

Quarterly Report Outline

Department:	Police Department
Date:	04/02/2013

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:

- Applied for and received a \$2,500 PACIF Grant for Management Consultant/Advanced Harassment Training/Team Building
- New Fleet Vehicles arrived to fulfill the capital vehicle plan for FY 13
- A second First Line Supervisor was sent to a Mid Level Managers Course to develop skills and help promote future leadership potential
- The entire department along with all town employees attended harassment training due to the update of the town's harassment policy
- Detective Bart Chamberlain was recognized for 20 years of service
- Work began on the revisions to the town's traffic ordinances: The first draft submitted to the Town Manager
- Quarterly Activity

	3rd Qtr, 2012	4th Qtr, 2012	1st Qtr, 2013	2nd Qtr, 2013	3rd Qtr, 2013
Vehicles Stopped	1140	1411	1321	1103	1283
Tickets Issued	186	197	280	246	247
Warnings Issued	279	306	461	599	416
Arrests	94	87	96	107	115
Offenses	180	119	123	168	162
Calls for Service	920	1029	1363	1203	1130

- Participated in two school safety planning drills at Allen Brook School
- Attended a joint tabletop exercise surrounding a manmade disaster at IBM
- Our newest officer, Officer Tower, has successfully completed his field training and is a fully operational officer
- Recruiting efforts have identified a final candidate for hiring recommendation. The background just got started in the past few days.
- One Cruiser severely damaged and is currently undergoing an estimate with insurance adjuster and mechanic. It is bordering on being totaled and further review is needed.
- As of the end of March, the department budget is about 2.5% in the black with overages occurring in a few individual line items.

- i. Uniforms and Equipment - We have continued expenses in this line item due to uniform cleaning, but all non-emergency requests are being held until after the new fiscal year. A large uniform order had been made at the same time as I arrived for winter uniforms and it had been slightly larger than it should have.
- ii. Animal control line went over in the past quarter due to our annual contract with a kennel coming due along with our significant kennel expenses due to a potential rabid dog earlier in the year.
- iii. Computers and equipment is currently in the red and that was caused by an annual contract coming due that was underestimated for the actual cost; nearly \$1,300 more.

2. Upcoming Quarter:

- Chief is attending a Regional Executive Management Program for 1 week in South Burlington. Training is fully paid for by the Department of Justice. This is a regionally offered course of instruction for executives and luck would have it that it is being offered locally.
- Anticipate an increase in the use of the traffic speed trailer with good weather coming back
- Anticipate the hiring of a new officer to fill our final vacancy. Background will be complete and a recommendation to the Town Manager made.
- Currently working with a previous part-time dispatcher to re-enter our workforce and assist covering open shifts
- Department team building sessions will be held April 3rd and 10th will be held with a possible follow up session scheduled. This is in reference to the PACIF Grant received last quarter
- Working on a Governor's Highway Safety Grant to address impaired driving as well as intersection related crashes. Current estimate on grant amount being applied for is \$18,000 for increased enforcement relating to traffic safety.
- Preparations for the annual 4th of July Parade will be made during this quarter in conjunction with the Recreation Department.
- Finalize the review of Town Personnel Policy Appendix L, Police Policy
- Determine compliance with State VOSHA regulations by hosting mock inspection to identify issues and prepare plan to address any deficiencies.
- Attend Vermont Chief's and Sheriff's annual meeting May 29-31.