



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
PUBLIC SAFETY COMMITTEE MEETING AGENDA
Tuesday, May 1, 2018
6:30PM**

- A. CALL TO ORDER**
- B. MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA**
- E. APPROVAL OF MINUTES**
 - E1. Minutes for March 6, 2018 for the Public Safety Committee Meeting postponed.
- F. GOOD & WELFARE:** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. The speaker should keep to only issues on the agenda.)
- G. AGENDA ITEMS**
 - G1.** Tracking Report Review
 - G2.** Retirement Policy
- H. GOOD & WELFARE:** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. The speaker may speak on any issue.)
- I. ADJOURNMENT**

Members:
Mayor Cubillos, Chairperson
Councilperson Roman, Vice Chairperson
Vice Mayor Nickerson, Member

“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

PUBLIC SAFETY COMMITTEE TRACKING REPORT

ITEM #	ACTIVITY • GOAL • PROJECT	INITIATOR	START	END	STATUS	EXP
1	Operation Village Wide Cleanup	Chief Morales			on Earth Day & October (normally 3rd Saturday)	
2	Crime Stats/ Year-to-Date Police Rpt	Chief Morales			Received monthly by Sgt Hufnagel	
3	Foot Patrol			Ongoing	Community Policing - Bike & Patrolling in pairs of two	
4	ESSAC Meetings (Horace Mann)	Committee	Aug-13		Officer Rojas and Sgt Hufnagel	
5	Decoy Car/ Speed tracker				The decoy vehicle and speed tracker are moved weekly (Managed by Benitez)	
6	COPS grant (register on SAM)		Annually		Due on July 10th - EP did not make this 2017 deadline	
7	Police Officer Annual Evaluations	Mayor Cubillos (MC)	Jan. 17'		Self Evaluations were recommended by the Mayor at the March Committee Meeting, when they were not submitted, At May Committee Meeting Chief was not present, Then at the July Committee Meeting, Chief and Manager advised the committee that the Self Evaluation recommendation from PS committee will be implemented with a Sr and Jr rater and will be turned in to Committee within 8 days (July 20, 2017)	
8	Police Schedule	Mayor Cubillos			in Jan MC requested to receive the schedule weekly; Chair also requested more than 1 officer on-duty (if possible) especially over night; at July mtg, Committee asked/discussed about PT officers donated hours and worked hours and how its being used to cover gaps in the schedule. Mayor Cubillos asked if offering night time differential pay would incentivize PT officers to work the grave yard shift (this increase to be considered at 2017-2018 budget workshop, FYI: last time PT officers rec'd increase was in 2012 from 12 -14/hr by then Councilperson Cubillos recommendation).	
9	New Police Vehicles	Mayor Cubillos	Jan. 17'		5 new vehicles were approved at the May Council Meeting and were ordered on	
10	Refund on Body Cameras	Mayor Cubillos	Jan. 17'		Due by May Committee Mtg, but not completed. At July Committee Mtg, Chief said he should have confirmation from company by 7/14 and that they are charging us a 25% restocking fee. Village should get back about 4K. follow up via email by July 14th	
11	CCTV Camera	Mayor Cubillos	Dec. 17'		3 Quotes were due by May Committee Meeting, but not submitted, then at July Committee Mtg Chief said he would have by the July Council Meeting (2017-2018 consideration)	
12	Chief (retired on 2/28/17)	Mayor Cubillos	Jan. 17'		Since Jan. 17' Chair requested from the Manager a written legal opinion to ensure the Village is in compliance with FRS and FDLE guidelines in keeping a retired department head (as a volunteer) who still has a village vehicle. Is this vehicle used for off-duty? Can a department head stay on a volunteer basis? how long?	
13	Chief	Mayor Cubillos	Jan. 17'		Length of volunteer agreement - Manager said he would have this for the July Council Mtg.	
14	New Officers (full time or part-time)	Mayor Cubillos	Jan. 17'		To be sworn in at Council Meetings	
15	Police Officer Bonus	MC			Holiday Bonus \$500 for Fulltime/\$100 Partime - 2017-2018 consideration	
16	Citizen's Crime Watch	Mayor Cubillos			David Ward/Sig.	
17	Labor - Management Committee	Mayor Cubillos	May. 17'		Initiated (per PBA contract) to commence dialogue on recommendations to improve/upgrade the Dept (ie: equipment, promotions, new hires, training and etc...)	
18	Forfeiture Funds				at July Committee Mtg, Committee asked how these monies are being used and how much in fund? (amount pending) (items to consider: laser guns, laptops, air cards ...)	
19	El Portal's Disaster/Emergency Preparedness Plan (EPDEPP)	MC/David (DR)			David Rosemond submitted, for review, updated EPDEPP to Committee at July Mtg	

Claudia V. Cubillos, Chair
 Vimari Roman, Vice Chair
 Omar Nickerson, Member

DRAFT FOR DISCUSSION PURPOSES ONLY

The purpose of this policy is to establish clear requirements for attaining the official status of "Sworn Police Retirement," or "Civilian Police Retirement," and to establish guidelines for an official retirement ceremony at which an El Portal Police Retirement Badge and/or Identification Card will be issued.

REQUIREMENTS

To attain the status of "Sworn Police Retirement" the employee must:

Serve a minimum of _____ () years of sworn service with this Department.

The _____ () year requirement may include time served in the status of disability due to on-duty injury. Such determination shall be made by the Chief of Police.

To attain the status of "Civilian Police Retirement" the employee must either:

Serve a minimum of _____ () years of civilian service with this Department.

Reach 58 years of age AND vest in the Civilian Employee Pension Fund.

ADMINISTRATION

Retiring sworn Police Personnel shall be eligible to receive both a retirement badge and retirement identification card. Retiring civilian employees shall only be eligible to receive a retirement identification card.

All retirement badges, retirement identification cards and other Departmental or Village awards shall be distributed in accordance with the provisions set forth below.

Upon deciding to retire, the retiring employee will contact the Operations Lieutenant and fill out all appropriate forms, which will be forwarded to the Chief of Police (via channels) by the employee.

The Assistant to the Chief upon being notified of an employee's pending retirement request that an official Retirement Identification Card be prepared.

The Assistant to the Chief will obtain the retirement badge and/or identification card for all qualified active duty, on-duty disability and civilian personnel.

The Assistant to the Chief will prepare a certificate attesting to the employee's retirement (Department approved certificate ONLY).

Once notified by the Office of the Chief of an employee's official retirement, the Assistant to the Chief will notify the Village Personnel Division of the same, and any gifts due the employee from the Village will be forwarded to the Training Unit where they will be assembled for presentation with the above certificate.

The retiring employee's immediate supervisor will be designated to review the employee's personnel folder and to prepare a summary of that employee's accomplishments for use by the Chief of Police.

A personal letter of congratulations from the Chief of Police to the employee will be generated by the employee's immediate supervisor and will be forwarded (through the employee's chain of command for approval) to the Chief of Police for presentation along with the retirement certificate.

The Department retirement ceremony will be presided over by the Chief of Police or his official designee who will present the various awards, gifts and certificates.

In the event an additional outside party is planned for the employee, the Chief of Police or other Command Officer designated by the Chief of Police may, upon request, attend and make any other presentations deemed appropriate.

This shall not preclude the Chief of Police or other Command Officers from attending outside retirement functions in a non-official capacity.

OTHER EFFECTS

This policy shall have no effect on vested rights, benefits or any other provision of the Village Retirement System, the Pension System or the Labor Contract.

