

Easton Police Commission Special Meeting
Easton Police Department Conference Room
March 3, 2016

The Easton Police Commission Meeting was called to order at 6:05 pm by Chairman Colangelo.

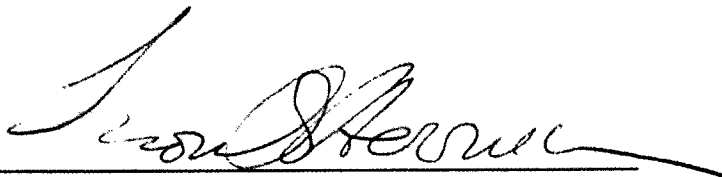
Present were: Richard Colangelo, Chairman
Laurie Israel, Vice Chairman
Thomas A. Herrmann, Secretary
Marvin Gelfand, Commissioner

Also present: Chief Timothy Shaw

- I. A. A motion was made by Chairman Colangelo to approve the Police Special Duty Fund Policy draft for submission to the Board of Finance. Commissioner Herrmann seconded the motion and the motion passed unanimously. A copy of said policy is attached and made a part of these minutes.

Commissioner Gelfand moved to adjourn the meeting at 6:40 pm, and the motion was seconded by Commissioner Herrmann. The motion passed unanimously.

Respectfully Submitted:



Commissioner Thomas A. Herrmann, Secretary

Easton Police Department

Police Special Duty Fund Policy

Preamble:

The Easton Police Department, under authority by the Easton Police Commission, shall collect fees for the special duty assignment of police officers and police vehicles, required for certain road work and for individual and private enterprise activities occurring within the Town of Easton. Types of activities requiring police supervision and the schedule of fees for officers and vehicles are established by the Commission and may be amended from time to time by the Commission.

Any Special Duty fees charged and collected by the Department, under authorization by the Commission, shall be deposited into the Police Special Duty Fund (PSDF) as revenues. These revenues are to be collected for the specific purpose of paying officers and supervisors' wages and benefits earned in conjunction with special duty assignments as well as for the purpose of procuring vehicles for the Easton Police Department. The guidelines set forth below are meant to codify the deposit of collected revenues and the expenditure of those revenues consistent with the aforementioned purposes.

Policy Terms and Conditions:

- 1) All revenue collected under the Policy shall be deposited into the Police Special Duty Fund as maintained by the Comptroller of the Town of Easton.
- 2) Expenditures for payroll wages and benefits for special duty officers and supervisors from the PSDF shall be governed by the current practices of the Comptroller's office.
- 3) The Police Commission will provide a vehicle capital spending plan with its annual budget submission for the forthcoming fiscal year that identifies all vehicles requested to be funded by unencumbered monies in the Police Special Duty Fund. The Commission will also provide a five-year Capital Spending Plan.
- 4) Any expenditure from the PSDF for the purpose of procuring vehicles for the Easton Police Department shall be reviewed and approved by the Board of Finance as part of the annual budget process or at such time that exigent circumstances require between budget cycles.
- 5) After approval by the Board of Finance, the procedure for procuring vehicles shall comply with the Town's current purchasing policy as set forth by the Board of Selectmen.
- 6) An accounting of all PSDF revenues and expenses will be presented to the Board of Finance at least annually, and monitored by the Police Commission monthly to ensure that special duty work is being billed and payment collected on a timely basis, and to ensure that at no time do expenditures exceed revenues.
- 7) Any Police Special Duty Fund balance as of June 30 of each year that is not committed to the approved purchase of vehicles, or outstanding special duty wages and benefits, will be subject to Board of Finance review and possible transfer to the General Fund.

