

Department:	<b>Police Department</b>
Date:	January 2016

### 1. Last Quarter:

- Much of this quarter has been geared toward budgeting for FY 17. Both Capital and Operating Budgets were submitted on time and meetings have taken place with the Town Manager and Select Board.
  - In addition, significant amounts of time has been spent maintaining our current operations performing the tasks that our Administrative Assistant did such as accounts payable, receivable, training, equipment/supply ordering, payroll, mail processing, etc.
- Administrative Assistant Whitcomb resigned in early October. Subsequent recruiting solicited over 50 applicants. Field narrowed down to our offering Lindsay Cronin the position. Lindsay comes to us with significant technical abilities as well as a strong understanding of policing from her dispatch time with the Vermont State Police.
- During the month of December, we testing and interviewed a half dozen applicants and have another candidate scheduled to test in early January. We continue to search for suitable applicants to fill positions created due to a retirement and resignation.
- Sergeant Moore attended the First Line Supervisors course as part of the Command Training Series at Roger Williams University. This was a two-week training held in Rhode Island.
- During December we ensured all officers had met their minimum training hours as established by the Vermont Criminal Justice Training Council.
- A secondary training session was held with trainers of the Vermont Alert System so that we can finalize implementing this system for the community.
- Members of the agency attended a meeting designed to educate us on the Valcour Records Management System that most of Chittenden County police agencies are utilizing as well as many other agencies across the state. Benefits to moving are primarily monetary savings that are possible, but also include the benefit of having a near paperless filing system for all case work, easy mobile access, and the ease of sharing information with local agencies.
- I attended a Strategic Planning seminar for two days that was designed to introduce law enforcement leaders in effective planning for the future. This training will help us meet some of our goals relating to our COPS Hiring Grant.
- Participated in the annual Vermont Chief's and Sheriff's Meeting
- Our Agency participated in the Allen Brook School Harvest Lunch activities again this year.
- 4 officers participated in Active Shooter training hosted by the University of Vermont Police Department. ¾ of the department has now participated in the ALERRT Training, which is the current training standard amongst the Chittenden County police agencies.
- Fulfilled purchase of new firearms for officers to replace those initially bought in 2006. This was part of this year's capital improvements

## 2. Upcoming Quarter:

- Our newest officer, Officer Harley Pecor, is scheduled to attend the Police Academy for Level III officers in Pittsford beginning February 1, 2016. Final preparations are being done to ensure success.
- Ongoing testing and interviewing to identify replacements to fill our current vacancies will occur until a new officer is found.
- Conduct training for new Administrative Asst. who begins Jan. 11<sup>th</sup>.
- Create draft Town Policy for the use of VT-Alert as an emergency notification system and for use as a town employee notification system
- Have new cruiser fit up by Adamson Industries and convert current Detective vehicle to be replaced by unit being taken off line; Sell old Detective vehicle. This is part of our ongoing vehicle replacement schedule and capital improvements
- Attend Annual Chittenden County Law Enforcement Executives (CCLEE) retreat
- Get caught up on past alarm billing that was postponed due to loss of employee
- Enroll additional officer in the Advanced Roadside Impaired Driving Enforcement training
- I volunteered myself and Ofc. Shepard to assist Susan Lamb, finance director, in researching an updated town phone system.
- Begin the initial stages of planning for our transition to a new records management system pending a positive vote outcome on the police budget.

## 3. Quarterly Service Indicators

	1st Qtr, 2015	2nd Qtr, 2015	3rd Qtr, 2015	4th Qtr, 2015	1st Qtr, 2016
Vehicles Stopped	1307	1355	1143	1285	1088
Tickets Issued	304	279	291	324	241
Warnings Issued	469	705	716	796	724
Arrests	95	98	88	103	75
Offenses	124	131	118	128	94
Calls for Service	1302	1243	1274	1447	1347