

**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
Donald Spencer
Terry Smith

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 October 14, 2014 at 6:00 p.m.

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

ALSO PRESENT: Chief Michael Dove, Major Joe Grimes, Major Pat Bullock, Attorney Jayson Marksberry and Secretary Kellie Stewart

The Pledge of Allegiance was given.

Allan Bolante made a motion to approve the October 14, 2014 agenda. Stan Comer seconded the motion. There was no further discussion. Motion carried.

Allan Bolante made a motion to approve the regular scheduled meeting minutes dated September 9, 2014 as submitted. Terry Smith seconded the motion. There was no further discussion. Motion carried.

Terry Smith made a motion to approve the Executive Session meeting minutes for September 9, 2014 as submitted. Don Spencer seconded the motion. There was no further discussion. Motion carried.

Don Spencer made a motion to approve the submitted Budgetary Expense Report dated October 1, 2014. Allan Bolante seconded the motion. There was no further discussion. Motion carried.

www.brownsburgpolice.org



OLD BUSINESS
CHIEF OF POLICE

Chief Dove updated the Commission on the status of the 2015 budget. The Town Board is in possession of the documentation. Chief stated last Thursday the Town Council discussed the 2015 Budget that was presented by the Police Department. The Police Department represents only 12.8% of the overall Town budget. Within the submitted budget the department is asking for two additional officers. Chief Dove stated it has been at least eight years, if not ten years, since an additional officer has been hired to add to the number of officers. All officers that have been hired in the past have been replacement officers. The Chief asked the Police Commissioners to be available should anyone from the Town Council need additional information regarding any budget questions or issues. There is a special meeting this Thursday at 6pm. The third and final reading of the budget is October 23rd at 7:00PM at the Town Council meeting. Chief thanked Commissioner Spencer for his help with the Town Board. Commissioner Spencer is also on the Town Council. Chief Dove stated that if anyone or any Town Board member had any questions feel free to discuss them with him or any member of the staff.

Commissioner Spencer thanked the Chief for the update. Commissioner Spencer echoed the Chief's feelings on open discussion between the department and Town Council. Commissioner Spencer informed the group that the second reading of the budget was presented and nothing was changed. The budget was accepted as proposed.

OLD BUSINESS
COMMISSION

Nothing to report

NEW BUSINESS
CHIEF OF POLICE

Chief Dove requested the November Police Commission meeting be changed to November 18th; due to the original date of November 11th being a Holiday and the offices will be closed.

Stan Comer made a motion to move the November meeting to November 18, 2014.
Don Spencer seconded the motion. There was no discussion. Motion carried.

Chief Dove informed the group the Trick-Or-Treat hours this year are Friday, October 31st from 6-9PM. This will be the hours of the Haunted Police Station as well. Additional information will be posted on social media.

Chief stated the department received a monetary donation for the Bicycle Division. The \$250 donation was received from the Gary Dudley Memorial Fund. This check was sent to the department by

Mrs. Carolyn Dudley, the widow of Gary Dudley. The money will go towards equipment needs for the BPD Bicycle Division. A thank you letter was sent.

Don Spencer asked the department's attorney to explain how donations are placed in accounts for future use for the department.

Jayson Marksberry stated that he will provide a detailed explanation to the Commission at the next meeting.

Chief Dove stated that the department wishes to recognize a citizen of Brownsburg for her involvement in a recent case where her awareness helped officers apprehend a suspect.

Major Bullock introduced, Ronda Ratcliff, to the audience. Officer Jason McCoy was the officer involved in the case and explained that Ms. Ratcliff's observations of her neighborhood and ability to follow the suspect allowed the officers to track the suspect and apprehend him. He was in possession of a stolen vehicle. He was arrested and charged with Theft. Officer McCoy presented Ms. Ratcliff with a Certificate of Appreciation.

All of the Police Commissioners thanked Ms. Ratcliff for her help in keeping her neighborhood safe.

Chief Dove informed the Commissioners of the death of K9 Tsja. Tsja has been retired for a few years. Tsja was Cpl. Crowe's partner. A letter of appreciation was sent to Robert Lamon. Mr. Lamon created a plaque with Tsja's ashes incorporated in the memorial. This was done at no charge to the department and was greatly appreciated.

Chief requested permission to move forward with preparing the promotional process documentation to be presented at the November Police Commissioner meeting. Per policy consent to move forward has to be approved by the board.

Ray Kotarski asked all Commissioners for their consent to move forward. All gave consent.

Chief Dove requested approval of the Specialty Pay for 2014. A spread sheet explaining who receives Specialty Pay and how much was provided to all Commissioners for review. For each Specialty personnel are paid \$500 with a limit of three Specialties.

Ray Kotarski asked all Commissioners for their consent to approve. All gave consent.

NEW BUSINESS
COMMISSION

Ray Kotarski stated Chief Dove wanted to make a conditional offer of employment. Stan Comer made a motion to make a conditional offer of employment to George Glossop. Allan Bolante seconded the motion. Ray Kotarski abstained from the vote. There was no further discussion. Motion Carried.

George Glossop was present. George thanked the Commission for the conditional offer. George Glossop is currently a Reserve Officer with the Brownsburg Police Department.

Chief Dove discussed Policy 02.34.01 regarding Selection and Placement of Personnel. The documentation that was presented to the board has highlighted areas that were changed in order to make the policy a clearer document.

Stan Comer made a motion to approve Policy 02.34.01 with the amended changes as presented to the board. Allan Bolante seconded the motion. There was no further discussion. Motion carried.

Ray Kotarski stated the recruitment plan is in their packets for review. Chief Dove stated the recruitment process is a long process and the recruitment plan needs to be done exactly as planned. Chief Dove requested the approval of the recruitment plan. Chief stated this recruitment will also give a list for Reserves as well as full time officers.

Allan Bolante asked if the list from this recruitment would be available for future hiring.

Major Grimes stated the current hiring list is approaching a one year time span. This new recruitment process will replace it. We only have to run one process for full time and reserve officers.

Chief Dove requested the approval for a new recruitment process. Don Spencer made a motion to approve the new recruitment process. Allan Bolante seconded the motion. There was no further discussion. Motion carried.

Allan Bolante announced the Employee of the Quarter for the Operations Division is Officer Kevin Hyde. Allan Bolante also announced the Employee of the Quarter for the Support Division is Detective Matt Morgan. Both officers were involved in cases that are still open, therefore the reasoning for their nominations by their supervisors was unattainable. Both officers were recognized for their professional work. The Reserve officer of the Quarter goes to Sgt. Kim Kiritschenko. Sgt. Kiritschenko was nominated for her time and dedication for the most recent 5K run that was a fundraiser for the division.

Stan Comer commented on the most recent Town Council meeting that took place last week. Stan Comer stated that regarding the department's budget that was presented to the Town Council he was very disappointed on many levels.

MAJORS' REPORTS

Allan Bolante asked Major Bullock about the status of Officer Steward. Mr. Bolante asked if he was currently on solo patrol. Major Bullock stated that he was and was doing a great job.

Major Grimes informed the council of a recent ERT deployment within the town. The ERT unit was called out on a "High Risk" Search Warrant at a local business. The team and investigators were able to make apprehension where methamphetamines were present.

Allan Bolante asked the Chief if it would be beneficial for the ERT members be present at the third reading of the budget at the next Town Council meeting. Allan Bolante stated he felt the ERT member's presence at the meeting would make a great impact.

Chief Dove stated he felt it would be beneficial to not only have the ERT division present but to also have all personnel in attendance to show the Town Council how important it is to approve the proposed budget. This budget affects everyone.

Allan Bolante said when the citizens of Brownsburg need help they call the Police Department, when the officers need help, they call on the ERT division of assistance. It is important to provide them with the best equipment and a safe vehicle to get them to a dangerous scene.

Chief Dove informed the group of a recent visit by Congressman Todd Rokita. Congressman Rokita was given a tour of the facility and talked to the Chief and Executive Staff about the importance of the department and the importance of providing each member of the department with equipment that is needed to stay safe.

Allan Bolante asked Chief Dove according to FBI staffing standards how many police officers are needed for the population of Brownsburg?

Chief Dove stated it is 2.5 officers per 1,000 citizens.

Allan Bolante asked if the department was close to that standard.

Chief Dove stated no, we are at about 65%.

Don Spencer informed the commissioners that the conversations that are taking place at the Town Council level are to insure that the departments are as efficient and proficient as they can be. It is extremely important to note that the police department with this executive staff has over the years become more proficient and more efficient under the direction of Chief Dove. The department is spending less than they have years ago. Don Spencer stated the two new hires that have been offered conditional offers are already in the 2014 budget and are approved. The additional two officers

budgeted for 2015 are needed and will add to personnel. The department has not added to the number of officers for ten years. When they have added someone on it was to replace a retired officer or someone has left the department. Budgeted for 2015 are the two additional officers and two key pieces of equipment needed for them to do their job. Don Spencer said the department has the numbers and details to back up the requested budget. Don Spencer stated he does not understand why his fellow Town Council members question the proposed budget for 2015.

Chief Dove asked Don Spencer if there was any way to find out the logistics of how many people are in our town on any given day, people driving through, working here, and businesses. Chief Dove stated that the City of Carmel used this logistic to know how many people were in their community.

PUBLIC SERVICE ACTIVITY REPORT

There were no comments.

MISCELLANEOUS CORRESPONDENCE

Chief Dove discussed the letters of Thank You from Brownsburg High School students, a Thank You from Chris Wingler and a Thank You from community churches.

ATTORNEY

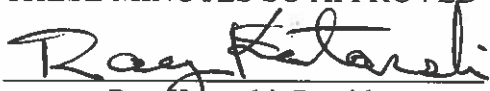
There were no comments.

FLOOR


There were no further comments.

Ray Kotarski adjourned the meeting at 7:22PM

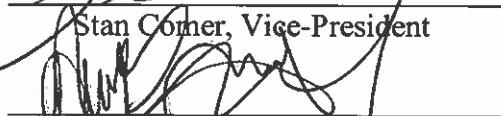
THESE MINUTES SO APPROVED THIS NOVEMBER 18, 2014



Ray Kotarski, President



Stan Comer, Vice-President



Allan Bolante, Commissioner

Terry Smith, Commissioner - Absent

Don Spencer, Commissioner - Absent

ATTESTED:



Kellie Stewart, Secretary