

# EAST WINDSOR POLICE COMMISSION

REGULAR MEETING: September 9, 2009

## East Windsor Police Department

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### 1. CALL TO ORDER AND ATTENDANCE:

Meeting was called to order at 7:04pm by Chairman Nelson. Commissioners Devanney, Sinsigallo, Sauerhoefer and Sherman were present as well as Chief of Police Edward DeMarco and Deputy Chief Roger Hart.

### 2. ADDED AGENDA ITEMS:

**MOTION** made by Commissioner Sinsigallo to move item #9, New Business, up on the agenda to precede item #4. **SECONDED** by Commissioner Devanney. No discussion

**VOTE IN FAVOR:** Sinsigallo/Sherman/Sauerhoefer/Devanney

**ALL VOTING IN FAVOR, MOTION CARRIED.**

### 3. PREVIOUS MEETING MINUTES:

The minutes from August 12, 2009 regular meeting were reviewed by all commission members. **MOTION** made by Commissioner Sinsigallo to accept the regular meeting minutes of 8/12/09, as presented. **SECONDED** by Commissioner Devanney. No discussion.

**VOTE IN FAVOR:** Sinsigallo/Sherman/Sauerhoefer/Devanney

**ALL VOTING IN FAVOR, MOTION CARRIED.**

### 9. NEW BUSINESS:

Chief Edward DeMarco gave a tour of the East Windsor Police Department for all commission members and attending public. Purpose of the tour was to note the condition of the department, the working areas, its resources and to discuss capital improvements (past and future). Board of Finance members were invited to attend.

The tour began in the conference room where Chief DeMarco explained that the small conference room is where any in-house training and meetings occur. Chief DeMarco stated that the building is functional; however, there are some concerns. The main concerns are the men's locker room, lack of a juvenile holding area and also the venting system from the conference room area – conversations can be heard from other areas of the department through the venting system. Chief DeMarco pointed out the computer area – mainframe for the town – is locked and secured.

Chief DeMarco explained to the group that a major issue of concern is that there is no place to hold juveniles if there is also an adult in holding. Juveniles must be kept out of sight and sound of adult prisoners. Discussion continued regarding this issue and how to resolve it. Selectwoman Nelson asked if there is regionalization for holding juveniles. Chief DeMarco explained there is not, mainly due to the risks involved.

The tour continued past the communications/dispatch area and across the hall to an office area where working files are kept. The office has one full-time records manager and one part-time records clerk. Chief DeMarco stated that storage is another major issue the department faces. The department is good about maintaining its required record retention schedule.

The group viewed the supply room before seeing the detectives' office. The office is a "common" area – shared space with a desk for each detective. The tour turned down a short hallway to see the traffic office and the interview room. The sergeants' office is also a shared office space. The six sergeants each have a desk and there

were four portable lockers in the office as well (lockers are in the office because there is limited space in the men's locker room). Next door was the primary patrol room – where reports are done.

The room across the hall (part of the interview rooms) was small and not being used. Deputy Chief Hart commented that, regarding the juvenile holding issue, there may be a solution that would make use of that room. Deputy Chief Hart stated that soon 16 and 17-year olds will be considered juveniles and if they need to be “out of sight and sound of adult prisoners” then a change will need to be made in the department. That part of the interview room, which is already equipped with a camera could be converted to a juvenile holding area, however, the department would lose that as an interview room.

The tour continued down a small hallway to see the training records room, a small gym and a break-room area. Through the gym was a records room where all types of records are kept – some forever, some for years up to their scheduled retention time. The department is now starting to scan documents and keep them on the server. This electronic filing is approved by the state.

The group toured the men's locker room and the ladies locker room. The evidence room (locked) has a 3-tier system.

The last hallway is the holding facility. The group observed the weapon lock area prior to entering the holding area. Cameras are present. The processing area had DWI and fingerprinting equipment as well as other equipment for processing. Through federal funds, the department has a “cogent system” setup which runs prints on prisoners (across the US) and within 20 minutes will verify an identity, if the person has a previous record. There is one female holding cell and two male holding cells.

Following completion of the tour, **MOTION** made by Commissioner Sinsigallo to go back to the agenda order, #4. **SECONDED** by Commissioner Sherman. No discussion.

**VOTE IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

#### **4. BUDGET AND EXPENDITURES:**

**A) Police Department – Monthly Billing:** **MOTION** made by Commissioner Sinsigallo to accept the monthly billing, dated September 3, 2009 in the amount of \$ 9,539.67. **SECONDED** by Commissioner Devanney. No discussion.

**VOTE IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

**B) Police Department – Financial Statement:** **MOTION** made by Commissioner Sinsigallo to accept the monthly financial statement, as presented (9/8/09). **SECONDED** by Commissioner Devanney. No discussion.

**VOTING IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

**C) Police Commission – Monthly Billing:** **MOTION** made by Commissioner Sinsigallo to accept the monthly billing, dated August 31, 2009, in the amount of \$ 125.00. **SECONDED** by Commissioner Devanney. No discussion.

**VOTING IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

**D) Police Commission – Financial Statement:** **MOTION** made by Commissioner Sinsigallo to accept monthly financial statement, as presented (8/31/09). **SECONDED** by Commissioner Devanney. No discussion.

**VOTING IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

**5. PUBLIC INPUT #1 – Comments and Discussion (5 minute maximum per subject):**

A) Selectwoman Nelson asked the Chief and Deputy Chief what regionalization the department does. Chief DeMarco responded that EW does regionalize traffic enforcement (which opens up grant opportunities), this is through “Metro Traffic Services”. East Windsor is also part of “CREST”, a regional tactical response group that responds to varying emergencies. CREST allows regional access to water/dive/scuba resources. Chief DeMarco also commented that, only recently, towns can now utilize each others’ policing services for major or minor issues – resources are shared. Chief DeMarco commented that even though EW is a small municipality, it needs access to many resources because of its location and the surroundings. Deputy Chief Hart added that, from his experience, this area of CT does regionalization very well.

B) Resident, Mr. Wolfgang Kiss, of 43 Prospect Hill Drive, East Windsor requested more police presence in his area due to an on-going issue with speeders (posting is 25 mph). Mr. Kiss stated that there are no sidewalks and speeders are a major concern for the safety of the neighborhood. Mr. Kiss also commented that cars are parked, at times, in the middle of the intersection. Mr. Kiss has called the police department with numerous complaints. Chairman Nelson suggested to Mr. Kiss to complete a citizen’s complaint form and his concerns will be addressed by the commission and department.

**6. UNFINISHED BUSINESS:**

None at this time.

**7. TRAFFIC AUTHORITY:**

A) 2009-02 Dean Avenue:

Chief DeMarco states that No Parking signs have been placed on both sides of the street as previously noted. Traffic Authority #2009-02 CLOSED.

B) School Zone Traffic Signs:

Chief DeMarco requested that this item be removed from the agenda until all information has been collected and ready for presentation. There are DOT issues and funding issues to gather until action can be taken. At that time, the issue will be re-addressed.

**MOTION** made by Commissioner Sinsigallo to table the “School Zone Traffic Signs” issue until the proper information is received. **SECONDED** by Commissioner Sherman.

**VOTING IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

**8. PUBLIC INPUT #2 – Comments only – NO DISCUSSION:**

None at this time.

## **10. COMMUNICATIONS:**

Enclosed in the commissioner's packets were the following:

1. Letter from Chief Edward DeMarco, dated 8/17/09, to Auto Works Inc. regarding wrecker rotation.
2. Journal Inquirer article, dated 8/26/09. Chairman Nelson read the article that recognized an East Windsor Police Officer's role in convincing a suicidal man to put down his gun. Chairman Nelson commended Officer McNiece for his heroic efforts in this incident

## **11. MONTHLY REPORTS:**

- A) Chief of Police – Submitted written report to commission. No further additions.  
- Regarding 8/27/09, Commissioner Devanney stated her “thanks” and “good job”.
- B) Commission Members - None at this time.

## **12. EXECUTIVE SESSION:**

**MOTION** made by Commissioner Sinsigallo to go into Executive Session (8:01pm) for Legal Update to include the Chief and Deputy Chief. **SECONDED** by Commissioner Devanney.

**VOTE IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

Executive session closed at 8:55pm.

No action taken.

## **13. ADJOURNMENT:**

Commissioner Sinsigallo made a **MOTION** to adjourn the regular meeting at 8:56pm. **SECONDED** by Commissioner Devanney.

**VOTED IN FAVOR:** Devanney/Sinsigallo/Sherman/Sauerhoefer

**ALL IN FAVOR, MOTION CARRIED.**

**Respectfully submitted,**

**Christine Pellegrini**

**EWPC Recording Secretary**