



Personnel

Equipment

Training



2024 Police Budget Presentation

Enhancing police professional excellence

The proposed budget for 2024 for the police department is one that provides equitable service to all our residents and visitors to the city. It is vital that continued investments in public safety are made. The men and women of the Allentown Police Department are a professional force that works very hard to improve the quality of life in the City of Allentown. I am grateful every day for their commitment to our community. In last year's budget presentation, I spoke about the growth of our city and ensuring that we can enhance our ability to be a deterrence, solve crime, and recruit and retain talented staff who share a passion and commitment to enhancing our deliverables.

The main driver of our increased costs is within the mandated wage increases per the collective bargaining agreement. This increase includes Holiday Pay, Education Pay, Overtime, Uniform Allowance, and Shift Differential. The budget also assists the police department in properly compensating the bargaining unit and non-bargaining officers by retaining the best talent to serve our residents. My management team consists of Assistant Chief James Gress, Assistant Chief Michael Becker, CPT. Kyle Pammer, CPT. Christopher Diehl, CPT. Daniel Gross, CPT. Tom Anderson, and CPT. Alicia Conjour are competent professionals who assist me in the management of the department. Each of them provides enormous time and dedication to the City of Allentown.

Just as the police department is staffed for operations 24 hours a day 7 days a week 365 days a year, my command staff serves to meet the needs of the City of Allentown. The command staff is charged with their individual duties and responsibilities but also serves in the capacity of the on-call commander during emergency calls. In support of our mission to reduce crime and contribute to the safety of those we are sworn to serve and protect these dedicated professionals give of their time to provide command oversight in various capacities. Examples of this include high-profile incidents such as officer-involved shootings or the coordinated response to the William Allen High School active shooter call.

It is not only imperative that we have a police response of officers to a location but the command oversight to ensure that the delivery of professional police services is supported, and that communication and collaboration of service are clear. We are committed to growing our police department and have modernized the way in which we recruit potential applicants to our department. In collaboration with Human Resources, a new website was created joinallentownpd.com to allow interested persons during an open application period to apply online. This process informs the applicant of disqualifiers as well as next steps. Compared to the antiquated prior process the investment in this site has improved our recruitment numbers of applicants. For the first time in a long time, we are looking at the potential of ten to twelve Allentown Police cadets to enter the academy in January.

It is an investment in our personnel present and future that drives the ability for us to do our jobs as well as to have a solid succession plan to ensure that there is mentorship and interest in all levels of management within the police department.

Through the efforts of our teams, we have removed 250 firearms from the streets which directly improves safety in the community by keeping them out of the hands of persons who would choose to use them in a criminal manner. Our city has experienced loss and the pain associated with it. In addition to any investigation that occurs related to violence, our Community Outreach Teams along with our Community Intervention Specialists are working together to provide resources of help to a neighborhood impacted by violence in the vein of a trauma-informed care approach. Our investigative teams have worked tirelessly to hold people who choose to commit these crimes accountable.

Within the scope of our Criminal Investigations Division for the last 10 years, there have been 119 homicides and of that number 92 have been solved giving the department a 77% clearance rate. As a point of reference, the national average clearance rate is 54 %. What this means is that we have a hard-working team of investigators who do not stop and will not rest until the person responsible is brought to justice. I want to be very clear that for me homicide is one of the most heinous of crimes. It does not just impact the victim but also the families as well as the community. The Allentown Police Department will not allow any foothold of criminal violence to take hold in this city. We will work to overcome the challenge, but it will take appropriate investment into public safety to meet the needs of our growing community.

Equipment

We are enhancing our taser, body-worn cameras, in-car cameras, and license plate readers by purchasing these items in an installment plan. This would be a 5-year installment plan partially funded by grants. With time technology expires. We have reached the point where our equipment is going to expire, and the upgrade is needed.

The department is transitioning to a more durable uniform pants for our patrol officers. The current uniform pant does not hold up to the rigor of daily duty. By purchasing the new pants, the cost difference is negligible with a slight increase compared to the prior pants. In the long term, the new pants will last longer and will not need to be replaced sooner. The ordering of the new pants will also be on an as-needed basis.

Training

In 2023, the department remains committed to providing training to our personnel. We have had approximately 400 different trainings with many of them at no cost or comped due to being the host agency. It is important to note that during COVID, many of the trainings and required re-certifications were extended into 2023. Going forward, in-person training is mandated to properly re-certify. The training covers all aspects of policing in addition to mental health, CIT, and supervisory/management training.

The proposed 2024 budget does meet the need to provide professional police services to our community. A municipality is responsible for providing the services of public safety, public works, and public health. Any reduction to the budget would result in conditions that would severely impact the delivery of services and the retention of personnel. The mantra of doing more with less does not achieve cleaner, safer, and healthier communities rather it invites a continued degradation in the delivery of services at a time when people are asking for more of a police presence throughout the city to address quality of life and crime issues. Our officers at all levels of the police department are committed to making the city cleaner, safer, and healthier.

Police Department

Personnel: Explain all personnel changes – inclusive of additions, deletions, changes in paygrade, etc. and provide a justification. For all new positions and upgrades please provide job descriptions and list of deliverables as a result of this position budgeted for 2024.

1. Police-Captain 20N

Deliverables:

- Responsible for being the On-Call Commander for the City of Allentown Police for incidents.
- Captains are responsible for being on call for 49 days a year which equates to 1176 Hours in which they are not compensated for.
- Serve as the department's public information officer for the media.
- Oversee and coordinate resources in five separate divisions: Administration, Training and Special Events, Patrol, Investigations, and Community Outreach Division
- Coordinate Training of the Department, Organize Special Events, Oversee all criminal and internal investigations, Allocate department-wide resources, and ensure policies, procedures, and directives are followed within the department. Attend community events and meetings.
- Reclassifying Captains into 20N will put them on par with the pay rates of similar-sized departments throughout the Commonwealth of Pennsylvania

2. Tech Services New Positions

1. Technical Services Supervisor – 12N

- a. Assists with supervision for day-to-day operations of Technical Services.
- b. Assist with personnel issues as needed
- c. Provides technical support when needed for installations, maintenance and troubleshooting of problems.
- d. Provides oversight of the inventory control clerk and all inventory of parts
- e. Provides additional oversight for the bureau and fills in for the Technical Services Manager when not available.

2. Telecom Technician – 14M

- a. Provides support for the City 800 MHz Radio System as well as subscriber units
- b. Works on installation of emergency equipment and radios in Police, Fire & EMS vehicles as directed.
- c. Works on the City's Camera system for building and street cameras. Performs installation and maintenance as needed.
- d. Works on the City' Access control system. Performs installation and maintenance as needed.
- e. Works on the Mobile Data Computers in Police, Fire & EMS vehicle. Performs installation, maintenance and software management as needed.

Explain and justify any substantial changes in your budget from previous years.

| Bureau | Account # | Amount | Description |
|---------------------|---------------------|------------|---|
| GENERAL FUND | | | |
| Police Patrol – 01 | 000-04-0802-0001-03 | \$ 41,693 | INCREASE: CBA contract increase 3% |
| | 000-04-0802-0001-05 | \$ 2,200 | INCREASE: CBA contract increase for Military stipend |
| | 000-04-0802-0001-06 | \$ 61,800 | INCREASE: CBA contract increase 3% wages / overtime |
| | 000-04-0802-0001-09 | \$ 3,200 | INCREASE: CBA contract annual uniform allowance increase: Uniform personnel: \$ 500 to \$ 750 Non-uniform personnel: \$ 750 to \$ 1,000 |
| | 000-04-0802-0001-11 | \$ 5,000 | INCREASE: CBA contract shift differential increase (1/1/23) – middle shift differential \$ 0.35 to \$ 0.50 per hour; night shift differential \$ 0.40 to \$ 0.60 per hour |
| | 000-04-0802-0001-26 | \$ 2,000 | INCREASE: Print usage for police copiers: copiers owned by Police department were replaced by IT and put on their account. Police budgets for print usage |
| | 000-04-0802-0001-32 | \$ 4,165 | INCREASE: fees for PowerDMS; Policeone.com; Squarespace (joinapd.com) and FAA drone licenses |
| | 000-04-0802-0001-42 | \$ 52,223 | INCREASE: fees for IA Pro Software; CLEAN; Cellbrite maintenance (2 licenses); Tip411; Genetec Advantage maintenance; RMS system. New software for investigations: Greykey and Magnet Forensics |
| | 000-04-0802-0001-46 | \$ 133,034 | INCREASE: Added shredding services to comply with CJIS. Crossing Guard contract – 1 year contract (2023-2024) - \$ 720,241.20 |
| | 000-04-0802-0001-46 | -\$ 9,510 | DECREASE: Veterinary pet insurance |
| | 000-04-0802-0001-50 | -\$ 1,500 | DECREASE: Credit checks are included in the hiring software |
| | 000-04-0802-0001-54 | -\$ 3,500 | DECREASE: cleaning supplies, paper supplies, trash bags moved to building maintenance |
| | 000-04-0802-0001-68 | \$ 65,930 | INCREASE: Operating supplies such as evidence tape; evidence collection supplies; cell block blankets, simunitions, |

| | | | |
|------------------------------------|---------------------|------------|--|
| | | | ammunition, hiring software, SRT supplies/equipment, hiring software |
| | 000-04-0802-0001-71 | \$ 220,000 | MDTs, modems and city wide cameras (moved from 083-02-8003-0002-71 account) |
| | 000-04-0802-0001-72 | \$ 64,000 | INCREASE: replacement ERT/patrol weapons, nimble storage (body camera data moved from 083-02-8003-0002-71 account), 4 new computers (digital evidence downloads) |
| Police Academy – 04 | | | |
| | 000-04-0802-0004-03 | \$ 680 | INCREASE: CBA contract increase 3% |
| | 000-04-0802-0001-06 | \$ 750 | INCREASE: CBA contract increase 3% wages / overtime |
| | 000-04-0802-0004-22 | -\$ 960 | DECREASE: removed Police academy internet and transferred to city wide internet |
| | 000-04-0802-0004-32 | \$ 360 | INCREASE: Scheduling software for Act 120 classes and instructors |
| | 000-04-0802-0004-34 | \$ 1,050 | INCREASE: CPR instructor moved from 04-46 to 04-34 per Controller; |
| | 000-04-0802-0004-42 | -\$ 500 | DECREASE: removed smartboard repairs |
| | 000-04-0802-0004-54 | -\$ 5,800 | DECREASE: cleaning supplies, paper supplies, trash bags, floor finishing moved to building maintenance |
| | 000-04-0802-0004-62 | \$ 4,600 | INCREASE: cost for heating fuel for police academy and police barn |
| | 000-04-0802-0004-68 | \$ 35,043 | INCREASE: Crime code books (1 volume book to 2 volume books); Academy range supplies; flashlights; ammunition |
| | 000-04-0802-0004-72 | \$ 15,000 | INCREASE: replacement weapons |
| | 000-04-0802-0004-90 | \$ 6,000 | INCREASE: recruit tuition refunds (2 classes) |
| Operational Technology - 22 | | | |
| | 000-04-0802-0022-72 | \$ 404,558 | NEW: Taser (year 1 of 5 year payment); In-Car camera, LPR, BWC software bundle (year 1 of 5 not covered by grant); 2 replacement drones w/ software |

How would you deal with a 10% reduction in your budget?

A reduction of 10% would be devastating to the police budget. The move would impact the delivery of services in a negative manner reducing our ability to provide professional police services to all our residents and visitors. Where cities have essentially reduced police budgets or defunded the net result outcome has been an increase in crime and lawlessness. At this time, we need more police, appropriately equipped, and properly trained to serve as a partner in making our city the best that it can be for a safer, cleaner, and healthier community for all.

Job Descriptions

Captain of Patrol (1) Manage Patrol platoon(s) (2) Coordinate with respective community groups (3) Serve as on-call commander (4) Monitor and manage crime statistics for assigned Police Service Area and deploy resources accordingly (5) Serves on Accident Review Board and Use of Force Review Board. (6) Serve as Public Information Officer Organization General Order 1-01 August 9, 2022 Page 4 (7) Oversee various department programs as assigned by the Chief of Police (8) Monitors the activities of subordinates through personal inspection and by a regular review of written reports and videos. (9) Determines the proper utilization of manpower, particularly in assignments requiring the expenditure of overtime. (10) Formulates proposed revisions to policies and procedures. (11) Prepares and presents general recommendations to the Assistant Chief of Police - Operations. (12) Prepares and/or makes recommendations for the appropriation of personnel, facilities, equipment and supplies through the annual budget. (13) Personally, attends activities or emergencies that seem to require personal observations, and assumes command when necessary. (14) Conducts or attends staff meetings regularly, to assure operational consistency and the exchange of information and ideas. (15) Reviews citizen complaints to assure a prompt investigations and appropriate resolutions. (16) Reviews incidents of misconduct by subordinates, and facilitates appropriate corrective actions. (17) Facilitates the development of personnel through training, counseling, and job assignments. (18) Cooperates with other city officials to coordinate and improve the provision of public services, as directed by the Chief of Police. Organization General Order 1-01 August 9, 2022 Page 5 (19) Promotes compliance with department procedures and facilitates a positive attitude toward the department, its members, and the citizens on a daily basis through his/her own personal example.

Captain of Community Outreach (1) Coordinate with respective community groups (2) Community Liaison Officer (3) Builds partnerships between the Police Department and Community Based Organizations. (4) Partners with Community Based Organizations to foster a positive relationship between the Police Department and Community Members. (5) Serves as a Co-Chairperson for the Upside Allentown / Steering Committee and the Public Safety Committee. (6) Organizes and directs the Allentown Police Department Chaplain's Program. (7) Serves on the Board of Directors for Casa Guadalupe. (8) Serves as the Facilitator for the Cops Meet Block program. (9) Serves as the Liaison between the Police Department and the LGBTQ Community. (10) Serves as the Facilitator for the Youth

and Law Enforcement Curriculum. (11) Serves as the Lead Facilitator for the Allentown Police Department Youth Academy and Advanced Youth Academy. (12) Serves as the Primary Facilitator for the Allentown Police Department L.I.F.E. Program. (13) Works very closely with members of the Youth Division and the Crime Prevention Officer to Organization General Order 1-01 August 9, 2022 coordinate programs and events related to Community Engagement.

Captain of Training and Special Services Police Academy (1) Schedule, conduct, and evaluate all training programs and courses, including in-service and specialized courses, held at the Academy. (2) Schedule and provide instruction at other suitable locations, utilizing Department instructors, personnel from other agencies, and lecturers from other sources. (3) Assess training needs and develop courses to meet those needs. (4) Coordinate the updating of training and ensure the relevance of existing training programs and courses. Organization General Order 1-01 August 9, 2022 Page 12 (5) Supervise and evaluate in-service and other decentralized training programs. (6) Develop and maintain lesson plans, handouts, training aids, examinations, and schedules. (7) Maintain liaison for training purposes with other law enforcement agencies, and other law enforcement training academies and institutions, in cooperation with the Municipal Police Officers' Education and Training Commission (MPOETC). (8) Establish and maintain a Field Training Program for new Police Officers. (9) Maintain a record system that monitors training records to ensure required training programs are attended. (10) Maintain an external resource inventory of training offered by other agencies. (11) Evaluate audiovisual equipment, films, videotapes, books, periodicals, and other instructional methods or systems. (12) Maintain and coordinate the Physical Fitness/Wellness Unit which is responsible for physical fitness assessment/evaluation of Police Cadets and Cadet Applicants, as well as trainees, and incumbents. Offer training to Department personnel on diverse health and fitness areas. (13) Police liaison to City Special Events Coordinator

Captain of Administration (1) Assist the Assistant Chief of Support Services with responsibilities listed below. c. Office of Professional Standards: Organization General Order 1-01 August 9, 2022 Page 13 (1) Receive and document all allegations of misconduct by personnel. (2) Initiate, conduct, control, and coordinate the assignment and completion of investigations of alleged misconduct and administrative investigations required by directive. (3) Initiate, conduct, control, and coordinate the assignment and completion of internal investigations concerning the use of physical force or shooting incidents involving members, as required by the directive. (4) Maintain records of investigations conducted under the supervision of the Office of Professional Standards. (5) Disseminate statistical information concerning allegations of misconduct by personnel. (6) Conduct investigations as requested by the Chief of Police.

Captain of Investigations – oversee Vice and Intelligence, Criminal Investigation Division, Warrants Unit, Identification Unit, Federal and County Task Force Officers. Serve as on-call commander. Serve as Public Information Officer

Class Title: Technical Services Technician

Grade Number: 14

Department: Police - Communications

Union: SEIU

GENERAL PURPOSE

Performs a variety of functions necessary to install, maintain, evaluate and repair the various City Radio Systems, Camera Systems, Access Control Systems, Emergency Response Lighting and Siren equipment, Police in Car Camera System, and Public Safety Computer equipment including printers.

SUPERVISION RECEIVED

Works under the supervision of the Technical Services Manager or designee.

SUPERVISION EXERCISED

May exercise supervision as directed by the Technical Services Manager or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Provides programming, installation, maintenance, troubleshooting, repair and removal for the City's 800 MHz P25 Trunked radio system to include system equipment, base stations, mobile radios, and portable radios. Installs mobile radios in all police, fire, EMS, public works and parks vehicles.
- b) Installs, maintains, troubleshoots, repairs and removes public safety computer-based equipment. To include but not limited to in-vehicle, Mobile Data Computers, Automatic Vehicle Locators, printers, scanners and In Vehicle Camera Systems including LPR equipment.
- c) Installs, maintains, troubleshoots, repairs and removes emergency lighting and siren equipment on public safety vehicles for Police, Fire and EMS. Provides full install services for all police vehicles. SUVs and Pickup trucks for Fire and EMS.
- d) Installs, maintains, troubleshoots, repairs and removes amber lighting from specific public works and parks vehicles.

- e) Performs programming, installation, maintenance, troubleshooting and repair of City Camera System Equipment which includes but not limited to network connections, fiber connections, point to point radios, cameras, camera enclosures, power supplies and AC power.
- f) Performs programming, installation, maintenance, troubleshooting and repair of City Access Control (Swipe) card system. This includes but not limited to electronic back-end equipment, electronic locking devices, network connections, DC power supplies.
- g) Pulls/Runs various types of cabling associated with above systems as well as TV cable and CAT5 cabling for IT networks.
- h) Provides application support for the Lehigh County Communications Computer Aided Dispatch System (CAD) including desktop applications as needed.
- i) Provides application support and programming for all mobile computers in Police, Fire and EMS
- j) Provides support for peripheral devices on the Communications Bureau network including printers, copiers, scanners, etc.
- k) Prepares complete written documentation on all work orders and equipment serviced
- l) Records and documents all changes, modifications and updates to equipment in the appropriate service literature
- m) Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments
- n) Performs other duties, including those of other classifications (higher or lower) and standby crews, as assigned and/or as conditions warrant
- o) Observes rules and practices on quality of work and personal conduct
- p) Responds to emergency scenes and weather-related events as/when needed to support communications and city operations.