



MEMORANDUM

DATE: 10/24/23
TO: City Manager and City Clerk
FROM: 09/25/23 to 10/22/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

The police department has received 2 new patrol vehicles replacing 2 older patrol vehicles.

With winter coming, the police department is getting rid of the 2 old snow machines since they are out dated and need work.

We are hoping to have the 2 snow machines replaced with 2 new ones for police use and search and rescue purposes. The City of Dillingham has properties which can only be accessed by off road vehicles such as snow machines and ATVs. We had investigations/crimes over the last winter which took place at some cabins within the city limits and we could only get there by snow machines. The police department is in need of off road vehicles for the land and properties inside the city limits which we are responsible for and to be able to respond if needed. 2 snow machines and 2 ATV's are ideal for the police department to be able to provide better services for the crimes and investigation which can only be reached by off road vehicles.

The Police Department Building is an old building which needs updating. With winter upon us the building becomes a fridge and sometimes a freezer, depending on the outside temp. The building is in need of exterior doors replaced, better seals around doors and windows, and overall and better heating system. The police department runs multiple space heaters all winter just to help keep the building warm and from freezing.

Patrol Department:

Currently has 7 officers which includes:

-4 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer Dillyn Rodriguez, and Officer David Tanner.

-3 rotating officers which include, Officer Adam Krahn, Officer Douglas Johnson, and Officer Tracy O'Malley.

-Officer Rodriguez is in his Third month of FTO and Officer Tanner is in his Second month of FTO.

At the current man power for the Patrol Dept., there is only 4 to 6 officers available in Dillingham at a given time. Which means there is only usually one officer on each shift. These are not ideal working

conditions. This causes officers to work longer hours alone. This is an officer safety issue. It would be ideal to have 2 officers on each shift, but that would mean making more positions.

Between 09/25/23 to 10/20/23 the Police Department have received 190 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-2 individuals placed in T-47 custody

-9 individuals arrested for criminal investigations.

-7 criminal investigations

-36 Citations (Criminal/Traffic)

Corrections Dept.:

Staffing is short at this time there are currently 3 officers, which includes the Corrections Supervisor. Matrona Nicolai will possibly filling in on Wed and Thursdays as a part-time worker.

-The Jail has been closed since August due to lack of staffing.

From SEP 25th 2023 thru October 20th , 2023 there were:

16 inmates held in the Dillingham Jail Facility. We held

2 individuals under the Alaska Statutes T-47 protective custody.

Total Number of Man-Days Served: 36

Projects:

Glass has been ordered for the cell windows that need fixed. Will be repaired when the materials arrive.

Non secure bolts will be replaced with secure bolts when available.

Toilet has arrived for cell two and will be fixed soon.

Lighting in dayroom #1 and cell 3 will be fixed asap

Cell door #3 is currently inoperable will be worked on as soon as possible.

Visitation door will be replaced or repaired asap

Cell #6 toilet parts have been ordered and will be repaired when parts are received

New keys for doors need to be made.

Cell #5 door and frame will be replaced soon but is currently usable.

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily, continues part-time to provide work coverage when needed/available.

Between 09/25/23 to 10/20/23 Dispatch has handled 1,190 calls for service to the Dispatch center.

Animal Control:

ACO Dan Boyd has been on leave the last few weeks. The police department has only received several animal calls.

DMV:

For the period of September 25, 2023 to October 24, 2023
Division of Motor Vehicle

07 – Commercial D/L
40 – Driver License
14 – Identification Cards
01 – HC Permits (No Fee)
00 – Miscellaneous Fees
54 – Vehicle Registration
55 – Title / Lien
00 – Boat Registration
03 – Road Test

Customer Assist:

02 – License Services
22 – AK Written Test

- Now that the summer is over the Dillingham DMV have went back to its regular hours of Monday thru Friday from 10am to 2pm.
- Got BBEDC approval for intern for the position of DMV/Amin assistant. But no applicants this year and will try again 2024.

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

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: 130,000 – 160,000 (DOE)

Lieutenant

Starting Pay: 45.00 – 50.00 (DOE)
Resident Position
Lead Investigator
Training/Instructor/FTO
Oversea Patrol Division
Attend Meetings
Make Patrol Schedules

Sergeant:

Starting Pay: 42.00 – 45.00 (DOE)

Resident Sergeant #1:

Supervisor Day Shift/Night Shift
Review Cases
Lead Investigator
Training/Instructor/FTO
Attend Meetings

Resident Sergeant #2:

Supervisor Day Shift/Night Shift
Review Cases
Lead Investigator
Training/Instructor/FTO
Attend Meetings

Police Officer:

Starting Pay: 38.00 – 41.00 hr (DOE)

Resident Patrol Officer #1:

School Resource Officer
DARE Officer
Shift Coverage: Day/ Mid
Training/Instructor/FTO

Resident Patrol Officer #2:

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

Resident Patrol Officer #3:

Airport Officer Duties
Harbor Officer Duties
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Resident Patrol Officer #4:

Airport Officer Duties
Harbor Officer Duties
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off
168 work hours

Starting Pay: 33.00 – 36.00 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: 32.00 – 34.00 (DOE)
Supervise Animal Cont. Officers
Make ACO schedules
Training/Instructor/FTO
Review/Handle Animal Calls

Animal Cont. Officer #1
Starting Pay: 28.00 – 30.00 (DOE)
Handle Animal Calls
Issue Citations

Animal Cont. Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Handle Animal Calls
Issue Citations

DISPATCH DEPARTMENT

Dispatch Supervisor
Starting Pay: 32.00 – 34.00 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Dispatch Officer #1
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #3
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #4
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #5
Starting Pay: 28.00 – 30.00 (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: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
Starting Pay: 28.00 – 30.00 (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: 28.00 hr

DMV/Admin Assistant

Handle DMV

Supply Ordering and Filing

40 hour weeks

Starting pay: 28.00 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.....

EOR

Acting Chief

Craig L. Maines