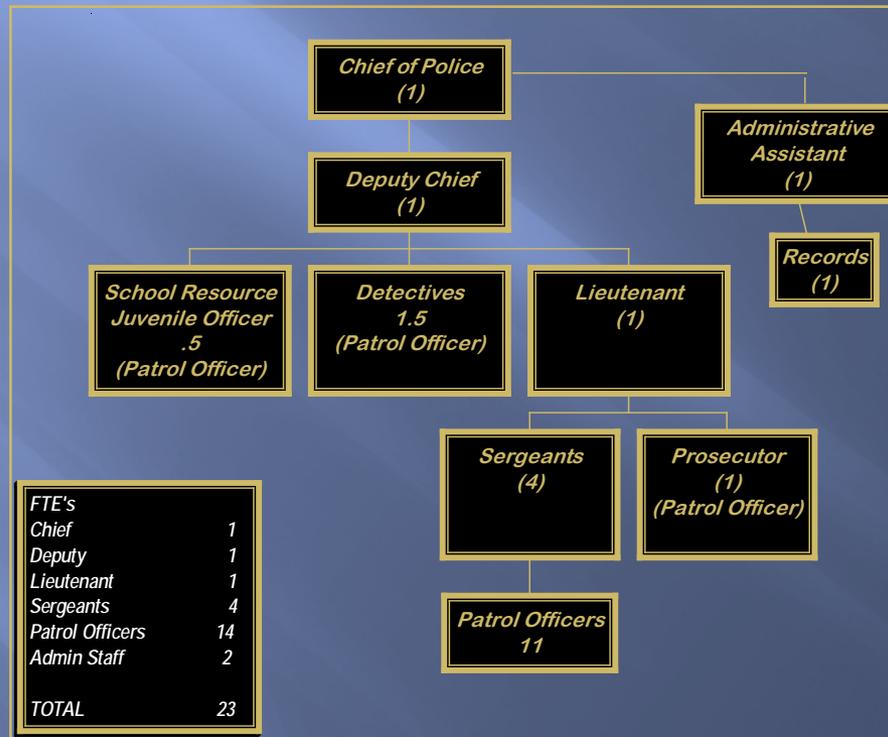


NORFOLK POLICE DEPARTMENT

FY 2021 Budget Request

Norfolk Police Department Organizational Chart Full Time Employees



Norfolk Police Patrol Staffing 21 Officers

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

11p-7a

<i>Sgt 4</i>	<i>Sgt 4</i>	<i>Sgt 4</i>	<i>Sgt 4</i>	<i>Sgt 3</i>	<i>Sgt 3</i>	<i>Sgt 4</i>
Ptl 10	Ptl 10	Ptl 10	Ptl 10	Ptl 9	Ptl 9	Ptl 10
Ptl 9	Ptl 9	Ptl 11	Ptl 11	Ptl 11	Ptl 11	Ptl 9

7a-3p

<i>(Lieutenant) Ptl 8</i>	<i>(Lieutenant) Ptl 8</i>	<i>Sgt 3</i>	<i>Sgt 3</i>	<i>Sgt 1</i>	<i>Sgt 1</i>	<i>(Lieutenant) Ptl 8</i>
Ptl 1	Ptl 1	Ptl 1	Ptl 1	Ptl 2	Ptl 2	Ptl 1
Ptl 2	Ptl 2	Ptl 3	Ptl 3	Ptl 3	Ptl 3	Ptl 2

3p-11p

<i>Sgt 2</i>	<i>Sgt 2</i>	<i>Sgt 1</i>	<i>Sgt 1</i>	<i>Sgt 2</i>	<i>Sgt 2</i>	<i>Sgt 2</i>
Ptl 7	Ptl 4	Ptl 4	Ptl 4	Ptl 4	Ptl 7	Ptl 7
Ptl 5	Ptl 7	Ptl 7	Ptl 5	Ptl 5	Ptl 5	Ptl 5
Ptl 6	Ptl 6	Ptl 6	Ptl 6	Ptl 8	Ptl 8	Ptl 6

Staffing Levels

- ❑ Minimum patrol staffing all shifts: 3 officers. 1 Sergeant/Lieutenant, 2 patrol officers.
- ❑ Scheduled patrol staffing:
 - ❑ 11pm – 7 am: 1 Sergeant, 2 patrol officers
 - ❑ 7am – 3pm: 1 Sergeant or Lieutenant, 2 patrol officers
 - ❑ 3pm – 11 pm: 1 Sergeant, 3 patrol officers

Total staffing required, based on covering a 6 day rotating work cycle:

Patrol: Midnights: **1.5** Sergeants
 3 Patrol Officers

 Days: **1** Sergeant/.**5** Lieutenant
 3.5 Patrol Officers

 Eves: **1.5** Sergeant
 4.5 Patrol Officers

Total: **4** Sergeants
 1 Lieutenant , works 2 or 3 shifts per week as the road supervisor
 10 Patrol Officers

Detectives **1.5** Detective
 .5 Detective/School Resource Officer

Prosecutor **1**

Chief **1**

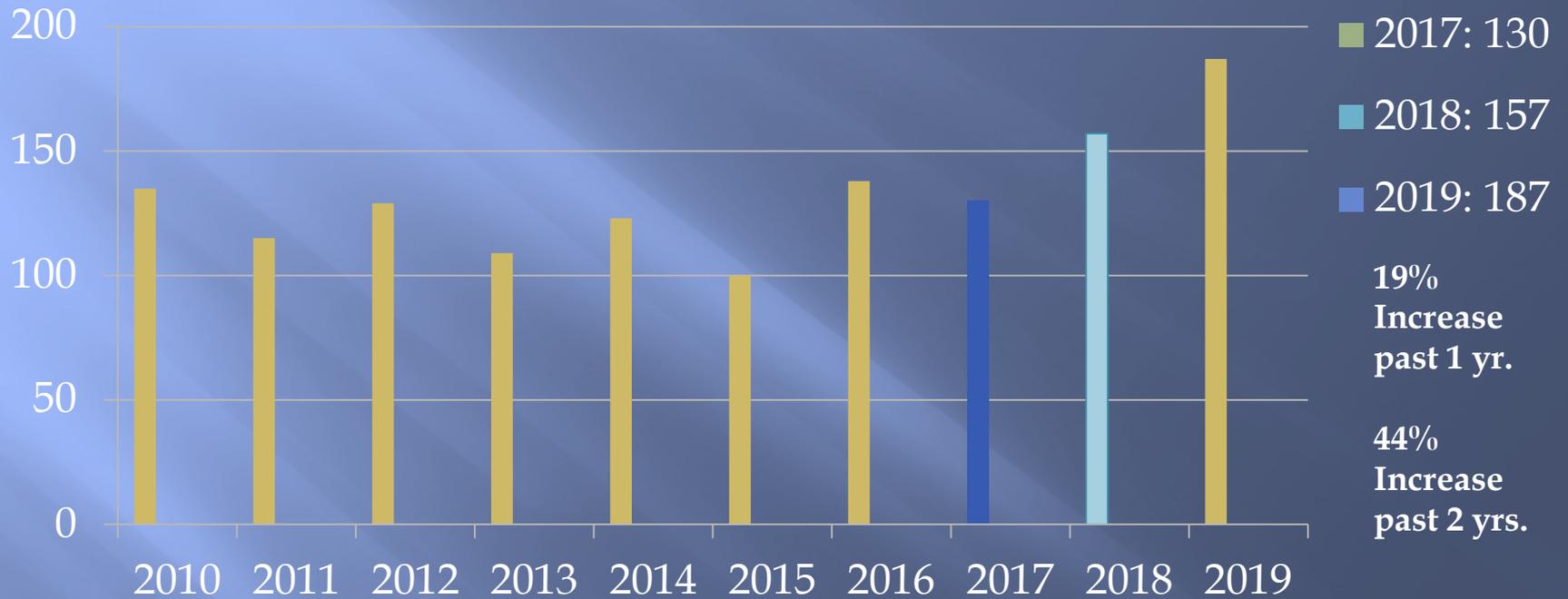
Deputy Chief **1**

Lieutenant **1**

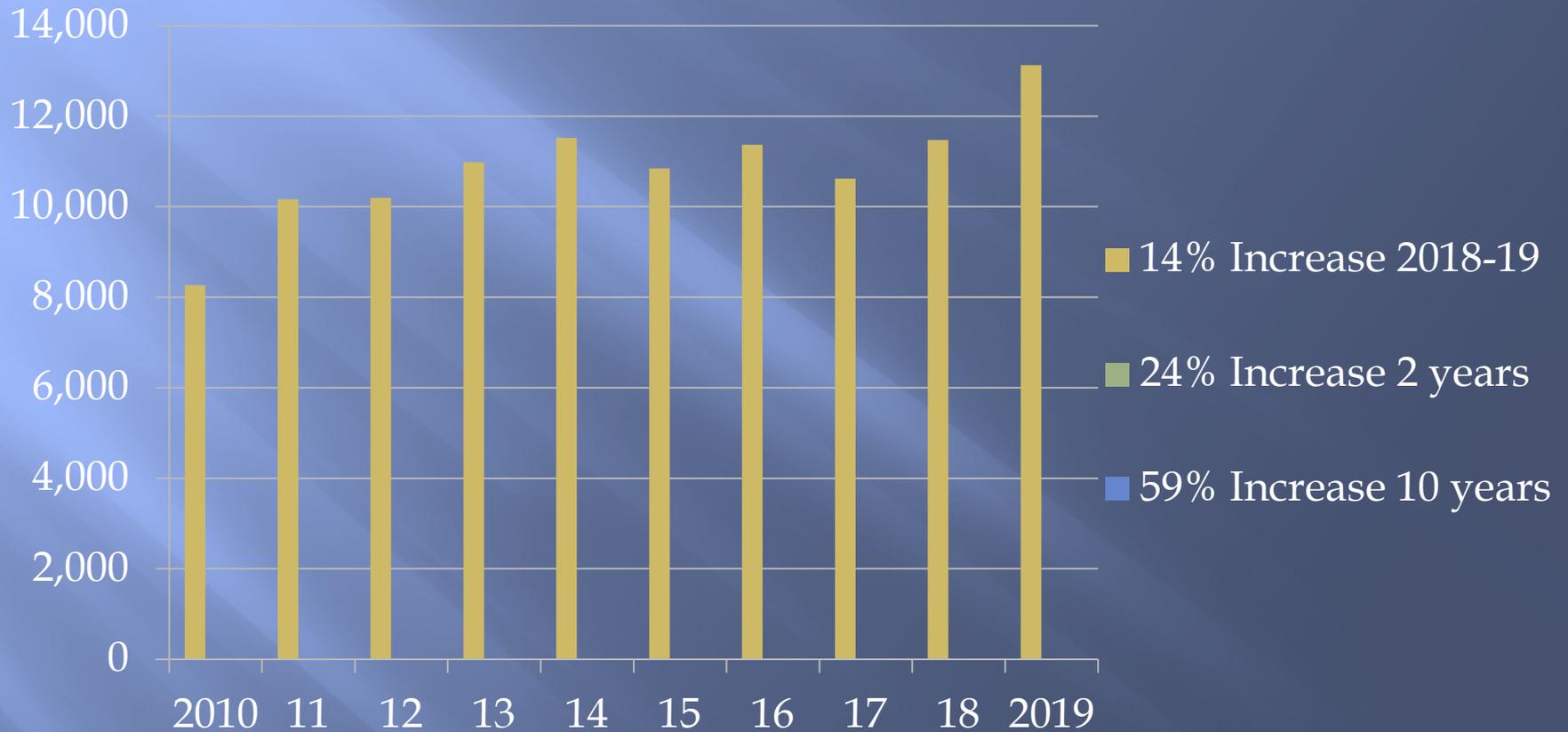
Total: **21** Officers

- ❑ Patrol schedule is based on 4 days on, 2 days off, 6 day work cycle.
- ❑ Days off rotate backwards one day each week for a 6 week cycle; this gives all patrol officers one weekend off every 6 weeks.
- ❑ All patrol shifts must have at least 3 officers; 1 officer must be available to remain in the station for the entire time a person is under arrest. At least 2 officers must be available for the entire booking process – 90 minute average.
- ❑ This ensures there will be 2 officers available to respond to emergency calls when there is a prisoner in custody.
- ❑ One arrest can conceivably be in custody for up to 66 hours (3 PM on a Friday afternoon until Monday 9 AM court arraignment - 90 hours if there is a Monday Holiday
- ❑ Staffing levels:
 - ❑ 2 administrative positions since the 1980's
 - ❑ 19 FT officers since July 2015
 - ❑ 21 since July 2018; 2 added to address increased call volume as well as anticipation of opening of new station and prisoner watch needs.

Custodies



Call Volume



Detective Division:

- ❑ 1 patrolman assigned as full time detective, generally assigned to days, but hours and actual days work vary due to caseload and investigations.
- ❑ 1 patrolman assigned 20 hrs. per week as a detective, and 20 hours per week as School Resource Officer.

Court Prosecutor:

1 patrolman assigned as Court Prosecutor:

- ❑ Processes paperwork and attends arraignments for all arrests, criminal summons, court complaints, and hearings. Adult cases are handled in Wrentham District Court , Dedham Grand Jury, and Dedham Superior Court. Juvenile cases are handled in Dedham Juvenile Court.
- ❑ Attends Magistrate show-cause hearings, and motor vehicle citation appeal hearings.
- ❑ Processes all Discovery and Motions hearing paperwork.
- ❑ In 2019, in addition to 233 complaints filed from arrests, an additional 390 non-arrest complaints were filed, for a total of 623 criminal charges.

Budget Effects 0% Increase

0% increase will mean reduction of \$85,807 from level funded budget.

The following areas weighed and scrutinized to determine where to reduce current budget by that amount:

1. Reduction in Expense budget – This option is not viable as:

- ❑ Our expense budget is made up mainly of known and fixed costs that are critical to our operation.
- ❑ As we enter year two of working in our new station, much of the new technology and equipment that we have requires additional service, support and maintenance costs.

The ultimate effect is that our expense budget actually needs to rise to absorb these additional costs, but with a zero percent increase we simply cannot reduce this side of the budget; if anything the expense side should increase to absorb these additional new costs.

0% Increase (Continued)

2. Reduce staffing by one officer, to 20 officers. This would mean having to cut one officer from a shift.
 - ❑ Minimum staffing is 3 per shift.
 - ❑ The only shift that has more than the required minimum patrol staffing is the afternoon with 4 officers.
 - ❑ This is necessary due to the high call and arrest volume that occurs on the afternoon shifts.
 - ❑ 66% of all arrests and nearly half (48%) of all calls for service occur on the afternoon shift.
 - ❑ The afternoon shift needs to remain at 4 officers to insure adequate staffing for safety of the Town and the our officers.

0% Increase (Continued)

- ❑ The midnight shift is at minimum staffing (3) and cannot be cut.
- ❑ The dayshift has the minimum 3 officers assigned to patrol. To cut from here, either the Detective or School Resource Officer position would have to be eliminated to allow that officer return back to patrol.
- ❑ Detective position is a vital part of our operation.
- ❑ SRO position has been one of our most successful programs, and the KP School District has acknowledged the need for this position by reimbursing the town for 50% of the salary of the SRO, so this would adversely affect the Town budget even further.

0% Increase (continued)

Reduce salary/overtime budget by \$85,807. Cuts will need to come from areas such as:

- Extra Help
- Sick
- Specialized Training
- Reserve Shifts
- Overtime

Additionally, during the upcoming 2021 fiscal year, we expect at least 2 officers to retire after lengthy and successful careers with the Norfolk Police Department.

- We will see savings as we will be hiring new officers at a lower pay rate than the retiring senior officers
- The new replacement officers will spend nearly 6 months attending a police academy .
- While in the academy, they are unavailable to work any shifts, meaning we will also need to fill these open shifts with a mix of overtime and Reserve Officers.

3% Increase

A 3% increase will allow us to restore adequate funding to the salary and overtime budgets that will ensure:

- Ability to staff shifts at appropriate and safe levels, for both the Town and for our officers.
- Ensure proper shift staffing to cover open shifts due to any type of leave.
- Ensure proper staffing in the event of emergency situations requiring additional staff (major storms, incidents, special events, etc.)
- Ability to cover open shifts while new officers are attending the police academy.
- Ensure we will not have to reduce or eliminate the Detective or School Resource Officer positions in order to cover the patrol shifts.

Cruiser Purchases

2009	Zero
2010	1
2011	2
2012	Zero
2013	3
2014	3
2015	1
2016	2
2017	1
2018	2
2019	1
2020	1
Total	17
Average	1.4 per year

	Year	Vehicle	Miles
ADMINISTRATIVE VEHICLES			
101	2016	Ford Explorer XLT- FY16	65043
102	2013	Ford Explorer XLT- FY13	86502
PATROL VEHICLES			
N-1	2014	Ford Interceptor Utility- FY15	100459
N-2	2013	Ford Interceptor Utility-FY13	97156
N-3	2018	Ford Interceptor Utility- FY18	29046
N-4	2016	Ford Interceptor Utility- FY 16	64570
N-5	2014	Ford Interceptor Sedan -FY14	99029
N-6	2019	Ford Interceptor Utility - FY19	7681
N-7	2015	Ford Interceptor Utility - FY15	107833
N-8	2018	Ford Interceptor Utility - FY18	36489
N-9	2013	Ford Interceptor Utility-FY13	105,460
N-10	2017	Ford Interceptor Utility - FY17	32919
N-11	2010	Ford Crown Victoria- FY10	101,390
N-12	2014	Ford Interceptor Sedan-FY14	128,420
N-13	2008	Ford Crown Victoria - FY08	166,500
Detail	2011	Ford Crown Victoria - FY11	97,000
Motorcycle and Specialty vehicles			
NC-1	2014	Harley Davidson Motorcycle	11,478
NC-2	2014	Harley Davidson Motorcycle	12,785

Cruisers

- ❑ Current marked cruiser fleet size: 10
- ❑ Ideal turn in cycle on marked police cars – 75,000 - city departments
100,000 - highway patrols
- ❑ 1/2 of NPD marked cruisers just at or over 100,000 miles
- ❑ Keep more vehicles due to uncertainty of year to year replacement
- ❑ Average less than 1.5 new vehicles per year
- ❑ Each car assigned to 2 officers – keeps mileage down so they can be kept longer
- ❑ Officers take great pride in keeping them clean and in good condition
- ❑ Shout-out to Norfolk Highway for keeping them rolling and in great shape!

INCIDENT TYPE	2018	2019	INCIDENT TYPE	2018	2019
51A Filed (Child Neglect/Abuse)	9	8	Lockout - Motor Vehicle	46	43
911 Disconnect Investigation	304	382	Lockout - Residential	23	10
Accident - Train	0	0	Malicious Destruction	16	4
Alarm Burglar Commercial	165	84	MetroLec/SWAT Callout	20	8
Alarm Burglar Residential	187	283	Missing Child	3	4
Animal Complaint	405	849	Missing Person	3	13
13Alzheimer's Registration	1	0	Motor Vehicle Crash - Deer	12	13
Arrest	142	178	Motor Vehicle Crash - Pedestrian	1	0
Arson	0	0	Motor Vehicle Crash - Injury	14	17
Assault - Sexual	2	1	Motor Vehicle Crash - Fatal	0	0
Assault - Dangerous Weapon	1	4	Motor Vehicle Crash - No Injury	137	123
Assault - Misdemeanor	6	7	Motor Vehicle Stop	2,514	3,415
Assault and Battery	12	11	Motor Vehicle - Citation Issued	1,116	1,330
Assault and Battery on Police	4	5	Motor Vehicle - Warning	1,268	2,085
Assist Fire Department	448	384	Murder -Attempted	0	1
Assist Ambulance	620	504	Mutual Aid	77	82
Autism Registry	2	0	Narcan Administered	1	2
B&E - Attempted	0	5	OUI - Liquor	22	25
B&E - Motor Vehicle	11	5	OUI - Drugs	9	5
B&E - Building	6	6	Parking Violation	29	92
Building Check	2,484	3985	Property Damage	29	27
Civil Complaint	6	4	Property Found	23	6
Counterfeiting	0	1	Property Reported Lost	5	14
Court Order Served	62	-	Property Recovered- Stolen	21	36
Crisis Intervention Team	5	5	Protective Custody	15	9
Death Investigation	7	7	Psychiatric Emergency	10	18
Disabled Motorist Assist	124	135	Rape - Force	1	1
Disturbance	97	106	Recreational Vehicle Offense	5	7
Domestic - Family Disturbance	22	36	Repossession - Assist	9	1
Drug Distribution	4	4	Resisting Arrest	2	3
Drug Overdose	9	2	Restraining Order - Violation	9	7
Drug Overdose - Fatal	1	0	Restraining Order - Served	24	11
Drug Possession	13	4	Road Hazard	170	151
Fireworks Complaint	5	10	Sex Offender Registration	1	4
Firearm Violation	2	1	Search Warrant Served	-	1
Follow-up Investigation	131	147	Suicide Attempt	1	1
Fraud/Identity Theft	49	66	Suicide	2	1
General Offense	151	276	Suspicious Activity	596	431
General Service	2,129	1,529	Threats	11	7
Harassment	20	32	Town By-Law Violation	9	32
Harassment - Telephone	3	4	Transport	117	26
Harassment - Sexual	0	0	Trespass	18	13
Hazardous Incident	102	10	Warrant- Alcohol/Drug Evaluation	5	20
Illegal Dumping/Littering	3	0	Warrant- Psychiatric Evaluation	13	6
Industrial Accident	1	0	Weapons Violations	1	1
Larceny	22	31	Well Being Check	104	124
Larceny - Motor Vehicle	2	0	Wires Down	150	45
			TOTAL CALLS	11,475	13,128
			TOTAL ARRESTS	142	178
			PROTECTIVE CUSTODIES	15	9
			CRIMINAL SUMMONS	208	390
			CRIMINAL COMPLAINTS FILED	431	623