



# SEYMOUR POLICE DEPARTMENT

11 Franklin Street  
Seymour, Connecticut 06483-2891

## REGULAR MEETING BOARD OF POLICE COMMISSIONERS WEDNESDAY, OCTOBER 21, 2020 6:30 P.M. ZOOM teleconference

**Members present:** Robert Koskelowski, David Bitso, John Duke, Thomas Bennett and Kyle Kelley. Also in attendance: Chief Satkowski, Deputy Chief Rinaldi, Officer Oczkowski, Town Attorney LeClerc, Acting First Selectwoman AnnMarie Drugonis, Officer Santanelli, Retired Cmdr. D'Antona, Sgt. Martin, Nicole Klarides-Ditria, Inspector DeNigris, Det. Matusovich and the public.

1. Meeting was called to order at 6:35 p.m. by Chairman Koskelowski
2. Pledge of allegiance: was led by Chairman Koskelowski
3. Public comment: None.
4. Approval of special meeting on September 15, 2020  
David Bitso/John Duke motion to accept the minutes. Motion: 5:0

Approval of regular meeting on September 16, 2020  
John Duke/David Bitso motion to accept the minutes. Motion: 5:0

Approval of special meeting on September 23, 2020  
David Bitso/Kyle Kelley motion to accept the minutes. Motion: 5:0

5. Management report: Chief Satkowski-budget doing well, increase in some revenue, monitoring Covid 19-one officer was out as a precautionary measure, new masks given to everyone, one officer was responding to a call when another vehicle pulled out in front of him-minor damage to the vehicle-could have been worse if the officer had not maneuvered out of the way, Statewide Task Force meeting-monthly stipend on hold as grant money tied up, noise ordinance meeting took place, letter sent to DPW requesting bigger stop signs and painting of 3 and 4 way intersections, civilian complaint against one officer, one officer still out on long term, one officer still out on workman's comp, one administrative position still open, instituted a community program with the RING app-will allow residents to share videos with the police-thank you to the CPO for assisting with this project.

**Commissioner Bitso**-has everyone been trained on the Nexgen system?

**Deputy Chief Rinaldi**-yes all have been trained except myself and the Chief. The officers are out patrolling-not just stationary-trying to do their best on midnights to be visible, can be a deterrent to see officers on main roads.

**Commissioner Duke**-see a lot of activity on the third shift, major problem with car break-ins, instead of having units do traffic I'd like more police activity in neighborhoods.

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**6. Commissioner Comments:**

**Commissioner Bennett**-IA investigations-is there any way to do a thorough review as far as the policies, maybe identify areas of weakness that could be approved upon, a good review would not hurt, at what point does the Board get involved, review the policies of how IA's are initiated as we have had some issues with the last investigations-where was the failure point, what happens if we discussed cases in executive session?

**Commissioner Bitso**-I think it's a great idea, independent party to look at, can we have an outside firm brought in to investigate for us?

**Town Attorney LeClerc**-are you asking for the Commission to review the procedures that are followed from the initiation of the complaint to the conclusion? The Commission sets the operational directives for the department, you can review the policies as to how IA's are handled-either the whole Board or a subcommittee of the Board. Have to be careful with executive session-might not be able to discuss publicly, you would need to have the finances for an outside firm, not sure if there is such a group to bring in or if the Board needs a list of how things were handled, there is a collective bargaining agreement that must be followed

**Chief Satkowski**-some items are contractual, POSTC standards to follow, if some conduct that is not to department standards may take appropriate action.

**Commissioner Kelley**-resident in the North Street area has some concerns regarding speeding-can patrol monitor the area on second shift. Did the Chief and Deputy Chief receive an email from me from Norcom regarding body cameras?

**Deputy Chief Rinaldi**-I will get the information to Inspector DeNigris who is in charge of body cameras.

**7. Old Business:**

**Comp time**

**Chairman Koskelowski**-has the contract been settled? Is comp time negotiated or does the Board make the decision? Board cannot act independently has to go through the contract process?

**Town Attorney LeClerc**-the Town has signed the contract the Union not yet. Ultimately a bargaining issue-it is part of the contract, the First Selectman represents the Town as CEO in connection with the contract, Commission can have input but cannot adopt. It has to go through the process unless this was pulled by the Town and given to the Board but it has not been so it must stay as part of the contract. The Board can make a recommendation to the First Selectman that this be considered part of collective bargaining.

John Duke/Kyle Kelley motion that the Seymour Police Department K-9 callout/comp time procedure to be negotiated into the contract by the Town. (copy attached) **Motion: 5:0**

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### **Evaluations Update**

**Chief Satkowski**-evaluations given out to Commanders, expect to be done by November.  
**Chairman Koskelowski**-any chance by next meeting we can have a number of how many evaluations have been done?

**Deputy Chief Rinaldi**-Commanders and Sergeants working on it, will look into but should have by next meeting.

### **Chief update on goals**

**Chief Satkowski**-put goals in writing and handed out to Board-5 out of 8 completed.

### **Training update**

**Deputy Chief Rinaldi**-entire department trained on new laws that took effect-State Attorney's office came to department, waiting on vendor for Bias and Human Trafficking training, some officers went to OC training Monday, firearms training will be starting, we have one officer who just finished DWI training, classes are limited at the academy because of Covid.

**Commissioner Kelley**-is there a POST requirement for physical training such as taser, baton, OC, handcuffs?

**Chief Satkowski**-some items fall under patrol procedure.

**Commissioner Bennett**-when was the last time elective training done? Are there other opportunities-what is the availability?

### **Roberts Street update**

**Chief Satkowski**-reviewed as requested, leave as it is, plenty wide enough to have parking on both sides along with two-way traffic, history shows no concerns with speeding, I have been monitoring at different times-don't see a need to make it a one way, will increase patrol in the area.

**Commissioner Duke**-thank you I will pass this along to the resident.

**7a) Patrol reports:** Board accepts the reports.

**Deputy Chief Rinaldi**-does the Board like the new format?

**Chairman Koskelowski**-like the statistics report and would like third shift to monitor more businesses.

**Commissioner Duke**-can we have a report that shows the amount of days the unit was on the road?

**Detective Matusovich**-scheduling software will be deployed the next few months.

**Chief Satkowski**-we met with the Commanders and there are a few issues to iron out, it is a work in progress.

**Commissioner Bitso**-good job and I would like to better understand the reports so I will stop by the department.

**7b) Detective report:** Board accepts the report. **Deputy Chief Rinaldi**-Robbery yesterday morning and car break-ins.

**7c) K-9 reports:** Board accepts the reports.

**K-9 Officer Oczkowski**-Officer Gallo completed decoy school.

**Chairman Koskelowski**-do we have a backup K-9 vehicle?

**Chief Satkowski**-when a K-9 vehicle goes out of service we take another vehicle and put a crate in there, when the car goes in for service it is usually on the officers day off.

**7d) SPO/CPO reports:** Board accepts the reports.

**7e) Car Report:** Board accepts the report.

**Commissioner Kelley**-where do we stand on purchasing of cars this year? Moving forward I would like to replace the Expedition that was questioned several months ago, look at another K-9 car or patrol car, when there is a need to use the spare car the request go to the Inspector. **Chief Satkowski**-one new car being finished by the vendor, one new car going up to vendor, additional quotes received from other vendors, September was the last order for cars.

There are four cars and another access car for the Detective Bureau, the former Deputy Chief car is used as a spare, not all detectives should be out of the building at the same time unless something major going on, Deputy Chief slot still open-need to backfill that position-only operating at 50%, computer software does not replace a body, the former Deputy Chief car was assigned to the Inspector based on our rank structure, detectives can use that car making it five, I feel that the Deputy Chief position should be filled sooner rather than later, by all means if they need the car they can use it, there are certain vehicles assigned to the division.

**Commissioner Bitso**-I'd like to see the new Expedition be the new K-9 car and the former Deputy Chief's car not getting much use recommend to be put into the Detective Bureau car pool. Isn't the new Nexgen system making it easier, making administration more productive, would it be a problem to temporarily assign that car to the detectives until we get through Covid? I don't think detectives should have to ask to use a car if they need to use it.

**Commissioner Duke**-do we need a motion to put the car in the detective car pool? Was that vehicle not assigned to the Inspector prior to the Deputy Chief?

**Inspector DeNigris**-as far as the Detective Bureau cars it is a little difficult with Covid as only one detective in a vehicle gets complicated, only four vehicles with seven individuals.

**Deputy Chief Rinaldi**-when the detectives are in town they are to take separate cars but when they go out of town and be in the same car they have to wear a mask.

**Commissioner Bennett**-do the detectives have to get permission to get a car?

Kyle Kelley/David Bitso motion to add to the agenda the former Deputy Chief car. **Motion: 5:0**

David Bitso/Kyle Kelley motion to temporarily assign the former Deputy Chief vehicle to the Detective Bureau to get through Covid 19, other issues and then re-evaluate when personnel changes. **Motion: 5:0**

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**8. New Business: None.**

**9. Correspondence:** Letter sent to DPW requesting bigger stop signs and painting stop bars.

**10. Other Business:**

**Commissioner Kelley**-can DPW or DOT repaint don't block the box areas. Chief Satkowski to follow up

**Commissioner Bitso**-can there be a stop sign placed at Rimmon and Pershing? Chief Satkowski to follow up. Also, can residents carry an open firearm?

**Deputy Chief Rinaldi**-the statute does not say a firearm needs to be concealed.

**11. Commissioner Comments: None.**

**12. Union Business: None.**

**13. Public comment: None.**

**14) David Bitso/John Duke** motion to go into executive session at 8:00 p.m. to discuss the contract for Chief Satkowski. In attendance: The Board, Town Attorney LeClerc, Chief Satkowski and Acting First Selectwoman Drugonis. **Motion: 5:0**

John Duke/Thomas Bennett motion to come out of executive session at 8:07 p.m. Not votes or motions taken. **Motion: 5:0**

Kyle Kelley/Thomas Bennett motion to go into executive session at 8:08 p.m. In attendance: The Board, Town Attorney LeClerc and Acting First Selectwoman Drugonis. **Motion: 5:0**

David Bitso/John Duke motion to come out of executive session at 8:25 p.m. Not votes or motions taken. **Motion: 5:0**

Thomas Bennett/David Bitso motion to go into executive session at 8:26 p.m. In attendance: The Board, Chief Satkowski, Town Attorney LeClerc and Acting First Selectwoman Drugonis. **Motion: 5:0**

Kyle Kelley/David Bitso motion to come out of executive session at 8:35 p.m. Not votes or motions taken. **Motion: 5:0**

**Chairman Koskelowski**-does any Board member want to make a motion to extend or renew the Chief's contract which ends June 30, 2021? If there is no motion than the motion will be lost. No motion no second? Is there any comments concerning this issue?

No Board member made any motions or had any comments.

**14. ADJOURNMENT:** David Bitso/John Duke motion to adjourn the meeting at 8:36 p.m.

**Motion: 5:0**

Respectfully submitted,

*Caroline Spaulding*

Caroline Spaulding  
Recording Secretary

**Seymour Police Department K9**  
**Call Out/Comp Time Procedure**

1. When a request for a canine call out is made, the Commander/Sergeant/OIC will make the determination of the call out. Upon approval by the supervisor, the desk officer or the supervisor will attempt to contact the canine handler on their department issued phone. If they do not answer their department issued phone contact should be attempted using any other phone numbers listed on the department phone list in dispatch.
2. When the department has more than one canine handler available, the Officer with the lowest hours utilizing the current department overtime sheet will be called first. If the Officer with the lowest hours is not available or does not answer his/her phone, the desk officer will then call the second handler.
3. If the canine officer is on a regular scheduled day and gets called in, he will be compensated a minimum of two hours overtime. If the call in lasts more than the two hours the Officer will be compensated the hours worked.
4. If the canine officer is not scheduled to work on the day of the call in, the Officer will be compensated 4 hours overtime. If the call in lasts more than four hours, the Officer will be compensated the hours worked.
5. Hours worked by canine officers can be taken as comp time at the overtime rate of one and one-half hours upon approval of the supervisor. Comp time cannot be used unless there is more than minimum staff on shift. Any hours accrued, as comp time will be documented on the monthly K9 use forms. When comp time is used, a day off slip will be filled out and signed by a supervisor. Once the comp day is used it will be documented on the Department's Days Off Log.
6. When a request for a canine team in the town of Seymour is made, the Seymour canine teams shall be utilized first.
7. Surrounding towns requesting a call out for a canine team: If a surrounding town calls for a canine team the call-in procedure is the same as above. If no canine team is on a working shift and there is an immediate need for a canine team, the Commander/Sergeant/OIC will make the determination on calling in one of the Department Canine Teams going by current over time sheet.
8. If an outside agency is conducting any investigation in the town of Seymour, a canine team from this Department shall be used first.

For the Town of Seymour:

For Local 564:

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