

WILLISTON POLICE DEPARTMENT
QUARTERLY REPORT
July 1, 2012 - September 30, 2012

Last Quarter

During the past quarter the Department has focused a great deal of its energy in administrative matters while at the same time providing the “normal” and “routine” functions of a law enforcement agency.

It is difficult to describe the significant events prior to my arrival, but the highlights are as follows:

- Cellular service provider changed to enhance coverage and reduce costs for both cell phones and our wireless broadband connections for our in-car mobile display terminals (MDT's)
- Two new officers were sent to the Police Academy

Following my arrival on August 20th, the majority of time has been dedicated to learning about the agency, getting to know some community members, and establishing an initial sense of direction for the remainder of the fiscal year.

- Initial goals have been established and the accompanying strategies/objectives have been submitted for review. The main goals are:
 - Increase quality of service and customer satisfaction
 - Improve the level of job satisfaction for employees
 - Ensure the responsible and efficient use of all resources (financial, energy, equipment, personnel, etc.)
 - Work toward reducing the public's perception and fear of criminal activity.
- My initial review of the agency has been very positive. Work continues in this area so that I can get feedback from every employee so that I can more adequately develop a future direction
- Finalize promotional process for two new sergeant positions
- Capital budget plan was completed
- Many community members have commented on our new traffic safety device that we have been moving around town. We received a new speed trailer that we are using to help educate the public about their speeds in relation to speed limits. We are hoping that using this will help lower some of the excessive speeds that are being complained about. We will use this to help do traffic counts as well in certain areas to see if we are having issues with traffic volumes in areas that may be used as bypasses.

- 9 new referrals were submitted to the Community Justice Board making a total of 62 cases being worked on.
- Received delivery of new cruiser ordered prior to delivery and scheduled for upfitting.

Next Quarter (October 1 – December 31)

- We are in our final quarter of the year as far as training is concerned. We will be working toward the goal of ensuring that all officers meet the minimum standards according to Vermont Criminal Justice Training Council. Each year, full-time officers are required to attend 25 hours of in-service training and part-time officers must attend 30 hours.
- Work will begin on workload analysis as we enter our budget planning cycle as well as starting a review of dispatching services.
- We have already begun working with one of our schools in updating their emergency preparedness plans. We will be working jointly with them in conjunction with our neighboring Town of Essex to accomplish this. Our first joint meeting with the Essex group is slated for mid October.
- We are in the process of re-instituting our customer service feedback system and we are working toward developing a community survey and additional feedback systems. Weekly random surveys started going out to victims/complainants at the beginning of October.
- Finalize Department goals with accompanying approved strategies/objectives
- Establish formal Organizational Chart and corresponding policy regarding direction and chain of command.
- Review or creation of formal job descriptions.
- Order 2 more cruisers as planned in the capital budget

I once again thank the community for welcoming me on board the management team and I am excited about the prospects of our future. If anyone has any questions, comments, or concerns, I would encourage them to contact the department or me directly. Please visit our website that can be found as part of the Town's central site at www.town.williston.vt.us.

Thanks,

Todd Shepard
Chief of Police