



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**POLICE COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 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. August 14, 2023
5. REPORTS
 - a. Chairperson's Report
 - b. Chief's Report
 - i. General
 - ii. Consolidated Monthly Report – July 2023
 - iii. Preliminary Monthly Activity Report – August 2023
6. NEW BUSINESS
 - a. New Officer Recommendation
 - b. Possible executive session pursuant to CGS Sec. 1-200(6) to discuss the new officer recommendation.
 - c. Review of General Order 13-1
7. OLD BUSINESS
8. ADJOURNMENT

TOWN CLERK'S OFFICE

2023 SEP - 8 P 12: 22

RECEIVED
TOWN OF SIMSBURY, CT

Next Police Commission is scheduled for WEDNESDAY, October 11, 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
September 11, 2023
Summary of Letters**

Received From	Officer	Subject
Simsbury Meadows Performing Arts Center	Ofc. Brittell Ofc. Kushman Cadets	The Simsbury Meadows Performing Arts Center sends their thanks to the Cadet advisors and Cadets for their help at this years Brewstock event. They appreciate their services while helping with parking and keeping their patrons safe.
Resident	Police Department	This resident attended the Senior Picnic for the first time this year. "It was a wonderful! The food was excellent and the attention to us was exceptional." They wanted to express their thanks to the officers for all they did at the picnic and continue to do for the community.

**POLICE COMMISSION REGULAR MEETING
AUGUST 14, 2023**

1. CALL TO ORDER

The meeting of the Police Commission was called to order by Chair Jenna Caulfield at 5:05 P.M. in the Board of Education Conference Room of the Simsbury Town Offices. In attendance were Chair Jenna Caulfield, Commissioner Tenesha Grant, Commissioner Lemke, Commissioner Michael Long, Commissioner Travis Schweizer, Chief Nicholas Boulter, and Deputy Chief Chris Davis.

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF SILENCE

Moment of silence was recognized to remember Retired Chief Peter N. Ingvertsen for his almost 18 years of service to this department and community as chief of police, to his 48 years of service in law enforcement and to his many years of friendship.

For those who would like to attend his services, his wake is this Thursday, August 17th at Ahern Funeral Home at 111 Main Street in Unionville from 3 pm to 7 pm.

The funeral is this Friday, August 18th at West Avon Congregational at 280 Country Club Road in Avon starting at 10 am. His burial will immediately follow at Greenwood Cemetery at 640 Lovely Street in Avon.

There will be a reception following the cemetery for everyone at The Farmington Club, starting at noon. The club is located at 162 Town Farm Road in Farmington.

4. CORRESPONDENCE

Commissioner Schweizer read the summary of letters received since the last meeting of the commission on June 12, 2023

5. APPROVAL OF MINUTES

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

VOTED: To approve the minutes of the June 12, 2023 Regular Meeting.

6. REPORTS

a. Chairperson's Report

- i. Commissioner Schweizer spoke on behalf of the police commission at the promotion ceremony of Sgt. May.
- ii. Chair Caulfield spoke on behalf of police commission at promotion ceremony of Sgt. Russell.
- iii. Chair Caulfield, Commissioner Long, and Chief Boulter met with the acting town manager to review the staffing study. Absent was the first selectman and no alternative member of the board of selectman was able to attend.

b. Chief's Report

i. General

- **Personnel-** Officer Kenney successfully completed his field training and has joined the patrol schedule. Sworn staffing numbers are looking better with the

return of 2 sergeants from extended leave and adding the two newest officers. There are currently two officers still out on extended leave and three sworn officer vacancies to fill. The department is currently in the hiring and selection process. If you are interested in a position with Simsbury Police Department as a police officer, contact Lt. Matt Christian at 860-658-3107 and visit the CT Police Chiefs Association (the CPCA) website for testing and application information.

- **Recent/Upcoming Events-** The police department hosted Storytime at the Police Department with the Library on July 18. The event had an estimated 100 attendees, which created opportunities to meet and greet many very young kids and their caregivers. There were photo opportunities and time to answer questions from both the kids and the adults. Thank you to Ms. Stephanie of the Simsbury Library for coordinated the event. The Cadets attended a week-long academy in July at Westfield State University, accompanied by two Simsbury SROs, with visits from Officer Mike Lantiere, Officer Jamie Ball and Clifton, Deputy Chief Davis and Chief Boulter. The Junior Police Academy was held in August and was a big success. The department members worked hard to provide this great program to our youth and a special thanks goes to the fire department and ambulance association for their active involvement during the week. The Senior Picnic is Wednesday September 6 from noon until 2 pm at the Simsbury Farms Rink. It is always a great time. If you are a senior and would like to attend, please contact the Senior Center at 860-658-3273.
- **Trends-** There have been 26 vehicle thefts since January 1 – Most are left unlocked with key fobs/keys left in the vehicle. This is a 550% increase compared to last year.
- **Grants-** The department has not received notice on whether or not they were granted an award for the Congressionally Directed Spending request to upgrade our Emergency Medical Dispatch system from a hand-held card system to a digital system and funds to update and enhance the Town Hall and Police Department access system. The grant request is for 100% coverage and is for \$112,000. An application has been submitted and there has not been any updates from the federal government yet. There has not been notice on whether or not the police department has been granted an award for the COPS grant to support funding up to \$42,000 for each new officer over the next 3 fiscal years.
- **Budget Items-** A scheduling software has been chosen and is in the infant stages of set up with a projected date of October.

ii. Consolidated Monthly Report – May and June 2023

iii. Preliminary Monthly Activity Report – June and July 2023

7. NEW BUSINESS

- a. Chief Boulter introduced Bruce Catania to the Police Commission for the role of Police Dispatcher and gave an overview on his education and work experience. Bruce answered questions from the Commissioners.

The police commission moved to enter executive session to discuss the application of police dispatcher candidate. In attendance at executive session were Chair Jenna Caulfield, Commissioner Tenesha Grant, Commissioner Eric Lemke, Commissioner

Michael Long, Commissioner Travis Schweizer, Chief Nicholas Boulter, and Deputy Chief Chris Davis.

Public Session reconvened and a motion was made by Commissioner Long and seconded by Commissioner Schweizer, the motion carried by four in favor and one abstention:

VOTED: To approve the hiring of Bruce Catania effective immediately.

8. ADJOURNMENT

Commissioner Long made a motion to adjourn at 6:15 P.M., seconded by Commissioner Lemke. All were in favor and the motion passed.

**Simsbury Police Department
Consolidated Monthly Report**

July, 2022

	Period	Period	Increase/	Period	Period	Increase/
Activity	7/1/2023	7/1/2022	(Decrease)	1/1/2023	1/1/2022	(Decrease)
	7/31/2023	7/31/2022		7/31/2023	7/31/2022	
Number of Incidents	4,340	4,171	169	23,277	28,896	-5,619
Criminal Activity						
Homicide	0	0	0	0	0	0
Rape	0	0	0	0	1	-1
Robbery	0	0	0	0	0	0
Assault	0	0	0	0	1	-1
Burglary	3	0	3	7	6	1
Larceny	14	5	9	96	64	32
MV Theft	8	0	8	26	3	23
Arson	0	0	0	0	0	0
Totals	25	5	20	129	75	54
Arrests (Adult)						
Part I Off	1	1	0	8	14	-6
Part II Off	10	9	1	40	37	3
Arrests (Juvenile)						
Part I Off	1	1	0	2	1	1
Part II Off	0	0	0	0	1	-1
Totals	12	11	1	50	53	-3
MV Accidents						
Fatal	0	1	-1	0	1	-1
w/ Injury	3	2	1	35	57	-22
Prop. Damage	25	16	9	154	167	-13
Not Investigated	13	10	3	84	91	-7
Totals	41	29	12	273	316	-43
Alarms						
Intrusion	35	61	-26	249	306	-57
Fire	19	20	-1	130	110	20
Medical	3	9	-6	43	55	-12
Totals	57	90	-33	422	471	-49
Traffic Enforcement						
DUI	3	5	-2	15	30	-15
Summons	31	55	-24	187	189	-2
Written Warning	45	27	18	335	188	147
Verbal Warning	256	238	18	1,340	1,804	-464
Totals	335	325	10	1,877	2,211	-334

**Simsbury Police Department
Consolidated Monthly Report**

July, 2022

	Period	Period	Increase/ (Decrease)	Period	Period	Increase/ (Decrease)
Activity	7/1/2023	7/1/2022		1/1/2023	1/1/2022	
	7/31/2023	7/31/2022		7/31/2023	7/31/2022	
Miscellaneous Activity						
Aided Cases	155	178	-23	1,160	1,165	-5
Animals	66	75	-9	388	431	-43
Assistance Req.	144	157	-13	873	835	38
Criminal Mischief	2	2	0	21	14	7
Disabled MV	10	18	-8	92	125	-33
Domestic	5	12	-7	59	64	-5
Escort	1	0	1	2	3	-1
Fingerprints	72	64	8	307	318	-11
Lockout	10	11	-1	93	80	13
Noise Complaint	11	7	4	48	38	10
Notifications	2	3	-1	19	29	-10
Open Doors	0	0	0	5	5	0
Parking Tickets	0	1	-1	5	6	-1
Suspicious Persons	57	49	8	303	263	40
Transport	0	0	0	11	6	5
Totals	535	577	-42	3,386	3,382	4
Miles Patrolled						
Car 10	674	1,809	-1,135	13,658	11,233	2,425
Car 11	2,973	1,541	1,432	10,251	7,897	2,354
Car 12	2,386	1,780	606	15,490	16,361	-871
Car 13	3,939	1,312	2,627	13,379	11,940	1,439
Car 14	2,175	2,962	-787	17,205	18,756	-1,551
Car 15	1,101	3,098	-1,997	5,363	13,731	-8,368
Car 16	2,273	62	2,211	8,651	13,546	-4,895
Car 17	2,860	2,564	296	15,098	13,038	2,060
Car K9	348	13	335	1,690	558	1,132
Totals	18,729	15,141	3,588	100,785	107,060	-6,275
Personnel Activity*						
Sick Leave (days)	25	72	-47	606	446	159
Injured Leave (days)	40	18	22	162	51	111
Suspension (days)	0	0	0	0	0	0
Funeral (days)	1	0	1	7	1	6
Vacation Leave (days)	147	160	-13	647	615	32
Comp Time (days)	37	33	4	293	234	59
Family Leave (days)	0	0	0	0	0	0
Training (hours)	166	347	-181	2,754	2,529	225
Overtime (hours)	671	731	-60	6,214	3,577	2,637
*Contains non-IBPO employees						

Incident Statistics Report

08/01/2023 00:00 Thru 08/31/2023 23:59

Call Type Description	Total for Period
911 Hangup Call	37
ADMIN. MEDICATION DROP BOX	4
Administrative	3
Aided Case	151
Alarm - Fire	14
Alarm - Intrusion	24
Alarm - Medical	4
ALARM-FIRE-CHARGE	5
ALARM-INTRU-CHARGE	25
Ambulance	57
ANCILLARY DUTIES	47
ANIMAL COMPLAINT - BEAR OTHER	24
ANIMAL COMPLAINT - DOG	19
ANIMAL COMPLAINT - OTHER	14
ANIMAL COMPLAINT- BEAR PROPERTY DAMAGE	7
Arrest Warrant Served	1
Assist Agency/Person	138
Background Investigation	19
Burglary	1
CHILD CARSEAT INSPECTION	8
COPS	147
Criminal Mischief	3
Death Investigation	1
DISPATCH RELIEF	53
Dispatcher Entry	4
DISTURBANCE	3
Drug/Narcotic Violation	1
Escort	1
Family Offense, Nonviolent	3
Family Violence Offense	2
FINGERPRINT DETAIL	44
FINGERPRINT PPA	16
FINGERPRINT TOWN EMPLOYEE	32
Fire	9
Follow-up	47
Fraud	24
Hazardous Condition	31
Investigation	2
Juvenile	1

Incident Statistics Report

08/01/2023 00:00 Thru 08/31/2023 23:59

Call Type Description	Total for Period
Larceny	3
LARCENY FR:MOTOR VEHICLE	1
LEAS PRACTICE	1
Lockout	17
Missing Person	1
MV Assist	2
MV Check	30
MV Complaint	31
MV Disabled	11
MV ENTRY L/INFORMATIONAL	4
MV STOP	167
MV STOP DWI	1
MV STOP SPEED	143
MV TOW NOTIFICATION	3
MVA	26
MVA UNINVESTIGATED	12
MVA-INJURY	1
MVT RECOVERY NON SIMSBURY	1
Noise Complaint	7
Notification	5
Open Building	1
Parking Violation	3
PASS CHECK	134
Patrol Check	1811
Property Found	9
Property Lost	5
RECORDS MISC	4
REPORT PREPARATION	54
Suspicious Circumstances	27
Suspicious Person	3
Suspicious Vehicle	6
Traffic Assignment	21
TRAFFIC ENFORCE BIKE/PEDEST	1
TRAFFIC ENFORCE DIST DRV	2
TRAFFIC ENFORCE SPEED	88
Traffic Enforcement	125
TRAFFIC ENFORCEMENT REQUEST	5
Traffic Light Notification	4
Training	13

Incident Statistics Report

08/01/2023 00:00 Thru 08/31/2023 23:59

Call Type Description	Total for Period
Trespass	1
Warrant Update	1
WELL-BEING CHECK	10
Total:	3821

YEAR-TO-DATE BUDGET REPORT

Police

FISCAL YEAR 2024

Start Date: 7/1/2023

End Date: 9/8/2023

9/8/2023

RAN ON 9/8
% of FY: 20%

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Pol*Full-Time	\$4,579,041.00	\$0.00	\$4,579,041.00	\$818,533.38	\$0.00	\$3,760,507.62	18%
51020	Pol*Part Time	\$26,641.00	\$0.00	\$26,641.00	\$4,531.32	\$0.00	\$22,109.68	17%
51030	Pol*Overtime	\$300,000.00	\$0.00	\$300,000.00	\$68,028.60	\$0.00	\$231,971.40	23%
51031	Pol*Overtime Training	\$57,800.00	\$0.00	\$57,800.00	\$4,535.49	\$0.00	\$53,264.51	8%
51040	Pol*Seasonal	\$69,300.00	\$0.00	\$69,300.00	\$1,260.00	\$0.00	\$68,040.00	2%
51060	Pol*Holiday Pay	\$150,331.00	\$0.00	\$150,331.00	\$0.00	\$0.00	\$150,331.00	0%
51101	Pol*Uniform Allowance	\$47,650.00	\$0.00	\$47,650.00	\$40,893.68	\$0.00	\$6,756.32	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	\$11,398.82	\$0.00	\$52,646.18	18%
52410	Pol*Investigations	\$3,202.00	\$0.00	\$3,202.00	\$305.53	\$0.00	\$2,896.47	10%
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	\$231.15	\$89.87	\$5,198.98	6%
53105	Pol*Tech & Program Supplies	\$33,125.00	\$0.00	\$33,125.00	\$2,784.92	\$14.87	\$30,325.21	8%
53500	Pol*Medical Supplies	\$6,300.00	\$0.00	\$6,300.00	\$2,470.74	\$0.00	\$3,829.26	39%
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	\$3,024.44	-\$1,127.79	\$57,816.35	3%
54310	Pol*Equipment Maintenance	\$10,750.00	\$0.00	\$10,750.00	\$660.00	\$0.00	\$10,090.00	6%
54320	Pol*Vehicle Maintenance	\$20,585.00	\$0.00	\$20,585.00	-\$6,084.31	\$0.00	\$26,669.31	-30%
55260	Pol*Gasoline	\$97,500.00	\$0.00	\$97,500.00	\$4,585.83	\$92,914.17	\$0.00	100%
55310	Pol*Telephone Service	\$11,920.00	\$0.00	\$11,920.00	\$946.00	\$0.00	\$10,974.00	8%
57400	Pol*Conferences & Education	\$31,550.00	\$0.00	\$31,550.00	\$3,487.30	\$351.46	\$27,711.24	12%
57910	Pol*Dues & Subscriptions	\$4,990.00	\$0.00	\$4,990.00	\$1,183.86	\$0.00	\$3,806.14	24%
58810	Pol*Computer Software	\$7,562.00	\$0.00	\$7,562.00	\$4,706.95	\$0.00	\$2,855.05	62%
Grand Total		\$5,600,853.00	\$0.00	\$5,600,853.00	\$967,848.70	\$92,242.58	\$4,540,761.72	19%

YEAR-TO-DATE BUDGET REPORT

Dispatch

FISCAL YEAR 2024

RAN ON 9/8

Start Date: 7/1/2023 End Date: 9/8/2023

% of FY: 20%

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A DISMITS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Disp*Full-Time	\$539,423.00	\$0.00	\$539,423.00	\$84,809.52	\$0.00	\$454,613.00	16%
51030	Disp*Overtime	\$43,864.00	\$0.00	\$43,864.00	\$11,050.42	\$0.00	\$32,814.00	25%
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	\$447.50	\$0.00	\$10,737.00	4%
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	\$97,057.44	\$0.00	\$513,424.00	16%

YEAR-TO-DATE BUDGET REPORT

Animal Control

FISCAL YEAR 2024

RAN ON 9/8

Start Date: 7/1/2023 End Date: 9/8/2023

% of FY: 20%

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51010	Anim*Full-Time	\$64,246.00	\$0.00	\$64,246.00	\$11,847.15	\$0.00	\$52,398.85	18%
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	-\$5,125.80	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 \$ 22,972.95 \$ - \$ 52,714.05 30%