

Agenda  
Police Committee Meeting  
June 28, 2023  
5:00 PM

1. Virtual Meeting Instructions

Documents:

[6-28-23 POLICE COMMITTEE MEETING INSTRUCTIONS.PDF](#)

2. Pledge Of Allegiance

3. Approval Of Minutes - 05-24-2023

Documents:

[5-24-23 DRAFT.PDF](#)

4. Old Business

4.I. Councilor Waters - Statement

4.II. Town Of Manlius - Chief Of Police Job Description

Documents:

[CHIEF\\_TMPD\\_DRAFT\\_.PDF](#)

5. New Business

5.I. Media Alerts / Public Presentations

- Operation Clean Air (6/20)
- [SIRO /SPO PRESENTATION BY OFFICERS GOLDEN AND KAMMAR](#)  
(6/14)
- Gift card scams (6/7)
- Text scam re: "inspections" (6/6)
- 100 Fayette Drive Fire (6/1)
- Faye and cygnets press briefing (5/30)

6. Police Chief's Report

7. Correspondence

8. Adjournment



June 28, 2023 – 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/83794315445?pwd=VkZvVDBFZkl3NnZGR1dBL2pINFIOUT09>

Password to join when prompted:

Password 464144

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: 837 9431 5445

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

Password: **464144**

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  
May 24, 2023  
5:00 PM**

Present:	Heather Waters	Town of Manlius
	William Nicholson	Town of Manlius
	Jason Cassalia	Acting Chief, Town of Manlius Police
	Dan Kinsella	Village of Fayetteville
	J. Robert (Bobby) Schepp	Village of Minoa
	Tom Pilewski	Village of Manlius
	Allison Weber	Secretary to the Police Committee
	Tim Frateschi	Attorney for the Town

Attended Virtually: None

Attended In-Person: RuthAnn Winschel, Manlius. Karen Ayoub, Manlius. Tim Kelly, Fayetteville.

- 1. The meeting was called to order.**
- 2. Pledge of Allegiance**
- 3. 2023 Police Committee Meeting Dates – Re-Conforming Dates**
  - May 24, 2023 (rescheduled April 26, 2023, meeting)
  - June 28, 2023
  - October 25, 2023
  - December 20, 2023
- 4. Old Business – None**
- 5. New Business**

Member Waters discussed the 2022 Town of Manlius Police Department Annual Report that is now available.

Member Waters reviewed the timeline for the 2024 budget. Member Waters stated that the Police Committee will be involved in the budget process.

Member Waters and Interim Chief Cassalia discussed the search for the Chief of Police and the Chief of Police Job Description. Chief Cassalia distributed a job description for the Chief of Police and asked members to provide input and feedback.

Member Waters stated that the Town of Manlius in conjunction with the Town of Manlius Police Department will declare June 2, 2023 Gun Violence Awareness Day in the Town of Manlius.

## **6. Police Chief Report – Interim Chief Jason Cassalia**

Chief Cassalia gave the following report to the committee:

- Chief Cassalia is meeting with all members of the organization.
- Chief Cassalia is looking for a way to keep improving communication.
- Chief Cassalia is meeting with the Villages and the School Districts.
- The Department is conducting a workload assessment in the department.
- Chief Cassalia discussed personnel changes in the department.
- A portal has been established on the website for potential transfer applicants to apply for a position in the department.
- The department conducted an educational presentation on traffic enforcement for the Villages and there will be a presentation at the Town Board meeting.
- The department held an open house and there was a great turnout.
- The Teal Ribbon Run went very well.

## **7. Correspondence / Discussion**

Member Kinsella welcomed Chief Cassalia and thanked him for taking the position of interim police chief. Member Kinsella discussed his frustration with the lack of communication surrounding the departure of the former chief.

Member Kinsella asked for a deer collision report for the previous year for distribution to the deer committee.

Member Kinsella asked about the training procedures for transfer candidates. Chief Cassalia discussed the transfer training procedures.

Member Pilewski welcomed Chief Cassalia and thanked him for taking the position of interim police chief.

Member Pilewski asked for more information on the transfer incentive program. Chief Cassalia discussed the transfer incentive program.

Member Kinsella asked for more communication and thanked the police committee for reconvening.

Member Schepp discussed his frustration with the lack of communication surrounding the departure of the former police chief. Member Schepp asked for more transparency and communication in the future.

Member Pilewski stated that while he was upset about the lack of communication surrounding the departure of the former police chief, he is hopeful for the future.

Discussion ensued regarding communication and the future selection process.

Member Pilewski asked what the status of the mutual aid agreement is? Discussion ensued regarding the mutual aid agreement.

Member Pilewski discussed the road construction taking place in the Village of Manlius.

Member Schepp stated that the Friday night car shows will be starting soon.

Discussion ensued regarding the SIRO/SPO program.

**8. Privilege of the Floor**

**9. Adjournment**

With there being no further business to come before the Committee, Member Nicholson adjourned the meeting at 6:07 pm.

Respectfully Submitted,

Allison Weber  
Town of Manlius  
Police Committee Secretary

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# **DRAFT**

## **TOWN OF MANLIUS CHIEF OF POLICE – JOB DESCRIPTION**

The Town of Manlius (pop. 33,712) 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 community and the organization.

The Town of Manlius is a residential community of approximately 50 sq. miles, located in eastern Onondaga County, New York. 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 38 full time officers and civilian support personnel, is accepting applications for the Chief of Police of the Town of Manlius Police Department (TMPD).

The TMPD is an Internationally Accredited Police Agency through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), and a state accredited agency through the New York State Accreditation Program.

The new Chief 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 responsible for administering and directing the law enforcement activities of the agency. The Chief is employed by and operates under the general direction of the Manlius Town Board. The Chief also 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 is also 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.
- Build relationships with the community, community partners.
- Manage and supervise the activities of subordinate supervisors, officers and civilians who perform line and support functions within the agency.
- Develop the annual budget and present the proposed budget to the Town Board.
- Manage the fiscal affairs of the agency and maintain operations within the approved budget.
- Formulate departmental policies, establish departmental procedures, and issue written directives to sworn and civilian personnel.
- Develop, maintain and report to the Town Board and to the Town of Manlius Police Committee on clear and concise measures of police services and operations.
- 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.
- Maintain contact with 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](mailto:aoot@townofmanlius.org) by XXXXXXXXX.

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