



**Report on the Administrative Review of
the University Police Department**

Finance & Operations Division

November 2008

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EXECUTIVE SUMMARY

The University Police Department (UPD) is one of several departments under the Division of Finance and Operations, operating under the Vice President for Finance and Operations, Robert C. Gallager. UPD, licensed by the State of North Dakota, employs 16 full-time staff and 2 part-time staff and provides a wide range of services:

- Police response
- Criminal investigations
- 24-hour vehicle patrol
- Foot and bicycle patrol
- Surveillance
- Building security
- Crime prevention
- Safety escorts
- Money transfers
- Weapons storage
- Awareness presentations
- Construction/traffic/safety enforcement

See Appendix 1 for a complete organizational chart.

1.1 Administrative Review Committee (ARC):

Duane Czapiewski, Chief of Police
Wayne Onger, Assistant Chief of Administration
Tracy Meidinger, Assistant Chief of Operations
Dan Lund, Police Supervisor
Don Rasmuson, Police Supervisor

Marisa Haggy, VPFO Policy Manager
Joy Johnson, Human Resources Officer
Margaret Myers, Associate Vice President for Finance and Operations
Jason Uhlir, Director of Campus Safety and Security

1.2 Process

UPD conducted two surveys: 1) an internal departmental survey and 2) a customer survey for on- and off-campus associates and peers. The customer survey was sent to local associates and peers, as well as posted on the UPD website and announced in the *University Letter* for UND students, faculty, and staff. In total, 1684 customer surveys were received by the closing date. Surveys were compiled and reviewed by the ARC.

Results of the surveys can be found in Appendices 3 and 4.

1.3 Key Recommendations (from the surveys)

Internal Survey

Internal survey results indicated overall satisfaction with the department and its functions. *Records Management, Bicycle Patrol, and Police Vehicles* received the highest satisfactory ratings. *Parking Enforcement and Morale* received the lowest ratings.

The primary issues addressed were perception of a Police Officer's role rather than a security role (i.e. money courier, building security, parking enforcement), funding for the department, and staffing. To address these issues, a more direct conversation, one-on-one with each staff member, needs to occur to provide a more clear understanding of each of the issues and to clarify what is actually meant by staff and administration. A departmental meeting should also occur to address each question in the survey to provide everyone an opportunity to respond in two different environments. The results of these discussions will need to be put forward to UND's administration for evaluation and response. The Chief of Police is responsible for implementing and completing these recommendations. Completion is expected by February 28, 2009.

To address the concerns regarding a Police Officer's role on campus, a series of newspaper articles, newsletters, radio and television, letters, and participation in community events will be necessary to educate the general public about the type of services UPD provides, what the department's role in the community is, and to specifically identify individual staff members as providing community services. Other means to address this issue will be to set higher standards for appearance and equipment maintenance. An internal awards/acknowledgement program will be developed as well.

The media portion will be accomplished by requesting assistance from media and other sources in drafting articles and presentations. Various members of the department will be involved in the presentations or articles. Officer Tom Brockling will be charged with the implementation with the Chief of Police as the overall charge. The majority of this project will be developed over the summer of 2009 and implementation is anticipated at the start of the school year.

Appearance and equipment maintenance will be accomplished through policy development with input from all department personnel. The Assistant Chief of Administration will be charged with policy development and overall responsibility of the program. This will be completed by December 31, 2008. The internal awards program will be accomplished under the same process as above.

UPD's policy on parking enforcement should be repealed. The task would be addressed by each supervisor as part of their daily duties but not specifically identified. The present policy is identified as a "quota system". This topic will be a part of the departmental meeting regarding the administrative review. The department will then implement whatever process is approved by the staff.

The Assistant Chief of Administration, Assistant Chief of Operations, and the night supervisors will be engaged in all portions of this process as well. They are expected to meet the standards

established in this section, be the role models for their staff, and be of assistance in providing input, direction, and support for these programs.

To address department funding issues (budgets), all areas identified by department personnel as needing additional funding or areas that do not have funding allocations, will be reviewed by UPD supervisory staff. Detailed budget requests, to include justification, will be presented to appropriate budget personnel by the Chief of Police no later than November 30, 2008.

As the demand for services grow, the number of facilities, additional local, state and federal laws and regulations are implemented, and professional standards are raised by the courts and citizens of our communities, the need for staff to meet all of those requirements continues to grow. To meet the needs of the department, and the role the institution wants us to be involved in, three additional Police Officers are required to meet our needs and challenges as prioritized below. See Appendix 2 for abbreviated job descriptions.

1. One full-time **Emergency Manager Coordinator** (Police Officer) to develop, implement, train, and coordinate all issues related to meeting emergency management requirements for UND. This position will require the individual to train faculty, staff, and students, provide guidance on policy and procedure development for individual departments, overall institutional policy and procedure, and interoperability. This position will not create overtime as it will be a day shift with holidays off. There will be some flexing of hours to accommodate evening training. This position will not require someone to be present in the event of an absence.

This would be a new position. The current duties are fragmented between various department heads, individual facilities personnel, and key administrators.

2. One full-time **Police Investigator**. The department currently utilizes one field officer for this position which creates a shift shortage and overtime. This position is rotated between the field officers on an annual rotation. The purpose of the position is to assist the principle investigator in the investigation of crimes on campus. The position will also assist departments within the institution with non-criminal investigations.

This position will not generate overtime, and should reduce overall department overtime, as it would eliminate shift personnel from holding over to assist the principle investigator, and will keep one field officer on shift rotation reducing shift coverage overtime.

3. One day shift **Police Officer** to address traffic safety issues on campus that were identified by both the Internal and Customer surveys. Currently, the department only has one field officer on duty during the day, seven days per week.

This position, when on leave or training outside of the department, is filled by overtime. A certain amount of flextime is utilized to defer overtime costs, however, when other shifts are short for the above reasons, overtime is the only option. The department also maintains a minimum of four weeks on one shift to meet medical guidelines (days/nights) for the human body to adapt to sleep differentials.

These three positions will require specific funding requests: additional position 3) funding will be requested from within the institution; additional position 2) funding will be requested from within the institution, both positions will be included in the November 30, 2008 budget request, the department will continue to identify grant funds should some become available; additional position 1) request funding from the North Dakota University System to fund this position as it directly relates to NDUS responsibilities.

All three positions will be filled once appropriate funding becomes available. The Chief of Police is responsible for the completion of this task.

Customer Survey

Customer survey results indicated concerns of *Children's Safety, Pedestrian Safety, and Theft/Vandalism*. To address child safety on campus, UPD will coordinate with UND Housing to do neighborhood presentations, community safety inspections, and continue with weekly incident reviews. Pedestrian safety will require more community education, law enforcement presence, and enforcement. Funding will be necessary to cover costs of publications, advertising in media outlets, and staffing (overtime for enforcement if no additional staff is hired).

Theft and vandalism will require a more broad approach to educating the public through presentations, electronic messages, written information, and coordination with various leaders throughout campus to get the message out to the community through peers. Law enforcement will have to use various sources of detection to identify and apprehend individuals in the act of committing crimes. This is again a funding issue as it requires additional staffing and resources.

The safety of children on campus is the responsibility of the institution as a whole. By working with the Housing Office on a weekly basis to identify issues regarding children, UPD hopes to provide support to the residents of the apartment areas by participating in community events, doing additional vehicle patrol at key hours in the apartment areas, and working more closely with the Housing Security Officer to make sure that individuals and UPD are working together to resolve neighborhood concerns. Additional funding should not be required for this project.

Pedestrian safety is an issue both for the pedestrian and the vehicle driver. Public awareness of the concern of both constituents is key to educating the community. Higher visibility of Police Officers and police vehicles in key areas will remind people of the eminent dangers and continual education on the rules of the road for pedestrians, vehicles, bicycles, and other forms of travel are necessary to reduce fear and make everyone a better community member.

To implement this program, funding for educational materials will be requested and if additional police staff are not provided, funding for overtime will be needed to take enforcement action and provide visibility to those walking and riding. Funding will be requested through the normal budget process or as highlighted in this report. The funding request will come from the Chief of Police and the visibility and enforcement will be the responsibility of the Assistant Chief of Operations. The timeline for the program to be implemented will be determined by availability of resources.

Theft and vandalism are the major crimes committed on college campuses throughout the United States. Education becomes a vital tool in instructing people to be responsible for their property. Local law enforcement can assist by doing surveillance during key times, which are determined by crime analysis.

The Assistant Chief of Operations is responsible for the analysis and surveillance portion of this project. The educational portion will be developed by departmental staff with assistance from other departments on campus. The Chief of Police is responsible for the overall supervision of this program and in requesting funding for the educational materials and some additional overtime to perform surveillance. The timeline for the program to be implemented will be determined by availability of resources.

The use of outdoor surveillance equipment for these particular crimes of interest are not as effective and are more costly (i.e. equipment, staffing) than the traditional law enforcement methods. Climate plays a major role in causing this equipment to not perform as needed to identify individuals who may be involved in these types of activities.

2.0 THE IMPORTANCE OF THE UNIVERSITY POLICE DEPARTMENT

UPD's Mission

The mission of the University of North Dakota Police Department is to protect and enhance the quality of life for all who live, work, or visit our community. Our effectiveness in accomplishing this mission will be measured by the absence of fear and crime in our neighborhood and by the level of respect for our efforts. The department remains dedicated to respecting the constitutional rights of liberty, equality, and justice for all people.

Strategic Plan

To be in compliance with the Division of Finance and Operations' overall goals in strategic planning, UPD will maximize the use of technology to improve efficiency of operations; provide services that are responsive to the needs of an evolving campus, doing so in a cost-effective manner; promote stewardship by the use of available resources, and provide additional resources as necessary to communicate effectively, openly, and professionally with all constituents; maintain a safe and secure place for all community members to live, learn, and work; recruit and retain outstanding employees; maximize job performance by job satisfaction; and recognize employee achievement and performance.

UPD's Goals and Objectives

- a) Address salary issues related to market value and in state campus police salary differentials.
- b) Identify staffing needs and present areas of increased workload in both police and security.
- c) Provide a detailed budget analysis to determine annual costs that would need to be incorporated into the departmental budget.

2.1 Human Resources

UPD has twelve licensed Police Officers, two full-time Security Officers, two full-time administrative staff, and two part-time Security Officers. See Appendix 2 for Job Descriptions.

The University of North Dakota has 12,500 students, 238 buildings, 3,500 residence hall beds, and 750 apartments for single and family living. Classes, educational events, athletic events, programs, and many other events occur seven days per week, with hours extending into the late night, in which UPD is responsible for providing a safe environment.

The department's community policing philosophy fosters a proactive versus reactive system. This system integrates police services, security, informational and educational assistance, and other services.

Both systems (proactive vs. reactive) require sufficient personnel to meet the department's mission, the institutional strategic goals, and the department's goals and objectives. By utilizing the proactive philosophy, the department solves issues before they become problems and in working with others, maintains the focus of education and partnerships in decision making. To maintain this proactive system, personnel and resources are essential to being successful.

Staffing issues are significant, as they affect different areas and needs of the institution. Additional positions are required to fully meet these needs, as described in Section 1.3.

The department provides annual training to all Police Officers to maintain their North Dakota Peace Officers License. Sufficient training is not provided for professional development outside of the department, including leadership positions (Chief of Police and supervisors). The departmental budget will require an increase in funds to accommodate professional development training.

Needed training includes professional law enforcement conferences, educational conferences relevant to higher education legal issues, both law enforcement and institutional adjudication, training for accreditation programs, Clery Act, and other federal reporting programs, management practices, field officer tactics, etc. As some of the above training will require more than one department member to attend, a projection of \$10,000 per year to cover air fare, tuition, accommodations, etc., will be needed to send staff to three training sessions per year. This will cover all positions within the department.

2.2 Staff Morale

The Internal Survey indicates some morale issues based upon job tasks that are assumed not to be a police function. Other areas identified indicate a lack of communication between supervisory and field staff. Many areas addressed were related to the appearance of being "professional" and not a second-rate department.

The overall rating was above average, while dissatisfaction with the department was identified as needing to improve in some areas to have the department function more efficiently and effectively.

The remodeling project of the police facility, which is scheduled for March 2009, will address staff concerns regarding appearance, utilization of space, additional work areas, and access control to specific areas of the facility.

2.3 Client Focus

With only 3.8% of the survey results being negative, and after reviewing each one, it was found that the issues were more philosophical than actual issues with the department administration, personnel confrontations, illegal activities, or violations of civil rights. As with most of the issues throughout the surveys, communication, both in presentation and explanation, continue to be a point of reevaluation for department personnel.

2.4 Relationships (internal, external, local, regional)

UPD has developed and maintained excellent relationships with constituents throughout the community and region. The department's involvement in various law enforcement special operations groups, communication centers, regular intercampus coordination and review of incidents and situations, coordinator for other department/agencies in resolving issues, addressing student family concerns when federal regulations prohibit the institution from providing information to those concerned. This is by far, the strongest component within the department.

2.5 Stress Points in the Operation of the University Police Department

All criticisms will be reviewed, evaluated, and addressed by the department. This process will be documented and assigned to appropriate personnel for resolve. This may be in the form of additional training, communicating with the public, and/or direct contact with departments that have identified themselves to assist UPD in correcting the issue. Some issues may not be resolved as they would place the department in non-compliance with law, policy, or community standards.

3.0 PROGRAMS AND SERVICES

UPD provides law enforcement to the University community based upon local, state, and federal laws, practices, and standards.

A three-year schedule of expenditures and data trends can be found in Appendices 5 and 6.

3.1 Law Enforcement

To maintain law and order, enforce the rules established by the legislator or customs of a given community.

3.2 Investigations

To provide careful examination of incidents to identify potential violations of law and policy. One additional staff person is necessary to handle the workload in this area. No equipment or facility space will be necessary to accommodate this position. Specific laboratory type equipment for the present personnel in this area will be addressed in the annual budget process.

3.3 24-Hour Vehicle Patrol

Provide 24-hour motorized patrol to detect illegal activity, maintain a presence in the community, and continuous surveillance of campus facilities. We have sufficient vehicles to perform this task. Staffing issues during the day restrict the department's ability to maintain a visual presence in the community.

3.4 Foot and Bicycle Patrol

As staffing allows, police officers will do foot and bicycle patrols to provide community members an opportunity to interact with the officers directly. This also provides staff with information regarding issues within the community. Consideration of replacement equipment will be addressed in the next budget cycle. This has been an exceptional program for law enforcement purposes and is a morale booster for staff.

3.5 Surveillance

To monitor activities relevant to known criminal behaviors or information obtained regarding potential activities. These activities – vandalism, thefts, stalkers, etc. – do not require permanent staffing and are best accomplished by utilizing overtime. These activities may or may not occur on a routine basis (semester, seasonal, annually, etc.). Estimated overtime for surveillance purposes is approximately \$2,500 per year.

3.6 Building Security

Provide for the opening and closing of facilities to accommodate scheduled activities, identify potential safety and security concerns, and to maintain the integrity of each facility. Consideration of additional staffing must be given with the increase in door access units on campus. One additional full-time employee will be necessary to provide appropriate building security services to all facilities on campus, and to assist with access control issues and perform various administrative tasks in this area.

3.7 Crime Prevention

The department presently utilizes available police personnel to do presentations, security assessments, inspections of facilities, grounds, programs, etc., and to establish intervention protocols for the identification and reporting of potential criminal activities. Funding is needed for advertising and publications (development and materials) estimated at \$5,000.

3.8 Safety Escorts

A 24-hour, seven days per week, Safety Escort Service is provided by UPD to all faculty, staff, students, and guests on campus. Police officers will follow close behind the requesting party, walk with the party, or if approved by the supervisor and requested by the party, a ride will be provided. Generally, the party does not wish to get into an enclosed vehicle with another person

as they are already concerned about being threatened by someone. This service does not require additional funding or staffing.

3.9 Weapons Storage

To reduce the potential misuse or theft of weapons on campus, UPD provides storage for those community members who live on campus that bring weapons to campus. Departmental staff performs the check-in/check-out process of the weapons. A portion of the storage area was constructed by departmental personnel and funds utilized from existing departmental accounts. Previous storage system equipment was incorporated into the new storage room as well. The department does not anticipate an expansion of the weapons storage area. All weapons brought into the department are registered and the weapon and owner are verified as being not stolen and legally able to possess a weapon. Currently, all documentation is manually done by paper copy with no database system. Over the 2008-09 winter holiday, the department anticipates using technology to register weapons and create a database to evaluate usage of the program.

3.10 Money Courier

The transfer of monies from departments to Student Account Services to the bank is the responsibility of the money courier position. Funding for this position is through an institutional local account within UPD's budget. A majority of this program will be eliminated by the end of the 2008 calendar year. Each department will be responsible for the transfer of funds to Student Account Services. UPD will continue to do the money transfers to and from the bank for Student Account Services only.

A notice was sent to various departments regarding the change and an informational session was held to answer questions. Concerns are being evaluated and further information will be made available (contract courier, combining transfers within certain facilities, retaining some of the present services, etc.) Most of the issues will be resolved prior to the end of fall semester 2008. Certain departments will require UPD to continue the money courier service until accounting services can be rectified.

3.11 Special Operations Group

UPD staff volunteer to be on the regional SWAT team, bomb squad, and hostage negotiations team. This provides UND with their own internal personnel to be available in the event of an incident on campus which will have an impact on the response process. By training as a unit, other agencies become more aware of the processes and situations relevant to a campus community.

Participating officers from UND will flex time off when training occurs on their day off. They do not attend training if the department is short staffed those particular days. On the days the team(s) are called into service, the department is responsible for any overtime incurred. If the event is out of the team's jurisdiction, application is made to the State for those overtime dollars.

Equipment, materials and supply costs are divided equally between the three individual agencies on the team(s). Grant monies have been used to purchase a majority of the equipment for the SOG (Special Operations Group). UPD funding for this program has been minimal and has been paid from the local department accounts.

The establishment of a line item budget for this program, to support those items listed above, will become necessary as supplies decrease and federal grant dollars are not available. A budget of \$2,500 per year is anticipated to meet the needs of this program.

4.0 EVALUATION OF SERVICES

All services and programs provided by UPD were developed and implemented to provide a safe community environment for faculty, staff, students, and guests. All programs are essential in providing a balanced security program with emphasis on maintaining individual rights and safety.

4.1 Internal Survey (UPD employees)

The Internal Survey identified a very professional, team oriented staff that is dedicated to their profession and UND. They adjust and adapt to meet the requirements established for the department. They identified *Bicycle Patrol* as a program within the department that they see is advantageous to enforcement, community building, and public visibility. *Records Management* was also identified as a strong program.

Staffing Issues is a theme throughout the survey. Personnel have identified day shift needing more officers for the field, investigations and support service staff for security roles, and support for the field officers. *Parking Enforcement* is a major morale issue among UPD staff. They feel parking enforcement needs to be accomplished by Parking Services. There is concern that UPD is identified as the “parking authority” and that is perceived as a negative contact. Budget issues are also identified throughout the survey. Those items identified are salaries, training, educational programs, and compensation packages.

The summary identifies more communication is needed between administration and the field staff.

4.2 Customer Survey (on-and off-campus)

A large number of respondents identified the issue of police visibility, both during day and night hours. This was identified as being seen in and around areas of activity on foot rather than driving by. There were numerous pros and cons regarding traffic safety enforcement. A large number of individuals would prefer we do not enforce the minors with alcohol laws. Generally, a majority of people had no major issues or concerns with the department. Most were just contacts regarding motor vehicle accidents or filing of a complaint.

One major issue identified in the survey was the non-functioning blue light near the President’s residence. Their concern was walking from the Chester Fritz parking lot to a residence hall

without an emergency system available to them. Building lockup on weekends were also identified as an issue by not getting open or closed on time. This has been an issue as we only have one officer on during the weekend days to respond to police calls for service and opening facilities. We understand that both duties are a priority, but can only do one thing at a time.

5.0 INTERNAL ASSESSMENT

UPD Police Officer's professionalism at performing duties, communicating with the public, analyzing situations, and their pride in the University of North Dakota make them the department's greatest resource. Qualities sought for these positions are: communicators, self confidence, leadership traits, loyalty, integrity, and professionalism. Along with the quality of training provided by the department, including the preservation of citizens' individual rights and the standards of community responsibility, the character of those individuals selected are what other agencies identify in the staff of the University of North Dakota Police Department.

UPD must develop an Emergency Management Plan that provides standards and guidelines of each area of the campus to include UPD. This plan is mandatory under federal regulations developed after the numerous major situations that have occurred throughout the United States. This program must coordinate with the various divisions and colleges throughout the campus to plan and train for crisis situations. Although, UND has a master plan, it does not provide for support to individual facilities in procedure development and training for the campus as a whole.

Security of facilities is an important aspect of maintaining a safe community and maintaining functional buildings to meet the educational requirements of a university. To accomplish this, sufficient human resources are necessary for securing, inspecting, and reducing energy costs (closing doors and windows and turning off lights). To provide for a more controlled environment, the installation of door access should be implemented on all outside doors to all UND facilities. Priority should be given to residence life to protect the residents and their "home" while at UND. This program will have a major impact on the University's ability to control access in the event of a major crisis and should be a priority for the institution

To accomplish an increased level of security of facilities, funding will be necessary to purchase and install a door access system to include hardware and system controllers. We anticipate an increase in building alarms which will require a response by security personnel to identify and correct any malfunctions.

Security at institutions that have access systems has improved their ability to lock down a facility in the event of a major incident. It also provides documentation on usage of access points, by whom, and the time and date to assist in identifying illegal activities. For example, North Dakota State University has been able to secure a facility from a remote sight during a standoff between a person with a gun and law enforcement.

The control of access also expands in that, once a mode of entry is lost (card, fob, etc.), the item can be deleted from the system so that it cannot be used again to gain unauthorized access. Whereas lost keys are usable until the key core is changed out, which can require an extensive amount of time to complete. Keys also cannot lock down an entire building at one time.

Educational programs will require materials and supplies that are not identified in UPD's budget.

The Money Courier position has been reevaluated by UPD, Student Account Services, the VPFO Office, Internal Auditing, and Campus Safety and Security. This position will no longer perform the daily courier duties effective December 19, 2008. Each department will be responsible for the transfer of funds to Student Account Services. UPD will continue to transport funds to and from the bank.

The courier position funding will be transferred in FY10 to cover a portion of the salary and benefits of a Police Officer which was formerly paid through a grant. The part-time employee who was assisting with the courier duties will be transferred to work weekend and holiday nights doing building security. This will resolve our building opening issues on weekends when only one person was on duty to perform policy and building security tasks.

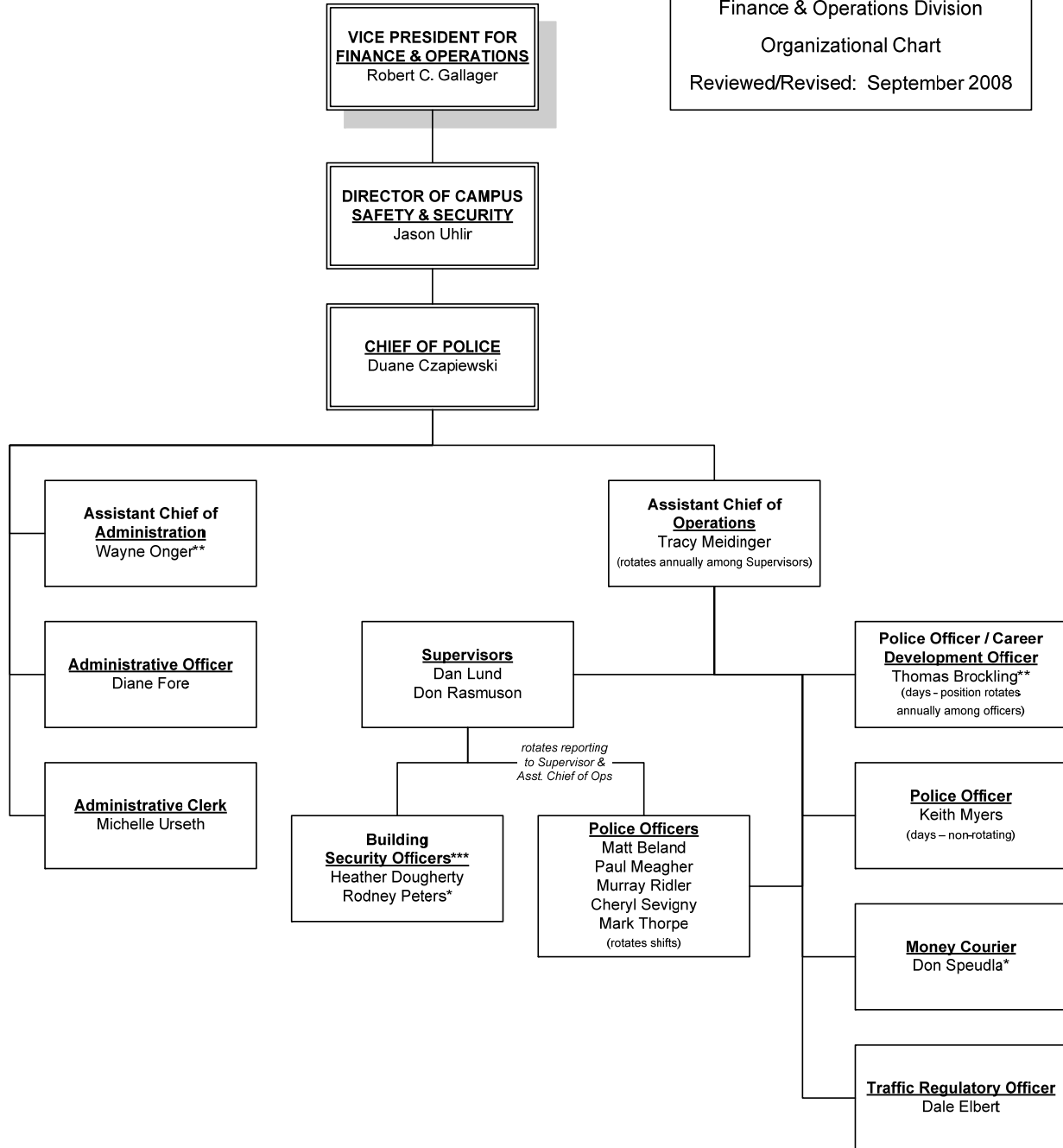
6.0 ACTION PLAN (RECOMMENDATIONS)

- Determine funding source(s) to continue funding an expired police officer grant position. Suggested Timing Requirements: 06/30/09.
- Develop a funding strategy for the three positions identified under Section 1.3. One new position over the next three years: July 2009, July 2010, July 2011.
- Completion of the office remodeling project. Funding has been approved. To be completed March 2008.
- Reduce the Money Courier duties by the department. Utilize funds to support expired police officer grant position. Suggested Timing Requirements: December 2008.
- Develop an internal department recognition program.
- Create a process for all staff to bring forth their questions and concerns.
- Place UND's Communications Center under UPD (part of the Emergency Management Plan). Suggested Timing Requirements: July 2008.
- Establish an annual regional information program to provide input regarding UND to the regional entities that UND would be looking to for support, and to educate them on UND's processes in the event there is a major situation on campus. Anticipated Funding Requirements: \$3,000. Suggested Timing Requirements: July 2008.
- Development of a budget plan to include growth, replacement of items, inclusion of funding to cover development and training needs for the department and a line item budget for Special Operations Group resources (SWAT, bomb squad, and hostage negotiations). Suggested Timing Requirements: To be completed in fiscal year 2009. Preliminary report by 12/01/08.

APPENDIX 1 – ORGANIZATIONAL CHART



University Police Department
Finance & Operations Division
Organizational Chart
Reviewed/Revised: September 2008



* part-time
** Investigator
*** night shift

APPENDIX 2 – JOB DESCRIPTIONS

Requested Additional Positions (abbreviated)

Emergency Manager Coordinator

- Develop and maintain a comprehensive Emergency Management Plan.
- Develop, implement, and maintain a comprehensive campus-wide training program that addresses awareness related to policies, procedures, and communications. This includes administration, staff, faculty, and students.
- Develop and maintain a comprehensive plan to address emergency communications within the University, region, and state emergency response elements.
- Develop and maintain an academic continuity plan.
- Ensure that parents and students are aware of emergency management procedures and provide informational sessions for incoming new students and parents.
- Update the institutions continuity of operations plans.
- Conduct terrorism and security training programs.

Police Investigator

- Review and evaluate police reports on a daily basis.
- Comply with established investigative procedures for documentation, notification, and investigation.
- Provide assistance to the lead investigator in priority cases.
- Take responsibility for a priority case in the absence of the lead investigator.
- Bring all cases to resolve.
- Perform traditional police duties as assigned.

Police Officer – day shift

- Perform all duties assigned to this position as identified in state law, department position descriptions, and departmental policies and procedures.
- Take corrective actions in addressing pedestrian safety issues, child safety issues, and other traffic related concerns.

Current Shift Coverages and Rotations

The day shift officer is a permanent assignment and does not rotate to night shifts. This position was created to accommodate a medical condition that affected the officer's functionality during periods of darkness.

The evening shift (7:00pm – 5:00am) and the midnight shift (10:00pm – 8:00am) rotate once per month. The rotation occurs on a monthly cycle to provide the most sustainable functionality for those that rotate shifts. This is based upon national medical research studies conducted specifically on law enforcement personnel. Personnel are rotated between these two shifts to offer them personal time for events that normally occur during these hours. This provides an unbiased schedule.

APPENDIX 2 – CONTINUED

Presently, a day shift officer assists with investigations. This requires a majority of the officer's time and does not allow the department the opportunity to provide more direct traffic enforcement and community interaction to address specific individual or community concerns.

A second day shift officer is taken from the night shift rotation.

The night supervisors work 6:00pm – 4:00am, Monday–Thursday or Thursday–Sunday.

The Assistant Chief of Police for Operations is in charge of all police officers and supervisors and is responsible for meeting the requirements of our community policing philosophy. This position works day shift and is on an annual rotation between supervisors. (This is the expiring police officer grant position, effective June, 2008.)

See Appendix 2a for a current staffing schedule.

APPENDIX 2a – CONTINUED

Yellow highlighting indicates one or less police officers on duty.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00pm - 3:00pm	1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Career Development 1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Career Development 1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Career Development 1 Police Officer	1 Chief of Police 1 Assist Chief - Ops 1 Career Development 1 Police Officer	1 Police Officer
3:00pm - 4:00pm	1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Career Development 1 Police Officer	1 Chief of Police 1 Assist Chief - Admin 1 Career Development 1 Police Officer	1 Chief of Police 1 Assist Chief - Ops 1 Career Development 1 Police Officer	1 Police Officer
4:00pm - 4:30pm	1 Police Officer 1 Building Security (pt)	1 Chief of Police 1 Assist Chief - Admin 1 Police Officer 1 Building Security	1 Chief of Police 1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Chief of Police 1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Chief of Police 1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Chief of Police 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Police Officer 1 Building Security (pt)
4:30pm - 5:00pm	1 Police Officer 1 Building Security (pt)	1 Assist Chief - Admin 1 Police Officer 1 Building Security	1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Assist Chief - Ops 1 Police Officer 1 Career Development 1 Building Security	1 Police Officer 1 Building Security (pt)
5:00pm - 6:00pm	1 Police Officer 1 Building Security (pt)	1 Assist Chief - Admin 1 Police Officer 1 Building Security	1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Assist Chief - Admin 1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Assist Chief - Admin 1 Assist Chief - Admin 1 Assist Chief - Ops 1 Career Development 1 Police Officer 1 Building Security	1 Assist Chief - Ops 1 Police Officer 1 Career Development 1 Building Security	1 Police Officer 1 Building Security (pt)
6:00pm - 7:00pm	1 Night Supervisor 1 Building Security (pt)	1 Night Supervisor 1 Building Security	1 Night Supervisor 1 Building Security	1 Night Supervisor 1 Building Security	1 Night Supervisor 1 Building Security	1 Night Supervisor 1 Building Security	1 Night Supervisor 1 Building Security (pt)
7:00pm - 8:00pm	1 Police Officer 1 Building Security (pt)	1 Police Officer 1 Building Security	1 Police Officer 1 Building Security	1 Police Officer 1 Building Security	1 Police Officer 1 Building Security	1 Police Officer 1 Building Security	2 Police Officers 1 Building Security (pt)
8:00pm - 9:00pm	1 Night Supervisor 1 Police Officer 1 Building Security (pt)	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security (pt)
9:00pm - 10:00pm	1 Night Supervisor 2 Police Officers 1 Building Security (pt)	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 1 Police Officer 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security (pt)
10:00pm - 11:00pm	2 Police Officers 1 Building Security (pt)	2 Police Officers 1 Building Security	2 Police Officers 1 Building Security	2 Police Officers 1 Building Security	2 Police Officers 1 Building Security	2 Police Officers 1 Building Security	2 Police Officers 1 Building Security (pt)
11:00pm - Midnight	1 Night Supervisor 2 Police Officers 1 Building Security (pt)	1 Night Supervisor 2 Police Officers 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security	1 Night Supervisor 2 Police Officers 1 Building Security (pt)

APPENDIX 3 – INTERNAL SURVEY RESULTS (summary)

JOB SPECIFIC QUESTIONS	Average Score (1 = not effective, 5 = very effective)
1. Consider the entire PROSECUTION function, including investigative guidance, case preparation and support, scheduling issues, plea bargains, and relationships with the courts. Rank UPD's effectiveness.	3.50
2. Is there value in pursuing the ACCREDITATION PROCESS for the Police Department?	3.36
3. Comment on the total COMPENSATION package provided, as well as other support services, such as the Employee Assistance Program, etc. Rank UPD's effectiveness.	3.86
4. Consider PATROL OPERATIONS (all shifts). Evaluate how calls for service are handled and investigated, staffing levels, and cost effectiveness. Rank UPD's effectiveness.	3.38
5. Consider the general DISPATCH function – include the status of all communications equipment, including mobile and portable radios, etc. Rank UPD's effectiveness.	3.15
6. The role of PARKING ENFORCEMENT should be considered, as well as the role Police Officers play in parking enforcement and management.	2.69
7. Consider the deployment of the MOUNTAIN BIKE Officers separately and as part of the patrol shift.	3.92
8. Review and comment on the VEHICLES of the agency.	3.77
9. Consider support provided in the area of RECORDS MANAGEMENT (clerical staff), their roles as members of the department, and overall effectiveness.	4.31
10. Comment on the agency's direction in regards to COMPUTER TECHNOLOGY, whether the use of computerization has assisted in the operations of the agency, and the services provide to the public.	3.69
11. Consider any SPECIAL PROGRAMS (i.e. Escort Program, Alcohol Awareness Programs, Crime Prevention Program, etc.) Comment on what we should be doing, not doing, or enhancing.	3.58
12. Review and comment on SUPPORT SERVICE STAFF (i.e. Building Lockup, Money Courier, Traffic Safety Officer, etc.), their role within the department, and overall effectiveness.	3.29
13. Does the department's current TRAINING CURRICULUM meet existing needs?	3.75
14. How do you perceive the POLICE and INSTITUTIONAL ADMINISTRATIVE support for the department?	3.08
15. Comment on current FACILITY and WORK STATIONS within the department.	2.79
16. Comment on current DEPARTMENT EQUIPMENT used in patrol/investigations.	3.92
17. What is your perception of the department's MORAL? How would you rate your own moral? (1 = negative, 5 = positive)	2.86
GENERAL/OPINION QUESTIONS - (contact the VPFO Office for comments on the following questions)	
1. Identify areas of excellence. What are the department's strengths?	
2. What would you say are your department's objectives? What do you do each day to contribute to achieving them?	
3. How do you think others (i.e. campus community, administration, Grand Forks community, students, faculty/staff) perceive the University Police Department?	
4. Do you feel you are able to meet the campus community's expected level of service?	
5. In what ways could you improve your productivity?	
6. Describe the changes/opportunities you believe are needed in the structure/function of your department's operations (in collaboration with other departments or outside agencies).	
6a. Describe the steps you would recommend to implement these changes.	
7. What hindrances/obstacles prohibit you from providing a service that you feel is necessary?	
8. Identify areas for improvement. What are the department's weaknesses?	

For complete survey results, including comments, please contact the Vice President for Finance and Operations Office at 777-4392.

APPENDIX 4 – CUSTOMER SURVEY RESULTS (summary)

There were 1684 respondents to the survey with many choosing not to answer all questions.

1. Type of Respondent	
On Campus Customer or Peer Department Faculty	19.8% (333)
On Campus Customer or Peer Department Staff	34.1% (575)
Off Campus Customer or Peer Department Student	40.2% (677)
Off Campus Customer of Peer Department Other	3.8% (64)
PERCEPTION QUESTIONS	
2. What is your perception of crime on campus at the University of North Dakota? Has it:	
Increased	11.9% (201)
Decreased	15.0% (252)
Remained the same	70.8% (1193)
TOTAL	97.7% (1646)
3. Have you limited, changed, or curtailed your activities on campus due to your concern of crime?	
Yes	12.2% (205)
No	86.9% (1463)
TOTAL	99.0% (1668)
4. Do you feel that crime is such an issue at UND that you have considered moving?	
Yes	1.6% (27)
No	97.4% (1641)
TOTAL	99.0% (1684)
HOW SIGNIFICANT DO YOU VIEW THE FOLLOWING SITUATIONS AT UND DURING DAYTIME HOURS?	
5. Walking Within Campus	
Not Concerned	93.2% (1570)
Concerned	5.2% (88)
Very Concerned	1.0% (16)
TOTAL	99.4% (1674)
6. Safety in General	
Not Concerned	87.5% (1473)
Concerned	10.9% (184)
Very Concerned	0.8% (14)
TOTAL	99.2% (1671)
7. Children are Safe	
Not Concerned	75.5% (1271)
Concerned	21.7% (365)
Very Concerned	1.7% (28)
TOTAL	98.8% (1664)
8. Exposed to Drugs	
Not Concerned	75.9% (1278)
Concerned	19.6% (330)
Very Concerned	3.3% (56)
TOTAL	98.8% (1664)
9. Illegal Parking	
Not Concerned	65.3% (1099)
Concerned	27.7% (467)
Very Concerned	6.1% (102)
TOTAL	99.0% (1668)

APPENDIX 4 – CONTINUED

HOW SIGNIFICANT DO YOU VIEW THE FOLLOWING SITUATIONS AT UND DURING NIGHTTIME HOURS?	
10. Walking Within Campus	
Not Concerned	44.3% (746)
Concerned	44.0% (741)
Very Concerned	10.7% (180)
TOTAL	99.0% (1667)
11. Driving Through Campus	
Not Concerned	82.3% (1386)
Concerned	14.1% (237)
Very Concerned	2.7% (46)
TOTAL	99.1% (1669)
12. Children are Safe	
Not Concerned	38.4% (646)
Concerned	48.5% (816)
Very Concerned	11.7% (197)
TOTAL	98.5% (1659)
13. Exposed to Drugs	
Not Concerned	62.5% (1052)
Concerned	29.7% (500)
Very Concerned	6.6% (111)
TOTAL	98.8% (1663)
14. Illegal Parking	
Not Concerned	72.8% (1226)
Concerned	21.5% (362)
Very Concerned	4.5% (76)
TOTAL	98.8% (1664)
TO WHAT EXTENT ARE THE ISSUES LISTED BELOW A PROBLEM WITH THE CAMPUS COMMUNITY?	
15. Car Horns/Stereos/Alarms	
Not Concerned	83.6% (1407)
Concerned	13.1% (220)
Very Concerned	2.6% (43)
TOTAL	99.2% (1670)
16. Speeding Cars/Screeching Tires	
Not Concerned	51.0% (859)
Concerned	39.2% (660)
Very Concerned	8.9% (150)
TOTAL	99.1% (1669)
17. Dilapidated Streets/Sidewalks	
Not Concerned	60.7% (1022)
Concerned	30.8% (518)
Very Concerned	7.4% (125)
TOTAL	98.9% (1665)
18. Visible Drug Possession and Use	
Not Concerned	80.9% (1362)
Concerned	14.5% (245)
Very Concerned	3.4% (57)
TOTAL	98.8% (1664)

APPENDIX 4 – CONTINUED

19. Illegal Dumping/Littering	
Not Concerned	63.4% (1067)
Concerned	30.2% (508)
Very Concerned	5.2% (87)
TOTAL	98.7% (1662)
20. Loud Music from Residence Halls/Apartments	
Not Concerned	84.6% (1424)
Concerned	11.3% (190)
Very Concerned	3.0% (51)
TOTAL	98.9% (1665)
21. Loud Music from Greek Housing	
Not Concerned	75.5% (1272)
Concerned	16.4% (277)
Very Concerned	6.6% (111)
TOTAL	98.6% (1660)
22. Parking/Traffic Problems	
Not Concerned	47.9% (806)
Concerned	39.8% (670)
Very Concerned	11.3% (191)
TOTAL	99.0% (1667)
23. Pedestrian Safety	
Not Concerned	41.4% (698)
Concerned	45.7% (770)
Very Concerned	11.7% (197)
TOTAL	98.9% (1665)
24. Bicycle Riding on Sidewalks	
Not Concerned	56.4% (949)
Concerned	32.2% (543)
Very Concerned	10.3% (174)
TOTAL	98.9% (1666)
25. Inadequate Street Lighting	
Not Concerned	54.8% (923)
Concerned	33.1% (558)
Very Concerned	10.6% (178)
TOTAL	98.5% (1659)
26. Public Drinking/Intoxication	
Not Concerned	61.6% (1037)
Concerned	27.1% (456)
Very Concerned	10.1% (170)
TOTAL	98.8% (1663)
27. Trespassing	
Not Concerned	76.1% (1281)
Concerned	19.6% (330)
Very Concerned	3.1% (52)
TOTAL	98.8% (1663)
28. Unsupervised Children	
Not Concerned	63.5% (1069)
Concerned	27.7% (467)
Very Concerned	7.5% (126)
TOTAL	98.7% (1662)

APPENDIX 4 – CONTINUED

29. Graffiti	
Not Concerned	77.9% (1312)
Concerned	17.2% (289)
Very Concerned	3.7% (62)
TOTAL	98.8% (1663)
30. Arson	
Not Concerned	86.8% (1461)
Concerned	8.1% (137)
Very Concerned	3.5% (59)
TOTAL	98.4% (1657)
31. Aggravated Assault	
Not Concerned	68.4% (1152)
Concerned	23.6% (397)
Very Concerned	6.7% (112)
TOTAL	98.6% (1661)
32. Burglary	
Not Concerned	58.7% (988)
Concerned	32.7% (550)
Very Concerned	7.5% (127)
TOTAL	98.9% (1665)
33. Manslaughter	
Not Concerned	85.6% (1441)
Concerned	8.2% (138)
Very Concerned	4.9% (83)
TOTAL	98.7% (1662)
34. Motor Vehicle Theft	
Not Concerned	65.7% (1107)
Concerned	26.3% (443)
Very Concerned	6.2% (105)
TOTAL	98.3% (1655)
35. Murder	
Not Concerned	85.6% (1441)
Concerned	8.0% (135)
Very Concerned	5.2% (87)
TOTAL	98.8% (1663)
36. Robbery	
Not Concerned	63.8% (1074)
Concerned	27.9% (470)
Very Concerned	7.3% (123)
TOTAL	99.0% (1667)
37. Sexual Offenses, Forcible or Non-forcible	
Not Concerned	44.7% (753)
Concerned	38.4% (646)
Very Concerned	15.9% (268)
TOTAL	99.0% (1667)
38. Hate Crimes	
Not Concerned	52.6% (886)
Concerned	32.9% (554)
Very Concerned	13.2% (223)
TOTAL	98.8% (1663)

APPENDIX 4 – CONTINUED

39. Theft/Vandalism	
Not Concerned	42.7% (719)
Concerned	42.7% (719)
Very Concerned	13.2% (222)
TOTAL	98.6% (1660)
40. Is the University Police Department responsive to your needs?	
Yes	85.3% (1436)
No	12.2% (206)
TOTAL	97.5% (1684)
41. Would you hesitate to call the University Police Department for assistance?	
Yes	12.7% (214)
No	86.2% (1451)
TOTAL	98.9% (1665)
42. Overall, how well do you feel the University Police Department does in providing services to the community?	
Excellent	26.3% (443)
Good	54.5% (918)
Fair	13.37% (230)
Poor	4.5% (75)
TOTAL	98.9% (1666)
ILLUSTRATIVE OPINION QUESTIONS - (contact the VPFO Office for comments on the following questions)	
43. What, if any, involvement have you had with the University Police Department?	
44. Do the services they provide meet your expectations?	
Yes	81.6% (1374)
No	11.0% (186)
TOTAL	92.6% (1560)
45. If no, please explain.	
46. If yes, what made it a positive experience?	
47. How does the University Police Department help you do your job?	
48. What could the University Police Department do to increase their quality of service?	
49. Does having a University Police Department improve your sense of safety?	
Yes	84.2% (1418)
No	13.4% (226)
TOTAL	97.6% (1644)
50. Do you feel that you are appropriately warned of potential threats on campus?	
Yes	72.7% (1225)
No	24.3% (409)
TOTAL	97.0% (1634)
51. Do you feel that the crime statistics that are prepared annually are useful to you?	
Yes	68.9% (1161)
No	28.3% (477)
TOTAL	97.3% (1638)
52. If no, please describe any additional services they could provide to improve your perception of safety.	
53. Based on your knowledge, how would you rate the University Police Department?	
1 (poor)	2.3% (39)
2	4.3% (72)
3	22.3% (375)
4	50.8% (856)
5 (Excellent)	18.5% (312)
TOTAL	98.2% (1654)

For complete survey results, including comments, please contact the Vice President for Finance and Operations Office at 777-4392.

APPENDIX 5 – THREE-YEAR SCHEDULE OF EXPENDITURES

Appropriated Fund 31400-3450	FY06		FY07		FY08	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
511000 Salaries - Benefitted	\$ 399,949	\$ 399,686	\$ 415,052	\$ 415,052	\$ 435,803	\$ 428,292
512000 Salaries - Other	\$ 622	\$ 162	\$ 640	\$ 274	\$ 672	
514000 Overtime	\$ 14,600	\$ 5,595	\$ 15,038	\$ 4,457	\$ 15,791	\$ 4,456
Total Salaries	\$ 415,171	\$ 405,442	\$ 430,730	\$ 419,784	\$ 452,266	\$ 432,748
521000 Travel	\$ 5,200	\$ 4,366		\$ 510		\$ 8,510
531000 Supp -IT Software		\$ 172				
532000 Supply/material	\$ 7,639	\$ 2,954	\$ 1,000	\$ 1,292	\$ 1,000	\$ 2,217
533000 Food and Clothing	\$ 9,000	\$ 7,426	\$ 5,000	\$ 5,230	\$ 5,000	\$ 2,058
535000 Misc supplies	\$ 2,600	\$ 4,629	\$ 6,000	\$ 5,265	\$ 6,000	\$ 7,881
536000 Office supplies		\$ 30	\$ 1,358	\$ 1,103	\$ 1,358	\$ 990
541000 Postage	\$ 1,400	\$ 1,070	\$ 1,200	\$ 1,093	\$ 1,200	\$ 1,213
542000 Printing	\$ 3,000	\$ 3,219	\$ 3,600	\$ 5,784	\$ 3,600	\$ 2,695
551000 IT Equipment <\$5,000				\$ 1,057		
552000 Equipment <\$5,000		\$ 1,078		\$ 35		\$ 1,200
581000 Rentals/Leases	\$ 44	\$ 515	\$ 100	\$ 25	\$ 100	
591000 Repairs	\$ 8,200	\$ 4,945	\$ 8,000	\$ 4,269	\$ 8,000	\$ 683
602000 IT communications			\$ 2,400	\$ 2,715	\$ 2,400	\$ 4,151
611000 Professional Develop	\$ 700	\$ 905	\$ 1,000	\$ 945	\$ 1,000	\$ 1,295
621000 Operating fees	\$ 1,375	\$ 7,220	\$ 8,000	\$ 11,743	\$ 8,000	\$ 4,168
623000 Fees		\$ 630	\$ 1,500	\$ 98	\$ 1,500	\$ 4,442
Total Operating	\$ 39,158	\$ 39,158	\$ 39,158	\$ 41,164	\$ 39,158	\$ 41,503
FY TOTALS	\$ 454,329	\$ 444,600	\$ 469,888	\$ 460,948	\$ 491,424	\$ 474,252

Local Fund Fund 22090-3450	FY06		FY07		FY08	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
511000 Salaries - Benefitted	\$ 151,521	\$ 139,744	\$ 150,211	\$ 128,555	\$ 157,429	\$ 135,360
512000 Salaries - Other	\$ 18,057	\$ 13,683	\$ 24,648	\$ 14,349	\$ 26,172	\$ 13,908
514000 Overtime	\$ 15,524	\$ 20,060	\$ 15,990	\$ 21,692	\$ 16,790	\$ 36,002
516000 Fringe Benefits	\$ 60,173	\$ 60,624	\$ 61,016	\$ 57,627	\$ 70,232	\$ 65,668
Total Salaries	\$ 245,275	\$ 234,111	\$ 251,865	\$ 222,224	\$ 270,623	\$ 250,937
521000 Travel	\$ 47,000	\$ 53,698	\$ 54,410	\$ 63,006	\$ 58,410	\$ 49,540
532000 Supply/material	\$ 809	\$ 139				\$ 279
533000 Food and Clothing		\$ 449				\$ 2,238
535000 Misc supplies		\$ 1,366		\$ 2,164		\$ 1,726
536000 Office supplies	\$ 5,000	\$ 1,731	\$ 5,000			\$ 269
541000 Postage		\$ 45		\$ 13		\$ 171
542000 Printing		\$ 761		\$ 179		\$ 990
551000 IT Equipment <\$5,000				\$ 4,572		\$ 123
552000 Equipment <\$5,000		\$ 670		\$ 3,422	\$ 5,488	\$ 7,674
561000 Utilities		\$ 2				
591000 Repairs	\$ 4,000	\$ 2,909		\$ 565		\$ 732
602000 IT communications	\$ 2,900	\$ 2,436				\$ 740
611000 Professional Develop		\$ 25				\$ 45
621000 Operating fees	\$ 3,500	\$ 1,118	\$ 300	\$ 5,514	\$ 300	\$ 1,179
623000 Fees		\$ 519				\$ 1,913
Total Operating	\$ 63,209	\$ 65,867	\$ 59,710	\$ 79,436	\$ 64,198	\$ 67,619
722000 Transfers Out to COPS grant				\$ 9,600		\$ 23,396
FY TOTALS	\$ 308,484	\$ 299,978	\$ 311,575	\$ 311,259	\$ 334,821	\$ 341,952

APPENDIX 5 – CONTINUED

PSAP Fund 31422-3450	FY06		FY07		FY08	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
621000 Operating fees	\$ 113,287	\$ 12,477	\$ 113,287	\$ 45,639	\$ 113,287	\$ 45,639
623000 Fees		\$ 93,779		\$ 46,081		\$ 43,303
Total Operating	\$ 113,287	\$ 106,255	\$ 113,287	\$ 91,719	\$ 113,287	\$ 88,941
FY TOTALS	\$ 113,287	\$ 106,255	\$ 113,287	\$ 91,719	\$ 113,287	\$ 88,941

OT Billed Out Fund 22294-3450	FY06		FY07		FY08	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
511000 Salaries - Benefitted				\$ 187		
512000 Salaries - Other		\$ 533		\$ 1,042	\$ 500	\$ 480
514000 Salaries - Overtime	\$ 1,200	\$ 1,260	\$ 1,200	\$ 3,183	\$ 1,900	\$ 1,081
516000 Fringe Benefits	\$ 120	\$ 164	\$ 120	\$ 906	\$ 600	\$ 239
Total Salaries	\$ 1,320	\$ 1,956	\$ 1,320	\$ 5,318	\$ 3,000	\$ 1,799
FY TOTALS	\$ 1,320	\$ 1,956	\$ 1,320	\$ 5,318	\$ 3,000	\$ 1,799

REA Fund 22296-3450	FY06		FY07		FY08	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
512000 Salaries - Other		\$ 443		\$ 218		
514000 Salaries - Overtime	\$ 7,800	\$ 6,090	\$ 7,800	\$ 7,429	\$ 7,800	\$ 9,634
516000 Fringe Benefits	\$ 2,462	\$ 522	\$ 2,462	\$ 2,215	\$ 2,462	\$ 2,920
Total Salaries	\$ 10,262	\$ 7,055	\$ 10,262	\$ 9,862	\$ 10,262	\$ 12,554
FY TOTALS	\$ 10,262	\$ 7,055	\$ 10,262	\$ 9,862	\$ 10,262	\$ 12,554

COPS Grant Match Fund 22837-3450	FY06		FY07		FY08	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
511000 Salaries - Benefitted	\$ 12,375	\$ 13,370	\$ 15,350	\$ 18,399	\$ 31,576	\$ 31,576
514000 Salaries - Overtime						
516000 Fringe Benefits	\$ 9,616	\$ 5,892	\$ 5,955	\$ 7,079	\$ 13,410	\$ 12,166
Total Salaries	\$ 21,991	\$ 19,262	\$ 21,305	\$ 25,478	\$ 44,986	\$ 43,742
FY TOTALS	\$ 21,991	\$ 19,262	\$ 21,305	\$ 25,478	\$ 44,986	\$ 43,742

APPENDIX 6 – THREE-YEAR DATA TRENDS

University Police Department Citations Issued By Offense 3-Year Data Trends

OFFENSE	2007	2006	2005	OFFENSE	2007	2006	2005
Absenting Juvenile	1	2	2	Gross Sexual Imposition	1	0	0
Actual Physical Control	8	3	5	Improper Backing/Parking	0	1	1
Aggravated Assault	1	0	3	Improper Turn/Cut Corner/U-Turn	3	5	2
Assault (Simple)/Domestic	4	5	9	Ingestion of a Controlled Substance	0	4	2
Backing As to Interfer w/Traffic	4	2	1	Interfering w/Law Enforcement	0	0	1
Breaking into MV	2	1	0	Leaving the Scene of an Accident	1	4	1
Burglary (2002-Pleas to Criminal Trespass)	0	0	2	Loud Party	5	17	25
Care Required (Traffic Offense)	72	124	99	MIP/MIC	318	430	386
Careless/Reckless Driving	1	2	1	No Helmet Worn	0	0	2
Carrying A Concealed Weapon	3	2	3	Obstruction to Drivers View	0	3	4
Contact By Bodily Fluids	0	1	1	Open Container	4	19	7
Contributing to Delinquency of a Minor	1	5	0	Overtook When Prohibited	2	2	5
Criminal Mischief	4	2	3	Parking Summons	27	19	0
Criminal Trespass	3	1	3	Permitted Other to Drive w/o Insurance	2	6	0
Delivering Alcohol to a Minor	3	4	3	Possession of Controlled Substance	33	33	26
Disorderly Conduct	20	43	24	Possession of Drug Paraphernalia	39	41	31
Disregard Stop Sign/Light	96	211	251	Possession of Controlled Substance w/Intent to Deliver	1	0	0
Driver/Passenger Not Belted	5	49	51	Possession of Stolen Property	0	2	0
Drove on Sidewalk/Leftside of Roadway/Bikepath	2	3	1	Possession of Tobacco Products	0	5	1
Drove Thru Red Light/Stop Sign	49	73	72	Public Consumption	1	4	6
Drove w/o Headlights/Tailights	7	16	9	Racing	0	1	2
Drove w/o Liability Insurance	50	148	46	Reckless Driving	3	2	3
Drove w/o Operators License	11	30	18	Resisting/Preventing Arrest	2	3	5
Drove Wrong Way On One Way	40	99	127	Speeding	276	628	636
DUI	87	182	123	Terrorizing	1	1	1
DUR/DUS	74	160	89	Theft/Unauthorized Use of Motor Vehicle	1	1	2
Exhibition Driving	4	17	17	Theft of Property/From MV	3	3	2
Failed to Display Current Registration/Tags	12	63	42	Turned Left/Right/Impending in Front of Traffic	7	13	17
Failed to Give Immediate Notice	0	0	1	Unlawful Use of Drivers License	5	5	6
Failed to Have D/L in Possession	0	6	12	Unlawful Use of License Plate	1	7	5
Failed to Register Motor Vehicle	120	153	105	Unruly Juvenile	0	0	0
Failed to Signal	2	11	3	Use/Possession of Altered ID	0	5	3
Failed to Yield	4	12	13	Violated Instruction Permit/DL Restrictions	3	5	4
False Information to A Police Officer/911 Report	5	10	5	Violation of No Contact Order/Protection Order	0	2	0
Fleeing A Police Officer	20	16	25	Warrant Service	50	109	54
Following Too Close	3	8	9				
				TOTALS	1507	2844	2418