

Department:	Police Department
Date:	January 7, 2013

1. 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.

- Our concentration this quarter was ensuring compliance with annual training requirements. All members have met their annual requirements
- In my absence, Sergeant Gonyeau attended the first School Safety Planning meeting with the Williston School District. Feedback received was that it was a great start having all departments talking together. Future meetings have been planned to occur quarterly. We were able to attend a joint meeting with the Essex School Planning Group and that went very well and served as a model for our meetings.
 - Accompanying this was a joint emergency tabletop exercise for IBM and surrounding public safety agencies that was supposed to occur in November, however that was cancelled due to Hurricane Sandy and is being rescheduled for February.
- Our feedback surveys are being sent out on a weekly basis to a random number of people that we have been in contact with. Thus far we have sent out about 30 and have only received 6 back, all positive.
- Department goals were accepted and have been reviewed with department personnel in our second department meeting. In addition a mission statement was adopted this month for our agency and that is attached with this report.
- A plan was put in place to replace 4 department cruisers with 2 new and 2 transfers of lightly used police vehicles to replace high mileage detective vehicles. The new vehicles should be in mid February.
- Job descriptions were sent out for review and feedback was obtained from employees, but no changes have occurred.
- Policy review and creation has also been a topic that has received attention. 3 new policies were created this month and 2 new procedural memos were issued to help uniform our response to certain issues.
- A considerable amount of time was spent working on the department budget. This was supposed to be presented to the counsel in December, but was postponed to Jan 14, 2013.
- Officers have been doing a tremendous job handling complaints throughout the town. The holiday season brought an increase in some activity, but it was not overwhelming. Our proactive work with traffic enforcement will slow down slightly now that inclement weather is upon us.

2. Next Quarter (Jan 1 thru Mar 31, 2013)

- Work will continue on workload analysis to develop a plan to address staffing needs as well as starting a review of dispatching services.
- We are beginning work on our old records to comply with State records retention guidelines. A comprehensive review of old incident records is being conducted to dispose of those records that we don't need to keep any longer
- Work has begun on our found property storage area. This area is being organized and found property will be listed on a new section to our website trying to identify owners of found property. We will keep this property for 30 days following advertisement and then it will be disposed of.
- Work will continue with the Review or creation of formal job descriptions.
- Work will begin on Town Ordinances governing traffic.
- Advertisements have gone up to recruit an officer to fill our one vacancy. I suspect that our first cycle to identify a new officer will be complete in early March.
- The task of identifying our gaps in communication (radio) will commence. The fire chief and I visited the Green Mountain Television Tower and we feel that this might be an alternative worth exploring for the police antennae or a second one as well as the FD.

Respectfully submitted,

Todd Shepard
Chief of Police