

## Program Narrative

### Arlington, TX Police Department

#### Type of Program

The Arlington Police Department is seeking approval of *a job creation program and preservation; to create seven new non-commissioned jobs and preserve one non-commissioned job* under the JAG Recovery Act.

#### Program Need

The need for these positions has evolved over the course of several years. Previous years general fund budget requests have been successful in adding sworn positions (approximately 20 over three years). The city anticipates even more sworn officers under the recently released COPS Stimulus Hiring Program (as many as 60). However, *the city has not funded non-sworn positions that are critical in supporting important business processes and administrative support (see detailed examples below)*. A corresponding increase in non-sworn support staff will be required to realize maximum benefit from additional officers...otherwise, sworn officer will be relegated to performing duties which they are not trained (or motivated) to perform. *In addition, the city employs a teen-court coordinator whose job is scheduled to be cut* (as a result of budget shortfalls) in the next quarter. JAG recovery funds will be used to preserve this position.

Analytical and technical support is needed to efficiently and effectively deploy sworn officers to combat crime and disorder. Other support positions will ensure cost effective service delivery by using lower paid civilian staff for non-enforcement tasks, freeing sworn staff to perform enforcement duties that require arrest authority or the use of force to protect lives and public order. APD needs additional capacity to acquire new grant funding and improved grant management. Additional expertise in maintenance and support of computer technology will ensure that previous investments will be protected and equipment benefits maximized. Each of the described positions have been requested, and denied, in previous years.

The city also employs a teen-court coordinator whose position is scheduled to be eliminated next quarter. The teen court coordinator

#### Program Objectives

The program objective is to *bolster the department's operational efficiency and effectiveness by providing much needed clerical, administrative, analytical and technical support*. Each of the requested positions are critical in establishing a safer community and are in direct support of the departments core mission of creating a community where people are "safe anywhere, all the time".

The JAG Recovery Act expenditures proposed by APD *will directly support the program objective by creating seven new jobs and preserving one existing job, scheduled for elimination:*

- (2) Crime Analysts – provide tactical support for operations staff in deploying resources to fight crime. Crime analysts identify crime trends, provide hot spot analysis and identify offenders in support of investigations. Two key organizational components currently lack crime analysis support: the south patrol district and the community services division. The new analysts will be assigned to support these components.
- Grant Coordinator – the police department is currently the recipient of multiple grant-in-aid programs. Currently, coordination of grant submission and reporting is decentralized throughout the department. We often struggle to meet submission deadlines and reporting milestones due to lack of resources and coordination issues. In addition, the department is missing many other grant funding opportunities due to capacity constraints. The grant coordinator will serve as a department-wide resource to centralize the submission and management of grant programs.
- (2) Office Assistants – For many years, the department has increased operational capacity and sworn staff without a corresponding increase in administrative support staff. As a result, sworn officers and supervisors are diverted from critical job tasks to handle administrative duties. Tasks such as payroll, scheduling, training coordination and other clerical tasks can be much more efficiently and cost effectively completed by competent office staff. As a result, sworn officers and supervisors will be better positioned to perform tasks commensurate with their pay, training and organizational responsibilities. One office assistant will be assigned to the domestic crimes unit (supporting 8 investigators and 1 sergeant); the other will be assigned to the special events planning unit (supporting a deputy chief, lieutenant, and three sergeants).
- Public Safety Assistant – the public requests police service for a wide variety of incidents. Many of these incidents do not require the response of a uniformed officer. Trained, non-sworn staff is currently utilized to respond to a wide-variety of assignments in support of the operations bureau. PSAs investigate abandoned vehicles, take offense reports for certain crimes, shuttle vehicles, direct traffic and a wide range of other support tasks in a much more cost effective manner than sworn officers. PSAs free-up sworn officers to respond to urgent and dangerous calls-for-service in a timely manner. This position will serve in support of the south patrol district which currently does not benefit from a PSA position.
- Computer Support Specialist – over the past several years, the department has made a huge investment in technology to improve officer productivity and enhance public safety. These investments include mobile computers, mobile video recorders, hand-held citation issuing devices and surveillance equipment. Anticipated near-term investments include in-car geographic positioning systems and mapping, automated vehicle location systems, commercial wireless broadband communication equipment and other technology products. All these devices and products are prone to failure and require technical support to remain in good working order. The department has not added any support staff to ensure

proper operation and maintenance of this very expensive equipment. The computer support specialist will help protect the millions of dollars invested in technology by maintaining equipment inventories, managing equipment repair by outside service providers/vendors, providing first-line support for equipment users and training for staff.

Teen Court Coordinator – the Teen Court program is an alternative sentencing program designed for teens under the age of 17 where a teen requests or is mandated by a judge to be sent before a jury of his or her peers. Teen Court program is designed to educate teens about the judicial system so as to make them stakeholders in the “system” and the community. The Teen Court Coordinator works with defense attorneys, prosecutors, bailiffs and court clerks (who are volunteers) to ensure that stakeholders are scheduled and available for service at their designated times. The Teen Court Coordinator position is scheduled for elimination in the next quarter.

#### Performance Measures

The program’s success will be measured by *the number of new jobs created and preserved.*

As a by-product of increased non-sworn staffing, additional expected performance measures include:

- sworn staff hours returned to enforcement activity as a result of adequate clerical and administrative support
- improved tactical deployment of patrol staff as the result of better crime analysis
- enhanced operational effectiveness through support of previous technology investments
- increased grant award dollars and improved grant administration as a result of a dedicated, full-time grant administrator
- improvements in judicial process associated with juvenile offenders in the teen court program.

#### Organizational Capability and Competencies

The Arlington Police Department has been the recipient of numerous grant programs over the course of many, many years. Police Fiscal Services Unit is staffed by a manager and two staff accountants who have managed LLEBG/JAG grants dating back to 1999. Staff has attended DOJ and BJA sponsored training seminars on multiple occasions and are well versed in managing federal grants. All previous internal and external audits have rendered satisfactory results. The APD will continue to use proven accounting methodologies to ensure all draw-downs and expenditures are tracked.

#### Timeline of Tasks that can be Started and Completed Expediently

- Within 30 days of program approval – finalize job descriptions with Workforce Services and advertise positions

- Within 90 days of program approval – interview candidates, perform reference and background checks
- Within 120 days of program approval – complete job offers and bring new employees into workforce.