

Committee on Rules, Orders, Appointments, & Ordinances

***Councilor David A. Murphy
Councilor Maureen T. Carney
Councilor Ryan R. O'Donnell***

***Meeting Date: June 29, 2015
Meeting Time: 6:00 pm
City Council Chambers, 212 Main Street
Northampton, Massachusetts***

Meeting Agenda

****Activate NCTV Camera to Record Minutes***

- 1. Announcement Of Audio/Video Recording Of Meeting**
- 2. Members Present/Absent**
- 3. Meeting Called To Order**
- 4. Public Comment**
- 5. Approve Minutes Of The Previous Meeting**

A. Minutes Of June 15, 2015

Date Referred To ---
Committee

Documents: [roao_6_15_2015.pdf](#)

6. Orders And Ordinances For Review

A. 15.460 Ordinance To Establish A Special Committee To Review City Ordinances

Date Referred To June 18, 2015
Committee

Documents: [15.460_201506161511.pdf](#)

B. 15.455 Ordinance To Revise Section 312-102 Parking Prohibited All Times - Crescent St

Date Referred To June 18, 2015
Committee

Documents: [15.455-312-102_crescent_.pdf](#)

C. 15.456 Ordinance To Revise Section 312-99 Violations And Penalties

Date Referred To June 18, 2015
Committee

Documents: [15.456_312-99_violations_penalties.pdf](#)

7. Appointments For Committee Approval

A. 6:30 PM 15.457 Appointment Of Jody Kasper As The Chief Of Police

Date Referred To June 18, 2015
Committee

Documents: [15457_police_chief_appointment.pdf](#)

8. New Business

9. Adjourn

*Contact: Pamela L. Powers
Clerk to the City Council
powers@northamptonma.gov
(413) 587-1210*

Committee on Rules, Orders, Appointments, & Ordinances

Councilor David A. Murphy
Councilor Maureen T. Carney
Councilor Ryan R. O'Donnell

Minutes of Meeting Date:

Meeting Time:

City Council Chambers, 212 Main Street
Northampton, Massachusetts

****Activate NCTV Camera to Record Minutes***

6/15/2015 - Minutes

1. Meeting Called To Order

At 6:00 pm Councilor Murphy called the meeting to order.

2. Announcement Of Audio/Video Recording Of Meeting

Councilor Murphy announced that the meeting would be video and audio taped.

3. Members Present/Absent

All members of the committee were present (Councilor Murphy, Councilor O'Donnell, and Councilor Carney)

4. Public Comment

None

5. Approve Minutes Of The Previous Meeting

A. Minutes Of May 18, 2015

Councilor O'Donnell moved to approve the minutes of May 18, 2015; Councilor Carney seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

6. 6:05 P.M. Public Hearing Regarding Proposed Changes To Special Conservancy District

Councilor Carney moved to open the Public Hearing; Councilor O'Donnell seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

Senior Land Planner Carolyn Misch provided background information regarding the introduced changes. She explained that there will not be a change to the SC district but rather only a change to the text.

The Planning group is reviewing all of the zoning ordinances; this particular ordinance moved to the top of the list to allow reuse of existing historic religious and educational buildings; a former church, which is up for sale in Leeds would fall under this ordinance.

Councilor Carney moved to close the Public Hearing; Councilor O'Donnell seconded the motion. The

motion was approved on a voice vote of 3 Yes, 0 No.

7. Orders And Ordinances For Review

A. 15.431 Ordinance Pertaining To Special Conservancy (SC) District

Councilor Carney moved to send the Ordinance back to the City Council with a positive recommendation; Councilor O'Donnell seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

8. Appointments For Committee Approval

A. 15.430 New Appointments To The Human Rights Commission

Douglas A. Ross, 73 Barrett St., term May 2015 - June 2018

Joel Morse, 51 Vernon St., term May 2015 - June 2018

Councilor O'Donnell moved to send the appointments back to the City Council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

B. 15.453 Appointments To Committees-Refer To Committee On Rules, Orders, Appointments And Ordinances

Disability Commission:

Chris Palames, 659 Park Hill Road, Florence: new appointment replacing the unexpired term of Susan McCreary - term June 2015 - November 2016.

Councilor O'Donnell moved to send the appointment back to the City Council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

Human Rights Commission:

Carla Velez, 80 Barrett St.: new appointment replacing the expired term of Sara Weinberger - term June 2015 - June 2018.

Councilor Carney moved to send the appointment back to the City Council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

9. New Business

10. Adjourn

At 6:20 pm Councilor Carney moved to adjourn; Councilor O'Donnell seconded the motion. The motion was approved on a voice vote of 3 Yes, 0 No.

*Respectfully submitted by
Pamela L. Powers
Clerk to the City Council
powers@northamptonma.gov
(413) 587-1210*

**CITY OF NORTHAMPTON
MASSACHUSETTS**

In the Year Two Thousand and Fifteen

Upon the Recommendation of the City Council President William H. Dwight

ORDINANCE

An Ordinance of the City of Northampton, Massachusetts. Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1.

That the following section be added to the Code of Ordinances after §1-15:

§1-16 Special Committee for Review of Ordinances

1. **A Special Committee is established to conduct a review of ordinances of the City in accordance with Section 10-5 of the City Charter.**
2. **The Special Committee shall be composed of three members of the City Council and no more than three citizens members appointed by the Council President. The Special Committee shall be under the supervision of the City Solicitor.**
3. **The Special Committee shall convene within 30 days of the appointment of the members, hold meetings as necessary, and file the following with the City Clerk no later than December 31, 2015:**
 - a. **A report summarizing the Committee's recommendations; and**
 - b. **A proposed ordinance or series of ordinances amending the Code of Ordinances according to such recommendations.**

City of Northampton
MASSACHUSETTS

In the Year Two Thousand and Fourteen

UPON THE RECOMMENDATION OF Councilor Paul D. Spector and Department of Public Works

ORDINANCE

An ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising section §312-102 of said Code; providing that Schedule I: Parking Prohibited All Times.

Be it ordained by the City Council of the City of Northampton, in City Council assembled, as follows:

Section 1: That section §312-102 of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

Section §312-102 Schedule I: Parking Prohibited All Times

ADD:

Location	Side	From	To
Crescent Street	Easterly	Round Hill Road	Point 84 feet southerly

City of Northampton
MASSACHUSETTS

In the Year Two Thousand and Fifteen

Upon the Recommendation of the Transportation & Parking Commission

ORDINANCE

An Ordinance of the City of Northampton, Massachusetts, providing that the Code of Ordinances, City of Northampton, Massachusetts, be amended by revising Section **312-99** of said code; providing for ***Violations and Penalties***

Be it Ordained by the City Council of the City of Northampton, in City Council assembled, as follows: That Section **312-99** of the Code of Ordinances of the City of Northampton, Massachusetts, be amended so that such section shall read as follows:

312-99 Violations and Penalties

CURRENT:

- C. Any person who fails to pay the above described penalty within 21 days of issuance of a ticket shall be subject to an additional penalty of \$10 prior to notification by the Parking Clerk to the Registry of Motor Vehicles of such failure to pay.

REPLACE AS FOLLOWS:

- C. Any person who fails to pay the above described penalty within 21 days of issuance of a ticket shall be subject to an additional penalty of \$10. Failure to pay within 60 days of the issuance of the ticket shall result in notification by the Parking Clerk to the Registry of Motor Vehicles. Upon such notification another penalty of \$10 shall be added in addition to any Registry surcharge.



MAYOR DAVID J. NARKEWICZ

City of Northampton
Office of the Mayor
210 Main Street Room 12
Northampton, MA 01060-3199
(413) 587-1249 Fax: (413) 587-1275
mayor@northamptonma.gov

MEMORANDUM

DATE: June 18, 2015
TO: City Council
FROM: Mayor David J. Narkewicz
SUBJECT: Appointment of Chief of Police

I am appointing Jody Kasper to the position of Chief of Police, filling the vacancy created by the retirement of Chief Russell Sienkiewicz.

Jody Kasper has been a police officer for 19 years and is currently Captain of Operations in the Northampton Police Department. She joined our department in 1998 and has served with distinction as Patrol Officer, Detective, Patrol Staff Sergeant, Patrol Lieutenant, and Detective Lieutenant before assuming her current leadership role directing police operations.

Captain Kasper holds Master's Degrees in Public Administration and Criminal Justice from Westfield State University and a Bachelor's Degree in Criminal Justice/Psychology from Westfield State University. She is a graduate of Mohawk Trail Regional High School in Shelburne Falls.

Captain Kasper has the experience, intellect, skills, and integrity to lead the Northampton Police Department. I am pleased and honored to submit her appointment as our next Chief of Police for City Council confirmation in accordance with the Northampton Charter, Article 2, § 2-10.

cc: City Clerk, Wendy Mazza

Jody D. Kasper

EDUCATION

Master of Public Administration Westfield State University, Westfield, MA	2004-2006
Master of Science in Criminal Justice Westfield State University, Westfield, MA	2000-2001
Bachelor of Science in Criminal Justice/Psychology, <i>summa cum laude</i> Westfield State University, Westfield, MA	1994-1996
Associate of Science in Criminal Justice Greenfield Community College, Greenfield, MA	1992-1994

POLICE EXPERIENCE

Northampton Police Department, Northampton, MA

Captain of Operations

2014-present

Supervision and coordination of all Patrol Division and Detective Bureau operations comprised of 65 sworn personnel, general supervision and control of the Department's Internal Affairs Investigative function, hiring and promotion of personnel, and the efficient performance of required duties in conformance with the rules, regulations and policies specified by the Administration and Operations Manual.

Administrative Initiatives

- **Park and Walk Program (5/2014):** In response to community concerns about quality of life issues in the downtown area, implemented a park and walk program that requires downtown Officers on all shifts to engage in foot patrol for a portion of their shifts. Resulted in an average of an additional 180 foot patrols per month, increased presence and approachability in heavy pedestrian areas, and improved Officer health.
- **Employee Climate Survey (2/2015):** To assess employee morale and improve internal functioning, created and distributed an employee climate survey. Survey measured communication, technology, safety, job satisfaction, and supervisor and administrative successfulness. Received 52% return rate and implemented changes based on results. To be distributed every 6 months.
- **Uniforms (6/2014):** To improve components of the patrol and dress uniforms, worked with staff to select new dress uniforms and update existing patrol uniforms. Updated policy and worked with City administrators to purchase dress uniforms for all sworn personnel. All sworn personnel now have professional and uniform attire to best represent NPD at high profile events and ceremonies.
- **Employee Evaluation Policy (6/2014):** To address the lack of civilian employee evaluations and to improve the existing evaluations for sworn personnel, modified personnel evaluation policy, and created a civilian employee evaluation.

- **Internal Investigation Training for Supervisors (9/2014):** In recognition of the new supervisory team's lack of training in the area of internal affairs (IA), brought IA expert to Northampton and coordinated two-day training for all supervisors and administrators.
- **Optional Annual Fitness Testing (7/2014):** To improve physical fitness and job readiness for employees, researched, created, and implemented a new fitness program that includes optional annual physical fitness tests for all sworn personnel. Researched effective testing techniques, expanded existing policy, created Fitness Award, and selected staff to oversee testing.
- **Drug Recognition Experts (7/2014):** In recognition of increased numbers of drivers impaired by narcotics, the decriminalization of marijuana, and the likelihood of a marijuana dispensary moving into the community, advocated for, selected personnel, and organized the training of two Officers to become certified Drug Recognition Experts.
- **Employee Exit Interviews (12/2014):** To collect data on why employees leave NPD and solicit honest feedback on their experience at NPD, implemented employee exit interview process.

Detective Lieutenant

2013-2014

Command of all Detective Bureau operations including all felony and serious misdemeanor cases (averaging 500 annually), search warrants affidavits, staff coverage and case assignments, intelligence files, court processes, crime scenes, drug forfeitures, property and evidence intake and maintenance (averaging 4,000 items annually), issuance of city licenses and manage multiple budgets.

Administrative Initiatives

- **NEACP Community Policing Award (9/2013):** To validate extensive outreach efforts, reward staff, and enhance public image of NPD, completed and submitted a 50-page application to the New England Association of Chiefs of Police. Department was awarded the NEACP 2013 Community Policing Award.
- **Sexual Assault Files Re-organization (2013):** To improve access and ensure quality of records, initiated review and re-organization of all sexual assault files and ensured consistency between paper and electronic files.
- **Archive Room Organization (2013):** To improve efficiency of and access to archived records, worked with intern and reviewed cases, purged unnecessary files, modified filing system, and organized records.
- **Child Requiring Assistance Training (7/2013):** To educate staff on the change in law regarding the transition from CHINS to CRA, worked with juvenile probation officer to research and create a staff training. Disseminated training module to all staff.

Patrol Lieutenant

2011-2013

Shift commander of 15 Officers and 2 Sergeants, oversee all police operations during tour, handle citizen complaints, oversee detainee processing and detention, evaluate staff performance, set goals and develop strategies to accomplish them, conduct in-house trainings, and review all operational and administrative paperwork.

Administrative Initiatives

- **Staff Pictures (2013):** To maintain professional and uniform images of our sworn personnel, took pictures and added them to internal database. Images are used for media releases.
- **DCJIS Training (2013):** To educate staff on an update state software platform, created the training for and instructed all staff on the transition to DCJIS Messenger and CJIS Web.

- **Fitness Room Equipment (2013):** To acquire fitness equipment for department's gym, worked with peers to facilitate fundraising events. Raised over \$13,000 and coordinated with businesses to purchase equipment. Fitness room fully equipped.
- **Excited Delirium Training (2013):** To educate staff on emerging trend, researched, wrote, and conducted staff training on excited delirium.

Patrol Staff Sergeant

2007-2011

Strive for the proper performance of police duty from the Officers assigned to shift, responsible for the proficiency, discipline, conduct, appearance and duty of all officers, review and approve reports, respond to calls, provide direction on crime scenes and critical incidents, conduct internal investigations and evaluate officer performance.

Administrative Initiatives

- **Citizen Police Academy (2007):** To strengthen community outreach efforts and improve citizen relations, proposed, researched, created, instructed, and managed NPD's Citizen Police Academy. Continue to manage and coordinate this successful community outreach program that occurs on an annual basis. Over 150 graduates.
- **NPD Website (2013):** To improve an outdated website, worked in conjunction with web designer to modernize website. Completed overhaul of website and expanded it from 10 to 68 pages. Improved appearance, user-friendliness, and access to information. Enhanced professional image of agency for citizens and potential police candidates.

Detective

2001-2007

Police Officer

1998-2001

Mount Holyoke College, South Hadley, MA

Public Safety Sergeant

1996-1998

ADMINISTRATIVE/SPECIAL ASSIGNMENTS AT NPD

School Liaison*	Citizen Police Academy Coordinator*	Website Manager*
Awards Committee Chair*	GLBTQ Liaison*	Community Service Liaison
Supply Sergeant	Alarm Supervisor	Bicycle Patrol Officer
Field Training Officer	Ride-along Supervisor	390S Union President
Bicycle Patrol Supervisor	Domestic Violence Supervisor	Intern Supervisor
Firearms Licensing Administrator	CJIS/NCIC Representative	Property/Evidence Administrator

*Denotes current assignment

COMMITTEES/AFFILIATIONS

Northampton Prevention Coalition*	Regional Disaster Preparedness Group*
Community Based Justice Meetings*	Sexual Assault Response Team
Strategic Planning Initiative for Families and Youth	Communications Committee

*Denotes active member

PROFESSIONAL DEVELOPMENT

Public Information Officer P-290, MEMA	2015
Executive Leadership Program, FBI- LEEDA	2014
Internal Affairs Certification	2014
Leadership Institute for Political and Public Impact	2012
Trauma Resiliency Training, Smith College School for Social Work	2011
Preventing Child Sexual Assault	2010
First Line Supervision, Roger Williams University	2008
Computer Voice Stress Analysis Certification, National Institute of Truth Verification	2006
Interview and Interrogation	2003
Homicide Investigation	2002
Advanced Detective School	2001
Field Training Officer Certification, Roger Williams University	2000
Full-time Police Academy, Massachusetts Criminal Justice Training Council	1998
Command Training Program, Babson College	1997
Massachusetts Special State Police Academy	1996
Sexual Assault Investigation	1996
Basic Reserve Academy, Massachusetts Criminal Justice Training Council	1993
Incident Command System 100-700 (varied dates)	

Over 1,000 hours of additional training in diverse subject areas

AWARDS AND HONORS

Letter of Merit (2013), Unit Citation Medal (2007, 2009), Chief's Letter of Commendation (2002, 2007), Grand Cordon Award (2004), Life Saving Award (2000, 2001, 2003), Honorable Service Award (2001)

TEACHING EXPERIENCE

Elms College, Departments of Sociology and Psychology Adjunct Professor	2005-present
Instruct courses in policing, forensic psychology, and violence.	
Roger Williams University, Justice System Training and Research Institute Instructor	2011-2012
Instruct courses to veteran police officers in the areas of adult learning and leadership.	
Municipal Police Training Committee Instructor	2006-2012
Instruct courses on domestic violence, sexual violence, and criminal investigations.	

PUBLISHED BOOKS

- Kasper, J. D. (2012). *How cops die: Understanding and preventing duty-related deaths*. Springfield, IL: Charles C Thomas, LTD.
- Kasper, J. D. (2011). *Police leadership: Motivation and morale in the public sector*. Flushing, NY: Looseleaf Law Publications, Inc.
- Kasper, J. D. (2011). *Progressive police supervision: A simple and effective approach for managing a police agency*. Flushing, NY: Looseleaf Law Publications, Inc.

PUBLISHED ARTICLES

- Kasper, J. D. (2015, February). How cops die: Expanding safety strategies in policing. *Law and Order*, 63(2), 40-44.
- Kasper, J. D. (2013, March). On-duty workout programs: Pro and con. *Law and Order*, 61(3), 24-27.
- Kasper, J. D. (2012, September). Handling policy violations. *Law and Order*, 60(9), 86-89.
- Kasper, J. D. (2011, September). Multi-agency communication committees: Fostering improved inter-agency relations. *Law and Order*, 59(9), 32-35.
- Kasper, J. D. (2010, November). Comprehensive wellness programs: Maintaining physical and mental fitness. *Law and Order*, 58(11), 70-73.
- Kasper, J. D. (2010, September). The right fit: Choosing the best people for promotion and special assignments. *The Police Chief*, 67(9), 70-71.
- Kasper, J. D. (2009, November). 10 Rookie errors to avoid. *Police Recruit*, 2(1), 20-24.
- Kasper, J. D. (2009, November). What every Chief needs to know about web site development. *Law and Order*, 57(11), 70-74.
- Kasper, J. D. (2009, June). Park and walk: An old strategy revisited. *Law and Order*, 57(6), 71-76.
- Kasper, J. D. (2008, November). It is easy being green. *Law and Order*, 56(11), 44-49.
- Kasper, J. D. (2006, December). Proven steps for recruiting women. *Law and Order*, 54(12), 63-67.