

**Public Services Committee, Branford RTM
TOWN OF BRANFORD, CONNECTICUT 06405**

**Marc Riccio
Ram Shrestha
Jim Stepanek
Clare Torelli
Chuck Witkowski
Chris Sullivan
Don Conklin, Chair**



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**Public Services Committee Meeting Agenda
April 06, 2023**

The Public Services Committee of the Branford Representative Town Meeting will meet in regular session on Thursday, April 06, 2023 at 7:00 p.m. at the Branford Community House located at 46 Church Street, Branford, CT to hear presentations of the following budget requests for FY'2023/2024 as amended by the Board of Finance.

- | | |
|---|-----------------|
| 1. Solid Waste Management (Paul Muniz/Tyler Bowne) | Page 41 |
| 2. Animal Control (Laura Burban) | Pages 38 and 67 |
| 3. Municipal Government Buildings (Brian Droney) | Page 27 |
| 4. Engineering (John Hoefflerle) | Page 42 |
| 5. Fire Services (Chief Mahoney) | Pages 35 and 36 |
| 6. Emergency Management (Chief Mahoney) | Page 34 |
| 7. Public Works (Gary Zielinski) | Page 39 |
| 8. Docks and Recreational Facilities (Gary Zielinski) | Page 48 |
| 9. Police Services (Chief Mulhern) | Pages 31 and 32 |
| 10. Police Services Special Detail (Chief Mulhern) | Page 33 |
| 11. To consider and if appropriate, approve a request from the Director of Human Resources to change the Crime Analyst position to Manager of Police Accreditation, Crime Research and Special Projects with corresponding salary adjustments. This includes a transfer in the current year budget as follows:
From Contingency of \$2615 to Police Services Regular Wages and Salaries. See accompanying letter, position description and wage comparisons. | |
| 12. To consider and if appropriate, approve a request from the First Selectmen for a salary request for the Director of the Animal Shelter. This includes a transfer in the current year budget as follows:
From Contingency of \$4580 to Transfer out to Animal Shelter Fund (206) and increase transfer in by \$4580 and increase Regular Wages and Salaries by \$4580. | |

Adjournment.

Don Conklin, Chair
March 31, 2023

Item #10

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HUMAN RESOURCES DEPARTMENT

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BRANFORD, CONNECTICUT

W. Stinson
BRANFORD TOWN CLERK

MARGARET LUBERDA
Director of Human Resources



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March 24, 2023

To: Joseph Mooney, Chairperson, Board of Finance

Re: Recommended changes in base salary

From: Jamie Cosgrove, First Selectman
Margaret Luberda, Director of Human Resources

After careful review and consideration, the First Selectman, the Director of Human Resources and the Police Chief concluded that the job responsibilities in the current Crime Analyst position in the Police Department have increased and changed requiring an adjustment in salary.

Crime Analyst position title change to **Manager of Police Accreditation, Crime Research and Special Projects** (see attached new redlined job description). This position is currently being paid \$47,646.80 a year plus a temporary \$4,557.80 annual stipend or \$52,204.60 annually. Due to the noted increase responsibilities, the new market value for the position within the police sector (see current open listing with salaries) and the experience and need for this position, we are recommending a salary increase to \$65,000 and the elimination of the stipend. In addition, the employee currently in this position has received a job offer with the State of Connecticut for a similar position and has submitted her resignation. We are requesting approval for this new salary to advertise appropriately for this new position.

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Wesley S. Quinn
BRANFORD TOWN CLERK

Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects

TOWN OF BRANFORD

Position Description
Crime and Accreditation Analyst
Manager of Accreditation, Research & Special Projects

Location/Dept:	Police Station / Laurel Street
Reports to:	Chief of Police
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	Per Union Contract
Affiliation:	UPSEU Union (NEW)

Position Purpose:

A person in this position will collect, compile, analyze and interpret data that comes from daily police reports, CAD/RMS systems and related law enforcement feeds as well as non-law enforcement sources. Analysis of data is conducted using complex statistical and mapping software. The results are then used to prepare maps, graphs and reports that help determine crime patterns, crime trends, law enforcement personnel allocations, and related items. This data is used to predict and prevent future crimes. Crime analysts will present these findings to law enforcement administration, command staff and investigators during periodic CompStat meetings. The accreditation functions will include planning the Town of Branford's accreditation process for Commission on Accreditation of Law Enforcement Agencies (CALEA), assist in the drafting and maintaining of the Branford Police general orders and policies, integration of policies with requirements of CALEA and function as the administrator of the department's policy and procedure software.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Collect, analyze, and interpret data and statistics using quantitative and qualitative methodologies.
- Prepare and present complex and detailed statistical reports.
- Interact and communicate with police personnel, other town employees, and the community on crime analysis/research issues; and respond to requests for various information and statistical reports.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Communicate clearly and concisely in both oral and written form.
- Conduct resource allocation studies for budgeting and scheduling purposes.

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Michael J. Gagnier
BRANFORD TOWN CLERK

**Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects**

- Conduct beat reconfiguration studies.
- Provide information to police administration, and command staff for decision-making purposes; present analysis and statistics in various internal and external forums; and participate and provide information to police/town committees.
- Develop and undertake comprehensive surveys.
- Conduct comprehensive research projects, including assisting with program evaluation studies and other administrative studies as assigned.
- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.
- Prepare and update protocol on crime analysis related activities.
- Assist in the development and implementation of new programs, procedures, methods, and systems.
- Use geographical information systems to analyze and present information.
- Undertake tactical and strategic crime analysis.
- Assist in the drafting and maintaining of the Branford police departments general orders and policies
- Understands all CALFA up-to-date certification requirements and accreditation standards to assure CALFA approvals
- Determines appropriate proof of compliance, type, frequency and retention of necessary documentation
- Manage the CALFA accreditation program and ensure that all CALFA required reports and all time sensitive activities occur as needed.
- Compile and maintain documentation and proofs of compliance
- Conduct research and analyze data to produce CALFA required analysis and statistics
- Attend CALFA Conferences out of state, as well as local accreditation network meetings.
- Schedule, conduct, and document agency inspections, reviews and analysis
- Receive assignments and sets work priorities, coordinating accreditation tasks to meet deadlines in order to assure an efficient workflow throughout the agency.
- Keeps abreast of the accreditation process, including proposed changes or amendments to the standards, transition policies, or process changes. Evaluates the impact of these changes on the agency.
- Review directives, standard operating procedures (SOP), and procedure manuals to ensure compatibility with the CALFA standards
- Consults with Chief of Police or his/her designee on a regular basis to manage risk and compliance to accreditation standards.

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Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

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Neil E. Stein
FRANCONIA TOWN CLERK

**Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects**

- Interacting with Computers --- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Utilizing various digital storage systems to access and review multimedia evidence.
- Processing Information --- compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Getting Information --- observing, receiving, and otherwise obtaining information from all relevant sources.
- Analyzing Data or Information --- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Communicating with Supervisors, Peers --- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying Objects, Actions, and Events --- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Organizing, Planning, and Prioritizing Work --- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Establishing and Maintaining Interpersonal Relationships --- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Evaluating Information to Determine Compliance with Standards --- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Updating and Using Relevant Knowledge --- Keeping up-to-date technically and applying new knowledge to your job.

Supervision:

Supervision Scope: Collect, compile, analyze and interpret data that comes from daily police reports, CAD/RMS systems and related law enforcement feeds as well as non-law enforcement sources.

Supervision Received: Works independently under the general direction of the Chief of Police, adhering to professional standards, procedures and policies when they exist.

Supervision Given: none

Minimum Required Qualifications:

Education, Training and Experience:

This position requires any combination of training, education, and experience equivalent to graduation from a four-year college or university with coursework in quantitative methods. Additional coursework in program languages is preferred. Experience in statistical research and analysis using automated systems/records, Geographic Information Systems (GIS), SAS, or SPSS and general programming abilities are

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John E. Spivey
FRANKFORD POLICE CLERK

Crime Analyst / Community Service Officer
Manager of Police Accreditation, Research & Special Projects

preferred. Experience in the criminal justice field is also preferred. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and signing of a confidentiality/non-disclosure agreement is required.

Special Requirements:

A valid motor vehicle operator's license is required
CALBA Accreditation Manager Certification required within 6 months of assuming this position

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles, methods, and techniques of statistical analysis including multivariate, frequency, functional, cluster, correlation, and regression analysis; knowledge of probability models; basic knowledge of human behavior and group dynamics; Crime analysis methodologies including cartographic analysis, crime mapping, operations analysis; Principles and practices of professional and technical writing. Knowledge of basic police methods and procedures, with an emphasis in community and problem oriented policing.

Ability: The ability to choose the right mathematical methods or formulas to solve a problem; the ability to add, subtract, multiply, or divide quickly and correctly; the ability to see details at close range (within a few feet of the observer); the ability to listen to and understand information and ideas presented through spoken words and sentences and the ability to generate or use different sets of rules for combining or grouping things in different ways. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). The ability to communicate information and ideas in speaking so others will understand; the ability to speak clearly so others can understand you; the ability to identify and understand the speech of another person and the ability to read and understand information and ideas presented in writing.

Skill: Good verbal and written communication skills; skill in using the general computer functions and PC computer software applications; aptitude for working with people and maintaining effective working relationships with various groups to promote the best possible delivery of policing services to the community skill in Critical Thinking Knowledge of Criminal Behavior; Research Methods; Data integrity, management and querying; Temporal Analysis and qualitative Analysis; Demographic and spatial analysis; Spreadsheets; Understanding the CI System; Word processing, desktop publishing, crime mapping and analytical charting; Writing, presentations and interpersonal communications

Job Environment:

Crime analysis work is performed in a moderately busy office with regular contact with others face to face and or by telephone. This position requires the regular operation of a

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 DAYKONG TOWN CLERK

**Crime Analyst/Community Service Officer
 Manager of Police Accreditation, Research & Special Projects**

telephone, computers, electronic mail, copiers, facsimile machines, and other standard office equipment. There is some degree of importance in this position repeating the same activities either key entry or checking entries in a ledger over and over. This position requires a high percentage of being exact and highly accurate in performing its tasks.

Errors in judgment or omissions could result in delay of services, injury to employees, personal injury, monetary loss or rework.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Carry fire arms	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

2023 MAR 24 A 2: 28

Neil O'Sullivan
GRANTING TOWN CLERK

**Crime Analyst/Community Service Officer
Manager of Police Accreditation, Research & Special Projects**

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

- Vision requirements
- Close vision (i.e. clear vision at 20 inches or less)
 - Distance vision (i.e. clear vision at 20 feet or more)
 - Color vision (i.e. ability to identify and distinguish colors)
 - Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
 - Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
 - No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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SALARY INFO & COMPARISONS

CURRENT INCOME BY ROLE	ANNUAL	HOURLY
Crime Analyst	\$47,646	\$22.91
Accreditation Manager	\$4,557.80	\$2.19
Total	52,203.80	
Proposed Adjusted Salary	\$65,000.00	

AGENCY	LOCATION	POSITION	SALARY	LINK
Avon PD	Avon, CT	Records/Accreditation Manager	\$66,692 – \$93,023	Unavailable
Bridgeport PD	Bridgeport, CT	Asst Special Project Manager (Analyst)	\$54,879	See printout
Derby PD	Derby, CT	Police Accreditation Manager	\$42.00/Hr	Job Posting
Hartford PD Crime Analysis Division	Hartford, CT	Crime Analyst	\$58,867 - \$73,584	Job Posting
Hartford PD Real-Time Crime Center	Hartford, CT	Crime Analyst	\$58,867 - \$73,584	Job Posting
Middletown PD	Middletown, CT	Manager of Accreditation, Research & Special Projects	\$61,277 – \$90,605	Job Posting
Vernon PD	Vernon, CT	Accreditation Manager	\$37.93 - \$48.27/Hr	Job Posting
Wallingford PD	Wallingford, CT	Police Accreditation Specialist	\$32.00 - \$42.00/Hr	Job Posting
Waterbury PD	Waterbury, CT	Crime Analyst	\$66,123 - \$81,286	Job Posting

AGENCY (STATE)	LOCATION	POSITION	SALARY	LINK
DESPP Certification, Accreditation or Field Service Division	Meriden, CT	Field Program Consultant	\$75,745 - \$103,278	Job Posting
DESPP Crimes Analysis Unit	Middletown, CT	Research Analyst	\$71,147 - \$92,072	Job Posting
DESPP CTIC	Middletown, CT	Fusion Center Analyst	\$71,147 - \$92,072	Job Posting
DESPP CTIC	Middletown, CT	Fusion Center Analyst	\$71,147 - \$92,072	Job Posting
Judicial Branch - Office of the Chief Court Administrator	Hartford, CT	Court Planner II - Intelligence Analyst	\$91,015 - \$119,275	Job Posting

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