

# Upcoming CCM Training Workshops

Visit [www.ccm-ct.org/education](http://www.ccm-ct.org/education) for the latest updates

<b>2008</b>	
December 3	FOIA for Boards, Commission, & Committee Members
December 9	Trends in Municipal Healthcare Costs
December 11	Trends in Municipal Healthcare Costs
<b>2009</b>	
January 13	Municipal Meetings: Understanding Parliamentary Procedures
January 21	FOIA for Police & Fire Depts.
January 28	Energy Conservation: How to Save Money
February 17	Ethics: The New Law
March 11	Ethics: The New Law
March 25	FOIA for Police & Fire Depts.
April 15	FOIA for Boards, Commission, & Committee Members
April 28	Municipal Meetings: Understanding Parliamentary Procedures

Driving Directions will be e-mailed with your confirmation

#### Cancellation Policy:

It is imperative that you notify us within 24 hours prior to the workshop if you cannot attend, or a cancellation fee of \$10 will be incurred. Substitutions are always acceptable.



900 Chapel Street, 9th Floor  
New Haven, CT 06510-2807

## FOIA

Make sure your Police & Fire Departments understand the law!

Attend this CCM workshop designed specifically for public safety personnel.



Municipal Training Workshop

## Freedom of Information Act

### What Police and Fire Departments Must Know



Connecticut's  
Freedom of  
Information  
Act

No Fee  
for  
CCM Members

**January 21, 2009**  
9:00 a.m. – 12 noon  
Glastonbury Town Hall  
Glastonbury, CT

# Registration

## FOIA — What Police and Fire Departments Must Know

**January 21, 2009**  
9:00 a.m. – 12 noon  
Glastonbury Town Hall  
Registration begins at 8:30 a.m.

No Fee  
for  
CCM Members

Please make a copy of this form and fill in completely for each person attending.

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Municipality \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Seating Limited to  
40 Attendees!  
Register by January 15th

**Registration Fee** (per attendee)  
CCM Member Town/City ..... **NO CHARGE**  
Non-Member ..... \$120

### Payment:

**Check enclosed** (payable to CCM)

#### Credit Card:

MasterCard  VISA  Discover  AMEX

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

# Program Overview

Your police and fire departments are well trained to respond to emergencies.

## Are they as prepared to respond to the requirements of FOIA?

Connecticut's Freedom of Information Act (FOIA) details requirements for public meetings, with special provisions affecting public safety personnel.

- Recognize 3 types of FOIA meetings
- Learn requirements for public access, record keeping, and release of information
- Understand Employment issues including collective bargaining and personnel, medical and investigative files
- Review law enforcement & security exemptions

**Make sure public safety officials are well-versed in the requirements of FOIA to avoid costly and embarrassing complaints.**

Register for this  
CCM Municipal Government Training  
compliance workshop today!

### 5 Ways to Register:

**Online:** [www.ccm-ct.org](http://www.ccm-ct.org)

**E-mail:** [ccmtraining@ccm-ct.org](mailto:ccmtraining@ccm-ct.org)

**Phone:** CCM Training Hotline 203-498-3018

**Fax:** 203-497-2477

**Mail:** CCM, 900 Chapel Street, 9th Floor, New Haven, CT 06510

### Why Attend?

- Understand how FOIA applies to the public safety environment
- Ensure compliance with public meeting requirements
- Minimize your exposure to FOIA complaints.

### Overview of the FOIA

- FOIA and Public Safety
- Basic Requirements for Meetings
- Overview of Police Employment Issues

### Employment Issues Under FOIA

- Collective Bargaining
- Testing and Selection of Employees
- Personnel, Medical and Investigative Files

### Law Enforcement records Under FOIA

- Law Enforcement Records Exemptions
- Arrest and Conviction Records
- Juvenile Records

### Who Should Attend?

- Mayors/First Selectmen
- Town/City Managers
- Public Safety Officials
- Risk Managers
- Municipal Attorneys

### CCM Presenters

**Henry J. Zaccardi, Esq.,** Shipman & Goodwin, LLP  
Mr. Zaccardi is involved in representation of public and private employers and non-profit organizations in all aspects of labor relations and employment law.

**Lisa Banatoski Mehta,** Shipman & Goodwin, LLP  
Lisa Banatoski Mehta specializes in employment law and employee relations, including collective bargaining matters for municipal employers and representation of employers in labor and employment matters before administrative agencies and the courts.