

Sandwich Police Department



**2022
Finance Committee
Budget Review**

Staffing

- 35 full-time sworn positions
- 1 full-time executive assistant
- 1 P/T Clerical
- 8 part-time sworn positions
- 9 full-time Emergency Telecommunicators
- 4 part-time Emergency Telecommunicators
- 1 F/T Maintainer
- 1 P/T IT

- **Specialized assignments**
 - Detective
 - School Resource Officer
 - Community Resource Officer
 - Regional Taskforce Detective
 - Accreditation
 - Sexual Assault Investigator
 - Crash Reconstruction
 - Firearms Instructor
 - Firearms Simulator
 - Field Training Officer
 - SWAT

- **Personnel Status:**
 - 4 Ill/Injured
 - 1 pending retirement
 - 1 position entering the police academy in April

- **Future staffing**
 - F/T Communications Center Supervisor: Job description included.

Statistics

Call Reason	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Assault investigations	156	174	152	165	86	97	131	146	153	56	58
Auto thefts	4	8	8	10	5	6	8	4	2	1	2
Burglary investigation	243	258	174	151	103	115	106	66	51	10	16
Domestic violence	188	204	182	207	187	197	234	161	161	189	170
Larceny / Theft investigation	174	208	175	147	116	140	194	127	163	57	59
Malicious destruction	241	155	125	108	156	136	150	123	88	45	45
Murders	0	0	0	0	0	0	0	0	0	0	0
Property alarm Investigation	833	791	895	859	846	831	819	909	746	606	593
Motor vehicle crash investigation	287	261	248	233	394	379	412	416	330	281	311
Robbery	1	3	1	2	5	0	0	1	1	1	0
Drug violations	41	55	34	51	54	33	39	36	44	38	25
Arrests	587	608	624	485	454	414	471	507	551	535	547
OUI	75	67	65	52	59	40	50	57	73	45	34
Motor vehicle citations	3306	3436	3573	2481	2988	2895	3019	2523	3097	2866	2436
Overdoses	7	17	18	20	17	19	31	30	24	23	21
Identity theft / Scams	21	14	18	37	31	50	55	46	62	394	134
Total calls for service	14674	17027	19237	17326	17017	17898	19217	17886	17584	17191	18356

ACCOUNT NAME	REQUEST FY22	REQUEST FY23
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Repair/Maint. of Equip.	8,000	10,000
Equipment	13,000	15,000
Cruiser Replacement	150,000	180,000
Office Supplies	8,000	10,000

- New building costs are higher than the previous building.
- Communications center equipment and supplies
- New cruiser is approximately \$45,000-\$48,000. Budgeted for 4 new vehicles per year.

No capital items being requested

**TOWN OF SANDWICH - POSITION DESCRIPTION
SANDWICH EMERGENCY COMMUNICATIONS CENTER SUPERVISOR
POLICE DEPARTMENT**

SUMMARY:

Responsible, administrative and supervisory position involving the oversight and operation of the Sandwich Emergency Communications Center including personnel, equipment, training, communications systems and budget. Work involves effectively and efficiently organizing, supervising, operating and managing the emergency communications function. Position performs all functions of an Emergency Telecommunicator. Performs all other work as required and assigned. Reports to the Deputy Police Chief.

PRIMARY DUTIES AND ESSENTIAL FUNCTIONS:

Responsible for overseeing and managing the effective and efficient operation of the Sandwich Emergency Communications Center ensuring competency, professionalism, and accuracy with every communication received.

Performs the following specific functions as the Supervisor of the Emergency Communications Center.

- Serves as the primary contact for both Fire and Police Department supervisors for any issues that arise within the Emergency Communications Center. Works diligently to resolve any issues related to the Communications Center.
- Performs personnel oversight duties including supervising staff, developing and maintaining a 24 hour staffing schedule including managing leave requests and attendance.
- Position will be trained in how to conduct internal affairs investigations. Once trained, will handle complaints involving communications center personnel. Evaluates performance of all Emergency Telecommunicators.
- Responsible for making personnel management, scheduling and budgeting decisions as required. This work requires the employee have excellent knowledge, skills and ability in emergency communications center management.
- Works collaboratively with the Human Resources Department with all aspects of the hiring process and post hiring process for both full and part-time openings including advertising, interviews, appointments, wage adjustments, posts and processes shift bidding, etc.
- Develops and maintains an effective process for managing standard operating procedures, operational readiness and develops a disaster recovery contingency plans for all Communications Center systems.

- Coordinates, schedules, documents and reports on all training of current Emergency Telecommunicators, newly hired Emergency Telecommunicators and compliance with Police Department standards as well as State regulations.
- Takes lead role in 911 grant management including application process as well as reimbursement submissions working closely with the Deputy Police Chief.
- Conducts monthly quality assurance, quality improvement as required by state regulations and makes reports to the Deputy Chief of Police.
- Submits all required certifications to the Massachusetts State 911 Department.
- Conducts regular and routine inspections and audits of the Sandwich Emergency Communications Center for compliance with all policies and procedures of the Department, APCO and Massachusetts 911 Department Standards.
- Obtains copies of dispatch recordings when requested.
- Supervises CJIS systems including validations, audits, troubleshooting and ensuring department compliance with Massachusetts DCJIS and FBI policies.
- Makes corrections and updates in CAD (both IMC and Red Alert) as needed.
- Is issued a Town cell phone to aid in communications center management during off duty hours.
- Remain current in certifications necessary to perform police and fire dispatch duties. Position would be allowed to fill open shifts refused by regular ET personnel

Responsible for communications and logistics as necessary and as directed during times when the Emergency Management Team is enacted. Will work with the Emergency Management Director and others to ensure appropriate, timely and helpful coordination and communications are made during emergency events.

Performs all other related work as may be required or assigned.

**TOWN OF SANDWICH – POSITION CLASSIFICATION SHEET
SANDWICH EMERGENCY COMMUNICATIONS CENTER SUPERVISOR
POLICE DEPARTMENT**

EDUCATION/BASIC KNOWLEDGE

Education Required: Must possess and retain all of the following certifications:

- Massachusetts State 911 Department equipment training
- 40 hours APCO Public Safety Telecommunicator 1
- CPR Certification
- 32 hour APCO Emergency Medical Dispatch
- APCO EMD Manager Certificate
- Massachusetts CJIS systems operator training
- FEMA Basic Incident Command Systems certificates
- Any Additional credentials as determined by the Chief of Police to be necessary to perform all functions of the supervisor position

Must have progressively responsible administration experience in an emergency communications setting with the ability to demonstrate leadership, supervision, management of administrative systems, management of communications center systems, ability to train others and support staff in a consistent, tactful and professional manner. Must effectively communicate both in writing and orally at all levels. Must have the ability to perform multiple operations at one time. Must be able to understand and follow written and oral instructions. Must be able to maintain a calm and professional manner during emergency situations. Must be able to work effectively with fellow employees, members of the Police Department and Fire Department, as well as all other Town Departments, agencies and the public.

Thorough knowledge of applicable Massachusetts General Laws, Town bylaws, regulations, roadways and geography. Must successfully pass the rigorous background check conducted by the Sandwich Police Department as a minimum requirement.

EXPERIENCE

One (1) year serving in the capacity of an Emergency Telecommunicator with an additional one (1) year in a position of supervisory nature required. Once hired, up to one and a half years on job to become proficient.

JUDGMENT AND INITIATIVE

Performs varied and responsible duties requiring judgment and initiative in assisting in the supervision and oversight of the operation of the Sandwich Emergency Communications Center.

SUPERVISION REQUIRED

Works under the supervision of the Deputy Police Chief in carrying out policies and procedures, and enforcing all relevant Massachusetts General Laws, standard operating procedures, and the Emergency Telecommunicator Collective Bargaining Agreement. Normally works independently carrying out the requirements of the job, reporting any unusual circumstances and conditions to the Deputy Police Chief and/or designee.

ACCOUNTABILITY

Accountable for the work of those supervised and directly assigned duties.

CONTACT WITH OTHERS

Contacts require perceptiveness, accuracy and discretion with other town, state and federal law enforcement agencies, the news media, and with the general public. Contacts must reflect a positive image for the Town and promote favorable public relations.

CONFIDENTIALITY

Has access to all department-related confidential information. Also has access to personnel records of subordinates. Must exercise considerable discretion in dealing with information and investigations that if not properly handled could seriously affect the Town's image, performance, and its legal obligations.

PHYSICAL ENVIRONMENT

Work is performed within the Emergency Communications Center and a typical office environment.

PHYSICAL EFFORT

Minimal physical effort associated with office duties.

OCCUPATIONAL RISKS

Occasional and unavoidable risks associated with exposure to law enforcement hazards, including risks to own personal safety and well-being. Minimal exposure to hazards in office environment.

CHARACTER OF SUPERVISION EXERCISED

Under the general supervision of the Deputy Police Chief, oversees the Sandwich Emergency Communications Center, supervising the activities of full and part-time personnel.

DEPARTMENT: 210 - Police Department
TOC

	EXPEND FY18	EXPEND FY19	EXPEND FY20	EXPEND FY21	APPROP FY22	REQUEST FY23
PERSONNEL SUBTOTAL (Form 2)	4,045,587	4,126,571	4,234,760	4,363,427	4,569,220	4,747,030
OPERATING SUBTOTAL (Form 3)	441,150	445,030	382,176	437,002	354,335	390,335
TOTAL DEPARTMENT BUDGET (Form 2 + Form 3)	4,486,737	4,571,601	4,616,936	4,800,429	4,923,555	5,137,365

Department Revenue from Prior Fiscal Year: 68,415 (Parking tickets, court fines, police detail fees, etc.)

DEPARTMENT: 210 - Police Department
TOC

POSITION	NAME	FY22 STEP	BASE SALARY	EDU.	SALARY	HOLIDAY	LONG	FY22 TOTAL
Chief of Police	P. Wack	G 19	167,709		167,709	5,176	500	173,385
Deputy Chief	J. Keene	G 17	132,665		132,665		700	133,365
Police Lieutenant	J. Bound	G 16	131,305		131,305		700	132,005
Police Lieutenant	B. Lawrence	G 16	123,000		123,000		700	123,700
Ex. Ad. Asst.(40h/w)	H. Hawkins	G5/5	59,550		59,550		450	60,000
Police Sgt./DET	T. Murphy	Sgt	92,747	25%	115,934	4,936	725	121,594
Police Sgt./COURT	C. McDermott	Sgt	89,731	20%	107,677	4,586	725	112,988
Police Sergeant	A. Trayner	Sgt	87,547	10%	96,302	4,098	550	100,949
Police Sergeant	J. Manley	Sgt	87,547	25%	109,434	4,653	550	114,637
Police Sergeant	L. Gilrein	Sgt	87,547	25%	109,434	4,653	550	114,637
Police Sergeant	P. Grigorenko	Sgt	87,547	10%	96,302	4,093	450	100,845
Police Sergeant	M. Gumbleton	Sgt	87,547	20%	105,056	4,472	650	110,179
Police Sergeant	M. Leslie	Sgt	87,547	20%	105,056	4,464	450	109,970
Patrol Officer/CSO	B. Bondarek	P 7	74,194	0%	74,194	3,172	775	78,141
Patrol Officer/DET	M. O'Brien	P 7	75,484	20%	90,581	3,863	725	95,169
Patrol Officer/EVID.	M. Wood	P 7	74,984	0%	74,984	3,203	725	78,912
Patrol Officer	S. O'Neill	P 6	70,720	25%	88,400	3,768	650	92,818
Patrol Officer	G. Jaroszuk	P 6	70,720	20%	84,864	3,614	550	89,028
Detective	J. Brunelli	P 5	71,469	20%	85,763	3,647	450	89,860
Patrol Officer/SRO	J. Kent	P 5	70,678	20%	84,814	3,607	450	88,871
Patrol Officer	P. McCarthy	P 5	68,973	10%	75,870	3,229	450	79,549
Patrol Officer	R. McCracken	P 5	68,973	0%	68,973	2,937	450	72,360
Detective	N. Reid	P 5	71,469	20%	85,763	3,647	450	89,860
Patrol Officer	T. Condon	P 5	68,973	0%	68,973	2,937	450	72,360
Patrol Officer	M. Cotter	P 5	68,973	0%	68,973	2,937	450	72,360
Patrol Officer	C. Harold	P 3	64,189	20%	77,027	3,259	0	80,286
Patrol Officer	H. Huska	P 2	61,422	20%	73,706	3,118	0	76,825
Patrol Officer	J. McCombs	P 2	61,422	20%	73,706	3,118	0	76,825
Patrol Officer	G. Naylor	P 2	61,422	20%	73,706	3,118	0	76,825
Patrol Officer	M. Nurse	P 1	58,677	0%	58,677	2,482	0	61,159
Patrol Officer	J. Austin	P 1	58,677	20%	70,412	2,979	0	73,391
Patrol Officer	G. Garbacik	P 1	58,677	20%	70,412	2,979	0	73,391
Patrol Officer	M. Noonan	P 1	58,677	20%	70,412	2,979	0	73,391
Patrol Officer	A. Henderson	Prob	56,306	20%	67,567	2,859	0	70,426
Patrol Officer	D. Neal	Prob	56,306	20%	67,567	2,859	0	70,426
Patrol Officer	(Vacant)	Prob	56,306	20%	67,567	2,859	0	70,426
52.2 weeks/year					10,919			10,919
Sick Incentive					22,148			22,148
Shift Differential					39,040			39,040
Overtime					510,000			510,000

POLICE PERSONNEL SUBTOTAL

3,893,020

DEPARTMENT: 210 - Police Department

TOC

POSITION	NAME	FY23 STEP	BASE SALARY	EDU.	SALARY	HOLIDAY	LONG	FY23 TOTAL
Chief of Police	P. Wack	G 19	167,709		167,709	5,176	500	173,385
Deputy Chief	J. Keene	G 17	137,308		137,308		700	138,008
Police Lieutenant	J. Bound	G 16	131,305		131,305		700	132,005
Police Lieutenant	B. Lawrence	G 16	127,305		127,305		700	128,005
P-T Clerk	M. Caristi (16 hr/w)	P-T	16,640		16,640			16,640
Ex. Ad. Asst.(40h/w)	H. Hawkins	G5/6	62,587		62,587		450	63,037
Police Sgt./DET	T. Murphy	Sgt	92,747	25%	115,934	5,384	725	122,043
Police Sgt./COURT	C. McDermott	Sgt	89,731	20%	107,677	5,003	725	113,405
Police Sergeant	A. Trayner	Sgt	87,547	10%	96,302	4,470	550	101,322
Police Sergeant	J. Manley	Sgt	87,547	25%	109,434	5,076	550	115,060
Police Sergeant	L. Gilreil	Sgt	87,547	25%	109,434	5,076	550	115,060
Police Sergeant	P. Grigorenko	Sgt	87,547	10%	96,302	4,465	450	101,217
Police Sergeant	M. Gumbleton	Sgt	87,547	20%	105,056	4,879	650	110,585
Police Sergeant	M. Leslie	Sgt	87,547	10%	96,302	4,465	450	101,217
Patrol Officer/CSO	B. Bondarek	P 7	74,194	0%	74,194	3,460	775	78,429
Patrol Officer/DET	M. O'Brien	P 7	75,983	20%	91,180	4,242	725	96,146
Patrol Officer/EVID.	M. Wood	P 7	74,984	0%	74,984	3,494	725	79,203
Patrol Officer	S. O'Neill	P 7	72,488	25%	90,610	4,215	725	95,550
Patrol Officer	G. Jaroszuk	P 6	70,720	20%	84,864	3,942	550	89,356
Detective	J. Brunelli	P 5	71,469	20%	85,763	3,979	450	90,192
Patrol Officer/SRO	J. Kent	P 5	70,678	20%	84,814	3,935	450	89,199
Patrol Officer	P. McCarthy	P 5	68,973	10%	75,870	3,522	450	79,843
Patrol Officer	R. McCracken	P 5	68,973	0%	68,973	3,204	450	72,627
Detective	N. Reid	P 5	71,469	20%	85,763	3,979	450	90,192
Patrol Officer	T. Condon	P 5	68,973	0%	68,973	3,204	450	72,627
Patrol Officer	M. Cotter	P 5	68,973	0%	68,973	3,204	450	72,627
Patrol Officer	C. Harold	P 4	66,976	20%	80,371	3,709	0	84,081
Patrol Officer	H. Huska	P 3	64,189	20%	77,027	3,555	0	80,582
Patrol Officer	J. McCombs	P 3	64,189	20%	77,027	3,555	0	80,582
Patrol Officer	G. Naylor	P 3	64,189	20%	77,027	3,555	0	80,582
Patrol Officer	J. Austin	P 2	61,422	20%	73,706	3,402	0	77,108
Patrol Officer	G. Garbacik	P 2	61,422	20%	73,706	3,402	0	77,108
Patrol Officer	M. Noonan	P 1	58,677	20%	70,412	3,250	0	73,662
Patrol Officer	M. Petersen	P 3	66,976	20%	80,371	3,709	0	84,081
Patrol Officer	A. Henderson	P 1	58,677	20%	70,412	3,250	0	73,662
Patrol Officer	M. Martin	P 5	68,973	20%	82,768	3,820	0	86,588
Patrol Officer	(Vacant)	P 1	58,677	20%	70,412	3,250	0	73,662
52.2 weeks/year					10,844			10,844
Sick Incentive					23,143			23,143
Shift Differential					41,236			41,236
Overtime					500,000			500,000

POLICE PERSONNEL SUBTOTAL**3,983,902**

DEPARTMENT: 210 - Public Safety Telecommunications
TOC

TELECOMMUNICATIONS PERSONNEL COSTS

POSITION	NAME	FY22 STEP	SALARY	HOLIDAY	LONG	FY22 TOTAL
PSAO - EMD	K. Cyr	S 6	66,643	2,852	760	70,255
PSAO - EMD	M. Barbaro	S 4	56,909	2,425	415	59,749
PSAO - EMD - Lead ET	M. Brownell	S 4	56,909	2,425	415	59,749
PSAO - EMD	J. Golden	S 4	56,909	2,408		59,317
PSAO - EMD	K. Hoffner	S 4	56,909	2,408		59,317
PSAO - EMD	N. Cook	S 4	56,909	2,408		59,317
PSAO - EMD	T. Howard	S 2	53,352	2,257		55,609
PSAO - EMD	D. Haisel	S 3	55,245	2,337		57,582
PSAO - EMD	R. Sminkey	S 2	53,352	2,257		55,609
Administrative Stipends			12,000			12,000
52.2 weeks/year			2,020			2,020
Shift Differential			10,980			10,980
Overtime & Part-Time Staff			125,000			125,000

PUBLIC SAFETY DISPATCH PERSONNEL SUBTOTAL

686,504

DEPARTMENT: 210 - Public Safety Telecommunications
TOC

TELECOMMUNICATIONS PERSONNEL COSTS

POSITION	NAME	FY23 STEP	SALARY	HOLIDAY	LONG	FY23 TOTAL
Dispatch Supervisor	(New)		80,000			80,000
PSAO - EMD	K. Cyr	S 6	66,643	2,074	760	69,477
PSAO - EMD	M. Barbaro	S 4	56,909	1,764	415	59,088
PSAO - EMD - Lead ET	M. Brownell	S 4	56,909	1,764	415	59,088
PSAO - EMD	J. Golden	S 4	56,909	1,751		58,660
PSAO - EMD	K. Hoffner	S 4	56,909	1,751		58,660
PSAO - EMD	N. Cook	S 4	56,909	1,751		58,660
PSAO - EMD	R. Sminkey	S 2	53,352	1,642		54,994
PSAO - EMD	J. Scott	S 6	66,643	2,051		68,694
PSAO - EMD	C. Lundren	S 2	53,352	1,642		54,994
Administrative Stipends			2,500			2,500
52.2 weeks/year			2,335			2,335
Shift Differential			10,980			10,980
Overtime & Part-Time Staff			125,000			125,000

PUBLIC SAFETY DISPATCH PERSONNEL SUBTOTAL

763,128

