



**MINUTES OF MEETING OF THE NORTHEAST POLICE  
DEPARTMENT COMMISSION  
LOCATION: 1401 FM 424, CROSS ROADS, TEXAS  
Thursday, October 17, 2013  
REGULAR SESSION – 7:00 P.M.**

**TOWN OF CROSS ROADS  
COUNTY OF DENTON, TEXAS**

The Northeast Police Department Commission of the Town of Cross Roads and City of Krugerville, Texas, met in a Regular Session on Thursday, October 17, 2013. The meeting was held within the boundaries of the Town of Cross Roads and was open to the public.

**REGULAR SESSION – 7:00 PM**

**1. CALL TO ORDER – 7:00 P.M.**

**2. ROLL CALL**

	<b>PRESENT</b>	<b>ABSENT</b>
Chair Mike Starr	X	
Commissioner Hill	X	
Commissioner Johns	X	
Commissioner Parrent	X	
Commissioner Siano	X	
Commissioner Smith	X	

**3. ANNOUNCEMENTS AND UPDATES:**

- a. COMMISSION CHAIR**
- b. COMMISSIONERS CHIEF OF POLICE**

Chair Starr stated we received the contract for Copeland Center, with the effective date of November 1, 2013.

Commissioner Johns stated the Northeast Police Department Officers presence at the Wal-Mart Grand Opening was successful and well received by the citizens.

Commissioner Smith stated that the Northeast Police Department Financial Reports will begin November 2013.

**4. CITIZENS INPUT FOR ITEMS ON THE AGENDA**

*Complete a Citizens Input form, and hand it to the Board Secretary. Please limit your comments to three minutes in duration and you are restricted from passing your time or any portion of unused minutes on to another citizen for comment. Action on your statement may only be taken at a future meeting.*

No citizen presentations

**5. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE COMMISSION MEETING MINUTES FROM SEPTEMBER 30, 2013**

Motion made by Commissioner Smith, seconded by Commissioner Hill, to approve the Commission Meeting Minutes from September 30, 2013 as presented. Motion carried unanimously.

**6. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE CHIEF OF POLICE JOB DESCRIPTION**

Motion made by Commissioner Hill, seconded by Commissioner Smith, to approve the Police Job Description for the Chief of Police. Motion carried unanimously.

**7. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE CHIEF OF POLICE EMPLOYMENT CONTRACT**

Motion made by Commissioner Smith, seconded by Commissioner Siano, to approve the Chief of Police Employment Contract with changes made to II. Hours of Work, D. – The Contract should show that the Chief is an exempt employee and IV. Insurance, A – The liability limit to mirror the Interlocal Agreement requirements of One (1) Million instead of Two (2) as stated in the contract. Motion carried unanimously.

**8. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE RESOLUTION DICTATING CHIEF OF POLICE AUTHORITIES**

Motion made by Commissioner Parrent, seconded by Commissioner Smith, to approve the Resolution dictating the Chief of Police's authorities. Motion carried unanimously.

**9. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE TRADE IN OR DISPOSAL OF THE 2005 CROWN VICTORIA POLICE CRUISER**

Motion made by Commissioner Parrent, seconded by Commissioner Johns, to accept the offer made by Defender Supply of \$1,800.00 for the trade in of the 2005 Crown Victoria Police Cruiser. Motion carried unanimously.

**10. CONSIDER AND DISCUSS PUBLIC RELATIONS AND MARKETING IDEAS FOR THE NORTHEAST POLICE DEPARTMENT**

Citizen Alan Hauf, of 950 E. Oak Shores, Cross Roads, TX, recommended The Commission host a workshop where citizens can share Public Relation and Marketing ideas for the Northeast Police Department.

Commissioner Smith stated staff can post an open forum workshop.

Chair Starr stated the workshop could come up with ideas and an outline for the Commission to vote on during a future Commission meeting.

Commissioners Johns and Parrent were appointed to oversee the Workshop and report back to the Commission. All in favor; vote carried unanimously.

Commissioner Johns added:

- An award program that would be given out by the Northeast Police Department in recognition of an astounding act by a citizen.
- McGruff items that are offered for free to Police Departments and could be passed out at events by the officers.
- Participate in the next National Night Out.
- Ride along programs
- Senior and child ID Program.

Commissioner Smith stated that the officers are doing a good job of meet and greets with the community. Builders are happy that the officers are coming by and introducing themselves and watching properties when construction is close to completion. Local businesses have expressed appreciation of the officers having a presence in the area.

Commissioner Parrent added:

- Color pamphlets to hand out or mail out
- Newspaper articles with officers as guest columnist
- Create a brand for the Police Department that people could immediately recognize as the Northeast Police Department
- Facebook

Commissioner Hill stated he would like:

- Someone to answer phones or have phones forwarded to the officers if no one is in the office.
- Magnets for refrigerator with phone number of who to call during emergencies and non-emergencies.
- Open house at Copeland Center to introduce the Northeast Police Department.

## **11. CONSIDER AND DISCUSS NORTHEAST POLICE DEPARTMENT INTERLOCAL AGREEMENT ITEMS THAT REQUIRE COMMISSION APPROVAL**

Commissioner Smith stated this is on the Agenda for anyone to ask questions about what items need to go before the Commission for approval.

Commissioner Parrent asked that the Commission not micromanage the Police Department and the Resolution allowed for the Chief of Police to run the day to day activities of the Police Department as he sees fit.

Chair Starr stated any item that goes before the Commission should be referred back to the Interlocal Agreement.

No action taken; discussion only.

## **12. CONSIDER AND DISCUSS NORTHEAST POLICE DEPARTMENT BUDGET ITEMS THAT REQUIRE COMMISSION APPROVAL**

Commissioner Smith stated anything in excess of \$10,000 can be moved up or down line items with the discretion of the Chief of Police. Officers should be allowed to attend training without budget constraint.

Chair Starr stated legal fees were left off this year's budget and need to be added to next years. Any changes will be amended to the next interlocal agreement in the future.

Chair Starr would like to see a wear and tear on vehicles and replacement program.

Commissioner Parrent would like a specific itemization of expenses by the police department so that the budget can be adjusted to meet the Police Department's needs. It would help justify for the Commission what the Police Departments budget needs are to run properly.

No action taken; discussion only.

## **13. CITIZENS INPUT FOR ITEMS NOT ON THE AGENDA**

*Complete a Citizens Input form, and hand it to the Board Secretary. Please limit your comments to three minutes in duration and you are restricted from passing your time or any portion of unused minutes on to another citizen for comment. The Commission is restricted from discussing or taking action on items not posted on the agenda. Action on your statement may only be taken at a future meeting.*

No comments were made

## **14. COMMISSION REQUESTS FOR FUTURE AGENDA ITEMS**

*No Commission deliberation or discussion may take place during this agenda item.*

Commissioner Parrent requested a yearly evaluation form for the Northeast Police Department's Officers.

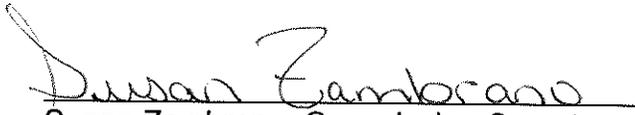
Chair Starr stated that a report from Commissioners Johns and Parrent on the Workshop could be given at the next Commission meeting during announcements.

Commissioner Smith would like a report of Court and Police statistic percentages.

Commissioner Parrent stated if there is nothing on the next agenda he would like to cancel the November meeting.

**15. ADJOURN**

Motion made by Commissioner Parrent, seconded by Commissioner Johns, to adjourn.  
Meeting adjourned at 7:09 p.m.

  
\_\_\_\_\_  
Susan Zambrano, Commission Secretary  
Northeast Police Department Commission

  
\_\_\_\_\_  
Mike Starr, Chair  
Northeast Police Department Commission