

**LOWELL METROPOLITAN POLICE COMMISSION**  
**March 13, 2014**

The Lowell Metropolitan Police Commission met in regular session on March 13, 2014 at the Lowell Town Hall.

The meeting was called to order at 7:00 p.m.

**I. Roll Call**

Commissioner Keith Kilmer, present  
Commissioner Sharon Patterson, present  
Commissioner John Piper, present  
Commissioner Ray Borchert, present  
Commissioner Michael Mears, present  
Chief Erik Matson, present

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited followed by a brief moment of silence.

**III. APPROVAL OF MINUTES**

Commissioner Piper made a motion to approve the minutes from the February 13, 2014 Regular session, seconded by Commissioner Mears. 5 ayes, motion passed.

**IV. APPROVAL OF CLAIMS/EXPENDITURES**

Commissioner Mears made a motion to approve the Claims/Expenditures, seconded by Commissioner Piper. 5 ayes, motion passed.

Commissioner Borchert asked what the February \$630 in legal fees was for. Chief Matson stated he was not sure exactly what the bill was for, but there was a fee for legal services and also that the attorney had helped with some policy writing.

**V. CHIEF'S REPORT AND THE REPORT OF THE COMMITTEES OR MEMBERS**

Chief Matson requested that the amended Uniform, Field Training, Firearm description in the Firearm policy, and Vehicle Pursuit policies be approved. He also requested the approval to continue mutual aide to the SWAT Program and the approval of a new Reserve Officer policy. Chief Matson further requested approval to post the scores of the Promotional testing, and a date to be set for Commission interviews for the promotions. President Kilmer asked what the tryout for the SWAT program consisted of. Chief replied that it was based on physical abilities and also a firearms test. Chief stated that the Neighborhood Watch meeting was held on February 22, for members of the Neighborhood Watch. Approximately 20 people were in attendance and were very excited about the program. Further training meetings will be set up in the future. Chief Matson also stated that Neighborhood Watch signs are being purchased from the Lion's Club donation and the Street Department will be setting up the signs at no cost to the Police Department.

Chief Matson stated that the Reserve Officers have finished their pre-basic training and will start training on the road next week. They were trained in Criminal Law and Traffic, Defensive tactics, Firearms, and Taser and Spray.

Officer Cory Burkus will be teaching a women's self-defense class at the Lowell Police Department on April 3<sup>rd</sup> at 6 p.m. Chief Matson explained that this class is one of the most well attended community events the Police Department has offered. President Kilmer asked if the Police Department was big enough for the class and Chief Matson replied yes.

Chief Matson stated that the Promotional testing was held on March 4<sup>th</sup>. He also requested permission to post the test scores and set up dates for the candidate interviews. A Commissioner asked how many interviews will be needed and Chief Matson replied six and that there are 3 Corporal spots and 1 Sergeant spot available. Chief Matson further stated that he would like to announce promotions by April.

#### Uniform Policy

Commissioner Patterson asked for Chief to clarify what each amendment was. Chief Matson explained that the uniform amendment stated what each Officer should wear specifically and also amended what the most recent uniforms look like. He also stated that equipment will be in a separate policy.

Commissioner Mears stated that the word "shall" wear should be changed to "will" wear. Commissioner Borchert asked what amendments the lawyer has read. Chief Matson replied that she did not read the Uniform Policy, the Pursuit Policy, and the amendment about the Firearm.

A Commissioner asked if they could vote on each Policy separately and President Kilmer replied yes.

Commissioner Borchert made a motion to table the voting of the Amendments until the Town attorney could read them, because of too many liabilities. Commissioner Mears stated that he is ok with voting on some of the amendments that the town would not be held liable for, without the attorney reading them.

Commissioner Borchert stated he is fine with voting on the uniform policy by itself and withdrew his motion to table all amendments.

#### Field Training Policy

Chief Matson explained that this policy has been read by the Attorney and that the changes were an increase in DORS and also that each Officer can only be credited with a Field Training Officer. Also, there is no longer a "Field Training Board," and that is now done by the Field Training Coordinator, the Field Training Responsible Officer and the Chief of Police. He also stated that there was an extended length of training for Reserve Officers added and working days have been changed. .

#### Vehicle Pursuit Policy

Commissioner Mears asked if there was a reason the Force Continuum policy was put within the Pursuit Policy itself. Chief Matson stated that was the only change made to the policy and that the Police Department's EVOC instructor had gone to various classes and was told that the Force Continuum policy had to be included in the Pursuit Policy and had to be documented with what force can be used. Commissioner Mears stated that he believes there is liability questions in the policy, and gave multiple reasons why he would like to have the policy reviewed by the Attorney.

### Reserve Officer Policy

Chief Matson stated that he rewrote the Reserve Officer Policy and it was looked over by the Attorney. President Kilmer questioned the Reserve Officer's not being able to arrest a subject if need be without a full time Officer present. Commissioner Borchert had questions about Reserve Officers working security side jobs. A Commissioner also asked if the Reserve Officers were required to have additional insurance while working the side security jobs and Chief Matson stated they are not.

### Firearm Policy (Revision of the Firearm description)

Chief Matson stated that the only change to this Policy was the description of the Firearm. The Police Department is now using the Glock instead of the Springfield.

### Swat Program Mutual Aid

Chief Matson explained that participating in the SWAT Program would be beneficial for the Lowell Police Department in the event that we would ever need their assistance. Several of the Lowell Officers are requesting to test for the program. The Police Department has already purchased the necessary gear for the program, so it would be no additional cost to us.

### Set Date for Commission Interviews for Promotions

Chief Matson stated that for Promotion Interviews he has come up with Interview questions and scenario questions. He further stated that each Officer will be graded on a point scale. The test will be 55% of the grade, evaluation from the immediate supervisor is 10%, 5% from the Assistant Chief, longevity is 10%, 10% from the Chief score, and 10% from the Commission score. President Kilmer requested that Chief Matson email questions for the Commission to choose from and that the Commission meet an hour early to discuss which questions will be asked. The dates set for the Promotional Interviews will be April 7<sup>th</sup> and April 9<sup>th</sup> beginning at 6:30. The Commission Meeting Regular session was set for April 14<sup>th</sup> beginning at 6 p.m.

## VI. INTRODUCTION AND ADOPTION OF RESOLUTIONS

There were none.

## VII. OLD BUSINESS

There was none.

## VIII. NEW BUSINESS

Commissioner Borchert made a motion to adopt the Uniform amendment with the word "will" instead of "shall" wear a protective vest, seconded by Commissioner Mears. 5 ayes, motion passed.

Commissioner Borchert made a motion to approve the Amended Field Training Policy, seconded by Commissioner Piper. 5 ayes, motion passed.

Commissioner Borchert made a motion to table the Vehicle Pursuit Policy, seconded by Commissioner Piper. 5 ayes, motion passed.

Commissioner Borchert made a motion to table the Reserve Officer policy until it can be further reviewed, seconded by Commissioner Mears. 5 ayes, motion passed.

Commissioner Borchert made a motion to approve the immediate revision of the firearm description in the Firearm policy to change the description of the gun, seconded by Commissioner Patterson. 5 ayes, motion passed.

Commissioner Patterson made a motion to continue mutual aid with the Northwest Regional SWAT program, seconded by Commissioner Piper. 5 ayes, motion passed.

Commissioner Mears made a motion to approve the posting of Promotion Test scores, seconded by Commissioner Piper. 5 ayes, motion passed.

Commissioner Piper made a motion to approve the Promotional Interview dates as April 7<sup>th</sup> and April 9<sup>th</sup>, beginning at 6:30 p.m., seconded by Commissioner Borchert. 5 ayes, motion passed.

#### IX. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

There were none.

#### X. ANNOUNCEMENTS

The Commission will meet in regular session on April 14<sup>th</sup> beginning at 6 p.m.

#### XI. ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

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Keith Kilmer, President

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John Piper, Secretary