

Robert J. Bask

2020 DEC 15 A 9:27

MICROSOFT "TEAMS"
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK
EAST HARTFORD

DECEMBER 9, 2020

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor

PRESENT Scott Chadwick, Corporation Counsel
Theresa Buchanan, Human Resources Director
Linda Trzetzak, Finance Director
Scott Sansom, Chief of Police
Rich Kehoe, Chair, East Hartford Town Council
Esther Clarke, Minority Leader, East Hartford Town Council

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:32 pm.

APPROVAL OF MINUTES

December 2, 2020 Meeting

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the December 2, 2020 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Assistant Chief of Police: New Job Description
Deputy Chief of Police: Revised Job Description

At the last meeting held December 2nd, the Committee members asked for the following information:

1. an updated organizational chart of the Police Department
2. an internal range of the salaries for the Deputy Chiefs, Assistant Chief & Lieutenants

3. an internal range of salaries for other administrative levels in the EHPD, comparing similar towns such as West Hartford, Manchester, Middletown, Enfield, Hamden and Bristol
4. Corporation Counsel to review the job descriptions
5. Corporation Counsel to review the transition of union employees to non-union positions.

Mayor Leclerc and Scott Sansom, Chief of Police, reviewed the information they provided to the Committee (attached to these minutes) and a lengthy discussion began.

Assistant Chief of Police

MOTION By Connor Martin
seconded by John Morrison
to **remove from the table** the following motion made at the December 2nd meeting:

To **table** action on the new job description, including salary, of "Assistant Chief of Police" until this Committee has reviewed an internal range of salaries for the Administrative positions within the East Hartford Police Department.

Motion carried 3/0.

MOTION By Connor Martin
seconded by John Morrison
to **recommend** that the Town Council approve the new job description (see below) entitled "Assistant Chief of Police" a non-bargaining position within the East Hartford Police Administration, as presented at the Personnel and Pensions Subcommittee meeting of December 9, 2020 from Human Resources Director Theresa Buchanan and Chief of Police Scott Sansom, with a pay grade of \$123,000 to \$140,000.

Motion carried 3/0.

TOWN OF EAST HARTFORD

Title: Assistant Police Chief
Department: Police Department

Grade: Salary range \$123,000 - \$140,000
Date: December 9, 2020

POSITION DEFINITION:

Supervision is received from the Police Chief who delegates the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief. Provides supervision and oversight of the Deputy Police Chiefs. This classification is distinguished from the Deputy Chief of Police rank by the considerably greater scope of managerial and administrative duties performed.

Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

ESSENTIAL JOB FUNCTIONS:

Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.

- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.

- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

ADDITIONAL JOB FUNCTIONS:

Facilitates the exchange of information throughout the organization through oral and written correspondence.

- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of municipal police practices and procedures.

- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

Works in office setting subject to continuous interruptions and background noise.

- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

JOB QUALIFICATIONS:

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Deputy Chief of Police

MOTION

By Connor Martin

seconded by John Morrison

to **recommend** that the Town Council approve the revised job description (see below) entitled "Deputy Chief of Police" a non-bargaining position within the East Hartford Police Administration, that was unanimously approved at the December 2, 2020 Personnel & Pensions Subcommittee meeting with the following revision:

- Change existing pay grade from grade 12 to \$112,000 to \$135,000.

Motion carried 3/0.

TOWN OF EAST HARTFORD

Title: Deputy Chief
Department: Police Department

Grade: \$112,000 to \$135,000
Date: December 2, 2020

POSITION DEFINITION:

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

ADDITIONAL JOB FUNCTIONS:

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

JOB QUALIFICATIONS:

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

ADJOURNMENT

MOTION By Connor Martin
seconded by John Morrison
to **adjourn** (6:58 p.m.)
Motion carried 3/0.

Cc: Town Council
Mayor Leclerc
Theresa Buchanan, Human Resources Director
Scott Chadwick, Corporation Counsel
Scott Sansom, Chief of Police