

Memorandum

Date: 17 October 2018
To: Public Safety Committee
From: Keith R. Dalton, Town Manager
Cc: Town Council
Christy Dunkle, Assistant Town Manager
Lisa Larrick, Town Clerk
Subject: Committee Meeting to be held on 24 October

Please find attached the agenda packet for the above-referenced meeting.

Item 5: Budget Goal: Police Department Accreditation

Attached:

- Project Statement Police Department Accreditation

Item 6: Comprehensive Battletown Neighborhood Safety Plan

The Committee will examine safety concerns that have been expressed by the Battletown Homeowners Association. Issues discussed to date have included improved lighting and encouraging that the community's Neighborhood Watch be reactivated.

**BERRYVILLE TOWN COUNCIL PUBLIC SAFETY COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Meeting Room A/B
Regular Meeting
October 24, 2018
4:30 pm**

| <u>Item</u> | | <u>Attachment</u> |
|----------------------------|---|-------------------|
| 1. Call To Order | Donna McDonald, Chair | |
| 2. Approval of Agenda | | |
| 3. Department Update | Neal White, Chief | |
| 4. Town Code Review Update | | |
| 5. Discussion | Budget Goal: Police Department accreditation | 1 |
| 6. Discussion | Comprehensive Battletown Neighborhood Safety Plan | |
| 7. Closed Session | No Closed Session Scheduled | |
| 8. Other | | |
| 9. Adjourn | | |

↕ Denotes an item on where a motion for action is included in the packet

ATTACHMENT

1



Town of Berryville

Budget Goals 2020

Project Statement for

Police Department Accreditation

Prepared by:

Chief W. Neal White

Version:

2

Date:

10/17/2018

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SCOPE STATEMENT

Department/Agency: Police
Issue Date: 10/12/2018
Project Name: Police Department Accreditation
Project Sponsor: Public Safety Committee
Project Contact: Chief W. Neal White
Contact Email: chiefofpolice@berryvilleva.gov

Scope Statement Purpose

The basis for this project is for the attainment of accreditation for the Berryville Police Department by the Virginia Law Enforcement Professional Standards Commission (VLEPSC). This statement paper will outline the costs, benefits and risks associated with the project for FY 2019-20 budgetary discussions.

Project Background

The Virginia Department of Criminal Justice Services (DCJS) offers a program of department accreditation through the VLEPSC to all law enforcement agencies in Virginia. The goal of this program is to enhance delivery of services from the law enforcement agency to the community that it serves. The responsibility of the agency is to review how service is delivered through a careful analysis of policies and procedures, and then implement best practices and evidence based processes to best achieve optimal service delivery.

The role of VLEPSC is to provide technical support and assistance through a team of trained, independent professional peers who conduct assessments of the department procedures and point out any deficiencies. VLEPSC also provides a program manual that illustrates 187 standards divided into four general subject areas; administration, operations, personnel, and training. This provides guidance in the review and development of department specific policies and procedures.

The Public Safety Committee for the Town of Berryville (formerly Police and Security Committee) had shown interest in this project nearly three years ago. The belief is that attaining accreditation will enhance the delivery of service to the community as well as a tool for retention of law enforcement officers. The project has been discussed in several meetings of the committee with the understanding that it is a labor intensive project requiring a great deal of internal administrative resources to successfully complete. The project has been tabled due to transition within the department as new personnel and resources have been recently added. The department is now believed to be in a position to focus on this objective.

Project Description and Objectives

In order to receive VLEPSC accreditation the department will follow a schedule provided by VLEPSC with specific benchmarks.

- Submit application to VLEPSC advising that the department wishes to begin the accreditation process. Once the application is submitted, the department must complete process within thirty-six (36) months.
- Perform self-assessment of the department utilizing the program manual of 187 identified standards. This would also include the review of the existing forty-one (41) general orders of the department. This will be the most labor intensive period of the project.
- Perform a mock assessment in advance of on-site assessment. This would require assistance from independent, professional peers familiar with the accreditation process.
- Submit initial assessment application to VLEPSC.
- Conduct on-site assessment.
- Receive initial accreditation

- Submit annual reports concerning accreditation to VLEPSC.
- Conduct on-site assessment for reaccreditation every fourth year.

Timetable/Schedule

| Objective | Start | Complete | Responsibility |
|---------------------------------------|------------|------------|-------------------|
| Submit VLEPSC application | | 08/01/2019 | Internal |
| Conduct Self-Assessment | 11/01/2018 | 10/01/2019 | Internal |
| Conduct Mock Assessment | 10/01/2019 | 01/01/2020 | Internal |
| Submit Initial Assessment Application | 01/01/2020 | 02/01/2020 | Internal |
| On-Site Assessment | 02/01/2020 | 04/01/2020 | Internal/External |
| Receive Accreditation | 04/01/2020 | 06/01/2020 | Internal/External |

Cost Proposal

Internal Costs

The cost per unit of staff time is derived from current (FY18-19) salary rates including benefits. The costs below do not reflect any potential COLA or merit increases in hourly rates that may be approved in the FY 19-20 budget process.

| Description | Units | Cost Per Unit | Total | Source |
|--|----------|---------------|-------------|------------------------------------|
| Self-Assessment / General Order Review – Senior Staff Time | 504 hrs. | \$48.94 | \$24,665.76 | General Fund – Police Compensation |
| Self-Assessment / General Order Review – Intermediate Staff Time | 108 hrs. | \$36.78 | \$3,972.24 | General Fund – Police Compensation |
| Self-Assessment / General Order Review – Clerk Staff Time | 108 hrs. | \$28.33 | \$3,059.64 | General Fund – Police Compensation |
| Self-Assessment / General Order Review – Clerk Staff Overtime | 25 hrs. | \$42.50 | \$1,062.50 | General Fund – Police Compensation |

External Costs

| Description | Units | Cost Per Unit | Total | Source |
|--|-------|---------------|----------|---------------------------|
| VLEPSC Application | 1 | \$250.00 | \$250.00 | FY 20 CIP - Accreditation |
| On-Site Assessment – VLEPSC Peer Lodging | 9 | \$90.00 | \$810.00 | FY 20 CIP - Accreditation |
| On-Site Assessment – VLEPSC Peer Meals | 9 | \$38.00 | \$342.00 | FY 20 CIP - Accreditation |
| Branding – Decals, Letterhead, etc. | 1 | | \$500.00 | FY 20 CIP - Accreditation |

Recurring Costs

There is an annual fee payable to VLEPSC in order to maintain accreditation. This fee is currently set at \$100.00 per agency. If the department successfully maintains accreditation, Virginia Municipal League will pay the cost of this fee.

Additional Vendor Qualifications

Not Applicable to this project.

Project Cost Benefit Analysis

The true cost of this project is housed within the self-assessment and on-site assessment. The fees payable to VLEPSC for applications will be covered by Virginia Municipal League (VML) upon successful attainment of accreditation. Costs payable to outside vendors for the on-site assessment are estimated at \$1,152.00 during the FY 20 budget cycle. The internal costs of staff time to complete this project would not necessarily be a new financial encumbrance; the reality is that staff would need to focus on the self-assessment during this period and may need to assign a lower priority to other projects.

A financial benefit that will be realized upon successful completion of this would be a cost reduction in liability insurance coverage from VML. The Virginia Municipal League will reduce liability insurance coverage for the police department by 3% upon successful attainment of accreditation. Based upon current rates (2018), that would amount to an annual savings of \$397.77.

Other benefits of the project would be of a qualitative nature and therefore not necessarily matters to be discussed within this scope statement.

Risks

The principle risk with this project would be that accreditation was not received after the initial process. Within the process of the project, an extension may be requested to receive an additional twenty-four (24) months to complete a successful assessment. An unsuccessful project would identify deficiencies within the department in the areas of administration, operations, personnel, and training. In order to correct these deficiencies, funds would possibly need to be appropriated for items such as:

- The hiring of additional personnel,
- Purchase of additional equipment related to public safety,
- Expenditure of funds to modify existing structures, and
- Appropriate additional funds for training department staff.

Administrative Items

None applicable to this project.

End of Scope Statement