

ANNUAL WORK PLAN – Town of Essex - Special Projects FY24-FY25

Budget year: FY25

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.

Task	Priority Level	Deadline	Progress status	Value	Other departments involved	1st Quarter notes	2nd Quarter notes	3rd Quarter notes	4th quarter notes	End of year update
Enable use of VT ALERT for public notifications	2 - High	Apr-Sept	Complete	Accountability	IT		[11/5/24] In progress. Alyssa March (Community Affairs) pushing out to public. About 800 people in Town and 750 in City subscribed. Trying to increase # in coming year. Can use for emergency management to notify people. Can also use for water breaks, boil water notices, etc. Owned by VT Emergency Management; guidelines to use for emergent events. [12/19/24] Lt. Courtis and Alyssa working to get done in next few weeks. Need to identify which staff from PW, FD, etc. to have access to provide notifications.	[1/7/25] VT Alert is up and running. Testing internally now. Will then share with Public Works and others who can benefit. [3/4/25] People signing up, increasing registrants in Essex. No alerts sent yet.	[5/6/25] Up and running. Other departments can use, too. E.g., PW can notify people about Center Road forcemain work.	
Capital 5 yr plan review	3 - Medium	Aug-Feb	In progress	Fiscal Responsibility and Sustainability	Finance, HR, administration, IT		[11/5/24] Dan should be reaching out soon for any updates. Shawn has some building items to put into capital, and heating and cooling units. [12/19/24] Admin working on plan with Finance. PD doesn't have much to add; worked with Dan Roy.	[3/4/25] Will talk to Karen Adams and Dan Roy about radios.	[5/6/24] No update yet. Need to talk to Dan about which items should go into capital.	
Train more operators and devise new virtual training	3 - Medium	July	In progress	Accountability			[11/5/24] Identified more operators. Training planned for December or January. Using VR sporadically, only one operator now. [12/19/24] Used this morning for use of force training. 3 more people trained to be operators.	[3/4/25] Two more operators trained. Use of Force Training for entire department later in March, partially using VR to do so.	[5/6/25] Two new operators did training a few weeks ago. Teen Police Academy will use the VR system in June.	
Review and Revise Field Training Program	3 - Medium	July	In progress	Accountability			[11/5/24] ongoing. Chistolini working on it. Procedures and protocols for training. [12/19/24] Chistolini continuing to do updates.	[3/4/25] no update. Leadership training happening in April, expect update then	[5/6/25] Officer who leads it is temporarily out.	
Implement the new Cordico Wellness App for all personnel	3 - Medium	June	Complete	Inclusivity		[11/5/24] Launched in July.	[11/5/24] Company said significant number of downloads from staff. Can use messaging board function as departmental communication method; would get people to use app more often. [12/19/24] fully up and running. Useful training and support; hearing that lots of staff are taking advantage.	[3/4/25] About 60% of department has used the app at least once in past 6 months.	[5/6/25] Up and running. Community Affairs Liaison tasked with monthly newsletter, which can be linked to and accessed from app, also as incentive to get people to use app.	
Work with new vendor for creation of media content related to recruiting	3 - Medium	June	In progress	Inclusivity			[11/5/24] no update yet. Hope to use Alyssa to look into options. WCAX has program that might be an option, but expensive. [12/19/24] New recruitment video to be produced, along with clips for other content. WCAX idea too expensive, sounds like other departments who tried it are not seeing results.	[1/7/25] Working with person who did last recruitment video to get new and updated content.	[5/6/25] No update. Chief to follow up with officer in charge of recently formed Recruitment Committee.	
Create a Dispatch manual and implement a training plan	3 - Medium	Oct-Nov	Not started	Accountability			[11/5/24] In progress. Chris Sheppard working with Williston dispatcher. Trying to merge two sets of processes (Essex and Williston).		[5/6/25] No update.	

Task	Priority Level	Deadline	Progress status	Value	Other departments involved	1st Quarter notes	2nd Quarter notes	3rd Quarter notes	4th quarter notes	End of year update
Work with PCAB to develop a new community survey	4 - Low	Dec-Jan	In progress	Inclusivity	Admin		[11/5/24] Not much work happening outside of meetings. Vince meeting with St. Albans PCAB. Slow process. Survey to get feedback on police/community relations; follow-up to survey 4 years ago. Each member supposed to have 5 questions to present. Model from Dept of Justice, and past survey. [12/19/24] Full PCAB as of this month: City has appointed two people to fill their seats. Working on community survey now.	[1/7/25] Two members are working on survey. [3/4/25] PCAB still working on survey. Expect two members to step down in June. Expect to issue survey before then. Alyssa working to find best way to distribute survey.	[5/6/25] PCAB still working to finalize survey. Hope to do trial run soon. Expecting more turnover on PCAB at end of June.	
Re-work of the EPD website	4 - Low	Ongoing	Complete	Accountability	IT, Administration		[11/5/24] Mostly done, working out final details. [12/19/24] Done. Going to add crime reporting map, then online reporting function for VALCOR.	[1/7/25] Up to date and reworked. [3/4/25] Links set up for online crime reporting and mapping.	[5/6/25] Complete	
Work with PCAB to develop their work plan	4 - Low	Ongoing	In progress	Accountability			[11/5/24] PD working with PCAB on plan. Integrating new Community Affairs Liaison. PCAB looking for new members, open to dissolving Town/City seats and just having community members.	[1/7/25] All seats are filled. Staff is wondering if PCAB is fulfilling its initial purpose; will see how the next few months go before making any recommendations about possible changes.	[5/6/25] Hope to start in July once new members take seats. [6/4/25] Alyssa provided draft work plan 6/4/25.	
Consider extension of dispatch agreement Williston			Complete	Accountability			[11/5/24] current agreement ends June 30. Essex would like to continue. [12/19/24] Lt. and Sgt. Working with Williston on extension of MOU.	[1/7/25] Draft MOU is almost ready for review. [3/4/25] SB approved manager to execute.	[5/6/25] approved and executed.	
Miscellaneous								[3/4/25] Updating MOU for sharing radio tower equipment costs with other agencies; working with SBA Towers to figure out billing and renewal. Doing negotiations with Police Association. Starting to discuss potential changes to shared services agreement and cost sharing with Essex Junction.	[6/4/25] Negotiations ongoing with Police Association.	

Annual work plan – Regular work

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

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Response to and investigation of crime	Daily	Year-round	Daily	Perpetual	Varies	
Response to and investigation of traffic crashes	Daily	Year-round	Daily	Perpetual	Varies	
Response to general citizen reports for assistance	Daily	Year-round	Daily	Perpetual	Varies	
Enforcement of traffic laws and ordinances	Daily	Year-round	Daily	Perpetual	Public Works	
Creation of Incident reports and court cases	Daily	Year-round	Daily	Perpetual	Varies	
Record keeping and service of public records requests	Daily	Year-round	Daily	Perpetual		
Creation and processing of court cases	Daily	Year-round	Daily	Perpetual		
Servicing of expungements and court orders	As needed	Year-round	As needed	Perpetual		
Answering of emergency and non-emergency calls for service	Daily	Year-round	Daily	Perpetual	Varies	
Dispatching of Police, Fire and EMS for 6 municipalities	Daily	Year-round	Daily	Perpetual	Varies	
Maintenance of training and other personnel records	Daily	Year-round	Daily	As needed		
Servicing Accounts payable and receivable	Daily	Year-round	Daily	As needed	Finance	
Payroll for all employees	Bi-Weekly	Year-round	Bi-Weekly	Perpetual	Finance, HR	
Maintenance and servicing of human resources records	Daily	Year-round	Daily	As needed	Human Resources	
Creation of contract with Fraternal Order of Police (FOP) union	Every 3 years	Year-round	Every 3 years	Jan-July	HR, Administration	
Interaction with Union personnel for contract issues	As needed	Year-round	As needed	Perpetual	HR, Administration	
Maintaining agreements with other LE agencies (DEA, Highway Safety)	As needed	Year-round	As needed	As needed	Finance	
Collaboration and representation with State legislative groups	Yearly	Year-round	Yearly	Jan-May	Administration	
Creation and maintenance of grants	As needed	Year-round	As needed	As needed	Administration, HR, Finance	
Budget creation and preparation	Annually	Complete	Annually	August-March	Finance, Administration, HR	
Personnel Evaluations	Yearly	Year-round	Yearly	Perpetual	HR	
Building maintenance	As needed	Year-round	As needed	As needed	Public Works, Finance	
Fleet maintenance	As needed	Year-round	As needed	As needed	Finance, Administration	
Law enforcement training	As needed	Year-round	As needed	Perpetual	Finance, HR	
IT and technology services	Daily	Year-round	Daily	Perpetual	IT	
Maintenance of Records Management program (Valcour)	Daily	Year-round	Daily	Perpetual	IT	
Policy creation and review	As needed	Year-round	As needed	Perpetual	HR	
Review of reports, body camera footage and use of force reports	Daily	Year-round	Daily	Perpetual		
Website maintenance	As needed	Year-round	As needed	Perpetual	IT, Administration	
Social media interaction	As needed	Year-round	As needed	Perpetual	IT, Administration	
Creation of police/public events	As needed	Year-round	As needed	Perpetual	Varies	
Interaction/representation with public groups	As needed	Year-round	As needed	Perpetual	Varies	
Representation with various law enforcement professional grps	As needed	Year-round	As needed	Perpetual		
BEST group/ PCAB collaboration	Monthly	Year-round	Monthly	Perpetual	Varies	
Crime prevention	As needed	Year-round	As needed	Perpetual		
District Liaison Officer function with EWSD	Daily	Year-round	Daily	Perpetual	Varies	
Collaboration with other public safety agencies	As needed	Year-round	As needed	Perpetual	Varies	

Creation of Local Emergency Management Plan	Yearly	Year-round	Yearly	March-April	Public Works, Fire Dept, Rescue	
Creation of All Hazards Plan	Every 5 years	Complete	Every 5 years	July-Dec	All other departments	
Emergency Management Training	As needed	Year-round	As needed	Perpetual	Public Works, FD, EMS	
Development of planning for large events (CVF, Parades)	Yearly	Year-round	Yearly	May-Sept		
Reaction to public safety incidents from EM perspective	As needed	Year-round	As needed	Perpetual	Varies	
Collaboration with Community Outreach	As needed	Year-round	As needed	Perpetual	Varies	
Publication of public reports on crime, use of force and department functions	As needed	Year-round	As needed	Perpetual		
Recruiting and on-boarding of new employees	As needed	Year-round	As needed	Perpetual	HR, Finance, Administration	
Oversee contract and functions of Animal Control	As needed	Year-round	As needed	Perpetual	HR, Finance	
Development of contract with Chittenden Humane Society for animal boarding	Yearly	Complete	Yearly	Dec-Jan	Finance	
Collaboration with Community Justice Center	As needed	Year-round	As needed	Perpetual		
Accounts payable, receivable and payroll for CJC	As needed	Year-round	As needed	Perpetual	HR, Finance, Administration	
National Night Out	August of each year	In progress	Yearly	Feb-August	Administration (Chef Greg), Rec Dept, Public Works	
Citizens Police Academy	Semi Annual	In Progress	Yearly	May and Oct	CJC	
IDEAL Membership	Yearly	In Progress	As needed	Monthly	Administration	