

Streamlined Procedure for Adoption of Confidential Policies & Procedures for the Littleton Police Department

Proposed for adopted by the Board of Selectmen - 2/14/2011

WHEREAS, MGL C.41,§97A gives the Board of Selectmen thirty days to act on the Chief of Police's "suitable regulations governing the police department" or else such regulations take effect without further board action; and

WHEREAS, Town Counsel has ruled that confidential policies and procedures dealing with the internal operations of the Police Department qualify for the public safety exemption to the Public Records law (MGL C.4,§7(26) clause n), provided that any action thereon by the Board of Selectmen be taken in executive session; and

WHEREAS, the Board of Selectmen desires to adopt a streamlined procedure to require that a board vote be scheduled for executive session only when requested by one or more members of the Board of Selectmen.

THEREFORE, the Board of Selectmen hereby adopts the following procedure:

1. The Chief of Police shall submit any proposed confidential policies and procedures to the Board of Selectmen in care of the Town Administrator.
2. The Town Administrator shall promptly forward those documents onto the members of the Board of Selectmen in confidence, reminding them of the policy that a board vote is only scheduled thereon if requested by one or more members. Such request shall be made by any Selectman to the Town Administrator.
3. Prior to requesting a vote of the full Board of Selectmen, interested members are encouraged to meet individually with the Chief of Police to discuss any concerns they have about the proposed policies.
4. If no Selectman requests a vote, then those policies and procedures shall take effect upon the expiration of thirty days; and the Town Administrator shall so notify the Chief of Police.
5. If one or more Selectmen request a vote, then the matter shall be scheduled for executive session for the next Selectmen's meeting that is held prior to the expiration of the thirty days.

TOWN OF LITTLETON BOARD OF SELECTMEN

6. One copy of the adopted policies and procedures shall be retained by the Board of Selectmen's office as a confidential record with the executive session minutes. All other copies shall be returned to the Chief of Police.

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