


MEMORANDUM

TO: Town Council

FROM: David E. Cox, Town Manager 

DATE: May 23, 2024

SUBJECT: Agenda Information – 5/28/2024

The following is additional or summary information regarding matters on the upcoming Town Council Agenda. The numbering below follows the agenda, and some routine or self-explanatory items are not discussed in this memo. As you review your packet materials, please do not hesitate to contact the appropriate staff member or me prior to the Council meeting with any questions or concerns.

5 Presentations

5a Presentation regarding River Valley Transit's XtraMile Program - The Council will receive a presentation from a representative of River Valley Transit regarding its services including the new on demand local service called XtraMile that will begin on May 28.

7 Resolutions/Ordinances/Policies/Proclamations

7a Proclamation honoring Officer Mark Pekar on his retirement – The Council will present a Proclamation to Officer Pekar regarding his more than 20 years of service to the community and congratulating him on his retirement.

7b Resolution establishing the East Hampton Ambulance Task Force – The Council is asked to adopt a resolution creating and establishing the charge for a task force to evaluate options for the future provision of emergency ambulance service in the Town. The Resolution indicates that the East Hampton Ambulance Task force will initially consist of six members that will be appointed at this meeting and will be charged with evaluating multiple options for provision of the service and for reporting on a recommendation to the Town Council not later than December 31, 2024.

Recommendation: Approve the Resolution.

7c Initial consideration of an ordinance providing for citations and setting of a public hearing –

The Council is asked to review an ordinance that provides for the issuance of citations and fines for violations of sections of the Town Code and other regulations including the Inland Wetland and Watercourses and Zoning regulations. The new language is incorporated into existing and updated sections of the Code related to hearing procedures for appeal of these citations. The new language provides the required local ordinance outlining the implementation of local citations, which aids the Town in responding to situations where property owners are not addressing notifications regarding violations without the Town resorting to actions in the State Court system. The Council is asked to

review the language to provide any input it may have and to set a public hearing regarding the ordinance to occur during its meeting on June 11.

Recommendation: Set a public hearing regarding the Ordinance as part of the June 11 meeting.

9 New Business

9a Consideration of a motion to set a public hearing regarding applications which may be received for the Neighborhood Assistance Act - The Council is asked to set a public hearing as part of its next meeting regarding applications that are expected to be received under the Connecticut Neighborhood Assistance Act from Epoch Arts or others. As a reminder, the CT Neighborhood Assistance Act is a tax credit program designed to provide funding for municipal and tax-exempt organizations by providing a business tax credit to businesses who make cash contributions to these entities within certain categories. Epoch Arts is expected to submit an application as it has routinely done in the past. It is expected that Epoch Arts will be seeking support for energy efficiency improvements or other improvements for its facility on Skinner Street.

Recommendation: Set a public hearing regarding the applications as part of the June 11 meeting.

9b Consideration of a Fire Department Office Assistant Job Description – The Council is asked to consider a revised Job Description for a part time Office Assistant position in the Fire Department. The heavily revised description for this position that provides administrative support for the Fire Department and Board of Fire Commissioners has been updated to address current requirements of the position. The position, which is allocated about 10 hours per week, is currently occupied and the incumbent will remain in the position if they are able to meet the updated requirements.

Recommendation: Approve the updated Description.

9c Consideration of a request related to the Yellow Ribbon Tree – The Council is asked to consider a request from the VFW Auxiliary to be allowed to decorate the Yellow Ribbon Tree during Old Home Days in the theme of this year’s event; Hooray for Hollywood. The decorations would celebrate Hollywood celebrities that served in the military. As a reminder, the “Yellow Ribbon Tree” is located in the intersection island where Summit Street meets Main Street in the Village Center.

Recommendation: Approve the use.

9d Consideration of Police Department General Orders – The Council is asked to review two (2) General Orders, including an update to an existing order and a new General Order, for the Police Department. The changes, which are described in Chief Woessner’s memo, are part of the ongoing

effort to respond to the accreditation standards and to improve the Departments Policies and General Orders.

Recommendation: Approve the General Orders.

The remainder of the items are of a routine nature, in the sole purview of the Council or are announcements. Please contact me or the appropriate staff member with questions or concerns.

**Town of East Hampton
Town Council Public Hearing
Tuesday, May 7, 2024
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Tim Feegel, Richard Knotek, Jack Solomon, and Jordan Werme and Town Manager David Cox.

Call to Order & Pledge of Allegiance

Chairman Markham called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

Public Hearing on the Recommended FY2024-2025 General Government, Board of Education, Debt Service and Capital Improvement Budgets

There were no public comments on the budgets.

Discussion Regarding Council Recommendations

Finance Director Jeff Jylkka provided an overview of the town revenues that should be available to cover the forecasted \$824,000 deficit in the Board of Education budget this year. Additional revenue is expected from tax collections related to the tax sale, a Municipal Revenue Sharing Grant and other small items. Also, the expected fund balance as of June 30, 2024 will be \$6.3 million, which is 11.7% of the FY24 Budget.

Chairman Markham provided an overview of the Town Council proposed amendments to the Board of Finance proposed budget. It is a reduction of approximately \$24,000. The detail worksheet will be included with the minutes filed in the Town Clerk's Office. The budget will be voted on at the May 14, 2024 Town Council Meeting. The anticipated Town Meeting date is May 28 and referendum date is June 4, 2024.

Chairman Markham also noted that the Ambulance Task Force is in the process of being formed. Town Council member Richard Knotek will be the Chairman, Tim Feegel will be the Vice Chairman and Deborah Cunningham and Jordan Werme will also be members. There will be residents added to the group soon.

Adjournment

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, to adjourn the meeting at 6:55pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk

**Town of East Hampton
Town Council Regular Meeting
Tuesday, May 14, 2024
Town Hall Council Chambers and Zoom**

MINUTES

Present: Chairman Dean Markham, Vice Chairperson Karen Wanat, Council Members Deborah Cunningham, Tim Feegel, Richard Knotek, Jack Solomon, and Jordan Werme and Town Manager David Cox.

Call to Order & Pledge of Allegiance

Chairman Markham called the meeting to order at 6:30 p.m. in the Town Hall Council Chambers and via Zoom.

Adoption of Agenda

A motion was made by Mr. Solomon, seconded by Mr. Werme, to adopt the agenda as submitted. Voted (7-0).

Approval of Minutes

Regular Meeting of April 23, 2024

A motion was made by Mr. Solomon, seconded by Ms. Cunningham, to approve the minutes of the Town Council Regular Meeting of April 23, 2024 as submitted. Voted (7-0).

Public Remarks

Nancy Kohler, 31 Daniel Street and Chairperson of the Board of Education thanked the Town Council for the time and effort put into the budget process this year. She also introduced the newly hired Superintendent of Schools Dr. Timothy Van Tassel, who will replace retiring Superintendent Paul Smith as of July 1, 2024. Dr. Van Tassel commented that he is looking forward to returning to East Hampton and looks forward to working with everyone.

Donald Scranton, Chief of the East Hampton Ambulance Association, expressed his appreciation to the Town Council for adding funds to the budget for the Ambulance Association. He also thanked them for considering the other public safety groups including the new police officer and the discussion of a new fire station.

Presentations

None

Bids & Contracts

None

Resolutions/Ordinances/Policies/Proclamations

Adoption of Fair Housing Resolution

The Fair Housing Resolution is an annual document updating the town's commitment to upholding and enforcing the doctrine of fair housing for all within the community.

A motion was made by Mr. Solomon, seconded by Mr. Feegel, to adopt the Fair Housing Resolution as presented. Voted (7-0)

Continued Business

Sub-Committee Reports & Updates

Mr. Knotek noted there will be one appointment later in the meeting. He also reported that there will be some ordinance changes coming up for boards and commissions to add alternates where needed.

Ms. Cunningham reported on the library delivering books to those that cannot get to the library. They are also working on their strategic plan and a new community room key fob policy.

Review, Discussion and Possible Action on Board of Finance Recommended FY2024-2025 General Government, Board of Education, Debt Service and Capital Improvement Budgets

- **Motion to Approve the Fiscal Year 2025 Town General Government Budget**
A motion was made by Ms. Wanat, seconded by Mr. Solomon, to approve the Fiscal Year 2025 Town General Government Budget in the amount of \$37,725,499. Voted (7-0)
- **Motion to Approve the Fiscal Year 2025 Board of Education Budget**
A motion was made by Ms. Wanat, seconded by Mr. Werme, to approve the Fiscal Year 2025 Board of Education budget in the amount of \$37,725,499. Voted (7-0)
- **Motion to Set a Date for the Town Meeting and Referendum**
A motion was made by Ms. Wanat, seconded by Mr. Solomon, to direct that a Town Meeting be called for May 28, 2024 beginning at 6:15pm in the Town Hall for the purpose of considering the Town's FY2025 budgets and to immediately adjourn consideration of the budgets to referendum on June 4, 2024 in accordance with State Statute and Town Charter Section 4.1. Voted (7-0)
- **Motion to Approve a Resolution Allocating American Rescue Plan Funds Number 8 to Allocate \$350,000 of these funds to the Capital Improvement Funds for Road Repair and Maintenance**
A motion was made by Ms. Wanat, seconded by Mr. Feegel, to approve a resolution allocating American Rescue Plan Funds Number 8 to allocate \$350,000 of these funds to the Capital Improvement Funds for Road Repair and Maintenance. Voted (7-0)
- **Motion to Approve the Fiscal Year 2025 Capital Improvement Plan**
A motion was made by Ms. Wanat, seconded by Mr. Solomon, to approve the Fiscal Year 2025 Capital Improvements Plan in the amount of \$2,369,355, including the purchase of vehicles and equipment from the respective sinking funds and other sources and funding from LoCIP grants in the amount of \$139,303 and ARPA funds in the amount of \$350,000 and contingent on transfer from the General Fund of current taxes in the amount of \$1,265,752. Voted (7-0)

Alan Hurst will be the moderator for the Town Meeting and Referendum.

New Business

Review and Possible Action on Purchase & Sale Agreement for 11 Skinner Street

The Purchase and Sale Agreement is the first formal step in acquiring property. It outlines the steps related to the purchase including appraisals, Board of Finance review, Planning & Zoning review and Town Meeting.

A motion was made by Ms. Cunningham, seconded by Mr. Feegel, to approve the Purchase and Sale Agreement as presented. Voted (6-1) Mr. Werme against.

Consideration of the FY 2024-2025 Public Water System Operating Budget & Water Rate Recommendation

Public Utilities Administrator Scott Clayton provided an overview of the FY2024-25 Public Water System Operating Budget. There is no rate increase proposed for the upcoming year. The WPCA has recommended the budget for approval and has set a public hearing for June 4. The water budget will return to the Town Council on June 11th for possible approval.

Discussion and Possible Action on Land Use Enforcement Official Job Description

This job description is for a part time Land Use Enforcement Official. This position would be charged with undertaking the enforcement activities related to potential violations of land use regulations including zoning, wetlands and other related regulations. The position operates under the Planning & Zoning Official.

A motion was made by Ms. Wanat, seconded by Mr. Solomon, to approve the Land Use Enforcement Official job description as presented. Voted (7-0)

Review and Possible Action Regarding Police Department Policies/General Orders

- **General Order 4.9 – Complaints that Allege Misconduct by Law Enforcement**
- **General Order 5.26 – Statewide Policy Concerning Seat Safety Belt Use Required for Any Person Transported in a Municipal Vehicle**
- **General Order 5.3 – Equipment**
- **General Order 5.11 – Prisoner Transport**
- **General Order 10.3 – Records Administration**

A motion was made by Mr. Solomon, seconded by Ms. Wanat, to approve the General Orders listed above as presented. Voted (7-0)

It was noted that pertaining to the Seat Belt Use General Order, seat belts have already been required for prisoners in East Hampton. All vehicles have containment systems and in-car cameras as well.

Town Manager's Report

Mr. Cox provided his written report for the Council members which will be included with the minutes filed in the Town Clerk's Office. Mr. Cox noted the Wopowog culvert project is moving along. The Recreation Department and Conservation-Lake Commission received a \$46,000 grant to form a treatment plan for the invasive hydrilla plant in the lake. Officer Wawruck and K-9 officer Heros will be on duty soon. The Senior Center received a grant through the State and Federal government for a new bus and the bus arrived this week. There is no local match for this grant. There will be a

presentation at the next Council meeting regarding the River Valley Transit's Xtramile program, an on-demand transit system for anyone in the community with seniors riding for free.

Appointments

A motion was made by Mr. Knotek, seconded by Ms. Wanat, to appoint Cathie Horan to the Inland Wetlands Watercourses Agency as a full member with a term through June 1, 2026. Voted (7-0).

Tax Refunds

A motion was made by Mr. Feegel, seconded by Ms. Cunningham, to approve tax refunds in the amount of \$798.39. Voted (7-0).

Public Remarks

None

Communications, Correspondence & Announcements

April 2024 Board and Commission Summary

The April 2024 Board and Commission Summary was provided to Council members and will be filed with the minutes in the Town Clerk's Office.

Invitation from VFW Regarding Memorial Day Parade

Town Council members received an invitation from the VFW to march in the Memorial Day Parade on May 27th.

Adjournment

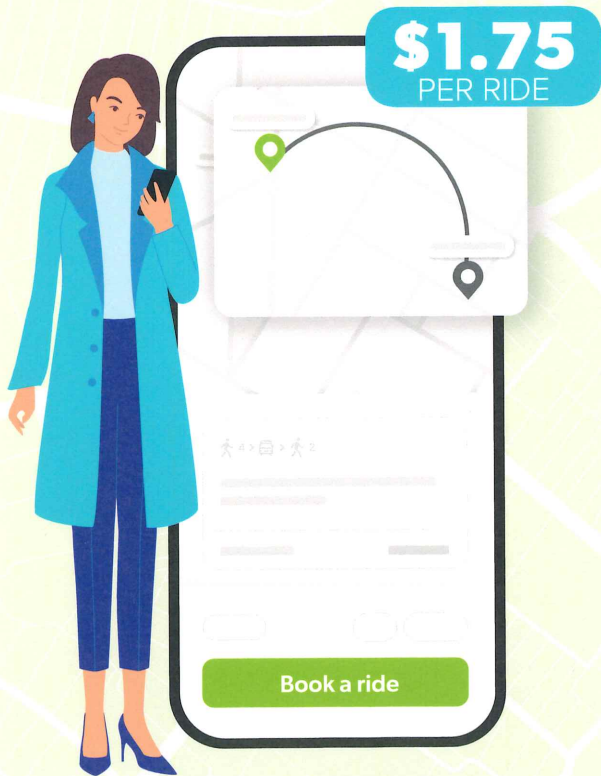
A motion was made by Mr. Solomon, seconded by Ms. Wanat, to adjourn the meeting at 7:35pm. Voted (7-0).

Respectfully Submitted,

Cathy Sirois
Recording Clerk



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for the Rest of Us.
Be Driven.**



Get the app.



Or go to:
rivervalleytransit.com/xtramile
for more info.

rivervalleytransit.com/xtramile



**Ride Sharing
for the Rest of Us.**

XtraMile is a ride sharing service that anyone can use to get to or from anywhere in the Belltown area of East Hampton, Connecticut. Our shuttle bus picks you up and takes you to wherever it is that you need to go in the service area. Pay through the app or with cash when boarding. Download the app and try it out.

Hours

Monday – Friday: 7 am – 6 pm
Saturdays: 8 am – 5 pm
No Sunday Service

Who Can Ride?

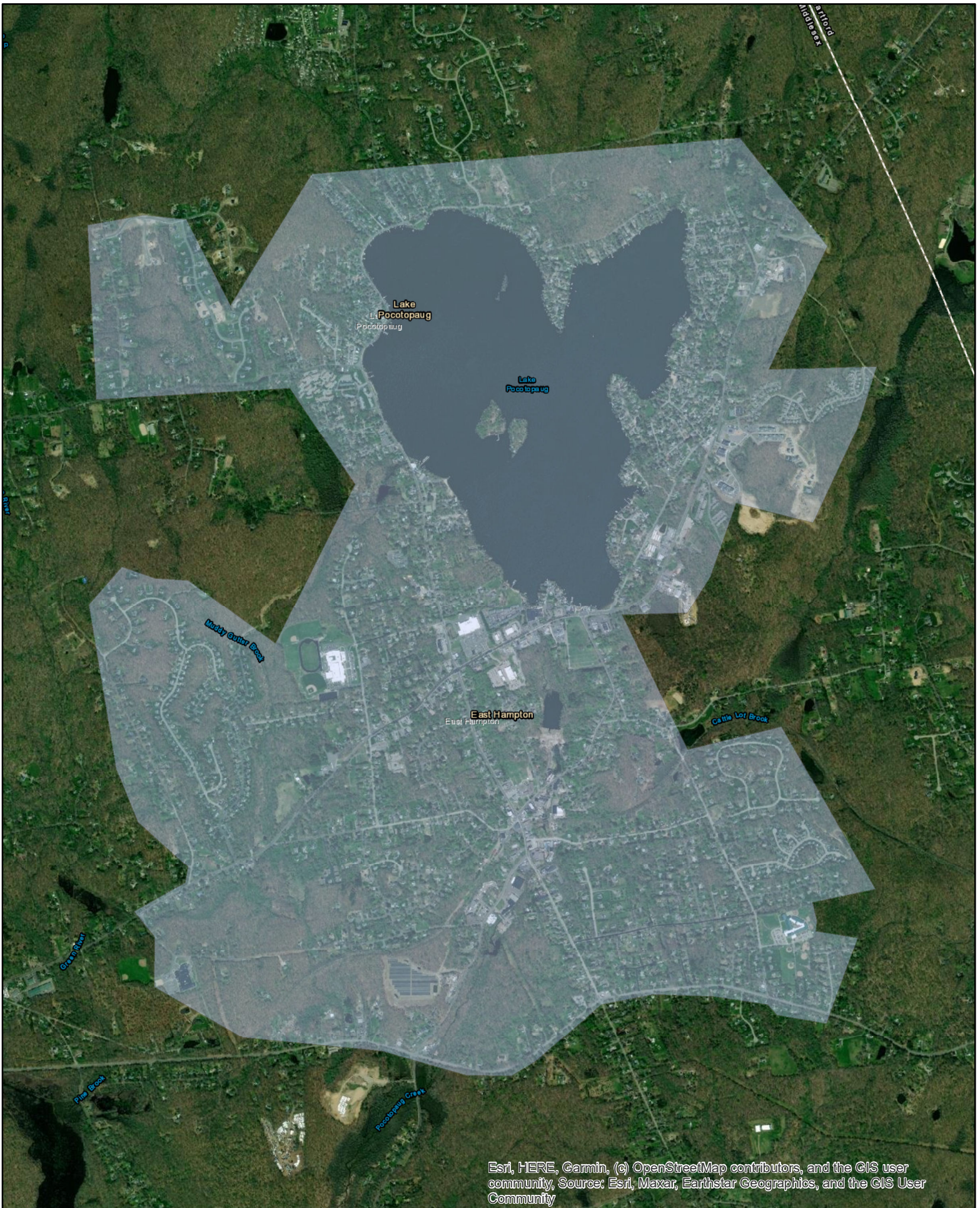
Anyone can ride to anywhere within the service area. Download the app and try it out.

Our shuttle buses are equipped with wheelchair lifts and drivers are trained at helping people with disabilities.

People without smartphones may call our dispatch center to get a ride: 860-510-0429.

**This is a two year pilot program, starting May 28, 2024.*

rivervalleytransit.com/xtramile



Proclamation

OFFICER MARK PEKAR

WHEREAS, Officer Mark Pekar commenced his career with the Town of East Hampton, Connecticut on May 10, 2004 as a Patrolman; and

WHEREAS, Officer Mark Pekar, over his 20 plus-year career, worked as a Drug Abuse Resistance Education (DARE) Instructor and an Accident Reconstructionist, in addition to his regular patrols, service to the community and numerous criminal investigations which resulted in the arrests and convictions of individuals; and

WHEREAS, Officer Mark Pekar honed his skills and increased his abilities through training in disciplines including Traffic Crash Reconstruction, Advanced Traffic Crash Investigation, At Scene Traffic Investigation, Interview and Interrogation, Drug Abuse Resistance Education (DARE), U.S. Department of Homeland Security Training in Emergency Management, active shooter preparation and response and numerous other training courses; and

WHEREAS, Officer Mark Pekar was a dedicated and valued member of the East Hampton Police Department and was respected by his peers and community alike for his professionalism and compassion which he exemplified in his everyday duties.

NOW, THEREFORE, WE THE EAST HAMPTON TOWN COUNCIL, on behalf of the citizens of East Hampton, extend our best wishes to Officer Mark Pekar on his retirement and acknowledge his notable career and his commitment to public service.

EAST HAMPTON TOWN COUNCIL

Dean Markham, Chairman

Karen Wanat, Vice Chairperson

Deborah Cunningham

Timothy Feegel

Richard Knotek

Jack Solomon

Jordan Werme

Dated this 28th day of May 2024

RESOLUTION

East Hampton Town Council

A Resolution Establishing an Ambulance Task Force

DRAFT – May 23, 2024

WHEREAS, the Town of East Hampton is empowered by the Connecticut General Statutes to provide ambulance service and that service has been provided through the East Hampton Ambulance Association for more than 70 years, and

WHEREAS, the Town of East Hampton recognizes that the changing nature of the ambulance service and rising costs associated with that service have made it necessary to consider options for the future and to provide a planful way in which the future of ambulance service in the community will be addressed, and

WHEREAS, the Town Council desires to create and empower a task force of local officials and residents to examine, investigate and advise the Town and Town Council regarding the future provision of ambulance service.

NOW, THEREFORE, BE IT RESOLVED by the Town of East Hampton Town Council that a task force called the East Hampton Ambulance Task Force is hereby established as follows. The East Hampton Ambulance Task Force hereby established shall consist of at least six members who shall be residents of the Town appointed by the Town Council. Not more than four of the members will be members of the Town Council evenly divided by the political parties and two of the members will be members of the public with no official political designation or affiliation. If other members are appointed by the Town Council, balance shall be maintained among the parties and unaffiliated members to the extent possible, but the overall Task Force membership shall, at minimum, adhere to the minority representation clause of the Connecticut General Statutes. The East Hampton Ambulance Task Force shall conduct the work as outlined herein and shall provide a final report to the Town Council not later than December 31, 2024 at which time the East Hampton Ambulance Task Force shall be automatically dissolved unless further action by the Town Council is taken. The Town Manager shall be responsible for administrative support of the committee including keeping of minutes. The Task Force Chairperson and Vice Chairperson will be named by the Town Council and shall be of different political parties.

BE IT FURTHER RESOLVED, the East Hampton Ambulance Task Force shall be charged with evaluating options for the Town of East Hampton related to the future provision of ambulance service within the Town. Without

limitation, the Task Force should evaluate multiple models for provision of ambulance service, including, but not limited to, as a department of the Town government, an outside provider including a not for profit/non-profit, including the East Hampton Ambulance Association, or by a private company, or jointly with one or more other municipalities. The Ambulance Task Force shall issue one or more reports for consideration by the Town Council and the community. Said report(s) shall include an evaluation of the current method of provision of this service including statutory and operational foundations, human and equipment resources, costs and challenges; a discussion of options that have been reviewed and a synopsis of the Task Force determination regarding the options considered; a recommendation for provision of ambulance service into the future including important considerations for governance or contract language; an outline of a plan for transition as necessary; and a budget of the potential operational costs for the ambulance service in the five fiscal years commencing July 1, 2025. The Ambulance Task force may determine other items to be included in the Town Council report(s) as it deems appropriate.

Approved this 28th day of May, 2024.

TOWN COUNCIL

ATTEST

Dean Markham, Chairperson

Patricia Burnham, Town Clerk

Town of East Hampton
Middlesex County, Connecticut

Ordinance No. 2024.02

An Ordinance Amending Chapter 16 of the Code of the Town of East Hampton Regarding Citation Hearing Procedure

WHEREAS, the Town of East Hampton finds that a local method to enforce its Code of Ordinances and related regulations is desirable, expeditious and efficient, and

WHEREAS, the Connecticut General Statutes provide that a municipality may adopt by ordinance a method for issuance of citations for violation of local regulations provided a method for appeal and hearing of appeals is provided.

NOW THEREFORE, pursuant to Chapter II of the East Hampton Town Charter, the East Hampton Town Council hereby adopts the following Ordinance concerning Ordinance Enforcement and Citation Hearing Procedure.

Section 1:Chapter 16 of the Code of the Town of East Hampton regarding Citation Hearing Procedure is hereby repealed, replaced and renamed in its entirety as follows:

Chapter 16 Ordinance and Regulation Enforcement

ARTICLE I General Ordinance Enforcement

16-1 Statutory Authority.

Pursuant to C.G.S. §§ 7-148(c)(10)(A) and 7-152c, as such sections may be amended from time to time, the Town of East Hampton hereby adopts the following procedures regarding citations issued for violations of town ordinances.

16-2 Designation of Citation Officers.

Any police officer, or any other person authorized by this Code or by the Town Manager of East Hampton is hereby empowered to issue citations for violations of the Code of the Town of East Hampton in accordance with this Chapter and applicable provisions of the Connecticut General Statutes.

16-3 Penalty.

Except as provided elsewhere in this Code or in Connecticut General Statutes, any person violating a provision of the Code of the Town of East Hampton may be fined up to \$250 for each offense and each day that a violation continues to exist may be considered a separate and distinct violation.

16-4 Appeal and Hearing.

Any person who receives a citation pursuant to this Article may challenge his or her liability therefor and request a hearing thereon in accordance with the provisions of this Chapter and the Connecticut General Statutes.

Article II Zoning Code and Inland Wetlands and Watercourses Regulations Enforcement

16-5 Designation of Citation Officers.

A. Citations for violations of Inland Wetlands and Watercourses Regulations. Any police officer, the Wetlands Enforcement Officer of the Town of East Hampton, or any other person authorized by the Town Manager of East Hampton is hereby empowered to issue citations for violations of the Inland Wetlands and Watercourses Regulations of the Town of East Hampton in accordance with this chapter and Section 22a-42g of the Connecticut General Statutes.

B. Citations for violations of Zoning Regulations. Any police officer, the Zoning Enforcement Officer, the Land Use Enforcement Official, or any person authorized by the Planning and Zoning Commission of the Town of East Hampton is hereby empowered to issue citations for violations of the Zoning Regulations of the Town of East Hampton in accordance with this chapter and Section 8-12a of the Connecticut General Statutes.

16-6 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CERTIFIED MAIL — Any form of mail, whether by the United States Postal Service or a private mail carrier, whereby the intended recipient is requested to provide a signed receipt showing that he or she received the mailing.

CITATION OFFICER — A person empowered to issue citations pursuant to this section.

HAND DELIVERY — The direct delivery of a document to a recipient by a Citation Officer, or any form of delivery to the last-known address of an intended recipient by the United States Postal Service or by any private mail carrier, whereby the carrier provides a written confirmation of delivery to the Citation Officer.

REGULATED ACTIVITY – Shall have the meaning defined in the Wetlands Regulations.

WETLANDS REGULATIONS — The Inland Wetlands and Watercourses Regulations of the Town of East Hampton.

ZONING REGULATIONS — The Zoning Regulations of the Town of East Hampton.

16-7 Penalties for Offenses; Fines.

A. Violations of Wetlands Regulations.

(1) In addition to any statutory right or remedy available to the Town under the Wetlands Regulations or Connecticut Law, the following fines may be assessed by citation for a violation of the Wetlands Regulations:

(a) For conducting or allowing the conduct of any regulated activity within any portion of an inland wetland or watercourse as defined within the Wetlands Regulations without a permit or in violation of any permit, including but not limited to deposition of any material, removing of any material, discharging, polluting, excavating, filling, draining, grading, clear-cutting, removal of vegetation,

planting invasive vegetation, or other activities resulting in direct impacts, to any portion of an inland wetland or watercourse: a fine of \$1,000 for each offense.

(b) For conducting, permitting the conduct of, undertaking, permitting the existence of, or allowing any regulated activity in an Upland Review Area as defined in the Wetlands Regulations without a permit or in violation of any permit which causes, directly or indirectly, pollution, draining/drying, erosion, filling, damage to native vegetation, or other negative impacts to an inland wetland or watercourse or any portion thereof: a fine of \$1,000 for each offense.

(c) For noncompliance with permit conditions and/or limitations or with enforcement orders, where such noncompliance is not described in Subsection A(1)(a) or (b) of this section: a fine of \$1,000 for each offense.

(d) For conducting any other regulated activity without the issuance of a permit, where such activity is not described in Subsection A(1)(a), (b) or (c) of this section: a fine of \$500 for each offense.

(2) Each day on which a violation of the Wetlands Regulations continues to exist shall be deemed a separate and distinct violation.

B. Violations of Zoning Regulations.

In addition to any statutory right or remedy available to the Town under the Zoning Regulations or Connecticut Law, for violating, permitting the violation of, permitting the existence of, or allowing any violation of the Zoning Regulations, a fine of \$150 per day may be assessed by citation for as long as such violation continues to exist.

16-8 Appeals and Hearings.

Any person who receives a citation pursuant to this Article may challenge his or her liability therefor and request a hearing thereon in accordance with the provisions of this Chapter and the Connecticut General Statutes.

Article III Citation Hearing Procedure

16-9 Authority; purpose.

Pursuant to the power granted by § 7-152c of the Connecticut General Statutes, as amended, the following shall be adopted in order to implement a citation hearing procedure following the issuance of a citation or notice of violation for violation of any Town ordinance and/or regulation.

16-10 Appointment of Hearing Officer.

Immediately upon adoption of this chapter, the Town Manager shall appoint a Hearing Officer to conduct hearings authorized by this chapter. Said Hearing Officer shall serve without pay or compensation and shall not be a police officer, Citation Officer as hereafter defined, or employee of the Town of East Hampton. Said Hearing Officer shall serve until such time as a new Hearing Officer is designated by the Town Manager.

16-11 Issuance of Citations.

A. Initial notice required. Before any Citation Officer may issue a citation, he or she must issue a written notice informing the recipient of the nature of the violation. Any such initial notice may be served either by hand delivery or by certified mail to the person named in such citation. If the person to whom such notice has been sent by certified mail refuses to accept such mail, the original or a certified copy of the original notice may be sent by First Class United States mail. The Citation Officer shall file and retain an original or certified copy of the initial notice, as well as any delivery confirmation, return receipt from certified mail, whether or not the mail was accepted, or affidavit of mailing for First Class US Mail. The date of delivery of the initial notice shall be deemed to be the earlier of: (1) the actual date of delivery, or (2) five business days after the date of the original mailing, regardless of whether such mailing was accepted.

B. Citation process. A Citation Officer may issue a citation to any person to whom an initial notice has been delivered pursuant to §16-11A if such Citation Officer finds that the violation described in the initial notice has not been fully abated by the date specified in said notice. Any such citation may be served either by hand delivery or by certified mail to the person named in such citation. If the person named in a citation sent by certified mail refuses to accept such mail, the original or a certified copy of the original citation may be sent by First Class United States mail. The Citation Officer shall file and retain an original or certified copy of the citation, any delivery confirmation or return receipt from certified mail, whether or not the mail was accepted and/or the affidavit of mailing for First Class US Mail. The date of delivery of the citation shall be deemed to be the earlier of: (1) the actual date of delivery, or (2) five business days after the date of the original mailing, regardless of whether such mailing was accepted.

16-12 Period for Uncontested Payment of Fines.

Any person receiving a citation shall be allowed a period of 30 days from his or her receipt of the citation to make an uncontested payment of the fine specified in the citation. Such fines shall be made payable to the Town of East Hampton. If such fine is not paid within the thirty-day period, further actions may be taken pursuant to Chapter 16 of this Code regarding Citation Hearing Procedure and Section 7-152c of the Connecticut General Statutes.

16-13 Advisory notice to cited individual.

A. Within the period set forth below, the Citation Officer who issued the citation or notice of violation for violation of any Town ordinance and/or regulation may send an advisory notice to the cited individual. Such advisory notice shall be sent by certified mail, return receipt requested, and by first-class mail, postage prepaid. The period within which said advisory notice may be provided is the twelve-month period following expiration of the period for uncontested payment of fines imposed by the citation or notice of violation. Said advisory notice shall be directed to the last known address of the cited individual.

B. Such advisory notice shall contain the following information:

- (1) A list of the allegations against the cited individual and the amount of fines, penalties, fees and/or costs due;
- (2) A statement that the cited individual may contest his liability before a Citation Hearing Officer by delivering in person or by mail written notice to the Citation Officer within 10 days of the date of the notice;
- (3) A statement that if the cited individual does not demand such a hearing, an assessment and judgment shall be entered against him; and

- (4) That such judgment may issue without further notice.

16-14 Admission of liability; request for hearing; hearing notice.

A. If the cited individual who has been sent an advisory notice wishes to admit liability for any alleged violation, he may, without requesting a hearing, pay the full amount of the fines, penalties, fees and/or costs to the Director of Finance of the Town of East Hampton or the Director's designee. Such payment shall be inadmissible in any civil or criminal proceeding to establish the conduct of such person making payment.

B. Any cited individual who fails to request a hearing within 10 days of the date of the advisory notice shall be deemed to have admitted liability, and the Citation Officer shall so certify to the Hearing Officer. The Hearing Officer shall immediately thereafter enter and assess the fines, penalties, fees and/or costs provided for by the applicable ordinances and/or regulations and shall follow the procedure set forth in §16-16 below.

C. Any cited individual who requests a hearing shall be given written notice of the date, time and place for such hearing. Said hearing notice shall be provided by the Hearing Officer, who shall provide a copy of same to the Citation Officer. The hearing shall be held not less than 15 days nor more than 30 days from the date of mailing of the hearing notice, provided the Hearing Officer shall grant, upon good cause shown, any reasonable request by any interested party for postponement or continuance.

16-15 Hearing.

A. An original or certified copy of the original citation or notice of violation shall be retained by the Citation Officer and shall be deemed to be a business record as provided by Connecticut General Statutes and shall be evidence of the facts contained therein. The Citation Officer must attend the hearing if the cited individual so requests. The Citation Officer or other Town official may present evidence on behalf of the Town.

B. Unless excused by the Hearing Officer, the cited individual must attend the hearing and may present evidence in his behalf. The Hearing Officer may excuse the cited individual from attending the hearing only where he has previously received from the cited individual, by mail, copies of police reports or other investigatory reports which he believes renders unnecessary the appearance of the cited individual.

C. If the cited individual fails to appear, the Hearing Officer may enter an assessment by default against him upon a finding of proper hearing notice and liability.

D. The Hearing Officer shall conduct the hearing in the order and form and with such methods of proof as he deems fair and appropriate. All testimony shall be given under oath or affirmation, but the rules of evidence shall not be strictly applied.

16-16 Decision.

The Hearing Officer shall announce his decision at the end of the hearing. If he determines that the cited individual is not liable, he shall dismiss the matter and enter his determination in writing accordingly. If he determines that the cited individual is liable for the violation, he shall forthwith enter and assess the fines, penalties, fees and/or costs against the cited individual as provided by the applicable Town ordinances and/or regulations.

16-17 Payment of assessment; fees; assessment notice.

A. If such assessment is not paid on the date of its entry, the Hearing Officer shall send by first class mail an assessment notice to the cited individual who has been found liable and shall file, not less than 30 days nor more than 12 months after such mailing, a certified copy of the assessment notice with the Clerk of Superior Court for Middlesex County, together with the entry fee as required by section 52-259 of the Connecticut General Statutes. The certified copy of said assessment notice shall constitute a record of assessment. Within such twelve-month period, assessments against the same individual may be accrued and filed as one record of assessment.

B. The Clerk shall enter judgment in the amount of such record of assessment and court costs required by section 52-259 of the Connecticut General Statutes against the cited individual in favor of the Town of East Hampton. The Hearing Officer's assessment, when so entered as a judgment, shall have the effect of a civil money judgment, and a levy of execution of such judgment may issue without further notice to such individual.

16-18 Appeal rights.

Pursuant to § 7-152c(g) of the Connecticut General Statutes, as amended, the individual against whom an assessment is entered is entitled to judicial review by way of appeal. The appeal must be instituted with the Superior Court for Middlesex County within 30 days of the mailing of the assessment notice, as provided by the Connecticut General Statutes. The rules of the judges of the Superior Court shall thereafter apply.

Section 2: Subject to the applicable provisions of the Town Charter, this ordinance is effective immediately upon its adoption and publication.

Approved this ____ day of _____, 2024.

TOWN COUNCIL

ATTEST

Dean Markham, Chairperson

Patricia Burnham, Town Clerk



Office Assistant

Fire Department
(Part-time)

DRAFT – May 23, 2024

General statement of duties

The Office Assistant plays a critical role in keeping the office a positive and productive environment. The Office Assistant is responsible for performing a wide range of clerical and record-keeping duties for the smooth and efficient operation of the Fire Department.

General description

This is varied, and diverse administrative work performed under general supervision. The Office Assistant is responsible for the coordination of administrative support functions to the Fire Chief, Chief Officers, and the Fire Commission, including work involving computer and communications systems support and statistical data.

Supervision received

The Office Assistant reports to and works under the general direction of the Fire Chief or there designee.

Supervision exercised

None.

Essential duties and responsibilities

- Responsible for accurately recording all fire incident data into computer system in a timely manner.
- Inputs, verifies, and certifies data for federal, state, and local agencies. Prepares and processes documents, such as business or government reports.
- Responsible for computer system applications including software review, and recommendations.
- Assists in training for fire department personnel on reporting systems.
- Coordinates with IT staff on technology system issues and/or contacts software vendors to resolve issues.
- Maintains and updates filing, inventory, mailing and database systems, using a computer. (Includes updating fire department records such as physicals, equipment testing, training, etc.).
- Compiles statistical information for annual reports. Types, edits, assembles and publishes reports as required.
- Submit bills and other documents to the Town Hall on a weekly basis.
- Prepares meeting agendas, attend meetings, and records and transcribes minutes.
- Distribute agendas and minutes to members and submit approved/completed meeting notes to the Town Clerk's Office for filing.
- Responsible for handling and protecting confidential information.

- Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Open, sort, and route incoming mail, and prepare outgoing mail.
- Answer telephones, direct calls, and take messages.

Nonessential duties

Assists Town staff in other related municipal projects as required.

Knowledge, abilities, and skills

- Working knowledge of office practices and procedures.
- Proficiency in Microsoft Office products, as well as the ability to learn specific fire department software programs.
- Skilled in the use of operating basic office equipment.
- Ability to troubleshoot technical computer and office equipment issues.
- Quick and accurate typing; familiarity with data entry software.
- Ability to manage multiple tasks efficiently.
- High level of accuracy when performing tasks like data entry, proofreading, and record-keeping.
- Ability to take initiative in researching new procedures and methods for fire department reporting.
- Capacity to independently resolve issues that may arise during daily operations.
- Proficiency in communicating clearly both verbally and in writing.
- Ability to understand and follow specific instructions and procedures.
- Ability to compile data and information for reports or internal working data and statistics.
- Strong organizational skills required.
- Ability to establish and maintain effective working relationships with other employees, volunteers, and the general public.

Acceptable experience, education, and training

Graduation from high school and four (4) years of employment in an administrative assistant/clerical capacity, or an associate degree in office/business administration or related field and two (2) years in an administrative support role including strong knowledge of computer software and programs and communication systems. Must successfully complete a background screening process. Experience in fire department administrative support including National Fire Incident Reporting System (NFIRS), reporting preferred, (

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is required to use hands to finger, handle, feel or operate

objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. The noise level in the work environment is usually quiet in the office.

General guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The employee must demonstrate honesty and integrity in behavior and attitude and represent the department in a positive light.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.

(Updated and approved by Town Council 5/2024).

Board of Fire Commissioners

Secretary

Experience in various organizational, secretarial, and computer skills are required. Duties include, but are not limited to recording meetings, transcribing and making the minutes available, posting the agendas, entering and extracting information into the MUNIS system, entering information into the FIREHOUSE computer system and other projects which the Board may deem necessary.

Examples of work

- Distributes the meeting agendas.
- Types the Board's minutes from notes and tape recordings.
- Distributes the minutes by e-mail or mail and makes them available to the town website and to the Town Clerk.
- Enters financial information into the MUNIS financial system.
- Provides report from MUNIS when requested.
- Enters information into the FIREHOUSE software system.
- Maintains information in Word and Excel.

Required knowledge, skills, abilities

- Good knowledge of office terminology, procedures and equipment.
- Ability to maintain clerical records, including filing completed minutes with the Town Clerk's Office.
- Ability to type from copy, rough draft, and tape recordings.
- Ability to use a computer for Word, Excel, and other software products as required.

Acceptable experience and training

- Any combination of experience and training which provides knowledge, skills, and abilities shown above.

Physical demands

- Ability to perform skills such as writing and using a keyboard with accuracy.
- Ability to hear normal sounds.
- Ability to communicate effectively in oral and written form.



East Hampton Police Department

*1 Community Drive
East Hampton, CT 06424*



*Dennis Woessner
Chief of Police*

May 23, 2024

To: David Cox, Town Manager
From: Dennis Woessner, Chief of Police
Subject: General Order approval

Attached to this memorandum are two General Orders which I am submitting for approval:

General Order 4.3, Code of Conduct, is an existing General Order which needed to be modified to be in compliance with the Police Officer Standards and Training Council (POSTC) Accreditation standards.


General Order 8.14, Peer Support, is a new General Order which outlines the Department's Peer Support Program.



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 4.3

DISCIPLINARY PROCEDURES

SUBJECT: Code of Conduct		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO: Dated 5/31/2023		Review Date:
Per Order of:  Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

The Town of East Hampton and its Police Department require that all employees be independent, impartial, unbiased and responsible to the community we serve. The public judges its government by the way public officials and public employees conduct themselves in the positions to which they are elected, appointed or hired. The public has a right to expect that public officials and employees will conduct themselves in a manner that will preserve and promote confidence and respect in the local government organization.

Confidence and respect are achieved and promoted when all public officials and employees treat all citizen with respect, courtesy, impartiality, fairness, equity and equality under the law; avoid actual, potential and perceived conflicts of interest; keep the public informed and encourage communication; continually seek to improve the quality and image of public service; and recognize that the function of local government is to serve the best interest of all people.

Therefore, this code of conduct for the Police Department is hereby promulgated for the guidance of all employees to promote confidence and respect and to ensure the efficient operation and management of the East Hampton Police Department. The code is published under the authority of the Chief of Police who is responsible for the

effectiveness, discipline and good order of the Department, the safe care and custody of all Department prisoners and property as well as the security and well-being of the Town. The code cannot and does not cover every delinquent act or omission for which an employee is or may be responsible. Such acts or omissions not specifically mentioned in the code will be charged under Paragraph 1, Section 1.00 if necessary.

Nothing in this order precludes the Chief of Police or supervisor from mandating that an employee receive training as a function of discipline. When an employee's work performance, productivity or effectiveness falls below that which is expected of similarly tasked employees and said employee has no previous history of discipline in this area, a supervisor may find that training and/or remedial training may motivate the employee to perform as directed. This career development path will be coordinated through the employee's immediate supervisor.

Nothing in this order precludes the Chief of Police or supervisor from mandating that the employee receive professional counseling as a function of discipline. When an employee's duty-related performance falls below that which is expected of similarly tasked employees and supervisory efforts have failed to show improvement, the use of employee counseling combined with progressive discipline may be deemed an appropriate and effective tool. The counseling may be provided by an Employee Assistance Program or that sought by the employee.

An employee may be relieved from duty whenever a superior officer has cause to question an employee's physical or psychological fitness for duty. An internal affairs investigation may follow.

1. An officer holding the rank of Sergeant or higher has authority to relieve an employee from duty, but must promptly report this action to the Chief of Police, accompanied by a written report setting forth details and circumstances.
2. If the necessity to relieve from duty is not immediate, the behavior or actions of the employee shall be deemed a matter for administrative investigation. In an administrative investigation, only the Chief of Police may relieve an employee from duty. Only the Chief of Police may suspend without pay an officer whose continued presence on the job constitutes a substantial and immediate threat to the welfare of the department, the public, or to him/herself.
3. An officer who refuses to obey a direct order in conformance with the department's orders may be relieved from duty by a Sergeant or higher. If the officer was relieved from duty the supervisor will promptly report this action to the Chief of Police. The Chief of Police may order an internal affair investigation in accordance with the department's orders and the relevant Collective Bargaining Agreement (CBA) and may then recommend a disciplinary course of action which may include but not be limited to

suspension without pay or dismissal.

Records of all disciplinary action are retained under secure conditions in the Office of the Chief of Police and the Human Resources Department of the Town. Disciplinary records will be retained in a manner to comply with the State of Connecticut Municipal Record Retention Schedule, pursuant to Section 7-109 of the Connecticut General Statutes.

For purposes of administering the code, the following classifications of offense with the maximum possible penalty for each class will be used:

Class	Maximum Penalty
A*	Dismissal
B*	30 days unpaid suspension
C*	15 days unpaid suspension
D*	10 days unpaid suspension
E	5 days unpaid suspension
F	Written reprimand

* Demotion in grade is an alternative penalty when the Chief of Police or designee determines the violator has a past history or repetitious pattern of similar conduct.

Notwithstanding the foregoing and the penalties outlined below, the Town specifically reserves the right at its sole discretion to implement discipline at a higher level, up to and including dismissal, for egregious offenses, repeated offenses or multiple offenses beyond that which is described below.

(2.6.15)

Employees subject to dismissal may protest or appeal the dismissal from duty in accordance with the respective Collective Bargaining Agreement.

Whenever a dismissal or suspension is planned, the department shall provide notice to the employee in accordance with the respective Collective Bargaining Agreement. The notice will include:

1. A written statement stating the reason for dismissal or suspension;
2. The effective date(s) of the dismissal or suspension; and
3. A statement outlining the status of fringe and retirement benefits, if any, following dismissal

SECTION I

GENERAL

§1.00 Any violation of the rules and regulations, violations of sections of the Employee Handbook, published orders, directives, memoranda, or any lawful order, or any act which tends to undermine the good order, efficiency and discipline of the Department, or which reflects discredit upon the Department or any member thereof, shall constitute conduct unbecoming an employee. Penalties for conduct unbecoming an employee are as follows:

1st Offense E 2nd Offense B

SECTION 2

CONDUCT UNBECOMING AN EMPLOYEE

New § 2.01 Use of bias based profiling, including but not limited to use of race, ethnicity, religion, gender, sexual orientation, economic status, age, cultural group, or some other identifiable trait of a group, as the sole reason for stopping, detaining, searching or arresting an individual.

1st Offense B 2nd Offense A

§2.02 Accepting a bribe or gratuity for permitting an illegal or potentially illegal act or for otherwise failing to perform the employee’s duties or for implementing the employee’s duties in an inappropriate manner.

1st Offense A

§2.03 Failure to report in writing to the Chief of Police an offer of a bribe or gratuity to act or fail to act as described in § 2.01 above.

1st Offense B 2nd Offense A

§2.04 Soliciting any favor or privilege or other thing of value as a condition for performing or failing to perform official duties or to perform those duties in an inappropriate manner.

1st Offense A

§2.05 Recommending any professional or commercial service for personal gain.

1st Offense B 2nd Offense A

§2.06 Abusing official position to obtain any special benefit or favor.

1st Offense E 2nd Offense C 3rd Offense A

§2.07 Failure of any employee to maintain themselves and their uniforms in a neat and clean condition.

1st Offense F 2nd Offense E 3rd Offense D

§2.08 Removing Department property without proper authorization without intent to permanently deprive the Department of said property.

1ST Offense F 2nd Offense E 3rd Offense A

§2.09 Removing Department property without proper authorization with intent to permanently deprive the Department of said property.

1st Offense A

§2.10 Unauthorized entry into any office, desk or locker of another.

1st Offense F 2nd Offense E 3rd Offense A

§2.11 Arrest and conviction of a crime (Class A misdemeanor or above and/or moral turpitude related crimes)

1st Offense A

§2.12 Arrest and conviction of all other crimes or offenses.

1st Offense F 2nd Offense A

§2.13 Knowingly and willfully making a false entry in any official Department document, report or record.

1st Offense B 2nd Offense A

§2.14 Negligent entry in any official Department document, report or record

1st Offense F 2nd Offense E 3rd Offense A

§2.15 Using unnecessary, violent, abusive or profane language to citizens while on duty.

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1st Offense F 2nd Offense D 3rd Offense A
§2.16 Using violent, abusive or profane language toward another employee.

1st Offense F 2nd Offense E 3rd Offense A

§2.17 Making public statements regarding confidential Department material.

1st Offense B 2nd Offense A

§2.18 Making public statements which are known to be false or to be in reckless disregard of known facts related to Department policy or Department business.

1st Offense D 2nd Offense C 3rd Offense A

§2.19 Failure to wear the prescribed uniform for assigned duties.

1st Offense F 2nd Offense E 3rd Offense D

§2.20 Members of the Department, except in the discharge of official duties or with permission of the Chief of Police, shall not knowingly associate with criminals, racketeers, gamblers or persons engaged in unlawful activities, nor shall they knowingly enter or socialize in places where frequent violations of law are suspected or known to occur.

1st Offense E 2nd Offense C 3rd Offense A

§ 2.21 Knowingly associating with or joining an organization and actively advancing the cause of an organization that has been labeled as a racist, hate or terrorist group by the Federal Bureau of Investigations.

1st Offense B 2nd Offense A

§2.22 Gambling which is illegal or in violation of department regulations.

1st Offense F 2nd Offense E 3rd Offense A

§2.23 Outrageous, insolent, offensive or overt disrespect towards a supervisory officer.

1st Offense F 2nd Offense E 3rd Offense A

§2.24 The use of rude, insulting language or other offensive or demeaning language by a supervisory officer towards a subordinate.

1st Offense F 2nd Offense E 3rd Offense A

§2.25 Fighting or quarreling with one or more other employees or a supervisory officer.

1st Offense F 2nd Offense E 3rd Offense A

§2.26 Failing to supply the Department with a current telephone number and address.

1st Offense F 2nd Offense E 3rd Offense A

§2.27 Arbitrary or abusive use of police power or arbitrary or abusive action taken under the color of the police power in personal disputes or affairs.

1st Offense A

§2.28 Failure to respond to official Department telephone calls.

1st Offense F 2nd Offense E 3rd Offense A

SECTION 3

INTOXICATION OR OTHER IMPAIREMENT

For the purpose of this Paragraph, intoxication will include the involvement of alcoholic beverages and/or narcotics.

§3.01 On duty intoxicated

Refer to the current Collective Bargaining Agreement between the Town of East Hampton and East Hampton Police Union, Local #2407, Council 4, AFSCME, AFL-CIO Appendix C.

§3.02 Off duty, consuming alcohol in uniform without a weapon

1st Offense E 2nd Offense C 3rd Offense A

§3.03 Off duty, consuming alcohol in uniform or not, but in the possession of a Department issued weapon or unable to respond to duty because of intoxication or when on standby basis or when previously assigned to duty.

1st Offense C 2nd Offense B 3rd Offense A

§3.04 Use of any narcotic substance or any controlled drug pursuant to a doctor's order without reporting same to a supervisory officer where such drug may impair an

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employee's judgment or ability to operate a motor vehicle or handle implements.

1st Offense E 2nd Offense C 3rd Offense A

§3.05 Failure of any employee to report any medical condition which might render the employee unfit for assigned duty.

1st Offense F 2nd Offense E 3rd Offense A

§3.06 Consumption of alcoholic beverages while on duty or during the eight (8) hours immediately prior to scheduled duty.

1st Offense C 2nd Offense B 3rd Offense A

SECTION 4

INSUBORDINATION

§4.01 Refusal to obey legitimate orders of a supervisor, whether oral, in writing, by hand signal or other method known to both parties involved.

1st Offense E 2nd Offense C 3rd Offense A

§4.02 Giving an order knowing such to be unlawful or beyond the scope of his/her authority by a supervisory officer.

1st Offense E 2nd Offense C 3rd Offense A

§4.03 A supervisory officer shall not reprimand any employee in a degrading or defamatory manner nor shall such reprimands be done in the view of other employees except where operational or exigent circumstances require immediate action.

1st Offense F 2nd Offense E 3rd Offense C

SECTION 5

NEGLECT OF DUTY

§5.01 Failure to properly supervise subordinates, to refer Disciplinary charges, or to take other appropriate disciplinary action.

1st Offense F 2nd Offense B + Reduction in rank 3rd Offense A

§5.02 Failure to take appropriate action when necessary and/or failure to complete a written report of same at the conclusion of the employee's daily tour of duty unless specifically waived by a supervisory officer.

1st Offense F 2nd Offense E 3rd Offense A

§5.03 Inattention to duty assignment or asleep on duty.

1st Offense F 2nd Offense E 3rd Offense A

§5.04 Unauthorized absence from duty assignment.

1st Offense F 2nd Offense E 3rd Offense A

§5.05 Intentional or willful failure to comply with any lawful orders, procedures, directives, regulations, oral or written.

1st Offense E 2nd Offense D 3rd Offense A

§5.06 Negligent failure to comply with any lawful orders, procedures, directives, oral or written.

1st Offense F 2nd Offense E 3rd Offense A

§5.07 Failure to report as a witness when duly notified within reasonable time limits or when subpoenaed.

1st Offense F 2nd Offense E 3rd Offense A

§5.08 Permitting an unauthorized person in patrol car.

1st Offense F 2nd Offense E 3rd Offense A

§5.09 Unauthorized or intentional misuse of patrol car for personal use.

1st Offense F 2nd Offense E 3rd Offense A

§5.10 Failure to give name and badge number when properly requested.

1st Offense F 2nd Offense E 3rd Offense A

§5.11 Tardiness when reporting for duty, including roll call, court appearances and duty assignments.

1st Offense F 2nd Offense E 3rd Offense D

§5.12 Appear or give testimony as a character witness for any defendant in a criminal trial or inquiry in which the Department is involved without the approval of the Chief of Police or the Chief's designate.

1st Offense F 2nd Offense E 3rd Offense A

§5.13 Willfully damaging Police Department property and/or equipment.

1st Offense B 2nd Offense A

§5.14 Willful interference with Police Radio broadcasting and tampering with Police Radio equipment.

1st Offense B 2nd Offense A

§5.15 Knowingly failing to report the revocation or suspension of one's Motor Vehicle Operator's License.

1st Offense D 2nd Offense A

§5.16 Allowing a prisoner to escape.

1st Offense E 2nd Offense C

§5.17 Failure to thoroughly search for, collect and preserve and identify evidence of persons, property and locations in any arrest or investigation.

1st Offense F 2nd Offense E 3rd Offense A

§5.18 Loss of police vehicle due to failure to remove the keys when unattended.

1st Offense A

§5.19 Failure to properly care for assigned equipment and vehicles or any Police Department property; damaging or causing damage to same due to neglect or carelessness.

1st Offense E 2nd Offense D 3rd Offense A

§5.20 Failure to take appropriate action concerning illegal activity, including vice conditions and/or to make a written report of any such incident in which the employee is involved or has knowledge.

1st Offense B 2nd Offense A

§5.21 Failure to carry out assigned duties or to follow Department orders and procedures efficiently and expeditiously.

1st Offense F 2nd Offense E 3rd Offense A

§5.22 Performing assigned duties or other official work in a careless or negligent manner or in disregard of prescribed procedures or established practice.

1st Offense F 2nd Offense E 3rd Offense A

§5.23 Failure to observe Department procedures outlining safety practices or adhere to established practices relating to safety.

1st Offense F 2nd Offense E 3rd Offense A

§5.24 Intentionally depriving a prisoner or suspect of basic rights and humane treatment.

1st Offense E 2nd Offense C 3rd Offense A

§5.25 Failure to adhere to Town and Department rules on reporting illness within a "reasonable time" from the on-set of the illness and other medical role procedures.

1st Offense F 2nd Offense E 3rd offense C

§5.26 Willful or intentional abuse of sick time and procedures and/or leave related to compensable injuries.

1st Offense C 2nd Offense B 3rd Offense A

SECTION 6

GUIDELINES RELATING TO USE OF FORCE AND FIREARMS DISCHARGE

§6.01 Intentional and unnecessary deviation from the Department's Use of Force Policy.

1st Offense A

§6.02 Inadvertent deviation from the Department's Use of Force Policy, technical in nature but under exigent circumstances.

1st Offense F 2nd Offense E 3rd Offense A

§6.03 Intentional, flagrant or wanton disregard of Department Firearms Policy and Guidelines.

1st Offense A

§6.04 Inadvertent deviation from Department Firearms Policy or Guidelines, technical in nature but under exigent circumstances.

1st Offense F 2nd Offense E 3rd Offense A

§6.05 Display of a firearm in an unnecessary and/or unreasonable manner.

1st Offense F 2nd Offense E 3rd Offense A

SECTION 7

AUTHORIZED EQUIPMENT

§7.01 Carrying equipment for which the employee has not demonstrated required proficiency.

1st Offense F 2nd Offense E 3rd Offense A

§7.02 Carrying or employing equipment not specifically authorized for use by the Department.

1st Offense F 2nd Offense E 3rd Offense A



EAST HAMPTON POLICE DEPARTMENT

GENERAL ORDER 8.14

PERSONNEL

SUBJECT: PEER SUPPORT		
Issue Date: TBD	Effective Date: TBD	Distribution: All Personnel
Amends/Rescinds GO:		Review Date: / /
Per Order of: Dennis Woessner, Chief of Police		
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

I. PURPOSE

The duties and responsibilities of the law enforcement profession are often emotionally demanding and difficult. Employees may experience stress and related emotional difficulties. Emotional problems may present a negative impact on personnel performance and, in some instances, may present a danger to the welfare and safety of the employee, his/her family, the general public, and fellow employees. Therefore, it is the policy of the East Hampton Police Department to provide personnel with access to peer support services to help them preempt and resolve emotional difficulties.

II. POLICY

The goal of peer support is to provide all public safety employees the opportunity to receive emotional and tangible peer support through times of personal or professional crisis and to help anticipate and address potential difficulties. The Department shall not discharge, discipline, discriminate against or otherwise penalize any employee solely based on the employee seeking mental health care services, findings or medical diagnosis, or the seizure of their firearm.

III. DEFINITIONS

Affected Personnel: The term “affected personnel” will apply to any officer or

employee who was present at the scene of a critical incident, dispatched, assisted, or supported the personnel at the incident, and exhibits an emotional response subsequent to the incident.

Critical Incident: Any event that has a stressful impact sufficient to overwhelm the usually effective coping skills of either an individual or a group. Examples of critical incidents include:

- a. Officer involved incidents that result in death or serious injury to anyone.
- b. Officer involved shootings.
- c. Incidents where an employee witnesses or is involved in a traumatic event.
- d. Traumatic death of an employee.
- e. Any incident that results in the death of a child.
- f. Any type of vehicle accident involving an officer that results in serious or life-threatening injury to the officer or any other party involved.
- g. Any incident with multiple fatalities, including accidents, natural disasters, or homicides.
- h. Any other incident where a scene supervisor determines that Department personnel would benefit from Critical Incident Stress Management techniques.

Critical Incident Stress Management (CISM): Critical Incident Stress Management is an adaptive, short term helping process that focuses solely on an immediate and identifiable problem, to enable the individual(s) affected to return to their daily routines more quickly, and with a lessened likelihood of experiencing post-traumatic stress disorder.

Debriefing: A confidential group or one-on-one meeting between affected personnel and mental health professional(s). Trained Peer Support personnel will be present to facilitate the discussion and to assist the mental health professional, if needed. Debriefing will be held 24 hours to 10 days after the incident.

Defusing: A peer driven group process integrating crisis intervention strategies. Defusing is a shortened version of a debriefing and takes place immediately or relatively soon after a critical incident.

Peer Support Member: A licensed or non-licensed employee volunteer member of the East Hampton Police Department Peer Support Team, as authorized by the Chief of Police, who provides mental health intervention services to agency personnel.

Post-Traumatic Stress Disorder (PTSD): A mental health problem that some people develop after experiencing or witnessing a life-threatening event, like combat, a natural disaster, a car accident, or sexual assault. PTSD can be characterized by at least one-month duration of all of the following symptoms:

- a. Excessive excitability and arousal.
- b. Numbing, withdrawal and avoidance.
- c. Repetitive, intrusive memories or recollections of the trauma and/or other events related to trauma.

Qualifying Event: In accordance with C.G.S. 31-294k, an event occurring in the line of duty on or after July 1, 2019 in which a police officer:

- a. Views a deceased minor.
- b. Witnesses the death of a person or an incident involving the death of a person.
- c. Witnesses an injury to a person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause.
- d. Has physical contact with and treats an injured person who subsequently dies before or upon admission at a hospital as a result of the injury and not as a result of any other intervening cause.
- e. Witnesses a traumatic physical injury that results in the loss of a vital body part or a vital body function that results in permanent disfigurement of the victim.

Trauma: Any event outside the realm of normal human experience that is distressing and has the potential to cause psychological injury to affected personnel.

Traumatic Stress: A condition of very intense arousal subsequent to a traumatic stressor. Traumatic stress overwhelms coping mechanisms, leaving individuals feeling helpless and out of control.

IV. PROCEDURE

A. TEAM COMPOSITION

1. The Department's Peer Support Program is comprised of personnel who have volunteered to participate in assisting Department employees as peer support

providers, and as such will not be compensated for time/support needed outside of working hours. The program is there to help fellow officers, civilian employees, and family members of the Department in times of personal, emotional, medical, and/or psychological need. Peer supporters are specifically trained department members, not counselors or therapists.

2. Although the Department's Peer Support Program may be utilized on its own, or as a compliment to clinical care, it is not a replacement for professional help. Peer supporters are not counselors or therapists, but act primarily as listeners that when needed may direct a department employee to immediate professional attention, and/or other sources of help. Under no circumstances is an employee required to wait for a peer supporter and/or supervisory recommendation for assistance.

B. SUPERVISOR RESPONSIBILITIES

The Supervisor or Officer in Charge at the scene of a critical incident will make a timely notification to Departmental Command Staff to activate Peer Support services. The Supervisor or Officer in Charge will report the following:

1. The location of the incident.
2. The nature of the incident and all information he/she deems applicable.
3. The name(s) of the involved East Hampton Police Department personnel and their present locations.
4. The condition(s) of involved East Hampton Police Department personnel, if known.

C. COMMAND STAFF RESPONSIBILITIES

Upon receipt of the request from the Supervisor or Officer in Charge at the scene of a critical incident, the Chief of Police or his designee will immediately contact a Peer Support team member to forward the provided information (see above) and request activation of Peer Support services.

D. PEER SUPPORT TEAM RESPONSIBILITIES

In response to a notification of a critical incident, the Peer Support Team will:

1. Evaluate the information provided in the notification.

2. Communicate with the scene Supervisor or Officer in Charge as necessary.
3. Determine the resources needed at the scene.
4. Activate the necessary resources in a timely manner.
5. Ensure proper follow-up contact with involved EHPD personnel after the incident and refer to professional help as needed.
6. Evaluate the need for critical incident stress management services for EHPD personnel who are impacted by the incident.
7. The Peer Support program will ensure confidentiality for all employees requesting Peer Support services.

E. PEER SUPPORT MEMBER SELECTION PROCESS

1. Eligible Peer Support volunteers shall be selected from applicants who are members of the Department that are non-probationary employees with no less than two years of police experience (at least one year with this Department). Personnel who would likely be assigned an Internal Affairs Investigation are not eligible for peer support volunteer consideration.
 - a. Applications for Peer Support volunteers will be solicited when the Peer Support Team determines the need for program participants.
2. A Department member wishing to be considered will submit a memo for Peer Support volunteer to the Peer Support Team.
3. Once all applicants have been interviewed, the Peer Support Team will convene to consider the applications and the results of the interviews. The Peer Support Team will then forward their recommendations to the Chief of Police for his/her approval.
 - a. Those Department members accepted as Peer Support Volunteers will be scheduled for training from a certified counselor/program. Training records shall be stored and maintained according to the State's Retention Schedule in the Department's training files.
4. A team member may be removed from the Peer Support Program by the Chief of Police or his/her designee for the following:
 - a. Breach of confidentiality

- b. Lack of satisfactory participation
- c. Poor performance (regular duty assignment or as a team member)
- d. Voluntary withdrawal from the program.

F. PEER SUPPORT RESPONSIBILITIES FOR ROUTINE CONTACT

In response to a request for routine peer support contact, the Peer Support Team Member will:

1. Ensure the confidentiality of the affected employee and/or referring party.
2. Respond to the employee or avail himself/herself for contact as necessary.
3. Evaluate the information and urgency of the response.
4. Make arrangements with the employee to meet or discuss the issue and refer to professional help as needed.
5. Make a follow-up contact with the employee after the initial contact to check on his/her status.
6. If the Peer Support Team Member is unsure how to proceed with the situation, he/she shall confer with other Team members for guidance.

G. CONFIDENTIALITY

Confidentiality is essential to promoting trust and anonymity between Peer Support and individuals requesting assistance. Confidentiality is critical to protect the identity of employees and content of their contact with a peer support volunteer. Peer Support Team members are not licensed counselors or therapists, but act as peer support, providing/offering information and the opportunity to obtain information and direction to resolve concerns in a confidential setting. The Peer Support Team confidentiality is governed by Public Act # 19-188, An Act Concerning the Protection of Confidential Communications Between a First Responder and a Peer Support Team Member.

1. **Guidelines:** The interaction between a Peer Support Team Member and an employee is a relationship that is considered confidential by the department in order to ensure trust, anonymity, and effectiveness of any assistance requested. While reasonable efforts to protect anonymity will be taken by the Peer Support Team Member, there are confidentiality exceptions to the department's confidentiality policy.

- a. No Peer Support Team Member will be required to release the contents of his/her confidential conversations with any employee in the program to any supervisor ordering the disclosure of the information, unless the exceptions are met as outlined in following sections. The Department also agrees that in order for this program to be successful, a Peer Support Team Member, in his/her capacity as a Peer Support Team Member, will not be classified as a "subject" and/or "witness" during any internal affairs investigations and that a Peer Support Team Member will not be ordered to disclose any information gained in his/her role as a Peer Support Team Member.
 - b. In order for the peer support program to be effective and successful, employees must believe what they share about themselves will remain private. In other words, employees must believe their statements are confidential, but not privileged. Therefore, all Peer Support Team Members are responsible to "keep the privacy" of their fellow employees by not discussing the statements or other material in any way that could be used to identify a specific employee. They must only speak for themselves and not for others in the Department.
 - c. Peer Support Team Members will not discuss confidential information with other Peer Support Team Members.
 - d. Peer Support Team Members are not allowed to take or maintain written notes of any conversations nor are they allowed to record any conversations.
2. **Breach of Confidentiality:** Any Peer Support Team Member suspected of violating confidentiality will be given notice and an opportunity to address the allegations in a hearing before other Peer Support Team Members. If the results of the hearing reveal that confidentiality has been inappropriately breached by the Peer Support Team Member, that member will be removed from the program and this will be brought to the attention of the Chief of Police or his/her designee.
3. **Exceptions:** The rights and privacy of employees will be safeguarded to the maximum extent possible, while balanced with the

department's compelling interest in maintaining a safe and productive workplace and work force. At the onset of each peer contact, the individual must be told that there are some situations where confidentiality cannot be absolute. While every effort will be made to protect anonymity, the gravity of some situations will demand attention by management. Peer Support contacts will be told that confidentiality will be maintained except in the following circumstances:

- a. If the information obtained suggests that the employee is a danger to him/herself or a danger to others.
- b. When there are indications of child or spousal abuse as defined in CGS 17a-101(b).
- c. When there are indications a crime has taken place.

H. CRITICAL INCIDENT PEER SUPPORT

As soon as it is evident that an officer has been exposed to a qualifying event or involved in a critical incident, the shift supervisor or other individual in command of the situation shall notify a member of the departmental Peer Support Team. The person in command shall activate the Peer Support Team to provide support and assistance to those employees affected. Assistance offered may include a referral to a mental health professional such as a certified psychiatrist or licensed psychologist. When referrals to such professionals are made, or requested from the employee, the Department shall assist the employee in finding a certified psychiatrist or licensed psychologist.

Peer Support may be available and assist during critical incidents, such as in the line of duty deaths. This includes acting as a liaison with family members, and providing assistance and support.

The Department will maintain a list of the Peer Support Team Members and ensure that it is available to all employees should a Department member seek assistance.

As prescribed by the Chief of Police, officers who are involved in critical incidents will attend a mandatory defusing and/or debriefing session approved for emergency services personnel.

I. EXTERNAL SUPPORT SERVICES

The Peer Support Program is not a replacement for the Department contracted Employee Assistance Program (EAP). Peer support Team members are not clinicians or therapists. They are a readily accessible resource for East Hampton Police Department personnel in need of assistance. The Town of East Hampton's contracted EAP vendor is Solutions which can be contacted 24/7, 365 days a year at 1-800-526-3485 or through their website: www.solutions-eap.com The two programs will interact in the following manner, if needed:

- a. Peer Support Team Members may encourage an employee in need of clinical assistance to contact EAP.
- b. Peer Support Team Members may contact EAP for a referral for the employee with the employee's consent.
- c. EAP clinicians will be available to Peer Support Team Members for consultation on a 24/7 basis.

J. TIME OFF

1. If the employee is required to have time off as a result of a mental health issue, the employee is to submit medical provider's documentation to the Chief of Police or his/her designee. The documentation must indicate, at least one of the following:
 - a. Employee is unable to return to work and the date of the next follow up appointment with the provider; or
 - b. Date when employee may return to work, with restrictions; or
 - c. Date when employee may return to work, without restrictions.
2. During the employee's time off, an assigned member of the Peer Support Team will periodically contact the employee to offer support and check in. The involvement of the Peer Support Team Member is meant to maintain contact with the employee and show Department support, but the employee is not required to utilize them for counseling. The affected employee may request a certain Peer Support Team Member to be assigned to him/her.
3. Equipment and/or weapons to be secured during the employee's absence will be coordinated by the Chief of Police or his designee.

K. REINTEGRATION

1. When the employee returns to work, he/she will be reintegrated in a manner and pace that the employee is comfortable with. The employee will first have a meeting with their first line supervisor and/or a member of departmental Command Staff. The purpose of these meetings will be to:
 - a. Ensure that the employee is ready to return to work and at what capacity,
 - b. Answer any questions the employee may have, and;
 - c. Ensure the employee knows who to reach out to in the event their return to work has been premature or they require alternative or additional arrangements.
2. It is understood that an employee may need flexible arrangements in order to leave for appointments, manage side effects for medication, and to readjust to the work environment. The Department will assist with reasonable adjustments as a means of supporting the employee and facilitating a successful transition back to the department. Employees returning may benefit from flexible work arrangements to include, but not limited to: part-time hours and/or an alternative work assignment.
3. After approval by the Chief of Police or his designee, the return of equipment and/or weapons which were temporarily secured for the employee will be coordinated by his/her Supervisor. Prior to returning weapon(s), the Department must require the officer to undergo an examination, which the Department shall pay for, with a mental health care professional to determine that the officer is ready for official duty.
4. Any necessary training that was missed during the employee's absence will be coordinated by the Training Officer.

L. PROVIDERS AND ASSOCIATED COST

1. Employees seeking assistance from a medical professional for mental or behavioral health concerns are encouraged to seek treatment from mental health professionals through their respective insurance plan. Treatment from a medical provider outside of the health insurance network would be at the cost

of the employee. A list of in-network mental health professionals may be located either on the employee's insurance provider's website or by contacting the insurance provider directly.

2. In accordance with CGS 31-275, a mental or emotional impairment, which may be compensable as a personal injury under Workers' Compensation, includes:
 - a. Mental or emotional impairment which arises from a physical injury or occupational disease.
 - b. An officer's mental or emotional impairment which arises from an officer's use of deadly force in the line of duty, provided the officer is the subject of an attempt by another person which may cause their serious injury or death.
 - c. An officer's diagnosis of PTSD, received from a board-certified psychiatrist or licensed psychologist, which resulted due to a qualifying event.
3. Workers' Compensation claims may be filed with the Chief of Police or his designee.



Office of the COLLECTOR OF REVENUE
KRISTY MERRIFIELD, CCMC
kmerrifield@easthamptonct.gov

May 28, 2024

To: The East Hampton Town Council,

The documentation for the tax refunds listed below is available in the Office of the Collector of Revenue for your review. There are seven (7) refunds totaling \$1,085.98.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Collector of Revenue

298.47	⊕
10.00	⊕
455.00	⊕
280.00	⊕
11.15	⊕
20.26	⊕
11.10	⊕

007

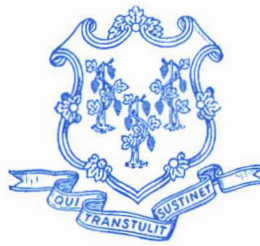
1,085.98 ⊕

SENATOR NORM NEEDLEMAN

DEPUTY PRESIDENT PRO TEMPORE

Legislative Office Building
Room 3900
Hartford, CT 06106-1591
Tel. 860-240-0428

www.senatedems.ct.gov/Needleman



State of Connecticut
SENATE
Thirty-third District

Chair
Energy & Technology Committee
Vice Chair
Planning & Development Committee
Member
Commerce Committee
Finance, Revenue & Bonding Committee
Transportation Committee



Town of East Hampton, CT
1 Community Drive
East Hampton, CT 06424

Dear Members of the East Hampton Town Council, Board of Finance, and Board of Education,

It's been an absolute pleasure to represent the Town of East Hampton over the last 6 years while overseeing our state's fiscal recovery. However, it's clear that while the state has made significant strides, there's still work to be done to ensure that the benefits of our fiscal prosperity can be felt equally throughout our communities. As a municipal leader in Essex, I fully acknowledge the challenges faced by towns and school districts as they navigate inflated costs, limited resources, and unfunded mandates.

While I generally support many of these initiatives, I understand the strain that mandates such as the HVAC Indoor Air Quality requirements place on local budgets and the difficulty that they present to maintaining affordability for taxpayers. After receiving your letter, I reached out to the Department of Administrative Services to inquire on the HVAC Indoor Air Quality Grants for Public Schools program. In the past couple of years, towns in our area have seen millions of dollars of grants to upgrade school HVAC systems. My understanding is that the town of East Hampton has not applied for the first or second round of grants, but there will likely be a third round sometime in the near future. I would suggest pursuing this opportunity if possible, and I would be happy to share my support for an application. Any questions on this program can be directed to: das.grantsadministration@ct.gov

Please know that as a leading voice on the Planning and Development Committee, I am committed to finding viable solutions that help alleviate the financial burdens faced by municipalities and ensure a sustainable and equitable future for all Connecticut residents. Please do not hesitate to contact me if there are any specific projects that I can assist with, I am always happy to advocate for state grant and bonding opportunities.

Thank you all for taking the time to bring these important issues to my attention, I appreciate your hard work and service to the great town of East Hampton.

Sincerely,

Sen. Norm Needleman (SD-33)