

BOXFORD POLICE DEPARTMENT

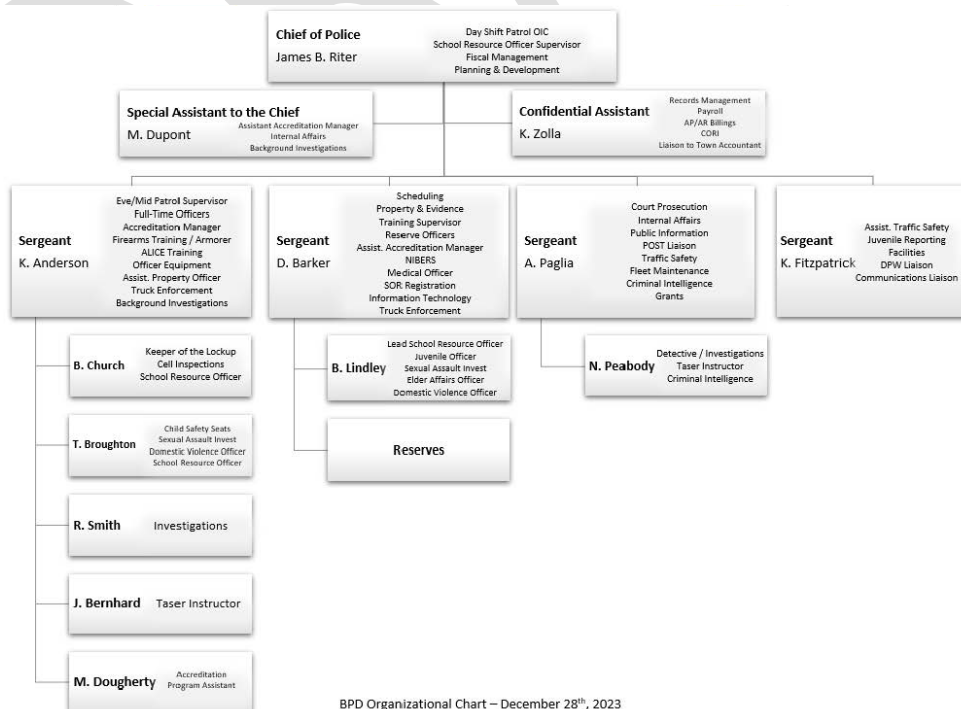
MISSION STATEMENT

The Boxford Police Department is a dedicated and diverse group of professionals who are committed to working with the community to make the Town of Boxford a safe and desirable place to live, work or visit. Our mission is to partner with the community to solve problems and improve public safety in a manner that is fair, impartial, transparent and consistent.

CORE RESPONSIBILITIES, PROGRAMS, & SERVICES

- Protect and serve the community
- Accreditation
- Community Outreach
- Firearms Licensing
- School Resource Officers
- Traffic Safety
- Truck Enforcement

ORGANIZATIONAL OVERVIEW



BPD Organizational Chart – December 28th, 2023

Position	FY2023 Actual	FY2024 Actual	FY2025 Budgeted
Chief	1.0	1.0	1.0
Confidential Assistant	0.5	0.6	0.8
Lieutenant*	1.0	0.0	1.0
Sergeants	1.0	4.0	3.0
Patrol Officers	10.0	8.0	7.0
Reserve Officers**	170		
TOTAL FTEs	13.5	13.6	12.8

* The Department’s accreditation plan has 4 supervisory positions. Fiscal Year FY25 funds the Lieutenant position and 3 Seargent positions.

**Boxford employes 10 reserve officers that work part time throughout the year. They work approximately 170 shifts per year

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2022	Actual FY2023	Estimated FY2024
Property Checks				
Welfare Checks				
School Security Checks				
Directed Patrol				

RECENT ACCOMPLISHMENTS

- Accreditation – The Boxford Police Department achieved compliance with all applicable standards to become fully accredited through the Massachusetts Police Accreditation

Commission. An accredited department strives to meet and maintain the top standards of law enforcement, and it is considered to be the best measure for a department to compare itself against the established best practices around the region and country. The Boxford Police Department met the 328 mandatory standards in order to achieve accreditation.

- Promotion of Sergeants – As part of the accreditation process, it was identified that the command structure of the Boxford Police Department was lacking. The Select Board approved filling the vacant supervisory positions that have been vacant due to attrition and created and funded one additional sergeant position. On October 10th, the Select Board appointed Kurtis Anderson, David Baker, and A.J. Paglia as Sergeants, joining Sergeant Kara Fitzpatrick. The department will carry four sergeant positions until the current lieutenant opening is filled.
- School Resource Officer – The Boxford Police Department as the host community for Masconomet Regional High School oversees the Tri-Town School Resource Officer Program. Officer Brooke Lindley is the Boxford Police Department’s primary SRO at Masconomet. Along with her duties at Masconomet she regularly visits the Cole and Spofford Schools.
- Regional Animal Control - coordinated the creation of a Regional Animal Control & Inspection Program with the towns of Ipswich, Newbury, and Rowley.
- The Boxford Police Department meets and remains compliant with the Police Officer Standard and Training (POST) program.
- Addition of Jail Diversion Clinician – The Chiefs of Boxford, Georgetown, Groveland, Newbury, and Rowley Police Departments collaborated to create a regional Jail Diversion Clinician position, which is funded through a grant award from the MA Department of Mental Health Jail/Arrest Diversion Grant Program. The Clinician will assist in co-response for behavioral health calls, perform brief assessments to determine appropriate service connections, facilitate diversion from arrest where appropriate.
- Boxford Common Parking – The Boxford Department worked with the Boxford Athletic Association on parking management during busy weekend game days to minimize congestion and improve traffic flow.
- The Boxford Police Department worked in collaboration with the Cole School to improve drop-off and pick-up.
- Community Events – The Boxford Police Department organized and participated in several community events, including the 1st Annual Little League Parade, Color Run, Cashin Triathlon, Apple Festival, Trick or Trunk, Andrew’s Farm Halloween, Memorial Day, Veteran’s Day, Grand Illumination, Menorah Lighting and Hannukah Celebration, Fourth of July Parade & Jennifer Tinney Road Race, Masconomet RHS & MS graduations, Spofford School D.A.R.E graduation.

FY2024 TRENDS

Traffic appears to have reached pre-pandemic volume in Town, and the Police Department continues to utilize and deploy its dedicated traffic enforcement cruiser throughout town. In calendar year 2023, the department stopped 3714 vehicles.

The nationwide behavioral health crisis has had its effect locally. Collaborating with the Towns of Groveland, Newbury, and Rowley with state grant funds provides all departments with a Clinician available for behavioral health calls in each community, as well as a resource for Boxford police officers.

School safety continues to be a priority for the department. A School Resource Officer is present at Masco daily and is heavily involved in the school culture, creating a safe environment for the students and faculty. All members of the Boxford Police Department along with Topsfield and Middleton have yearly active shooter training at the Masconomet Regional Highschool. The training consists six hours practical and fours classroom.

Hiring and retaining qualified police officers has become one of the biggest challenges in law enforcement. Because of this challenge, police departments locally and nationwide are forced to recruit police officers from other departments instead of the historical practice of promoting candidates that have applied specifically to a department with the hope of a full-time career.

Another challenge to current day policing is the new increases in training police officers and keeping up their certification through continuing education.

The historical model of policing has been that more police officers will decrease criminal activity and reduce the overtime expense for patrol coverage within a police department and budgetary savings to control ever increasing overtime costs. Over the past decades the trends in our community have moved away from property crimes, delinquency activity and domestic violence which would require patrol emergency response for service and have gone to more motor vehicle response and technology-based and targeted police patrol activity. The premise that more police officers cut down overtime may be obsolete. The current pressures on communities for training requirements and staffing this is an opportunity adjust our model to match current trends.

The Department has transitioned into the police reform era and has met all of the requirements of Police Officer Standards Training. The Officers are obtaining certification as required by POST, and training has increased significantly at the state level which has resulted in our officers attending and completing specialized training at a fraction of the cost from years past. However, the increased training puts a strain on smaller communities because of training costs,

shift coverage, related overtime expenditures. Furthermore, the POST certification and associated required hours will more than likely phase out our very successful reserve officer program. By December 2026, all police officers will be required to be certified, which includes 2400 hours of patrol experience along with completion of the Bridge Academy. It would be highly unlikely to recruit new reserve officers that would meet this requirement.

FY2024 GOALS & OBJECTIVES

GOAL 1: COMPLETE TRANSITION IN COMMAN STAFF

Objectives:

- Undergo process to promote a Lieutenant to fill the open position by January 1, 2025
- Coordinate with sergeants on new command structure

GOAL 2: MAINTAIN DEPARTMENT ACCREDITATION AND ENFORCE POLICIES. THE NEW COMMAND STAFF WILL HAVE TO LEAD THE DEPARTMENT IN THIS PROCESS.

Objectives:

- New command staff will be responsible for ensuring policy compliance
- Explore training options to related to policies and procedures

GOAL 3: CONTINUE TO IDENTIFY WAYS TO ENHANCE TOWN'S 3-TIERED RESPONSE

Objectives:

- Work with Communications Department and Public Safety team on full transition to ProPhoenix, the Town's new Computer Aided Dispatch Records Management Software (CAD RMS), including installation of new technology in cruisers.
- Participate in the Emergency Response Advisory Committee.

GOAL 4: CONTINUE TO PROVIDE POLICE DEPARTMENT PERSONNEL WITH THE BEST TECHNIQUES, PRACTICES, AND TRAINING

Objectives:

- Continue to comply with training and documentation requirements required to attain and maintain certification with POST for all officers
- Provide specialized training as needed.

- Continue to train new officers in A.L.E.R.R.T. (Advanced Law Enforcement Rapid Response Training).
- Expand our officers' knowledge and training to improve our level of communication when encountering those who have a mental health disability.

POLICE DEPARTMENT FY2025 PROPOSED BUDGET

	FY23 ACTUAL 6/30/23	FY24 ADOPTED BUDGET	FY25 PROPOSED BUDGET	vs. FY24	% Increase	Comments
POLICE						
Salaries:						
Chief	134,124	134,294	143,023	8,729	6.50%	
Permanent Positions	947,407	982,173	960,391	(21,782)	-2.22%	Reduction from 13 to 12 patrolmen. Contractual funding obligations; full funding of additional sergeants (10K)
Clerical	35,966	38,427	45,827	7,400	19.26%	7,666.00 for 8 months Lt. salary Brings Admin. Asst. from 28 to 33 hours/week
Overtime (FT)	119,042	131,276	145,214	13,938	10.62%	Increase to cover removal of 13th patrolman
Police Reserves	56,576	56,576	60,576	4,000	7.07%	Additional hours to cover removal of 13th patrolman
EMT Stipend	4,550	6,650	6,000	(650)	-9.77%	
Longevity	31,916	30,970	32,010	1,040	3.36%	
SRO Stipend	4,500	4,500	4,500	-	0.00%	
Detective Stipend		1,200	3,500	2,300	191.67%	Increase lead detective stipend to meet standard set by peer communities. Creation of secondary detective stipend for continuity of operations.
Uniform Allowance	26,299	24,700	24,700	-	0.00%	
Education Incentive	32,582	32,582	30,613	(1,969)	-6.04%	
Subtotal	1,392,963	1,443,348	1,456,353	13,005	0.90%	
Non Salary Expenses:						
Police Cruiser	58,059	61,000	67,000	6,000	9.84%	Estimated increase in the cost of a cruiser
Repairs & Maintenance	6,313	12,000	12,000	-	0.00%	
Medical Services	1,310	1,400	1,400	-	0.00%	
Ammunition	7,197	9,000	9,000	-	0.00%	
Office Supplies	3,254	3,000	3,000	-	0.00%	
Radar/Intoxilizer	909	1,400	1,400	-	0.00%	
Ballistic Vests	1,790	2,250	2,250	-	0.00%	
Tires	2,106	4,000	4,000	-	0.00%	
Education	5,057	10,500	10,500	-	0.00%	
Drug Testing	100	1,170	1,170	-	0.00%	
Other Police Supplies	6,269	5,200	7,400	2,200	42.31%	accreditation fee increase
In-State Travel	106	125	125	-	0.00%	
Subtotal	92,471	111,045	119,245	8,200	7.38%	
Department Total	1,485,433	1,554,393	1,575,598	21,205	1.36%	

BOXFORD POLICE DEPARTMENT FY2025 BUDGET SUMMARY

Under the Chief line item, the increase is due to the Select Board approval of the Chief's compensation package. Permanent position increases consist of contractual obligation under the new collective bargaining agreement, full funding of two sergeant's positions that were approved in FY '24, one-half years increase in salary to replace the vacant lieutenant's position after January 1, 2025. The increase in the educational incentive is due to a higher number of employees having advanced degrees in Criminal Justice. The annual cruiser line item is an estimated increase based on current pricing from the dealership and projected outfitting of the vehicle. In other police supplies, this is the estimated additional accreditation fee(s) due to Boxford Police Department's accreditation.

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