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

2014 – 2015 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 2.5 crimes per 1,000 residents annually*
- Maintain a crime rate of fewer than 40 Index Crimes (Part I Crimes) per 1,000 residents annually*
- District 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 by5% 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 five 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 daily 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 100th 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

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.
- Provide required annual reports to maintain recognition status. Maintain 100% compliance of state mandated training requirements

Meets City Council's Premier Statements:

Cedar Hill is Safe.

SUMMARY - POLICE DEPARTMENT

EXPENDITURES	ACTUAL FYE 12	ACTUAL FYE 13	EST. FYE 14	FISCAL YEAR 2014-2015 CONTINUED	GROWTH	PROPOSED
Personnel	$ 7,047,700	$ 7,189,577	$ 6,978,990	$ 7,380,179	$ 7,740,234	$ 7,380,179
Supplies	240,172	243,860	257,315	268,055	272,855	268,055
Maintenance	83,081	92,314	98,065	106,620	106,620	106,620
Services	1,033,294	1,072,278	857,465	864,390	864,790	864,390
Utilities	55,670	45,715	39,765	36,295	36,295	36,295
Lease/Rentals	73,355	63,773	97,305	123,315	123,315	123,315
Sundry	125,851	138,326	133,600	137,625	149,225	137,625
TOTAL Dept. Budget	$ 8,659,123	$ 8,845,843	$ 8,462,505	$ 8,916,479	$ 9,293,334	$ 8,916,479

STAFFING	ACTUAL FYE 12	ACTUAL FYE 13	EST. FYE 14	FISCAL YEAR 2014-2015 CONTINUED	GROWTH	PROPOSED
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief	2.00	2.00	2.00	2.00	2.00	2.00
Lieutenant	6.00	7.00	7.00	7.00	7.00	7.00
Sergeant	8.00	8.00	8.00	8.00	8.00	8.00
Police Corporal	0.00	8.00	8.00	8.00	8.00	8.00
Police Officer	50.00	41.00	41.00	41.00	43.00	41.00
Police Information Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Crime Manager (Grant)	1.00	1.00	1.00	1.00	1.00	1.00
Crime Victims Assistance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Analyst	0.00	0.00	0.00	0.00	1.00	0.00
Executive Assistant	0.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	0.00	0.00	0.00	1.00	0.00
Civilian Investigator	0.00	1.00	1.00	1.00	1.00	1.00
Investigative Aide	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officers	2.00	2.00	2.00	2.00	3.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00	2.00	1.00
Police Records Clerk	3.00	3.00	3.00	3.00	4.00	3.00
Public Service Officer	5.00	5.00	5.00	5.00	7.00	5.00
P-T Community Service Officers	1.60	1.60	1.60	1.60	2.60	1.60
Property Room Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Police Technician	0.50	0.00	0.00	0.00	0.00	0.00
P-T Administrative Secretary	0.50	0.00	0.00	0.00	0.00	0.00
Pt Scanning Clerk	0.00	0.50	0.50	0.50	0.50	0.50
TOTAL Department Staff	87.60	88.10	88.10	88.10	98.10	88.10

REPLACEMENT VEHICLES & EQUIPMENT:	ACTUAL COST	LEASE COST	FUNDED
Patrol Vehicle (2)	$104,000	$25,825	Yes
Administrative Sedan	$20,000	$4,518	No

PROGRAMS:	PRIORITY	COST	FUNDED
PACT Officer	1.A	$ 84,040	No
Detective	1.B	$ 84,040	No
Technical Assistant (Part-Time)*	2	$ 24,480	Yes
Community Service Officers	3	$ 60,210	No
Administrative Secretary	4	$ 46,130	No
Public Service Officers (2)	5	$ 50,870	No
Records Clerk	6	$ 51,565	No

*This program is included in Information Technology's Budget.

Proposed Program Description
Police Department

Program One (1A): One PACT Officer (3rd year)

Program Cost: $ 84,040 (General Fund)
Tax Rate Impact: $ 0.0030
Option 1 Cost: $ 78,442 (Crime Control and Prevention District Fund (CCPD)
Option 2 Cost $ 39,221- (Mid-year implementation using CCPD Fund)

Included in City Manager's Budget: No

Program Description:
This program requests adding one Police Officer that will be placed in the Police and Community Team Unit (PACT), FY2008-09 was the last time the police department added a police officer position (Assistant Police Chief). The addition of this new officer would allow the PACT Sergeant to effectively manage the PACT unit as a supervisor and provide direction for new community policing initiatives. In addition to all of his supervisory duties, the current PACT Sergeant is also assigned to our business district. This new position would allow us to proactively engage all businesses in this area to implement new business crime watch groups and retail policing crime prevention programs.

The Cedar Hill Police Department has developed some initiatives in an attempt to communicate with all of our retail partners to work together on crime problems. By fully staffing the PACT Unit, we will be able to service, support and enhance our holiday policing initiatives, tourism and establish a business crime watch group. The Pact Unit is currently staffed with four (4) officers and a supervisor, which is below the current minimum staffing requirements of our five (5) district patrol beats. The City Council has expressed a desire to expand PACT because of its recognized success and citizen engagement. Having a fully staffed PACT Unit of five (5) Officers and a supervisor will ensure the entire team is focusing on crime prevention initiatives. The PACT officers are also responsible for monitoring all of the registered sex offenders who reside in our city. The addition of another PACT Officer would allow us to enhance our oversight of existing and new registered sex offenders.

Options:
  1) Fund one (PACT) Police Officer through the CCPD Fund
  2) Fund one (PACT) Police Officer mid-year through CCPD Fund

If this program is not funded:

- The PACT Sergeant will continue to share supervisory responsibilities and Beat 5 district crime prevention initiatives
- Delays in the establishment of a proactive business crime watch program will continue
- Existing registered sex offender compliance checks will not occur as frequently as desired

This program reflects City Council's Premier Statements:
Cedar Hill is Safe.
- Maintain position as the safest City in the BSW area and in the top tier of North Texas cities
- Close communication gap between City PD and CHISD PD law enforcement efforts

Finance Department's Comments:
This program includes two microcomputer workstations and phones budgeted in the Information Technology Department. The budgeted cost of the microcomputers is $1,400 per year, with a lease term of $362 per year for five years, per computer.

Program (1B): One Detective (3rd year)

Program Cost: $ 84,040
Tax Rate Impact: $0.0030
Option 1 Cost: $ 39,221

Included in City Manager's Budget: No

Program Description:
This program requests adding one (1) Police Detective in the Criminal Investigations Division. The addition of this new detective would be used to enhance our surveillance and intelligence capabilities, operate covert technology devices, coordinate special burglary initiatives, and focus on narcotics activity. This detective would serve as our department liaison with deployment detectives from our Best Southwest agencies, Midlothian IRS Task Force, United States Marshal Fugitive Task Force, North Texas Federal Narcotics Task Force, and our District Attorney Investigators.

The Criminal Investigation Division currently has eight (8) detectives investigating over 4,700 cases annually. Each detective averages 362 cases annually; 30 new case a month. The retail growth in Cedar Hill has increased the number of fraud investigative cases that result in more comprehensive and in-depth investigations. Detectives make every effort to perform undercover special assignments, maintain covert technology, and focus on organized robbery and burglary criminals. Other law enforcement agencies regularly come into Cedar Hill to work narcotics related criminal cases and asset seizures. Balancing a high case load and working special assignments is very challenging for our staff. The requested position would also assist in maintaining our exceptional high case clearance rate (45.8%) and achieve our goal of contacting reported crime victims in 3-5 days for follow-up action.

Option:
- Fund one Police Detective mid-year

If this program is not funded:

- Proactive covert operations and investigative capabilities will be limited
- Our desired exceptional case clearance rate will be difficult to maintain
- Our ability to proactively respond to crime victims will be impacted
- Narcotics cases investigated and asset seizing will be limited

This program reflects City Council's Premier Statements:

Cedar Hill is Safe.
- Maintain position as the safest City in the BSW area and in the top tier of North Texas cities
- Close communication gap between City PD and CHISD PD law enforcement efforts
- Develop law enforcement protocols between City PD and CHISD PD

Finance Department's Comments:
This program includes two microcomputer workstations and phones budgeted in the Information Technology Department. The budgeted cost of the microcomputers is $1,400 per year, with a lease term of $362 per year for five years, per computer.

Program Two (2): Technical Assistant (Part-time)

Program Cost: $24,480
Tax Rate Impact: $0.0009
Included in City Manager's Budget: Yes

Program Description:
This program requests a new part-time Technical Assistant position.

The Cedar Hill, Desoto, and Duncanville police departments use SunGard's mobile field reporting, records management, and computer aided dispatch programs. Each agency is responsible for providing its own systems administrator for the SunGard product suite. The Technical and Information Services Division commander is the department's sole technical support person and systems administrator for the SunGard products and related hardware.

The commander's primary duties are supposed to be commanding the following organizational components: Public Services Unit, Records Unit, Property Unit, and Animal Services Division. However, performing technical support functions has become the commander's primary task, which impedes her ability to properly manage her areas of responsibility.

According to the Cedar Hill Police Department management study report, "The Department and City should stop the practice of using sworn officers, including commanders (Lieutenant Grade 850), to perform IT functions. (Carroll Buracker and Associates, Inc., 2007, pp. 163, 181). The part-time technical assistant will assume the primary technical support functions and become the back-up systems administrator for the SunGard products.

The technology utilized by the department has changed significantly the last 10 years. This position would support and manage:

- Electronic ticket writer software and mobile printers
- Police Department social media accounts
- MCT mobile field computers and software systems
- L3 Mobile Vision video camera system in vehicles and motorcycles
- Vigilant ALPR License plate reader cameras and software
- Two covert mobile pole cameras and software
- All department laptop computers
- Covert electronic tracking device and software

Program benefits and outcomes:

- Allows commander to resume position-related duties like policy development and department web page updates
- Provide support functions for managing the Best Practices Recognition Program
- Better ability to identify and plan for IT needs
    - o Quicker response to and resolution of technical issues
    - o Quicker implementation of hardware and software updates
    - o Greater technical interaction with the City's and Regional Dispatch IT staff

Options:
- This program is being submitted in the Information Technology Department budget and is supported by public safety.

If this program is not funded:
- The commander will need to continue to neglect primary responsibilities to address IT issues
- Technical issues will take longer to resolve, leaving less resources available for field officers to use
- Hardware and software updates will be delayed which could negatively impact our Criminal Justice Information Systems compliance audit and reporting efficiency

This program meets City Council's Premier Statement:
- Cedar Hill is Safe.

Finance Department's Comments:
- This program is being funded via the Information Technology Department.

Program Three (3): Community Service Officers (8th year request)

Program Cost: $ 60,210
Tax Rate Impact: $0.0021
Option Cost: $ 28,735

Included in City Manager's Budget: No

Program Description:
This highly successful program requests adding two part-time Community Service Officers. These positions will continue to deliver "Premier" customer service with cost-effective use of valuable police resources. This would give the Police Department a total of six (6) Community Service Officers (two full-time and four part-time), to assist in taking field reports, following-up investigations, in lieu of a Police Officer, and supporting implementation of an alternative reporting procedure for specific types of police service calls as recommended by *Carroll Buracker & Associates, Inc.* Staffing and Management Study (hereafter referred to as CBI).   Utilizing Community Service Officers was also identified by the management study as a police "best practice" in law enforcement.

Program benefits and outcomes:
- Cost savings for utilizing the entire CSO Program instead of Police Officers in this program is approximately $180,000 ($30,000 each),
- Handle approximately 8,000 lower priority service calls (annually) in the field and at the police station,*
- Provide evening coverage for report-taking,
- Assist in follow-up investigations,
- Performance objectives of a 20 minute response time for non-emergency service calls and high visibility intervals of every eight hours for arterial roadways and every 12 hours for residential.

*Utilizing automated staffing models (CBI's Service Standard Index Model and Allocation Model for Police Patrols) for business and citizen initiated service calls.

Option:
- Fund one part-time Community Service Officer through the General Fund.

If this program is not funded:
- Level and quality of current police services may be negatively affected as officers devote time to lower priority calls,
- Officers will have less time to spend in retail shopping areas which will reduce safety perception in retail shopping areas and neighborhoods,
- Unable to reallocate valuable police officer resources to proactively focus on crime trends or higher priority calls,
- Crime Index Rate may increase,
- Crucial call taking time may be compromised at regional dispatch for minor reports,
- Customer dissatisfaction for delayed police response may occur.

This program meets City Council's Premier Statement:

Cedar Hill is Safe:
- Maintain position as the safest city in the BSW area and in the top tier of North Texas cities
- Maintain zero tolerance for crime in Cedar Hill

Finance Department's Comments:
- This program includes one microcomputer budgeted in the Information Technology Department. The budgeted cost of the computer is $1,400, with a lease cost of $362 per year for five years.

Program Four (4): Administrative Secretary (8th year request)

Program Cost: $ 46,130
Tax Rate Impact: $0.0018
Option 1 Cost: $ 13,505

Included in City Manager's Budget: No

Program Description:
This program requests a full time Administrative Secretary that will serve as Administrative Assistant and Fiscal Officer. In 2007, two (2) administrative support positions were recommended by *Carroll Buracker & Associates, Inc.* (CBI) for the Assistant Chiefs. One (1) part time Administrative Secretary was added in FY 2008-2009 and converted to full time in FY 2013-2014 using the red light camera fund.

Police operations are a 24-hour a day City core function that requires "premier" customer service, accurate record keeping and fiscal responsibility from its support staff. This is the seventh year program request for full-time administrative staff and the eighth year request for civilian support staff under the Cedar Hill Police Department's Strategic Plan. The department currently has 18 full-time civilian support staff and three part-time positions for a total of 21 positions. If this program and program two are fully funded, the Police Department would be close to achieving the 2007 CBI Management Study recommended 24 full-time civilian support staff positions.

Option:
- Add one part-time Secretary (20 hours per week).

If this program is not funded,
- It may be difficult to maintain fiscal responsibility,
- Poor file maintenance may result,
- Accounting errors may result from an overworked and understaffed civilian staff,
- Customer service will most likely decrease,
- Grant funding may be jeopardized,
- Overtime may increase.

This program reflects City Council's Premier Statement:
- Cedar Hill is Safe.

Finance Department's Comments:
This program includes one microcomputer budgeted in the Information Technology Department. The budgeted cost for the microcomputer is $1,400, with a lease term of $362 per year for five years.

Program Five (5): Two (2) Public Service Officer Positions

Program Cost: $101,950 (Two full-time)
Tax Rate Impact: $0.0018
Option 1 Cost: $65,640 (One full-time plus one part-time, 20 hours/week)
Option 2 Cost: $50,965 (One full-time)
Option 3 Cost: $29,350 (Two part-time, 20 hours/week)
Option 4 Cost: $14,675 (One part-time, 20 hours/week)

Included in City Manager's Budget: No

Program Description:
This program requests two (2) Public Service Officer positions.
After the Southwest Regional Communications Center opened in late 2000, six (6) Public Service Officer (PSO) positions remained at the Police Department.
- During FY 2001-02, the Police Department converted one (1) PSO position to Police Information Supervisor (PIS) and gave up another PSO position as its buy-in to the regional jail — leaving four PSOs.
- In 2008, the City added one (1) PSO position (per Buracker Study recommendation), raising the PSO total to five.
- In FY 2012-13, the Police Department converted one (1) PSO position to Lead PSO (LPSO) position, lowering the PSO total to four (4).

Due to an insufficient relief factor, the police information supervisor continues to perform PSO and property room functions — in addition to supervising 11 members in four (4) different units.

Program benefits and outcomes:
- The fifth PSO will refill the PSO position converted to the LPSO position and provide a minimal relief factor. According to the Cedar Hill Police Department management study report, "It takes at least five employees to provide coverage for one 24/7 position." (Carroll Buracker and Associates, Inc., 2007, pp. 175, 181)
- The sixth PSO position provides the following benefits:
  - Allows for two PSOs (or one PSO and the LPSO) to be on duty Monday through Friday during regular business hours, to improve daytime customer service
  - Provide sufficient relief factor for staffing (no longer need PIS or overtime to cover shifts)
  - Provide the necessary staffing to perform additional support functions:
    - Perform pawn detail: collect pawn tickets from area pawn shops; sort, analyze, and enter pawn tickets pawn in the Pawn module; and, make appropriate notifications to area agencies related to properties from their jurisdictions
    - Expand the number of days and hours for fingerprinting citizens

o Help make internal operations be more efficient and effective by increasing work productivity
o Provide the ability to overlap shifts during peak periods
o Allow for the cross-training of one (1) of the PSOs to perform property functions (if Property Tech position under Program 2 is not added)

Option:
1) Fill with full-time and one part-time positions,
2) Fill with one full-time position,
3) Fill with two part-time positions,
4) Fill with one part-time position.

If this program is not funded:
- Due to an insufficient relief factor, the police information supervisor will continue to perform PSO and property room functions — in addition to supervising 11 members in four different units
- A lower level of customer service
- Expansion of support services will not be available to staff members

This program reflects City Council's Premier Statements:
Cedar Hill is Safe.

Program Six (6): Records Clerk (Full-time)

Program Cost: $50,565
Tax Rate Impact: $0.0018
Option Cost: $25,102 (Convert one part-time, 20 hours per week, to full-time)

Included in City Manager's Budget: No

Program Description:
This program requests one (1) full-time Records Clerk.
The Police Department has two (2) full-time records clerk and an alarm billing coordinator.
In 2013, the Records Unit processed 19,782 records:
- 2,949 open records requests
- 6,434 incident reports
- 8,224 supplement reports
- 2,175 arrest reports

Each of the processes listed above is very tedious and time-consuming.
- Each record requested in an open records request is reviewed to ensure it can be released, redacted as necessary, and/or sent to the attorney general's office for a ruling – these requests often involved interaction with the City's attorney and the city secretary
- Each of the incident, supplement, and arrest reports are reviewed for accuracy, completeness, and proper coding for case status and monthly reporting of crime statistics to the Texas Department of Public Safety (any report returned to an officer for correction is re-reviewed)
- Each record that is marked for destruction is reviewed to ensure the document is eligible for destruction, is no longer needed, and meets destruction guidelines as prescribed by the records retention schedule

Additionally, the unit:
- Prepared 112 boxes of records for destruction in 2013
- Helps cover the Public Services Unit's desk and telephones when the public service officer is unavailable or busy with other customers
- Assists with alarm billing when that clerk is unavailable

The workload – particularly when another clerk is unavailable – creates a backlog of records needing processing. Time-sensitive tasks, such as processing open records requests, take priority due to the statutory time constraints associated with requests.

Program benefits and outcomes:
- Process records and requests in a more timely, efficient, and accurate manner
- Less delay of follow-up investigations
- Create areas of expertise to facilitate more records processing, while allowing unit members to be better cross-trained for certain tasks

Options:
- Convert one part-time position to full-time.

If this program is not funded:
- Backlog of unprocessed records will increase (directly associated with the amount of work generated by officers and community service officers)
- Slower response to open records requests
- Delay of vital information from the police reports being entered into the police records management system
- Delay of follow-up investigations due to police reports not being processed in timely manner

This program reflects City Council's Premier Statements:
- Cedar Hill is Safe.

POLICE VEHICLES AND EQUIPMENT

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	ID	COST	ESTIMATED LIFE	CM APPROVED
VEHICLES:							
Chevy Van #504		2005	20,734	Crime Scene			
Chevy Van #505		2005	27,708	FYVS			
Ford Taurus #507		2005	74,723	PSD			
Ford Crown Victoria #601		2006	81,246	COPS			
Ford Crown Victoria #602 / ALPR		2006	83,617	COPS			
Ford Taurus #608 (replace w/green vehicle)	X	2006	82,000	CID	$20,000	6	No
Ford Taurus #609		2006	61,528	CID			
Chevy Impala #710		2007	70,563	CID			
Chry Aspen #711		2007	114,723	CID			
Ford Crown Victoria #801	X-To Auction	2008	91,860	COP			
Ford Crown Victoria #802		2008	74,352	PACT			
Ford Crown Victoria #803	X-To Auction	2008	75,567	Patrol	$42,000	4	Yes
Ford Crown Victoria #805		2008	73,056	PACT			
Ford F150 #807		2008	16,168	PSD			
Ford F150 #808		2008	60,908	CID			
Chevy Impala #809		2008	63,809	Admin			
Ford Crown Victoria #810		2008	46,655	Traffic			
Ford Escape #901		2009	30,326	CSO			
Ford Escape #902		2009	31,883	CSO			
Ford Escape #903		2009	18,366	CSO			
Ford Ranger #904		2009	23,333	CSO			
Chevy Tahoe #1001		2010	73,300	Patrol K-9			
Chevy Tahoe #1002		2010	64,000	Patrol K-9			
Chevy Impala #1003		2010	57,491	CID			
Chevy Impala #1004		2010	46,000	CID			
Ford Taurus #1005		2010	68,000	CID			
Ford Explorer #1006		2010	49,499	CID			
Chevy Impala #1007		2010	29,598	CID			
Chevy Impala #1008		2010	43,427	CID			
Ford Crown Victoria #1009		2010	59,110	Patrol			
Ford Crown Victoria #1010		2010	55,543	Patrol			
Ford Crown Victoria #1101		2011	22,201	PACT			
Ford Crown Victoria #1102	Move to Marshals	2011	74,912	PACT	$42,000	4	Yes
Ford Crown Victoria #1103		2011	57,801	Patrol			
Ford Crown Victoria #1104		2011	49,805	Patrol			
Ford Crown Victoria #1105		2011	53,003	Patrol			
Ford Crown Victoria #1106	Move to PACT	2011	69,001	Patrol			
Ford Crown Victoria #202		2011	43,334	Patrol			
Ford Crown Victoria #203 / ALPR		2011	22,112	Patrol			
Ford Crown Victoria #205		2011	43,705	Patrol			
Ford Crown Victoria #206		2011	48,546	Patrol			
Ford Explorer #201		2013	21,901	Traffic			
Ford Explorer #204		2013	21,521	Traffic			
Ford Explorer #207		2013	2,775	Patrol			
Ford Explorer #208		2013	21,309	Patrol			
Ford Explorer #209		2013	12,402	Patrol			
Ford Explorer #210		2013	24,286	Patrol			
Ford Taurus # 290		2013	38,907	Adm			
Ford Fusion #293		2013	10,912	PSD			
Ford Fusion #294		2013	22,300	Admin			
Ford Explorer #211		2014	5,762	Patrol			
Ford Explorer #212		2014	4,815	Patrol			
Ford Explorer #213 / ALPR		2014	3,141	Patrol			
Ford Explorer #214		2014	1,986	Patrol			
Dodge Ram Crew Cab Pickup #276		2003	84,905	CID			
Ford Cutaway Box Van #106		2001	19,730	Crime Scene			
Ford F-350 Van		1998	55,108	ERT			
Harley-Davidson FLHTPI Motorcycle #M01		2014	16	Traffic			
Harley-Davidson FLHTPI Motorcycle #M02		2014	16	Traffic			
Harley-Davidson FLHTPI Motorcycle #M03		2014	16	Traffic			

POLICE VEHICLES AND EQUIPMENT

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	ID	COST	ESTIMATED LIFE	CM APPROVED
EQUIPMENT							
Patrol Bicycles (3) Cannondales		1999		Patrol			
Patrol Bicycles (4) Treks		2013		Patrol			
Patrol Bicycles (2) Schwins		1997		Patrol			
Emergency Generator		1995		Non-dept			
Canon Color Copier		2012		Non-dept			
Canon Color Copier		2012		Non-dept			
Ice Machine		1999		Breakroom			
ONAN Generator (Portable)		2003		Patrol			
Mobile Traffic Monitor Signs (2)		2006		Traffic			
Stalker LIDAR laser radar (1)		2008		Patrol			
Crossmatch Fingerprint System		2008		PSO			
Automatic Finger Print ID System (AFIX)		2009		Crime Scene			
Crossmatch Fingerprint / Child ID System		2010		PACT			
Ricoh 2555 (601 - Refurbished)		2010		PSD			
Stalker LIDAR laser radar (4)		2010		Patrol			
Stalker LIDAR laser radar (2)		2011		Patrol			
Newbart ID Card System		2011		PDAdmin			
Visual Pro Camera Systems (ALPR)		2014		CID			