

# POLICE

## MISSION STATEMENT:

The Cedar Hill Police Department is dedicated to providing the highest quality service that promotes and maintains a safe environment – in partnership with the community – consistent with our values.

## CORE FUNCTIONS:

- 1) **Patrol** - Provide timely response to calls for service and the protection of people and property; Develop problem-solving and crime prevention strategies with citizen and business groups; Provide safe flow of traffic throughout the City, enforce traffic laws and prevent accidents
- 2) **Criminal Investigations** - Investigate reported crimes and alleged offenses; Gather, analyze and share intelligence information; Recover evidence and stolen property; File cases, arrest offenders and assist victims
- 3) **Information and Technical Support** - Maintain and provide accurate police information; Safeguard property and evidence; Provide information and education on police service programs, crime trends, problem solving, reporting and false alarm prevention to the community
- 4) **Police Administration** - Provide overall direction and leadership for all police services utilizing “best practices” in law enforcement; Establish policy; Prepare and implement annual work plan and budget; Coordinate with other city departments and local governmental entities
- 5) **Professional Standards** - Investigate complaints; Conduct internal affairs investigations; Review policies; Maintain accreditation status; Recruit and train for excellence

## 2013 – 2014 WORKPLAN

### CORE FUNCTION: #1 Patrol

#### Action:

- Maintain high patrol visibility and deter criminal activity throughout the City
- Respond to all service calls in a prompt, courteous and safe manner
- Provide accurate information and caring assistance to citizens and victims
- Conduct preliminary investigation on all incidents
- Enforce appropriate laws, arrest offenders and issue citations
- Maintain emergency preparedness
- Problem solve with Neighborhood Watch Groups and businesses
- Monitor and enforce traffic laws in high congestion/accident areas
- Place Speed Sentry Traffic Sign Devices in targeted areas
- Initiate special proactive enforcement for crime trends

#### Activity Measurement:

- Maintain average emergency response time below six minutes for calls that involve injury or high threat to life
- Maintain average response time below 16 minutes for non-emergency calls that do not involve injury or high threat to life
- Provide patrol minimum staffing of at least one supervisor and five officers on the streets at all times
- Maintain a violent crime rate against persons of less than 2.7 crimes per 1,000 residents annually\*
- Maintain a crime rate of fewer than 40 Index Crimes (Part I Crimes) per 1,000 residents annually\*
- All patrol officers attend at least one Neighborhood Home Association/Crime Watch meeting for each active group in their beat
- Perform 100% compliance checks on all registered sex offenders monthly
- Decrease residential burglaries by 10% during proactive enforcement initiatives
- Participate in at least two national or state traffic safety initiatives for the recognized/specified time period annually

#### \*Explanatory Information:

Reporting periods are based on calendar years instead of fiscal years because of state and federal reporting requirements. Safety of communities is generally measured by the State Crime Index, measuring the number of violent and non-violent crimes per 1,000/population. Part I crimes are considered to be criminal homicide, robbery, rape, aggravated assault, burglary, larceny, motor vehicle theft and arson. Part I crimes against persons are criminal homicide, rape and aggravated assault offenses.

#### Meets City Council's Premier Statements:

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

## **CORE FUNCTION: #2 Criminal Investigations**

### **Action:**

- Document and investigate all criminal activity and offense reports
- Prepare arrest and search warrant affidavits
- Conduct interviews/arrest suspects
- File appropriate charges and provide testimony at grand jury/court
- Recover stolen property
- Provide timely feedback to crime victims
- Maintain intelligence files and appropriate data bases
- Utilize available technology and crime analysis in directing police resources, investigations and filing of cases
- Support community awareness for dangerous criminals

### **Activity Measurement:**

- Maintain a 90% acceptance rate on cases filed with the District Attorney
- Contact victims of persons crimes within three business days of receiving assigned case
- Detectives attend one Neighborhood Home Association/Crime Watch meeting for each active group per year
- Maintain a clearance rate of at least 30% for Index Crimes and a clearance rate of at least 35% for overall crimes annually
- Achieve 30% of property recovered-to-stolen ratio annually
- Provide weekly crime analysis reports to Field Operations Bureau

### **Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

### **CORE FUNCTION: #3 Information and Technical Support**

#### **Action:**

- Provide public education and information on problem solving, reporting, crime prevention programs and false alarm prevention for neighborhoods and businesses
- Provide accurate and timely police information
- Protect integrity of impounded evidence and property
- Document and investigate non-emergency service calls to support patrol core function
- Continue web-based and telephone reporting system for the public
- Utilize Access Cedar Hill and other social media outlets to provide service and information

#### **Activity Measurement:**

- Provide web page reports of crime "hot spots" and prevention strategies within ten business days of completed police action(s)
- Update the department web page with police statistical information within 15 business days of the preceding reporting month's end
- Conduct annual Property Room Audit with 100% accuracy for items with in our custody
- Make police reports available to the public within five business days from report of incident
- Provide a Police Report Blotter to City Council within ten days of the preceding month's end

#### **Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hill has a Strong and Diverse Economy.

**CORE FUNCTION: #4 Police Administration**

**Action:**

- Continue communications with the CHISD Police and implement identified service enhancements
- Acknowledge department members' involvement in customer service initiatives and formulating innovative ideas that promote cost savings
- Continue to develop command personnel for succession through a comprehensive strategy of training and opportunities designed to encourage leadership excellence
- Continue to aggressively pursue grant funding and cooperative regional efforts
- Continue random customer service surveys by sending out monthly surveys and track returns of Customer Service Survey instrument to every 100<sup>th</sup> citizen or business initiated police service call
- Involve citizen volunteers that complete Citizens Police Academy Alumni Association / Citizens On Patrol training to assist in keeping the community safe and clean
- Explore community partnerships and take lead in "Clean Cedar Hill Initiative"

**Activity Measurement:**

- Continue monthly intelligence meetings with CHISD Chief and/or his designee
- Comply with required reporting requirements (annually/quarterly)
- At least one command personnel attend an advanced police management training course through the Law Enforcement Management Institute of Texas or FBI National Academy
- Maintain an overall 90% customer approval rating for police services based on returned Customer Service Surveys
- Increase citizen volunteer hour participation by 10%
- Establish at least one group to adopt a "clean zone" for a median, neighborhood, or business area in each of the five patrol districts

**Meets City Council's Premier Statements:**

Cedar Hill is Safe.

Cedar Hills is Clean.

## **CORE FUNCTION: #5 Professional Standards**

### **Action:**

- Continue to develop department personnel through a comprehensive strategy of recruitment selection, promotion and training designed to encourage excellence through diversity
- Maintain state license for contractual training
- Maintain accreditation status and reports; update and review department policies
- Investigate citizen complaints
- Conduct administrative investigations
- Explore with Texas Municipal League in developing physical fitness requirements for police officers

### **Activity Measurement:**

- Complete investigations within 30 calendar days of assignment unless an extension is granted.
- Department supervisors will attend at least two professional development courses beyond required training.
- Maintain recognition status annual acceptance notification from Texas Police Chief's Association.
- Maintain 100% compliance of state mandated training requirements
- Participate in Texas Municipal League training course for physical fitness

### **Meets City Council's Premier Statements:**

Cedar Hill is Safe.

**SUMMARY  
POLICE DEPARTMENT**

<b>EXPENDITURES</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Personnel	\$ 7,047,700	\$ 7,532,705	\$ 7,353,845	\$ 7,171,220
Supplies	240,172	321,155	255,665	260,175
Maintenance	83,081	113,115	107,115	107,825
Services	1,033,294	1,064,400	1,074,825	858,115
Utilities	55,670	50,050	52,550	24,000
Lease / Rentals	73,355	45,650	45,650	97,305
Sundry	125,851	138,650	138,650	133,330
<b>TOTAL Department Budget</b>	<b>\$ 8,659,123</b>	<b>\$ 9,265,725</b>	<b>\$ 9,028,300</b>	<b>\$ 8,651,970</b>

<b>STAFFING</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	2.00	2.00	2.00	2.00
Police Lieutenant	7.00	7.00	7.00	7.00
Police Sergeant	8.00	8.00	8.00	8.00
Police Corporal	8.00	8.00	8.00	8.00
Police Officer	41.00	41.00	41.00	41.00
Police Information Supervisor	1.00	1.00	1.00	1.00
Crime Manager (Grant)	1.00	1.00	1.00	1.00
Crime Victim Assistance Manager	1.00	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Investigative Aide	1.00	1.00	1.00	1.00
Community Service Officer	2.00	2.00	2.00	2.00
Property Room Coordinator	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Public Service Officer	5.00	5.00	5.00	5.00
Police Records Clerk	3.00	3.00	3.00	3.00
P-T Community Service Officer	1.60	1.60	1.60	1.60
P-T Administrative Secretary	0.50	0.80	0.80	0.80
<b>TOTAL Department Staff</b>	<b>87.10</b>	<b>87.40</b>	<b>87.40</b>	<b>87.40</b>

<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL FY 11-12</b>	<b>BUDGET FY 12-13</b>	<b>ESTIMATED FY 12-13</b>	<b>BUDGET FY 13-14</b>
Emergency response time (minutes)	6:14	6:30	6:09	6:30
Non-emergency response time (minutes)	16:31	17:02	14:21	17:02
Approval rate on cases filed with the District Attorney	98%	98%	98.5%	98%
Property room Accuracy Rate	99%	99%	99%	99%