

## Mission Statement

Public Safety  
(Function 1024)

The mission of the Town of Groton Police Department is to deliver professional, courteous and efficient police services to the citizens and visitors of our community. We are committed to working in partnership with our community, to provide quality and effective programs for the preservation of peace, prevention of crime, apprehension of criminals and the protection of property so all may enjoy a peaceful quality of life in Groton.

### Values

We, the Officers of the Town of Groton Police Department, strive to live and perform by these core values:

**Integrity;** to have the integrity to meet the challenges of providing quality service to our community with the highest standards of honesty and ethical conduct.

**Compassion;** to have compassion and show we care about the well being of our community and each other and to treat everyone with dignity and respect.

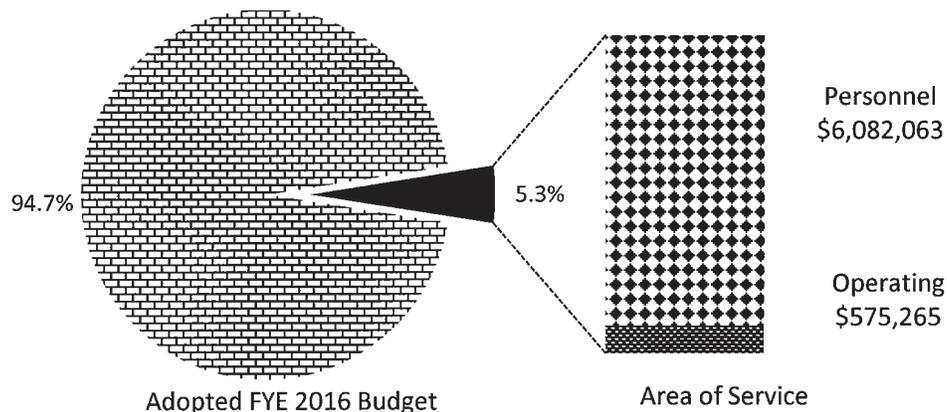
**Loyalty;** to have loyalty to ourselves, our fellow officers, our oath, and our police mission, of which we strive to uphold.

**Honor;** to take pride and honor in our service to our community and to never forget that we are here to serve and protect.

**Community;** to work together with the community to reduce crime and the fear of crime and to improve the quality of life in Groton.

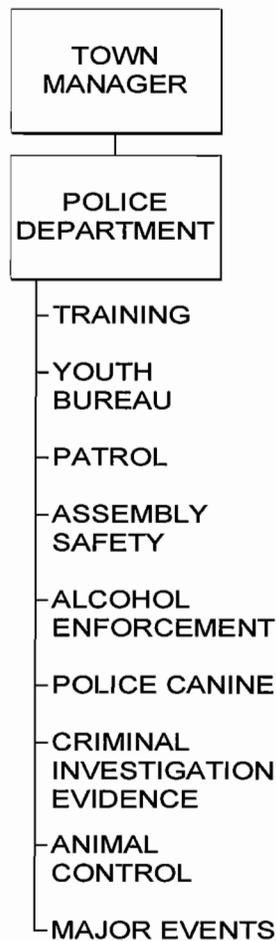
## PUBLIC SAFETY

As a % of the Total Budget



# TOWN OF GROTON

## AREA OF SERVICE: PUBLIC SAFETY



FYE 2016

**TOWN OF GROTON**  
**FUNCTION SUMMARY**

Function: Public Safety 1024

Department: Police

**FUNCTION DESCRIPTION:**

The Police Department is made up of four divisions: Administration, Patrol, Detective and Animal Control. The Administration Division is responsible for the daily operations of the police department, as well as budget preparation, presentation and implementation. The training of all full time regular officers as well as auxiliary police, the instruction and interaction with the youth of our community, and recording and licensing duties, are part of the overall function. The Patrol Division makes up the backbone of the Department. Employees are responsible for the prevention of crime, providing for the public's safety, as well as responding to emergencies. The Patrol Division is responsible for continued efforts in community oriented policing, which is a department-wide effort to be responsive to community concerns. The Detective Division is responsible for the initial and follow-up investigations of all major crimes occurring in the Town of Groton including follow-up of other cases that require additional investigation. This division spends a great deal of time on undercover and surveillance operations. The Animal Control Division is responsible for the operation and maintenance of the animal shelter, enforcing state statutes regarding animal control, and investigating complaints of nuisance and damage caused by dogs. Animal Control is also responsible for servicing complaints regarding felines, pet adoption and community education.

**GOALS:**

- To ensure the safety and security of the community by patrolling the town, investigating criminal incidents, holding crime prevention activities, enforcing animal control statutes and maintaining accurate records.
- To provide a safe environment for vehicular and pedestrian traffic by enforcing traffic statutes, and raising public awareness through education.
- To ensure high quality standards in public safety by providing ongoing training to all police officers in various law enforcement training categories.
- To respond to specialized policing needs in the community by providing marine patrol, K-9 unit, motor patrol, accident reconstruction team and dive team services.

**FUNCTION ACTIVITIES:**

	<u>Actual FYE 2014</u>	<u>Estimate FYE 2015</u>	<u>Anticipated FYE 2016</u>
Calls for Service from the community	27,665	27,665	27,665
Instruct DARE program	352	352	352
Encompasses All 5 <sup>th</sup> & 7 <sup>th</sup> Grade Classes	198 / 154	198 / 154	198 / 154
Detective Division Criminal Investigations / Search Warrants / Ex Parte Warrants / Polygraphs	175/35/17/38	190/34/17/40	190/34/17/40
School Resource Officer (SRO) Cases / Arrests	16 / 4	79 / 22	58 / 16
Physical/Sex Assault of Children Sex Assault of Adult Inv.	40	42	42
Drug Arrests	24	28	28
Drug Search & Seizure Warrants	3	4	5
Drug Vehicle / Gun Seizures	0 / 1	0 / 0	3 / 3
Shellfish permits issued	598	604	610
Pistol Permits	158	160	182
Vendor Permits	25	26	27
Applicant Fingerprints	732	739	746
Background Checks	291	293	295
Accident Investigations	1,040	1,040	1,040
Criminal Arrests	785	800	800
Motor Vehicle Arrests/Infractions	591/1,855	597/1,873	603/1,892
DUI Roadblocks	2	2	2
Community education & safety programs	37	34	35
Community oriented meetings	18	27	25
Investigation of Canine / Feline Bites / Other	95/24/0	82/24/1	85/23/1
Capture & impoundments Canine / Feline/ Other	240/348/11	212/291/7	212/291/7
Total Animal Related Investigations	1,533	1,383	1,400
Animal Care & Safety Presentations	2	2	2

TOWN OF GROTON  
FYE 2016 BUDGET  
FUNCTION HIGHLIGHTS

DEPARTMENT: Police			FUNCTION: Public Safety 1024		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 6,359,823	\$ 6,608,561	\$ 6,515,648	\$ 6,657,328	0.7%

**HIGHLIGHTS:**

- The overall increase in this budget is \$48,767 or 0.7%. Personnel services are up \$69,351. Operating expenses are down \$20,584.
- The requested budget reflects the police departments effort to maintain current levels of public safety services and operations.
- The total increase in personnel expenses is \$69,351. The majority of increases are due to the contractual salary step increases. These increases apply to account: regular full time (5101), overtime pay (5104), and shift replacement (5107). A negative salary adjustment (5109) of \$150,000 has been made to reflect anticipated annual turnover rates. This reduction is shown in cost center 3.
- Operating Expenses are down due to reductions in vehicle fuel costs and Professional Technical Services.

**Final Budget Result:**

During budget deliberations, no changes were made.

**PERSONNEL CHANGES/HISTORY:**

FYE 2015: An Assistant Animal Control Position was added.

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
72	72	73	73	73	73

TOWN OF GROTON  
SUMMARY COST CENTER  
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: PUBLIC SAFETY  
DEPARTMENT: POLICE  
FUNCTION: PUBLIC SAFETY 1024

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
----- APPROPRIATION -----							
Personnel Services	5,732,313	6,012,712	5,914,868	6,232,063	6,082,063	6,082,063	6,082,063
Operating Expenses	627,510	595,849	600,780	586,765	575,265	575,265	575,265
<b>Total Appropriation</b>	<b>\$6,359,823</b>	<b>\$6,608,561</b>	<b>\$6,515,648</b>	<b>\$6,818,828</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>

----- COST CENTERS -----							
10240 LEADERSHIP/GEN SUPPO	647,118	638,219	570,648	645,657	640,657	640,657	640,657
10241 TRAINING	165,278	206,598	193,749	200,253	200,253	200,253	200,253
10242 YOUTH BUREAU	316,848	349,736	345,176	349,360	349,360	349,360	349,360
10243 PATROL	4,583,403	4,614,103	4,618,129	4,817,911	4,661,411	4,661,411	4,661,411
10244 ASSEMBLY SAFETY	35,467	44,486	42,008	44,486	44,486	44,486	44,486
10245 ALCOHOL ENFORCEMENT	0	10,501	11,608	10,501	10,501	10,501	10,501
10246 POLICE CANINE	30,676	33,487	33,850	32,487	32,487	32,487	32,487
10248 CRIMINAL INVEST/EVID	470,961	586,802	550,824	556,729	556,729	556,729	556,729
10249 ANIMAL CONTROL	110,072	124,629	149,656	161,444	161,444	161,444	161,444
<b>Total Cost Centers</b>	<b>\$6,359,823</b>	<b>\$6,608,561</b>	<b>\$6,515,648</b>	<b>\$6,818,828</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>

----- FINANCING PLAN -----							
OTHER LICENSES/PERMITS	15,788	14,520	12,500	14,520	14,520	14,520	14,520
COURT FINES	18,131	15,000	16,000	16,930	16,930	16,930	16,930
PARKING TICKETS	2,825	3,240	2,825	3,240	3,240	3,240	3,240
FEDERAL FUNDS	509	0	0	0	0	0	0
MISC STATE REVENUE	5,191	8,670	0	0	0	0	0
ACCIDENT REPORTS	1,484	1,580	1,580	1,580	1,580	1,580	1,580
MISC-UNCLASSIFIED	1,113	0	4,705	0	0	0	0
ANIMAL CONTROL FEES	3,652	4,310	4,050	4,310	4,310	4,310	4,310
PAYMENTS FROM OTHER FUNDS	51,074	27,107	27,107	27,107	27,107	27,107	27,107
GENERAL FUND	6,260,056	6,534,134	6,446,881	6,751,141	6,589,641	6,589,641	6,589,641
<b>Total Financing Plan</b>	<b>\$6,359,823</b>	<b>\$6,608,561</b>	<b>\$6,515,648</b>	<b>\$6,818,828</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>

TOWN OF GROTON  
SUMMARY COST CENTER  
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: PUBLIC SAFETY  
DEPARTMENT: POLICE  
FUNCTION: PUBLIC SAFETY 1024

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
<b>PERSONNEL SERVICES</b>							
5101 REGULAR FULL TIME	4,448,765	4,912,239	4,679,862	4,977,075	4,977,075	4,977,075	4,977,075
5102 PART TIME PERSONNEL	90,813	108,536	72,514	97,116	97,116	97,116	97,116
5104 OVERTIME PAY	379,875	460,509	421,950	414,391	414,391	414,391	414,391
5105 LONGEVITY PAY	25,860	28,525	26,285	27,870	27,870	27,870	27,870
5106 COLLEGE INCENTIVE PA	93,165	92,184	93,515	101,599	101,599	101,599	101,599
5107 SHIFT REPLACEMENT OT	271,432	306,200	306,138	300,218	300,218	300,218	300,218
5109 SALARY ADJUSTMENTS	134,074	(187,462)	17,946	0	(150,000)	(150,000)	(150,000)
5111 PREMIUM PAY/OUT OF C	56,177	40,814	60,936	62,716	62,716	62,716	62,716
5112 SICK INCENTIVE	29,641	34,084	32,972	34,084	34,084	34,084	34,084
5115 SHIFT PREMIUM	69,053	79,288	70,459	79,288	79,288	79,288	79,288
5116 WAGE CONTINUATION	11,259	0	0	0	0	0	0
5117 ALLOWANCES	24,349	33,070	26,759	28,075	28,075	28,075	28,075
5151 SOCIAL SECURITY	92,038	104,725	105,532	109,631	109,631	109,631	109,631
5154 UNEMPLOYMENT COMPENS	5,812	0	0	0	0	0	0
<b>Total Personnel Services</b>	<b>\$5,732,313</b>	<b>\$6,012,712</b>	<b>\$5,914,868</b>	<b>\$6,232,063</b>	<b>\$6,082,063</b>	<b>\$6,082,063</b>	<b>\$6,082,063</b>
<b>OPERATING EXPENSES</b>							
5201 POSTAGE/PRINT/ADVERT	5,645	4,300	4,280	7,450	7,450	7,450	7,450
5210 PROFESS DEVELOP/TRAI	32,092	37,417	25,833	32,400	32,400	32,400	32,400
5220 UTILITIES/FUEL/MILEA	42,339	28,180	41,223	35,350	35,350	35,350	35,350
5230 PYMNTS/CONTRIBUTIONS	25	0	0	0	0	0	0
5260 REPAIRS & MAINT-FAC/	18,721	20,479	19,859	20,479	20,479	20,479	20,479
5261 SOFTWARE MAINT FEES	260	0	0	0	0	0	0
5281 OCCUPATIONAL HEALTH	4,671	2,500	4,471	5,550	5,550	5,550	5,550
5290 PROFESS/TECHNICAL SE	47,996	75,164	56,887	61,739	61,739	61,739	61,739
5300 MATERIALS & SUPPLIES	139,650	102,527	124,742	112,827	101,327	101,327	101,327
5310 VEHICLE OPER/MAINT	688	3,000	978	3,000	3,000	3,000	3,000
5315 VEHICLE REPLACEMENT	53,166	49,823	49,823	52,880	52,880	52,880	52,880
5316 VEHICLE MAINT FEE	74,800	76,500	76,500	76,834	76,834	76,834	76,834
5317 VEHICLE FUEL	181,930	186,576	186,576	168,775	168,775	168,775	168,775
5318 COMPUTER REPLMNT FEE	7,680	9,383	9,383	9,481	9,481	9,481	9,481
5400 EQUIP/MACHINRY& FURN	16,325	0	225	0	0	0	0
5410 COMPUTER EQUIPMENT	1,522	0	0	0	0	0	0
<b>Total Operating Expenses</b>	<b>\$627,510</b>	<b>\$595,849</b>	<b>\$600,780</b>	<b>\$586,765</b>	<b>\$575,265</b>	<b>\$575,265</b>	<b>\$575,265</b>
<b>GRAND TOTAL</b>	<b>\$6,359,823</b>	<b>\$6,608,561</b>	<b>\$6,515,648</b>	<b>\$6,818,828</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>	<b>\$6,657,328</b>

TOWN OF GROTON  
SUMMARY COST CENTER  
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: PUBLIC SAFETY  
DEPARTMENT: POLICE  
FUNCTION: PUBLIC SAFETY 1024

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016
<b>FULL TIME EMPLOYEE (FTE) ANALYSIS</b>						
CHIEF OF POLICE	1.00	1.00	1.00	1.00	1.00	1.00
DEPUTY CHIEF	1.00	1.00	1.00	1.00	1.00	1.00
POLICE CAPTAIN	1.00	1.00	1.00	1.00	1.00	1.00
POLICE LIEUTENANT	4.00	4.00	4.00	4.00	4.00	4.00
DETECTIVE LIEUTENANT	1.00	1.00	1.00	1.00	1.00	1.00
PATROL SERGEANT	9.00	9.00	9.00	9.00	9.00	9.00
PATROL OFFICER	41.00	41.00	41.00	41.00	41.00	41.00
DETECTIVE	5.00	5.00	5.00	5.00	5.00	5.00
YOUTH OFFICER	4.00	4.00	4.00	4.00	4.00	4.00
ANIMAL CONTROL OFFICER	1.00	1.00	1.00	1.00	1.00	1.00
ASST. ANIMAL CONTROL OFCR	0.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (40)	3.00	3.00	3.00	3.00	3.00	3.00
OFFICE ASST. III (40)	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total FTE Personnel</b>	<b>72.00</b>	<b>73.00</b>	<b>73.00</b>	<b>73.00</b>	<b>73.00</b>	<b>73.00</b>
<b>FTE SALARIES &amp; WAGES</b>						
CHIEF OF POLICE	110,588	42,308	106,650	106,650	106,650	106,650
DEPUTY CHIEF	102,048	104,717	102,704	102,704	102,704	102,704
POLICE CAPTAIN	97,056	96,794	96,794	96,794	96,794	96,794
POLICE LIEUTENANT	329,091	329,091	330,351	330,351	330,351	330,351
DETECTIVE LIEUTENANT	82,273	82,273	82,588	82,588	82,588	82,588
PATROL SERGEANT	674,716	622,120	699,106	699,106	699,106	699,106
PATROL OFFICER	2,609,050	2,476,151	2,600,196	2,600,196	2,600,196	2,600,196
DETECTIVE	350,701	350,691	352,971	352,971	352,971	352,971
YOUTH OFFICER	281,299	281,299	282,376	282,376	282,376	282,376
ANIMAL CONTROL OFFICER	61,231	61,231	61,465	61,465	61,465	61,465
ASST. ANIMAL CONTROL OFCR	0	27,858	46,783	46,783	46,783	46,783
OFFICE ASSISTANT II (40)	159,005	150,165	159,715	159,715	159,715	159,715
OFFICE ASST. III (40)	55,182	55,165	55,376	55,376	55,376	55,376
<b>Total FTE Salaries &amp; Wages</b>	<b>\$4,912,238</b>	<b>\$4,679,862</b>	<b>\$4,977,076</b>	<b>\$4,977,076</b>	<b>\$4,977,076</b>	<b>\$4,977,076</b>

TOWN OF GROTON  
FYE 2016 BUDGET  
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police  
FUNCTION: Public Safety 1024

**CC0 – Leadership/General Support**

- Update the rules and regulations of the police department.
- Attend various local and intergovernmental meetings, including Town Council, RTM, Planning, Ledge Light Health District, Emergency Communications Users, Steering Committee, Connecticut Police Chiefs Association, Law Enforcement of SE CT, Youth Services Advisory Board, Traffic Authority Meetings.
- Plan, organize, and direct the personnel of the police department to maintain an appropriate level of public safety in the Town of Groton.
- Encourage interaction between the youth of the community and the police through crime prevention and activities such as DARE.
- Retrieve accurate information in a timely fashion, and communicate it to the various segments of the Department.
- Lend administrative and clerical support to the Chief, Deputy Chief and Captain.
- Schedule use of training room and conference room use for police and town government groups, maintain inventory of office supplies for the entire department, process accounts payable, produce monthly management reports, prepare agenda and take minutes for Traffic Authority.
- Record and file all data associated with police activity, and enter all pertinent information into computer database and respond promptly to all requests for police records and statistics.
- Issue shellfishing licenses, process pistol permits, raffle permits, soliciting and vending permits, and make copies of reports for the public.
- Transmit proper paper work to court on criminal and motor vehicle arrests; produce statistical data for budget preparation, and detailed monthly statistics pertaining to patrol activity. Submit uniform crime reporting statistics monthly to State of Connecticut.
- Enter and maintain all warrants, both written and electronic.

**CC1 – Training**

- Assure police officers receive recertification training as required by law.
- Provide on-going training to police and auxiliary officers on various aspects of police work.
- Conduct background investigations for new officers.
- Provide oversight of the Field Training Program for new officers.

**CC2 – Youth Bureau**

- Teach the D.A.R.E. curriculum to the entire fifth grade population in the Groton school system.
- Continue the D.A.R.E. program in all 7th grades in the Groton middle schools.
- Conduct parent and youth counseling sessions.
- Investigate sexual assaults.
- Investigate physical assaults on children.
- Conduct child safety programs, bicycle rodeos and pre-elementary safety talks.
- Representative/liaison with the Juvenile Revue Board, TRIAD and GASP programs.
- Develop and maintain current relevant content on the department's portion of town website.

TOWN OF GROTON  
FYE 2016 BUDGET  
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police  
FUNCTION: Public Safety 1024

**CC3 – Patrol**

- Investigate and deter crime, arrest violators, and enforce federal and state law and town ordinances.
- Conduct motor vehicle enforcement.
- Submit payrolls to administration for review.
- Provide overall responsibility for criminal case management.
- Improve efficiency of the patrol force by reviewing methods of patrol with community policing in mind.
- Maintain equipment for the Patrol Division.
- Respond to all calls for service.
- Respond to emergency calls within four minutes 70% of the time.
- Investigate accidents, issue summonses, and written warnings.

**CC4 – Assembly Safety**

- Police coverage for parades and Groton Community Events.
- Police coverage at all other assembly gatherings where safety is an issue.

**CC5 – Alcohol Enforcement**

- Through the use of periodic road blocks and extra drunk driving patrols throughout the year, reduce the amount of DUI and related accidents.

**CC6 – Police Canine**

- Patrol up to 80 hours of each week.
- Track suspects or missing persons, conduct area searches, building searches, drug searches, and article searches, provide police K9 back up and participate in community public relations events.

**CC8 – Criminal Investigation/Evidence**

- Manage and direct Detectives.
- Review procedures and policies to insure that existing methods of preliminary investigation, case assignment, and follow-up are achieving maximum results.
- Maintain equipment for the Detective Division.
- Investigate major crimes.
- Seek to improve the crime clearance rate.
- Investigate/process bad checks cases and investigate/process burglaries.
- Work with the drug task force on narcotics cases, and assist the task force in preparation and execution of Search and Seizure warrants.

TOWN OF GROTON  
FYE 2016 BUDGET  
PROGRAM OBJECTIVES

AREA OF SERVICE: Public Safety

DEPARTMENT: Police  
FUNCTION: Public Safety 1024

**CC9 – Animal Control**

- Investigate animal complaints in the entire Town of Groton including the U.S. Submarine Base.
- Make arrests when necessary and issue infractions for violations.
- Impound stray animals.
- Redeem or adopt out animals.
- Conduct outreach, explaining the need for licensing and vaccination of animals.
- Handle citizen concerns. The ACO's spend much of their time educating the public, rather than taking enforcement action.
- Coordinate canine and feline investigations with state dog warden.
- Coordinate efforts to conduct town-wide educational campaign for licensing of animals, vaccinations against rabies, and personal safety around animals.
- Work with the Ledge Light Health District on cases related to rabies.
- Continue educating public on Rabies and the PAWZ dog bite prevention program.

**CCA - Major Criminal Investigations**

- Major criminal investigations for very serious cases that require intensive investigative time and effort.
- Major criminal investigations include homicide or attempted homicide and other serious cases that are important to solve for public safety and security.
- There is no budgeted amount for this cost center because the frequency of these types of investigations cannot be predicted and the amount of hours expended varies depending upon specific circumstances.

**CCB - Major Events**

- Major events include an unforeseen major situation that requires a large amount of departmental resources.
- Past major events have included an airplane crash, an increase in patrols due to an elevation of homeland security levels and presidential visits.
- There is no budgeted amount for this cost center because the frequency of these types of investigations cannot be predicted and the amount of hours expended varies depending upon specific circumstances.