

ST. JOHN POLICE COMMISSION

MINUTES OF REGULAR MEETING ON JANUARY 8, 2004

The January 2004 Regular Meeting of the Board of Metropolitan Police Commissioners of the Town of St. John was held on January 8, 2004 at 7:30 P.M., as advertised, pursuant to law. Commissioner Vale called the meeting to order and then led the audience in the Pledge of Allegiance. Roll call was taken with the following members of the Police Commission being present; namely, William Dodaro, Rose Hejl, Robert Long and Ronald Vale. Also present were Police Chief Joseph Guzik and Town Council Liaison Charles Pearson. Representing the Law Firm of Austgen, Decker and Phillips PC was Attorney Timothy Kuiper.

NOMINATION / ELECTION OF OFFICERS

Commissioner Dodaro opened the floor for nominations for the election of officers:

Chairman – Commissioner Vale nominated William Dodaro for the position of Chairman. Commissioner Hejl seconded the nomination. Commissioner Dodaro called for any other nominations, but no further nominations were received. All commissioners then cast a unanimous vote for William Dodaro as Chairman of the St. John Police Commission for the Year 2004.

Vice Chairman – Commissioner Long nominated Ronald Vale for the position of Vice Chairman. Commissioner Hejl seconded the nomination. No further nominations were received. All commissioners then cast a unanimous vote for Ronald Vale as Vice Chairman of the St. John Police Commission for the Year 2004.

Secretary – Commissioner Vale nominated Rose Hejl for the position of Secretary. Commissioner Long seconded the nomination. Commissioner Dodaro called for any other nominations, but no further nominations were received. All commissioners then cast a unanimous vote for Rose Hejl as Secretary of the St. John Police Commission for the Year 2004.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Regarding the December 11, 2003 minutes, Commissioner Vale made a motion to approve the minutes as presented. With a second by Commissioner Hejl, the motion carried unanimously.

CORRESPONDENCE / COMMUNICATIONS

There were no items of "Correspondence / Communications" presented for tonight's meeting.

CHIEF'S MONTHLY REPORT

Chief Guzik read the monthly report for December 2003. Chief Guzik stated that from December 1, 2003 through December 31, 2003, the members of the St. John Police Department logged 14,372 duty miles and responded to 365 incidents. The investigations of these incidents resulted in 12 adult arrests with a total of 21 charges, and 9 juvenile arrests with a total of 9

charges. There were 93 traffic citations issued along with 59 written warnings and 2 parking violations. The grand total of citations issued during the month of December 2003 is 154 citations. Vehicle thefts totaled \$0.00 during the month of December 2003. All other thefts totaled \$19,556.00. Total value of recovered property was \$482.00. Commissioner Long made a motion to accept the Chief's Monthly Report for December 2003 as presented. With a second by Commissioner Vale, the motion carried unanimously.

OLD BUSINESS

Retirement of K-9 Falko – Chief Guzik advised that Corporal Dale Poston is slowly weaning K-9 Falko of his duties, and it is anticipated that by the end of January 2004, Falko should be retired. Chief Guzik asked the Commission for permission to purchase a plaque for Corporal Poston and K-9 Falko to present at the Commission's next meeting in February. Commissioner Vale made a motion to authorize Chief Guzik to purchase a plaque honoring the retirement of K-9 Falko. With a second by Commissioner Long, the motion carried unanimously.

REPORTS FROM COMMISSIONERS

Budget – 2004 Budget – Chief Guzik stated there was nothing new to report on this matter. Chief Guzik advised he usually receives an updated copy of the budget, denoting expenditures, from the Clerk's Office on the first or second day of the month. As discussed during the Work Study Session, Chief Guzik stated he would include a copy of the budget for the Commissioners with the monthly report.

Physical Plant – Chief Guzik informed the new commissioners that the Town Council paid for the tuck pointing of the police station, as well as a new roof, during the Year 2003. The station had been taking on water during rainstorms, and it appears that the work that was done has corrected this problem. Chief Guzik advised that to the best of his memory, the cost for these repairs was approximately \$20,000, plus or minus \$1,000.

DARE/Community – Chief Guzik advised the commissioners that there are two (2) officers that work the DARE Program; specifically, Officer Eric Andersen who teaches at Kolling Elementary School, and Officer James Turturillo who teaches at St. John Evangelist. Chief Guzik stated that this program runs approximately 9-10 weeks and requires 1-1/2 to 2 hours per week per officer. Chief Guzik stated that he gives the officers credit because if they are off duty, it is still their responsibility to go to their respective schools and teach the DARE Program.

Regarding "Community," Commissioner Long questioned if there is anything that the Police Department does to bring awareness to the Police Department, such as an Open House for the children (similar to the Fire Department's Open House). Some discussion ensued. Chief Guzik advised that the Police Department does participate with Fire Department in the Annual Open House. Commissioner Long stated he has attended the Fire Department's Open House, but felt that the Police side never stood out. Some discussion ensued. Commissioner Long stated he would like to see this activity continue and possibly, it could be enhanced.

Human Resources – Written Test for Police Officer Applicants – January 17, 2004 – Chief Guzik advised that as of today's date, the Department has received 16 applications. The test is scheduled for Saturday, January 17, 2004, at approximately 8:00 A.M, at the Lake

Central High School. At the February meeting, the Commission will be asked to determine when they would like to schedule interviews with applicants. All applications are to be turned into the Police Department by Saturday, January 10, 2004 by 12:00 Noon. Some discussion ensued.

Human Resources – Process for Creation of Eligibility List – Commissioner Dodaro stated that this process is included in the Department's Policies and Procedures Manual. Chief Guzik stated that after the testing is completed, the Commission would need to determine the percentile where it would like to set the cut off point. The Commission can call an Executive Session for this purpose. Some discussion ensued regarding the hiring process.

Department Issued Equipment – Chief Guzik stated during the Work Study Session, discussion was held regarding the purchase of a CAD System for the Department's IPTM Records Management Program. The Commission stated they would like to take a couple of weeks to review the program before making a determination. Chief Guzik stated that if the Commission feels the CAD Program is okay, then he suggests the Commission provide him with authorization now to write a letter to the Town Council advising them to include this purchase on their agenda so that the Department can obtain this program as soon as possible. IPTM has advised that they would be available to complete the installation and training of personnel as soon as February 2004. Much discussion was then held regarding the Department's IPTM Program, other options available, training costs, support fees, need for the program, etc. Commissioner Long had many comments and suggestions regarding the proposal, accounting procedures, an hourly rate for training, hardware requirements, competitors' prices, etc. Chief Guzik advised that IPTM is sending a demo disk to Officer Jay Dahlin so that the Department can review the proposed CAD System. Town Councilman Pearson questioned whether this software package would work with MDT (Mobile Data Terminals). Ms. Kolodziej advised that IPTM does have the MDT package available. After much discussion, Commissioner Vale made a motion to authorize Chief J. Guzik to author a letter to the Town Council advising of the Department's intent to purchase this CAD System once approval is received from the Police Commission. With a second by Commissioner Hejl, the motion carried unanimously. More discussion ensued regarding the records management systems utilized by neighboring departments.

Retired Police Vehicles – Chief Guzik advised the Commission that every year the Police Department purchases two (2) new vehicles. In the past, some of the cars that are replaced then go into the Reserve Program, while others are traded in. When vehicles are traded in, the Department usually only receives \$500-\$800 per car. Chief Guzik advised that the Department has five (5) vehicles this year that they would like to retire and instead of trading them in on the new purchases, Chief Guzik stated he would like to auction off the five (5) vehicles in a closed bid. Chief Guzik provided the Commission with a list of the vehicles he was proposing be sold at auction. Chief Guzik stated the monies that would then be obtained through the auction could then be deposited into the Police Department's Special Fund, where it could be utilized for future automobile purchases. Commissioner Dodaro stated he was in total agreement with auctioning the vehicles and felt that this was the way to go. Further, Commissioner Dodaro stated he felt the auctioning of retired police vehicles was common practice amongst police departments. He stated the monies could also be utilized for the purchase of a new K-9 unit. Some discussion ensued. Commissioner Hejl made a motion to recommend to the Town Council that the five (5) used Police vehicles that are no longer in use be sold at auction and the monies received from said sale of these vehicles be deposited into the Police Special Fund. With a second by Commissioner Long, the motion carried unanimously. Chief Guzik was then

directed to author a letter to the Town Council advising of the Commission's desire to auction the retired vehicles.

Communications and Computer – This matter was discussed earlier under "Department Issued Equipment."

Local Ordinances – There was nothing to report under this topic.

NEW BUSINESS

Ms. Joan Kolodziej advised the Commission that in addition to the election of officers, the Commission also appoints a Recording Secretary at the beginning of every year. Further, Ms. Kolodziej advised that she would like to continue as Recording Secretary if the Commission so desires. Commissioner Vale made a motion to appoint Ms. Joan Kolodziej as Recording Secretary of the Police Commission for the Year 2004. With a second by Commissioner Hejl, the motion carried unanimously.

ANY AND ALL

Mr. James Curran, of 8780 Patterson, asked Chief Guzik if he could provide an estimate of how many trucks, which are exceeding the 10-ton limit, have been cited for traveling on Patterson Street. Chief Guzik advised Mr. Curran to contact him at his office, as he did not have that figure available at this time. A computer check would have to be made to determine an answer to Mr. Curran's question. Mr. Curran stated that there have been a lot of trucks traveling down Patterson Street, which he believes are in violation of the 10-ton limit. Some discussion ensued. Chief Guzik stated he would inform the officers of this situation, and they will monitor the area. Mr. Curran advised that the heavy truck traffic appears to be during the daytime work hours (7:00 A.M. to 4:00 P.M.).

Mr. Joseph Hero, of 11723 S. Oak Ridge Drive, mentioned that recently there have been articles in the paper regarding the Easy Clean Car Wash, in Schererville, Indiana, where apparently unauthorized personnel and/or persons are signing up for car washes under the St. John Police. Mr. Hero advised he brought a couple of these (questionable washes) to the Chief's attention. Mr. Hero stated he would like to know:

- Who is using these car washes?
- Are they police impersonators?
- Is somebody padding the bill to show more car washes than are actually being obtained?
- Is the Schererville Police Department experiencing the same type of problem?

In response, Chief Guzik advised Mr. Hero this is not a police matter; it is a Town Council matter. Redesigning and customizing the sign-in form, which will allow for better record keeping, has rectified the situation. Further, Chief Guzik advised he has met with personnel at the car wash to discuss the problem. Chief Guzik stated he is not aware of any officers doing anything wrong.

Mr. Hero then proceeded to comment as to how he perceives the matter. Mr. Hero stated it is his opinion this is not a Town Council matter but a Police matter because it apparently involves somebody stealing under the name of the St. John Police Department. Chief Guzik stated if that is the case, then the theft occurred in Schererville, and it would have to be reported by the business to the Schererville Police Department, which is not part of St. John's jurisdiction. Commissioner Dodaro advised Mr. Hero that other police department's officers obtain car washes from Easy Clean, and sometimes the car wash personnel inadvertently hands the wrong Town's bill for the officers to sign. The officers then sign on the wrong bill without realizing the mistake. Further, being the car wash is providing these car washes at \$1.00 per wash, not a lot of attention is being paid to it. Regarding the four (4) car washes in question, Commissioner Dodaro stated the attention was being brought to the deception as to what vehicle was being washed. Whether this is a police matter, Commissioner Dodaro stated the Police Department has tightened up the accounting and billing procedures, and this should not happen again. Mr. Hero continued to comment as to what his view is. Some discussion ensued. Chief Guzik finally stated he felt Mr. Hero was making a mountain out of a molehill, and he believes that the problem has been corrected. Mr. Hero stated he did not accept Chief Guzik's answer.

Mr. Hero then mentioned another issue that has hit the papers regarding a computer problem that has resulted in a lot of financial loss to the Town. Mr. Hero asked:

- Did somebody hack into the Town's computer and cause this damage?
- If, in fact, this happened, did it happen in the Police Department, and was it investigated?
- Since something happened somewhere and since the FBI has been called in, has somebody internally investigated this and come to some type of conclusion?

Commissioner Dodaro stated that if it is under investigation, then nothing could be commented on. Secondly, Commissioner Dodaro stated he was not aware of the Police Department's computers being intruded but rather it was the Town's computers that had a problem. Again, if it is under investigation, then no comment can be made. Some discussion then ensued regarding whether the situation is actually being investigated, which Commissioner Dodaro stated the FBI is involved. Mr. Hero then advised Commissioner Dodaro of what he thought they (the Commission) should do, and that would be to get the State Police involved. Mr. Hero stated all he was asking was for the Commission to look into the matter. Commissioner Dodaro reiterated that the matter is under investigation and no comments can be made. Chief Guzik stated he did not report this situation to the FBI nor was the matter reported to the St. John Police Department, and he did not wish to speculate on this matter.

Mr. Hero then questioned as to what the St. John Police Department's policy is regarding take home cars and personal use. Chief Guzik advised that there is a policy on this matter and if he would like to come to the station, he could pick up a copy of it. Mr. Hero then asked Chief Guzik to generally tell him what the policy is. Chief Guzik refused to comment due to believing that Mr. Hero would continue to question him on each and every aspect of the policy. Chief Guzik again advised Mr. Hero to come to the station and obtain a copy of the policy. Mr. Hero then requested the Police Commission to review the Police Department's policy on this matter, then examine IRS Publication 535, and make a determination if 1099's need to be issued to any of the St. John Police officers. Commissioner Dodaro advised Mr. Hero that he appreciated his comments on this matter and if he wanted a copy of the policy, then he should stop by the Police Department and pick one up. Mr. Hero went on to remind the Commissioners of the

oaths that they have taken, and they should follow the law. Commissioner Long advised Mr. Hero he did not think the Commission needed to be instructed on how to act and stated he was offended by Mr. Hero's statement. Mr. Hero continued commenting on his request.

Mr. Hero then questioned if there will be any psychological testing or drug testing of the applicants for police officer. Commissioner Dodaro gave Mr. Hero a synopsis of the events to transpire; that being:

- Applicants will be given a written test.
- Those applicants who successfully pass the written test will be given an agility test.
- Those applicants who successfully pass the agility test will proceed on to oral interviews with the Commissioners.
- After the oral interviews, a preliminary list will be established and then military points and college points will be added in, if present.
- A final list will be completed and posted.
- When hiring is approved, the Commission will then interview the top 3-5 candidates, inclusive of a complete, thorough background investigation on them.
- Then 2-3 of those candidates will be sent for psychological examinations and drug testing.

Some discussion ensued regarding drug testing.

Commissioner Vale extended a warm welcome to the three (3) new Commissioners.

Commissioner Dodaro then suggested the Commission obtain a plaque for former Police Commissioner Jerri Teibel recognizing her tenure on the Police Commission. Commissioner Hejl made a motion to authorize the purchase of a plaque for former Police Commissioner Jerri Teibel. With a second by Commissioner Vale, the motion carried unanimously.

MEETING SCHEDULE

The next Regular Meeting will be on Thursday, February 12, 2004, with the Work Study Session being held at 7:00 P.M. and the Regular Meeting at 7:30 P.M. in the Town Hall meeting room. Any and all other Executive Sessions will be advertised pursuant to law. (NOTE: Discussion was held during the Study Session regarding changing the meeting schedule to the 2nd Monday of each month for the Police Commission. Chief Guzik will check with the Clerk's Office to determine if this change can be made. If so, then the next Regular Meeting will be Monday, February 9, 2004, with the Work Study Session being held at 7:00 P.M. and the Regular Meeting at 7:30 P.M. in the Town Hall meeting room.)

ADJOURNMENT

Commissioner Hejl made a motion for adjournment. With a second by Commissioner Vale, the meeting was adjourned.

Town of St. John, Lake County
Indiana, Board of Metropolitan
Police Commissioners

Rose Hejl, Secretary

ATTEST:

Joan M. Kolodziej, Recording Secretary