

LADUE BOARD OF FIRE AND POLICE COMMISSIONERS MEETING MINUTES

A special meeting of the Ladue Board of Fire and Police Commissioners was held on Monday, March 4, 2019, at 3:30 p.m., at Ladue Police Department Conference Room, 9345 Clayton Road.

Present:

Col. William Francis Jr., Chairman
Ms. Carol D. Gaskin
Mr. John Schaperkotter
Mr. John Stupp

Absent:

Mr. L. Shepley Hermann
Mr. Stephen Jones
Mayor Nancy Spewak

Also present were Police Chief Ken Andreski, Jr. and Police Lieutenant Ray Hahs.

Chairman Francis called the meeting to order at 3:30 pm.

The agenda was approved upon motion by Commissioner Gaskin and second by Commissioner Schaperkotter.

During an opportunity for public comment none was offered.

Chief Andreski and Lt. Hahs presented for consideration of the Commissioners the following policy sections of the Police Policy Manual:

- Section 12.1 Employee Performance Evaluations – There were changes in section numbering and typographical errors and it was suggested that either the term “employee” or “officer” be used consistently throughout this section. There was discussion of the evaluation process, forms, field training and the length of the probationary period. The Commissioners stressed that employees should be rated only on their performance, not on any other factor and removed “not on their personality” from Section I Purpose. Lt. Hahs offered to check with the City’s attorney to confirm the retention period for a Performance Improvement Plan. The Commissioners requested that draft copies of the proposed forms for use in employee evaluations be sent to them for review.
- Section 15.1 Compensation and Benefits – It was noted most of the language in this section regarding benefits was taken directly from the City’s personnel administration manual. There were changes to the numbering system, and suggestions for terminology changes to customize the policy to the Police Department. Section II 1.2 Special Pay was amended by adding “clothing” to clarify special pay for commissioned employees in the Investigations Unit receive an additional \$100 per month clothing allowance. Upon conclusion of discussion, the Commissioners suggested that Lt. Hahs review Sections II 3.1, 4.1, and 4.4 to confirm consistency with the City’s personnel manual and procedures, and added language to Section II 15.2 (a) documenting the department notifies Peace Officer Standards and Training Commission (POST) when an officer separates from service.

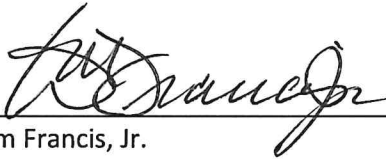
- Section 15.2 Types of Leave – The Commissioners suggested adding a statement at the beginning of all policies that the Police Department policies are consistent with the City of Ladue employment policies. There was a change to formatting in Section II 1 (a), holiday leave and numbering correction in Section II 2.
- Section 15.3 Drug and Alcohol Testing – Section II 1.3 (a) was amended by adding a statement that the legal use of prescribed and over the counter drugs is permitted on the premises of the City, while on duty, but is **“subject to the reporting requirement in section II 1.5”**. Section II 1.5 mandates reporting by the employee to their supervisor if there is reasonable likelihood the medication will impair the employee’s ability to perform the essential functions of his job. The Commissioners discussed Section II 1.6 regarding on-call employees and suggested it would be worthwhile to maintain a list, to document employees are being contacted equitably. There was a suggested change for the heading for Section IV from “Procedure” to “Reporting Procedure” and for the heading for Section VI from “Procedure” to “Procedure – Prohibited Activities” and Section IV 6.3 was amended by adding “if not covered” under the City’s group health insurance policy the cost of any rehabilitation or treatment is the responsibility of the employee.
- Section 15.4 Uniforms – There was discussion regarding the standards for the proper attire of uniformed employees and the annual replacement of worn or damaged uniforms and equipment, and one change was made to Section III 1 to replace the word “replace” with “purchase” regarding personnel having one year to **purchase** new item(s), unless otherwise directed by the Chief of Police.
- Section 15.5 Equipment – There was discussion regarding gas masks and body armor and the level of protection afforded by this equipment along with expiration as these items break down over time. Chief Andreski and Lt. Hahs confirmed the manufacturer recommended expiration for the body armor is five years. The armor is monitored and replacements are scheduled in the capital budget when needed. Section V 1 was amended by deleting the word “Personal” which preceded Body Armor, Section VI 1.3 was amended by replacing the word “encouraged” with “required” regarding firearms qualification sessions.
- Section 15.6 Off-Duty and Secondary Employment – Section III Definitions was amended by changing the order of the first two definitions; Secondary Employment and Off-Duty Employment, and section IV 9 (Off-Duty Employment) was amended by adding “and all applicable, general orders” after ...must meet the requirements of this manual and “Neither” was added at the beginning of the sentence in Section VI 8. The Commissioners asked the City Clerk to confirm liability and workers compensation insurance coverage for officers working off-duty.
- Section 16.3 Disciplinary System – Lt. Hahs stated this policy is consistent with the City’s disciplinary policy. Commissioner Francis made note the Board of Fire and Police Commissioners were removed from the appeal process and mentioned the Police Department has always provided notice to the commissioners of any disciplinary action. There was discussion regarding smoking outside of designated areas on the City campus and smoking in public view, which was left to the Chief’s discretion. There were a few typographical errors, spacing and formatting changes noted and other minor suggested changes for making the policy applicable to the Police Department rather than the City.
- Section 20.1 Traffic Safety Function – There were no changes to this policy.

- Section 26.1 Unusual Occurrences – The title of this section was changed to “Unusual Occurrences, Disasters and Civil Occurrences”. There were some suggested changes to the formatting and grammatical changes. Section V 2.2 Emergency Call-Out was clarified to include all telephone numbers will be provided by department personnel by completing a memo form. Section VI 15.3 was amended by adding all reports under this section will be forwarded to the Chief of Police and the City’s legal counsel for review and evaluation. Agencies who provide mutual aid were discussed under Section XI 1.5 and the names of utility companies were updated.
- Section 26.2 Natural and Man-made Disasters – Section IV 1.2 was amended by reversing the order of the highest priority of the Department when it comes to personal safety and 3.7 (g) was amended by expanding the item to include all severe storms, not just severe winter storms.

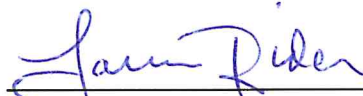
Police Policies 12.1 through 26.2 were approved as written with amendments noted during discussion upon motion by Commissioner Gaskin and second by Commissioner Schaperkotter.

The next regular meeting was scheduled for March 11, 2019 at 4:00 P.M.

The meeting adjourned at 5:41 PM upon motion by Commissioner Stupp and second by Commissioner Schaperkotter.



William Francis, Jr.
Chairman



Laura-Rider
Assistant to the Mayor/City Clerk