



POLICE DEPARTMENT



Organization Set – Sections

- Chief's Office**
- Field Operations**
- Special Operations**
- Support Services**
- Community Relations**

Organization Set #

01-11-040
01-11-043
01-11-046
01-11-049
01-11-052



2008 – 2009 Proposed Budget --- Budget Summary General Fund – Police

2008 - 2009 Police Department Budget Highlights



The Police Department (PD) continues to focus on community safety and livability as identified through the Community Choices process. The proposed 2008 - 2009 budget reflects the department's efforts to strengthen its abilities to provide professional and efficient service to the citizens of McMinnville. Much of the PD's effort is focused on technology improvements that will enhance the PD's service to the community.

- **Crime Analysis Function** --- The implementation of a crime/intelligence analysis function within the department is critical to the long-term success of police services in this community. This unit will provide timely and pertinent information relative to crime patterns and trend correlations that will assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and the clearance of cases. Crime Analysis supports a number of department functions including patrol deployment, special operations and tactical units, investigations, planning and research, crime prevention, and administrative services.



A crime analysis function is added to assist investigators and officers in developing plans to address crime and other livability issues.

- **Transfer of Peer Court Operation to Yamhill County Juvenile Department** --- Although Peer Court was originally a City program developed by the Police Department for the residents of McMinnville, over the years it has grown to become a county-wide service provided to youths throughout Yamhill County. Currently, the Yamhill County Juvenile Department contracts with the Police Department to manage and staff the County-Wide Peer Court program. Beginning in 2008 – 2009, the Yamhill County Juvenile Department will operate the County-Wide Peer Court Program. The Police Department and Juvenile Department are working together to ensure a smooth transition of the operation.
- **Re-Allocation of Peer Court Staff** --- In conjunction with the transfer of the Peer Court program to the Yamhill County Juvenile Department, personnel will be re-allocated to augment other programs in the Police Department. This re-allocation consists of the addition of 1.0 FTE Police Community Support Coordinator and one .40 FTE position for Parking/Code Enforcement. This will allow the department to retain the function of community relations and add a crime/intelligence analysis function, as well as providing additional support for parking/code enforcement.
- **Enhancement of Traffic Safety and Enforcement** --- The addition of a second traffic officer will provide enforcement and enhance the Police Department's efforts in education to the community. Since the addition of a motorcycle officer in October 2006, there has been a 25% reduction in traffic crashes from 336 in 2006 to 250 in 2007. Additionally, officers assigned to traffic duty participate in safety programs and make presentations to community groups in an effort to educate our community with regard to traffic safety.
- **Safety Training** --- Maintain a training budget that meets the state requirements set forth by the Oregon Department of Public Safety

2008 – 2009 Proposed Budget --- Budget Summary

General Fund – Police



A second traffic officer is added to further enhance traffic safety.

Si ring (DPSST), OSHA, and also maintains quality of professional service.

Full-Time Equivalents

	<u>2007-2008</u>	<u>Change</u>	<u>2008-2009</u>
FTE Adopted Budget	45.14		
Police Officer - Traffic		+ 1.00	
Police Community Support Coord		+ 1.00	
Parking/Code Enforcement		+ 0.40	
Peer Court Manager		- 1.00	
Office Specialist I - Peer Court		- 1.20	
Extra Help - Peer Court		- 0.12	
Extra Help - Training Facility		+ 0.07	
Extra Help - Investigations		- 0.48	
Extra Help - Police Records		+ <u>0.24</u>	
FTE Proposed Budget		- 0.09	45.05

Short and Long-Term Issues

↗ Short-Term Issues

Downtown Criminal Activity --- Continued downtown and park bicycle patrols to address the increased criminal activity during the summer months using full-time and reserve police officers.

Electronic Filing System --- Installation of the Police Department's electronic file system is complete. The Police Department is in the process of inputting documents into the system.

↗ Long-Term Issues

Staffing --- Police Department resources are allocated to prioritize emergency response and the delivery of essential services. The PD response to emergencies is considered acceptable and response to non-emergency calls-for-service is adequate. As the community continues to grow, the demand for increased police services will also grow.

Electronic Citation Issuance --- A joint project with Municipal Court, the PD is working with the IS Department to implement an electronic mechanism for police officers issuing traffic citations. This mechanism will enable police officers to directly link to the Department of Motor Vehicles' database for easy data entry as well as downloading directly to both the Police Department's and Municipal Court's records management systems. This year proposes the first two phases of three phases. Phase I is to equip the motorcycle officer with the software and equipment necessary to begin the electronic ticketing process. Phase II includes the interfaces to the Police Records System and the Municipal Court Caselle Software. Phase III provides equipment for the rest of the patrol fleet. The total cost of all three phases is estimated to be approximately \$75,000.



Electronic ticketing will eliminate redundant data entry of traffic citations for both Municipal Court and PD Records staff.

Long-Term Issues – Continued

Professional Standards --- The PD is in the beginning stages of pursuing accreditation through the Oregon Accreditation Alliance. The Alliance, supported by the Oregon Chief's and Sheriff's Associations, has recently updated its standards to reflect best practices for law enforcement, with a focus on requirements in the State of Oregon. This process will ensure that the PD's policies and practices are consistent with Oregon law, as well as ensuring policies are in accordance with state and national standards.

Police Facility --- Ground breaking for the new police facility occurred June 2007. Staff has continued to participate in the project as needed and prepares to move to the new facility in June 2008.



The Police Department moves into new facility.

Core Services

↪ Patrol:

- Emergency and non-emergency calls-for-service response.
- Initial and follow-up investigation of misdemeanor crimes and violations.
- Initial investigation of felony crimes. (Detectives follow-up the long-term investigations of person or property crimes.)
- Traffic enforcement.
- Serious injury crash investigations.
- Special event coverage Turkey Rama, July 4th, parades, Linfield and McMinnville High graduations, etc.

↪ Investigations (Detectives):

- The investigation of mandated and the most serious felony person crimes; i.e., homicide, rape, child abuse, etc.
- Follow-up investigations of all felony person crimes.
- Follow-up investigations of felony property crimes.
- Investigation of controlled substance crimes.

↪ Core Support Services:

- Police record management and reporting required by law.
- Record requests; i.e., information, police report copies, etc.
- Evidence and found property management and disposal.
- Professional standards.

↪ Crime Prevention/Community Outreach:

- High School and Middle Schools Youth Service Resource Officers (SRO)
- Facilitate community safety and educational events; i.e., National Night Out, Kids' Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Citizens' Police Academy, and Senior Citizen Safety and Awareness programs.

↪ Crime Analysis:

- Supports various department functions including patrol, special operations, crime prevention, and administration.
- Assist operational personnel in identifying crime trends and patterns of behavior, and attempt to help the agency intervene by forecasting and developing action plans.

↪ Ordinance Enforcement:

- Parking enforcement.
- Code enforcement, i.e., abandoned vehicles, trash complaints, grass, illegal dumping and sign postings, etc.
- Radar trailer placement.
- Subpoena service.



General Fund – Police --- Historical Highlights

- 1985** Police Association forms becoming first City union.
- 1986** City and Police Association negotiate and sign first contract.
- 1990** Rodney C. Brown appointed Police Chief.
- 1991** School Resource Officer (SRO) Program partnership with McMinnville School District begins.
- 1994** Police Department undergoes major remodel and upgrade of heating and air conditioning system, and roof, gutter, soffit, and siding repairs.
- 1995** Police Department becomes nationally accredited by the Commission on Accreditation for Law Enforcement Agencies.
- 1995** Firearms Training Facility built next to the SW corner of the main airport runway on the north bank of the South Yamhill River.
- 1995** Police Department implements Peer Court Program.

- 1998** Police Department expands Peer Court Program to Newberg and small Yamhill County cities with revenue support from Newberg and Yamhill County.

- 2000** R. Wayne McFarlin appointed Police Chief.

- 2001** New Evidence and Program Materials Storage Building opens for PD use next to the Water Reclamation Facility.

- 2002** School District funding for school resource officer assigned to middle schools is lost. Officer returns to patrol duties.

- 2003** DARE Program eliminated and officer returned to patrol duties due to severe citywide budget shortfall.

- 2003** Police and Information System Departments implement new VisionAir records management system replacing the Regional Automated Information Network (RAIN) records management system.



- 2003** Police and Fire Departments begin implementing new 450 MHz voice radio system.

- 2003** Police Department conducts Supervisors Training Academy.

- 2004** Work to expand the City's 450 MHz voice radio system countywide begins, funded by a Yamhill County voter-approved levy.

- 2005** Yamhill County public safety agencies implement Mobile Data Computer system on city-constructed backbone with Homeland Security grant funding.



- 2006** Police Department implements new defensive device for officers. The tool is known as an "electronic stun device".

General Fund – Police --- Historical Highlights

2006 Ronald H. Noble appointed Police Chief.

2006 Voters passed a bond for construction of a new 34,000 square foot Public Safety Building.



2006 November, Officer Symons takes to the road to become the City's first full time motor unit officer.

2006 August, K-9 Officer Mayk joins the Police Department after Ferro retires.



2007 New Evidence Records Management System implemented to ensure proper tracking and disposition of evidence and seized property.

2007 Established a Mobile Command Vehicle utilizing a retired Fire Department Ambulance.



2008 - 2009 Proposed Budget --- Personal Services Summary
Salaries Paid From More Than One Source
General Fund - Police

<u>Position Description</u>				<u>Detailed Summary</u>	
<u>Fund</u>	<u>Department</u>	<u>Number of</u>	<u>Total</u>	<u>Page</u>	<u>Amount</u>
	<u>Section</u>	<u>Employees</u>	<u>Salary</u>		
	<u>Program</u>				
		<u>Range</u>			
<u>Police Community Support Coordinator</u>		1	140	51,685	
General Fund					
Police					
Field Operations					
Code / Parking Enforcement (0.98 FTE)				46	50,651
Street Fund (0.02 FTE)				183	1,034
<u>Administrative Specialist I / Parking & Code Enforcement</u>		1	316 / 326	37,610	
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				7	6,394
Legal (0.20 FTE)				10	6,394
Police					
Field Operations					
Code / Parking Enforcement (0.60 FTE)				46	24,822