



MEMORANDUM

DATE: 03/22/23
TO: City Manager
FROM: 04/26/22 to 05/22/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

Patrol Department:

Currently has 7 officers which includes:

- Officer O'Malley was hired and started her first work rotation on 05/17/23.
- 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.

- 5 rotating officers which include Officer Judson Hack, Officer Adam Krahn, Officer Douglas Johnson, Officer Douglas Jones and Officer Tracy O'Malley.
- Officer Jacob Sliek resigned on 05/18/23 and will not be returning.
- Officer Doug Jones has not been back to work due to an injured finger. There is no update when he will return to work.

With Officer Kapotak at the Academy and Officer Jones on leave, this leaves us with 5 working officers.

At the current man power for the Patrol Dept., there is only 2 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 04/26/23 to 05/22/23 the Police Department have received 165 calls for service which included animal calls, medical calls, traffic calls, disturbances, security checks, welfare checks, and criminal investigations.

- 17 individuals placed in T-47 custody
- 9 individuals arrested for criminal investigations.
- 7 criminal investigations

We continue to advertise police positions, but the applications have slowed down. Hopefully we see more applicants before summer hits.

Corrections Dept.:

Currently has 5 Corrections Officers which includes the Corrections Supervisor.

-The Jail has been open and running smoothly.

Stats:

-166 Man-Days Served in the Dillingham Jail

-22 inmates have been housed

-17 T-47 holds

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily with DOT, continues part-time to provide work when needed.

This is a partial month with 150 calls for service. Dates 04/26/23 to 05/22/23 Of those calls there were:

16.5% Animal Calls (11)

21% Medical Assists (16.5)

9% Motor Vehicle Accidents (6)

The majority of the calls were Disturbances of various types and suspicious circumstances.

Our 911 continues to have troubles, and generates error message and alerts.

Our Radio Comm is also generating alerts. We are actively working with the manufacturer to get them to a more consistent operation.

The computer room needs a more efficient cooling system as the days get warmer.

Animal Control:

ACO is on leave for the next couple weeks.

DMV:

For the period of April 26, 2023 to May 22, 2023

Division of Motor Vehicle

- 08 – Commercial D/L
- 43 – Driver License
- 12 – Identification Cards
- 01 – HC Permits (No Fee)
- 03 – Miscellaneous Fees
- 47 – Vehicle Registration

- 35 – Title / Lien
- 11 – Boat Registration
- 06 – Road Test

Customer Assist:

- 01 – License Services
- 14 – AK Written Test

- The Dillingham DMV hours is open Monday thru Friday from 10am to 2pm.
- Operation is going OK.
- Got BBEDC approval for intern for the position of DMV/Amin assistant.

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 – 150,000 (DOE)

Lieutenant

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

Sergeant:

Starting Pay: 42.50 – 44.50 (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: 38.50 – 40.50 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: 33.50 – 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.....

EOR

Sgt. Craig Maines