



WESTPORT™

**Civilian Review Panel**  
**Action Minutes (*Draft*)**  
**(full audio recording of meeting available on Town website)**  
**September 22, 2021 Meeting**

In attendance : Harold Bailey, Melissa Kane, Jennifer Tooker, Captain David Farrell, Chief Rob Yost, Deputy Chief Mike Kronick, Deputy Director Marc Hartog, Eileen Flug

1. Review Minutes from Meeting of June 23, 2021  
A vote was taken to approve the minutes upon a motion from Melissa Kane, seconded by Jennifer Tooker. The vote was unanimous.
2. Respond to Unresolved Issue Raised by Public during Meeting of June 23, 2021  
Chair Harold Bailey confirmed with legal counsel that there was no conflict of interest, and that Jennifer Tooker could continue to serve as a member of the CRP. No vote taken.
3. Public Commentary on Non-Agenda Items  
Mr. Liccione mentioned the need for 2 more appointees to the CRP to bring membership to the stated 5, per the mission statement. The point was acknowledged.
4. Police and EMS Presentation and Discussion:
  - a. *Status of disciplinary complaints received this year*
    - 1) One complaint has been received so far this year (Captain Farrell)
  - b. *The process of filing and investigating complaints, including a review of each department's civilian complaint policies and forms (if any)*  
Captain Farrell presented a draft power point "Westport Police Department Office of Standard Professional Standards". He received feedback on the presentation to
    - 1) detail the process if there is a criminal issue
    - 2) detail the number of CRP meetings that will occur "during" the course of an investigation
    - 3) highlight that the CRP will receive all complaints, regardless of level
    - 4) [via Marc Hartog] produce a similar power point for EMS.Both final power points will be placed on the CRP website
  - c. *Submission of the department's documented policy, process and forms (if any) to the CRP for inclusion on its website*
    - 1) Discussion of what portions of the WPD form should be included in the CRP form led to agreement that the CRP form can be different than the WPD form. The CRP form is still under development.
    - 2) WPD will send link to their policy, process and forms to be placed on CRP website.

Captain Farrell also agreed to recommend additional training for the CRP members
5. Fire Department Presentation and Discussion
  - a. *Status of disciplinary complaints received this year*  
None received this year or the past several years (Chief Yost)
  - Items 5.b. and 5.c.*  
Chief Yost committed that Fire Department will develop a process for receiving and investigating complaints and will share that at the next meeting. Deputy Chief Mike Kronick will handle.  
Deputy Chief Kronick will also recommend CRP training.
6. Adjournment

Submitted by: Harold Bailey, Jr.  
Chair, Civilian Review Panel