

CONN PAC MEETING MINUTES

Date: February 3, 2011

Time: 10:00am

Location: Department of Public Safety, Middletown

Attendees: Norwalk, Coventry, State Capitol, CSP, Milford, CCSU, Danbury, Wallingford, UCONN, Wilton, Farmington, Simsbury, West Haven, Enfield, Berlin, IACLEA, Monroe, Guilford, Manchester

Meeting Called to order at 10:00am by President Mark Palmer.

Secretary's Report: MMSC to accept the minutes of the December meeting with change made to Treasurers report. (\$3703.55)

Treasurer Report: \$3068.62 balance.

TOPICS DISCUSSED

ANNOUNCEMENTS

- ❖ Onsite/Mock Onsites
 - Wallingford: Completed mock but due to weather not all assessors were able to attend. Another mock will be scheduled to complete.
 - Simsbury: Rescheduled due to weather to February 4th.
 - Manchester: Requesting CALEA mock in May.
 - Milford: Requesting State Tier I & II on March 16th.
 - Judicial Marshal Training Academy: Mock scheduled for February 10th.

CORRESPONDENCE

Letter of support sent to Guilford on-site team.

Letter of support sent to Journal Inquirer newspaper regarding article on Enfield's attendance at CALEA conference.

OLD BUSINESS

PAC Website – www.connpac.org is now up and running with limited information currently. Members should register on the site as all information will be migrated to the members area of the website.

NEW BUSINESS

Linda Carlin advised that she had a discussion with the State Librarian concerning a discrepancy with the State Records Retention Schedule concerning the length of time to hold Accreditation files. State will be updating schedule.

Linda Carlin advised that Farmington is working on a report to assist in the destruction process which would highlight those records that must be kept longer than 10 years.

New CALEA on-site process: Chief Palmer discussed the revised CALEA on-site assessment which would eliminate most file maintenance and require documentation and files for only new or revised standards or those standards affected by new or revised departmental policies.

POST – State Accreditation Manager Training scheduled for February 16th at the Academy.

POST on-site went well and is expecting reaccreditation at March CALEA meeting.

Discussion took place on assuring more participation from membership. There is a need for additional assessors to assist and a request that agencies participate with PAC and assist with mocks. PAC Officers will discuss equitable participation requirements and report back to the membership.

Meeting Schedule

Next meeting April 7, 2011

Meeting Adjourned at 1120 hours.

Submitted,

Thomas Kulhawik

Deputy Chief Thomas Kulhawik
Norwalk Police Department
Secretary