

## **Police Department FY18 Budget**

### **Overview**

The Reading Police Department budget request for FY18 is requested at \$4,777,250, or -0.7% when compared to FY16. Over 95% of this budget is spent on personnel.

### **Staffing**

**Wages (\$4,510,550; -0.6%)**

In the FY18 budget request, the Police Department is budgeted for 41 sworn officers, this is down from 42 sworn officers in FY17, two civilian office employees, a civilian part-time Parking Enforcement Officer, a civilian part-time Animal Control Officer, 19 per diem school crossing guards, and one full-time and one part-time position from the Reading Coalition Against Substance Abuse (RCASA). The RCASA positions that will show in the Police Department budget are fully grant funded positions for FY18.

The salary lines meet all contractual agreements, which currently are in negotiations, and direction regarding non-union compensation. This would include steps and cola adjustments.

**Expenses (\$266,700; -2.1%)**

The Department's expense budget has been decreased by 2.1%.

We are currently under negotiations with the Town of Wakefield to regionalize the Animal Control Officer functions. There has been \$50,000 dollars set aside to fund that regionalization.

## **Dispatch FY18 Budget**

### **Overview**

The Reading Public Safety Dispatch budget request for FY18 is funded at \$575,575, a 1.8% increase compared with FY17. Over 95% of this budget is spent on personnel.

### **Staffing (11 FTEs)**

**Wages (\$550,075; +1.9%)**

Dispatch is currently staffed with ten civilian Telecommunicators and one civilian Head Dispatcher who works several shifts per week as a Telecommunicator and oversees the administration of the Dispatch center. In addition to Town funding, \$50,000 in 911 grant funds are used to offset existing salaries. This grant is not guaranteed and can be discontinued at any time.

The salary lines are meeting all contractual agreements, which currently are in negotiations, and direction regarding non-union compensation. This would include steps and cola adjustments.

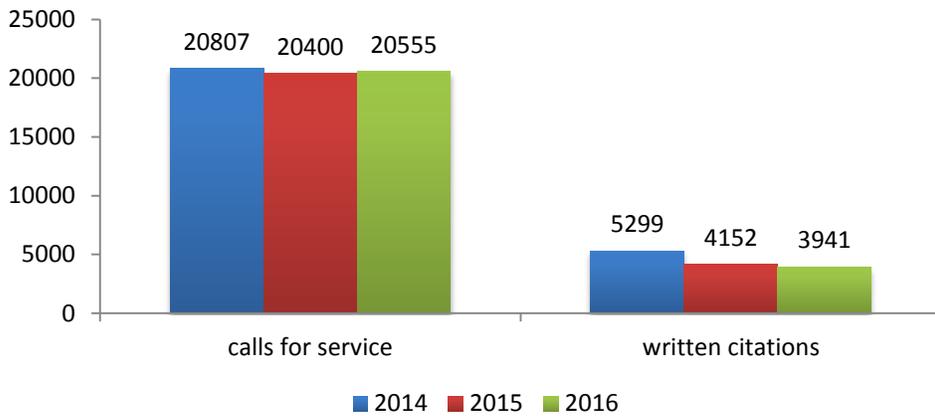
Each year this field becomes more complex due to changes in technology and in the Emergency Medical Dispatch requirements. The Reading Dispatch Center is in compliance with all requirements.

**Expenses (\$25,500; 0.0%)**

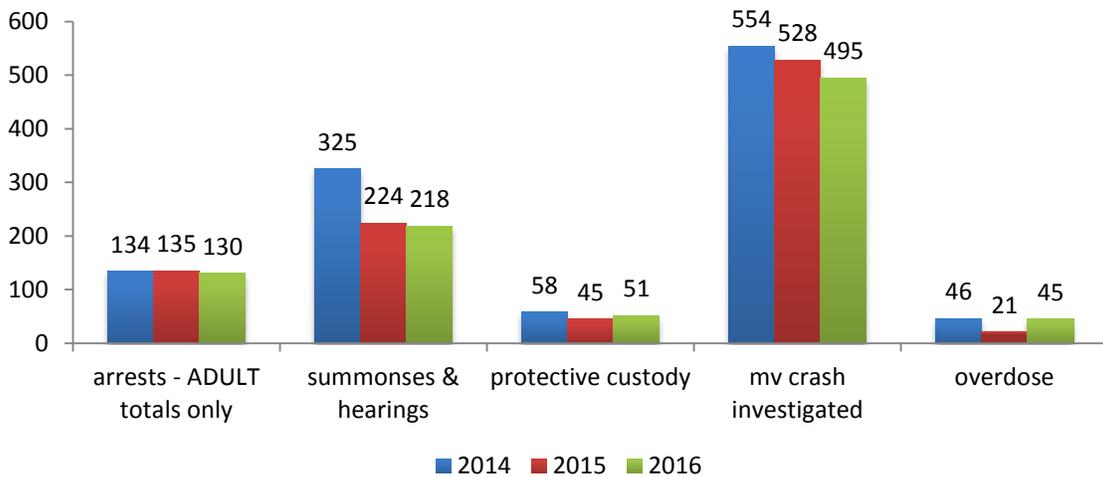
Dispatch has gone through major changes in staffing over the past few years. In addition, the Town has increased the overall staffing levels, which has caused an increase in initial uniform and training costs.

**Reading Police Department Stats**

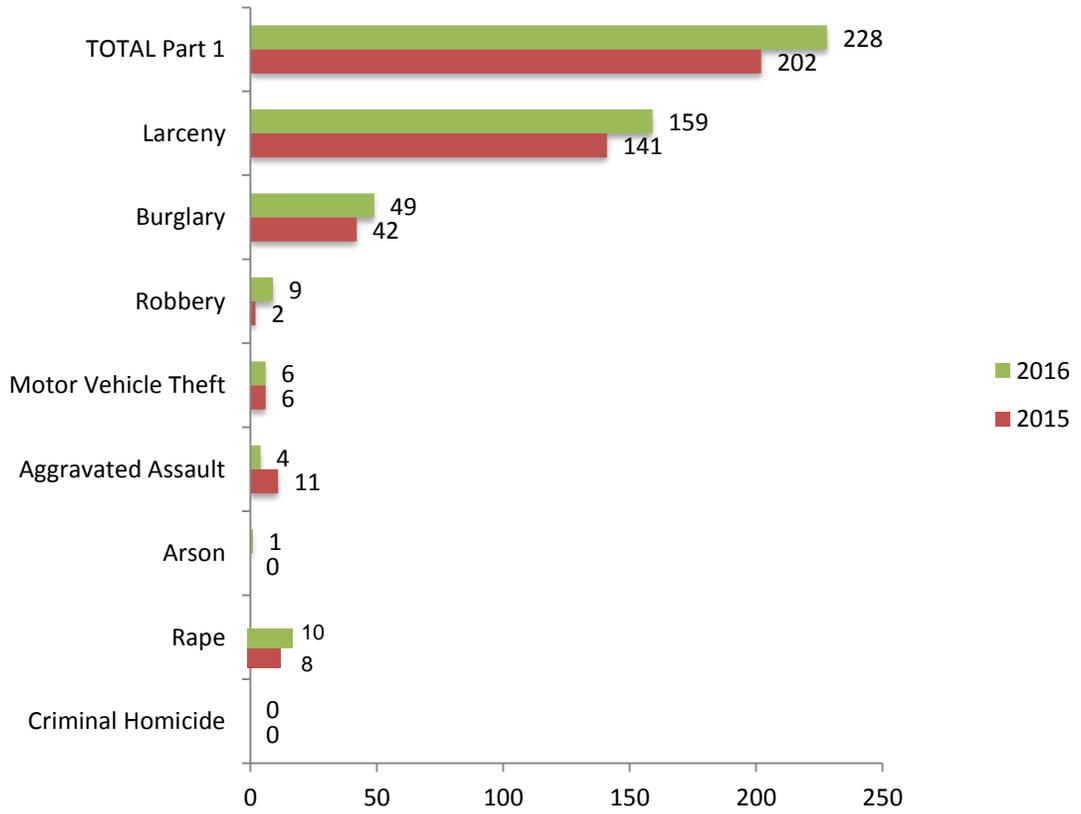
**Police**



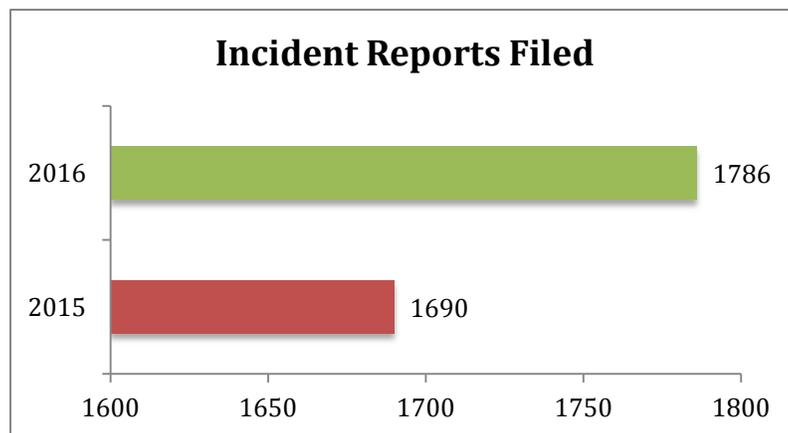
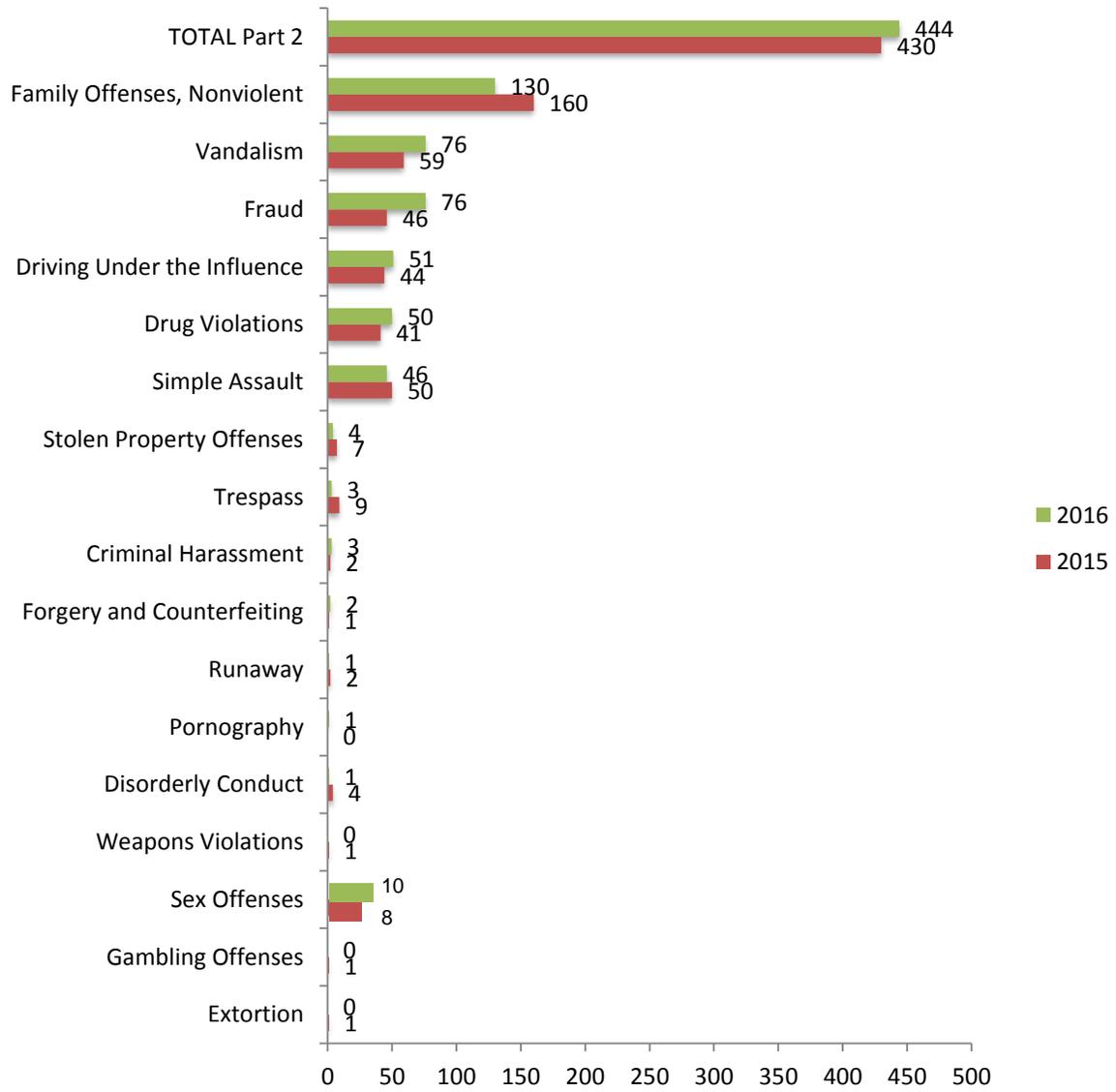
**Police Stats**



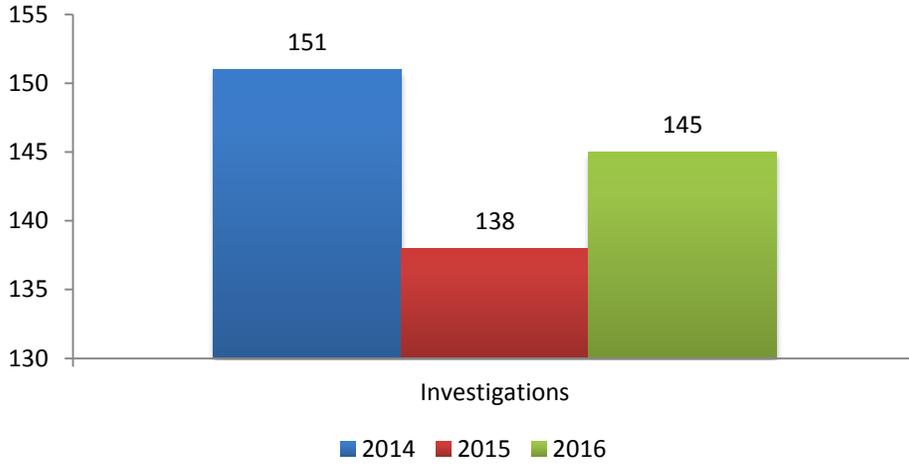
## Part 1 Crimes



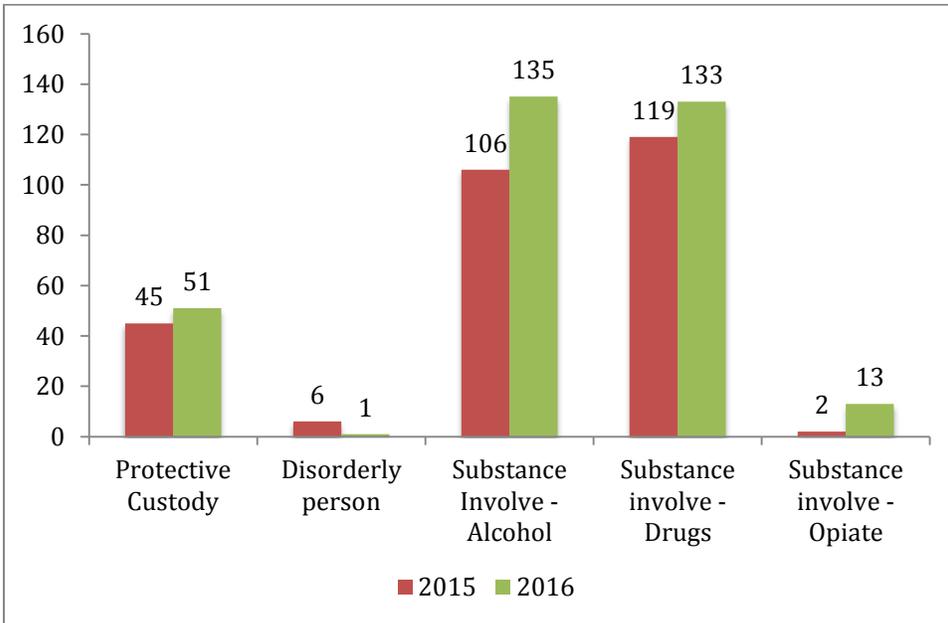
## Part 2 Crimes



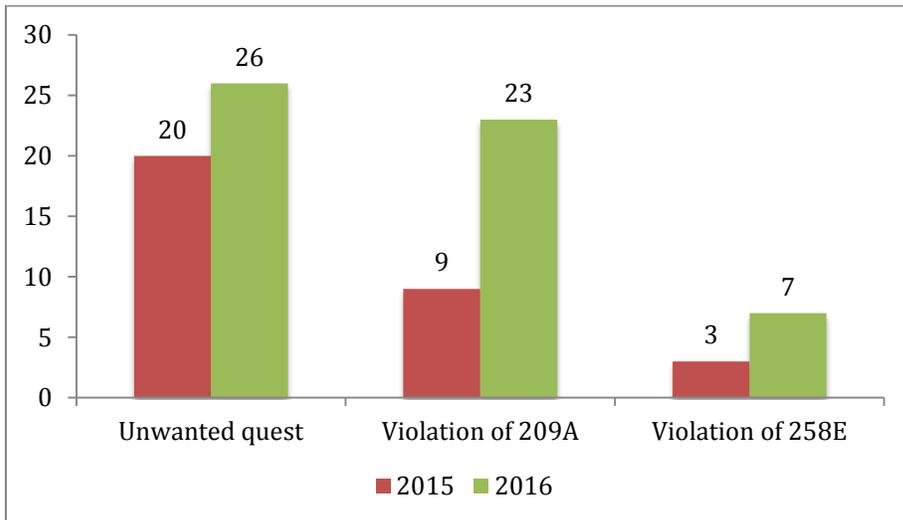
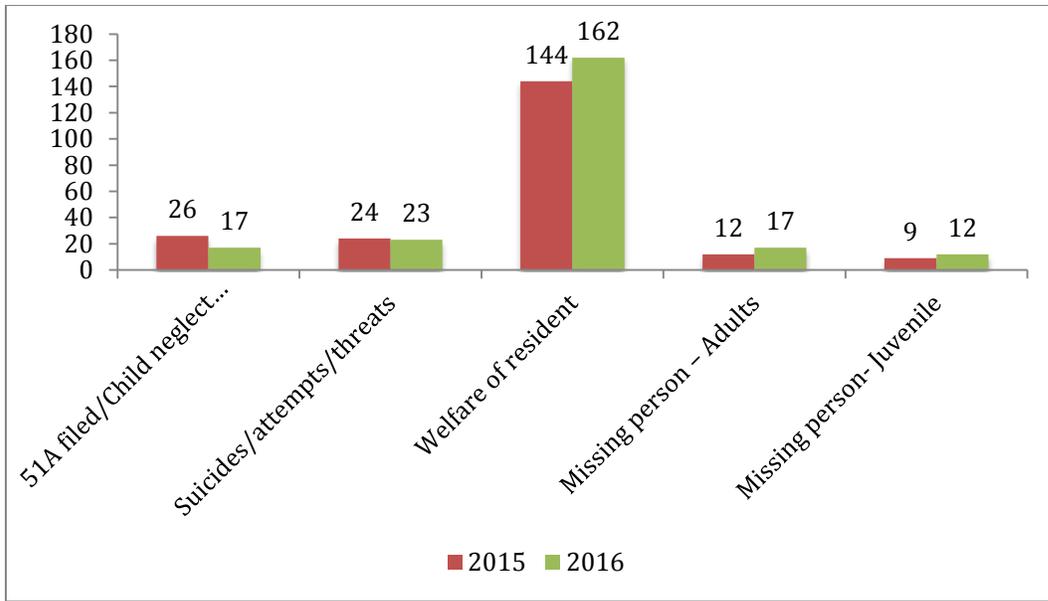
### Detective Unit



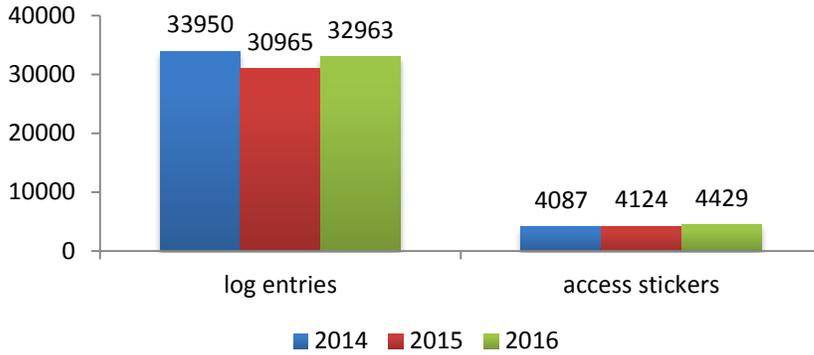
### Quality of Life Issues



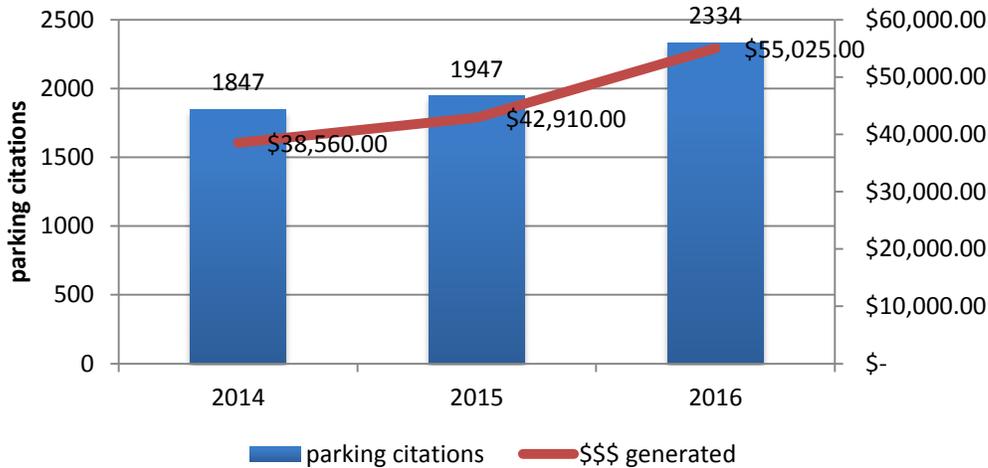
## Quality of Life Issues (Continued)



## Dispatch



## Parking Officer



## Support Services

Support Services is staffed with 3 police officers, the Traffic and Safety Officer, Armorer and Fleet Maintenance Officer, Community Service Officer, and one civilian who functions as the parking enforcement officer and animal control officer.

The Armorer and Fleet Maintenance Officer is responsible for processing all license to carry applications as well as any issues, maintenance of all firearms (including recertifying all officers with their firearms) and department vehicles.

MGL c.140 s.131(e) and MGL c.140 s.129B requires all local police departments to process and conduct background investigations on every resident who applies for a gun license. Each application takes an estimated 3 hours of work (sometimes more if the background requires additional checks). The Reading Police Department processed 216 new applications for

2016, for about 81 8-hour working days of time this year. In addition to the 216 there were an estimated 50 applications carried over from 2015 that needed administrative attention in the licensing system in order to get cleared and issued.

The Traffic and Safety Officer has many responsibilities, a few take up a significant portion of time. During the school year this officer is responsible for scheduling, training, reviewing and payroll for all of the town's crossing guards.

The Traffic and Safety Officer maintains all of the cruisers traffic radar units and maintains the certifications for these units. This officer is also responsible for all of the speed boards and message boards which were deployed to over 70 different locations for various events.

The Community Service Officer was put in place in 2016. This officer is our main community liaison. Over this past year the Community Service Officer worked as a liaison to the public regarding business complaints; on the third Tuesday of every month – Lunch at the Senior Center with our Senior Citizens; handles all solicitor applications/badges; serves as our Human/Elder Services/Protective Services Liaison; gave multiple station tours with safety talks to various boy scout/girl scout groups; performs civilian employment fingerprinting, worked with Sherriff Koutoujian and the Middlesex Sherriff's Office to coordinate L.E.A.R.N Program – Identifying and Protecting Yourself From Existing and emerging Scams – gave presentations at the Pleasant Street Center, Sanborn Place and The Residence at Pearl Street; organized four Coffee with A Cop events; organized two Rape Aggression Defense Women's self-defense courses; re-implemented the Helmet Incentive through the Summer – Kids wearing helmets got citations for a free ice cream or slice of pizza – donations from various businesses; was involved with the Fall Street Faire Committee's planning of the Fall Street Faire; organized the Citizen Police Academy; among other activities.

## **Public Records Requests**

An average of 360 public records requests per year were made in 2015 and 2016. A request is first received by a member of our civilian clerical staff to be reviewed and processed. The request then goes to our Lieutenant Detective, who gathers the info, and redacts all personal information that needs to be taken out. This process can take several minutes to many hours. The clerk then makes copies of all of the reports or audio recordings and follows up with the requestor within the mandated 10 day period.

### **Conclusion**

Providing the community with the highest level of police service is the goal of this Department. To achieve this goal, we need to work with and for our community. The members of this Department will continue to work hard and show our dedication and unwavering commitment to accomplish this mission.

Respectfully submitted,

Mark D. Segalla  
Chief of Police