

CITY OF SALISBURY, MARYLAND

SPECIAL MEETING

DECEMBER 7, 2009

PRESENT

Council President Louise Smith
Councilwoman Deborah S. Campbell
Councilwoman Eugenie P. Shields

Council Vice President Gary A. Comegys
Councilwoman Terry E. Cohen
Mayor James Ireton, Jr.

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Internal Services Director Pam Oland, Police Chief Allan Webster

CONVENING

The City Council met in a special session at 4:00 p.m. in Council Chambers of the City/County Government Office Building. Council President Smith called the meeting to order.

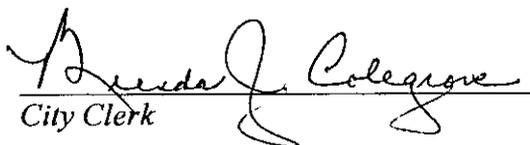
ORDINANCE NO. 2092 – 1ST READING – AMENDING THE FY10 GENERAL FUND BUDGET TO PROVIDE FOR ADDITIONAL FUNDS TO COVER THE COST OF OVERTIME IN THE POLICE DEPARTMENT TO INITIATE AN INTERAGENCY VIOLENT CRIME TASK FORCE PROGRAM (\$150,000) AND TO CREATE A CRIME PREVENTION SPECIALIST POSITION (\$50,000)

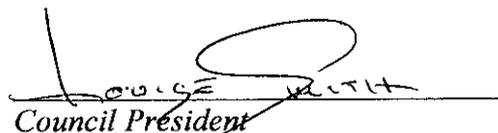
Mr. Comegys moved and Mrs. Campbell seconded to approve Ordinance No. 2092 for first reading. A copy of Council Vice President Comegys' December 2, 2009 letter requesting the budget amendment is attached and made a part of these minutes.

Mayor Ireton acknowledged that he could not support the proposed amendment at this time (\$162,000 remaining in Police Department's overtime budget account; two police officers and CSAFE Coordinator currently handling the responsibilities outlined for the Crime Prevention Specialist; could jeopardize Maryland Safe Streets Grant). A copy of Mayor Ireton's handout (position descriptions for CSAFE Neighborhood Program Coordinator, Police Department Administration-Community Affairs-Training, and Police Department Crime Prevention/Community Affairs Officer) is attached and made a part of these minutes.

After discussion, Council Vice President Comegys withdrew his motion.

The special meeting adjourned at 5:30 p.m.


City Clerk


Council President

Ordinance No. 2092

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SALISBURY AMENDING THE FISCAL YEAR 2010 GENERAL FUND BUDGET TO PROVIDE ADDITIONAL FUNDS TO COVER THE COST OF OVERTIME IN THE POLICE DEPARTMENT TO INITIATE AN INTERAGENCY VIOLENT CRIME TASK FORCE PROGRAM AND TO CREATE A CRIME PREVENTION SPECIALIST POSITION

WHEREAS, the City of Salisbury has experienced a dramatic increase in violent crime; and

WHEREAS, the Police Department needs additional resources to address this issue; and

WHEREAS, a proposal has been made to appropriate \$150,000 in additional funds for overtime to initiate an interagency violent crime task force and to appropriate \$50,000 to fund the creation of a Crime Prevention Specialist in the Police Department;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2010 General Fund budget be, and is hereby, amended as follows:

- 1) Add to the Fiscal Year 2010 General Fund Unbudgeted Surplus Account (01000-469810) the sum of \$200,000;
- 2) Add to the Fiscal Year 2010 Police Department budget the sum of \$200,000;

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the _____ day of _____, 2009 and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the _____ day of _____, 2009.

ATTEST:

Brenda J. Colegrove
City Clerk

Louise Smith, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2009

James Ireton, Jr., Mayor

Date: December 2, 2009

To: Mayor James Ireton
The City Council
Mr. John Pick
Mrs. Brenda Colegrove

From: Gary A. Comegys, Council Vice President

I would like to request that the mayor recommend the following emergency budget amendment for the council's consideration:

Crime and in particular violent crime is occurring in our city at an alarming rate and has become a true emergency and action must be taken to assure our citizens that the resources needed to combat the growing violent crime problem in our city are available. Our city government has an obligation to make the necessary funds available to insure that the public's safety is guarded. To that end and in conformance with the City Charter and Code, I am requesting that the mayor recommend to the council an emergency appropriation of \$200,000 be allocated from the city's undesignated fund balance (reserve) to accomplish the following:

- \$150,000 in police overtime for Salisbury Police Department, Wicomico Sheriff's Department and Maryland State Police, be allocated to form an Interagency Violent Crime Task Force, administered by SPD. This coordinated effort will put the needed manpower on our streets to deal with this problem in a concentrated effort and not further strain our current resources in dealing with normal call loading.
- \$50,000 to fund the hiring of a Crime Prevention Specialist within the Police Department. This would be a contractual position hired by SPD to start, and maintain Neighborhood Crime Watches and to work with our business community in all aspects of crime prevention.

It is imperative that immediate action be taken and that the resources needed to take that action be made available. These actions will put more officers on our streets immediately and help mobilize our neighborhoods in combating this serious problem. We can not wait for grants and reports we must act now. It is very important for the safety and quality of life of our citizens that we act immediately as this is a true emergency. If grant opportunities do arise we can utilize them to help offset this cost.

I look forward to your response.

This is a true emergency and we must act on it now.

§ SC7-49. Emergency appropriations.

At any time in the budget year, the Council may, pursuant to this section, make emergency appropriations to meet a pressing need for public expenditure, for other than a regular or recurring requirement, to protect the public health, safety or welfare. Such appropriation shall be by resolution adopted by the favorable votes of at least four-fifths ($\frac{4}{5}$) of the members of the Council and shall be made only on recommendation of the Mayor. The total amount of any emergency appropriations made in any budget year shall not exceed three percent (3%) of the total appropriations made in the budget for that year. [1959 Code, sec. 385. 1951, ch. 534, sec. 103] [Re-numbered 1-11-99 by Res. No. 629]



12/7/09
Special Mtg.
Distributed by
Mayor Victor

BARRIE P. TILGHMAN
MAYOR
JOHN R. PICK
CITY ADMINISTRATOR

MARYLAND

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801-4940
Tel.: (410) 548-3100
FAX: (410) 548-3102

CSAFE NEIGHBORHOOD PROGRAM COORDINATOR Position Description

The CSAFE Lead Coordinator reports to the Assistant City Administrator (CSAFE-VRI Project Director) and is responsible for coordination of activities in conjunction with the GOCCP Collaborative Supervision and Focused Enforcement-Violence Reduction Initiative (CSAFE-VRI) Church Street Community Mobilization Grant.

Duties and responsibilities:

- Schedule and host the monthly CSAFE Neighborhood Safety Team Meeting and prepare/disseminate meeting minutes
- Attend monthly HEAT team meetings
- Schedule and facilitate quarterly COMSTAT meetings
- Provide Offender Re-entry program assistance and connection to area services
- Collect information and prepare the quarterly GOCCP report
- Assist with data collection and outcome measures as needed for reporting to GOCCP
- Contact collaborative partners to collect and share resource information
- Attend meetings as needed with collaborative organizations and community partners
- Develop a quarterly newsletter/information flyer with resource information for residents
- Inform the Project Director of developments within the CSAFE area that will both positively and negatively impact residents, businesses or services
- Assist residents by collecting information and requests and providing resource information, as needed
- Inform Project Director of any resident requests that may involve other city departments
- Contact Neighborhood Watch Block Captains and residents to discuss concerns and to provide information for dissemination
- Assist CSAFE area residents and community organizations with activity planning and preparations

Salisbury Police Department

POSITION DESCRIPTION FOR: Officer Richard Weber
ASSIGNMENT: Crime Prevention/Community Affairs Officer
DATE: June /2007

The Crime Prevention/Community Affairs Officer reports to the Community Affairs Supervisor who will, in turn, be directed by the Administrative Commander.

AUTHORITY AND RESPONSIBILITY FOR ADMINISTERING AND COORDINATING THE CRIME PREVENTION COMPONENT

Crime prevention is a primary function of this department and aims to create in the minds of Salisbury residents and business persons an awareness of the roles they can individually and collectively play in the reduction and/or prevention of crime by encouraging individual, group, school, neighborhood activities to reduce/prevent crime.

Community relations is concerned with identifying and addressing problems arising between the department and all segments of the city population, establishing formal relationships with community groups, learning of issues and responding to them before they become problems, and by developing programs which increase community understanding and confidence in current and proposed departmental activities and programs.

The Crime Prevention/Community Affairs Officer will function as the primary contact point for developing and coordinating the department's community relations program.

1. Departmental crime prevention programs, while only one part of a comprehensive law enforcement effort, will target on prevention of property crime.

In targeting on the preventing of property crime, five departmental programs will be emphasized as follows:

- A. Security surveys of businesses and residences will be conducted by trained Police Officers and the Crime Prevention/Community Affairs Officer.
- B. Development of neighborhood and business watch programs will be encouraged and assisted, and once organized, will be aided in maintenance of ongoing activities, programs, and information exchange.
- C. Business oriented programs will be conducted, normally in cooperation with local business organizations, aimed at reducing the incidence of crime in city businesses, e.g., focus on shoplifting, checks, inventory control, employee screening, etc.

RE: Position Description: Officer Richard Weber
Crime Prevention/Community Affairs Officer
June/2007

- D. Public educational programs - talks, appearances, visits, tours, ride alongs, media releases, public service spots, etc. - aimed at specific crime problems and their reduction or elimination.
- E. Conducts events/provides services such as bike registration, Operation ID, fingerprinting of youth and adults as requested.
- F. Participates in the Telephone Reassurance Program, a program for the elderly developed by the local SALT Council.
- G. Participates in community events (i.e.: Safe Kids Day, National Night Out) and crime prevention presentations as requested.

NEIGHBORHOOD WATCH

2. See 45.2.1 (2-B)

Neighborhood Watch consists of relatively informal groupings of businesses and/or residences, and their occupants banding together to look out for each other and their geographical areas and to report problems and suspicious activity to the police.

Any request for assistance in forming such a group should initially be referred to the Community Affairs Officer who will encourage the efforts by providing information, speakers, etc.

Once a Neighborhood Watch has been established, periodic police follow-ups to help maintain interest and enthusiasm is essential. The Community Affairs Officer will be the primary liaison officer. Liaison duties include periodic contact with Watch leadership, sharing of relevant information, coordination of program assistance and encouraging growth of the area membership. Such liaison activity should be reported by the Community Affairs Officer on the quarterly report.

TARGETED AREAS/PROGRAMS

3. Will be responsible for either actually providing needed or requested crime prevention services or for coordinating with other departmental personnel to see that the services are provided.

Educational Programs:

A variety of crime prevention and community relations educational programs are offered by the police department to community groups, organizations, businesses, etc. Included are programs on specific crime prevention problems such as personal security, home security, burglary prevention, robbery, checks, shoplifting, etc.

RE: Position Description: Officer Richard Weber
Crime Prevention/Community Affairs Officer
June / 2007

Requests for educational programs should be directed to the Crime Prevention/Community Affairs Officer who will coordinate the details and be responsible for the activity.

Security Surveys:

Trained police officers and PSO's will conduct security surveys of residences. Normally, appointments are made in advance of these surveys. Checklist forms will be prepared by the survey officer and left with the person requesting the survey.

During the conduct of the security survey, the officer has an excellent opportunity to provide information concerning other crime prevention activities-property marking, property inventory, neighborhood watch, etc. At the same time, the officer has an opportunity to learn about the citizen and problems in the neighborhood. Input received of value in improving police responsiveness should be provided to the Operations Commander.

LIAISON WITH COMMUNITY

4. See 45.1.2

It is the responsibility of the Crime Prevention/Community Affairs Officer assisted by all personnel where/when applicable to promote and sustain all of the Department's crime prevention programs.

Community Relations Activities

- A. A wide variety of planned community relations activities are undertaken by the department as a means of increasing public support, dialogue, and understanding. Activities included but are not limited to:
- (1) Formal participation in and liaison with civic, social, business or other public and community groups.
 - (2) Presenting of program to community groups and organizations addressing crime prevention, as above, or other selected aspects of departmental program, objectives activities, development, successes, and problems.
 - (3) Pre-planned media releases in support of departmental programs.
 - (4) Soliciting and gathering, at all opportunity, citizen/community input concerning departmental policies, practices, and procedures; utilizing this information in developing and improving department policies, procedures, and responsiveness to community needs.

- (5) Determining citizen satisfaction with police service based upon feedback received in group activities, and through the conduct of follow-up surveys and interviews, individually or with groups.

RECRUITMENT AND SELECTION

- 5. coordinates the Recruitment and Selection process outlined in Chapters 31 and 32. Maintains applicant contact lists for available positions, carries out the application process, establishes testing/interview schedules in order to identify qualified applicants.

CRIME PREVENTION INPUT TO OUTSIDE AGENCIES

- 6. On request, the Chief of Police and other assigned personnel, will provide crime prevention recommendations and input to other city departments, boards and commissions, and interested community groups.
- 7. In addition to the above, this employee is required to:
 - Be at work on time.
 - Be available for work.
 - Give a full day's work.
 - Be positive in response to directions.
 - Learn present and new jobs.
 - Adjust to changes.
 - Get along with others.
 - Know and follow rules.
 - Be physically and mentally fit for normal duty.

SEMI-ANNUAL REVIEW:

Date

Employee

Supervisor

Salisbury Police Department

POSITION DESCRIPTION FOR: Sergeant Stephen Schweikert

ASSIGNMENT: Administration - Community Affairs - Training

DATE: December 2008

Examples of duties, functions and responsibilities would include:

1. Authority and responsibility for administering and coordinating the Crime Prevention component. Primary contact point for developing and coordinating the department's community relations/crime prevention programs outlined in Chapter 45, (Neighborhood Watch, security surveys, Fax Network, etc.), as well as the implementation of new programs as needed.
2. Participates in community events (i.e.: Safe Kids Day, National Night Out) and crime prevention presentations as requested.
3. As the Department's Training Officer has responsibility for the administration of the Career Development Program. In accordance with the guidelines of the Maryland Police and Correctional Training Commission regulations, will coordinate and track all training courses (and associated expenses) for Police Department personnel.
4. Coordinates and supervises the activities of the Auxiliary Unit. Administers the orientation/training program for new auxiliary members as outlined in Chapter 16.
5. Authority and responsibility for administering and coordinating the Recruitment and Selection process outlined in Chapters 31 and 32. Maintains applicant contact lists for available positions, carries out the application process, establishes testing/interview schedules in order to identify qualified applicants.
6. Evaluation of subordinates semi-annually on the standard Salisbury Police Department evaluation form.
7. Coordinates the activities of the departments volunteers.
8. Completes quarterly/yearly reports to include: Recruitment Progress and Community Concerns.
9. Conducts in-house training to include in-service training, ICS 300-400, Defensive Driving, & etc.

RE: Position Description: Sergeant Stephen Schweikert
Sergeant/ Administration - Community Affairs - Training
December 2008

- 10. Coordinates with other divisions to address concerns within the City as related to crime prevention/ community affairs function.
- 11. Coordinates community events and activities and acts as liaison with media.
- 12. Supervise and coordinate the activities of the Records Section, Property Section and the Animal Control Unit.
- 13. Develop and present to the community crime trends and crime prevention modus operandi.
- 14. Performs other duties as assigned.
- 15. In addition to the above, this employee is required to:
 - Be at work on time.
 - Be available for work.
 - Give a full day's work.
 - Be positive in response to directions.
 - Learn present and new jobs.
 - Adjust to changes.
 - Get along with others.
 - Know and follow rules.
 - Be physically and mentally fit for normal duty.

SEMI-ANNUAL REVIEW:

<i>Date</i>	<i>Employee</i>	<i>Supervisor</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List of Duties for Administrative Sergeant

Training Officer. In this function responsible for monitoring all mandated officers of the agency to ensure that they attend and pass 18 hours of in service training annually. The training must be pre approved by the Maryland Police and Correctional Training commission. This must be monitored on a constant basis as scheduling of training must be coordinated around officers' court schedules, vacation time, and staffing of squads to ensure there is still adequate manpower available to handle patrol and investigative functions. Further all training must be reported annually to the Maryland Police and Correctional Training Commission. If these requirements are not met then officers will lose their certification and therefore be unable to work as police officers.

As training officer serve as a liaison to the Eastern Shore Criminal Justice Academy. This function must be maintained to ensure that our mandated officers receive the training needed to be police officers by meeting the requirements set forth by the Police Training commission.

Teaches the Defensive Driving Course and ICS 300 and 400 classes for all Department employees and other city employees.

Supervise new recruits while in the academy. Ensure that the new recruits comply with all agency rules and regulations.

Supervisor of the records section. Supervise 4 records clerks, and ensure that all Necessary reports are filed in a timely manner. This is particularly important with the UCR (Uniform Crime Reporting) statistics that are submitted monthly to the Maryland State Police. If this information is not submitted and reported correctly then the City will lose funding that it receives annually from the State.

Supervisor of the property section. Supervise 2 property custodians who receive all property and evidence that are submitted to the department. Ensure that the property custodians are maintaining accurate records of all property submitted and properly track and complete disposals of property no longer needed for court cases or where owners cannot be located. It is particularly important and required by law that drugs and guns are disposed of in an appropriate manner. This has to be reviewed on a regular basis. Ensure that the property custodians are doing disposal of drugs and guns that are not needed on a regular basis (at least quarterly), and supervise the destruction of these items.

Supervisor of 2 animal control officers. Ensure that these officers are conducting regular patrols looking for violations of the City Animal Control laws and

observing for stray animals or dangerous animals. Ensure that these officers follow up on all complaints by citizens and address all citizen concerns relating to animal issues.

Supervisor of the Community Affairs section. Supervise and assist the community affairs officer by speaking to community groups and organizations. Give out crime prevention tips and address citizen concerns relating to crime issues. Also manage an e mail network in which crime information is distributed to the business community and media to make citizens aware of problems and how to address these problems. At least 15 to 20 talks and presentations are done monthly. Also neighborhood watches are set up with interested communities.

Supervisor of the recruiting function. Supervise and assist the community affairs officer with the function of recruiting and hiring of new applicants. This process requires receiving applications and reviewing them for accuracy as well as eligibility to be hired. Assist in administering the written test for applicants as well as the physical agility test. Then conduct the oral interview board and schedule polygraph examinations for new applicants. Also assist in doing background investigations for new applicants.

When complaints and community issues are sent over from the Mayors office the administrative sergeant and community affairs officer work to immediately resolve the problem. We also take out the mobile substation to patrol in the community when we are not dealing with other functions.

Attend the monthly Mayor's roundtable meeting. At this meeting takes down community concerns relating to safety and law enforcement so as to deal with them immediately.

Fill in as supervisor on patrol as needed.

Fill in for drug court as needed due to transfers etc.

Fill in as supervisor for special events i.e. Christmas Parade and Salisbury Festival.

List of duties for Community Affairs Officer.

Attend community meetings and neighborhood watch meetings as available.

Recruit and test new applicants for the police department. Also assist in background investigations of new applicants.

Assist new recruits while in training at the police academy and report to the administrative sergeant weekly on their progress.

Receive and investigate complaints from the community about specific problems in their neighborhoods. Refer cases to narcotics if needed.

Assist in addressing complaints sent over from the mayor's office relating to the community.

Coordinate law enforcement challenge annually. This is a traffic safety initiative from the Maryland State Highway office.

Assist patrol as needed.

Conduct Patrols with mobile substation as available to assist in crime prevention in neighborhoods.

Training new recruits in written directives and physical fitness.

Attend Highway Safety Task Force meetings.

Coordinate with traffic officer on traffic complaints throughout the city.

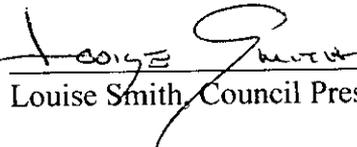
Assist Administrative Sergeant in investigating complaints handed down through the departments administrative staff.

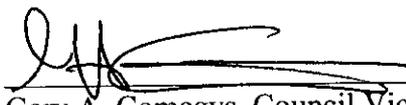
Assist with practical aspects of academy training.



December 3, 2009

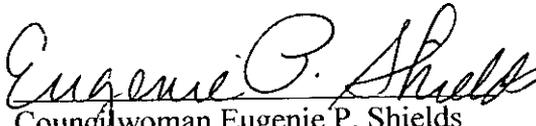
In accordance with §SC2-4 of the Salisbury City Charter, the undersigned members of the Salisbury City Council, representing a majority of the Council, hereby call a Special Meeting to be held on Monday, December 7, 2009 in Conference Room 306 of the City/County Government Office Building (125 N. Division Street). The Special Meeting will be held at 4 p.m. for consideration of the following: A Budget Amendment to address a plan of action for the current violent crime issue.


Louise Smith, Council President


Gary A. Comegys, Council Vice President

Councilwoman Deborah S. Campbell

Councilwoman Terry E. Cohen


Councilwoman Eugenie P. Shields