



Berryville Police Department

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(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

POLICE AND SECURITY COMMITTEE MEETING AGENDA

March 3, 2016

06:00 P.M.

Clarke County Joint Government Center

Meeting Room C

- Call to Order – Committee Chair
- Report of the Chief
 - Staffing
 - Report on software conversion to Southern Software
 - Fleet status - *Attachment 1*
- Compensation and Benefit Study – Chief White
 - *Attachment 2*
- E-Citation Program – Chief White
 - *Attachment 3*
- FY 16-17 Budget – Chief White
- Ordinance Revisions – Chief White / Mr. Dalton
 - Chapter 7 (Gambling) and Chapter 8 (Garbage and Refuse)
- Other Business
- Adjourn



Commitment – Service – Integrity - Excellence

ATTACHMENT 1

The mission of the Berryville Police Department is to enhance the quality of life for the citizens of Berryville through a true partnership with the community; provide quality law enforcement service to all without prejudice or bias, and increase public safety through visibility and vigilant enforcement of law thereby reducing the fear and incidence of crime

BPD Fleet Information - February 2016

Year	Make	Model	VIN	Mileage
2008	Chevrolet	Impala	76310	68,294
2010	Ford	CVPI	14500	90,545
2010	Ford	CVPI	45399	85,216
2011	Ford	CVPI	71667	67,829
2014	Ford	PI Utility	76046	38,683



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ATTACHMENT 2

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Department	Scale	Entry / No Certification	Entry w/ Certification	3 Year Average	5 year Average	10 Year Average	Sergeant	Incentives
Clarke County SO	No	37,444.69	37,444.69	41,028	41,028	44,478	55,000	No
Frederick County SO	Yes	36,800	36,800	42,300 - 47,800	46,400 - 52,600	52,000 - 58,800	57,600	No
Front Royal PD	Yes	37,000	41,000	41,000 - 42,000	45,000 - 46,000	54,000	63,000	No
Loudoun County SO								
Middleburg PD	No	N/A - Only Hire Certified	46,000 - 49,000	52,000	55,200	64,000	67,500	No
Middletown PD								
New Market PD	Yes	28,000 - 38,000	28,000 - 45,000	42,000	44,000	47,000	49,000	No
Purcellville PD								
Strasburg PD	Yes	38,620	38,620	39,971	41,370	45,126	48,254	No
Stephens City PD	No	36,000	38,000	40,000	41,000 - 42,000	N/A	44,000	No
Warren County SO	Yes	39,181.23	39,181.23	41,164.78	43,248.75	48,931.99	47,738.54	No
Warrenton PD	Yes	36,672.00	36,672 - 38,672	40,430.88	44,030.00	47,672.00	46,804 - 54,804	No
Winchester PD	Yes	40,268	40,268	44,408	57,720	60,611	63,637	Yes
Winchester SO	Yes	38,355.20	40,000.00	42,285.96	44,400.21	46,620.22	53,664.00	No
Woodstock PD	Yes	35,315.46	38,630.00	42,081.00	45,027.21	47,278.57	52,124.63	No
Berryville PD	No	36,297.50	37,297.50	37,797.50	39,324.52	45,000.00	47,741.44	No

Department	Sick 1-4	Sick 5-9	Sick 10-20	Annual 1-4	Annual 5-9	Annual 10-20	Additional Annual Leave
Clarke County SO	4.5 hr/mo	4.5 hr/mon	4.5 hr/mon	16 hr/mon	16 hr/mon	20 hr/mon	No
Frederick County SO							
Front Royal PD	6.5 hr/mo	6.5 hr/mon	6.5 hr/mon	6.66 hr/mon	8.66 hr/mon	10.83 hr/mon	No
Loudoun County SO							
Middleburg PD	8hr/mon	8hr/mon	8hr/mon	6.66hr/mon	10hr/mon	13.33 hr/mon	No
Middletown PD							
New Market PD							
Purcellville PD							
Strasburg PD	8 hr/mon	10 hr/mon	12 hr/mon	8 hr/mon	10 hr/mon	12 hr/mon	48 flex hours per year
Stephens City PD							
Warren County SO	8 hr/mon	8 hr/mon	8 hr/mon	8 hr/mon	10 hr/mon	12 hr/mon	No
Warrenton PD							
Winchester PD	8 hr/mon	8 hr/mon	8 hr/mon	8 hr/mon	10 hr/mon	12 hr/mon	3 flex days per year
Winchester SO							
Woodstock PD							
Berryville PD	N/A	N/A	N/A	12.5 hr/mo	14.5 hr/mon	16.5 hr/mon	No



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ATTACHMENT 3

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Commitment – Service – Integrity - Excellence

Electronic Summons Proposal

Prepared By: Chief W. Neal White

January 15, 2016

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Background

The Code of Virginia has afforded localities the opportunity to collect a \$5.00 fee attached to traffic summonses for the implementation and maintenance of electronic summons programs. The value of an electronic summons over the traditional handwritten summons is multi-fold.

- Paper usage and data entry are reduced. The officer in the field issues the summons with the use of their mobile data terminal (MDT). This terminal then communicates with our office records management system (RMS) and the records management system of the State Court. Traditionally the data from the handwritten summons would have to be manually entered into both records systems.
- Errors are reduced. Deciphering handwriting is no longer an issue. The MDT is outfitted with a scanner that allows for a driver's license to be swiped and the summons is automatically populated. The use of dropdown boxes in the fields of the summons also reduces errors.
- Traffic stop time reduced. Much of the information on the summons is automatically populated with the swipe of a license or even registration card. Saving time on completion of the summons improves officer safety and allows them to get back to traffic enforcement activity quicker.

By adopting a local ordinance, a municipality can begin to collect the e-citation fee up to one year in advance of actual implementation. That allows for some of the start-up costs for the program to be defrayed. In September of 2015, the Clarke County Board of Supervisors adopted such an ordinance and began collecting the fees. Currently the fee is attached to all traffic citations written in Clarke County which includes those written by the Berryville Police Department and Virginia State Police. Since neither the State Police nor our department has passed an ordinance, all of the fees currently go to the Clarke County Sheriff's Office.

The Berryville Police Department and Clarke County Sheriff's Office have jointly been investigating the cost of implementation an e-citation program. This has included researching vendors and exploring costs. A joint program implementation makes the most fiscal and operational sense for this type of project. By the end of this month both departments will be utilizing the same RMS/CAD vendor for a better flow of information. It also reduces costs concerning training by having both departments using the same technology and hardware. The MDT's deployed in the Berryville Police Department were purchased by the Clarke County Sheriff's Office in an effort to reduce radio traffic and streamline dispatching procedures.

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Vendor Information

The vendor we have been working with is Brazos Technology. We have met with them several times to review their product and discuss applications. Attached with this document are two estimates from Brazos for the initial program implementation and recurring costs. Outside of traffic summonses, there are other potential applications that Brazos offers for municipalities. For example, the software could be designed to replace our existing parking tickets. With the use of a handheld device, officers could issue parking tickets electronically and replace printing costs of our current method. Other departments could also find benefits with the software as it could be designed to perform functions such as fire hydrant maintenance record keeping.

Brazos is based in Texas and has many clients on the United States. They are a solid technology company with a good reputation. In our discussions we were advised that the company is working with other large Virginia agencies to include Loudoun County and Fairfax.

Cost Analysis

A spreadsheet with two calendar years of data is also attached to this document. The data is derived from traffic summons data collected at the department. I will draw your attention to the fact that not every citation issued will lead to the e-citation fee being collected. The actual number of citations issued is the only piece of data currently that the department holds control over and can be verified in house. Since the passage of the Clarke County Ordinance, the collection of the e-citation fee has been broken out in revenue records from the court, and therefore can be verified beginning mid-September of 2015.

Fees may not be collected for a variety of reasons. The citation could be dismissed by the presiding judge in court or upon motion by the prosecuting attorney. The offender may also simply not pay the fee or fines. In discussions with the Clerk of Clarke County General District Court, she surmised that out of the citations issued about 70% of fines and fees are collected. That percentage was utilized to fill in the months where actual collected fee data was not available.

Also of note concerning the two years of data reviewed is the fact that actual traffic summonses issued was relatively low by department standards. This fact directly correlates with the high amount of turnover within the department for the same time period.

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Berryville PD - E-Citation Revenue Analysis

Month / Year	# Summons	Estimated	Actual	70% Collection
Jan 2014	27	\$135.00		\$94.50
Feb 2014	30	\$150.00		\$105.00
Mar 2014	57	\$285.00		\$199.50
Apr 2014	54	\$270.00		\$189.00
May 2014	93	\$465.00		\$325.50
June 2014	65	\$325.00		\$227.50
July 2014	40	\$200.00		\$140.00
Aug 2014	83	\$415.00		\$290.50
Sept 2014	57	\$285.00		\$199.50
Oct 2014	38	\$190.00		\$133.00
Nov 2014	34	\$170.00		\$119.00
Dec 2014	43	\$215.00		\$150.50
Jan 2015	29	\$145.00		\$101.50
Feb 2015	18	\$90.00		\$63.00
Mar 2015	16	\$80.00		\$56.00
Apr 2015	27	\$135.00		\$94.50
May 2015	53	\$265.00		\$185.50
June 2015	23	\$115.00		\$80.50
July 2015	14	\$70.00		\$49.00
Aug 2015	83	\$415.00		\$290.50
Sept 2015	37	\$185.00	\$5.00	
Oct 2015	15	\$75.00	\$230.00	
Nov 2015	15	\$75.00	\$90.00	
Dec 2015	19	\$95.00		\$66.50



ESTIMATE

Quote Number: 00000782
 Date Created: 9/22/2014 2:03 PM
 Expires On: 10/30/2014

Bill to:	Ship to:	Prepared by:
Berryville Police Department, VA 101 Chalmers Court Suite A Berryville, VA 22611	Berryville Police Department, VA 101 Chalmers Court Suite A Berryville, VA22611	Paul Hager (979) 690-2811 x1556 phager@brazostech.com

Quantity	Mfg_PartNumber	Product Description	Sales Price	Total Price
1.00	Setup & Config	Setup & Config	\$7,250.00	\$7,250.00
1.00	TASK: eParking	TASK: eParking	\$2,500.00	\$0.00
1.00	TASK: eWarning	TASK: Standard eWarning Form	\$2,500.00	\$0.00
1.00	INTERFACE: CMS - State of Virginia Supreme Court	INTERFACE: State of Virginia Supreme Court (Magistrate System)- Court Case Management System (Annual Maintenance Fees apply)	\$1,500.00	\$0.00
1.00	INTERFACE: RMS	INTERFACE: RMS. (Annual Maintenance Fees apply)	\$1,000.00	\$0.00
6.00	LIC: REF License - MDC or TABLET	LICENSE: Brazos Rapid Extension Framework (REF) Software License - MDC or TABLET (annual maintenance fees apply)	\$700.00	\$4,200.00
1.00	LIC: REF License - PDA	LICENSE: Brazos Rapid Extension Framework (REF) Software License - PDA (annual maintenance fees apply)	\$700.00	\$700.00
1.00	MC67ND-PH0BAA00500	Motorola, MC67, GPS, 4G WWAN HSPA+ and 3.5G CDMA Verizon, WLAN 802.11 A/B/G/N, 2D DL imager, camera, WM 6.5, 1GB/8GB, QWERTY key, Bluetooth, extended 1.5X 3600 MAH battery	\$1,450.00	\$1,450.00
6.00	R4D-0UBA000N-00	Zebra, RW420, Printer 4" DT rugged mobile receipt, CPCL/EPL/ZPL, 8MB/16MB, LCD, IP54, USB, serial, Bluetooth, includes battery, belt clip	\$731.00	\$4,386.00
6.00	DS457-SR20009	Motorola, DS457 2D Imager* (requires cable: 25-58926-04R)	\$350.00	\$2,100.00
1.00	LD-R4KN5B	Zebra, RW420 Paper, Z-Select 4000D 3.2 mil receipt paper, direct thermal, 4" X 81.25', 0.75" core, 2.25" OD, 25 year archiveability, 36 rolls per case.	\$95.00	\$95.00
1.00	Training: Standard	Standard Training Package: INCLUDES: Two (2) days (onsite) officer/employee training including classroom and OJT training (maximum group size =14); Online Reference Materials; One (1) day (remote) administrator training	\$2,500.00	\$2,500.00

Sign and fax approved quotation to 713.583.9323.

Signature _____	Subtotal	\$30,181.00
Title _____	Tax	_____



ESTIMATE

Quote Number: 00000782
Date Created: 9/22/2014 2:03 PM
Expires On: 10/30/2014

Date	<hr/> <hr/>	Grand Total	\$22,681.00
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