

1. Police Committee Meeting Instructions - June 26, 2024 (Chair)

Documents:

[6-26-24 POLICE COMMITTEE MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance (Member)

3. Approval Of Minutes - April 24, 2024 (Chair)

Documents:

[04-24-24 DRAFT MINUTES.PDF](#)

4. Work Plan Review And Updates (Committee)

- Sec. 3.d - Chief Job Description
- Sec. 3.e - Budget Calendar
- Sec. 3.h - Member Roles, Responsibilities

Documents:

[CHIEF_TMPD_DRAFT_JMC_05072024.PDF](#)
[POLICE COMMITTEE_04242024.PDF](#)

5. Police Chief's Report (Chief Cassalia)

6. Other Business (Committee)

7. Adjournment (Chair)



June 26, 2024 – 5:00PM

Police Committee Meeting Instructions

The easiest way to participate in the meeting is to use the link provided below. The meeting will be conducted on the ZOOM platform as a webinar. Please make sure that when you complete your attendee registration you enter your full name.

Click on the link or enter the meeting URL web address as listed below.

<https://us02web.zoom.us/j/84916131041?pwd=Y3NXY2E5ZW9YNWJaWIZtZm52aTN0Zz09>

Password to join when prompted:

Password: **960943**

Enter your email address and name and join the meeting.

Join by telephone by dialing the number below:

(929) 436-2866

When prompted to enter the Webinar ID, use the number below followed by #

Webinar ID: 849 1613 1041

Press # again to skip the personal id and enter the password below followed by #

Password: **960943**

If this is your first time joining a ZOOM meeting, you may practice using ZOOM meeting platform at <https://zoom.us/test>.

**Town of Manlius Police Committee
Meeting Minutes
April 24, 2024
5:00 PM**

Present:	William Nicholson	Town of Manlius
	Mike Nesci	Town of Manlius
	Casey Cleary-Hammarstedt	Village of Fayetteville
	J. Robert (Bobby) Schepp	Village of Minoa
	Jason Cassalia	Chief of Police
	Joe Frateschi	Attorney
	Allison Weber	Secretary to the Police Committee
	Carrie Greveling	Deputy Town Clerk

Absent: Thomas Pilewski Village of Manlius

Attended Virtually: None

Attended In-Person:

1. The meeting was called to order.

2. Pledge of Allegiance

3. Introduction of New Members

Member Nicholson introduced Member Cleary-Hammarstedt as new member with Village of Fayetteville.

4. Approval of Minutes

Member Schepp made a motion, Seconded by Member Nesci, to approve the minutes from January 24, 2024.

Abstained – Member Cleary-Hammarstedt
Motion Passed

Member Nesci made a motion, Seconded by Member William, to approve the minutes from February 24, 2024.

Abstained – Member Cleary-Hammarstedt, Member Schepp
Motion Passed

5. Secretary / Clerk Appointment Discussion

Clerk Weber advised the committee that she would be resigning as the Town Clerk that evening during the Town Board meeting. Clerk Weber gave the recommendation that Deputy Clerk Greveling step in as the secretary for the committee.

Member Schepp made a motion, Seconded by Member Nesci, to approve Deputy Clerk Grevelding as the new Secretary for the Police Committee. The motion passed unanimously.

6. Draft Chair Election Process

Member Nicholson and the committee reviewed the duties and responsibilities of the police committee.

Secretary Weber discussed the draft chair election process. The removal of “There will be no proxy vote” was the only amendment to the draft at this time. A discussion was had as to a better definition of who can be a proxy voter. Deputy Clerk Grevelding will work on this amendment for the next meeting.

7. Work Plan Review

The committee reviewed and discussed the proposed work plan. The work plan was created from the responsibilities of the police committee outlined in the police agreement.

- Sec. 3.d – Chief Job Description - Most recent draft from Chief Cassalia was circulated back in June 2023. Chief Cassalia will be working on a more updated draft for the committee to get approval from boards for next meeting on June 26, 2024.
- Sec. 3.e – Budget Calendar – Member Schepp suggested that any budget items be brought to the June 26, 2024, meeting so that they can be brought forward for budget meetings in July. Draft budget should be available for August meeting. A preliminary budget will be presented to the Town Board in October.

8. Police Chiefs Report

- Chief Cassalia presented the 2023 annual report. Asked for any suggestions that could better the annual report.
- Chief Cassalia stated that the symposium that was held in March was a success. Twenty plus in attendance. Looking forward to holding another symposium this fall.
- Chief Cassalia gave an update on staffing. Currently 36 sworn Police Officers, 4 openings for Police Officers, 2 transfer Police Officer candidates in process for selection. One member that will be graduating from Munroe Police Academy.
- Chief Cassalia currently interviewing for the position of Special Patrol Officer for Mott Rd Elementary for the 2024-2025 school year.
- Chief Cassalia stated that there currently a part-time community officer position open. This position will help with the administration side for the sworn Police Officers.
- Chief Cassalia mentioned that department passed 2023 CALEA review with flying colors and that the 2024 review will be an onsite review. Chief Cassalia will pass along information as it becomes available.

- Chief Cassalia stated that they have enrolled supervisors and command staff in an online management membership training. Also sent two members to Integrated Communications Assessment Tactics (ICATS) to assist with de-escalation tactics.
- Chief Cassalia mentioned that the department is on track for 30,000 plus for dispatched calls and police involvement calls this year.
- Chief Cassalia spoke regarding the Citizen satisfactory survey and how this year's focus is better understanding of crimes that businesses are experiencing.
- Chief Cassalia mention that they are currently undergoing a formal staff inspection. Captain Stanton has assembled a team to review policy and procedures.
- Chief Cassalia announced that the department has their first hybrid vehicle in service that is assigned to an investigator while collecting data.

9. Old Business - None

10. Correspondence / Discussion - None

11. Privilege of the Floor - None

12. Adjournment

With there being no further business to come before the Committee, Member Schepp made a motion, seconded by Member Nesci, to adjourn the meeting at 5:55 pm. The motion passed unanimously.

Respectfully Submitted,

Carrie Greveling
Town of Manlius
Police Committee Secretary

TOWN OF MANLIUS CHIEF OF POLICE – JOB DESCRIPTION

The Town of Manlius is a residential community of approximately 50 sq. miles, located in eastern Onondaga County, New York with a population of approximately 33,712. The police department provides police service to the Town of Manlius and the Villages of Fayetteville, Manlius, and Minoa. The Town, which currently maintains a police force of approximately 40 full-time officers, seven Special Patrol Officers, and eight civilian support staff, is currently accepting applications for the position of Chief of Police.

The Town seeks an accomplished Police Administrator with strong leadership and communication skills. Candidates shall have a demonstrated record of success in developing and maintaining effective relationships both within the organization and the community.

The police department maintains accreditation status internationally through CALEA; (the Commission on Accreditation for Law Enforcement Agencies Inc.), as well as through the New York State Accreditation Program.

The Chief of Police must be a highly experienced, innovative, and engaging law enforcement professional who will embrace the values of transparency and accountability. The ideal candidate is a forward-thinking leader with a demonstrated commitment to community-oriented service and engagement at all levels. The new Chief must subscribe to a community service-based law enforcement concept, where the vision is “service with integrity that exceeds the expectations of our community.”

The Chief of Police is employed by and operates under the general direction of the Manlius Town Board. Additionally, the Town of Manlius Police Committee provides recommendation, counsel, and direction in specific police related matters. The Chief is responsible for the administration and direction of the law enforcement activities of the agency and engages and works in close contact with the general public and the respective community organizations within the area.

This position requires a bachelor’s degree from an accredited college or university in Criminal Justice, Public Administration, Management, or a related field. A minimum of ten (10) years of progressively responsible management in law enforcement is required. A mix of education and experience will be considered. Preference is given to candidates that have advanced degrees to include an advanced professional leadership / management academy such as the FBI National Academy or similar. Preference may also be given to Town of Manlius residents.

COMPETITIVE CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- A firm grasp of law enforcement methods and best practices and the willingness to adapt to evolving standards and practices in accordance with community needs and expectations.
- Ability to develop and maintain positive relationships with elected officials, business and community leaders, advisory boards, the news media, and the community.
- Proven ability to establish strategic planning goals.
- Respected mentor skilled in identifying, developing, motivating, and collaborating with high-quality staff to achieve effective and efficient service delivery.
- Ability to attract, support, and retain a diverse staff that reflects the community.
- Leads as a positive role model for customer service, ethical behavior, transparency, dispute resolution, and problem-solving, fostering a culture that values and respects all members of the team and the community.
- Thorough knowledge and experience of accreditation processes and procedures to include NYS Law Enforcement and CALEA.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plan, direct, coordinate and review law enforcement activities as they relate to community need.
- Manage and supervise the activities of subordinate supervisors, officers and civilians who perform line and support functions within the agency.
- Develop and manage the annual budget and all fiscal affairs of the organization.
- Build relationships with the community, community partners, and business within the jurisdiction.
- Formulate departmental policies, establish departmental procedures, and issue written directives to sworn and civilian personnel.
- Monitor, maintain and direct accreditation processes.
- Monitor compliance of personnel with statutes and rules and regulations of the agency and maintain current training in accepted procedures and practices of law enforcement.
- Investigate complaints involving personnel, procedures, or performance of the department, and initiate disciplinary or other corrective actions as necessary to both reduce liability and maintain professional standards of conduct and performance.
- Collaborate with federal, state, and local law enforcement agencies to coordinate joint law enforcement activities and to exchange information pertaining to criminal incidents and investigations.
- Evaluate performance of personnel according to departmental standards.
- Supervise the preparation of state, federal, and local reports on police activities and criminal activity within the jurisdiction.
- Inform the public regarding departmental policies and activities to ensure public awareness and support of the department, and to foster cooperation between the citizens and the officers of the department.
- Manage, supervise and/or participate in investigations of crimes or incidents as required.

Salary is commensurate with experience.

Applicants should submit a cover letter and resume outlining how they meet the specific requirements of the position and a copy of applicant's current job description to:

aoot@townofmanlius.org by XXXXXXXXXX.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Police Committee: April 24, 2024

Role	Name	Elected or Appointed by	Voting?	Contact
Chair	Tom Pilewski	Elected by Committee vote	Yes	tomp@manliusvillage.org
Secretary	Allison Weber	Elected by Committee vote	No	aweber@townofmanlius.org
Membership	William Nicholson	Town appointment	Yes	wnicholson@townofmanlius.org
	Michael Nesci	Town appointment	Yes	mnesci@townofmanlius.org
	Casey Cleary-Hammarstedt	Village appointment - Fayetteville	Yes	
	Tom Pilewski	Village appointment - Manlius	Yes	tomp@manliusvillage.org
	Bobby Schepp	Village appointment - Minoa	Yes	bschepp@villageofminoa.com
	TBD - ESM School District			
	TBD - FM School District			
	Jason Cassalia	Department Head	No	jcassalia@manliuspolice.org
Joe Frateschi	Attorney	No	jfrateschi@harrisbeach.com	

Meetings	Date	Special Agenda	Follow up?	Responsible member(s)
IMA Section 2	1/24/2024	Organizational Meeting	2/28/2024 vote	Weber, Nicholson
	2/28/2024	Chair Vote	N/A	Full committee
	4/24/2024	Chief selection process/discussion		Full committee
	6/26/2024			
	8/28/2024	Budget review		
	10/23/2024	Budget review		
	12/18/2024			

Responsibilities	Date	Action Item	Follow up?	Responsible member(s)
IMA Section 3.a		<i>Understand the rules and regulations of the Department, and provide input on the content and enforcement of said rules and regulations.</i>	Systematic review of general orders.	Nicholson, Cassalia

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IMA Section 3.b		<i>Provide input as to the conduct of disciplinary hearings and as to the issues raised thereat as they relate to the operation of the Department, all in accordance with law and applicable labor contracts.</i>		
IMA Section 3.c		<i>Make recommendations about the Department's personnel matters, including but not limited to, the manner of employing, engaging, transferring or discharging necessary personnel, subject to applicable provisions of law and in relation to the individual needs of the municipalities.</i>		
IMA Section 3.d	4/24/2024	<i>Provide input and recommendations to the Town Board regarding employing and discharging the Chief of the Police Department, in accordance with law and as the Committee members deem necessary.</i>	Review status of job description.	Full committee
IMA Section 3.e	4/24/2024	<i>Review annual budget of the Department as submitted by the Chief, and make recommendations to the Town Board.</i>	Discussion of budget calendar, expectations	Full committee
IMA Section 3.f		<i>Make recommendations as to the purchase and contracts in the name of the Town, on behalf of the Department, for capital equipment and supplies, within available appropriations.</i>		

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IMA Section 3.g		<i>To make such recommendations to the Town Board of the Town of Manlius regarding matters relating to the Department.</i>		
IMA Section 3.h	4/24/2024	<i>Formulate rules of procedure or otherwise for the conduct of its business as the Committee shall deem necessary</i>	Review membership composition and roles.	Full committee

Routine Review	Date	Action Item	Follow up?	Responsible member
Chief's report				Cassalia
Village - Manlius				Pilewski
Village - Fayetteville				Cleary-Hammarstedt
Village - Minoa				Schepp
Town				Nicholson, Nesci
FM Schools				
ESM Schools				
Public input				
Legal matters				Frateschi
Review Minutes				Committee Chair

Attendance	Name	Organization	Present?	Contact Updates?
4/24/2024	Allison Weber	Town of Manlius		
	William Nicholson	Town of Manlius		
	Michael Nesci	Town of Manlius		
	Casey Cleary-Hammarstedt	Village of Fayetteville		NEED A VILLAGE EMAIL
	Tom Pilewski	Village of Manlius		
	Robert Schepp	Village of Minoa		
	Jason Cassalia	Manlius Police Department		
	Joseph Frateschi	Harris Beach		
	Carrie Graveling	Town of Manlius		