

# POLICE COMMISSION

February 26, 2014 Minutes

**PRESENT:** Commissioner Donald Kline, Commissioner James Sponaugle, Chief F. Michael Catalano, Sarah Bullock, and Secretary Diane Ferri.

**EXCUSED:** Chairman Thomas O'Mara and D/C Paul Sandy.

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## ***CALL TO ORDER***

The regular meeting of the Police Commission was held on February 26, 2014 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Comm. Donald Kline called the meeting to order at 3:15 p.m.

**A. MINUTES** – On the motion of Comm. Sponaugle, second by Comm. Kline, the Commission approved the minutes of the January meeting as written.

**B. BILLS** –The Commission reviewed the January bills and on the motion of Comm. Sponaugle, second by Comm. Kline, were approved and placed on file.

## **C. REPORTS** –

**The following reports were highlighted:**

### **1. Year-to-Date Budget Report** –

The Commission reviewed the MUNIS system report, highlighting balances, encumbrances, and % age of funding expended.

### **2. Overtime** –

Accumulated hours worked for the month of January totaled 800.50 hours, compared to 838.00 hours for the same period in 2013, reflecting a 37.50-hour decrease for the month, (and year-to-date from 2013). It was noted the short shift overtime hours increased, however, most of the details show a year-to-date decrease.

### **3. Other Activities Report** –

The Commission reviewed the report while the Chief highlighted some of the statistical information. Overall, service requests decreased for the month by 280 calls.

### **4. SPCA Animal Control Report** –

Animal complaints answered totaled 20 with another 3 after-hour calls for the month.

### **5. Officers Activities Breakdown** –

Statistics highlighted by Chief Catalano included 10 DWI arrests for the month. There were a total of 280 V&T tickets written in the month of January with 33 being issued by Ptl. Benjamin Locke and another 30 by Ptl. Nathan Moran. Felony totals include 7 by Ptl. Anthony Natoli, and 5 by Ptl. Nathan Moran.

### **6. Parking Ticket Report** –

Parking tickets issued decreased from the same time last year with weather being the influential factor.

### **7. Arrest Breakdown** –

Arrest activity was reviewed by category and noted totals have decreased from last year.

On the motion of Comm. Sponaugle, second by Comm. Kline and carried, the reports were accepted for filing.

### ***OLD BUSINESS***

**K-9 SCHOOL** – The Chief updated the Commission regarding the approaching inauguration of a K-9 unit with Ptl. Roger Stafford attending a 6-week course in K-9 training. Upon completion, he will be certified via DCJS.

### ***NEW BUSINESS***

**BACKGROUND INVESTIGATION** - The Chief noted a background investigation process has been completed on Brian D. Myers and he will commence duties on March 12, with the Broome County Police Academy to begin March 17. Presently, Mr. Myers is employed as a Corrections Officer at Cayuga County Jail. As a "post script" the Chief noted the short shift line will be increasing for the next few months due to the trainings for these officers and maternity leave for a third officer.

### ***OTHER BUSINESS***

#### **A. COMMENDATION AND APPRECIATION REPORT –**

1. Sgt. Sean Byrnes, Ptl. Roger Stafford, Ptl. Jared Aiken, Ptl. Benjamin Locke, and Ptl. Kyle Green each received a Certificate of Completion from the NYS Preparedness Center for attending and completing *Tactical Emergency Casualty Care for Law Enforcement*.
2. Ptl. Chadd Hines received a Certificate for attending the *Accreditation Program Manager Training* sponsored by the State of New York DCJS.
3. Ptl. Chadd Hines received a Certificate for attending the *DWI Detection and Standardized Field Sobriety Testing Refresher Course* sponsored by the State of New York DCJS.
4. Ptl. Debra Barber received a Certificate for attending the *Individual Crisis Intervention and Peer Support* course sponsored by the UBMC Training Center.
5. Sgt. Cheyenne Cute received an Instructor Certification from the TASER Training Academy for successful completion of *TASER x26, x2 & X26P Conducted Electrical Weapon Course* as sponsored by TASER International.
6. Ptl. Chadd Hines received a Certificate of Completion for successful completion of the 40 hour *EDPRT Instructional Training Course* sponsored by the City of Cortland Police Department and the Cortland County Mental Health Department.

#### **B. CORRESPONDENCE –**

1. Chief Catalano sent a conditional offer of employment letter to Mr. Brian D. Myers regarding an available position within the department.
2. Chief Catalano sent an approval for employment letter to Mr. Brian Myers, notifying him the background investigation had been successfully completed.
3. Cortland Breakfast Rotary Club sent a letter to Chief Catalano with a check for \$4000.00 enclosed in sponsorship of the McGruff Program. Chief Catalano responded with a letter, thanking the Club for their continued commitment and support of this program.

**C. COMMISSIONER COMMENTS –**

There were no comments to consider.

The next meeting is scheduled for Wednesday, **March 26, 2014** at 3:15 p.m. in the CPD Lounge. With no further business to discuss, on the motion of Comm. Sponaugle, and seconded by Comm. Kline, the meeting adjourned at 3:45 p.m.

Respectfully submitted,

Diane L. Ferri  
Confidential Secretary