



David A. Burse  
Chief of Police

# Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, Maryland 20772 Tel: (301) 627-6905

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## MEMORANDUM

To: Board of Town Commissioners

From: David A. Burse, Chief of Police

Date: March 6, 2023

Re: Police Budget for 2024

The purpose of this memorandum is to document for the record and to summarize the Police Department's budget goals. The initiatives below are based on the current and future needs as I continue to rebuild the Department. Some of my decisions were based on discussions with various Municipal Chiefs within Prince George's County for comparison and competitiveness with other agencies. I have been working over the last year to move the Department into the 21<sup>st</sup> Century with equipment and technology that is needed to keep our officers and staff safe.

### INITIATIVES:

- 1) Request to hire more officers due to the need for increased police presence in the Town and as we move towards annexation. With having additional officers, I will be able to extend the day and evening patrols for the Town and provide backup for our current officers so that they are not waiting for the County Police for extended periods of time.
- 2) Obtain both, an authorized strength (total number of officers and civilian employees) for the department (recommendation is fourteen) and a daily minimum staffing level (two per shift) for the department to ensure that there are a consistent number of officers working each day. If the minimum staffing level falls below two, then overtime will be required to cover the open shift on that day. The department's goal is to have day and evening shifts that cover seven-days a week. The civilian employees will provide administrative support to the department.
- 3) Purchase two new police Ford Explorer SUVs for the department. The vehicles should be purchased prior to new officers being hired to ensure that the vehicles are equipped and ready for use. The cost for both vehicles totally equipped is approximately \$130,000 that would be financed over 4 years.
- 4) Purchase one message board that will allow the police department to display information to residents and visitors regarding community events, hazards, road closures, and meetings. The cost of the message board is approximately \$22,000 that would be financed over 4 years.

- 5) Discuss and develop a plan to prepare the police department to move from the Town Hall building into a new police station. The current space for the department is maxed out and therefore not adequate to accommodate a growing staff of new officers and civilian employees.
- 6) Purchase a van style vehicle (Ford Transit Connect) for Parking Enforcement that will accommodate the parking meter coin collection dollies and other required equipment. The approximate cost of the van is \$35,000 and the cost to outfit the van with lights, shelving and graphics is \$5,000.