

ST. JOHN POLICE COMMISSION

MINUTES OF REGULAR MEETING ON MARCH 8, 2004

The March 2004 Regular Meeting of the Board of Metropolitan Police Commissioners of the Town of St. John was held on March 8, 2004 at 7:30 P.M., as advertised, pursuant to law. Commissioner Dodaro 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, Donald Farris, Rose Hejl, Robert Long, and Ronald Vale. Also present was Town Council Liaison Charles Pearson. Representing the Law Firm of Austgen, Decker and Phillips PC was Attorney David Austgen. Police Chief Joseph Guzik was not present at tonight's meeting due to being out of town.

Commissioner Dodaro welcomed newly appointed Police Commissioner Donald Farris to the St. John Police Commission. The St. John Town Council at their regular meeting held on February 26, 2004 appointed Commissioner Farris to the Police Commission.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Regarding the February 11, 2004 minutes, Commissioner Vale made a motion to approve the minutes as presented. With a second by Commissioner Hejl, the motion carried unanimously.

CORRESPONDENCE / COMMUNICATIONS

Commissioner Dodaro advised there was one item of new correspondence, which will be read under "New Business," Item d., Indiana NENA (9-1-1) Fund Raiser – Cell Phone Recycling.

CHIEF'S MONTHLY REPORT

Commissioner Dodaro read the monthly report for February 2004. Commissioner Dodaro stated that from February 1, 2004 through February 29, 2004, the members of the St. John Police Department logged 15,486 duty miles and responded to 302 incidents. The investigations of these incidents resulted in 15 adult arrests with a total of 22 charges, and 8 juvenile arrests with a total of 10 charges. There were 302 traffic citations issued along with 58 written warnings and 3 parking violations. The grand total of citations issued during the month of February 2004 is 363 citations. Vehicle thefts totaled \$0.00 during the month of February 2004. All other thefts totaled \$13,528.00. Total value of recovered property was \$12,840.00. Commissioner Hejl made a motion to accept the Chief's Monthly Report for February 2004 as presented. With a second by Commissioner Farris, the motion carried unanimously.

CHIEF'S TIMESHEETS FOR REVIEW

Commissioner Dodaro advised that the Commission was in receipt of Chief Guzik's timesheets, and there were no questions regarding the same at this time.

OLD BUSINESS

Tow Meeting – Additional Providers – Tow Ordinance – Commissioner Dodaro advised two (2) letters of intent have been received by the Commission from two (2) new tow companies requesting to tow for the Town of St. John. Those two (2) companies are: Dave's 24-Hour Towing and Emerald Towing Service. Representatives from both companies were present at tonight's meeting. Commissioner Dodaro stated that after discussion with members of the St. John Town Council, it has been decided to introduce the two (2) new tow firms to the Town by allowing them to tow large vehicles under the Class "D" Classification. Commissioner Dodaro stated the Town has been receiving really good tow service from the three (3) firms that have been towing for the Town for at least 18 years each. However, the Commission did want to give the two (2) new tow firms an opportunity to work for the Town. Commissioner Long made a motion to include Dave's 24-Hour Towing and Emerald Towing in the Police Department's Tow Rotation under the Class "D" Classification of the Town of St. John's Tow Ordinance. With a second by Commissioner Hejl, the motion carried unanimously.

REPORTS FROM COMMISSIONERS

Budget – Commissioner Dodaro stated there was nothing to report on this matter since the Chief of Police was not present at tonight's meeting.

Physical Plant – Commissioner Dodaro stated to the best of his knowledge, everything is working fine at the Police Department, and there are no problems with the building.

DARE – Graduation Dates – Commissioner Dodaro stated the DARE Graduation dates are still to be determined.

Human Resources – Agility Test of February 21, 2004 – Commissioner Dodaro advised there were 25 applicants who took the agility test, wherein 23 successfully completed the test and will now proceed to the Oral Interviews.

Human Resources – Process for Creation of Eligibility List – Commissioner Dodaro advised that after the Oral Interviews have been completed, an Eligibility List will be established. This list should be available sometime in April 2004.

Human Resources – Schedule for Oral Interviews – Commissioner Dodaro advised the Oral Interviews will begin on Tuesday, March 9, 2004 and will continue through the end of the week until they are completed. Applicants will be given an opportunity to present their college and military service to the Commission prior to the Eligibility List being created.

NEW BUSINESS

Revised G.O. 11.01 – Care and Use of Departmental Owned Vehicles – Commissioner Dodaro stated he was informed by Chief Guzik that this general order was not ready to be approved by the Commission; therefore, it will then be tabled until next month's meeting.

Grant Application for Departmental Equipment – Commissioner Dodaro stated that since Chief Guzik was not present at tonight's meeting and not available to comment on this matter, the matter would be tabled until next month's meeting.

Uniform Change for Ranking Officers (Sergeants and Above) – Commissioner Dodaro stated this policy is still being reviewed and established by Chief Guzik. This matter will also be tabled until next month's meeting.

Indiana NENA (9-1-1) Fund Raiser – Cell Phone Recycling – Commissioner Dodaro advised the Commission was in receipt of correspondence and a flyer from the Chief's secretary regarding a fundraiser involving cell phone recycling. Commissioner Dodaro read the letter from Ms. Joan Kolodziej, which advised that with the funds obtained through this campaign, Indiana NENA 9-1-1 would then offer training sessions to all Indiana dispatchers. This training will be held locally and offered free of charge to all Indiana law enforcement agencies. Commissioner Dodaro stated he felt this was a great opportunity to obtain some additional training for our dispatchers.

ANY AND ALL

Mr. Joseph Hero, of 11723 S. Oak Ridge Drive, presented each Commissioner with a copy of three (3) pages out of the State Board of Accounts Audit Report for the Town of St. John for the period of January 1, 2001 to December 31, 2002 (a copy of which is attached). Mr. Hero then went on to explain the pages that were copied and provided to the Commissioners, most specifically Page 54 of the Audit Results and Comments. Mr. Hero then read sections of this page and explained that he had handwritten the words "Police Control All Gas Distribution" next to the topic on Page 54 entitled "Internal Controls Over Gasoline." Mr. Hero read from the report and then summarized what he felt the report indicated, that being:

- Basically, if a police car is being used for personal use, a log should be kept that designates what the personal use is.
- Further, if a cell phone, which is issued by the Town, is used for personal use, a log should be kept that designates what the personal use is.
- The Town should be reimbursed for all personal use of any Town equipment.

In conclusion, Mr. Hero stated he feels an investigation should be conducted over the last three (3) years of gasoline usage, and a determination should be made as to what happened to the unaccounted for gasoline that is under the control of the Police Department during that period. He stated he felt this needs to be done because:

- It goes to saving taxpayers dollars.
- It is important to find out why the gasoline is unaccounted for as noted by the State Board of Accounts.

Mr. Hero asked the Police Commission to make an investigation into this matter. Further, if the Commission makes a determination that something has been stolen, the Commission should then involve the Indiana State Police or the FBI, if they have jurisdiction. Additionally, Mr. Hero asked that the Commission not waste anytime getting started on this request. Mr. Hero then thanked the Commission for their patience and their time.

Town Councilman Charles Pearson requested permission to present the Commission with a copy of correspondence received from Chief Joseph Guzik regarding the estimated cost for adding four (4) additional Reserve Officers. Commissioner Dodaro advised Councilman Pearson he could step forward and accepted the correspondence. Commissioner Dodaro then read the correspondence from Chief Joseph Guzik to Town Manager S. Kil dated February 2, 2004. Chief Guzik stated in his memorandum that the initial cost to add four (4) Reserve Officers is \$5,583.24, with an additional annual expense of \$2,400.00. Commissioner Dodaro stated it is the Commission's desire to increase the Reserve Officer force to assist the full-time sworn personnel. At Attorney Austgen's advice, Commissioner Farris made a motion to amend tonight's agenda by adding the matter of increasing the Reserve Officer force by four (4). With a second by Commissioner Vale, the motion carried unanimously. Commissioner Hejl then made a motion to approve the hiring of four (4) additional Reserve Officers at an initial cost of \$5,583.24 and an additional annual expense of \$2,400.00, which will increase the Reserve Force from 8 officers to 12 officers. With a second by Commissioner Farris, the motion carried unanimously. Officer Brett Sidenbender, of the St. John Police Department, suggested the Commission may want to investigate the Town's Ordinance regarding Reserve Officers as he believed it had a cap currently in place stating a maximum of 10 reserve officers may be on at one time. Commissioner Dodaro stated he believed the ordinance has been amended. Councilman Pearson advised the Town Council has already approved the hiring of four (4) additional reserve officers.

MEETING SCHEDULE

The next Regular Meeting will be on Monday, April 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.

ADJOURNMENT

Commissioner Vale made a motion for adjournment. With a second by Commissioner Hejl, 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