

**Brownsburg Metropolitan
Police Department**

Michael E. Dove
Chief of Police
F.B.I.N.A. 223



31 North Green Street
Brownsburg, IN 46112-1235

Board of Police Commissioners

Allan Bolante
Ray Kotarski
Stan Comer
Terry Smith
Don Spencer

Attorney
Jayson Marksberry

BROWNSBURG POLICE COMMISSION MINUTES

These are the Minutes of the regularly scheduled meeting of the Brownsburg Police Commission held at the Brownsburg Town Hall on April 9, 2013 at 6:00 p.m.

MEMBERS PRESENT: Allan Bolante, Ray Kotarski, Stan Comer, Terry Smith, Don Spencer

ALSO PRESENT: Chief of Police Mike Dove, Major Joe Grimes, Captain Major Pat Bullock, Attorney Jayson Marksberry, Secretary Kathy Polhill

The Pledge of Allegiance was given.

With no corrections or additions to the Agenda, Don Spencer made a motion to approve the April 9, 2013 Agenda. Ray Kotarski seconded the motion. There was no discussion. The motion carried unanimously.

Ray Kotarski made a motion to approve the regularly scheduled meeting Minutes dated March 12, 2013. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously.

Don Spencer had questions about the Budgetary Posting Journal. Referring to line items that exceed the 25% mark, he asked that assuming those payments are due the beginning of the year and the department is still within its budget, if with the anticipated spending through the year, will the police department be on track? Chief Dove responded there are regular meetings with staff to discuss this. Some are carried over from last year and some are payments that are due now. Some line items have 100% left in the budget. The percentages are watched throughout the year and if a line item is nearly spent, then no further purchases will be made from that line item for the rest of the year. The carry-overs from last year are just about done. There are no un-anticipated expenditures.

Don Spencer made a motion to approve the Expense Report. Terry Smith seconded the motion. There was no further discussion. The motion carried unanimously.

COMMISSION OF ACCREDITATION
FOR LAW ENFORCEMENT AGENCIES



OLD BUSINESS
CHIEF OF POLICE

Chief Dove acknowledged the presence of a local newspaper reporter and expressed his appreciation for his attendance.

Chief Dove recently met with the police department's Investigations Division and the United Drug Task Force to come up with some ideas about the problem with drugs. Since the last commission meeting, he received two telephone calls asking for help and advice for loved ones who are hooked on heroin. Everything possible is being done to get rid of the drug problem in Brownsburg.

Chief Dove had met with some resistance about being appointed to the Hendricks County Communications Center (H.C.C.C.) Operations Board due to Brownsburg Fire Territory already having representation. He attended the March Operations Board meeting, along with other police chiefs and the sheriff. It was their consensus that Chief Dove be appointed to that board. Fire Chief Brown, who is President of the Operations Board, presented Chief Dove's name to the H.C.C.C. Governing Board, who approved Chief Dove's appointment.

Chief Dove pointed out that the equipment through H.C.C.C. is becoming obsolete. All expenses for repairing, updating, and replacing the equipment are now on the shoulders of each department. Additional money will have to be appropriated for these future expenses.

Chief Dove had asked the H.C.C.C. director to use encryption on some of the channels in the county, which will incur costs, but he believes undercover operations and emergency squad operations should have an encrypted channel for safety reasons. Chief Dove also requested that one channel be designated for pursuits.

Chief Dove had no further old business to discuss.

OLD BUSINESS
COMMISSION

The H.C.C.C. dispatch billing, in the amount of \$146,340.96, has been tabled at the previous two police commission meetings. The bill covers services from January 1 – June 30, 2013 with payment due July 1st. Don Spencer said he felt the bill should be paid when it's due for services rendered. Chief Dove said he had talked to Fire Chief Brown and Town Manager Kleinhenz about this. This is out of the ordinary to receive a bill from H.C.C.C. this soon. Chief Dove asked for approval to make the payment the end of June.

Stan Comer made a motion that payment of the dispatch bill be on July's police commission agenda. Ray Kotarski said he believed that the state dictates payments should not be made for services not rendered. Chief Dove said he thought that was true. Jayson Marksberry also believed this to be true.

There was no further discussion. The motion carried unanimously.

Terry Smith asked for clarification that if money for this particular bill and payment for the last six months of the year is in the budget, what is being considered now is when the payment will be made. Allan Bolante told him that was correct.

Ray Kotarski said there had been previous discussions about how to recognize Mrs. Bailey. Prior to this evening's meeting, Stan Comer suggested having a plaque hung outside of Chief Dove's office. Stan Comer said when this meeting moves to item 07.03 on the agenda, that would be the time to discuss this further. He said there needed to be something to recognize her contribution and support to the police department. Without her donations there would be some programs that could not take place or certain items that could not be purchased.

The commission had no further old business to discuss.

NEW BUSINESS
CHIEF OF POLICE

There are eight reserve candidates in the Reserve Academy who will graduate on May 4th. They have all passed their physicals. Chief Dove requested permission to give these eight reserve officers probationary status. This would become effective May 4th. By receiving this permission, they would graduate in full uniform with the town clerk swearing them in on that date.

Ray Kotarski made a motion to approve, after the May 4th graduation, the admission of the eight reserve officers to the Reserve Program. Don Spencer seconded the motion. There was no discussion. The motion carried unanimously.

The Brownsburg Police Department has an E.R.T. that also includes one person from the Brownsburg Fire Territory and one from Pittsboro Police Department. It has been Chief Dove's goal to have Avon Police Department be involved with Brownsburg's E.R.T. Previously they did not have the funds or manpower to participate. After meetings between Major Grimes and the chief and assistant chief of Avon Police Department and through the Mutual Aid Agreement, an officer from Avon Police Department will become a member of Brownsburg's E.R.T. This officer will have to pass all the necessary physical and psychological requirements. The benefits are it adds an additional member to the E.R.T. and provides an officer who has geographical knowledge about Avon's layout should there be a call-out there.

Stan Comer asked if consideration had been given to include Plainfield and Danville. Chief Dove responded there had been discussions over time. Many years ago there was a multi-agency S.W.A.T. but this was disbanded, with Plainfield being the first to withdraw. They maintain their own S.W.A.T., as does the sheriff's department. Major Grimes is always looking at new ways to improve training.

In regards to a county-wide team, Major Grimes said this is not foreseen in the near future. However, through Mutual Aid Agreements with the county and other agencies in the county, if there are any large-scale incidents, members from the Hendricks County Sheriff's Department and Plainfield and Brownsburg Police Departments are prepared to respond. These three S.W.A.T. agencies have trained with some of the same tactics, techniques, and methodologies.

Chief Dove acknowledged a recent donation from Mrs. Bailey to the police department's General Gift Fund or K-9 Fund in the amount of \$10,000. It was decided to put it in the department's General Gift Fund to go towards many upcoming programs, one of which is the Night Out Against Crime which has never used any taxpayers' money. Night Out Against Crime educates the public about things such as drugs. Through the police department's Marketing Committee, he would like to come up some ideas on how to recognize Mrs. Bailey at the Night Out Against Crime event in front of an audience.

Don Spencer noted Mrs. Bailey left her donation in the care of the police department which shows she has a high level of trust, confidence, and respect for the police department. He said this is reflective on the chief and executive staff on how they are running the police department; that a member of the community would donate this amount of unsolicited money and entrust it to them to do the right thing. Chief Dove added that Mrs. Bailey was very fond of Dr. Garrison.

There is a Mutual Aid Agreement with the United States Postal Service and its different branches that use the police department's Interdiction and K-9 Officers to do investigations. An asset forfeiture check was received from them in the amount of \$8,378.26 for a case from 2012. That will go into the police department's Asset Forfeiture Fund. There are a few more checks that will be forthcoming.

Records personnel requested renovations to their office space to make it more efficient. In addition, there is difficulty in talking to the public through the front window. Chief Dove said there are funds in the budget to do the renovations and fit an intercom system in the front window, which will not cost much. Chief Dove requested permission to obtain quotes and improve the work space in records.

Ray Kotarski made a motion to approve the chief's request to get quotes for the work space. Don Spencer seconded the motion. There was no discussion. The motion carried unanimously.

Chief Dove had no further new business to discuss.

NEW BUSINESS COMMISSION

The commission received a copy of a revised policy for approval.

➤ Policy 04.03.01 -- Salary Program and Benefits

Chief Dove explained that most of the policy has to do with minimum time on as an officer in the

department for specialty salaried programs and benefits. The policy spells out the language of the requirements. Chief Dove read out item four on page three: "The chief of police maintains the discretion to assign any employee to a specialty regardless of listed requirements if that employee demonstrates high potential and already possesses relative skills, abilities, or certifications. Experienced officers from other departments may be specially considered". The policy explains the different specialty pays with the minimum number of years that vary. Verbiage was added about not being on probationary status to achieve some of the specialties.

Ray Kotarski made a motion to approve Policy 04.03.01. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously.

Stan Comer announced the Operations Division Employee of the First Quarter is Officer Steve Sentany. He then read out the nomination submitted by Captain Pyatt. "Steve Sentany is heavily involved in training with this department, all while managing to be a very active day officer. Sentany is constantly patrolling the town and active in traffic and arrests. Steve handles criticism well and works well with others and is a good team player and has demonstrated that recently".

Stan Comer next announced the Support Services Division Employee of the Quarter as being Kim Shupert and read out her nomination submitted by Major Grimes. "During the February 8th police commission meeting, Commission President Bolante gave recognition to Kim Shupert for the well-written 2012 Brownsburg Police Department Annual Report. Among many of the tasks that Kim undertakes as the Records Coordinator and Accreditation Manager, Kim seems to possess an innate ability to demonstrate her diversity and skill sets in practically anything she sets her mind to. Kim is a valued employee, who routinely steps up to aid others in department goals such as recruitment, marketing, graphic design or report presentation, policy review/revision, and many others. The annual report is just one said example during this quarter in which Kim utilized reports generated by majors of both Operations and Support Services throughout the 2012 year and was able to produce an outstanding presentation for all to see to understand activities and accomplishments of our agency during the previous year. This is tedious and time consuming work that even with her already demanding schedule, Kim was able to provide a quality document".

The commission had no further new business to discuss.

MAJORS' REPORTS

Referring to Major Grimes's report about rider requests, Ray Kotarski asked if those people are asked why they want to ride along with a police officer. Major Grimes responded that question is not on the form submitted on the police department's website. This question could come up by Major Bullock when he follows up with these requests. He audits and reviews the requests, then contacts the applicants. There is a large variety of people who ask for ride-alongs, such as law enforcement-based inquiries or curiosity from the community.

Allan Bolante asked how the police department's new K-9, Zach, was doing. K-9 Officer Hyde was at this meeting and offered to bring Zach in. Part of the donations from Mrs. Bailey helped to purchase Zach. Ray Kotarski had suggested changing Zach's name to Bailey to honor Mrs. Bailey, but Major Bullock said no one can say how long the dog will be with the police department; that he would prefer naming something permanent after her. The K-9s come from overseas and that is where they are named.

Ray Kotarski told Chief Dove that at some point he needs to find a building, part of a park, or something else that can be named after Dr. Garrison.

Officer Hyde introduced K-9 Zach to the commission.

OFFICER STATISTICAL REPORT

There were no comments.

PUBLIC SERVICE ACTIVITY REPORT

There were no comments

MISCELLANEOUS CORRESPONDENCE

There was no correspondence.

ATTORNEY

The attorney had no comments.

FLOOR

There were no comments from the floor.

Don Spencer asked if the deadline passed to sign up for the Youth Summer Camp and was told it had not and that enrollment can be done on the department's website. Sergeant Fleck is running the Explorer Program that has ten older kids attending.

Don Spencer had talked to Sergeant Watts about the command vehicle. There had been grants applied for, and Avon did get a considerable amount of money because of its proximity to the rail yard. Sergeant Watts had commented there is a science/biologics-type building in Brownsburg which is one of four or five in the country. Don Spencer believes this is equivalent to the railroad. He said he would like to start working on getting a needs assessment done on a command and surveillance vehicle, as well as other pieces of equipment. He would like to know what the department's thoughts are on

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what is needed and suggested getting costs and finding a way to fund them. He said it was the responsibility of the commission to give the department what it needs to do its job and that there may be a way to work through this as a commission.

Chief Dove suggested that Don Spencer meet with E.R.T. Commander Grimes to get a needs assessment done and an idea of which vehicles are being considered, then present it to the town board with a request for an appropriation of funds. This has been looked into for a long time, including looking at a command vehicle. It is hoped some asset forfeiture funds will come through which can be put towards purchasing a command vehicle. The cost of a proper command vehicle starts at \$100,000. Chief Dove said that with the town moving forward, there might be enough funding coming through asset forfeitures to purchase a command vehicle. Chief Dove clarified the money being talked about would be used for the command vehicle and that the police department would have to go before the town board for an E.R.T. vehicle.

Allan Bolante asked Don Spencer that he, along with Major Grimes, Major Bullock, and Captain Pyatt do diligent research on the costs.

Major Grimes said he would also like Sergeant Watts involved with the discussions because he has assisted Major Grimes in the past with researching grants but without success.

With no further comments, Allan Bolante adjourned the meeting at 7:09 p.m.

THESE MINUTES SO APPROVED THIS 14TH DAY OF MAY 2013.

Allan Bolante, President



Ray Kotarski, Vice-President



Stan Comer, Commissioner

Don Spencer, Commissioner



Terry Smith, Commissioner

ATTESTED:



Kathy Polhill, Secretary