



MEMORANDUM

DATE: 03/22/23
TO: City Manager
FROM: 02/01/22 to 03/22/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

Patrol Department:

Currently has 8 officers which includes:

-2 resident officers Myself (Sgt. Craig Maines), and Officer Aquila Kapotak.

Officer Aquila Kapotak is at the Fairbanks UAF CTC Police Academy from 03/06/23 to 06/10/23. Leaving us short one officer at this time.

-6 rotating officers which include Officer Judson Hack, Officer Adam Krahn, Officer Douglas Johnson, Officer Matthew Williamson, Officer Douglas Jones and Officer Jake Sleik.

Officer Judson Hack has returned to full duty on 03/22/23.

Officer Matthew Williamson is resigning and last day is 03/30/23

With Officer Kapotak at the Academy and Officer Williamson resigning, this leaves patrol with 6 working officers.

At the current man power for the Patrol Dept., there is only 3 to 4 officers available in Dillingham at a given time. Which means there is only one officer on each shift at a given time. These are not ideal working conditions for officer safety.

Between 02/01/23 to 03/20/23 the Police Department have received 166 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-16 individuals placed in T-47 custody

-10 individuals arrested for criminal investigations.

Ideally the Patrol Dept. needs to grow in force. An ideal number for patrol would be 14 officers which would include 1 Chief, 1 Lieutenant, 2 Sergeants, 4 Resident Officers and 6 rotational officers. A 14 man department would allow better 24_7 coverage for the City of Dillingham as well as better Officer Safety. This would also allow us to hopefully have more officers in Dillingham. Police Departments across the nation all suffer from open positions. Stats have shown police departments always have about 25% of their positions open. 25% of the positions are always having officers coming and going.

For smaller departments this means less officers will be available. Dillingham has been an 8 man police force for over 30 years. Since I've worked for the police department I've seen 2 to 3 positions always open on average. The 25% rule. If we had a higher man power more positons we would hopefully have more available officers.

Corrections Dept.:

Currently has 5 Corrections Officers which includes the Corrections Supervisor.

-The Jail has been open and running smoothly.

Dispatch Dept.:

Currently has 4 Dispatchers, which includes the Supervisor.

-Chelsea Wassily with DOT, continues part-time to provide a day off in the busy schedule for the short staffed Dispatchers

Animal Control:

-Animal Control continues to be a one man department to handle all the animal calls in Dillingham.

-Animal Control has handled 17 calls for animal related issues.

DMV:

-The DMV has been running smoothly.

-Gary is back full time in DMV

-As of now DMV is open Monday through Friday

Below is the ideal growth plan for the Police Department. Please review and consider.

Dillingham Police Department Growth Plan:

This would be an ideal Starting point to focus on for the Police Forces Growth

PATROL DEPARTMENT

RESIDENT POSITIONS:

Chief of Police:

Oversee all Public Safety
(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)
Attend Meetings
Fulltime Resident Officer
Starting Salary: 200,000 – 250,000 (DOE)

Lieutenant

Starting Pay: 45.50 – 49.50 (DOE)
Resident Position
Lead Investigator
Training/Instructor/FTO
Oversea Patrol Division
Attend Meetings
Make Patrol Schedules

Sergeant:

Starting Pay: 42.50 – 44.50 (DOE)

<u>Resident Sergeant #1:</u>	<u>Resident Sergeant #2:</u>
Supervisor Day Shift/Night Shift	Supervisor Day Shift/Night Shift
Review Cases	Review Cases
Lead Investigator	Lead Investigator
Training/Instructor/FTO	Training/Instructor/FTO
Attend Meetings	Attend Meetings

Police Officer:

Starting Pay: 38.50 – 40.50 hr (DOE)

<u>Resident Patrol Officer #1:</u>	<u>Resident Patrol Officer #2:</u>
School Resource Officer	WAANT Officer
DARE Officer	Shift Coverage: Day/ Mid/ Night
Shift Coverage: Day/ Mid	Training/Instructor/FTO
Training/Instructor/FTO	
<u>Resident Patrol Officer #3:</u>	<u>Resident Patrol Officer #4:</u>
Airport Officer Duties	Airport Officer Duties
Harbor Officer Duties	Harbor Officer Duties

Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off

168 work hours

Starting Pay: 33.50 – 35.50 hr (DOE)

Rotation Patrol Officer #1:

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #2:

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #3

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #4

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #5

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

Rotation Patrol Officer #6

Shift Coverage: Day/ Mid/ Night

14 days, 12 hour shifts

Standard Patrol Officer

ANIMAL CONTROL DEPARTMENT

Animal Cont. Supervisor

Starting Pay: 32.50 – 34.50 (DOE)

Supervise Animal Cont. Officers

Make ACO schedules

Training/Instructor/FTO

Review/Handle Animal Calls

Animal Cont. Officer #1

Starting Pay: 28.50 – 30.50 (DOE)

Handle Animal Calls

Issue Citations

Animal Cont. Officer #2

Starting Pay: 28.50 – 30.50 (DOE)

Handle Animal Calls

Issue Citations

DISPATCH DEPARTMENT

Dispatch Supervisor

Starting Pay: 32.50 – 34.50 (DOE)

Make Dispatch Schedule

Training/Instructor/FTO

Review/Handle Dispatch Calls

Dispatch Officer #1
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #2
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #3
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #4
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #5
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

CORRECTIONS DEPARTMENT

Corrections Supervisor
Starting Pay: 32.50 – 34.50 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Corrections Officer #1
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

OTHER POSITIONS

Admin Assistant/Grant Writer:

Find and Write Grants for Police Funding
Supply Ordering and Filing
Cross trained in Corrections and Dispatch
40 hour weeks
Starting pay: 28.50 hr

DMV/Admin Assistant

Handle DMV
Supply Ordering and Filing
40 hour weeks
Starting pay: 28.50 hr

POSSIBLE SOURCES OF FUNDING:

APSC (Alaska Police Standards Council) offers Funding

Alaska TSA/DOT

Dillingham City School District

Curyung Tribal

GRANT FUNDING (will require a fulltime grant writer for the police department)

AST WAANT grant funding

Other.....

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Sgt. Craig Maines