



BURLINGTON POLICE DEPARTMENT

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Jerome F. O'Neill, Chair
Board of Police Commissioners

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**MEETING OF THE BOARD OF POLICE COMMISSIONERS
TUESDAY, JUNE 24, 2014, 6:00 P.M.
BURLINGTON POLICE DEPARTMENT, COMMUNITY ROOM, 1 NORTH AVENUE**

AGENDA

1. Public Forum
2. Chief's Report
3. Evaluation Process for Chief
4. Current Response Protocol for Found Needles in Burlington
5. Review of Any Incoming Correspondence *{as needed}*
6. Commissioners' Updates/Comments
7. Review Updated Directives *{as needed}*
 - a. *DD02: Areas, Shifts, Uniform, Grooming Standards, Inspections, Use of Tobacco Products update*
8. Consent Agenda – Minutes of 5/20/2014 Meeting
9. Next Meeting's Agenda Items and Date
10. Executive Session *{as needed}*
11. Adjournment

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**BOARD OF POLICE COMMISSIONERS
MINUTES OF MEETING**

A meeting of the Board of Police Commissioners was held in the Burlington Police Department Community Room on **Tuesday, June 24, 2014**. Chair O'Neill called the meeting to order at 6:05 p.m.

The following Commissioners were present: Chair Jerry O'Neill, Vice Chair Bill Bryant, Commissioner Sarah Kenney, Commissioner Paul Hochanadel and Commissioner Ed Smith. Also present were Chief Michael Schirling and Kimberly Caron, Police Commission Clerk.

Public Forum:

No one addressed the Commission for public forum.

Chief's Report:

- ~Budget for FY14 will close on 6/30/14 and is on budget
- ~Budget for FY15 was adopted by the City Council. Three primary changes for the FY15 budget are the Crime Analyst position, which has been filled as of June 2. \$30,000 has been allocated to body worn cameras. There is a first draft of the policy regarding these cameras in process. The Department is purchasing new vehicles instead of leasing them.
- ~Staffing – Dispatch is fully staffed at 12. Sworn staff is at 96 with 7 Field Training, 1 on Active Duty and 3 ready to go to the Academy in August. Full staffing is anticipated by 7/3/14.
- ~Extra patrols covering the Fletcher Free Library continue.
- ~Marketplace patrols have been deployed for just over a month.
- ~CIT project – Door to door “knock and talks” started last month and covered over 400 residences. Last year over 1,000 households were contacted. The next knock and talk is scheduled for this Thursday. The CIT group is anticipating having Community Health Center nurses joining the knock and talks on Thursday.
- ~Chief Schirling updated the Commission on the current protocol for found needles in the City. At this time two members of the Public Safety Committee addressed the Commission on the feasibility study they are conducting regarding current and future practices for finding and properly disposing of needles within the City.

Review Updated Directives:

- ~DD14, Digital Imaging, Digital Audio & Video was discussed, but is not ready to be adopted at this time.
- ~DD02, Daily Shift, Uniform, Equipment, Grooming Standards, Inspections & Use of Tobacco Products was reviewed. Vice Chair Bryant moved to approve the update to the Directive, Commissioner Kenney seconded, all in favor so passed.
- ~DD13.3, Interacting with Persons with Diminished Capacities was reviewed. Vice Chair Bryant moved to approve the update to the Directive, Commissioner Hochanadel seconded, all in favor so passed.

Evaluation Process for Chief

- ~There was discussion on creating a formal evaluation process for the Chief of Police. Commissioner Kenney offered to follow up with the Mayor on this topic.

Commissioners' Updates/Comments:

- ~Vice Chair Bryant commented that the move to cash basis for purchasing cruisers was a good idea.

~Vice Chair Bryant also commented that keeping the SRO position, regardless of the funding was a good decision. Bryant believes that going forward, the funding should return to be partially supplied by the School again.

~Commissioner Hochanadel thanked Vice Chair Bryant for his service.

~Commissioner Smith commented on the recent vehicle vs pedestrian incident. He was not happy that the pedestrian was injured, but believed that ticketing the pedestrian for not following the law was the right thing to do.

~Chair O'Neill briefly discussed the contents of the Annual Police Commission Report that is due to the City Council by 6/30/14.

~Chair O'Neill thanked Vice Chair Bryant for his service and for raising questions and concerns that the others didn't think of during his time as a Police Commission member.

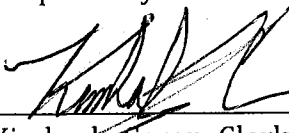
Consent Agenda - Minutes of the 5/20/2014 Meeting: Commissioner Kenney moved to approve the 5/20/2014 minutes. Commissioner Hochanadel seconded, all in favor so passed.

Executive Session: (None needed)

Next Meeting's Agenda Items and Date: The next meeting date was tentatively set for Tuesday July 22, 2014 at 6:00 p.m. If there aren't any agenda items for this meeting, it will be cancelled and the Police Commission will reconvene on Tuesday, August 26, 2014 at 6:00 p.m.

Adjournment: Vice Chair Bryant moved to adjourn the meeting, Commissioner Kenney seconded, all in favor so passed at 6:55 p.m.

Respectfully Submitted,



Kimberly Caron, Clerk of Police Commission

7/22/2014
Date