



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**POLICE COMMISSION  
SPECIAL MEETING  
MONDAY, APRIL 17, 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. March 13, 2023
5. REPORTS
  - a. Chairperson's Report
  - b. Chief's Report
    - i. General
    - ii. Consolidated Monthly Report – February 2023
    - iii. Preliminary Monthly Activity Report – March 2023
6. NEW BUSINESS
7. OLD BUSINESS
8. ADJOURNMENT

TOWN CLERK'S OFFICE

2023 APR 13 P 1:52

RECEIVED  
TOWN OF SIMSBURY, CT

**Next Police Commission is scheduled for Monday, May 8, 2023 at 5:00 PM**

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

[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

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8:30 - 7:00 Mondays  
8:30 - 4:30 Tuesday through Friday

**Police Commission  
April 17, 2023  
Summary of Letters**

<b>Received From</b>	<b>Officer</b>	<b>Subject</b>
Resident	Ofc. Ball	One of the attendees of the Citizens Police Academy had reached out to let Ofc. Ball know that they would be unable to attend class due to car trouble. Ofc. Ball picked up this attendee and brought them to the class that night. This resident was so appreciative of how Ofc. Ball went out of his way to help them.
Chief of Police Naugatuck PD	Ofc. Ball K-9 Clifton	Ofc. Ball and K-9 Clifton assisted the Naugatuck Police Department with a community outreach program. This program strengthens ties with the public and continues to build relationships between law enforcement and thier communities. "It is clear that Officer Ball's professionalism and dedication is reflective of the prided with which he serves as the canine handler of Clifton and as a Simsbury Police Officer."
Joseph Dooley	Ofc. Gronski Ofc. Ball K-9 Clifton	Ofc. Gronski, Ofc. Ball, and K-9 Clifton participated, along with other local police departments, in the Capitol Region Blue Envelope Mock Traffic stop event. The "Blue Envelope" was created to enhance communication between a police officer and a driver with autism spectrum disorder. The purpose of the envelope is to have the driver place their insurance card, registration and driver license in it, so they can hand it to the officer during a traffic stop. On the outside of the envelope is helpful tips and instructions for both the officer and driver on how to successfully communicate with each other. "The men and women of your agencies represented you and your towns at the highest level."
Post Office-Simsbury	Sgt. Johnson	The employees of the post office wanted to thank Sgt. Johnson for all the hard work he does and for responding to a medical call at the post office.

**POLICE COMMISSION REGULAR MEETING  
SUBJECT TO APPROVAL  
March 13, 2023**

**1. CALL TO ORDER**

The meeting of the Police Commission was called to order by Chair Jenna Caulfield at 5:04 P.M. in the Board of Education Conference Room of the Simsbury Town Offices. In attendance were Commissioner Michael Long, Commissioner Tenesha Grant, Commissioner Travis Schweizer, and Deputy Chief Chris Davis. Absent was Commissioner Lemke and Chief Nicholas Boulter.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

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

**VOTED:** To approve the minutes of the February 15, 2023 Regular Meeting.

**4. REPORTS**

**a. Chair's Report**

- i. The Chair was out in West Hartford and a community member commented how amazing K9 Clifton was. They had gotten a chance to meet Clifton and Officer Ball at an event held at the end of last year to help the homeless population in the area.
- ii. The Chair, Chief Boulter and Deputy Chief Davis all attended a budget workshop on March 11, 2023. Nothing has been finalized at this time but it was noted there was positive feedback so far. The Police Department had received a very rough draft of the staffing study that indicated the need for an additional 3 officers and 3 civilian positions prior to the workshop so they were able to relay that information to the board. There will be a meeting to follow this police commission meeting with Board of Selectman to discuss budget with an additional date of March 15, 2023 if more time is needed.
- iii. The next meeting is scheduled for April 10<sup>th</sup> which also falls during the week of School's Spring break.

**b. Chief's Report**

**i. General**

- Staffing- There is currently 1 officer and 1 dispatcher vacancy. The department has 13% of sworn Officers out on extended leave. More specifically that is 21% of the Patrol Division out for extended leave. If current vacancies are factored in we are short 30% of Patrol do to extended leave. Ofc. Kenney is scheduled to graduate on April 5, 2023. His field training will last for 4-4.5 months.
- Events- Citizens Police Academy started March 2, 2023. The CPA runs on Thursdays giving the 13 participants an overview of the department and various units that our department is apart of.

- Budget- there is a budget meeting with the Board of selectmen following this meeting to discuss next year's Police Department budget.

**ii. Consolidated Monthly Report – January 2023**

**iii. Preliminary Monthly Activity Report – February 2023**

**7. NEW BUSINESS**

a. Deputy Chief Davis introduced Deborah Clark to the Police Commission and gave an overview on her education and work experience. Deborah answered questions from the Commissioners.

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

**VOTED:** To approve the hiring of Deborah Clark effective immediately.

b. Deputy Chief Davis introduced Christopher Sheehan to the Police Commission and gave an overview on his education and work experience. Christopher answered questions from the Commissioners.

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

**VOTED:** To approve the hiring of Christopher Sheehan pending the completion of their background process.

**9. ADJOURNMENT**

Commissioner Long made a motion to adjourn at 6:00 P.M., seconded by Commissioner Grant. All were in favor and the motion passed.

Respectfully Submitted,

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Jenna Caulfield, Chair

/jw

## Incident Statistics Report

03/01/2023 00:00 Thru 03/31/2023 23:59 - MARCH.

Call Type Description	Total for Period
911 Hangup Call	40
ADMIN. MEDICATION DROP BOX	3
Administrative	3
Aided Case	179
Alarm - Fire	12
Alarm - Intrusion	13
Alarm - Medical	9
ALARM-FIRE-CHARGE	5
ALARM-INTRU-CHARGE	21
ALL OTHER CRIMINAL OFFENSES	1
Ambulance	38
ANCILLARY DUTIES	50
ANIMAL COMPLAINT - BEAR OTHER	8
ANIMAL COMPLAINT - DOG	17
ANIMAL COMPLAINT - OTHER	12
ANIMAL COMPLAINT- BEAR PROPERTY DAMAGE	1
ANIMAL COMPLAINT-BEAR VS ANIMAL.	1
Arrest Warrant Served	5
Arrest Warrant Served - FTA	1
Assist Agency/Person	113
Background Investigation	5
Burglary	2
CHILD CARSEAT INSPECTION	1
CIVIL COMPLAINT	5
COPS	160
Criminal Mischief	3
Death Investigation	1
DISORDERLY CONDUCT	1
DISPATCH RELIEF	31
Dispatcher Entry	5
Family Offense, Nonviolent	11
Family Violence Offense	3
FINGERPRINT DETAIL	45
Fire	4
Follow-up	39
Fraud	20
Hazardous Condition	42
Larceny	2
LARCENY FR:MOTOR VEHICLE	9

## Incident Statistics Report

03/01/2023 00:00 Thru 03/31/2023 23:59

Call Type Description	Total for Period
Lockout	16
Motor Vehicle Theft	3
MV Abandoned	1
MV Assist	2
MV Check	28
MV Complaint	23
MV Disabled	15
MV ENTRY L/INFORMATIONAL	13
MV STOP	144
MV STOP DWI	3
MV STOP SPEED	227
MV TOW NOTIFICATION	1
MVA	17
MVA UNINVESTIGATED	10
MVA-INJURY	3
MVT RECOVERY NON SIMSBURY	1
Noise Complaint	6
Parking Violation	3
PASS CHECK	128
Patrol Check	1395
Property Found	9
Property Lost	3
RECORDS MISC	7
REPORT PREPARATION	60
Shots Fired	1
Snow Removal - Sidewalk	1
Suspicious Circumstances	18
Suspicious Person	11
Suspicious Vehicle	18
Traffic Assignment	69
TRAFFIC CHECKPOINT	1
TRAFFIC ENFORCE BIKE/PEDEST	5
TRAFFIC ENFORCE DIST DRV	9
TRAFFIC ENFORCE SEAT BELT	2
TRAFFIC ENFORCE SPEED	126
Traffic Enforcement	149
TRAFFIC ENFORCEMENT REQUEST	4
Traffic Light Notification	7
Training	11

Incident Statistics Report

03/01/2023 00:00 Thru 03/31/2023 23:59

Call Type Description	Total for Period
Transport	1
UNUSED INCIDENT NUMBER	2
Warrant Update	1
WELL-BEING CHECK	13
<b>Total:</b>	<b>3488</b>

**Simsbury Police Department  
Consolidated Monthly Report**

**February, 2023**

	Period	Period	Increase/	Period	Period	Increase/
Activity	2/1/2023	2/1/2022	(Decrease)	1/1/2023	1/1/2022	(Decrease)
	2/28/2023	2/28/2022		2/28/2023	2/28/2022	
<b>Number of Incidents</b>	<b>2,824</b>	<b>3,598</b>	<b>-774</b>	<b>5,456</b>	<b>7,866</b>	<b>-2,410</b>
<b>Criminal Activity</b>						
Homicide	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Assault	0	0	0	0	0	0
Burglary	1	0	1	1	2	-1
Larceny	14	7	7	25	25	0
MV Theft	1	0	1	6	1	5
Arson	0	0	0	0	0	0
<b>Totals</b>	<b>16</b>	<b>7</b>	<b>9</b>	<b>32</b>	<b>28</b>	<b>4</b>
<b>Arrests (Adult)</b>						
Part I Off	0	1	-1	1	2	-1
Part II Off	0	5	-5	11	10	1
<b>Arrests (Juvenile)</b>						
Part I Off	3	0	3	3	0	3
Part II Off	17	0	17	17	0	17
<b>Totals</b>	<b>20</b>	<b>6</b>	<b>14</b>	<b>32</b>	<b>12</b>	<b>20</b>
<b>MV Accidents</b>						
Fatal	0	0	0	0	0	0
w/ Injury	8	7	1	21	38	-17
Prop. Damage	19	30	-11	39	61	-22
Not Investigated	10	12	-2	16	27	-11
<b>Totals</b>	<b>37</b>	<b>49</b>	<b>-12</b>	<b>76</b>	<b>126</b>	<b>-50</b>
<b>Alarms</b>						
Intrusion	33	36	-3	64	77	-13
Fire	22	11	11	43	26	17
Medical	6	4	2	16	12	4
<b>Totals</b>	<b>61</b>	<b>51</b>	<b>10</b>	<b>123</b>	<b>115</b>	<b>8</b>
<b>Traffic Enforcement</b>						
DUI	0	4	-4	1	5	-4
Summons	22	19	3	44	48	-4
Written Warning	39	19	20	88	42	46
Verbal Warning	117	209	-92	254	407	-153
<b>Totals</b>	<b>178</b>	<b>251</b>	<b>-73</b>	<b>387</b>	<b>502</b>	<b>-115</b>



**Simsbury Police Department  
Consolidated Monthly Report**

**February, 2023**

	Period	Period	Increase/ (Decrease)	Period	Period	Increase/ (Decrease)
Activity	2/1/2023	2/1/2022		1/1/2023	1/1/2022	
	2/28/2023	2/28/2022		2/28/2023	2/28/2022	
<b>Miscellaneous Activity</b>						
Aided Cases	161	130	31	349	302	47
Animals	29	41	-12	50	65	-15
Assistance Req.	105	104	1	235	178	57
Criminal Mischief	3	3	0	4	5	-1
Disabled MV	10	17	-7	26	45	-19
Domestic	12	9	3	23	17	6
Escort	0	1	-1	1	1	0
Fingerprints	31	37	-6	65	86	-21
Lockout	16	9	7	32	20	12
Noise Complaint	1	1	0	5	4	1
Notifications	2	2	0	6	2	4
Open Doors	4	0	4	5	1	4
Parking Tickets	2	0	2	2	0	2
Suspicious Persons	25	30	-5	63	60	3
Transport	3	1	2	4	1	3
<b>Totals</b>	<b>404</b>	<b>385</b>	<b>19</b>	<b>870</b>	<b>787</b>	<b>83</b>
<b>Miles Patrolled</b>						
Car 10	2,575	1,706	869	4,222	3,481	741
Car 11	1,675	927	748	3,066	1,897	1,169
Car 12	2,207	1,986	221	3,837	4,184	-347
Car 13	889	1,183	-294	2,062	1,183	879
Car 14	3,183	2,332	851	4,894	4,372	522
Car 15	203	2,339	-2,136	2,198	4,759	-2,561
Car 16	382	2,211	-1,829	2,783	4,561	-1,778
Car 17	1,802	1,823	-21	2,476	4,421	-1,945
Car K9	420	70	350	623	167	456
<b>Totals</b>	<b>13,336</b>	<b>14,577</b>	<b>-1,241</b>	<b>26,161</b>	<b>29,025</b>	<b>-2,864</b>
<b>Personnel Activity*</b>						
Sick Leave (days)	121	23	98	219	98	121
Injured Leave (days)	13	9	4	31	30	1
Suspension (days)	0	0	0	0	0	0
Funeral (days)	1	0	1	5	0	5
Vacation Leave (days)	56	70.8	-15	120	118	2
Comp Time (days)	26	24.4	2	59	54	5
Family Leave (days)	0	0	0	0	0	0
Training (hours)	314	298	16	852	647	205
Overtime (hours)	743	413	331	1,475	853	622
*Contains non-IBPO employees						

# YEAR-TO-DATE BUDGET REPORT

## Police

FISCAL YEAR 2023

RAN ON 4/13  
% of FY: 78.40%

Start Date: 7/1/2022      End Date: 4/13/2023

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Pol*Full-Time	\$4,320,419.00	\$0.00	\$4,320,419.00	\$3,302,635.31	\$0.00	\$1,017,783.69	76%
51020	Pol*Part Time	\$25,435.00	\$0.00	\$25,435.00	\$24,898.78	\$0.00	\$536.22	98%
51030	Pol*Overtime	\$275,000.00	\$0.00	\$275,000.00	\$271,968.63	\$0.00	\$3,031.37	99%
51031	Pol*Overtime Training	\$52,755.00	\$0.00	\$52,755.00	\$57,203.45	\$0.00	-\$4,448.45	108%
51040	Pol*Seasonal	\$69,300.00	\$0.00	\$69,300.00	\$44,575.64	\$0.00	\$24,724.36	64%
51060	Pol*Holiday Pay	\$194,689.00	\$0.00	\$194,689.00	\$56,884.41	\$0.00	\$137,804.59	29%
51101	Pol*Uniform Allowance	\$46,500.00	\$0.00	\$46,500.00	\$44,290.61	-\$104.75	\$2,314.14	95%
51400	Pol*Education Reimbursement	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0%
52200	Pol*Contractual Services	\$78,470.00	\$0.00	\$78,470.00	\$21,155.19	-\$525.00	\$57,839.81	26%
52410	Pol*Investigations	\$3,152.00	\$0.00	\$3,152.00	\$2,626.79	-\$1,100.00	\$1,625.21	48%
52510	Pol*Copy & Printing Services	\$1,000.00	\$0.00	\$1,000.00	\$158.49	\$0.00	\$841.51	16%
53100	Pol*Office Supplies	\$5,520.00	\$0.00	\$5,520.00	\$3,358.15	-\$1,585.84	\$3,747.69	32%
53105	Pol*Tech & Program Supplies	\$36,220.00	\$0.00	\$36,220.00	\$19,602.86	-\$392.21	\$17,009.35	53%
53500	Pol*Medical Supplies	\$6,300.00	\$0.00	\$6,300.00	\$2,174.37	-\$1,034.47	\$5,160.10	18%
53505	Pol*Chemical & Lab Supplies	\$328.00	\$0.00	\$328.00	\$0.00	\$0.00	\$328.00	0%
53700	Pol*Clothes & Safety Supplies	\$48,289.00	\$0.00	\$48,289.00	\$6,217.43	\$286.40	\$41,785.17	13%
54310	Pol*Equipment Maintenance	\$11,550.00	\$0.00	\$11,550.00	\$5,367.98	-\$2,188.67	\$8,370.69	28%
54320	Pol*Vehicle Maintenance	\$20,585.00	\$0.00	\$20,585.00	\$13,651.30	-\$2,840.39	\$9,774.09	53%
55260	Pol*Gasoline	\$78,600.00	\$0.00	\$78,600.00	\$80,581.72	-\$1,836.70	-\$145.02	100%
55310	Pol*Telephone Service	\$11,300.00	\$0.00	\$11,300.00	\$8,829.75	-\$1,177.87	\$3,648.12	68%
57400	Pol*Conferences & Education	\$31,550.00	\$0.00	\$31,550.00	\$15,889.62	-\$5,400.00	\$21,060.38	33%
57910	Pol*Dues & Subscriptions	\$4,610.00	\$0.00	\$4,610.00	\$3,889.24	\$0.00	\$720.76	84%
58810	Pol*Computer Software	\$5,562.00	\$0.00	\$5,562.00	\$5,624.91	\$0.00	-\$62.91	101%
<b>Grand Total</b>		<b>\$5,339,134.00</b>	<b>\$0.00</b>	<b>\$5,339,134.00</b>	<b>\$3,991,584.63</b>	<b>-\$17,899.50</b>	<b>\$1,365,448.87</b>	<b>74%</b>

# YEAR-TO-DATE BUDGET REPORT

Dispatch

FISCAL YEAR 2023

RAN ON 4/13  
% of FY: 78.40%

Start Date: 7/1/2022 End Date: 4/13/2023

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A DJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Disp*Full-Time	\$522,122.00	\$0.00	\$522,122.00	\$374,433.07	\$0.00	\$147,689.00	72%
51030	Disp*Overtime	\$43,117.00	\$0.00	\$43,117.00	\$32,920.75	\$0.00	\$10,196.00	76%
51031	Disp*Overtime Training	\$2,000.00	\$0.00	\$2,000.00	\$3,919.43	\$0.00	-\$1,919.00	196%
51060	Disp*Holiday Pay	\$12,070.00	\$0.00	\$12,070.00	\$7,065.13	\$0.00	\$5,005.00	59%
52200	Disp*Contractual Services	\$2,891.00	\$0.00	\$2,891.00	\$2,036.84	-\$487.84	\$1,342.00	54%
53100	Disp*Office Supplies	\$640.00	\$0.00	\$640.00	\$239.82	\$0.00	\$400.00	37%
53105	Disp*Tech & Program Supplies	\$1,000.00	\$0.00	\$1,000.00	\$199.98	\$0.00	\$800.00	20%
53700	Disp*Clothes & Safety Supplies	\$1,500.00	\$0.00	\$1,500.00	\$664.50	\$0.00	\$836.00	44%
54310	Disp*Equipment Maintenance	\$2,800.00	\$0.00	\$2,800.00	\$40.12	-\$41.98	\$2,802.00	0%
57400	Disp*Conferences & Education	\$4,070.00	\$0.00	\$4,070.00	\$2,948.95	\$0.00	\$1,121.00	72%
<b>Grand Total</b>						<b>-\$529.82</b>	<b>\$168,272.00</b>	<b>72%</b>

# YEAR-TO-DATE BUDGET REPORT

## Animal Control

FISCAL YEAR 2023

RAN ON 4/13  
% of FY: 78.40%

Start Date: 7/1/2022      End Date: 4/13/2023

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Anim* Full-Time	\$63,652.00	\$0.00	\$63,652.00	\$25,811.11	\$0.00	\$37,840.89	41%
51030	Anim* Overtime	\$1,440.00	\$0.00	\$1,440.00	\$75.39	\$0.00	\$1,364.61	5%
52300	Professional Services	\$0.00	\$0.00	\$0.00	\$970.00	\$0.00	-\$970.00	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	\$601.06	\$0.00	-\$101.06	120%
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	\$1,485.95	\$0.00	-\$1,085.95	371%
54320	Anim* Vehicle Maintenance	\$1,500.00	\$0.00	\$1,500.00	\$85.00	\$0.00	\$1,415.00	6%
57400	Anim* Conferences & Education	\$100.00	\$0.00	\$100.00	\$50.00	\$0.00	\$50.00	50%
57910	Anim* Dues & Subscriptions	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0%
<b>Grand Total</b>		<b>\$ 69,217.00</b>	<b>\$ -</b>	<b>\$ 69,217.00</b>	<b>\$ 29,078.51</b>	<b>\$ -</b>	<b>\$ 40,138.49</b>	<b>42%</b>

NOTES: Retro pay in the amount of \$10,821.15 is included in the "Full Time" numbers