

# Police Department

## Departmental Programs

- Office of the Chief
- Investigations and Records Bureau
- Patrol Bureau
- Services Bureau

## *Department Description*

The Police Department consists of the Office of the Chief, the Patrol Bureau, the Investigations and Records Bureau, and the Services Bureau.

The Office of the Chief manages the department's budget; recruits, selects and trains staff and develops, monitors and enforces department policies. This bureau has primary responsibility for interacting with other City departments and for representing the department in local and regional coordination efforts. Internal investigations, when necessary, are conducted by this bureau as well.

The Patrol Bureau staffs 5 or more police officers on the street, 24 hours a day and 7 days a week, and responded to 54,898 calls for service in 2007.

The Investigations and Records Bureau is responsible for follow-up investigations in criminal matters. In 2007 our Property Control Officers handled and tracked evidence for over 4,000 criminal cases involving almost 13,000 pieces of property, and worked to return recovered stolen property to the rightful owners. Records staff deal with over 85,000 incoming telephone calls from the public. In 2007 Records handled 12,700 calls for service over the phone, which would otherwise require Police Officers to respond.

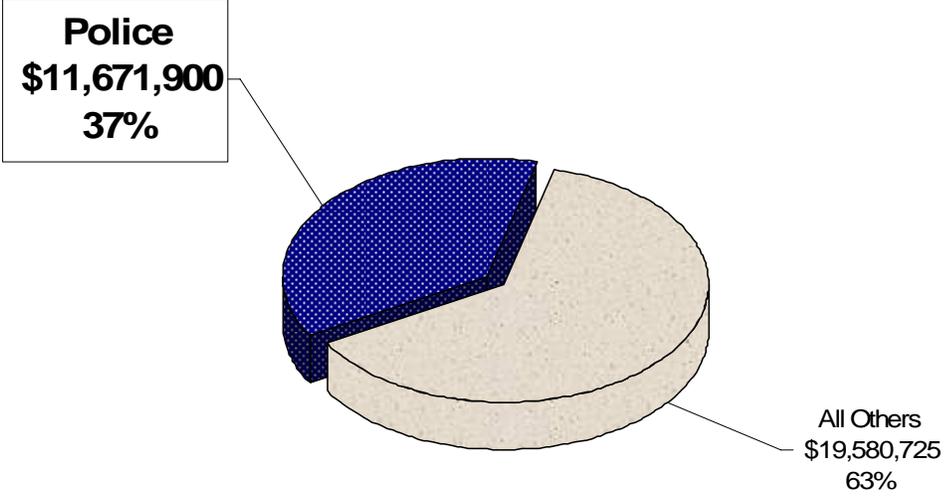
The Services Bureau develops the department's budget, seeks grant funding to implement special projects and oversees several support functions within the Department including Dispatch, Court Security, Crime Prevention and the School Resource Officer program.

The Department works closely with other agencies to coordinate services and provide the highest quality, lowest cost service to the citizens of Springfield.

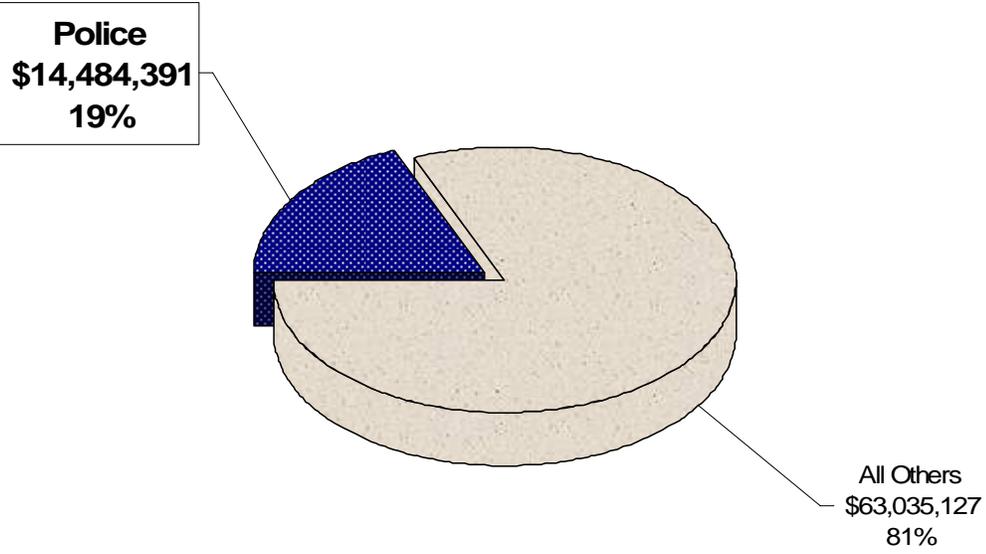
## *Mission*

The Springfield Police Department strives to respond to the emergency and law enforcement needs of the community through response to calls for service in accordance with established priorities, visible police patrols, enforcement of traffic laws, investigation of crime and coordination with community service agencies, programs and activities.

<b>FY09 OPERATING BUDGET - General Fund</b>	<b>\$ 31,252,625</b>
<b>Police:</b>	<b>\$ 11,671,900</b>



<b>FY09 OPERATING BUDGET - All Funds</b>	<b>\$ 77,519,518</b>
<b>Police:</b>	<b>\$ 14,484,391</b>



# Police Department

## Financial Summary

	Actual FY06	Actual FY07	Amended FY08*	Adopted FY09
<b>Expenditures by Category:</b>				
Personal Services	\$10,185,716	\$10,767,770	\$11,355,027	\$11,991,116
Materials and Services	1,846,784	1,830,276	2,174,489	2,255,775
Capital Outlay	<u>196,318</u>	<u>772,982</u>	<u>237,240</u>	<u>237,500</u>
<b>Total</b>	<b><u>\$12,228,818</u></b>	<b><u>\$13,371,028</u></b>	<b><u>\$13,766,756</u></b>	<b><u>\$14,484,391</u></b>
<b>Expenditures by Fund:</b>				
General	\$10,169,210	\$10,822,862	\$11,224,686	\$11,671,900
Development Projects	-	154	46,240	-
Jail Operations	-	-	59,942	-
Police Local Option Levy	1,416,887	1,625,205	1,728,376	1,953,737
Special Revenue	488,856	594,632	498,812	472,654
Vehicle and Equipment	<u>153,865</u>	<u>328,175</u>	<u>208,700</u>	<u>386,100</u>
<b>Total</b>	<b><u>\$12,228,818</u></b>	<b><u>\$13,371,028</u></b>	<b><u>\$13,766,756</u></b>	<b><u>\$14,484,391</u></b>
<b>Expenditures by Sub-Program:</b>				
<b>Office of the Chief</b>				
Office of the Chief	\$ 941,857	\$ 979,708	\$ 1,008,984	\$ 1,068,009
Federal Confiscations	-	16,282	-	-
Professional Standards	249,132	254,975	242,605	277,787
State Confiscations/DEQ	<u>15,607</u>	<u>27,345</u>	<u>87,460</u>	-
<b>Patrol Bureau</b>				
Patrol	5,003,651	6,262,149	6,067,263	6,435,765
Traffic Enforcement	526,085	500,258	578,373	574,674
Patrol Community Services	<u>346,130</u>	<u>366,827</u>	<u>396,841</u>	<u>432,289</u>
<b>Investigations</b>				
Investigations	1,968,988	2,032,059	2,011,776	2,143,665
Property Control	178,782	189,748	200,374	207,204
Records	<u>694,486</u>	<u>791,444</u>	<u>890,724</u>	<u>919,747</u>
<b>Services Bureau</b>				
Community Services	243,333	154,841	256,136	282,782
Communications	1,242,127	1,158,015	1,426,721	1,486,828
Animal Control	124,410	126,334	131,514	137,409
Court Security	82,977	82,083	88,355	92,761
D. A. R. E.	129,780	-	-	-
Crime Prevention	152,516	164,180	164,276	169,169
School Resource Program	<u>328,960</u>	<u>264,780</u>	<u>215,354</u>	<u>256,302</u>
<b>Total</b>	<b><u>\$12,228,818</u></b>	<b><u>\$13,371,028</u></b>	<b><u>\$13,766,756</u></b>	<b><u>\$14,484,391</u></b>

\* Amended as of June 16, 2008

**POLICE DEPARTMENT**  
TOTAL FTE: 111.0

**Chief of Police (1.0)**

**Office of the Chief**

Professional Standards & Training Sgt. (1.0)  
Police Custodian (2.0)

**Patrol**  
Captain (1.0)

Watch Commander Sgt. (6.0)  
Police Officer (40.0)  
Traffic Team (4.0)  
Patrol Community Service Officer (5.0)  
Secretary (1.0)

**Investigations**  
Captain (1.0)

Sergeant (1.0)  
Detective (12.0)  
Property Clerk (2.0)  
Office Supervisor (1.0)  
Senior Call Taker (1.0)  
Call Taker/ Records Clerk (10.0)  
Secretary (1.0)

**Services**  
Bureau Manager (1.0)

Sergeant (1.0)  
Communications (13.0)  
Animal Control (1.0)  
Court Security (1.0)  
Crime Prevention (2.0)  
School Resource Officer (2.0)

# Police Department

## FTE Summary by Fund

Number of Full-Time Equivalents	Actual	Actual	Adopted	Adopted
	FY06	FY07	FY08	FY09
General	89.00	88.50	88.50	89.50
Police Local Option Levy	20.00	20.00	20.00	20.00
Special Revenue Fund	1.00	1.50	1.50	1.50
<b>Total Full-Time Equivalents</b>	<b>110.00</b>	<b>110.00</b>	<b>110.00</b>	<b>111.00</b>

## Position Summary

Job Title/Classification	Actual	Actual	Adopted	Adopted
	FY06	FY07	FY08	FY09
Chief of Police	1.00	1.00	1.00	1.00
Community Services Officer 1	1.00	1.00	1.00	1.00
Community Services Officer 2	7.00	7.00	7.00	7.00
Court Officer	1.00	1.00	1.00	1.00
Police Call Taker/Records Clerk	10.00	10.00	10.00	10.00
Police Captain	2.00	2.00	2.00	2.00
Police Custodian	1.00	1.00	1.00	2.00
Police Dispatcher	13.00	13.00	13.00	13.00
Police Office Supervisor	1.00	1.00	1.00	1.00
Police Officer	58.00	58.00	58.00	58.00
Police Records Clerk, Senior	1.00	1.00	1.00	1.00
Police Secretary	2.00	2.00	2.00	2.00
Property Controller	2.00	2.00	2.00	2.00
Sergeant	9.00	9.00	9.00	9.00
Service Bureau Manager	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents</b>	<b>110.00</b>	<b>110.00</b>	<b>110.00</b>	<b>111.00</b>

# Police Department

## Program: Office of the Chief

### Program Description:

The Office of the Chief is responsible for providing direction for the Police Department through planning, administering and coordinating department activities. It provides for management of the budget; facilities; fleet; reporting, evaluation and treatment procedures related to employee exposure to hazardous materials and injuries; policy development; recruitment; selection; training; and internal investigations.

### Budget Highlights and Service Level Changes:

**Highlights:** The Office of the Chief will pursue opportunities to enhance service delivery through State and Federal grant opportunities.

**Service Level Changes:** None.

---

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
<b>Police services are responsible to citizens and provide maximum protection for life and property.</b>				
• Percent of citizens expressing satisfaction with department service	91%	91%	95%	91%
• Percent of citizens who rate the department fair/good/excellent in protection of the community	95%	95%	95%	98%
• Percent of citizens who feel safe in their neighborhoods at night	60%	60%	65%	66%
• General Order Manual is reviewed and updated annually	20%	20%	25%	25%

---

### Seized and forfeited property is accounted for

• Percent of forfeited property and/or funds used only for lawful purposes	100%	100%	100%	100%
--	------	------	------	------

---

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
---	------------------------	------------------------	---------------------------	-------------------------

**Recruitment and selection procedures are designed to hire highly qualified employees.**

• Percent of newly hired employees who remain employed in department 12 months following hire date	70%	77%	75%	75%
• Percent of citizens who rate department members competence level fair/good/excellent	98%	98%	98%	97%
• Percent of citizens who rate department members equal treatment of all individuals regardless of race/ethnicity at fair/good/excellent	95%	95%	95%	97%

**In-service and specialized training programs meet mandated and specialized training needs.**

• Percent of citizens who rate department members competence level fair/good/excellent	98%	98%	98%	97%
• Number of employees who attend at least one off-site training events attended	57	72	65	65
• Total number of off-site training events attended	42	41	40	40

# Police Department

## Program: Investigations and Records Bureau

### Program Description:

The Investigations and Records Bureau provides follow-up investigation and case management of reported crimes; proactive investigation of narcotics and other serious crimes; securing, identifying, storing, and controlling evidentiary items (including hazardous materials); answering citizen requests for service, preparing crime/incident reports, maintaining and distributing department records, and managing the department's data information systems.

### Budget Highlights and Service Level Changes:

**Highlights:** The Investigations Bureau members investigate serious crimes against persons, fraud and identify theft cases. This bureau also manages property and evidence, and maintains the department's records files.

**Service Level Changes:** One FTE will be re-assigned to the Interagency Drug Investigation Team.

Program Outcomes and Indicators:	Actual	Actual	Estimated	Adopted
	FY06	FY07	FY08	FY09

### Follow-up investigations are provided based upon the seriousness and solvability of the crime.

• Percent of serious crimes against persons cleared	77%	80%	80%	80%
• Percentage of crimes assigned "cleared" according to UCR rules	75%	75%	80%	80%
• Number of follow-up investigations assigned per detective per month	12	12	12	12

### Participate in multi-agency child abuse team evaluations and participate in regional drug investigations.

• Number of drug arrests resulting from drug investigations	350	300	325	300
• Number of Multi-Disciplinary Team child abuse-type investigations reviewed	109	120	120	120

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
---	------------------------	------------------------	---------------------------	-------------------------

**Calls for service from the community are handled at the most appropriate level for the situation.**

• Calls for service answered through non-dispatching means	12,762	10,655	10,000	10,000
• Calls for service answered by dispatching officers	44,246	45,476	45,000	45,000
• Reports written by records staff	3,244	2,232	2,100	2,500
• Total number of reports written	15,283	15,093	14,500	13,000

---

# Police Department

## Program: Patrol Bureau

### Program Description:

Members of the Patrol Bureau quickly respond to emergency calls for service. Officers abate criminal activity by arresting offenders, issuing traffic citations, reporting criminal activity and serving arrest warrants. Officers investigate traffic accidents and give aid to injured participants. Bureau members provide focused traffic enforcement, and parking and abandoned vehicle enforcement or removal. Patrol Bureau members provide police response to special and/or critical events, providing a sense of community safety while interacting with community members through outreach programs.

### Budget Highlights and Service Level Changes:

**Highlights:** Two new categories have been added this year, to show median response times to emergency and priority calls from the time a call is dispatched until the first officer arrives on the scene.

**Service Level Changes:** None.

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
<b>Provide police visibility and accessibility to citizens</b>				
• Citizen numeric rating of speed of response on a scale of 1 - 4	3.0	3.0	3.1	2.8
• Median Response Time to Emergency Calls (in minutes)	3.4	3.3	3.1	3.2
• Median Response Time to Priority Calls (in minutes)	5.6	4.2	4.3	4.5
• Percent of shifts with more than minimum staffing on patrol	40%	40%	30%	40%
• Hours spent on special enforcement/community events	350	400	400	400

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
---	------------------------	------------------------	---------------------------	-------------------------

**Laws and Ordinances regulating the safety and livability of the community are adequately enforced**

• Percentage of reported abandoned vehicles removed within 30 days	70%	68%	72%	75%
• Number of traffic citations issued	9,348	11,494	10,800	11,000
• DUII arrests	608	647	600	600
• Major traffic arrests	286	300	300	300
• Number of responses to traffic complaints from citizens	140	135	140	150
• Injury accidents	229	160	150	150
• Non-injury accidents	511	516	550	500

---

# Police Department

## Program: Services Bureau

### Program Description:

Members of the Services Bureau provide support services for Patrol and Investigations Bureaus. Bureau members provide dispatch services, municipal court security, prisoner transport, crime prevention services, animal control services and school liaison programs. The Services Bureau is also responsible for the development and implementation of budgets and grants, monitoring fiscal activities; and the procurement of vehicles and specialized equipment.

### Budget Highlights and Service Level Changes:

**Highlights:** This Bureau was recreated during FY05, and will continue to provide support services to the rest of the Department.

**Service Level Changes:** None.

---

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
---	------------------------	------------------------	---------------------------	-------------------------

### Laws and Ordinances regulating the safety and livability of the community are adequately enforced.

• Dog Licenses issued	1,644	1,700	1,900	2,200
• Animals impounded	249	250	250	250
• Animal related reports taken	138	150	130	150

---

### Employees engaging in positive interactions with the community in order to promote public safety and involve citizens in the problem solving process.

• Number of students participating in summer DARE activities	120	0	0	0
• Number of students provided classroom instruction	1,100	1,100	1,100	1,100
• Citizen Police Academy Graduates	25	25	25	25
• Kiwanis Safety Town Graduates	100	100	100	100

---

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
• Security inspections conducted	40	45	0	0
• Neighborhood Watch memberships	1,500	1,500	1,500	1,500
• Educational presentations	250	250	150	150
• Crime prevention through environmental design (CPTED) consultations	20	20	10	15

---