

## CPCC Meeting

December 22, 2014

5:30 pm, Brooks Memorial Library, Main St., Brattleboro

1. Call to order and quorum check: Tristan Toleno called the meeting to order at 5:34. Committee members Robyn Flatley, James Banslaben, Georgia Morgan and Ann Wright were present. Terry Carter, Chief Fitzgerald and Captain Carignan were also in attendance.
2. Agenda review: There were no changes to the agenda.
3. Approval of minutes: The November 24, 2014 meeting minutes were approved unanimously with no changes.
4. Complaints & Compliments: Two compliments and no complaints were received in the past month. A thank you poem was received around Thanksgiving that acknowledged the work that our local police officers do daily. The second compliment was from a person who was helped when her car slid into a snow bank.
5. New Business:
  - a. Chief Fitzgerald reviewed the system by which CPCC members are notified of new complaints and how complaints can be resolved. As part of the police department's internal policy, there has to be a written resolution or summary for each complaint. If a complaint involves a disciplinary matter or becomes sealed by the court, the complaint summary would state this, but no specifics.
  - b. The lack of use of the CPCC email and voicemail, coupled with the increase in spam in email, were discussed. Because there systems in place for filing a complaint that weren't available when email and voicemail were created for the CPCC, it was decided to eliminate the CPCC voicemail and email box.
  - c. The business card that is attached to the complaint form will be changed to reflect that a citizen who'd like to follow up on a filed complaint should attend a monthly CPCC meeting and when/where the meetings take place.
6. Unfinished business:
  - a. Dog handling training: Chief Fitzgerald provided a verbal report on the October dog training at the Vermont State Police. Officer (Matthew) Petlock and Officer Cable attended the October 3 training at the Vermont State Police academy. They then did in-house training, and as of December 31, 2014, all officers will have been through that and watched training videos that are available on-line. A copy of his letter to the CPCC is attached.
  - b. Bylaws: With tonight's decision, 3iii**b**, related to email and voicemail, will be removed.
7. Public participation:
  - a. Terry Carter thanked the Chief and CPCC members for supporting training in how to handle unattended dogs.
  - b. The need for officers to wear safety vests when they're out after dark was noted.

Meeting adjourned at 6:20.