

# Police Department

## Departmental Programs

- Office of the Chief
- Patrol Bureau
- Investigations and Records
- Municipal Jail Operations Bureau
- Services Bureau

## Department Description

The Police Department consists of the Office of the Chief, the Patrol Bureau, the Investigations and Records Bureau, the Municipal Jail 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 54,945 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 4,768 criminal cases involving approximately 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 about 10,000 calls for service over the phone, which would otherwise require Police Officers to respond.

The Springfield Municipal Jail is expected to begin operation by January of 2010. The jail will provide detention space for municipal offenders in Springfield and will provide Municipal Court security and prisoner transports.

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, Animal Control, Crime Prevention, and the School Resource Officer program.

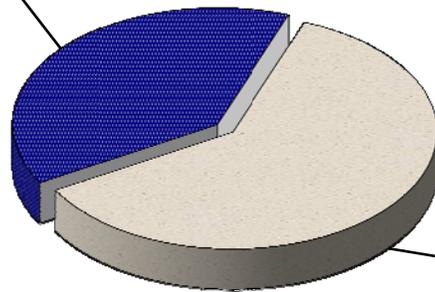
The Department works closely with other agencies to coordinate services and provide the highest quality, lowest cost service to the citizens of Springfield.

## 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.

**FY10 OPERATING BUDGET - General Fund      \$    30,468,201**  
**Police:                    \$    11,926,879**

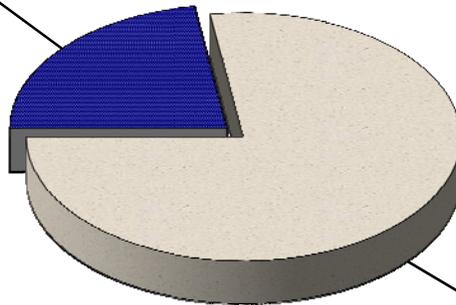
**Police**  
**\$11,926,879**  
**39%**



All Others  
\$18,541,322  
61%

**FY10 OPERATING BUDGET - All Funds                    \$    77,808,526**  
**Police:                    \$    17,381,190**

**Police**  
**\$17,381,190**  
**22%**



All Others  
\$60,427,336  
78%

# Police Department

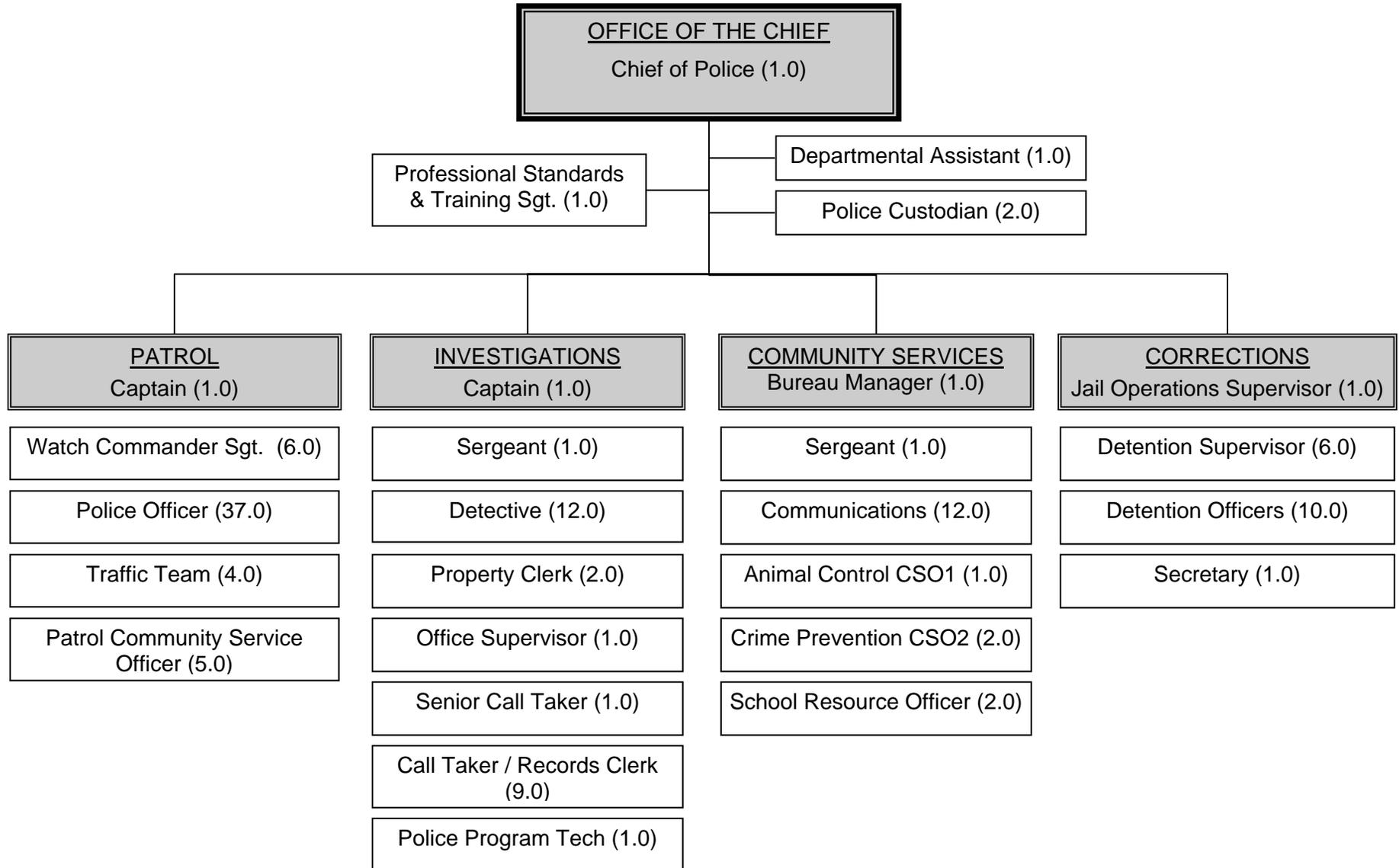
## Financial Summary

	Actual FY07	Actual FY08	Amended FY09*	Adopted FY10
<b>Expenditures by Category:</b>				
Personal Services	\$10,767,770	\$11,224,020	\$12,176,818	\$14,172,223
Materials and Services	1,830,276	2,196,158	2,388,687	2,877,967
Capital Outlay	<u>772,982</u>	<u>231,330</u>	<u>248,500</u>	<u>331,000</u>
<b>Total</b>	<b><u>\$13,371,028</u></b>	<b><u>\$13,651,508</u></b>	<b><u>\$14,814,005</u></b>	<b><u>\$17,381,190</u></b>
<b>Expenditures by Fund:</b>				
General	\$10,822,862	\$11,176,811	\$11,810,615	\$11,926,879
Development Projects	154	46,086	-	-
Jail Operations	-	-	181,300	2,462,762
Police Local Option Levy	1,625,205	1,643,302	1,831,737	2,130,690
Special Revenue	594,632	590,478	604,253	618,759
Vehicle and Equipment	<u>328,175</u>	<u>194,832</u>	<u>386,100</u>	<u>242,100</u>
<b>Total</b>	<b><u>\$13,371,028</u></b>	<b><u>\$13,651,508</u></b>	<b><u>\$14,814,005</u></b>	<b><u>\$17,381,190</u></b>
<b>Expenditures by Sub-Program:</b>				
<b>Office of the Chief</b>				
Office of the Chief	\$ 979,708	\$ 1,019,798	\$ 1,068,009	\$ 1,211,183
Federal Confiscations	16,282	-	-	-
Professional Standards	254,975	333,499	277,787	305,607
State Confiscations/DEQ	27,345	70,656	61,000	-
<b>Investigations</b>				
Investigations	2,032,059	2,074,666	2,147,315	2,253,352
Property Control	189,748	195,511	207,204	219,482
Records	791,444	841,257	917,371	875,600
<b>Municipal Jail</b>				
Jail Operations	-	-	181,300	2,452,762
Jail Facility	-	-	-	115,000
<b>Patrol Bureau</b>				
Patrol	6,262,149	5,813,585	6,392,737	6,360,700
Traffic Enforcement	500,258	584,683	574,674	584,195
Patrol Community Services	366,827	342,174	408,545	438,880
<b>Services Bureau</b>				
Community Services	154,841	275,214	298,984	289,468
Communications	1,158,015	1,479,377	1,623,438	1,665,532
Animal Control	126,334	125,878	137,409	150,983
Court Security	82,083	81,093	92,761	-
Crime Prevention	164,180	163,896	169,169	183,610
School Resource Program	<u>264,780</u>	<u>250,221</u>	<u>256,302</u>	<u>274,836</u>
<b>Total</b>	<b><u>\$13,371,028</u></b>	<b><u>\$13,651,508</u></b>	<b><u>\$14,814,005</u></b>	<b><u>\$17,381,190</u></b>

\* Amended as of June 1, 2009

# Police Department

Total FTE: 123.0



## Police Department

### FTE Summary by Fund

Number of Full-Time Equivalents	Actual FY07	Actual FY08	Adopted FY09	Adopted FY10
General	88.50	88.50	89.50	84.37
Jail Operations	0.00	0.00	0.00	18.00
Police Local Option Levy	20.00	20.00	20.00	20.00
Special Revenue	1.50	1.50	1.50	0.63
<b>Total Full-Time Equivalents</b>	<b>110.00</b>	<b>110.00</b>	<b>111.00</b>	<b>123.00</b>

### Position Summary

Job Title/Classification:	Actual FY07	Actual FY08	Adopted FY09	Adopted FY10
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	0.00
Departmental Assistant	0.00	0.00	0.00	1.00
Detention Officer	0.00	0.00	0.00	10.00
Detention Supervisor	0.00	0.00	0.00	6.00
Jail Operations Supervisor	0.00	0.00	0.00	1.00
Police Call Taker/Records Clerk	10.00	10.00	10.00	9.00*
Police Captain	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Custodian	1.00	1.00	2.00	2.00
Police Dispatcher	13.00	13.00	13.00	12.00*
Police Office Supervisor	1.00	1.00	1.00	1.00
Police Officer	58.00	58.00	58.00	55.00*
Police Records Clerk, Senior	1.00	1.00	1.00	1.00
Police Records Technician	0.00	0.00	0.00	1.00
Police Secretary	2.00	2.00	2.00	1.00
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>111.00</b>	<b>123.00</b>

\* 5.0 FTE were not funded for FY10 in order to meet budgetary targets

# 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:

In FY09, an existing Police Secretary position has been reclassified to a Departmental Assistant position.

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Police services are responsive to citizens and provide maximum protection for life and property</b>				
• Percent of citizens expressing satisfaction with department service	91%	95%	91%	92%
• Percent of citizens who rate the department fair/good/excellent in protection of the community	95%	95%	98%	98%
• Percent of citizens who feel safe in their neighborhoods at night	60%	65%	66%	65%
• General Order Manual is reviewed and updated annually	20%	25%	25%	25%
<b>Seized and forfeited property is properly accounted for</b>				
• Percent of forfeited property and/or funds used only for lawful purposes	100%	100%	100%	100%

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Recruitment and selection procedures are designed to hire highly qualified employees</b>				
• Percent of newly hired employees who remain employed in Department 12 months following hire date	80%	83%	87%	85%
• Percent of citizens who rate Department members competence level fair/good/excellent	98%	98%	97%	98%
• Percent of citizens who rate Department members equal treatment of all individuals regardless of race/ethnicity fair/good/excellent	95%	95%	97%	98%
<b>In-service and specialized training programs meet mandated and specialized training needs</b>				
• Percent of citizens who rate Department members competence level fair/good/excellent	98%	98%	97%	98%
• Number of employees who attend at least one off-site training event	72	65	65	83
• Total number of off-site training events attended	41	40	40	40

# 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 &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</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	3.1	2.8	2.5
• Median Response Time to Emergency Calls (in minutes)	3.3	3.1	3.2	3.3
• Median Response Time to Priority Calls (in minutes)	4.2	4.3	4.5	4.5
• Percentage of shifts with more than minimum staffing on patrol	40%	30%	17%	20%
• Hours spent on special enforcement/community events	400	410	370	400
<b>Laws and Ordinances regulating the safety and livability of the community are adequately enforced</b>				
• Percentage of reported abandoned vehicles removed within 30 days	68%	72%	75%	75%
• Number of traffic citations issued	11,494	10,102	9,300	10,000
• DUUI arrests	641	593	650	650
• Major traffic arrests	224	209	154	180

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Adopted</b>
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	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
• Number of responses to traffic complaints from citizens	138	140	150	150
• Injury accidents	182	174	162	160
• Non-injury accidents	583	632	668	700

# 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 identity theft cases. This Bureau also manages property and evidence, and maintains the Department's records files.

#### Service Level Changes:

In FY09, an existing Police Secretary position has been reclassified to a Police Program Technician.

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Follow-up investigations are provided based upon the seriousness and solvability of the crime</b>				
• Percent of serious crimes against persons "cleared"	72%	54%	93%	80%
• Percentage of crimes assigned "cleared" according to UCR rules	57%	53%	58%	60%
• Number of follow-up investigations assigned per detective per month	10	10	11	15
<b>Participate in multi-agency child abuse team evaluations and participate in regional drug investigations</b>				
• Number of drug arrests resulting from drug investigations	259	210	215	250
• Number of Multi-Disciplinary Team (MDT) child abuse-type investigations reviewed	120	120	120	180

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Calls for service from the community are handled at the most appropriate level for the situation</b>				
• Calls for service answered through non-dispatching means	10,655	9,477	9,950	10,000
• Calls for service answered by dispatching officers	45,476	44,773	48,528	48,000
• Reports written by records staff	2,232	2,220	2,650	2,700
• Total number of reports written	15,093	14,500	14,200	14,500

# Police Department

## Program: Municipal Jail Operations Bureau

### Program Description:

The Springfield Municipal Jail is a new program scheduled to open in FY10, and will provide detention space for municipal-level offenders in Springfield. By operating a municipal jail, the Department will reduce the number of offenders who are released from custody prior to posting bond or who fail to appear for scheduled municipal court hearings. The Jail Operations Supervisor leads this Bureau and reports to the Police Investigations Captain.

### Budget Highlights and Service Level Changes:

#### Highlights:

This is a new program in FY10. The Jail Operations Bureau will oversee completion of the Jail facility, hiring of staff, policy development and implementation of the Jail program.

**Service Level Changes:** This is a new program in FY10.

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Hire and train staff for the new jail facility</b>				
• Number of successful new hires	N/A	N/A	2	14
• In-house training hours provided per FTE	N/A	N/A	40	120
<b>Secure vendor contracts within budget for jail operations</b>				
• Inmate Food Service	N/A	N/A	NEGOTIATED	SECURED
• Inmate Telephone	N/A	N/A	NEGOTIATED	SECURED
• Inmate Medical	N/A	N/A	NEGOTIATED	SECURED
<b>Successfully open and operate Municipal Jail Facility</b>				
• Book-ins	N/A	N/A	N/A	1,200
• Percentage of Pre-trial inmates posting bail	N/A	N/A	N/A	50%
• Percentage of inmates serving full sentence	N/A	N/A	N/A	75%
• Percent of all sentences serviced	N/A	N/A	N/A	80%

# Police Department

## Program: Services Bureau

### Program Description:

Members of the Services Bureau provide support services for Patrol, Municipal Jail, and Investigations Bureaus. Bureau members provide dispatch, crime prevention, animal control and school liaison services. 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:

The Services Bureau will continue to provide support services to the rest of the Department.

#### Service Level Changes:

In FY10, Municipal Court security and prisoner transport functions will be moved into the Municipal Jail Operations Bureau.

<b>Program Outcomes &amp; Indicators:</b>	<b>Actual FY07</b>	<b>Actual FY08</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Laws and Ordinances regulating the safety and livability of the community are adequately enforced</b>				
• Dog Licenses issued	1,625	1,900	2,000	2,500
• Animals impounded	205	332	300	350
• Other Animal related reports taken	150	120	110	120
<b>Participate in multi-agency child abuse team evaluations and participate in regional drug investigations</b>				
• Number of students provided classroom instruction	1,100	2,375	2,000	2,000
• Citizen Police Academy Graduates	23	25	25	25
• Kiwanis Safety Town Graduates	90	100	100	100
• Security inspections conducted	350	225	200	225
• Chronic nuisance locations abated	19	10	20	20
• Neighborhood Watch membership	1,500	1,450	1,500	1,500
• Educational presentations	136	120	150	150
• Crime prevention through environmental design (CPTED) consultations	16	3	5	5