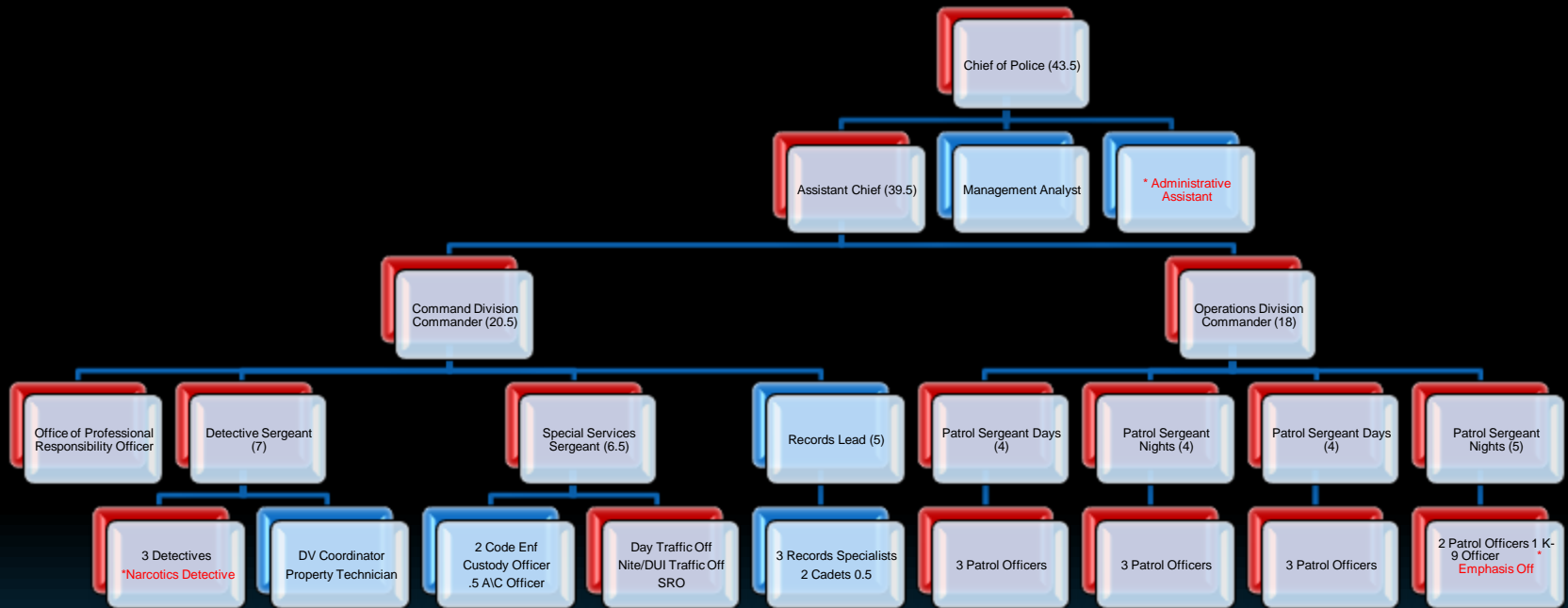




2011-2012 POLICE BUDGET

Mountlake Terrace Police Department Organizational Chart



30 Commissioned Personnel

12.5 Limited or Non-commissioned Personnel (2 half-time Cadets equal one FT position)

***Currently open positions**

Command

- **Chief of Police**
 - Assistant Chief
 - Commanders
 - Management Analyst
 - Office of Professional Responsibility
- **Detective Sergeant**
 - Detectives
 - Property Technician
 - Violence & Crime Prevention Specialist
- **Special Services Sergeant**
 - Traffic Enforcement
 - Police Services
 - Code Enforcement
 - Custody Officer
 - Animal Control
- **Records Lead**
 - Records Specialists
 - Cadets



- Personnel Management
- Planning, Tracking and Facilitating Training
- Investigations
- Evidence and Property Management
- Records Management
- Public Services, Business Office Operations
- Public Information Requests and Dissemination
- Budget and Financial Management
- Purchasing and Tracking of Assets, Equipment and Supplies
- Systems Analysis and Management
- Policy Development and Maintenance
- Risk Management and Liability Reduction
- Grant Management
- Contractual Agreement Development and Management
- Crime Analysis and Resource Delegation
- Police Business Management (buildings and operating supplies)
- Violations and Court Services
- Prevention and Public Education

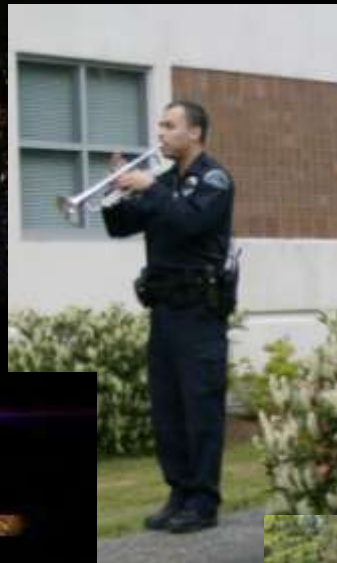
(Police Page 86)

Command Responsibilities



Command Highlights

- Department reorganization to include an Office of Professional Responsibility Officer and Special Services Sergeant.
- Repurposed one storage room for additional office space, one public bathroom converted to secured records storage, and one holding cell for a secure evidence processing area.
- Refurbished patrol, records and lobby area to improve function use of space. Gun cleaning station upgraded and moved to garage, officer trained to repair firearms on-site.
- Purged and decontaminated evidence bunkers.
- Installed internal and external security cameras at the police department.
- Launched MLT Anytime on city website.
- Added LEA personnel system for tracking high risk activity, complaints, awards and compliments, and LEA Training system for maintaining records of all training.
- Dedicated Traffic Officers, certification of Drug Recognition Expert for DUI enforcement.
- Crime prevention assigned to Domestic Violence Coordinator, title changed to Violence and Crime Prevention Specialist.



Operations Responsibilities

- Patrol squads: One Sergeant and 3 Officers. Four squads, working 12 hour shifts with 3 days on, 3 days off.
- SWAT: 4 Officers, specially trained as part of a regional SWAT team.
- Bike Patrol, Reserve Officer Program, Target Zero Traffic Safety Team, ALERT.
- Training: Operations Refresher, Firearms, Taser, Defensive Tactics, First Responder, Daily Lexipol Bulletins, EVOC, ACCESS, BAC.
- Special Assignments: Field Training Officer, Firearms Instructor, Defensive Tactics Instructor, EVOC Instructor, etc.
- Information and Trends: Staying current on drug activity, gang intelligence, legal changes and challenges, wanted/warning bulletins, trouble spots, crime trends.
- Court testimony, reports and case follow-ups. (Police Page 86)



- Field Training Program for newly promoted Sergeants and Acting Sergeants.
- Individually assigned equipment.
- Regular inspections and inventory of equipment and supplies, personal and by vehicle.
- Adopted and following Lexipol Policy Manual, a professionally produced manual based on Federal and State mandates and Law Enforcement best practices.
- Forms changed to meet new program and policy standards.
- Formalized administrative review process to critique high risk/high liability incidents.
- PIT Training for all patrol staff to increase apprehension and reduce liability. (Police Page 89)

Operations Highlights



- Code Enforcement
- Parking Enforcement
- Animal Control
- Domestic Violence Advocacy
- Community Programs
- Crime Prevention
- Explorers
- Crime Watch Volunteer Program

(Police Page 90)

Police Services



- Launched Government Outreach code enforcement database, allowing cases to be initiated from violations reported to MLT Anytime.
- Violations Bureau included into Government Outreach database flow, eliminated duplicate information entry.
- Added part-time Animal Control services.
- Police Services staff trained included in refresher training.
- Joined countywide Hoarding Task Force.
- Community events; DV Vigil, National Night Out, Open houses, Fallen Officer Memorial, annual Citizen Academy.
- Crime Prevention and Community Programs reassigned to Domestic Violence Coordinator.
- Tracking and responding to all graffiti complaints.
- Daily briefings and periodic ride-alongs with Special Services Sergeant.
- Activities included in weekly reports.
- Referred Code enforcement cases to District Court for criminal prosecution, conducted civil abatements, and Animal Control search warrant requests.

(Police Page 91)

Police Services Highlights



2011-2012 Administrative Accomplishments and Goals

2009-2010...

- Reorganized department staffing and programs.
- Restructured policies, procedures and tracking.
- Utilized the strengths of the department and staff.
- Audited, surplus and disposed of property and records.
- Created consistency.
- Reduced liability with tracking of high liability activity.
- Streamlined processes.

2011-2012...

- Accreditation
- Crime mapping and analysis.
- Prevention and outreach
- Data driven directed enforcement
- New communications system
- Utilize technology
- Lexipol
- State and Federal standards and best practices.

2011-2012 Operational Accomplishments and Goals

2009-2010...

- Standardized training and advance scheduling for least impact to the department and best prices for registration.
- Created Field Training requirements for specialized appointments.
- State certification of Supervisors.
- Trainer training for in-house instruction and certifications.
- Reserve Police Officer training.
- Increased productivity department wide.

2011-2012...

- Utilize crime and crime trend analysis for tracking and allocation of resources.
- Launch of New World communications and information system.
- AFR (Automate Field Reporting) linked to New World to allow for automatically populated case report writing.
- Implement Sector mobile ticket writing software, allowing for card swipe/scanned date entry and dissemination to Records, Courts and DOL.
- In-depth training on New World, AFR, and Sector systems.
- Partner whenever practical with other agencies and for training, task forces, and other shared resources.

2011-2012 Financial Accomplishments and Goals

2009-2010...

- Operated within the budget.
- Revised systems for cost efficiency.
- Negotiated contracts and vendor agreements.
- Applied for and awarded grants for equipment and training.
- Requested and received scholarships for training and certifications.
- When replacement schedule allowed, replaced vehicles with Hybrid models.
- Shift trading for training to reduce overtime.
- Acquired Federal funding for capital purchases.

2011-2012...

- Operate within the budget.
- Maximize efficiency measure to further reduce operating budget.
- Forecast financial needs and monitor market trends for best values of essential supplies and equipment.
- Combine purchasing with other agencies and organizations.
- Continue cooperatively for optimum staffing without incurring overtime whenever practical.
- Continue seeking outside funding sources.

Thank You



Mountlake Terrace Police Department

WITH TRUST, INTEGRITY, AND RESPECT, PROVIDE QUALITY POLICE SERVICE FOR A SAFE ENVIRONMENT
WHILE ENCOURAGING ACTIVE COMMUNITY PARTICIPATION.