



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **POLICE COMMISSION – REGULAR MEETING**

**Monday, November 9, 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](mailto:ebutler@simsbury-ct.gov) until 12:00 PM, Monday, November 9, 2020.**
5. **APPROVAL OF MINUTES**
  - a. October 14, 2020 Regular Meeting
6. **OLD BUSINESS**
  - a. Memorandum of Understanding Update
7. **REPORTS**
  - a. Chairman's Report
  - b. Chief's Report
    - i. General
    - ii. Consolidated Monthly Report – September 2020
    - iii. Preliminary Monthly Activity Report - October 2020
8. **NEW BUSINESS**
  - a. 2021 Meeting Schedule
  - b. Preliminary FY 22 Budget
9. **ADJOURNMENT**

**Police Commission  
November 9, 2020  
Summary of Letters**

<b>Received From</b>	<b>Officer</b>	<b>Subject</b>
Resident	Sgt. Sagan	The resident expressed his appreciation for Sgt. Sagan's professionalism and assistance after a 3 car motor vehicle accident.
Resident's brother-in-law	PFC Kushman, Sgt. Valko, Ofc. Robbins	The resident's relative contacted SPD after discovering his deceased in-law. The responding officers were professional, compassionate and caring. "They made the painful day a bit easier to deal with."
Resident	Sgt. Sagan	A resident became lost after going on a hike with her dogs. Sgt. Sagan was able to find and assist her back to her vehicle. She was very grateful for his help.

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**POLICE COMMISSION REGULAR MEETING  
SUBJECT TO APPROVAL  
OCTOBER 14, 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 Terry Fogarty, Commissioner Jenna Caulfield, Commissioner Travis Schweizer, Chief Nicholas Boulter, Lt. Fred Sifodaskalakis, Lt. Thomas Sheehan and Chris Davis.

**2. PLEDGE OF ALLEGIANCE**

**3. CORRESPONDENCE**

Commissioner Fogarty read the summary of letters received since the last meeting of the Commission on September 14, 2020.

**4. APPROVAL OF MINUTES**

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

**VOTED:** To approve the minutes of the September 10, 2020 Special Meeting.

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

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

**5. PUBLIC AUDIENCE**

None

**6. OLD BUSINESS**

**a. Deputy Chief Search Committee and Selection Update**

The Police Commission selected Chris Davis as their choice for the Deputy Chief position. Pending completion of his background, he will begin employment on October 26<sup>th</sup>.

Chairman Cosgrove welcomed the new commissioner, Travis Schweizer.

**7. REPORTS**

**a. Chairman's Report**

None

**b. Chief's Report**

**i. General:**

- Body and in-car cameras are ordered and reimbursement process has begun
- Board of Finance approved the purchase of three administrative vehicles from the private duty fund
- MDTs are installed in the cruisers
- Waiting on CALEA final report
- Chief Boulter displayed the department's pink cruiser which was wrapped for cancer awareness.
- Between January and September 2019, there were 11 MV Thefts; this year there have been 27.

**Overtime:**

- Non-supervisory and Dispatcher OT have decreased compared to last year
- Supervisor OT has increased

**Personnel:**

- Opening for a dispatcher has been posted
- Currently in the background process for a sworn officer
- Still in the interview and selection process to fill the 3 patrol officer vacancies

**ii. Consolidated Monthly Report – August 2020**

No Comments

**iii. Preliminary Monthly Activity Report – September 2020**

No comments

**8. NEW BUSINESS**

**a. FY 2022 Budget**

Chief Boulter will draft a proposal for department needs and present to the Police Commission.

**9. ADJOURNMENT**

Commissioner Long made motion to adjourn at 7:26 P.M., seconded by Commissioner Fogarty. All were in favor and the motion passed.

Respectfully submitted,

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Edward Cosgrove, Chairman  
/kc

**Simsbury Police Department  
Consolidated Monthly Report**

**September, 2020**

	Period	Period	Increase/	Period	Period	Increase/
Activity	9/1/2020	9/1/2019	(Decrease)	1/1/2020	1/1/2019	(Decrease)
	9/30/2020	9/30/2019		9/30/2020	9/30/2019	
<b>Number of Incidents</b>	<b>4,190</b>	<b>4,062</b>	<b>128</b>	<b>36,610</b>	<b>35,129</b>	<b>1,481</b>
<b>Criminal Activity</b>						
Homicide	0	0	0	0	0	0
Rape	0	0	0	0	1	-1
Robbery	0	0	0	1	1	0
Assault	0	0	0	3	0	3
Burglary	1	1	0	9	2	7
Larceny	8	16	-8	86	94	-8
MV Theft	4	4	0	27	11	16
Arson	0	0	0	0	0	0
<b>Totals</b>	<b>13</b>	<b>21</b>	<b>-8</b>	<b>126</b>	<b>109</b>	<b>17</b>
<b>Arrests (Adult)</b>						
Part I Off	1	6	-5	12	22	-10
Part II Off	13	3	10	57	68	-11
<b>Arrests (Juvenile)</b>						
Part I Off	0	1	-1	3	2	1
Part II Off	0	2	-2	3	5	-2
<b>Totals</b>	<b>14</b>	<b>12</b>	<b>2</b>	<b>75</b>	<b>97</b>	<b>-22</b>
<b>MV Accidents</b>						
Fatal	0	1	-1	0	1	-1
w/ Injury	3	8	-5	31	104	-73
Prop. Damage	27	27	0	156	190	-34
Not Investigated	9	13	-4	75	113	-38
<b>Totals</b>	<b>39</b>	<b>49</b>	<b>-10</b>	<b>262</b>	<b>408</b>	<b>-146</b>
<b>Alarms</b>						
Intrusion	40	52	-12	350	365	-15
Fire	12	11	1	114	150	-36
Medical	2	8	-6	65	65	0
<b>Totals</b>	<b>54</b>	<b>71</b>	<b>-17</b>	<b>529</b>	<b>580</b>	<b>-51</b>
<b>Traffic Enforcement</b>						
DUI	3	3	0	26	18	8
Summons	8	31	-23	120	443	-323
Written Warning	30	27	3	192	638	-446
Verbal Warning	192	283	-91	1,212	2,375	-1,163
<b>Totals</b>	<b>233</b>	<b>344</b>	<b>-111</b>	<b>1,550</b>	<b>3,474</b>	<b>-1,924</b>

**Simsbury Police Department  
Consolidated Monthly Report**

**September, 2020**

	Period	Period	Increase/	Period	Period	Increase/
Activity	9/1/2020	9/1/2019	(Decrease)	1/1/2020	1/1/2019	(Decrease)
	9/30/2020	9/30/2019		9/30/2020	9/30/2019	
<b>Miscellaneous Activity</b>						
Aided Cases	154	112	42	1,311	1,249	62
Animals	82	81	1	552	776	-224
Assistance Req.	159	160	-1	1,248	1,162	86
Criminal Mischief	5	0	5	26	33	-7
Disabled MV	13	17	-4	87	177	-90
Domestic	10	5	5	70	64	6
Escort	0	1	-1	0	3	-3
Fingerprints	67	69	-2	356	528	-172
Lockout	10	9	1	80	117	-37
Noise Complaint	20	5	15	123	84	39
Notifications	1	0	1	18	0	18
Open Doors	1	3	-2	10	9	1
Parking Tickets	0	0	0	5	9	-4
Suspicious Persons	43	61	-18	433	462	-29
Transport	2	0	2	8	25	-17
<b>Totals</b>	<b>567</b>	<b>523</b>	<b>44</b>	<b>4,327</b>	<b>4,698</b>	<b>-371</b>
<b>Miles Patrolled</b>						
Car 10	1,618	2,011	-393	14,511	18,327	-3,816
Car 11	1,441	1,813	-372	16,236	17,847	-1,611
Car 12	2,236	1,864	372	23,723	19,139	4,584
Car 13	0	3,345	-3,345	9,407	19,036	-9,629
Car 14	2,912	1,219	1,693	29,103	18,227	10,876
Car 15	2,280	2,995	-715	29,341	19,052	10,289
Car 16	2,369	2,623	-254	20,996	19,184	1,812
Car 17	2,826	1,462	1,364	21,514	17,751	3,763
Car K9	433	431	2	2,465	4,357	-1,892
<b>Totals</b>	<b>16,115</b>	<b>17,763</b>	<b>-1,648</b>	<b>167,296</b>	<b>152,920</b>	<b>14,376</b>
<b>Personnel Activity*</b>						
Sick Leave (days)	42	67	-25	392	700	-309
Injured Leave (days)	10	0	10	90	24	66
Suspension (days)	0	0	0	0	0	0
Funeral (days)	0	4	-4	14	30	-16
Vacation Leave (days)	97	102	-5	772	851	-79
Comp Time (days)	29	21	8	238	266	-28
Family Leave (days)***	0	0	0	8	3	5
Training (hours)	227	437	-211	1,851	2,842	-991
Overtime (hours)	450	857	-407	3,805	5,023	-1,219
*Contains non-IBPO employees						

## Incident Statistics Report

10/01/2020 00:00 Thru 10/31/2020 23:59

*OCTOBER DRAFT Report*

Call Type Description	Total for Period
911 Hangup Call	58
ADMIN. MEDICATION DROP BOX	2
Administrative	2
Aided Case	175
Alarm - Fire	9
Alarm - Intrusion	19
Alarm - Medical	5
ALARM-FIRE-CHARGE	1
ALARM-INTRU-CHARGE	13
ALL OTHER CRIMINAL OFFENSES	1
Ambulance	17
ANCILLARY DUTIES	33
ANIMAL COMPLAINT - BEAR OTHER	14
ANIMAL COMPLAINT - DOG	21
ANIMAL COMPLAINT - OTHER	14
ANIMAL COMPLAINT- BEAR HOME ENTRY	1
ANIMAL COMPLAINT- BEAR PROPERTY DAMAGE	2
ANIMAL COMPLAINT-BEAR VS ANIMAL.	2
Arrest Warrant Served	2
Assist Agency/Person	154
Background Investigation	26
COPS	173
Criminal Mischief	8
DISORDERLY CONDUCT	2
DISPATCH RELIEF	36
Dispatcher Entry	8
Family Offense, Nonviolent	3
Family Violence Offense	2
FINGERPRINT DETAIL	52
Fire	11
Follow-up	44
Fraud	11
Harassment	1
Hazardous Condition	46
Illegal Dumping	1
Investigation	1
Juvenile	1
Larceny	9

## Incident Statistics Report

10/01/2020 00:00 Thru 10/31/2020 23:59

Call Type Description	Total for Period
LARCENY FR:MOTOR VEHICLE	5
Lockout	9
Motor Vehicle Theft	2
MV Check	28
MV Complaint	19
MV Disabled	8
MV ENTRY L/INFORMATIONAL	15
MV STOP	87
MV STOP SPEED	117
MVA	23
MVA UNINVESTIGATED	14
MVA-FATAL	1
MVA-INJURY	8
MVT RECOVERY NON SIMSBURY	2
Noise Complaint	7
Notification	4
Parking Violation	2
PASS CHECK	157
Patrol Check	2263
PROJECT LIFESAVER	1
Property Found	11
REPORT PREPARATION	45
Shots Fired	1
Suspicious Circumstances	34
Suspicious Person	5
Suspicious Vehicle	16
Traffic Assignment	41
TRAFFIC CHECKPOINT	2
TRAFFIC ENFORCE DIST DRV	6
TRAFFIC ENFORCE SPEED	65
Traffic Enforcement	60
Traffic Light Notification	4
Training	16
Transport	1
UNUSED INCIDENT NUMBER	1
<b>Total:</b>	<b>4060</b>

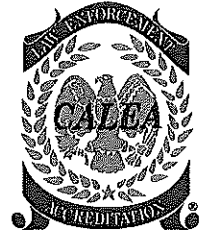




# Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER  
CHIEF OF POLICE

## DRAFT MEMORANDUM

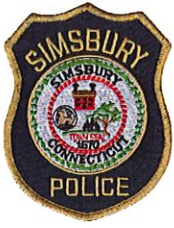
TO: Ericka Butler, Town Clerk  
FROM: Nicholas Boulter, Chief of Police  
DATE: November 10, 2020  
SUBJECT: Police Commission Meeting Schedule - 2021

At the Regular Meeting of the Police Commission on November 9, 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 13, 2021

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

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER  
CHIEF OF POLICE

## MEMORANDUM

TO: Simsbury Police Commission  
FROM: Nicholas J. Boulter, Chief of Police *Nicholas Boulter*  
DATE: November 6, 2020  
SUBJECT: Draft Budget Documents for Police and Dispatch FY22

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**Regular Meeting Date: November 9, 2020**

### Budget Documents

Included are 3 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 over the two fiscal years. The third document shows an impact to the budget if 3 additional sworn officers and an accreditation specialist were added to the Department.

Similar documents will be produced before the December regular meeting for the Animal Control and Emergency Preparedness budgets.

### CALEA Report

The Department underwent a compliance review through the national accreditation process in August and September 2020. Assessor Captain Russell McElwee from the Commission on the Accreditation For Law Enforcement Agencies, Inc. (CALEA) reviewed 101 accreditation standards and found compliance with each standard. To view a report of the last three years, visit <https://www.simsbury-ct.gov/sites/g/files/vyhlf1216/f/uploads/fullcompliance review.pdf>.

**DRAFT**

November 6, 2020

**Simsbury Police Department FY22 Summary Static Nov 6 2020 \*\*\*Police Only\*\*\***

ACCOUNT TITLE	FY21 POLICE BUDGET	FY22 POLICE BUDGET	% +/-	%			
<b>SALARY</b>							
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%			
<b>TOTAL SALARY</b>	<b>\$4,505,091</b>	<b>\$4,584,053</b>	<b>\$78,962</b>	<b>1.72%</b>			
<b>OPERATIONS</b>							
COLLEGE REIMBURSEMENT	\$10,800	\$11,400	\$600	5.56%			
CONTRACTUAL SERVICES	\$68,834	\$68,899	\$65	0.09%			
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	\$6,170	\$0	0.00%			
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	\$20,000	\$0	0.00%			
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%			
<b>TOTAL OPERATIONS</b>	<b>\$418,071</b>	<b>\$441,759</b>	<b>\$23,688</b>	<b>5.36%</b>			
<b>TOTAL BUDGET</b>	<b>\$4,923,162</b>	<b>\$5,025,812</b>	<b>\$102,650</b>	<b>2.04%</b>			

# DRAFT

November 6, 2020

## Simsbury Police Department FY 22 Summary November 6, 2020 \*\*\*\*Dispatch Only\*\*\*\*

ACCOUNT TITLE	FY21 DISPATCH BUDGET	FY22 DISPATCH BUDGET	% +/-	%			
<b>SALARY</b>							
FULL TIME	\$502,147	\$506,936	\$4,789	0.94%			
PART TIME	\$0.00	\$0	\$0				
OVERTIME	\$34,000	\$43,832	\$9,832	22.43%			
OVERTIME - TRAINING	\$2,000	\$2,000	\$0	0.00%			
SEASONAL	\$0	\$0	\$0				
HOLIDAY PAY	\$11,500.00	\$11,832	\$332	2.81%			
LONGEVITY	\$575	\$0	(\$575)				
UNIFORM ALLOWANCE	\$0	\$0	\$0				
<b>TOTAL SALARY</b>	<b>\$550,222</b>	<b>\$564,600</b>	<b>\$14,378</b>	<b>2.55%</b>			
			\$0				
<b>OPERATIONS</b>			\$0				
COLLEGE REIMBURSEMENT	\$0	\$0	\$0				
CONTRACTUAL SERVICES	\$2,940	\$1,755	\$1,755	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	\$1,880	\$100	5.32%			
VEHICLE MAINTENANCE	\$0	\$0	\$0				
GASOLINE	\$0	\$0	\$0				
TELEPHONE SERVICES	\$0	\$0	\$0				
CONFERENCES & EDUCATION	\$3,120	\$3,120	\$0	0.00%			
DUES & SUBSCRIPTIONS	\$0	\$0	\$0				
COMPUTER SOFTWARE	\$0	\$0	\$0				
POLICE VEHICLES	\$0	\$0	\$0				
<b>TOTAL OPERATIONS</b>	<b>\$10,205</b>	<b>\$8,570</b>	<b>(\$1,635)</b>	<b>-19.08%</b>			
<b>TOTAL BUDGET</b>	<b>\$560,427</b>	<b>\$573,170</b>	<b>\$12,743</b>	<b>2.22%</b>			

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November 6, 2020

**SPD FY22 Summary 3 Additional Officers and 1 Accreditation Specialist Nov 6 2020 \*\*\*Police Only\*\*\***

ACCOUNT TITLE	FY21 POLICE BUDGET	FY22 POLICE BUDGET	% + -	%			
<b>SALARY</b>							
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%			
<b>TOTAL SALARY</b>	<b>\$4,505,091</b>	<b>\$4,857,086</b>	<b>\$351,995</b>	<b>7.25%</b>			
<b>OPERATIONS</b>							
COLLEGE REIMBURSEMENT	\$10,800	\$11,400	\$600	5.56%			
CONTRACTUAL SERVICES	\$68,834	\$71,578	\$2,744	3.83%			
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	\$7,070	\$900	12.73%			
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	\$20,000	\$0	0.00%			
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%			
<b>TOTAL OPERATIONS</b>	<b>\$418,071</b>	<b>\$468,656</b>	<b>\$50,585</b>	<b>10.79%</b>			
<b>TOTAL BUDGET</b>	<b>\$4,923,162</b>	<b>\$5,325,742</b>	<b>\$402,580</b>	<b>7.56%</b>			