Crowley spoke to the Commission on the increase in fraud cases. He explained that a large number of these fraud cases are unemployment fraud. Another fraud that has been seen is where someone impersonating an actual police officer from an agency, tells the caller that they need to pay money to the police department. The police department is working with Homeland Security to help on a federal level to work these cases.
- **Consolidated Monthly Report – July 2023**
- **Preliminary Monthly Activity Report – August 2023**

6. NEW BUSINESS

- a. Deputy Chief Davis introduced Jarod Emirzian to the Police Commission for the role of Police Officer and gave an overview on his education and work experience. Jarod answered questions from the Commissioners.

The police commission moved to enter executive session at 5:48 pm to discuss the application of police officer candidate. In attendance at executive session were Chair Jenna Caulfield, Commissioner Tenesha Grant, Commissioner Eric Lemke, Chief Nicholas Boulter, Deputy Chief Chris Davis and Jennifer Wellington.

Public Session reconvened at 5:52 pm and after a motion was made by Commissioner Grant and seconded by Commissioner Lemke, it was unanimous:

VOTED: To approve the hiring of Jarod Emirzian effective September 18, 2023.

- b. Approval of General Order 13-1- Changes were made to reflect a minor language change by CALEA and to reflect the current command structure of the police department.

After a motion was made by Commissioner Lemke and seconded by Commissioner Grant it was unanimous:

VOTED: To approve the changes made to General order 13-1.

These changes came after our year 2 CALEA review of 117 standards. The department is please to inform the police commission that Simsbury Police Department passed with flying colors. Kudos to the accreditation specialist, Christina DelTatto as well as Lt. Christian and Deputy Chief Davis for their hard work. Compliments were also given to the entire department as it is a team effort.

7. OLD BUSINESS

- a. none

8. ADJOURNMENT

Commissioner Grant made a motion to adjourn at 5:57 P.M., seconded by Commissioner Lemke. All were in favor and the motion passed.

Simsbury Police Department
Consolidated Monthly Report

August, 2023

Activity	Period	Period	Increase/ (Decrease)	Period	Period	Increase/ (Decrease)
	8/1/2023	8/1/2022		1/1/2023	1/1/2022	
	8/31/2023	8/31/2022		8/31/2023	8/31/2022	
Number of Incidents	3,822	3,374	448	27,099	32,270	-5,171
Criminal Activity						
Homicide	0	0	0	0	0	0
Rape	0	0	0	0	1	-1
Robbery	0	0	0	0	0	0
Assault	1	0	1	1	1	0
Burglary	1	1	0	8	7	1
Larceny	4	10	-6	100	74	26
MV Theft	0	0	0	26	3	23
Arson	0	0	0	0	0	0
Totals	6	11	-5	135	86	49
Arrests (Adult)						
Part I Off	1	1	0	9	15	-6
Part II Off	3	10	-7	43	47	-4
Arrests (Juvenile)						
Part I Off	0	0	0	2	1	1
Part II Off	0	0	0	0	1	-1
Totals	4	11	-7	54	64	-10
MV Accidents						
Fatal	0	0	0	0	1	-1
w/ Injury	4	2	2	39	59	-20
Prop. Damage	23	23	0	177	190	-13
Not Investigated	12	11	1	96	102	-6
Totals	39	36	3	312	352	-40
Alarms						
Intrusion	49	36	13	298	342	-44
Fire	19	27	-8	149	137	12
Medical	4	3	1	47	58	-11
Totals	72	66	6	494	537	-43
Traffic Enforcement						
DUI	1	3	-2	16	33	-17
Summons	23	44	-21	210	233	-23
Written Warning	66	26	40	401	214	187
Verbal Warning	235	182	53	1,575	1,986	-411
Totals	325	255	70	2,202	2,466	-264

**Simsbury Police Department
Consolidated Monthly Report**

August, 2023

	Period	Period	Increase/	Period	Period	Increase/
Activity	8/1/2023	8/1/2022	(Decrease)	1/1/2023	1/1/2022	(Decrease)
	8/31/2023	8/31/2022		8/31/2023	8/31/2022	
Miscellaneous Activity						
Aided Cases	151	177	-26	1,311	1,342	-31
Animals	57	75	-18	445	506	-61
Assistance Req.	138	148	-10	1,011	983	28
Criminal Mischief	3	3	0	24	17	7
Disabled MV	11	15	-4	103	140	-37
Domestic	5	11	-6	64	75	-11
Escort	1	1	0	3	4	-1
Fingerprints	92	64	28	399	382	17
Lockout	17	7	10	110	87	23
Noise Complaint	7	9	-2	55	47	8
Notifications	5	1	4	24	30	-6
Open Doors	1	0	1	6	5	1
Parking Tickets	0	0	0	5	6	-1
Suspicious Persons	36	46	-10	339	309	30
Transport	0	3	-3	11	9	2
Totals	524	560	-36	3,910	3,942	-32
Miles Patrolled						
Car 10	2,089	2,141	-52	15,747	13,374	2,373
Car 11	2,622	1,769	853	12,873	9,666	3,207
Car 12	1,291	1,846	-555	16,781	18,207	-1,426
Car 13	1,762	1,881	-119	15,141	13,821	1,320
Car 14	1,780	2,526	-746	18,985	21,282	-2,297
Car 15	3,494	2,012	1,482	8,857	15,743	-6,886
Car 16	2,104	2,090	14	10,755	15,636	-4,881
Car 17	2,806	1,873	933	17,904	14,911	2,993
Car K9	528	21	507	2,218	579	1,639
Totals	18,476	16,159	2,317	119,261	123,219	-3,958
Personnel Activity*						
Sick Leave (days)	36	126	-90	641	572	69
Injured Leave (days)	44	22	22	206	73	133
Suspension (days)	0	0	0	0	0	0
Funeral (days)	5	0	5	12	1	11
Vacation Leave (days)	157	150	7	804	766	38
Comp Time (days)	35	20	15	328	254	74
Family Leave (days)	0	0	0	0	0	0
Training (hours)	273	348	-75	3,027	2,877	150
Overtime (hours)	877	641	237	7,091	4,217	2,873
*Contains non-IBPO employees						

Simsbury Police Department

Incident Statistics Report

09/01/2023 00:00 Thru 09/30/2023 23:59

Call Type Description	Total for Period
911 Hangup Call	41
ADMIN. MEDICATION DROP BOX	2
Aided Case	162
Alarm - Fire	22
Alarm - Intrusion	22
Alarm - Medical	7
ALARM-FIRE-CHARGE	8
ALARM-INTRU-CHARGE	17
Ambulance	47
ANCILLARY DUTIES	40
ANIMAL COMPLAINT - BEAR OTHER	15
ANIMAL COMPLAINT - DOG	19
ANIMAL COMPLAINT - OTHER	13
ANIMAL COMPLAINT- BEAR PROPERTY DAMAGE	5
Arrest Warrant Served	2
Assault	1
Assist Agency/Person	128
Background Investigation	17
CHILD CARSEAT INSPECTION	2
CIVIL COMPLAINT	1
COPS	123
Criminal Mischief	5
DISPATCH RELIEF	37
Dispatcher Entry	9
DISTURBANCE	1
DRUG NON-CRIMINAL	1
Drug/Narcotic Violation	1
Family Offense, Nonviolent	3
Family Violence Offense	5
FINGERPRINT DETAIL	30
FINGERPRINT PPA	3
FINGERPRINT TOWN EMPLOYEE	24
Fire	7
Follow-up	46
Fraud	15
Harassment	1
Hazardous Condition	82
Investigation	1
Larceny	8

Simsbury Police Department

Incident Statistics Report

09/01/2023 00:00 Thru 09/30/2023 23:59

Call Type Description	Total for Period
LARCENY FR:MOTOR VEHICLE	1
LEAS PRACTICE	1
Lockout	11
Missing Person	1
MV Assist	2
MV Check	15
MV Complaint	29
MV Disabled	15
MV ENTRY L/INFORMATIONAL	1
MV STOP	100
MV STOP DWI	2
MV STOP SPEED	202
MV TOW NOTIFICATION	2
MVA	20
MVA UNINVESTIGATED	16
MVA-FATAL	1
MVA-INJURY	5
MVT RECOVERY NON SIMSBURY	1
Noise Complaint	10
Notification	4
Parking Violation	4
PASS CHECK	167
Patrol Check	1706
Property Found	14
Property Lost	3
RECORDS MISC	32
REPORT PREPARATION	59
SEX OFFENSE	1
Suspicious Circumstances	25
Suspicious Person	7
Suspicious Vehicle	13
Traffic Assignment	84
TRAFFIC ENFORCE BIKE/PEDEST	1
TRAFFIC ENFORCE DIST DRV	2
TRAFFIC ENFORCE SEAT BELT	1
TRAFFIC ENFORCE SPEED	90
Traffic Enforcement	85
TRAFFIC ENFORCEMENT REQUEST	7
Traffic Light Notification	9

Run Date: 10/05/2023

Run Time: 12:04

Simsbury Police Department

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Incident Statistics Report

09/01/2023 00:00 Thru 09/30/2023 23:59

Call Type Description	Total for Period
Training	7
WELL-BEING CHECK	11
Total:	3740

YEAR-TO-DATE BUDGET REPORT

Police

FISCAL YEAR 2024

Start Date: 7/1/2023 End Date: 10/3/2023

RAN ON 10/3
% of FY: 26%

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Pol*Full-Time	\$4,579,041.00	\$0.00	\$4,579,041.00	\$1,150,758.36	\$0.00	\$3,428,283.00	25%
51020	Pol*Part Time	\$26,641.00	\$0.00	\$26,641.00	\$6,545.24	\$0.00	\$20,096.00	25%
51030	Pol*Overtime	\$300,000.00	\$0.00	\$300,000.00	\$97,427.93	\$0.00	\$202,572.00	32%
51031	Pol*Overtime Training	\$57,800.00	\$0.00	\$57,800.00	\$10,901.92	\$0.00	\$46,898.00	19%
51040	Pol*Seasonal	\$69,300.00	\$0.00	\$69,300.00	\$7,052.50	\$0.00	\$62,248.00	10%
51060	Pol*Holiday Pay	\$150,331.00	\$0.00	\$150,331.00	\$1,667.45	\$0.00	\$148,664.00	1%
51101	Pol*Uniform Allowance	\$47,650.00	\$0.00	\$47,650.00	\$41,181.18	\$0.00	\$6,469.00	86%
51400	Pol*Education Reimbursement	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0%
52200	Pol*Contractual Services	\$64,045.00	\$0.00	\$64,045.00	\$17,912.80	\$1,119.49	\$45,013.00	30%
52410	Pol*Investigations	\$3,202.00	\$0.00	\$3,202.00	\$378.53	\$168.46	\$2,655.00	17%
52510	Pol*Copy & Printing Services	\$1,000.00	\$0.00	\$1,000.00	\$365.00	\$0.00	\$635.00	37%
53100	Pol*Office Supplies	\$5,520.00	\$0.00	\$5,520.00	\$513.46	\$0.00	\$5,007.00	9%
53105	Pol*Tech & Program Supplies	\$33,125.00	\$0.00	\$33,125.00	\$6,135.95	\$0.00	\$26,989.00	19%
53500	Pol*Medical Supplies	\$6,300.00	\$0.00	\$6,300.00	\$0.00	\$0.00	\$6,300.00	0%
53505	Pol*Chemical & Lab Supplies	\$328.00	\$0.00	\$328.00	\$0.00	\$0.00	\$328.00	0%
53700	Pol*Clothes & Safety Supplies	\$59,713.00	\$0.00	\$59,713.00	\$2,531.80	-\$1,304.79	\$58,486.00	2%
54310	Pol*Equipment Maintenance	\$10,750.00	\$0.00	\$10,750.00	\$1,300.00	\$0.00	\$9,450.00	12%
54320	Pol*Vehicle Maintenance	\$20,585.00	\$0.00	\$20,585.00	\$908.45	\$20.00	\$19,657.00	5%
55260	Pol*Gasoline	\$97,500.00	\$0.00	\$97,500.00	\$14,696.76	\$82,803.24	\$0.00	100%*
55310	Pol*Telephone Service	\$11,920.00	\$0.00	\$11,920.00	\$1,960.44	\$989.78	\$8,970.00	25%
57400	Pol*Conferences & Education	\$31,550.00	\$0.00	\$31,550.00	\$5,923.71	\$0.00	\$25,626.00	19%
57910	Pol*Dues & Subscriptions	\$4,990.00	\$0.00	\$4,990.00	\$1,315.79	\$0.00	\$3,674.00	26%
58810	Pol*Computer Software	\$7,562.00	\$0.00	\$7,562.00	\$4,706.95	\$0.00	\$2,855.00	62%
Grand Total		\$5,600,853.00	\$0.00	\$5,600,853.00	\$1,374,184.22	\$83,796.18	\$4,142,875.00	26%

*Entire Gasoline Budget is exhausted and moved to a separate account to manage.

YEAR-TO-DATE BUDGET REPORT

Dispatch

FISCAL YEAR 2024

RAN ON 10/3

Start Date: 7/1/2023 End Date: 10/3/2023

% of FY: 26%

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/A DISYTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Disp * Full-Time	\$539,423.00	\$0.00	\$539,423.00	\$125,827.48	\$0.00	\$413,596.00	23%
51030	Disp * Overtime	\$43,864.00	\$0.00	\$43,864.00	\$13,909.49	\$0.00	\$29,955.00	32%
51031	Disp * Overtime Training	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
51060	Disp * Holiday Pay	\$11,184.00	\$0.00	\$11,184.00	\$1,349.82	\$0.00	\$9,834.00	12%
52200	Disp * Contractual Services	\$2,845.00	\$0.00	\$2,845.00	\$0.00	\$0.00	\$2,845.00	0%
53100	Disp * Office Supplies	\$740.00	\$0.00	\$740.00	\$0.00	\$0.00	\$740.00	0%
53105	Disp * Tech & Program Supplies	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0%
53700	Disp * Clothes & Safety Supplies	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%
54310	Disp * Equipment Maintenance	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0%
57400	Disp * Conferences & Education	\$5,225.00	\$0.00	\$5,225.00	\$750.00	\$0.00	\$4,475.00	14%

Grand Total	\$610,481.00	\$0.00	\$610,481.00	\$141,836.79	\$0.00	\$468,645.00	23%
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YEAR-TO-DATE BUDGET REPORT

Animal Control

FISCAL YEAR 2024

Start Date: 7/1/2023 End Date: 10/3/2023

RAN ON 10/3
% of FY: 26%

OBJECT	DESCRIPTION	ORIGINAL APPROP	REMOVED ADMIN	NEEDED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Anim*Full-Time	\$64,246.00	\$0.00	\$64,246.00	\$17,112.55	\$0.00	\$47,133.00	27%
51030	Anim*Overtime	\$1,316.00	\$0.00	\$1,316.00	\$0.00	\$0.00	\$1,316.00	0%
52400	Anim*Advertising	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0%
52510	Anim*Copy & Printing Services	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0%
53100	Anim*Office Supplies	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0%
53105	Anim*Tech & Program Supplies	\$725.00	\$0.00	\$725.00	\$0.00	\$0.00	\$725.00	0%
53600	Anim*Parts Supplies	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0%
53700	Anim*Clothes & Safety Supplies	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0%
54320	Anim*Vehicle Maintenance	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%
56210	Anim*Fees Paid to State	\$6,000.00	\$0.00	\$6,000.00	\$11,125.80	\$0.00	-\$5,126.00	185%*
57400	Anim*Conferences & Education	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0%
57910	Anim*Dues & Subscriptions	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0%

Grand Total	\$ 75,687.00	\$ -	\$ 75,687.00	\$ 28,238.35	\$ -	\$ 47,448.00	37%
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*Fees Paid to State- this is being reviewed by Finance Director. Will supply update when available.