

**MINUTES OF THE WORKSHOP MEETING
OF THE LADY LAKE TOWN COMMISSION
LADY LAKE, FLORIDA
October 20, 2014**

The Workshop Meeting of the Lady Lake Town Commission was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Ruth Kussard presiding. The meeting convened at 5:05 p.m.

- 1. CALL TO ORDER:** Mayor Ruth Kussard

- 2. ROLL CALL:**
 - Tony Holden, Commissioner Ward 2
 - Dan Vincent, Commissioner Ward 3
 - Paul Hannan, Commissioner Ward 4
 - Jim Richards, Commissioner Ward 5
 - Ruth Kussard, Mayor/Commissioner Ward 1

STAFF MEMBERS PRESENT: Kris Kollgaard, Town Manager; Derek Schroth, Town Attorney; Chief Chris McKinstry and Lt. Jason Brough, Police Department; Tia O'Neal, H.R. Director; John Pearl, I.T. Director; and Nancy Slaton, Deputy Town Clerk

3. PUBLIC COMMENT

Mayor Kussard asked if anyone in the audience had any questions or comments. There were no questions or comments.

4. Review and Discussion of the New Police Procedural Manual (Chris McKinstry)

Chief Chris McKinstry gave the background summary for this agenda item (on file in the Clerk's Office). He stated that the Lady Lake Police Department is currently preparing for participation in an accreditation program that has long been recognized as a means of maintaining the highest levels for professionalism. Chief McKinstry stated that one major component of the process includes the creation of written department procedural directives that are in compliance with the Commission for Florida Accreditation Standards. He stated that the new Police Procedural Manual complies with those operational and legal standards, and PRM Attorney John Makhholm has provided input and reviewed the manual.

Chief McKinstry reviewed some of the basics and highlights of the procedural manual; especially the changes that have been made.

During the review of the use of force policy, Mayor Kussard asked the Chief if this occurs regularly.

Chief McKinstry explained that use of force does occur regularly and can include tasers, etc. He stated any time a service weapon is used, it is determined a use of force and it is tracked.

Regarding domestic violence, Commissioner Vincent asked if someone always goes to jail on a domestic violence call.

Chief McKinstry replied that someone usually goes to the Lake County jail after the officer determines the aggressor, although he stated this is sometimes hard to determine.

Chief McKinstry stated that Mr. Pearl's assistance in updating the information systems has been a huge part of bringing the Police Department into compliance for the accreditation.

Commissioner Hannan noted that the Chief had skipped some of the procedures during his review and asked if there was a reason.

Chief McKinstry stated that there was no reason, but that he was reviewing highlights and they may have been subsections of a procedure.

The Commissioners thanked Chief McKinstry for his presentation and stated the development of this procedure manual was a monumental task.

Town Manager Kris Kollgaard commented that any changes to the manual during or due to accreditation will be brought to the attention of the Commissioners. She stated that every one of the procedures in this manual has been reviewed and approved by the appropriate attorney.

Chief McKinstry stated that each officer must read the manual and sign off that they have reviewed it.

Ms. Kollgaard stated that perhaps the manual can be put on the website so that the Commissioners can access it readily.

5. ADJOURN

There being no further discussion, the meeting was adjourned at 5:49 p.m.

Kristen Kollgaard, Town Clerk

Ruth Kussard, Mayor

Minutes transcribed by Nancy Slaton, Deputy Town Clerk