



POLICE DEPARTMENT

DEPARTMENT DESCRIPTION

The Newton Police Department seeks to improve the quality of life for all of its citizens by delivering total quality police services. Through extensive, in-depth training, adherence to nationally accredited policies and procedures, and the utilization of community partnerships, we strive to prevent crimes, solve problems, and enforce the law. We recognize that it is our duty to maintain peace and order within a safe and secure community.

The Newton Police Department carries out its duties through an operational philosophy of community policing. In line with its philosophy, all members of the department strive to deliver "total quality police service." Very simply, this means that every sworn or non-sworn employee will do all that he or she can, within their jurisdiction and authority, to assist any community member with any problem that impacts safety and/or security of life or property. In regard to any other problem, every employee of the Department will respond with courtesy and professionalism and will seek to direct the individual to the appropriate service.

The priorities of the police department are to prevent crime, solve problems and enforce the law. Modern-day policing recognizes that many crimes may be prevented and problems solved if the police department works in partnership with the community.

Administrative Bureau: This is the office of the Chief of Police. Its activities include the administration and supervision of the Newton Police Department; investigations of complaints; alcohol and firearms licensing; maintenance of personnel records; preparation and administration of fiscal budgets and payroll; purchasing of supplies and materials; bookkeeping and extra detail billing. Other activities include emergency planning; grants administration; maintaining national law enforcement accreditation; reviews and modification of policies and procedures; and Uniform Crime Report system administration.

Traffic Bureau: Monitors enforcement of all motor vehicle state laws and city ordinances; conducts selective enforcement based upon citizen complaints and traffic crash analysis; investigates serious motor vehicle crashes, including pedestrian and bike accidents; coordinates safety and accident prevention activities; performs special event planning; processes traffic citations and conducts traffic hearings; coordinates parking control activities; administers taxi or other livery inspection and licensing programs; and specializes in police and crime scene photography. Animal control officers are assigned to this Bureau and they provide for the protection of citizens from potential dangers posed by domesticated or wild animals

Patrol Bureau: This is the largest Bureau within the Department. Uniformed officers assigned to this Bureau provide the City with 24-hour, seven day a week police protection. Activities include service of court orders; warrant

apprehension, oversight of the booking process in the holding facility and the safety of detainees. Patrol officers observe and investigate civil or criminal matters, respond to calls for emergencies or non-emergencies, preserve the peace, protect citizens and enforce laws.

Detective Bureau (Investigations): Activities include in-depth criminal investigations such as gambling, fraud, prostitution, drugs, rape, burglary, robbery and homicide; gathering criminal intelligence, conducting crime scene searches and collecting evidence; investigates reports of missing adults; and provides visiting dignitary protection. The domestic violence officer, elder affairs officer, and the police prosecutor are also assigned to this Bureau.

Community Services Bureau: Activities include media relations; crime prevention; drug and alcohol education; youth and family outreach programs; conflict mediation in juvenile matters; communications with public and private schools; in-depth investigations involving juvenile victims or offenders; provides interface with juvenile and adult court systems and other social service agencies. The civil rights officer is assigned to this Bureau and investigates incidents of bias crimes and civil rights violations.

Support Services Bureau: Manages computerized record keeping systems; maintains citywide communications equipment, mobile data terminals and local computer systems. Inventories and handles maintenance, upgrades and purchasing of computer hardware and software. Installs and maintains specialized fleet emergency equipment. Coordinates information and technology training for all personnel. Maintains found, recovered and evidentiary property;

distributes uniforms, equipment and supplies; oversees real property maintenance; and police vehicle fleet purchase, outfitting and maintenance.

Planning and Research Bureau: Activities include emergency management planning; grants administration; monitors and maintains national law enforcement accreditation status; reviews and modifies internal policies and procedures; administers uniform crime reporting system; collects, manages and maintains all crime data; identifies crime patterns and trends; performs productivity, statistical and crime analysis; generates specialized incident mapping products; generates internal and external reports; coordinates specialized and recurring training activities; and manages police recruit screening and hiring process.

Communications / Dispatch Center: Responsible for 24-hour, seven day a week emergency and non-emergency telephone communications. Monitors radio communications and dispatches fire, police and emergency medical services when appropriate. Maintains teletype and automated data communications, fire alarm communications and burglar alarm monitoring.

ACCOMPLISHMENTS

1. **Maintained Adequate Response to Priority Calls.** Due to staffing considerations, police officers were re-deployed throughout the fiscal year to the patrol function in order to maintain reasonable response times to priority calls
2. **Improved Traffic Flow and Parking Space Turnover in Congested Areas.** New hours of operation were

established for parking control officers to address traffic education and enforcement requirements in villages and neighborhoods, and to gain voluntary compliance from motorist in no parking zones along congested arteries during peak commuting periods

3. **Retooled Emergency Response Vehicle Capabilities.** Built-out Traffic Investigation and Communications vehicles to enhance responding the officer's ability work, conduct investigations, communicate and make potential repairs to Departmental equipment while in the field.
4. **Completed Comprehensive Public Schools Vulnerability and Threat Assessments.** Police officers surveyed all buildings operated by the Newton Public School System and submitted written security findings and recommendations to the Superintendent of Schools.

GOALS AND OBJECTIVES

1. **Obtain Grant Funds to Establish Training/Quality Assurance Position.** Continue to lobby for and obtain Public Safety Answering Point (PSAP) Support grant to hire an experienced trainer and quality assurance manager for the Combined Dispatch Center.
2. **Redistrict Police Patrol Divisions:** Evaluate service call, emergency call, response times and other data to establish new patrol divisions to enhance safety, provide a fair and equitable share of the workload, and to better meet the needs of community members based upon known and objective call and crime data.

3. **Realign Personnel within Bureaus to Improve Internal and External Services.** Streamline and/or consolidate functional elements within the Police Department to improve the quality of services internally for officers and externally for members of the public.
4. **Perform Mobile Police Precinct Trial:** Deploy Mobile Command Vehicle to selected areas throughout the city to evaluate the weekly operational capabilities of the vehicle, and to serve as an extension of Police Headquarters where community members may file and drop off police reports or obtain crime prevention material.
5. **Conduct Field Application of Auto-Ticket Proposal.** Install free equipment supplied by the iyeTek Company into a police cruiser to enable officers to perform an object field test of the equipment and determine if a computerized and automated motor vehicle citation process is practical and/or feasible.

DEPARTMENT:

201 - POLICE DEPARTMENT

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	12,934,413	13,079,990	12,629,871	630,626	13,260,497	13,699,796	439,299	3%
52 - EXPENSES	854,172	786,496	909,219	49,876	959,095	799,775	-159,320	-17%
58 - DEBT AND CAPITAL	255,543	256,153	256,507	0	256,507	256,507	0	0%
SUB-TOTALS:	14,044,127	14,122,640	13,795,597	680,502	14,476,099	14,756,078	279,979	2%
57 - FRINGE BENEFITS	1,987,060	2,031,920	2,083,782	16,718	2,100,500	2,287,769	187,269	9%
SUB-TOTALS:	1,987,060	2,031,920	2,083,782	16,718	2,100,500	2,287,769	187,269	9%
DEPARTMENT TOTALS:	16,031,187	16,154,560	15,879,379	697,220	16,576,599	17,043,847	467,248	3%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
0120101 POLICE ADMIN/SUPPT	780,323	838,743	889,827	-18,368	871,459	1,277,612	406,153	47%
0120102 TRAFFIC SAFETY	1,878,216	2,040,379	1,963,394	51,468	2,014,862	2,047,359	32,497	2%
0120103 PATROL SVS	8,025,418	7,835,274	7,445,088	701,707	8,146,795	8,161,886	15,091	0%
0120104 INVESTIGATIONS	1,413,295	1,469,017	1,475,892	-110,224	1,365,668	1,363,073	-2,595	0%
0120105 COMMUNITY SVS	399,846	417,198	411,480	19,697	431,177	507,121	75,944	18%
0120106 YOUTH SERVICES	8,054	4,490	17,500	4,939	22,439	17,610	-4,829	-22%
0120107 POLICE BLDG MAINT	232,998	212,221	205,729	14,511	220,240	200,120	-20,120	-9%
0120108 POLICE VEHICLE MAINT	548,615	500,946	567,673	55,497	623,170	463,838	-159,332	-26%
0120109 ANIMAL CONTROL	157,307	162,203	162,341	-7,593	154,748	158,043	3,295	2%
0120110 POLICE RECORDS	592,806	604,477	540,539	-48,452	492,087	0	-492,087	-100%
0120111 COMMUNICATIONS	1,424,968	1,445,225	1,524,826	74,033	1,598,859	1,638,814	39,955	2%
0120112 POLICE SUPPORT SVS	363,918	366,838	405,440	-39,886	365,554	907,935	542,381	148%
0120113 RESEARCH /PLANNING	156,916	207,151	199,690	-1,198	198,492	230,476	31,984	16%
0120114 POLICE RECRUITMENT	21,438	22,220	50,960	-10,000	40,960	50,960	10,000	24%
0120115 PRIVATE DUTY DETAILS	27,069	28,178	19,000	11,088	30,088	19,000	-11,088	-37%
DEPARTMENT TOTALS:	16,031,187	16,154,560	15,879,379	697,220	16,576,599	17,043,847	467,248	3%

POLICE ADMIN/SUPPT	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	639,275	680,702	695,114	6,241	701,355	1,075,421	374,066	53%
52 - EXPENSES	58,575	72,272	105,781	-22,792	82,989	105,781	22,792	27%
SUB-TOTALS:	697,850	752,974	800,895	-16,552	784,343	1,181,202	396,859	51%
57 - FRINGE BENEFITS	82,473	85,769	88,932	-1,816	87,116	96,410	9,294	11%
SUB-TOTALS:	82,473	85,769	88,932	-1,816	87,116	96,410	9,294	11%
Element Totals:	780,323	838,743	889,827	-18,368	871,459	1,277,612	406,153	47%

TRAFFIC SAFETY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	1,549,996	1,699,837	1,609,585	78,279	1,687,864	1,694,601	6,737	0%
SUB-TOTALS:	1,549,996	1,699,837	1,609,585	78,279	1,687,864	1,694,601	6,737	0%
57 - FRINGE BENEFITS	328,220	340,542	353,809	-26,811	326,998	352,758	25,760	8%
SUB-TOTALS:	328,220	340,542	353,809	-26,811	326,998	352,758	25,760	8%
Element Totals:	1,878,216	2,040,379	1,963,394	51,468	2,014,862	2,047,359	32,497	2%

PATROL SVS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	6,985,079	6,791,023	6,400,280	624,910	7,025,190	6,973,506	-51,684	-1%
SUB-TOTALS:	6,985,079	6,791,023	6,400,280	624,910	7,025,190	6,973,506	-51,684	-1%
57 - FRINGE BENEFITS	1,040,340	1,044,251	1,044,808	76,798	1,121,606	1,188,380	66,774	6%
SUB-TOTALS:	1,040,340	1,044,251	1,044,808	76,798	1,121,606	1,188,380	66,774	6%
Element Totals:	8,025,418	7,835,274	7,445,088	701,707	8,146,795	8,161,886	15,091	0%

INVESTIGATIONS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	1,221,947	1,267,539	1,249,826	-80,851	1,168,975	1,149,492	-19,483	-2%
SUB-TOTALS:	1,221,947	1,267,539	1,249,826	-80,851	1,168,975	1,149,492	-19,483	-2%
57 - FRINGE BENEFITS	191,349	201,478	226,066	-29,373	196,693	213,581	16,888	9%
SUB-TOTALS:	191,349	201,478	226,066	-29,373	196,693	213,581	16,888	9%
Element Totals:	1,413,295	1,469,017	1,475,892	-110,224	1,365,668	1,363,073	-2,595	0%

COMMUNITY SVS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	353,482	364,295	356,932	10,696	367,628	431,392	63,764	17%
SUB-TOTALS:	353,482	364,295	356,932	10,696	367,628	431,392	63,764	17%
57 - FRINGE BENEFITS	46,363	52,903	54,548	9,001	63,549	75,729	12,180	19%
SUB-TOTALS:	46,363	52,903	54,548	9,001	63,549	75,729	12,180	19%
Element Totals:	399,846	417,198	411,480	19,697	431,177	507,121	75,944	18%

YOUTH SERVICES	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009 ADJUSTMENTS	TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE 2009 To 2010	
51 - PERSONAL SERVICES	2,638	1,371	7,638	0	7,638	7,638	0	0%
52 - EXPENSES	5,378	3,100	9,862	4,876	14,738	9,862	-4,876	-33%
SUB-TOTALS:	8,017	4,471	17,500	4,876	22,376	17,500	-4,876	-22%
57 - FRINGE BENEFITS	37	19	0	63	63	110	47	75%
SUB-TOTALS:	37	19	0	63	63	110	47	75%
Element Totals:	8,054	4,490	17,500	4,939	22,439	17,610	-4,829	-22%

POLICE BLDG MAINT	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	44,230	49,132	36,233	15,000	51,233	36,233	-15,000	-29%
52 - EXPENSES	188,769	163,089	169,007	0	169,007	163,398	-5,609	-3%
SUB-TOTALS:	232,998	212,221	205,240	15,000	220,240	199,631	-20,609	-9%
57 - FRINGE BENEFITS	0	0	489	-489	0	489	489	100%
SUB-TOTALS:	0	0	489	-489	0	489	489	100%
Element Totals:	232,998	212,221	205,729	14,511	220,240	200,120	-20,120	-9%

POLICE VEHICLE MAINT	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
52 - EXPENSES	328,374	280,793	347,166	55,497	402,663	243,331	-159,332	-40%
58 - DEBT AND CAPITAL	220,241	220,153	220,507	0	220,507	220,507	0	0%
SUB-TOTALS:	548,615	500,946	567,673	55,497	623,170	463,838	-159,332	-26%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	548,615	500,946	567,673	55,497	623,170	463,838	-159,332	-26%

ANIMAL CONTROL	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	131,517	133,522	125,035	-1,500	123,535	117,196	-6,339	-5%
52 - EXPENSES	1,057	1,612	9,500	-4,995	4,505	9,500	4,995	111%
SUB-TOTALS:	132,574	135,135	134,535	-6,495	128,040	126,696	-1,344	-1%
57 - FRINGE BENEFITS	24,733	27,068	27,806	-1,098	26,708	31,347	4,639	17%
SUB-TOTALS:	24,733	27,068	27,806	-1,098	26,708	31,347	4,639	17%
Element Totals:	157,307	162,203	162,341	-7,593	154,748	158,043	3,295	2%

POLICE RECORDS	ACTUAL 2007	ACTUAL 2008	2009			RECOMMENDED 2010	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	357,158	356,393	314,584	-58,223	256,361	0	-256,361	-100%
52 - EXPENSES	150,639	156,503	132,299	23,791	156,090	0	-156,090	-100%
58 - DEBT AND CAPITAL	35,302	36,000	36,000	0	36,000	0	-36,000	-100%
SUB-TOTALS:	543,099	548,896	482,883	-34,432	448,451	0	-448,451	-100%
57 - FRINGE BENEFITS	49,708	55,581	57,656	-14,020	43,636	0	-43,636	-100%
SUB-TOTALS:	49,708	55,581	57,656	-14,020	43,636	0	-43,636	-100%
Element Totals:	592,806	604,477	540,539	-48,452	492,087	0	-492,087	-100%

COMMUNICATIONS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	1,264,461	1,295,619	1,362,195	81,000	1,443,195	1,445,379	2,184	0%
SUB-TOTALS:	1,264,461	1,295,619	1,362,195	81,000	1,443,195	1,445,379	2,184	0%
57 - FRINGE BENEFITS	160,506	149,606	162,631	-6,967	155,664	193,435	37,771	24%
SUB-TOTALS:	160,506	149,606	162,631	-6,967	155,664	193,435	37,771	24%
Element Totals:	1,424,968	1,445,225	1,524,826	74,033	1,598,859	1,638,814	39,955	2%

POLICE SUPPORT SVS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	242,692	259,822	283,056	-33,776	249,280	569,980	320,700	129%
52 - EXPENSES	99,942	86,907	101,644	-6,501	95,143	216,943	121,800	128%
58 - DEBT AND CAPITAL	0	0	0	0	0	36,000	36,000	100%
SUB-TOTALS:	342,634	346,729	384,700	-40,277	344,423	822,923	478,500	139%
57 - FRINGE BENEFITS	21,284	20,109	20,740	391	21,131	85,012	63,881	302%
SUB-TOTALS:	21,284	20,109	20,740	391	21,131	85,012	63,881	302%
Element Totals:	363,918	366,838	405,440	-39,886	365,554	907,935	542,381	148%

RESEARCH /PLANNING	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	141,937	180,734	172,393	-1,150	171,243	181,958	10,715	6%
52 - EXPENSES	0	0	0	0	0	17,000	17,000	100%
SUB-TOTALS:	141,937	180,734	172,393	-1,150	171,243	198,958	27,715	16%
57 - FRINGE BENEFITS	14,979	26,417	27,297	-48	27,249	31,518	4,269	16%
SUB-TOTALS:	14,979	26,417	27,297	-48	27,249	31,518	4,269	16%
Element Totals:	156,916	207,151	199,690	-1,198	198,492	230,476	31,984	16%

POLICE RECRUITMENT	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	0	0	17,000	-10,000	7,000	17,000	10,000	143%
52 - EXPENSES	21,438	22,220	33,960	0	33,960	33,960	0	0%
SUB-TOTALS:	21,438	22,220	50,960	-10,000	40,960	50,960	10,000	24%
57 - FRINGE BENEFITS	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	21,438	22,220	50,960	-10,000	40,960	50,960	10,000	24%

PRIVATE DUTY DETAILS	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
57 - FRINGE BENEFITS	27,069	28,178	19,000	11,088	30,088	19,000	-11,088	-37%
SUB-TOTALS:	27,069	28,178	19,000	11,088	30,088	19,000	-11,088	-37%
Element Totals:	27,069	28,178	19,000	11,088	30,088	19,000	-11,088	-37%

DEPARTMENT:
201 - POLICE DEPARTMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Police Chief	H16	1	116,392	1	117,794
	Executive Officer	H12	1	87,704	1	89,469
	Internal Affairs Officer	H12	1	87,704	1	89,469
	Executive Administrator	S08	1	58,159	1	58,451
	Sr Account Clerk	S07	1	53,206	1	53,473
	Payroll Coordinator	S06	1	48,675	1	48,919
	Head Clerk	S05	2	89,067	2	89,514
	Police Captain	OCP	6	518,871	6	521,475
	Police Lieutenant	OLT	9	665,220	9	668,555
	Police Sergeant	OSG	20	1,263,477	20	1,269,817
	Police Officer-Detectiv	POF	9	434,447	9	434,447
	Police Officer	POF	90	4,335,365	90	4,330,598
	Principal Clerk	S04	1	33,931	1	36,165
	Principal Clerk	S04	1	40,743	1	40,947
	Telecom Trainer/Manager	H08	0	0	1	71,713
	Building Custodian	S05	0	33,733	0	33,733
	Assistant Dog Officer	POF	2	96,544	2	89,609
	Director of IT	H12	1	104,886	1	105,412
	Dispatch Supervisor	S8D	3	182,899	3	185,855
	Emergency Telecom	S6D	18	830,272	18	851,188
	Alarm Operator	S06	1	51,970	1	52,258
	Asst Crime Analyst	S08	1	62,021	1	62,332
Account Totals:			170	9,195,286	171	9,301,191
511102	Traffic Clerk	S04	0.8	27,679	0.8	27,818
	Traffic Superv/Mtr Maid	TRF	10	410,187	10	410,187
	Traffic Supervisor	TRF	15.6	425,598	15.6	427,733
Account Totals:			26.4	863,464	26.4	865,738
512002	Cell Matrons	QQQ	0.1	17,139	0.1	17,139
Account Totals:			0.1	17,139	0.1	17,139
Report Totals:			196.5	10,075,889	197.5	10,184,068