

**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 May 14, 2013 at 6:00 p.m.

MEMBERS PRESENT: Ray Kotarski, Stan Comer, Terry Smith

MEMBERS ABSENT: Allan Bolante, Don Spencer

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

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The Pledge of Allegiance was given.

Ray Kotarski reminded everyone this is National Police Week and asked for a moment of silence to remember fallen officers and those affected.

With no corrections or additions to the Agenda, Terry Smith made a motion to approve the May 14, 2013 Agenda. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

Stan Comer made a motion to approve the Executive Session Minutes dated April 8, 2013. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously.

Terry Smith made a motion to approve the regularly scheduled meeting Minutes dated April 9, 2013. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

Terry Smith made a motion to approve the Executive Session Minutes dated April 17, 2013. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

COMMISSION OF ACCREDITATION  
FOR LAW ENFORCEMENT AGENCIES



Terry Smith made a motion to approve the Expense Report. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

OLD BUSINESS  
CHIEF OF POLICE

The commission had previously given permission to Chief Dove to purchase new vehicles, staying within the police department's budget. With the trade-ins, the department will be able to purchase five new police packaged Tauruses and one Fusion for administration. By consensus, the commission agreed to allow Chief Dove to purchase these vehicles.

Through a Mutual Aid Agreement, Avon Police Chief Miller is allowing one of his officers to be a part of the Brownsburg Police Department's E.R.T. The police department is down to the final selection of one of its officers as well as one from Avon Police Department. When they have completed their psychological tests, they will be in the training phase with E.R.T.

Thirteen recruits graduated from the Reserve Academy on May 4<sup>th</sup>, eight of which were from the Brownsburg Police Department. Reserve officers do not get paid and have had several months of training at the academy. In addition, they will spend approximately 400 hours in field training.

Ray Kotarski pointed out that Chief Dove and Major Bullock were once in the reserve program. Major Grimes was a reserve at the Clermont Police Department.

Once the eight new reserves finish their field training, there will be 19 reserves on the department. Twelve full-time sworn officers act as field training officers. Chief Dove would like to have 30 reserves.

Brownsburg Police Department is one of two police departments in the state that is certified by the Indiana Law Enforcement Training Board to have a reserve academy.

Stan Comer complimented Major Bullock and Sergeant Watts for the good job they did for the graduation ceremony. He said he and Ray Kotarski attended the ceremony.

Terry Smith was also present at the graduation. He noted the officers attended the academy two nights a week, four hours each night, and every other Saturday over a period of approximately nine months. This is equivalent to about 400 hours. He said this represents a lot of dedication for a job that pays nothing monetarily and that these officers should be congratulated. Chief Dove added this is on top of their full-time jobs.

There had been meetings amongst the staff and Chris Wingler to discuss the needs of the police department for 2014. With the growing community, the annexation last year, and the proposed annexation this year, there are a lot of things that need to be looked at. Chief Dove will have a list of the department's exact needs by next month's meeting.

Some things being looked at this year are:

- Manpower: Exactly what the department needs to the dollar.
- Insurance costs: The police department has no control over that; it is controlled by the town.
- The C.C.D. Fund is used for the vehicles, and the town will be asked for funds from that.
- Capital improvements to get the amount back to where it was before for the department's fleet. An increase is not being asked for but to get what the department used to have.
- An increase in the C.C.D. Fund for things such as command vehicles and an E.R.T. vehicle.

These are things the police department needs to function properly. There will be a significant increase to the budget because of the annexation and what the police department is asked to do to keep the town safe.

Chief Dove explained the town will move one line item out of the police department's budget and put it in theirs and vice-versa. This has happened with the retirement payments. The overall dollars will not increase that much; it looks like it because of the way the line items are manipulated.

Chief Dove will be asking for a raise for the officers as they did not get one last year. He said it was important to fund the department's officers and get the proper ones. He has seen an increase in violence towards police officers and more violence in society. Chief Dove said more training will be needed. Terry Smith asked if more training will be part of the 2014 budget and beyond. Chief Dove responded it will not be increased by much, if any. The department will be trying to do more with what it has. There will be more physical tactics done, as well as more shooting. E.R.T. and K-9 are constantly training. With the experts in training on the police department and having the Training Facility, Terry Smith asked if the facility could be used for training other departments. Chief Dove said other departments have been trained there and outside instructors have also been brought in to train Brownsburg Police Department's officers. Terry Smith asked that in moving on with the new standards, if that will continue with others coming in, and Chief Dove said it would.

The police department had an intern, Spencer Black, from Avon High School just complete his internship. A new intern has just started, Nathaniel Scott from Perdue University. The department has put into effect guidelines for future applicants.

Chief Dove has been appointed to the Hendricks County Communications Center Operations Board. Fire Chief Brown, who is president of this board, will ask the Governing Board about the center adopting a five year goals and objectives plan and a needs assessment. The Operations Board suggested a consultant be hired to articulate in writing what the center will be doing in the future, what equipment will be needed, and the costs so all the government entities will be made aware. The initial bond that was given for the dispatch center to purchase equipment is up in two years.

Chief Dove had no further old business to discuss.

OLD BUSINESS  
COMMISSION

Don Spencer and Major Grimes had a meeting to discuss the specialty vehicle and another meeting is scheduled. Goals and objectives have been set for items that will be looked at, comparing the command vehicle and the E.R.T. vehicle. They are in the process of putting together a report and this will be discussed at a future meeting.

Stan Comer asked for an update on the graffiti problem in the town. Major Bullock said he had talked with Officers Anderson and Kiritschenko, and it was his understanding that the graffiti has slowed down a lot compared to what it was. Captain Pyatt agreed, saying there were two or three small instances since the clean-up and believes officers have talked to those involved. There will be another clean-up the end of June. Major Grimes said both the Operations and Investigations Divisions remain diligent with identifying the individuals.

The commission had no further old business to discuss.

NEW BUSINESS  
CHIEF OF POLICE

The commissioners had received copies of the recruitment plans for police officers and civilians. Civilian Brenda Habermehl will be leaving the department in the near future. There may be some officers also leaving. Social media, such as Facebook, will be used to notify the public of openings. Ray Kotarski asked for the commission's consensus for Chief Dove to go ahead with his plan for recruitment. Stan Comer added to include the notation it is the revised civilian recruitment plan. Ray Kotarski pointed out the revised plan for civilians indicated the duration allotted of 14 days where the first copy indicated the duration allotted of 21 days. Chief Dove said the posted date of May 17<sup>th</sup> is the 14 day one. The commission gave its consensus for the recruitment plans that include the revised civilian recruitment plan.

There will be many personnel changes made at the police department. Another interdiction officer will be added to replace Captain Pyatt. There will be moves made into and out of the Detectives Division. Personnel for the Field Training Program will be considered.

On May 3<sup>rd</sup>, the police department's officers apprehended two burglary suspects who were involved with breaking into houses under construction. One of the suspects who fled on foot received a dog bite from one of the department's K-9s. The suspects were involved with several break-ins, taking upwards of \$100,000 worth of items.

Chief Dove had talked to the special agent in charge of the Drug Enforcement Agency. They talked about ideas on how the Brownsburg Police Department will work with the D.E.A. on ridding the area of

heroin.

The executive and mid-staffs are very busy with event planning for things such as foot and bicycle races, parades, 4<sup>th</sup> of July Extravaganza, Night Out Against Crime, the U.S. Nationals, and other races at the track. Chief Dove pointed out there is a town ordinance that states for any public gathering event that involves closing streets, there has to be a 45 day prior approval from his office which he then forwards to the town. Applications are on the police department's website.

Chief Dove had no further new business to discuss.

#### NEW BUSINESS COMMISSION

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

➤ Policy 02.34.01 -- Selection & Placement of Personnel

Chief Dove noted that on page four, "during active recruitment processes" is the only thing changed. There are numerous changes on page eight. Chief Dove explained the department is completely changing the way it hires officers. It is not so much the person who looks good on paper, but someone who fits in best for the Brownsburg Police Department's needs. There are two phases to the interview process; one is an interview with the executive staff, and the other with the commission and staff combined. Page nine refers to drug screening and preliminary background checks. Page ten states there would be an extensive background investigation conducted that would also include an in-home-interview.

Stan Comer noted that the credit history was being deleted from this policy. Chief Dove said the reason is there is no consistency once the applicant gets here; there is nothing in place where their credit history can be checked. In addition, with the current state of the economy, some people may be having financial difficulties. Not hiring somebody because of their financial status would not stand up in a court of law. An in-home interview tells a lot about a person.

Jayson Marksberry commented the problem he sees with credit scoring is there are a lot of good people who have marks on their credit reports that turn out not to be factual. He reiterated Chief Dove's comment about trying to identify the appropriate person who would be perfect for the Brownsburg Police Department. He would not like to see credit scoring as criteria, as unreliable as it sometimes is, to keep somebody from being a candidate with the Brownsburg Police Department. He said the revisions are about tweaking the policy. As an objective piece of criteria, you have to be very careful on how it is used and evaluated.

Stan Comer said he was in favor of bringing back the home interviews and was comfortable with the policy revisions. He then made a motion to approve Policy 02.34.01 regarding Chapters 16, 31, and 32 as submitted. Terry Smith seconded the motion.

Ray Kotarski referred to page eight, item number six referring to "staff oral interview". He pointed out that in the past police commissioners have been part of the interview boards and that Chief Dove had mentioned the commissioners would still be part of that board. However, this section of the policy that states "members of the Board of Police Commission" is crossed out.

Major Grimes said that during the process there are two segments of the interview stage, one of which is the executive staff and police commission. Chief Dove said this is pointed out in item eight.

To clarify the financial side, Major Grimes explained that where there are certain words crossed out, it means the department is not mandated to check a credit history. In the disclosure questionnaire there is financial information that is asked for.

There was no further discussion. The motion carried unanimously.

The commission had no further new business to discuss.

#### MAJORS' REPORTS

There were no comments.

#### OFFICER STATISTICAL REPORT

Ray Kotarski reiterated what Chief Dove had said; that a main concern is officers are being confronted physically and verbally more than ever.

#### PUBLIC SERVICE ACTIVITY REPORT

Ray Kotarski summarized what was on the report and noted there was no listing of Sergeant Fleck's activities with the women's karate classes and Crime Watch meetings. He added Sergeant Fleck does a great job with these.

#### MISCELLANEOUS CORRESPONDENCE

There was no correspondence to discuss.

#### ATTORNEY

Jayson Marksberry will be attending a seminar titled "Managing Police Discipline" in Kansas City. This seminar covers all topics including administrative, employment, litigation, and current trends. At next month's meeting he will update the commission about the seminar.

He has applied for conditional accreditation under his continuing educational requirements for this seminar, at no cost to the police department.

Jayson Marksberry had no further comments.

Chief Dove announced the Marketing Committee will be meeting May 20<sup>th</sup> at 1:00 to discuss Night Out Against Crime. This event will take place August 6<sup>th</sup>. Chief Dove invited the commissioners to attend the meeting. Ray Kotarski has played a very active role in the past.

#### FLOOR

Mrs. Smith spoke, saying she is involved with the internship program at Marian University and has insight into that program. She asked if the police department has a process and procedure for interns and if not, she is willing to lend her services at no cost.

Chief Dove responded that it would be great. Major Grimes handles the internship process. Chief Dove believes it is very thorough what they get out of this police department, as they are exposed to several different elements at the department. He said if she had any ideas or plans to help Major Grimes, it would be appreciated.

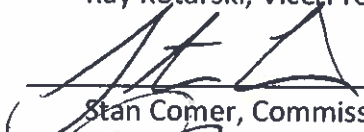
There were no further comments from the floor.

With no objections, Ray Kotarski adjourned the meeting at 7:03 p.m.

THESE MINUTES SO APPROVED THIS 12<sup>TH</sup> DAY OF JUNE 2013.

  
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Allan Bolante, President

  
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Ray Kotarski, Vice President

  
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Stan Comer, Commissioner

  
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Don Spencer, Commissioner

  
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Terry Smith, Commissioner

ATTESTED:   
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Kathy Polhill, Secretary