



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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POLICE COMMISSION – REGULAR MEETING

Monday, December 7, 2020

7:00 PM

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CORRESPONDENCE**
- 4. PUBLIC AUDIENCE – Public comments will be received through e-mail at ebutler@simsbury-ct.gov until 12:00 PM, Monday, December 7, 2020.**
- 5. APPROVAL OF MINUTES**
 - a. November 9, 2020 Regular Meeting
- 6. OLD BUSINESS**
 - a. 2021 Meeting Schedule
- 7. REPORTS**
 - a. Chairman's Report
 - b. Chief's Report
 - i. General
 - ii. Consolidated Monthly Report – October 2020
 - iii. Preliminary Monthly Activity Report - November 2020
- 8. NEW BUSINESS**
 - a. New Officer Selection Recommendation – Sean Crowley
 - b. Preliminary FY 22 Budget
 - c. Body Camera Policy
- 9. ADJOURNMENT**

**Police Commission
December 7, 2020
Summary of Letters**

Received From	Officer	Subject
Resident	Sgt. Thibault	The resident's daughter was involved in a motor vehicle accident while driving on a learner's permit. She wanted to express her appreciation for Sgt. Thibault's kind, understanding and caring demeanor.
Student	PFC Kushman	"Thank you for your service and courage!"
Resident	PFC Gray	A resident had to call 911 and have her husband transported to the hospital. PFC Gray was kind, caring and compassionate; the resident was very grateful for his service.

**POLICE COMMISSION REGULAR MEETING
SUBJECT TO APPROVAL
NOVEMBER 9, 2020**

1. CALL TO ORDER

The meeting of the Police Commission was called to order by Chairman Cosgrove at 7:04 P.M. in the Chief of Police's Conference Room and via Zoom Meeting. In attendance were Commissioner Michael Long, Commissioner Jenna Caulfield, Commissioner Travis Schweizer, Chief Nicholas Boulter, Deputy Chief Chris Davis and Lt. Thomas Sheehan.

2. PLEDGE OF ALLEGIANCE

3. CORRESPONDENCE

Chairman Cosgrove read the summary of letters received since the last meeting of the Commission on October 14, 2020.

4. APPROVAL OF MINUTES

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

VOTED: To approve the minutes of the October 14, 2020 Regular Meeting.

5. PUBLIC AUDIENCE

None

6. OLD BUSINESS

a. Memorandum of Understanding Update

Commissioner Long received an updated Memorandum of Understanding. The Commissioners will review and sign if in agreeance.

7. REPORTS

a. Chairman's Report

None

b. Chief's Report

i. General:

- Brett Marchand and employee in the IT Department will be assisting with the implementation of the new radio system
- The final report for the CALEA compliance review is available online

- MV Thefts are up from 13 to 31 compared to last year

Personnel:

- Deputy Chief Davis started on October 26th, formal swearing in ceremony will be held on November 12th
- Dispatcher vacancy announcement has closed; interviews will be scheduled soon
- Still in the selection process for sworn officers; two applicants are in the background process
- Lieutenant process will begin within the next two weeks

ii. **Consolidated Monthly Report – September 2020**
No Comments

iii. **Preliminary Monthly Activity Report – October 2020**
No comments

8. NEW BUSINESS

a. **2021 Meeting Schedule**

Commissioners will review the draft schedule and advise of any changes.

b. **Preliminary FY 22 Budget**

The Chief provided the Commission with budget summaries for FY 2022. It was noted that the training overtime and chemical and lab supplies budget significantly increased. Training overtime is anticipated to increase due to de-escalation and scenario based training. Chemical and lab supplies budget increased due to the need to refill stock on evidence supplies.

9. ADJOURNMENT

Commissioner Long made motion to adjourn at 7:40 P.M., seconded by Commissioner Caulfield. All were in favor and the motion passed.

Respectfully submitted,

Edward Cosgrove, Chairman

/kc



Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER
CHIEF OF POLICE

DRAFT MEMORANDUM

TO: Ericka Butler, Town Clerk
FROM: Nicholas Boulter, Chief of Police
DATE: December 8, 2020
SUBJECT: Police Commission Meeting Schedule - 2021

At the Regular Meeting of the Police Commission on December 7, 2020 the Commission adopted the following meeting schedule for 2021:

MEETING SCHEDULE 2021 (Second Monday)

January 11, 2021
February 8, 2021
March 8, 2021
April 12, 2021
May 10, 2021
June 14, 2021
July 12, 2021
August 9, 2021
September 13, 2021
October 13, 2021* (Wednesday)
November 8, 2021
December 6, 2021* (First Monday)

All regularly scheduled meetings will convene at 7:00 P.M. in the Police Department Training Room in the Simsbury Town Hall on the second Monday of each month with the exception of the above * noted dates.

**Simsbury Police Department
Consolidated Monthly Report**

October, 2020

	Period	Period	Increase/	Period	Period	Increase/
Activity	10/1/2020	10/1/2019	(Decrease)	1/1/2020	1/1/2019	(Decrease)
	10/31/2020	10/31/2019		10/31/2020	10/31/2019	
Number of Incidents	4,060	3,624	436	40,670	38,753	1,917
Criminal Activity						
Homicide	0	0	0	0	0	0
Rape	0	0	0	0	1	-1
Robbery	0	1	-1	1	2	-1
Assault	0	0	0	3	0	3
Burglary	0	1	-1	9	3	6
Larceny	15	8	7	101	102	-1
MV Theft	2	2	0	29	13	16
Arson	0	0	0	0	0	0
Totals	17	12	5	143	121	22
Arrests (Adult)						
Part I Off	0	2	-2	12	24	-12
Part II Off	6	3	3	63	71	-8
Arrests (Juvenile)						
Part I Off	0	0	0	3	2	1
Part II Off	2	0	2	5	5	0
Totals	8	5	3	83	90	-7
MV Accidents						
Fatal	1	0	1	1	1	0
w/ Injury	8	7	1	39	111	-72
Prop. Damage	23	29	-6	179	219	-40
Not Investigated	14	14	0	89	127	-38
Totals	46	50	-4	308	448	-140
Alarms						
Intrusion	32	59	-27	382	424	-42
Fire	10	8	2	124	158	-34
Medical	5	8	-3	70	73	-3
Totals	47	75	-28	576	655	-79
Traffic Enforcement						
DUI	0	4	-4	26	22	4
Summons	4	19	-15	124	462	-338
Written Warning	40	13	27	232	651	-419
Verbal Warning	183	195	-12	1,395	2,570	-1,175
Totals	227	231	-4	1,777	2,969	-1,192

**Simsbury Police Department
Consolidated Monthly Report**

October, 2020

	Period	Period	Increase/	Period	Period	Increase/
Activity	10/1/2020	10/1/2019	(Decrease)	1/1/2020	1/1/2019	(Decrease)
	10/31/2020	10/31/2019		10/31/2020	10/31/2019	
Miscellaneous Activity						
Aided Cases	175	146	29	1,486	1,395	91
Animals	54	71	-17	606	847	-241
Assistance Req.	153	146	7	1,401	1,308	93
Criminal Mischief	8	0	8	34	33	1
Disabled MV	8	18	-10	95	195	-100
Domestic	5	9	-4	75	73	2
Escort	0	4	-4	0	7	-7
Fingerprints	52	44	8	408	572	-164
Lockout	9	23	-14	89	140	-51
Noise Complaint	7	12	-5	130	96	34
Notifications	4	0	4	22	0	22
Open Doors	0	2	-2	10	11	-1
Parking Tickets	0	0	0	5	9	-4
Suspicious Persons	55	33	22	488	495	-7
Transport	1	3	-2	9	28	-19
Totals	531	511	20	4,858	5,345	-487
Miles Patrolled						
Car 10	1,376	2,279	-903	15,887	20,606	-4,719
Car 11	1,466	1,506	-40	17,702	19,353	-1,651
Car 12	2,881	1,783	1,098	26,604	20,922	5,682
Car 13	1,720	1,998	-278	11,127	21,034	-9,907
Car 14	1,460	2,381	-921	30,563	20,608	9,955
Car 15	2,354	2,574	-220	31,695	21,626	10,069
Car 16	1,303	2,881	-1,578	22,299	22,065	234
Car 17	2,404	1,725	679	23,918	19,476	4,442
Car K9	316	588	-272	2,781	4,945	-2,164
Totals	15,280	17,715	-2,435	182,576	170,635	11,941
Personnel Activity*						
Sick Leave (days)	64	83	-19	456	783	-327
Injured Leave (days)	0	0	0	90	24	66
Suspension (days)	0	0	0	0	0	0
Funeral (days)	5	0	5	19	30	-11
Vacation Leave (days)	75	50	25	847	901	-54
Comp Time (days)	26	29	-3	264	295	-31
Family Leave (days)	0	0	0	8	3	5
Training (hours)	586	640	-54	2,437	3,482	-1,045
Overtime (hours)	652	1,035	-384	4,456	6,058	-1,602
*Contains non-IBPO employees						

Incident Statistics Report

11/01/2020 00:00 Thru 11/30/2020 23:59

(NOV. DRAFT)

Call Type Description	Total for Period
911 Hangup Call	46
ADMIN. MEDICATION DROP BOX	1
Administrative	2
Aided Case	177
Alarm - Fire	13
Alarm - Intrusion	14
Alarm - Medical	3
ALARM-FIRE-CHARGE	1
ALARM-INTRU-CHARGE	18
ALL OTHER CRIMINAL OFFENSES	1
Ambulance	22
ANCILLARY DUTIES	69
ANIMAL COMPLAINT - BEAR OTHER	16
ANIMAL COMPLAINT - DOG	19
ANIMAL COMPLAINT - OTHER	16
Arrest Warrant Served	2
Assist Agency/Person	120
Background Investigation	22
Burglary	1
COPS	185
Criminal Mischief	2
Death Investigation	1
DISPATCH RELIEF	36
Dispatcher Entry	7
Drug/Narcotic Violation	1
Family Offense, Nonviolent	1
Family Violence Offense	6
FINGERPRINT DETAIL	25
Fire	10
Follow-up	34
Fraud	12
Hazardous Condition	51
Illegal Dumping	1
Juvenile	1
Larceny	6
Lockout	10
Miscellaneous	2
MV Abandoned	3

Run Date: 12/01/2020
Run Time: 09:46

Simsbury Police Department

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Incident Statistics Report

11/01/2020 00:00 Thru 11/30/2020 23:59

Call Type Description	Total for Period
MV Assist	2
MV Check	27
MV Complaint	27
MV Disabled	10
MV ENTRY L/INFORMATIONAL	8
MV STOP	55
MV STOP DWI	1
MV STOP SPEED	150
MVA	24
MVA UNINVESTIGATED	11
MVA-INJURY	4
Noise Complaint	5
Notification	3
Open Building	1
Parking Violation	1
PASS CHECK	211
Patrol Check	2530
Property Found	8
Property Lost	2
REPORT PREPARATION	72
Suspicious Circumstances	30
Suspicious Person	2
Suspicious Vehicle	12
Traffic Assignment	29
TRAFFIC ENFORCE DIST DRV	12
TRAFFIC ENFORCE SEAT BELT	2
TRAFFIC ENFORCE SPEED	72
Traffic Enforcement	73
TRAFFIC ENFORCEMENT BIKE/PEDEST	1
Traffic Light Notification	1
Training	24
Transport	1
Trespass	3
Warrant Update	1
Total:	4372



Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER
CHIEF OF POLICE

CHIEF'S REPORT

TO: Simsbury Police Commission
FROM: Nicholas J. Boulter, Chief of Police *NJB*
DATE: December 3, 2020
SUBJECT: Regular Police Commission Meeting December 7, 2020

FY22 Budget Documents

Included are 3 updated draft budget documents for the police and dispatch fiscal year 2022 to be used for discussion purposes. Two documents are labelled "static" and contain very little change from FY21 to FY22. The third document shows an impact to the budget if 3 additional sworn officers and an accreditation specialist were added to the Department. In addition are the Animal Control and Emergency Preparedness budget proposals.

Dispatch Budget Updates:

The Dispatch budget proposal was updated primarily due to contractual changes that resulted in a newly signed collective bargaining agreement between the Dispatch Union and the Town. The updated proposal includes wages (overall annual increase of \$1,952) and an annual stipend for dispatchers who hold a valid Emergency Medical Technician or Paramedic License (overall increase of \$750). The wage increase slightly increased the holiday pay account. The wage increase and a finer predictive overtime model based on the last 4 months and a 3 year history caused an adjustment to the anticipated overtime needs (increase of \$3,311).

The other adjustment to the proposal was in the equipment account. The maintenance for the Emerson uninterrupted power supply (UPS) for the radio system in the dispatch center was moved from the police budget to the dispatch budget (\$600).

Police Budget Updates:

The Police budget proposals (static and additional members) were updated since the November proposal in the following areas:

Medical – Sworn members may be required to wear N95 respirators to prevent the contraction of airborne diseases such as coronavirus, influenza and tuberculosis. Use of mask requires a completion of an initial medical questionnaire and/or evaluation. Under certain circumstances,

it may be required after the initial. The budget proposal for medical supplies was increased by \$650, anticipating the initial test for officers who are replaced or require additional tests.

Vehicle Maintenance – An additional \$500 was included in this account for replacement tires for the new Chevrolet Tahoe supervisor vehicles.

Animal Control Budget

The Animal Control budget proposal is attached with minimal changes from the current year.

Emergency Preparedness Budget

The Emergency Preparedness Budget increase slightly for the Everbridge Emergency Notification System (\$100). The new public safety radio system that will replace the current system has a considerably higher service or maintenance contract than the current system. The following maintenance costs are in the contract:

Service Contract Year 1	\$0
Service Contract Year 2	\$17,310.19
Service Contract Year 3	\$34,620.38
Service Contract Year 4	\$35,658.99
Service Contract Year 5	\$36,728.76
Service Contract Year 6	\$37,830.62

The installation of the system has been postponed by Marcus Communications due to several factors (COVID-19) being the primary.

Body-Worn and Dashboard Camera Policy

For submission and approval is General Order 41-3. It is in preparation for installation and use of the body-worn and dashboard cameras. The first two paragraphs of the policy are authentic and the remainder is the state policy (almost verbatim) that was issued by the Department of Emergency Services and Public Protection and the Police Officer Standards and Training Council on October 19, 2020. If the General Order policy is approved by the Police Commission, it can be effective upon installation, training and implementation of the cameras and the operational procedure.

DRAFT**Simsbury Police Department FY 22 Summary December 3, 2020 ***Dispatch Only*****

ACCOUNT TITLE	FY21 DISPATCH BUDGET	FY22 DISPATCH BUDGET	% +/-	%	
SALARY					
FULL TIME	\$502,147	\$508,888	\$6,741	1.32%	
PART TIME	\$0.00	\$0	\$0		
OVERTIME	\$34,000	\$47,143	\$13,143	27.88%	
OVERTIME - TRAINING	\$2,000	\$2,000	\$0	0.00%	
SEASONAL	\$0	\$0	\$0		
HOLIDAY PAY	\$11,500.00	\$11,877	\$377	3.17%	
LONGEVITY	\$575	\$0	(\$575)		
UNIFORM ALLOWANCE	\$0	\$0	\$0		
TOTAL SALARY	\$550,222	\$569,908	\$19,686	3.45%	
			\$0		
OPERATIONS			\$0		
COLLEGE REIMBURSEMENT	\$0	\$0	\$0		
CONTRACTUAL SERVICES	\$2,940	\$1,735	\$1,735	100.00%	
INVESTIGATIONS	\$0	\$0	\$0		
COPY & PRINTING SERVICES	\$0	\$0	\$0		
OFFICE SUPPLIES	\$340	\$340	\$0		
TECH & PROGRAM SUPPORT	\$425	\$475	\$50	10.53%	
MEDICAL SUPPLIES	\$0	\$0	\$0		
CHEMICAL & LAB SUPPLIES	\$0	\$0	\$0		
CLOTHES & SAFETY SUPPLIES	\$1,600	\$1,000	(\$600)	-60.00%	
EQUIPMENT MAINTENANCE	\$1,780	\$2,480	\$700	28.23%	
VEHICLE MAINTENANCE	\$0	\$0	\$0		
GASOLINE	\$0	\$0	\$0		
TELEPHONE SERVICES	\$0	\$0	\$0		
CONFERENCES & EDUCATION	\$3,120	\$3,870	\$750	19.38%	
DUES & SUBSCRIPTIONS	\$0	\$0	\$0		
COMPUTER SOFTWARE	\$0	\$0	\$0		
POLICE VEHICLES	\$0	\$0	\$0		
TOTAL OPERATIONS	\$10,205	\$9,900	(\$305)	-3.08%	
TOTAL BUDGET	\$560,427	\$579,808	\$19,381	3.34%	

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Simsbury Police Department FY22 Summary Static Dec 3, 2020 ***Police Only***

ACCOUNT TITLE	FY21 POLICE BUDGET	FY22 POLICE BUDGET	% +/-	%	
SALARY					
FULL TIME	\$3,925,816.00	\$3,942,424	\$16,608	0.42%	
PART TIME	\$23,330.00	\$24,239	\$909	3.75%	
OVERTIME	\$225,000	\$250,000	\$25,000	10.00%	
OVERTIME - TRAINING	\$43,000	\$59,308	\$16,308	27.50%	
SEASONAL	\$53,525	\$53,525	\$0	0.00%	
HOLIDAY PAY	\$188,000.00	\$209,657	\$21,657	10.33%	
LONGEVITY	\$1,400	\$700	(\$700)	-100.00%	
UNIFORM ALLOWANCE	\$45,020	\$44,200	(\$820)	-1.86%	
TOTAL SALARY	\$4,505,091	\$4,584,053	\$78,962	1.72%	
OPERATIONS					
COLLEGE REIMBURSEMENT	\$10,800	\$11,400	\$600	5.56%	
CONTRACTUAL SERVICES	\$68,834	\$68,791	(\$43)	-0.06%	
INVESTIGATIONS	\$3,918	\$4,028	\$110	2.73%	
COPY & PRINTING SERVICES	\$1,000	\$1,000	\$0	0.00%	
OFFICE SUPPLIES	\$5,000	\$5,000	\$0	0.00%	
TECH & PROGRAM SUPPLIES	\$29,750	\$34,946	\$5,196	14.87%	
MEDICAL SUPPLIES	\$6,170	\$6,820	\$650	9.53%	
CHEMICAL & LAB SUPPLIES	\$80	\$630	\$550	87.30%	
CLOTHES & SAFETY SUPPLIES	\$10,978	\$11,058	\$80	0.72%	
EQUIPMENT MAINTENANCE	\$11,390	\$11,110	(\$280)	-2.52%	
VEHICLE MAINTENANCE	\$20,000	\$20,500	\$500	2.44%	
GASOLINE	\$61,790	\$67,068	\$5,278	7.87%	
TELEPHONE SERVICES	\$9,000	\$10,680	\$1,680	15.73%	
CONFERENCES & EDUCATION	\$28,450	\$31,300	\$2,850	9.11%	
DUES & SUBSCRIPTIONS	\$4,345	\$4,610	\$265	5.75%	
COMPUTER SOFTWARE	\$5,566	\$5,810	\$244	4.20%	
POLICE VEHICLES	\$141,000	\$148,050	\$7,050	4.76%	
TOTAL OPERATIONS	\$418,071	\$442,801	\$24,730	5.58%	
TOTAL BUDGET	\$4,923,162	\$5,026,854	\$103,692	2.06%	

DRAFT**SPD FY22 Summary 3 Additional Officers and 1 Accreditation Specialist Dec 3, 2020 ***Police Only*****

ACCOUNT TITLE	FY21 POLICE BUDGET	FY22 POLICE BUDGET	% +/-	%	
SALARY					
FULL TIME	\$3,925,816.00	\$4,203,669	\$277,853	6.61%	
PART TIME	\$23,330.00	\$24,239	\$909	3.75%	
OVERTIME	\$225,000	\$250,000	\$25,000	10.00%	
OVERTIME - TRAINING	\$43,000	\$59,308	\$16,308	27.50%	
SEASONAL	\$53,525	\$53,525	\$0	0.00%	
HOLIDAY PAY	\$188,000.00	\$221,445	\$33,445	15.10%	
LONGEVITY	\$1,400	\$700	(\$700)	-100.00%	
UNIFORM ALLOWANCE	\$45,020	\$44,200	(\$820)	-1.86%	
TOTAL SALARY	\$4,505,091	\$4,857,086	\$351,995	7.25%	
OPERATIONS					
COLLEGE REIMBURSEMENT	\$10,800	\$11,400	\$600	5.56%	
CONTRACTUAL SERVICES	\$68,834	\$71,470	\$2,636	3.69%	
INVESTIGATIONS	\$3,918	\$4,028	\$110	2.73%	
COPY & PRINTING SERVICES	\$1,000	\$1,000	\$0	0.00%	
OFFICE SUPPLIES	\$5,000	\$5,000	\$0	0.00%	
TECH & PROGRAM SUPPLIES	\$29,750	\$43,031	\$13,281	30.86%	
MEDICAL SUPPLIES	\$6,170	\$7,720	\$1,550	20.08%	
CHEMICAL & LAB SUPPLIES	\$80	\$630	\$550	87.30%	
CLOTHES & SAFETY SUPPLIES	\$10,978	\$18,211	\$7,233	39.72%	
EQUIPMENT MAINTENANCE	\$11,390	\$11,110	(\$280)	-2.52%	
VEHICLE MAINTENANCE	\$20,000	\$20,500	\$500	2.44%	
GASOLINE	\$61,790	\$67,068	\$5,278	7.87%	
TELEPHONE SERVICES	\$9,000	\$10,680	\$1,680	15.73%	
CONFERENCES & EDUCATION	\$28,450	\$38,900	\$10,450	26.86%	
DUES & SUBSCRIPTIONS	\$4,345	\$4,610	\$265	5.75%	
COMPUTER SOFTWARE	\$5,566	\$6,290	\$724	11.51%	
POLICE VEHICLES	\$141,000	\$148,050	\$7,050	4.76%	
TOTAL OPERATIONS	\$418,071	\$469,698	\$51,627	10.99%	
TOTAL BUDGET	\$4,923,162	\$5,326,784	\$403,622	7.58%	

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December 3, 2020

Simsbury Police Department FY 22 Summary December 3, 2020 *** Animal Control Only***

ACCOUNT TITLE	FY21 ACO BUDGET	FY22 ACO BUDGET	% +/-	%	
FULL TIME	\$64,091	\$65,403	\$1,312	2.01%	
OVERTIME	\$1,160	\$1,338	\$178	13.30%	
ADVERTISING	\$200	\$200	\$0	0.00%	
COPY & PRINTING SERVICES	\$500	\$500	\$0	0.00%	
OFFICE SUPPLIES	\$50	\$50	\$0	0.00%	
TECH & PROGRAM SUPPLIES	\$725	\$725	\$0	0.00%	
PARTS SUPPLIES	\$600	\$600	\$0	0.00%	
CLOTHES & SAFETY SUPPLIES	\$400	\$400	\$0	0.00%	
VEHICLE MAINTENANCE	\$1,500	\$1,500	\$0	0.00%	
FEES PAID TO STATE	\$6,000	\$6,000	\$0	0.00%	
CONFERENCES & EDUCATION	\$100	\$100	\$0	0.00%	
DUES & SUBSCRIPTIONS	\$50	\$50	\$0	0.00%	
TOTAL BUDGET	\$75,376	\$76,866	\$1,490	1.94%	

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December 3, 2020

Simsbury Police Department FY 22 Summary December 3, 2020 ***Capital Requests***

	FY21 EM	Prior Requests	A		
Capital					
Admin. Vehicle Replacements (2)	\$92,000	N/A			
Variable Message Sign (2)	\$32,620	FY21			
Radio System Contract	\$0	\$0	\$0		
TOTAL BUDGET	\$124,620	\$0	\$0		



Chief of Police

Nicholas Boulter

**Subject: Body-Worn and
Dashboard Cameras**

General Order 41-3

**Date Issued – Distribution
Rescinds – Amends**

DEPARTMENT ISSUED BODY-WORN AND DASHBOARD CAMERAS

Body-Worn Cameras (BWC) and Dashboard Cameras (DC) are effective tools to preserve factual representations of officer/civilian interactions. These cameras are also effective in capturing video and audio evidence for use in criminal investigations, internal investigations and officer training. The BWC/DC is intended to record anything that the officer could have potentially heard and/or observed using his/her senses. This does not mean that the officer is required or expected to have seen and/or heard everything captured in the footage. Likewise, there may be information an officer obtains through his/her senses that is not captured by the BWC/DC. As such, each incident should be based on the totality of the circumstances when reviewing the video/audio. It is the policy of the Simsbury Police Department to respect the legitimate privacy interests of all persons in Simsbury, while ensuring professionalism in its workforce

Effective July 1, 2022 Connecticut state law (§CGS 29-6d, as amended by PA 20-1 July Special Session) requires the use of body-worn and dashboard cameras. The same act amended statutes regarding use, training and technical specifications of the cameras, and use and retention of camera data. The act also requires the Commissioner of the Department of Emergency Services and Public Protection (DESPP) and the Police Officer Standards and Training Council (POSTC) to jointly maintain guidelines on BWC/DC usage and requires law enforcement adherence to such guidelines. The following policy was issued through DESPP and POSTC and adopted by the Simsbury Police Department.

A. Purpose

1. The purpose of this policy is to set standards related to the use, management, storage and retrieval of digital multimedia video files stored on or generated from the use of department issued or approved body-worn and dashboard cameras, including but not limited to:
 - a. Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.

- b. Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
 - c. Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
 - d. Documenting police response to an incident.
 - e. Aiding in the documentation of victim, witness or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful search, when applicable.
 - f. Reducing the number of false complaints made against a police officer in the course and scope of his or her official police duties.
2. The purpose of equipping police officers with issued or approved body-worn and dashboard cameras is to assist in the following:
- a. Strengthening police accountability by documenting incidents and encounters between officers and the public.
 - b. Resolving officer-involved incidents and complaints by providing an objectively independent record of events.
 - c. Improving agency transparency by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
 - d. Identifying and strengthening officer performance by using footage for officer training and monitoring when appropriate and consistent with the law.
 - e. Improving evidence documentation for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

B. Policy

1. All department issued or approved body-worn and dashboard cameras equipment and media associated with the body-worn and dashboard cameras, data, images, video/audio and metadata captured, recorded, or otherwise produced by the body-worn and dashboard cameras shall not be viewed, copied, released, disclosed, or disseminated in any form or manner outside the

parameters of this procedure pursuant to the department's FOI policy and practice.

2. The Simsbury Police Department shall require usage of a dashboard camera in each police patrol vehicle used by any police officer employed by the department in accordance with department policy which is based upon the guidelines developed and maintained jointly by the POST Council and the Commissioner of DESPP.
3. Each police officer shall use body worn camera equipment while interacting with the public in such sworn member's law enforcement capacity in accordance with the department's policy and based upon the guidelines established by the POST Council and DESPP.
4. This policy does not govern the use of surreptitious/covert recordings devices used in undercover operations

C. Definitions

1. Body-worn (BWC): A body-worn camera is an "on-the-body" video and audio recording system worn by a police officer to capture digital multimedia evidence as an additional means of documenting specific incidents in the field in the course and scope of his/her police duties.
2. Dashboard Camera (DC) - A camera that affixes to a dashboard or windshield of a police vehicle that electronically records video of the view through the vehicle's windshield and has an electronic audio recorder that may be operated remotely.
3. Police Patrol Vehicle: Any state or local police vehicle other than an administrative vehicle in which an occupant is wearing body worn camera equipment, a bicycle, a motor scooter, an all-terrain vehicle, an electric personal assistive mobility device, or an animal control vehicle.
4. Digital Multimedia Video Files (DMVF): Digital multimedia files consist of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.
5. Evidence Transfer Management (ETM): ETM is the transfer of media from the body- worn and dashboard cameras to a secured server or other reliable secured storage source. The method of evidence transfer management for body-worn and dashboard cameras shall be approved by the Chief of Police.

D. Procedures

1. Beginning of the shift procedures

- a. Issued or approved body-worn and dashboard cameras shall be operated in accordance with the manufacturer's recommended guidelines, department training and department policies and procedures.
- b. Prior to the beginning of each shift, the police officer issued or assigned a body-worn and dashboard cameras shall test and perform an inspection to ensure that the body-worn and dashboard cameras has a properly charged battery and is functioning correctly.
 - (1) If problems are encountered with any component of the system, the body-worn and dashboard cameras shall not be used and the police officer shall arrange for repair or replacement through department established procedures. The Police Officer should be immediately provided a replacement BWC/DC, when practicable.
 - (2) Malfunctions, damage, loss or theft of any issued or approved body-worn and dashboard cameras shall be immediately reported by the police officer to the on-duty shift supervisor or other responsible person as designated by the Chief of Police. The Police Officer should be immediately provided a replacement BWC, if practicable.

2. Use and activation of an issued or approved body-worn and dashboard cameras.

- a. Police officers issued or assigned a body-worn camera shall wear such camera on his/her outmost garment and shall position it above the midline of his/her torso when in use.
- b. Police officers issued or assigned a body-worn and dashboard cameras shall activate the camera while interacting with the public in a law enforcement capacity.
 - (1) For the purposes of this policy, "interacting with the public in a law enforcement capacity," means that a police officer is in personal contact with one or more members of the public, the purpose of which is to conduct a self-initiated investigation into, or to respond to a third-party complaint involving, the possible commission of any offense, violation or infraction.

(2) In addition, police officers equipped with body-worn and dashboard cameras shall record the following:

- a. Vehicular pursuits;
- b. Motor vehicle stops;
- c. Motorist assists;
- d. The taking of statements from suspects, witnesses and victims;
- e. The conducting of interviews with suspects, witnesses and victims;
- f. Transportation and processing of prisoners;
- g. Any incident or event not otherwise prohibited by this policy, which may be dangerous, unpredictable, or potentially useful for department training purposes;
- h. Situations where a police officer, by reason of training and experience, determines that the incident should be documented on video.
- i. Foot pursuits
- j. Any incident or event not otherwise prohibited by this policy, where the police officer anticipates a use of force encounter may occur.
- k. Serving arrest and search warrants.

Note: At no time shall police officers disregard officer safety or the safety of the public for the purpose of activating or utilizing the body-worn and dashboard cameras.

- c. Once the body-worn and dashboard cameras is activated for the purpose of documenting an interaction with the public in a law enforcement capacity, it should remain activated until the interaction with the public has concluded to ensure the integrity of the recording, except as otherwise provided for by law or by this policy.

(1) Additional police officers arriving on a scene that have been issued or assigned a body-worn and dashboard cameras shall also record the interaction with the public, and shall also continue to record until the completion of the incident.

(2) For purposes of this policy, conclusion of an interaction with the public occurs when a police officer terminates his/her law enforcement contact with a member of the public.

3. When an issued or approved body-worn and dashboard cameras is not to be activated or should be deactivated:

a. Except as otherwise required by this policy, no police officer shall use body-worn or dashboard recording equipment to intentionally record:

- (1) A communication with other law enforcement agency personnel, except as the officer performs his or her duties;
- (2) An encounter with an undercover officer or informant;
- (3) When an officer is on break or is otherwise engaged in a personal activity;
- (4) A person undergoing a medical or psychological evaluation, procedure or treatment;
- (5) Any person other than a suspect to a crime if an officer is wearing his/her issued or approved body-worn camera in a hospital or other medical facility setting; or
- (6) In a mental health facility, unless responding to a call involving a suspect to a crime who is thought to be present in the facility.
- (7) Any private conversation to which the officer is not a party: or
- (8) Any telephonic conversation unless specifically authorized by law while in the performance of their official duties.
- (9) A strip search
- (10) In a locker room, changing room or restroom, unless confronting a violent or assaultive suspect or in an incident involving the anticipated use of force.

b. Deactivation of a body-worn and dashboard cameras under certain circumstances:

- (1) Although generally, body-worn and dashboard cameras should remain activated until the conclusion of an incident, police officers may deactivate the body-worn and dashboard cameras should he/she determine that, based upon the circumstances; the investigation could be significantly hampered if the recording were to continue. Whenever possible, police officers should consult with supervisors before making the decision to deactivate their body-worn and dashboard cameras.

- (2) Whenever possible, a police officer who deactivates the body-worn and dashboard cameras during the course of an event in which this policy otherwise requires recording, shall both record on the camera the reason for the interruption or termination of recording prior to deactivating the body-worn and dashboard cameras, and document such event in his/her report.
- c. When circumstances prevent a police officer from activating a BWC/DC, or cause a camera to be deactivated in accordance with the guidelines established within this policy, the officer shall activate or reactivate their cameras as soon as practical.

4. Malfunction of Body-Worn and Dashboard Cameras

If any malfunctioning or unintentional failure to record in accordance with this policy occurs, the police officer shall document the reason and notify his/her supervisor regarding the lack of recording. Such documentation shall be in a manner determined by the Chief of Police.

5. End of Shift Procedures

- a. Police Officers shall ensure that all files from an issued or approved body-worn and dashboard cameras are securely downloaded and retained in accordance with section I of this policy, with sufficient frequency so as to ensure that there remains adequate data storage available for recording future incidents.
- b. Officers shall cause the recorded video to be stored, downloaded, transferred or otherwise saved and labeled or cataloged as evidence in the following circumstances:
 - (1) Any incident where an arrest is made or may be made, and/or a search is conducted;
 - (2) An event that captures an officer's reportable use of force in the discharge of his/her official duties;
 - (3) Any interaction with the public where the officer determines that it would be prudent to retain the recording for longer than the minimum retention period set forth in this policy.
 - (4) An event that is a major motor vehicle or criminal incident involving death, serious injury, or catastrophic property damage.

E. Training

No police officer shall use an issued or approved body-worn and dashboard cameras prior to being trained in accordance with statutes in the use of the equipment, and in the retention of data created by such equipment, except that any police officer using an issued or approved body-worn and dashboard cameras prior to October 1, 2015, may continue to do so before undergoing such training. Every police officer must receive training on the proper care and maintenance of the equipment at least annually.

F. Responsibilities of Supervisory Personnel

1. Chief of Police

- a. The Chief of Police shall designate one or more department members to oversee and administer the storage and management of all digital multimedia video files generated by the use of issued or authorized body-worn and dashboard cameras.
- b. The Chief of Police may authorize a BWC/DC policy that provides additional guidelines and training requirements not mandated by this policy, provided that it does not conflict with state or federal law or the provisions set forth in this policy.
- c. The Chief of Police shall ensure the BWC/DC data collection and storage is purged from the systems operation storage and/or software program in accordance with the State of Connecticut Library Records of Retention schedule and department policy.
- d. The Chief of Police shall ensure that body-worn and dashboard cameras video files that are subject to a preservation request or court order are appropriately catalogued and preserved.
- e. The Chief of Police shall approve the method of evidence transfer management (ETM) from the body-worn and dashboard cameras to a secured storage server, cloud, website or other secured digital media storage.

2. Supervisors

- a. Supervisors shall ensure that police officers equipped with issued or approved body-worn and dashboard cameras are using the camera and audio in accordance with policy and procedures as defined herein.
- b. Supervisors shall periodically inspect issued or approved body-worn and dashboard camera equipment assigned to police officers to ensure

proper operability per testing protocols provided through training and manufacturer's recommendations.

- c. Supervisors or other persons designated by the Chief of Police may periodically review issued or approved body-worn and dashboard cameras recordings of traffic stops and citizen contacts in accordance with this policy as well as reports generated as a result of these incidents to:
 - (1) Ensure body-worn and dashboard cameras equipment is operating properly;
 - (2) Ensure that police officers are utilizing the body-worn and dashboard cameras appropriately and in accordance with policies and procedures; and
 - (3) Identify any areas in which additional training policy revisions or guidance is required.
- d. Supervisors shall ensure that all body-worn and dashboard cameras video files are appropriately preserved in accordance with this policy.

G. Authorized Personnel Access to Uploaded Digital Multimedia Video Files

- 1. General access to digital multimedia video files shall be granted to authorized personnel only. Accessing, copying, or releasing any digital multimedia video files for other than official law enforcement purposes is strictly prohibited, except as otherwise required by state and federal statutes, policies and procedures.
 - a. The Chief of Police or his/her designee may review specific body-worn and dashboard cameras digital multimedia video files for the purpose of training, performance review, critique, early intervention inquiries, civil claims, administrative inquiry, or other articulable reason.
 - b. A police officer may review a recording from his or her body-worn and/or dashboard recording equipment in order to assist such officer with the preparation of a report or otherwise in the performance of his or her duties.
 - c. If a police officer is giving a formal statement about the use of force, or if an officer is the subject of a disciplinary investigation in which a recording from body-worn and/or dashboard recording equipment is being considered as part of a review of an incident, the police officer shall have the right to review such recording in the presence of the

officer's attorney or labor representative. Further, such police officer shall have the right to review recordings from other police officers' body-worn and/or dashboard recording equipment capturing the police officers' image or voice during the incident under review.

2. Under no circumstances shall any individual with access to body-worn and dashboard cameras media or data files be allowed to use, show, reproduce or release recordings for the purpose of ridicule or embarrassment of any police officer or individual, or for other non-law enforcement related purposes. This includes disclosure of any portion of a body-worn and dashboard cameras video file to a media organization unless such disclosure has been approved by the Chief of Police or his/her designee.
3. Digital multimedia video files may be reviewed by individuals other than the recording police officer in any of the following situations:
 - a. By a department member investigating or adjudicating a complaint regarding a specific act of officer conduct;
 - b. By technical support staff for purposes of assessing proper functioning of body and dashboard cameras;
 - c. By the Internal Affairs Unit or other Unit or person(s) designated by the Chief of Police, when participating in an official misconduct investigation concerning a specific act or officer conduct alleged in a complaint of misconduct;
 - d. By a sworn law enforcement officer who is participating in a criminal investigation;
 - e. By the Municipality's legal representative;
 - f. Any other personnel designated by the Chief of Police.
 - g. Law enforcement personnel may review a recording from their own issued or assigned body-worn and dashboard recording equipment in order to assist such officer in providing a statement as a witness to events which are the subject of a department internal administrative inquiry, including officer shooting investigations;
 - h. By representatives of the Division of Criminal Justice, Municipal Attorneys, Office of the Attorney General, retained counsel and other representatives authorized by the municipality, such as municipal insurance carriers, in the course of their official duties; or

- i. By other department personnel as authorized by the Chief of Police or his/her designee.

H. Releasing or Duplicating Body-worn and dashboard cameras Recordings

1. All FOIA requests for body-worn and dashboard cameras digital multimedia video files shall be processed through the office of the Chief of Police or his/her designee.
2. Duplicating Body-worn and dashboard cameras Digital Multimedia Video Files
 - a. When a police officer who is required to produce a digital multimedia video file pursuant to a subpoena or other court order, the Chief of Police or other designee shall arrange, prior to the date of the court appearance, for a copy of the required portion of the original video file to be duplicated.
 - b. The original video file, as well as any duplicate copy, shall be held as evidence in accordance with this policy.

I. Storage and Retention

1. Digital multimedia video files shall be maintained in an approved storage location, such as a server, storage device, cloud storage, website or other approved secure storage media, authorized by the Chief of Police.
2. All digital multimedia video files shall be securely stored in accordance with state record retention laws and Department policy.
3. Digital multimedia video files not reproduced for evidentiary purposes or otherwise required to be preserved in accordance with this policy shall be maintained for a period of a minimum of ninety (90) days.
4. Digital multimedia video files shall be preserved while a case remains open and under investigation, or while criminal or civil proceedings are ongoing or reasonably anticipated, or in accordance with the State Records of Retention schedule, whichever is greater.
5. Nothing in these guidelines shall require a law enforcement unit to store such data for a period longer than one year, except in the case where the unit knows the data is pertinent to any ongoing civil, criminal or administrative matter.

6. All other digital multimedia video files reproduced for evidentiary purposes or otherwise caused to be preserved shall be maintained for a minimum of four (4) years.
7. Digital multimedia video files shall be preserved in accordance with any specific request by representatives of the Division of Criminal Justice, Municipal Attorney, Officer of the Attorney General, retained counsel and other authorized claims representatives in the course of their official duties.
8. The law enforcement unit shall not require to store such data for a period longer than one year, except in the case where the unit knows the data is pertinent to any ongoing civil, criminal or administrative matter.
9. Digital multimedia video files shall be preserved in response to oral, electronic or written preservation requests from any member of the public where such requests indicate that litigation may be reasonably anticipated.
10. All such preservation requests shall promptly be brought to the attention of the recipient's supervisor and the Municipal Attorney's office.

This policy/general order of the Simsbury Police Department may be amended as necessary to ensure its compliance with all applicable state and general laws and regulations. The Simsbury Police Commission is aware that changes in state and federal laws and regulations may require that this policy be amended from time to time. Therefore, the Simsbury Police Commission, without prior approval or review, accepts any changes to this policy that maintains its compliance with all applicable state and federal laws and regulations.

PENTAMATION ENTERPRISES INC

DATE: 12/03/2020

TIME: 15:45:02

SELECTION CRITERIA: expmgr.key_orgn='10042110'

ACCOUNTING PERIOD: 5/21

TOWN OF SIMSBURY
EXPENDITURE STATUS REPORTPAGE NUMBER: 1
EXPSTALL

SORTED BY: FUND, FUNCTION, DEPARTMENT, BUDGET UNIT, ACCOUNT
 TOTALLED ON: FUND, FUNCTION, DEPARTMENT
 PAGE BREAKS ON: FUND

FUND-100 GENERAL FUND
 FUNCTION-200 PUBLIC SAFETY
 DEPARTMENT-211 POLICE DEPARTMENT
 BUDGET UNIT-10042110 POLICE DEPT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51010	FULL-TIME	3,925,816.00	277,816.72	.00	1,450,780.27	2,475,035.73	36.95
51020	PART TIME	23,330.00	1,697.52	.00	8,766.48	14,563.52	37.58
51030	OVERTIME	225,000.00	19,980.25	.00	90,607.05	134,392.95	40.27
51031	OVERTIME TRAINING	43,000.00	5,474.18	.00	13,501.11	29,498.89	31.40
51040	SEASONAL	53,525.00	5,493.96	.00	17,110.24	36,414.76	31.97
51060	HOLIDAY PAY	188,000.00	.00	.00	2,736.26	185,263.74	1.46
51070	LONGEVITY	1,400.00	.00	.00	.00	1,400.00	.00
51080	SPECIAL DUTY	.00	23,229.31	.00	23,229.31	-23,229.31	.00
51101	UNIFORM ALLOWANCE	45,020.00	.00	400.00	39,982.61	4,637.39	89.70
51400	EDUCATION REIMBURSEMENT	10,800.00	.00	.00	.00	10,800.00	.00
52200	CONTRACTUAL SERVICES	68,834.00	2,800.00	.00	26,770.31	42,063.69	38.89
52410	INVESTIGATIONS	3,918.00	25.02	568.52	349.01	3,000.47	23.42
52510	COPY & PRINTING SERVICES	1,000.00	.00	.00	8.70	991.30	.87
53100	OFFICE SUPPLIES	5,000.00	644.31	604.52	2,195.75	2,199.73	56.01
53105	TECH & PROGRAM SUPPLIES	29,750.00	13.07	700.14	2,299.11	26,750.75	10.08
53500	MEDICAL SUPPLIES	6,170.00	132.00	3,436.00	311.94	2,422.06	60.74
53505	CHEMICAL & LAB SUPPLIES	80.00	.00	.00	.00	80.00	.00
53700	CLOTHES & SAFETY SUPPLIE	10,978.00	1,163.09	635.00	1,964.75	8,378.25	23.68
54310	EQUIPMENT MAINTENANCE	11,390.00	119.94	2,663.43	2,709.24	6,017.33	47.17
54320	VEHICLE MAINTENANCE	20,000.00	3.97	5,148.57	1,267.40	13,584.03	32.08
55260	GASOLINE	61,790.00	12,221.63	.00	18,535.72	43,254.28	30.00
55310	TELEPHONE SERVICE	9,000.00	129.68	6,089.06	2,910.94	.00	100.00
57400	CONFERENCES & EDUCATION	28,450.00	1,585.00	300.00	2,985.00	25,165.00	11.55
57910	DUES & SUBSCRIPTIONS	4,345.00	67.96	568.54	1,805.43	1,971.03	54.64
58810	COMPUTER SOFTWARE	5,566.00	.00	.00	3,264.50	2,301.50	58.65
58950	CNR - POLICE VEHICLES	141,000.00	141,000.00	.00	141,000.00	.00	100.00
	TOTAL POLICE DEPT	4,923,162.00	493,597.61	21,113.78	1,855,091.13	3,046,957.09	38.11
	TOTAL PUBLIC SAFETY	4,923,162.00	493,597.61	21,113.78	1,855,091.13	3,046,957.09	38.11
	TOTAL GENERAL FUND	4,923,162.00	493,597.61	21,113.78	1,855,091.13	3,046,957.09	38.11
	TOTAL REPORT	4,923,162.00	493,597.61	21,113.78	1,855,091.13	3,046,957.09	38.11

PENTAMATION ENTERPRISES INC

DATE: 12/03/2020

TIME: 15:45:33

SELECTION CRITERIA: expldgr.key_orgn='10042115'
ACCOUNTING PERIOD: 5/21

TOWN OF SIMSBURY
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTAIL

SORTED BY: FUND,FUNCTION,DEPARTMENT,BUDGET UNIT,ACCOUNT
TOTALLED ON: FUND,FUNCTION,BUDGET UNIT
PAGE BREAKS ON: FUND

FUND-100 GENERAL FUND
FUNCTION-200 PUBLIC SAFETY
DEPARTMENT-10042115 DISPATCH
BUDGET UNIT- TITLE NOT FOUND

ACCOUNT	- - - - TITLE - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51010	FULL-TIME	502,147.00	30,747.44	.00	165,175.66	336,971.34	32.89
51030	OVERTIME	34,000.00	2,291.41	.00	15,998.79	18,001.21	47.06
51031	OVERTIME TRAINING	2,000.00	.00	.00	.00	2,000.00	.00
51060	HOLIDAY PAY	11,500.00	.00	.00	1,629.92	9,870.08	14.17
51070	LONGEVITY	575.00	.00	.00	.00	575.00	.00
52200	CONTRACTUAL SERVICES	2,940.00	.00	.00	417.37	2,522.63	14.20
53100	OFFICE SUPPLIES	340.00	.00	.00	.00	340.00	.00
53105	TECH & PROGRAM SUPPLIES	425.00	.00	.00	98.00	327.00	23.06
53700	CLOTHES & SAFETY SUPPLIE	1,600.00	.00	.00	720.00	880.00	45.00
54310	EQUIPMENT MAINTENANCE	1,780.00	94.95	103.85	523.20	1,152.95	35.23
57400	CONFERENCES & EDUCATION	3,120.00	50.00	.00	50.00	3,070.00	1.60
	TOTAL TITLE NOT FOUND	560,427.00	33,183.80	103.85	184,612.94	375,710.21	32.96
	TOTAL PUBLIC SAFETY	560,427.00	33,183.80	103.85	184,612.94	375,710.21	32.96
	TOTAL GENERAL FUND	560,427.00	33,183.80	103.85	184,612.94	375,710.21	32.96
	TOTAL REPORT	560,427.00	33,183.80	103.85	184,612.94	375,710.21	32.96

PENTAMATION ENTERPRISES INC
DATE: 12/03/2020
TIME: 15:46:30

SELECTION CRITERIA: expldgr.key_orgn='10042120'
ACCOUNTING PERIOD: 5/21

TOWN OF SIMSBURY
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTAIL

SORTED BY: FUND, FUNCTION, DEPARTMENT, BUDGET UNIT, ACCOUNT
TOTALLED ON: FUND, FUNCTION, BUDGET UNIT
PAGE BREAKS ON: FUND

FUND-100 GENERAL FUND
FUNCTION-200 PUBLIC SAFETY
DEPARTMENT-212 ANIMAL CONTROL
BUDGET UNIT-10042120 ANIMAL CONTROL

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51010	FULL-TIME	64,091.00	4,694.72	.00	24,302.81	39,788.19	37.92
51030	OVERTIME	1,160.00	.00	.00	16.77	1,143.23	1.45
52400	ADVERTISING	200.00	.00	.00	.00	200.00	.00
52510	COPY & PRINTING SERVICES	500.00	.00	.00	.00	500.00	.00
53100	OFFICE SUPPLIES	50.00	.00	.00	.00	50.00	.00
53105	TECH & PROGRAM SUPPLIES	725.00	140.40	.00	183.37	541.63	25.29
53600	PARTS SUPPLIES	600.00	.00	.00	.00	600.00	.00
53700	CLOTHES & SAFETY SUPPLIE	400.00	.00	.00	.00	400.00	.00
54320	VEHICLE MAINTENANCE	1,500.00	.00	.00	.00	1,500.00	.00
56210	FEES PAID TO STATE	6,000.00	.00	.00	4,425.60	1,574.40	73.76
57400	CONFERENCES & EDUCATION	100.00	.00	.00	.00	100.00	.00
57910	DUES & SUBSCRIPTIONS	50.00	.00	.00	.00	50.00	.00
	TOTAL ANIMAL CONTROL	75,376.00	4,835.12	.00	28,928.55	46,447.45	38.38
	TOTAL PUBLIC SAFETY	75,376.00	4,835.12	.00	28,928.55	46,447.45	38.38
	TOTAL GENERAL FUND	75,376.00	4,835.12	.00	28,928.55	46,447.45	38.38
	TOTAL REPORT	75,376.00	4,835.12	.00	28,928.55	46,447.45	38.38