

## Quarterly Report Outline

Department:	Police Department
Date:	07/08/2013

**Report on projects, activities and accomplishments** - Report on various projects, activities and accomplishments undertaken this past quarter in narrative form. See example below.

### 1. Last Quarter:

- Quarterly Activity UPDATE THIS

	4th Qtr, 2012	1st Qtr, 2013	2nd Qtr, 2013	3rd Qtr, 2013	4th Qtr, 2013
Vehicles Stopped	1411	1321	1103	1283	1447
Tickets Issued	197	280	246	247	286
Warnings Issued	306	461	599	416	888
Arrests	87	96	107	115	118
Offenses	119	123	168	162	149
Calls for Service	1029	1363	1203	1130	1317

- Attended and Graduated from the Rural Executive Management Institute
- Letter received on July 8 indicating that the Williston Police Department is being awarded \$11,000 in Highway Safety enforcement funds beginning October 2013.
- Received 3<sup>rd</sup> place in GHSP Highway Safety Challenge
- Plan in place to provide traffic direction for Independence Day Parade
- New plans and policies implemented to comply with VOSHA exposure standards as well as hazardous chemicals and evacuation. Additionally we came into compliance with a few miscellaneous deficiencies. This was the result of the MOCK VOSHA inspection/site visit by VLCT.
- Participated in Town wide Emergency Planning tabletop
- Officer Provetto ended his probationary period
- Our anticipated hiring of a new officer to fill existing vacancy fell thru with an unsatisfactory background in conjunction with polygraph. Identified a second candidate who is already full-time certified in Vermont. Anticipated hiring date will be August 12.
- Replacement cruiser delivered and striped in preparation for July 4<sup>th</sup> parade.
- As of the second week of June, the budget was still in the black with two payrolls still to be deducted from total. Anticipation of a 3-4% surplus in overall police budget.
- Finalized review of Town Personnel Policy Appendix L, Police Policy
- Prepared community survey for distribution in upcoming quarter
- Administrative Assistant named to the Chittenden County Human Society Board of Directors and attended VLCT training on animal control issues.

- Attended monthly Chittenden County Chief's meetings
- Participated in Introduction to Law Enforcement panel discussion for Vermont Works for Women for the Step up to Law Enforcement Boot Camp in June
- Attended Annual Vermont Chief's meeting
- Speed cart has been out in the community about 4 times per month until it needed repair in June.
- Conducted teambuilding sessions in response to the VLCT PACIF grant with management consultant.

## 2. Upcoming Quarter:

- Begin in-office technology replacements per budget
- Administer community survey through Survey Monkey
- Work with SHARP Program to host a Sobriety checkpoint or high visibility intersection enforcement campaign.
- Begin planning for our highway safety initiatives to comply with new highway safety grant
- Position advertisement for new officer position throughout July and August. New position to start January 1, 2014.
- Continue in Exit 12 Scoping study committee
- Additional review of department rules and regulations
- Fill last department vacancy in August and begin FTO process.
- Conduct additional range day and ensure all officers have meet VCJTC firearms training standards for the year.
- Begin planning for a collaborative process to develop a department strategic plan.
- Begin identifying scope of work for new Administrative Sergeant position
- In conjunction with Military authorities, we are seeking the assignment of a temporary crime analyst at the police department to evaluate crime information.