



## MEMORANDUM

**DATE:** 01/25/23  
**TO:** City Manager  
**FROM:** 12/20/22 to 01/25/23  
**SUBJECT:** Police Department Report

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### STAFF REPORT

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#### **The Dillingham Police Department:**

##### **Patrol Department:**

Currently has 8 officers which includes:

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

-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 is returning to light duty on 01/27/23.

Officer Jake Sleik will be starting on 01/31/23

Officer Adam Krahn and Officer Douglas Johnson will be going to the recertification academy from 01/31/23 to 02/17/23.

Officer Aquila Kapotak will be going to the Fairbanks UAF CTC Police Academy from 03/06/23 to 06/10/23.

At the current man power for the Patrol Dept., there is only 4 to 5 officers available in Dillingham at a given time. These are not ideal working conditions for officer safety.

Between 12/20/22 to 01/25/23 the Police Department have received 195 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

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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 4 Corrections Officers which includes the Corrections Supervisor.

-The Jail has been open and running smoothly for the last month.

-1 Corrections Officer will be on leave for the next few weeks due to a new born child.

This leaves the Jail with 3 Corrections Officers for a month, Officer Hack will be helping the Jail during his light duty work.

### **Dispatch Dept.:**

Currently has 4 Dispatchers, which includes the Supervisor.

-The newest dispatcher Breonia Dennis is still in training for another 2 weeks.

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

- The new 911 system is still having minor issues which are getting worked out and fixed as they come.

### **Animal Control:**

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

-Animal Control has handled 18 calls for animal related issues. (2 citations issued, 3 dogs impounded, 1 dog returned to owner, 2 dogs abandoned, 2 abandoned dogs sent to ANC rescue group, 5 puppies sent to rescue group, 1 compassionate euthanasia's, 13 rabies shots given, and 2 parvo shots given.)

### **DMV:**

-The DMV has been running smoothly.

-Gary has been helping the Finance department for the last month on Tuesdays and Thursdays.

-As of now DMV is open Monday, Wednesday and Fridays.

The Police Department is hoping to see more applicants over the next couple of weeks to try and fill the remaining empty positions in corrections, dispatch and patrol.

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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)

<b><u>Resident Sergeant #1:</u></b>	<b><u>Resident Sergeant #2:</u></b>
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)

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

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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

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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

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## **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***