

OLD SAYBROOK POLICE COMMISSION
Law Enforcement Personnel Selection Process Subcommittee
Special Meeting
October 1, 2015
MINUTES

A Special Meeting of the Old Saybrook Police Commission was held on Thursday, October 1, 2105 at the Old Saybrook Town Hall.

Present: Secretary Stuart and Commissioners Burnham and Dunlap. Chief Spera and Lieutenant Roche were present from the Department of Police Services.

I. **Call to Order/Pledge of Allegiance**

Secretary Stuart called the meeting to order at 4:32 PM and led those in attendance in the Pledge of Allegiance.

II. **Comments from the Public**

There were no comments from the public.

III. **Discussion and Possible Action concerning the sub-committee's mission statement, goals, objectives and priorities.**

Secretary Stuart opened the meeting by asking what the plan and short term goal of the subcommittee should be.

Commissioner Dunlap stated that since being briefed on the changes in the hiring process, the Commission chose to form this subcommittee to explore the process to hire a new police officer that should be the first goal.

The subcommittee agreed that the first goal should be to review the qualifications of entry level police officer applicants.

The subcommittee asked Chief Spera if they could discuss rank promotion qualifications or if they could hire an officer at a promoted rank.

Chief Spera responded that the rank promotion qualifications are mandatory subject of a bargaining agreement and he suggested that the subcommittee limit their scope to entry level.

Secretary Stuart agreed with Chief Spera's statement of sticking to entry level qualifications adding that bringing in an officer at a promoted rank lowers moral in the department.

The subcommittee asked Chief Spera what obligation they have to discuss the hiring process with the union.

Chief Spera responded that the Commission has no obligation to discuss entry level hiring practices with the union since the employee is not a part of the union until after they are hired and satisfy probation.

Secretary Stuart suggested to the subcommittee that each Commissioner do some independent searching regarding other departments hiring processes before the next meeting.

Commissioner Dunlap asked the subcommittee if there was anything else they wanted to address in the process as a whole.

The subcommittee decided to examine the entire entry level patrolman hiring process from start to finish.

Commissioner Dunlap proposed that the mission statement for the subcommittee be "Review the hiring process for entry level certified patrolman and recommend to the Commission any corrections or revisions."

The subcommittee agreed on the mission statement.

Secretary Stuart asked the subcommittee if they should focus on the interview questions to be asked during the Commission meeting with the applicants.

Commissioner Burnham stated that the Police Commission decided to use the existing questions for the upcoming interviews.

Commissioner Dunlap stated that a revision of future interview questions could be a second goal.

The subcommittee agreed that they will look at interview questions as a second goal.

Chief Spera suggested that the subcommittee does a specific review of the current Commission questions when the time comes to do so.

Secretary Stuart asked the subcommittee if they would like to review the old questions or establish new questions.

Commissioner Dunlap stated that he doesn't feel that the subcommittee should remove all of the current practice processes. Many of those questions could still be helpful.

Chief Spera asked the subcommittee if they read the email he sent regarding the Freedom of Information Act regulations as it pertains to the subcommittee.

The subcommittee stated they had read the email.

Chief Spera stated that the Police Commission can enter into Executive Session to revise and recommend new questions.

Secretary Stuart suggested going into Executive Session with the old list and adding or subtracting to it. He suggested that each Commissioner can come in with their own questions.

Commissioner Burnham stated that she would like any new questions to be reviewed by a labor attorney once the subcommittee has drafted questions before bringing it in front of the Police Commission.

The subcommittee discussed a timeline for the next meeting and agreed that they could meet on Thursday, October 8th at 4:00 PM.

Commissioner Burnham asked Chief Spera if the Police Department can put together a list of qualifications other departments require for the next meeting.

Chief Spera asked the Commissioners if they would like a summary on the Police Department's current hiring practice or just what other departments do.

Commissioner Burnham stated that she would like to see the qualifications other departments require.

Chief Spera asked if the subcommittee would like a workshop to discuss the current process.

Commissioner Dunlap stated that he does not believe a workshop is necessary since the Police Commission has been through the hiring process plenty of times.

Chief Spera stated that depending on the hurricane the Police Department could have something for the subcommittee either next week or the following week.

The subcommittee decided their third meeting would take place on Tuesday, October 20th at 4:00 PM.

Chief Spera confirmed with the subcommittee that the next agenda will be review and discuss current entry level requirements and then the subcommittee will look at the other goals.

Commissioner Burnham stated that the next two meetings the subcommittee will look at the qualifications for entry level patrolmen and come up with a recommendation and present it to the Police Commission at the October 28th meeting.

Secretary Stuart asked Chief Spera if he can have the Police Department draft up a hiring procedure overview so the subcommittee can see where the next step is.

Chief Spera asked the subcommittee if they want an overview of the hiring process for October 8th or 20th.

The subcommittee stated that they would like the overview on the 20th.

IV. Comments from the Public

There were no comments from the Public.

V. Adjournment

Commissioner Burnham made the motion to adjourn. The motion was seconded by Commissioner Dunlap. The motion to adjourn the meeting passed with a vote of 3 in favor and 0 against.

Respectfully submitted by:

Jennifer Damato
Records Clerk for the Old Saybrook Police Commission