

Minutes of the Special Meeting of the Security and Risk Management Committee of the Board of Commissioners of the Lake Charles Harbor and Terminal District held at 3:00 P.M., Thursday, July 14, 2016, in the Board Room of the Port of Lake Charles located at 751 Bayou Pines, Suite A, Lake Charles, Louisiana.

In attendance and constituting a quorum, were:

- Dudley R. Dixon, Chairman
- Elcie J. Guillory, Committee Member
- Daryl V. Burckel, President

Absent:

None

Also Present:

- Bill Rase, Executive Director
- Donald Brinkman, Director Engineering, Maintenance and Development and Security
- Jon Ringo, Assistant General Counsel

Mr. Dixon called the meeting to order at 3:00 P.M.

The attached notice of meeting was posted and given in accordance with the Open Meetings Law. A Security and Risk Management Committee meeting was held.

Mr. Dixon made a statement reminding the Public of the Port’s procedure for the Public to address an agenda item to the Committee.

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1. Introduction of new departmental mission statement.
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Mr. Brinkman stated they are developing policies and procedures for the Harbor Police Department.

The statement will read:

“The Harbor Police of the Lake Charles Harbor and Terminal District provides public safety to the port community. The Harbor Police will focus on continual improvement to become fully integrated in the port community and a model department for the District.”

Mr. Guillory offered a motion to approve the mission statement. Dr. Burckel seconded the motion and it carried unanimously.

2. Consideration and appropriate action concerning a taser use policy.

Mr. Brinkman stated the Harbor Police department has developed a policy for taser usage. The department will use only that level of force that reasonably appears necessary to control or otherwise subdue violent or potentially violent individuals. Tasers shall be used only by authorized and trained personnel in accordance with this Policy and the guidelines established herein. Tasers must also be used within the guidelines set forth by the departments "Use of Force" policy.

Dr. Burckel offered a motion to approve the taser policy. Mr. Guillory seconded the motion and it carried unanimously.

3. Consideration and appropriate action concerning a uniform policy.

Mr. Brinkman stated it is policy for all employees of the District to present themselves professionally and orderly at all times. Uniformed personnel are representatives of this department and care should be taken to maintain the reputation of the agency and its officers.

A uniform policy will define the guidelines for the appearance of all Harbor Police employees.

There will be Class A uniforms and Class B uniforms.

Dr. Burckel offered a motion to approve the uniform policy. Mr. Guillory seconded the motion and it carried unanimously.

4. Executive Session concerning the security camera system.

Mr. Guillory offered a motion to enter into Executive Session. Dr. Burckel seconded the motion and it carried unanimously. The Committee entered Executive Session at 3:13 p.m.

The Committee returned from Executive Session at 3:36 p.m. Dr. Burckel offered a motion to enter into Regular Session. Mr. Guillory seconded the motion and it carried unanimously. No action was taken in Executive Session.

5. Other matters which may properly come before the Committee.

Mr. Dixon stated there were no other matters to be discussed. Mr. Guillory offered a motion to adjourn. Dr. Burckel seconded the motion and it carried unanimously. The meeting adjourned at 3:37 p.m.

This minute entry is made to document the presence of a quorum of the Committee. No other minutes are required or necessary.

All discussions held on the above items were recorded on Compact Disc Number 1, and filed in the Executive Offices of the District.

Dudley Dixon, Chairman

ATTEST:

Elcie Guillory,
Committee Member