

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100, 1150 & 1200
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DEPARTMENT/ACTIVITY DESCRIPTION:
See separate activity 1100, 1150 and 1200 pages.

DEPARTMENT/ACTIVITY OBJECTIVES:
See separate activity 1100, 1150 and 1200 pages.

PERSONNEL SUMMARY:
GRAND TOTALS (INFORMATION ONLY)

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
Police Chief	1	1	1	1		
Assistant Police Chief	0	0	0	1		
Major	1	1	1	0		
Captain	2	2	2	3		
Lieutenant	7	7	8	7		
Sergeant	18	18	17	17		
Police Officer	94	94	94	94		
Subtotal Sworn Officers	123	123	123	123	0	0
Data Systems Manager	1	1	1	1		
Administrative Secretary	1	1	1	1		
Property/Evidence Coordinator	1	1	1	1		
Property/Evidence Technician	1	1	1	1		
Clerk I	4	4	4	0		
Clerk II	1	1	1	4		
Records Technician	0	0	0	1		
Subtotal Civilians	9	9	9	9	0	0
TOTAL FULL-TIME EQUIVALENT POSITIONS	132	132	132	132	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations (Property Tax Funded)
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DEPARTMENT/ACTIVITY DESCRIPTION:
See pages 2 through 8.

DEPARTMENT/ACTIVITY OBJECTIVES:
See pages 2 through 8.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
Police Chief - moved from Activity 1200	0	0	1	1		
Assistant Police Chief	0	0	0	1		
Major	1	1	1	0		
Captain	2	2	2	3		
Lieutenant	6.5	7.11	7.11	6.5		
Sergeant	17.61	17	17	16.5		
Police Officer **	90.26	90.26	90.26	90.76		
Subtotal Sworn Officers	117.37	117.37	118.37	118.76	0	0
Data Systems Manager	1	1	1	1		
Administrative Secretary	1	1	1	1		
Property/Evidence Coordinator	1	1	1	1		
Property/Evidence Technician	1	1	1	1		
Clerk I	4	4	4	0		
Clerk II	1	1	1	4		
Records Technician	0	0	0	1		
Subtotal Civilians	9	9	9	9	0	0
SUBTOTAL PROPERTY TAX FUNDED FTE's	126.37	126.37	127.37	127.76	0	0

* AT CURRENT FYE22 STAFFING LEVEL

** Byrne Grant and JAG grants have declined over the years while wages increased. Cannot keep up at 75% funding, more like 50% funded positions.

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Patrol Division Commander:
 The Patrol Division performs the external operations of the Police Department. The Patrol Division Commander provides direction, control and coordination of the assigned activities of the Division. The Patrol Division Commander is a Captain who supervises the three Uniform Patrol Division Watches.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Effectively and efficiently use the resources of the Police Department to provide a safe environment for Waterloo residents and visitors who choose to live, work, conduct business, and raise a family in this community.
 Provide a maximum effort toward the protection of life and property, the prevention and solution of crime, and the identification, apprehension and conviction of persons committing crimes.
 Increase the productivity, effectiveness, and efficiency of the Uniformed Patrol Division.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Patrol Division – Watch I, II and III:
 To provide uniformed Patrol Officers to specific areas for response to calls for service, the normal and selective enforcement of criminal and traffic laws, directed patrol activities, community policing, crime prevention, the investigation of reported criminal activity and traffic related incidents.
 To further provide for the identification, apprehension and conviction of law violators and to provide safety and security of persons and property.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Provide maximum effort towards the protection of life, property, the prevention of crime and solution of crimes, and the identification and apprehension of persons committing crimes.
 Reduce crime levels within the community through the use of highly visible patrol activities, directed patrol activities, COPPS projects, and crime prevention efforts.
 Reduce traffic accident levels through the use of selective and normal traffic law enforcement.
 Respond to emergency calls for service involving life threatening situations and/or in-progress crimes within 5 minutes, 90% of the time, and all remaining calls for service within 45 minutes, 75% of the time.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Investigative Division:
 The primary function of the Investigative Division is to conduct follow-up investigations into crimes against persons (to include domestic abuse) and property that occur in the community. A maximum effort is placed toward the prevention and solution of crime, the identification and conviction of criminals, and the protection of life and property for all citizens in the community.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Improve the efficiency, effectiveness, and work output of the Division by improving the documentation and monitoring of assigned investigations by supervisors.
 Perform assignments in a manner which prompts favorable police-community relations.
 Utilize the confidential fund when appropriate in order to receive needed information on criminal activity or contraband purchases.
 Conduct follow-up investigations on all major cases and cases deemed priorities, and to direct investigations which are not priorities to other resources within the Police Department in an effort to solve and close more cases and involve more personnel in the investigative phase.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Investigative Division – School Resource Sergeant and Officers:
 The primary function of the School Resource Officer is to focus on juvenile offenders and juvenile victims, function as a liaison between the Waterloo Police Department and the Waterloo Community School System and the students, and provide crime prevention programs.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Improve the efficiency, effectiveness, and work output of the unit through increased documentation of assigned functions.
 Instruct police topics of interest in the Waterloo School System.
 Make public appearances regarding police related topics.
 Attempt to identify students who are at risk for gang involvement or substance abuse and make them known to the appropriate school personnel and help to reduce youth from getting involved with gangs, reducing violence.
 Provide professional development as it relates to the job function.
 Represent the City and Police Department in a positive manner while consulting with school officials on law enforcement and juvenile matters.
 Perform alcohol and tobacco compliance and liquor licensing checks.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Investigative Division – Crime Laboratory:
 The Crime Laboratory is staffed with one Police Sergeant and three Police Crime Laboratory Investigators and numerous Patrol Division Crime Scene Investigators (CSIs), who provide technical assistance, evidence identification, evidence collections, evidence processing, photographic support, and fingerprint identification.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Provide technical expertise, photographic coverage, and evidence collection to assist other elements of the Police Department at the scene of reported crimes.
 Train and supervise the technical duties of police officers assigned by Watch Commanders as Crime Scene Investigators to assist with basic and technical evidence recovery at crime scenes.
 Properly record, file, and maintain photographic and fingerprint information on subjects in Waterloo Police Department custody and forward this information to the appropriate State and Federal Agencies.
 Improve section personnel capabilities through advanced training and education in technical fields in their areas of responsibilities.
 Research and update section procedures and equipment to maintain technical assistance and comply with established safety and technical standards.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Administrative Division – Property/Evidence Section:
 The Property/Evidence Section of the Police Department receives, records, and properly stores all evidence, personal property and Police Department property and equipment. The Property/Evidence Section hours are from 6:30 A.M. to 3:30 P.M (M, T, Th, F) and 6:30 A.M. to 8:00 P.M. (W).

DEPARTMENT/ACTIVITY OBJECTIVES:
 Receive and securely store all evidence and property seized or found by members of the Waterloo Police Department.
 Receive and maintain an inventory, and store all Police Department property, equipment and supply items.
 Issue Police Department supplies, property or equipment to department areas or members as needed.
 Maintain accurate records of all evidence and property stored, and submit required reports on a regular basis.
 Properly release and maintain records of final dispositions of all evidence or property in the custody of the Property/Evidence Section as required by law and Police Department guidelines.
 Properly destroy or dispose of all contraband items by court order as required by law and Police Department guidelines.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1100 Police Operations
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Administrative Division - Budget/Finance, Training Unit and Internal Affairs/Personnel:
 The Administrative Division includes the Budget/Finance Section, Training Unit and the Internal Affairs/Personnel Unit. A Captain plans, directs and coordinates all Administrative Division activities. One Lieutenant in the Training Unit supervises one Police Officer. The Training Unit is responsible for coordinating the department's monthly in-service training, specialized training, maintaining state required training records and providing mandated training to the Department. One Lieutenant is responsible for administering the Department's Internal Affairs/Personnel Unit. This unit is responsible for investigating complaints against the department or individual employees, the investigation of Iowa Civil Rights Commission (ICRC) complaints, and coordination with the City Attorney on matters of mutual concern regarding internal investigations or litigation. The Lieutenant reports directly to the Chief of Police on all matters. The Clerk II provides support to all areas, but is primarily responsible for the financial administration for the department which includes payroll, accounts receivable, accounts payable and grant coordination with the City Finance Department.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Administer financial matters including payroll, accounts receivable, accounts payable, attendance, pension and budget preparation.
 Coordinate with the City Finance Department on matters involving State and Federal Grants.
 Provide training to all personnel to meet or exceed department standards and to comply with state mandated certifications and to reduce exposure to civil liability.
 Investigate charges against Police Department personnel, investigate allegations of criminal misconduct, gross misconduct, or negligence.
 Prepare department fiscal budget requests in a sufficient manner to provide the best law enforcement protection and service to the community.
 Maintain department payroll records and updates the same.
 Develop and maintain department equipment specifications.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See page 1 totals.						
SUBTOTAL PROPERTY TAX FUNDED FTE's	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1105 Police Computer Services
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Administrative Division – Data Systems/Records Section:
 The Data Systems/Records Section employs civilian personnel. The manager/supervisor of the Data Systems/Records Section is responsible for the review of police reports, accuracy of the Uniform Crime Report (UCR) and the daily operations and supervision of Records personnel. The manager/supervisor is also responsible for computer operations and to act as a liaison with the Criminal Justice Information System (CJIS). The civilian clerks perform data entry, report processing and providing information to the general public upon request.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Implement and operate a cost effective computer system to meet the management needs of the Police Department.
 Review, cross-train and reassign Records personnel work assignments as additional computer programs enhance our computer system.
 Identify records that can be purged or archived and maintain those critical records required by law.
 Process reports accurately and provide faster retrieval and use of computerized reports throughout the Police Department.
 Maintain a computer aided dispatch system through cooperation with the Black Hawk Consolidated Communications Center, which will provide managers with statistical reports to assist in determining overall police productivity.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
See activity 1100 page 1 totals.						
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

Note: Personnel expenses for the positions described above are not tracked separately in this activity. They are all included in regular police operations (activity 1100).

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1150 Police Grants
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity identifies various officer positions that are funded in part or whole with either state or federal grant monies. This includes partial grant funding for a lieutenant and two officers assigned to the Tri-County Drug Enforcement Task Force. The primary function of the Tri-County Drug Enforcement Task Force is to reduce illegal drugs/narcotics, identify, arrest, and successfully prosecute purveyors of illegal drugs through a cooperative and joint effort with other local, state, county, and federal law enforcement agencies. This also includes partial grant funding for an officer assigned to the Domestic Abuse Response Team (DART).

DEPARTMENT/ACTIVITY OBJECTIVES:
 Investigate purveyors of drug related offenses and pursue state or federal prosecution.
 Continue efforts in asset forfeitures.
 Provide support equipment and surveillance equipment so we can increase our intelligence regarding illegal drugs.
 Work with local, state and federal agencies to gather intelligence that will enhance homeland security efforts.
 Reduce and/or eliminate clandestine methamphetamine labs through cooperative efforts of law enforcement.
 Aggressively investigate domestic abuse incidents and pursue prosecution of violators.
 Reduce overall crime and improve public safety.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
Lieutenant	0.5	0.89	0.89	0.5		
Sergeant	0.39	0	0	0		
Police Officer	3.74	3.74	3.74	3.74		
Subtotal Sworn Officers	4.63	4.63	4.63	4.24	0	0
Subtotal Civilians	0	0	0	0	0	0
SUBTOTAL GRANT FUNDED FTE's	4.63	4.63	4.63	4.24	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1160 Law Enforcement Programs
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Federal monies are passed through the State of Iowa to local jurisdictions to fund multi-agency drug enforcement task forces. The Waterloo Police Department is part of a task force that administers monies for personnel from the Cedar Falls Police Department, the Black Hawk County Sheriff's Office and the Black Hawk County Attorney's Office. Also provided in this activity are donated monies that help fund such programs as the Waterloo Police Department's K-9 Unit, School Resource Officer (SRO) program (formerly DARE), Citizen's Academy and Honor Guard.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Investigate, arrest and prosecute purveyors of drug related offenses within the task force's jurisdiction.
 Continue efforts in asset forfeitures.
 Through privately donated funds, provide additional programs that will enhance law enforcement.
 Foster better relationships between law enforcement officers and the citizens they serve.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1165 Police Tobacco Enforcement
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This is a state administered program that provides overtime monies to local law enforcement agencies so they can educate businesses (that are licensed by the state to sell tobacco products) in the proper procedures when selling tobacco products. The overtime monies from this program also allow law enforcement to conduct random checks of these businesses to ensure that they are in compliance and to police youth smoking violations during designated civic events and cite minors who are in violation of state code.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Educate the community and the businesses that sell tobacco products.
 Conduct random checks to ensure that businesses are in compliance.
 Reduce tobacco violations through enforcement activities.
 Deter youth from purchasing/possessing tobacco products.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 11 Police Department	ACTIVITY: 1200 Public Safety Administration
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DEPARTMENT/ACTIVITY DESCRIPTION:
 Chief of Police:
 The Office of the Chief of Police is responsible for providing overall leadership, philosophy, direction, planning, organizing, mission identification, and goal development for the Police Department.
 The Chief's office is located on the first floor of City Hall and normal business hours are from 8:00 A.M. to 5:00 P.M.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Direct the operation of the Police Department by utilizing available resources.
 Develop community and city government support of Police Department objectives.
 Exercise leadership in obtaining needed resources.
 Administer the operation of the Police and department in a professional, efficient, and effective manner.
 Seek new and innovative resources to continually upgrade the level of law enforcement services and protection to the community.
 Increase department efficiency and effectiveness, maximize utilization of human resources, and effect sound delivery of police services.
 Act as liaison between the police department, community and governmental bodies to proficiently enhance police operations and services.
 Provide career development of personnel which will enhance and enrich the job while strengthening the department's ability to deliver quality services.
 Focus department resources toward the development of a comprehensive drug control strategy.
 Foster positive, pro-active law enforcement services between the police department and all segments of the community.

See also Police Department narratives under 010-11-1100.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
Police Chief - Moved to 1100 Activity	1	1	0	0	0	
SUBTOTAL PROPERTY TAX FUNDED FTE's	1	1	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL

FYE2023 BUDGET ACTIVITY NARRATIVE

FUND: 200 Trust & Agency	DEPARTMENT: 11 Police Department	ACTIVITY: 1140 Police Retirement
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This is the state-mandated retirement program for firefighters and police officers (known as the Municipal Fire & Police Retirement System of Iowa). This particular activity tracks only the expense associated with the Police Department.
 The contribution rate for the City for FYE23 is 23.90% (a decrease of 2.28% from the FYE22 rate of 26.18%).

DEPARTMENT/ACTIVITY OBJECTIVES:

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2020	CERTIFIED FYE2021	CERTIFIED FYE2022	PROPOSED FYE2023 *	PUBLISHED FYE2023	CERTIFIED FYE2023
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE22 STAFFING LEVEL