

MEETING MINUTES

DATE: May 1, 2008

TIME: 10:00 am

LOCATION: State Police Headquarters, Middletown, CT.

ATTENDEES: CSP, Bethel, Farmington, Judicial Marshall Academy, Brookfield, Danbury, Enfield, Monroe, Berlin, Wethersfield, East Hartford, Stratford, Coventry

Meeting called to order at 10:00 am

Treasurer Report: \$ 3,309.31

Secretary Report: Minutes accepted as submitted.

TOPICS DISCUSSED

ANNOUNCEMENTS

Three agencies gained POST accreditation: Wallingford, Milford, and Guilford

The Guilford Police Department gained Reaccreditation and the CT POSTC Training Academy gained Accreditation at the CALEA Conference in March in Atlanta, Ga.

The Judicial Marshall's Training Academy had their CALEA onsite and will be recommended for Reaccreditation.

The Coventry Police Department received a CALEA Agency Support Grant Fund. The fund essentially waives the administrative fees of Accreditation but you still pay for the onsite Fees. You can apply and get more information on this by going to the CALEA website at www.calea.org.

A mock was held at the Manchester Police Department for their CALEA onsite scheduled for August of this year.

OLD BUSINESS

The PAC is looking for more members interested in being part of a mock onsite Committee to help coordinate mocks for agencies coming due for onsites.

Mark Palmer is still working with the NJ PAC in order to upgrade our website and provide more information and support for CONNPAC agencies.

The language change in the By-Laws was presented at the May meeting and included in the minutes. There have been no comments received on the proposed changes.

A motion was made by Linda Carlin to amend the By-laws as presented. The motion was unanimously approved to accept the language change.

NEW BUSINESS

Linda Carlin from the Farmington Police mentioned a way to comply with CALEA standard 45.2.4 the Citizen Survey. For those agencies interested in complying with CALEA standard 45.2.4 an approach that can be used is to build your own survey on www.surveymonkey.com. If anyone is interested you can go to the Farmington website at www.farmington-ct.org and look at the police department cover page from the Chief, there is a link to the survey there.

Mark Palmer mentioned a site (www.propertyroom.com) that may be helpful for property and evidence standards. Some CT agencies are using this commercial service to help dispose of property and evidence and comply with CALEA standards.

Mark Palmer addressed the Standards Review and Interpretation Committee (SRIC) changes to a number of standards from CALEA. For more information go to the CALEA website at www.calea.org. Here is a synopsis of the changes, however you should go to the CALEA website and print out the language and standard changes to make sure you address the entire standard.

- 1) Chapter 71 Processing and Testing Rooms- If there are DUI or fingerprinting rooms that are used outside of the holding facility a directive is required to address weapons control and supervision.
- 2) Performance Evaluations are no longer required for Part Time Employees
- 3) Training for Reserves and Auxiliaries
- 4) Awareness level training for Hazardous Materials can be training as directed by the agency.
- 5) A written directive is needed if agencies use cell phones or other alternative communications as their *primary* source
- 6) Crime Incident Reporting was moved from the Communications section to the Records Section

The next meeting we will look to have a couple agencies do a presentation on the set up of their files.

The PAC has also started a mentoring program for those who are new to the Accreditation process.

If any agency is new to the State Accreditation process and would like the forms you can contact Ted Lemay at POSTC for a disc which includes most of the documents needed.

Karen Staples from the Hartford Visitor's Bureau is looking to make a presentation to hold the CALEA conference in Hartford in 2010. The PAC discussed that the support of the Connecticut Chiefs, the Hartford Police and the Connecticut State Police would be necessary before the PAC could support this process. Chief Palmer will prepare a draft letter after contact is made by Karen Staples with the Chiefs, the Hartford Police and the Connecticut State Police. This letter will be shared with the member agencies for their input.

NEXT MEETING: July 10, 2008 at 10:00 at the
State Police Headquarters, Middletown, CT.