

BOARD OF POLICE COMMISSIONERS  
REGULAR MEETING  
December 15, 2009

1. Chairman Smith called the Regular Meeting of the Naugatuck Police Commission to order at 7:05 p.m.

Those in attendance were:

POLICE COMMISSION:

S. Smith  
R. Roper  
Mayor Mezzo

DEPT. HEADS AND OTHERS:

Chief Christopher Edson  
Jeanette Deschesnes, HR Director  
Ed Carter, Administrative Assistant

ALTERNATES:

C. Ford  
A. Barnes  
W. Bertotti

ABSENT:

L. Mayfield  
B. Whitaker  
D. Branco  
J. San Angelo

Public: 0

Staff: 1

Press: 0

(Mayor Mezzo entered)

2. Chairman Smith led in the Pledge of Allegiance to the flag.
3. ALTERNATES APPOINTED AS VOTING MEMBERS:

Chairman Smith appointed C. Ford, A. Barnes and W. Bertotti as voting members in the absence of L. Mayfield, B. Whitaker and J. San Angelo respectively.

4. A motion by C. Ford and seconded by R. Roper to accept the minutes of the Regular Meeting of the Board of Police Commissioners held on November 17, 2009.

Discussion: None

Vote: Unanimous

5. A motion by Mayor Mezzo and seconded by A. Barnes to accept the minutes of the Special Meeting held on December 3, 2009.

Discussion: None

Vote: Unanimous

6. PUBLIC COMMENTS: NONE

7. UNION BUSINESS: NONE

8. A motion by W. Bertotti and seconded by C. Ford to **Add to the Agenda Item #7A Discussion/Possible Action of the Newly Drafted Hiring Policy and Promotional Policy.**

Discussion: HR Director Deschesnes presented the policies to the Commissioners for their review and acceptance.

Vote: Unanimous

9. DISCUSSION/POSSIBLE ACTION OF THE NEWLY DRAFTED HIRING POLICY AND PROMOTIONAL POLICY:

Chairman Smith discussed the events that took place at the Special Meeting of the entire Police Commission held on December 3, 2009. The Commission, Union and HR Director worked cooperatively on drafting an acceptable hiring and promotional policy. The documents were forwarded to Borough Labor Attorney Nick Grello for his review. J. Deschesnes then sent the policies to Chief Edson.

A motion by Mayor Mezzo and seconded by W. Bertotti to approve the Hiring Policy and Promotional as presented by Human Resource Director Jeannette Deschesnes.

Discussion: None

Vote: Unanimous

(See attached policies)

10. PRESENTATION OF CHIEF'S MONTHLY REPORTS:

A motion by Mayor Mezzo and seconded by C. Ford to accept the Chief's monthly reports.

Discussion: C. Ford asked Chief Edson about the status of the fourth police candidate. Chief Edson said this would be discussed in Executive Session. It was agreed to hold Executive Session at the end of the meeting. Chief Edson reminded everyone that beginning in 2010 the Police Commission meetings will take place at the Naugatuck Police Department. He also discussed the status of

the budget which is tight in some areas but the department is managing, however, Regular Payroll may have some excess.

Vote: Unanimous

11. CORRESPONDENCE:

Captain Jeremiah Scully, Lieutenant Todd Brouillette, Officer Paul Markette and Officer Colin McAllister submitted letters to the Commission of their intent to enroll in college classes per union contract. Chief Edson explained the amount of reimbursement allowed by contract and Chairman Smith noted that the Commission does not take action on this; it is merely a formality per union contract.

Waterbury Chief of Police Michael Gugliotti thanked Sergeant Mark Pettinichi for his participation in the "Signal 100" ride for Lieutenant Vincent Riddick.

The results of "Tip-A-Cop" were announced which was \$753.55 for the benefit of Special Olympics. The officers who participated were Ronald "Jay" Pugliese, Derek Poundstone, Amanda Devan, Marc Robinson, Michael Wawrzyniak and Lieutenant Josh Bernegger. Explorers who participated were Fred Carter, Josh Salthouse, Robert Parenteau and Antonio DelVecchio. Chairman Smith thanked all of the officers and Explorers for their efforts.

All correspondence will be placed into the personnel files of the above-mentioned officers.

12. PUBLIC COMMENTS: NONE

13. OPEN ITEMS: NONE

14. REPORTS FROM SUBCOMMITTEES: NONE

15. COMMENTS FROM COMMISSIONERS:

A. Barnes noted the article that appeared in the newspaper regarding Detective Jack DeOliveira. Chief Edson explained that Jack was involved in "Operation Weed Whacker" which resulted in the apprehension and arrest of drug dealers operating in and out of the United States. Detective DeOliveira received a commendation for his work. A. Barnes wished everyone Merry Christmas and Happy New Year.

W. Bertotti wished everyone Happy Holidays.

C. Ford reported that his friend Andre Moutela and the other candidates are doing well in the police academy. Andrew Katrenya has been named sergeant.

Chairman Smith questioned Chief Edson about an incident regarding the Superintendent of Schools. Mayor Mezzo explained the event. Chairman Smith asked Chief Edson if officers can be observant of residents shoveling snow into the streets.

16. A motion by Mayor Mezzo and seconded by C. Ford to **Add to the Agenda Item #13A Executive Session For The Discussion Of Personnel Matters Regarding Police Candidate Joseph Ben”**.

Discussion: None

Vote: Unanimous

17. EXECUTIVE SESSION FOR THE DISCUSSION OF POLICE CANDIDATE JOSEPH BEN:

A motion by Mayor Mezzo and seconded by C. Ford to enter into Executive Session at 7:25 p.m. inviting in Chief Edson.

Discussion: None

Vote: Unanimous

The Regular Meeting resumed at 7:35 p.m.

18. A motion by W. Bertotti and seconded by A. Barnes at 7:36 p.m. to adjourn to the next scheduled meeting on Tuesday, January 19, 2010 at the Naugatuck Police Department, Naugatuck, CT.

Discussion: None

Vote: Unanimous.

ATTEST:

Steven Smith, Chairman  
Naugatuck Police Commission

## **Naugatuck Police Commission**

### **Policy and Procedure for Police Officer Promotions**

#### **Purpose**

To provide the Borough of Naugatuck, Naugatuck Police Commission, with an objective, legally compliant process for promotions of police officers at the Naugatuck Police Department, consistent with the collective bargaining agreement between The Borough of Naugatuck and AFSCME, Council 15, AFL-CIO, Local 1126 dated July 1, 2006 – June 30, 2010, extended by Memorandum of Agreement through June 30, 2012, as executed on March 6, 2009, unanimously approved by the Mayor and Board of Burgesses on March 17, 2009.

#### **Responsible Person(s)**

The Naugatuck Police Commission, Chief of Police, and the Human Resources Department are responsible for the coordination of this policy.

#### **Policy and Procedure**

1. The Borough of Naugatuck is committed to providing opportunities for career mobility and advancement within the parameters of the existing collective bargaining agreement (“the CBA”) noted above.
2. For purposes of this policy, the procedure to be followed is outlined in Article XXIX, Promotions, in the existing collective bargaining agreement (“the CBA”) as extended by mutual agreement as noted above.

## **Naugatuck Police Commission**

### **New Recruit and Certified Police Officer Hiring Policy & Procedure**

#### **Purpose**

To provide the Borough of Naugatuck (BON) with an objective and legally compliant hiring process for New Recruit and Certified Police Officers.

#### **Responsible Person(s)**

The Naugatuck Police Commission, Chief of Police and Human Resources Department are responsible for the coordination of this policy.

#### **New Recruit Hiring Process**

- A. The Borough will work with the outside testing vendor and make sure that the following procedures are adhered to:
  1. Police officer testing follows the regulations of the State of Connecticut Police Officer Standards and Training Council (POST).
  2. A current and valid job description will be provided to the vendor at least annually or upon request, as well as the Borough of Naugatuck intent to hire notification and this policy.

3. On an annual basis, the vendor will provide BON with a certification of insurance naming the vendor as an insured for all test phases throughout the process.
  4. BON Human Resources Department will prepare an advertisement for publication in selected newspapers and a position announcement for distribution to colleges, universities and other applicable institutions. The length of time that the advertisement runs and the recruitment period will be determined by the vendor in conjunction with local personnel authorities.
  5. BON Human Resources Department will supply an application package as well as information on the testing process.
  6. The vendor will notify all candidates in writing of the testing process, dates and their status.
- B. Satisfactory outcome of the following tests is required in sequential order. Should a candidate fail to pass one component of the tests, they will not be eligible for further testing.
- a. Physical Agility Evaluation (performed by BON Police Department POST);
  - b. Written Examination (administered solely by the vendor);
  - c. Oral Examination (administered by an oral board of BON Police Department officers, selected by the Chief of Police, with the vendor monitoring the process).
- C. Final scores based on the testing will be provided by the vendor to the Chief of Police. As noted above, scores will include physical agility (pass/fail), written (50%) and oral board (50%) results. The Chief of Police will provide the final scores for the candidates to the BON Human Resources Department at which time a database is created that transfers the scores from individual lists into one consolidated list. Individual correspondence will be sent to the candidates, by the BON Human Resource Department notifying them of their overall scores and rankings.
- D. The BON Human Resource Department will present the list to the Naugatuck Police Commission; The Naugatuck Police Commission may then review the list and take a vote to accept or reject the list. If accepted, the list shall be accepted for a six (6) month period with an option to extend the list for an additional six (6) months pursuant to a majority vote of the Naugatuck Police Commission.
- E. The Naugatuck Police Commission may convene a meeting for the purposes of working in collaboration with the BON Human Resource Department to develop interview questions.
- F. The Naugatuck Police Commission will interview eligible candidates. Candidates will be invited to interview in accordance with the following matrix:

**Approximate Interviewing Matrix for Candidates to Call in for Interview**

Number of Candidates to Schedule	Number of Police Officer Vacancies
3	1
5	2
7	3
9	4
11	5
13	6

- G. The Naugatuck Police Commission will compile all scores for the candidates. The BON Human Resource Department will extend a letter of “conditional hire” to the top scoring candidate(s), with a copy to the Chief of Police.
- H. The candidate(s) will then undergo additional further testing required by POST. In order to continue to be considered for employment with the Naugatuck Police Department, the candidate(s) must pass each additional testing level. At any point that the candidate(s) does/do not pass a particular test, they will be immediately eliminated and the “conditional hire” offer will be withdrawn. The following is a list of further testing:
- Background Investigation
  - Polygraph Examination
  - Psychological Evaluation
  - Physical Examination including medical and drug screen

If the candidate(s) pass the additional testing, they will be notified in writing by the Chief of Police that they have been hired and will be enrolled in a State of Connecticut POST approved basic recruit training academy as soon as is practical. They will also be notified of a time and place to complete their new hire paperwork.

#### **Certified Police Hiring Process**

- A. At the discretion of the Naugatuck Police Commission and the Chief of Police, an open position may be offered to a certified police officer candidate.
- B. Human Resources may prepare the job posting and advertise broadly.
- C. All certified police officer candidates will undergo the following tests in sequential order. Should a certified police officer fail to pass one component of the tests, he/she will not be eligible for further testing.
- a. Physical Agility Evaluation (performed by BON Police Department POST);
  - b. Written Examination (administered solely by the vendor);
  - c. Oral Examination (administered by an oral board of BON Police Department officers selected by the Chief of Police with the vendor monitoring the process).

A list of qualified “certified” candidates will be presented by the Chief of Police to the Naugatuck Police Commission.

- D. The Naugatuck Police Commission will conduct interviews, and a qualified candidate will be selected for each approved vacancy. The BON Human Resource Department may be present for interviews to monitor that federal and state employment laws are adhered to.
- E. The Naugatuck Police Commission will direct the Chief of Police to extend a “letter of conditional hire” to the candidate(s).
- F. The candidate(s) will then undergo additional further testing required by POST. In order to continue to be considered for employment with the Naugatuck Police Department, the candidate(s) must pass each additional testing level. At any point that the candidate(s) does/do not pass a particular test, they will be immediately eliminated and the “conditional hire” offer will be withdrawn. The following is a list for further testing:

- Background Investigation
- Polygraph Examination
- Psychological Evaluation
- Physical Examination including medical and drug screen

G. The Police Department will notify the Human Resource Department of the status of the additional testing. If the candidate(s) passes/pass the additional testing, they will be notified in writing by the BON Human Resource Department of their employment date with the Naugatuck Police Department. They will also be notified of a time and place to complete their new hire paperwork.

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