

# PERSONNEL COMMITTEE

December 11, 2017

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In Attendance:

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**Members Present: Larry Chapman, Tony Colvard, and Janet Winkler**

**Others Present: Town Manager, Rebecca Bentley and Chief of Police, Andy Day**

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Discuss Status of COPS Grant:

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Rebecca Bentley stated that Chief Day received word that the Town was not awarded the COPS Hiring Grant, which means there will be no federal funds coming in to help offset the cost of the position. The position was budgeted for 6 months of the FY 2017-2018 budget beginning January 1, 2018.

Chief Day submitted the following letter to the Committee:

To: Manager Bentley And Town Commissioners

From: Chief Day 

Re: New Investigator Position

Date: December 5, 2017

We received notification on December 4, 2017, that we did not receive funding for the COPS Hiring Grant. This means there are no Federal funds to help offset the position that was approved in the 2017/2018 budget.

It has been my understanding that this position was approved in the budget and was to begin January 1, 2018. I am writing this memo in order to confirm that I can begin a hiring process to fill the vacancy. This vacancy will be for a patrol position as we have people in the department that will fill the investigator position.

As I have expressed to you on previous occasions, this new investigators position is a much needed addition to the department. Richard Blevins is currently our sole investigator and many times is overwhelmed with his amount of responsibility. In addition to investigating all major cases, he is the evidence custodian for the department. This is not the best situation due to the fact he is investigating a lot of cases for which he is controlling the evidence. The amount of evidence we now must control can consume a considerable amount of time that takes him away from other matters.

Richard also is over the Drug Take Back program and at times that can be a busy program. He alone is responsible for collecting, accounting and storing all of the drugs we receive.

Richard also handles some administrative tasks as well because he is, by policy, in charge of the department in my absence.

In addition to what I have listed above, this position is needed to help us do a better job of drug investigations which we can't invest a lot of time in now due to manpower issues. The department also needs a more clear line in the chain of command. This will assist in giving more clear authority in directing subordinates and give more authority in decision making. We also need to do a better job in the area of successional planning and this addition will allow us to do that.

Great strides have been made in the overall well-being of the Police department and every department in the Town. I am grateful for the hard work and the hard decisions you have made in order to achieve these improvements and I look forward to working with you as we continue to grow.

*December 11, 2017 Personnel Committee Meeting*

The Committee discussed different options, and decided to leave the budget “as is,” with the new position beginning in the Police Department January 1, 2018 as budgeted.

The Committee also discussed office space for the new position.

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Adjournment:

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The meeting was adjourned.

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**Tamra T. Swanson, Town Clerk**