

## **ANNUAL WORK PLAN – Town of Essex**

**Budget year:** FY24

**DEPARTMENT:** Police Department

**Budgeted staff:** 38 FULL TIME, 7 PART TIME (31 FT police officers, 3 PT police officers, 4 FT dispatch, 3 PT dispatch, 1 FT records clerk, 1 PT clerk, 1 FT administrative assistant, 1 FT Community Affairs Liaison)

**Primary function(s):** General law enforcement services for the Town of Essex and City of Essex Junction. Emergency Management coordination for both communities.

**Regular work** (happens every day/week/month/year)

<b>TASK</b>	<b>Frequency</b>	<b>Timeframe</b>	<b>Other departments involved</b>
Response to and investigation of crime	Daily	Perpetual	Varies
Response to and investigation of traffic crashes	Daily	Perpetual	Varies
Response to general citizen reports for assistance	Daily	Perpetual	Varies
Enforcement of traffic laws and ordinances	Daily	Perpetual	Public Works
Creation of Incident reports and court cases	Daily	Perpetual	Varies
Record keeping and service of public records requests	Daily	Perpetual	
Creation and processing of court cases	Daily	Perpetual	
Servicing of expungements and court orders	As needed	Perpetual	
Answering of emergency and non-emergency calls for service	Daily	Perpetual	Varies
Dispatching of Police, Fire and EMS for 6 municipalities	Daily	Perpetual	Varies
Maintenance of training and other personnel records	Daily	As needed	
Servicing Accounts payable and receivable	Daily	As needed	Finance
Payroll for all employees	Bi-Weekly	Perpetual	Finance, HR
Maintenance and servicing of human resources records	Daily	As needed	Human Resources
Creation of contract with Fraternal Order of Police (FOP) union	Every 3 years	Jan-July	HR, Administration
Interaction with Union personnel for contract issues	As needed	Perpetual	HR, Administration
Maintaining agreements with other LE agencies (DEA, Highway Safety)	As needed	As needed	Finance

Police Department work plan for FY23 – FY24

Collaboration and representation with State legislative groups	Yearly	Jan-May	Administration
Creation and maintenance of grants	As needed	As needed	Administration, HR, Finance
Budget creation and preparation	Annually	August-March	Finance, Administration, HR
Personnel Evaluations	Yearly	Perpetual	HR
Building maintenance	As needed	As needed	Public Works, Finance
Fleet maintenance	As needed	As needed	Finance, Administration
Law enforcement training	As needed	Perpetual	Finance, HR
IT and technology services	Daily	Perpetual	IT
Maintenance of Records Management program (Valcour)	Daily	Perpetual	IT
Policy creation and review	As needed	Perpetual	HR
Review of reports, body camera footage and use of force reports	Daily	Perpetual	
Website maintenance	As needed	Perpetual	IT, Administration
Social media interaction	As needed	Perpetual	IT, Administration
Creation of police/public events	As needed	Perpetual	Varies
Interaction/representation with public groups	As needed	Perpetual	Varies
Representation with various law enforcement professional grps	As needed	Perpetual	
BEST group/ PCAB collaboration	Monthly	Perpetual	Varies
Crime prevention	As needed	Perpetual	
District Liaison Officer function with EWSD	Daily	Perpetual	Varies
Collaboration with other public safety agencies	As needed	Perpetual	Varies
Creation of Local Emergency Management Plan	Yearly	March-April	Public Works, Fire Dept, Rescue
Creation of All Hazards Plan	Every 5 years	July-Dec	All other departments
Emergency Management Training	As needed	Perpetual	Public Works, FD, EMS
Development of planning for large events (CVF, Parades)	Yearly	May-Sept	
Reaction to public safety incidents from EM perspective	As needed	Perpetual	Varies
Collaboration with Community Outreach	As needed	Perpetual	Varies
Publication of public reports on crime, use of force and department functions	As needed	Perpetual	
Recruiting and on-boarding of new employees	As needed	Perpetual	HR, Finance, Administration
Oversee contract and functions of Animal Control	As needed	Perpetual	HR, Finance
Development of contract with Chittenden Humane Society for animal boarding	Yearly	Dec-Jan	Finance
Collaboration with Community Justice Center	As needed	Perpetual	

Police Department work plan for FY23 – FY24

Accounts payable, receivable and payroll for CJC	As needed	Perpetual	HR, Finance, Administration
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**FY23 – FY24 Special projects**

<b>TASK</b>	<b>Frequency</b>	<b>Timeframe</b>	<b>Other departments involved</b>	<b>Priority (High, Medium, Low)</b>
Capital 5 yr plan review	Annual	Aug-Feb	Finance, HR, administration, IT	Medium
Citizens Police Academy	Semi-Annual	Varies		Low
Conduct process for Lieutenant promotion	As needed	Jun-August	HR, Administration	High
Conduct process for Sergeant promotion	As needed	Jun-August	HR, Administration	High
Enable use of VT ALERT for public notifications	One time	Apr-Sept	IT	Medium
National Night Out	Yearly	May-Aug	Administration (Chef Greg), Rec Dept, Public Works	Low
Conduct a full day emergency management tabletop exercise	One time	July-Sept	PW, IT, Admin, HR, Finance, FD, EMS	Low
Re-work of the EPD website	One time	Ongoing	IT, Administration	Low
IDEAL membership	Monthly	Perpetual	Administration	High
Public safety planning with Essex Rescue, Fire and others	Ongoing	Year-long	Admin, Fire	High