



WHEELING POLICE DEPARTMENT



Shawn Schwertfeger

Chief of Police

Mr. Robert Herron
City Manager
City of Wheeling
1500 Chapline Street
Wheeling WV, 26003

January 27, 2021

Dear Mr. Herron:

Fiscal 2021-22 Budget Submission

I am submitting the FY 2021-22 budget proposal for the Wheeling Police Department. This year's proposal contains minimal changes to the operational budget. Due to a request of a five percent (5%) pay adjustment for police personnel across the board, the Personnel and Benefits section of the budget reflects a slightly higher recommended increase. Police staffing remains a topic of interest. This recommended pay increase reflects the need for a competitive salary for all employees, sworn and civilian staff. As of this submission, the Wheeling Police Department is in a better place related to our allocated staffing. We currently have two vacancies in sworn staffing and two vacancies in civilian staff positions. However, much like last year, we have up to 8 sworn positions in varying stages of training and not yet fully functional related to our mission. I believe this pay increase is more than justified and events in 2020 will more than likely make it more difficult to recruit and retain employees. This proposal will also include a new civilian position related to property and evidence that will be outlined later in this document. As you are aware, there are conversations occurring regarding what our allocated staffing levels should be. Those and additional proposals will be presented to you in the future and in a different proposal. Some of those will be specific to allocated staffing, pay compression, and skill proficiency programs. This budget submission will outline the year in review, but most importantly moving forward and justifications in the proposed line item increases and capital outlay requests.

I am extremely proud of the accomplishments during my tenure at the Wheeling Police Department. Multiple programs and enhancements in training and professionalism have all contributed to the professionalism of the WPD and have contributed to the accomplishment of our mission while adhering to our core values. This past calendar year was like none other during my law enforcement career. A global pandemic contributed to our having to back off or delay many of our programs and initiatives. The COVID dilemma appears to have also affected our crime stats. As we continue to analyze our data, we have noticed that while some GROUP A offenses were down, overall we experienced a 3.8 % increase in those more serious crime categories. Most notably were burglary, robbery, sex offenses, and drug offenses. The area's illegal narcotics problem continues as we experienced a 34% increase in drug overdoses in 2020. This is a five year upward trend, and drug addiction and sales contribute to the rise we are seeing in Group A offenses. Group B offenses were down, and this is most generally attributed to having fewer officers on the street being proactive and the ability to intercept offenders before committing more serious crimes. On a positive note and despite limitations due to COVID and Interstate 70 construction, we were finally able to reduce the number of motor vehicle crashes under 1,000 (996) for the first time in many years. Additionally, related to efficiency, the False

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Alarm Reduction Program (FARP) noted a 20% decrease in alarms in 2020 and a 36% reduction since the program's inception.

I am extremely grateful and proud of the individual officers and civilian staff who contribute daily at the Wheeling Police Department. I often times am in awe at the quality of skill, courage, professionalism, and teamwork demonstrated by many members of the WPD. Although we have not yet selected the 2020 Officer of the Year, I wanted to acknowledge the quarterly winners and once again recognize CPL Jason Hupp for his recognition as the 2019 Officer of the Year.

Departmentally, we continued to make progress in many areas related to our mission despite a pandemic. The WPD is so grateful that the city government agreed with our assessment of the tremendous need for a new and modern police facility. The new police facility, listed as a capital outlay in last year's budget submission, is on the way to fruition at the Valley Professional Center on the former campus of OVMC. In March of 2020, we began a new Victim Advocate Program via a 3-year federal grant. This program has been extremely successful thus far and has served over 260 victims in its infancy. Also in 2020, and after a thorough assessment process, the Wheeling Police Department promoted two new Deputy Chiefs. Major Bill Noice and Major Ken Prager began their new assignments this year running the Operations and Investigative Bureaus and have been instrumental to our successes. The WPD, along with a partnership with the Belmont County Sheriff's Department and Information Helpline, began a new CrimeStoppers of the Upper Ohio Valley Program. This non-profit, at the direction of both law enforcement agencies, raises money to be paid to tipsters who provide vital information/intelligence that leads to an arrest in a serious crime or the location of a wanted fugitive. We also implemented our Crime Mapping Program online. This software enhances our partnership with the community by listing crimes via a map of Wheeling. It enhances our geopolicing efforts and assists our crime analyst in producing documents of value on crime trends and mapping. Our Police Explorer Program, our overdose alert system, and Operation Toy Lift continued being successful despite the limitations placed upon us by COVID 19. I could not be prouder of our efforts.

Looking ahead in 2021, we look to continue our many successes and build upon them. We are encouraged that we may be able to reconnect with our citizens by participating in Crime Watch meetings again, hosting Citizens Police Academies, and increasing the staffing levels working 24/7. In 2021 we will continue to work on the new police facility, something the entire community and our law enforcement partners will be proud of and benefit from. We will continue to work with the West Virginia DOH and Swank Construction by doing our part with the Interstate 70 project. We hope to be able to gear up for the downtown project by creating the first ever Downtown or Business Crime Watch Program and by following up with inventive ways to be more visible and proactive downtown by use of Trikke's and Bicycle patrols. We will be kicking off a new "online reporting" project, giving citizens who may be victims of some

misdemeanor or non-emergent crimes, the ability to utilize our online reporting system to report their incidents. Finally, we are looking forward to having the capability of holding Compstat and other staff meetings related to our mission. Our Strategic Planning meetings and policy meetings have all been adversely impacted by COVID, and we hope to resume the benefits of such important meetings.

I am proposing changes to seven (7) line-items in this submission. Five increases, one reduction, and one elimination. Major Bill Noice has done a nice job in streamlining our annual purchases, subscriptions, and other costs. Additionally, I implemented a WPD Purchase Requisition form for any expenditures over \$50. This will assist us in tracking and accountability. During this analysis, we believe as a department we should restructure two specific line items - Communications Maintenance and Tech Ref and Services. We are proposing a reduction in Communications Maintenance (4700.20.2115) of \$26,889 and an increase of \$40,411 to Tech Ref and Services (4700.20.2149). Previously, it was not clear which annual costs would come from which line item and the recent analysis has clarified this. Several items previously budgeted under Communications Maintenance will now be shown under Tech Ref and Services. Communications Maintenance will cover expenses such as our Live Scan system, Mobile Fingerprint costs, Mobile One MDT expenses, our annual RMS costs, and the new Online Reporting annual costs. Tech Ref and Services will fund licenses for In-Synch, costs from our contracted Information Technology contract and work, annual costs for our electronic time reporting system, Motorola analytics, and many other software expenses.

I am proposing modest increases to line-items that were reduced in recent budgets:

- **Investigations:** A modest proposed increase of \$1898. This will cover added expenses due to adding a 5th detective recently and the equipment needed for evidence processing.
- **SWAT Team Expenses:** An increase of \$5,353 to cover the costs of personnel changes, uniforms and equipment, communications gear, and weapons systems.
- **Ammunition & Targets:** An increase of \$7371 due to the significant increases in the cost of ammunition and our Less/Lethal munitions systems.
- **Telephone:** We are transitioning to a data plan for MDT's and cellular phones (FirstNet), and this will ultimately be a cost savings. An increase is necessary of \$2130.

I am proposing eliminating the Police Parking line item. As you are aware, the WPD patrol bureau is relocating to the VPC until construction causes us to move again. Even without this relocation, this line-item is rarely, if ever, used.

Finally in addition to the proposed pay increase, I am proposing a new civilian position within the Wheeling Police Department. Currently, our Detective Sergeant and Deputy Chief are devoting time to the tracking and storage of evidence. I have never understood this and believe it is a tremendous waste of valuable resources. The proposed Property and Evidence Clerk position will alleviate the time these sworn positions are dedicating daily to the tracking and housing of evidence brought in, stored, and released to court proceedings or owners. If approved, this position will be crucial and prove necessary at our new police facility and with the realization that we will have a state-of-the-art facility to safely log, track, and store all types of evidence. This position is being proposed this budget year so that the individual can be hired and trained not only to assist in these functions immediately but can also assist in the grueling task of relocating existing evidence from our current headquarters to the new facility. This position, if approved, should be compensated similar to our Civilian Intake personnel (\$32,500 annually) plus benefits.

This budget proposal will contain six capital outlays, several of which have appeared in previous budget submissions. This year's capital outlay requests include the following:

1. WPD Take-Home Cruiser Program
2. Caliber Mobile 1 Software
3. Police Server or Cloud Storage for Video (Bodycam and Dashcam)
4. WPD Prisoner Transport Van
5. Police Drone Program
6. WPD K-9 (Patrol Work Dog)

The Caliber Mobile product has become essential due to necessary computer upgrades. As of January 2020, Microsoft no longer supports Windows 7 with security updates and it is recommended to upgrade to Windows 10. Windows 10 will not support the XP software and WPD officers have lost the ability to query vehicle and driver information on our Mobile Data Terminals in our vehicles. This creates a multitude of problems. The update with Microsoft would cost us roughly \$300,000; the proposed Caliber update will cost approximately \$130,000. Additional information will be listed once again in this submission.

The WPD Take-Home Cruiser Program has been outlined previously and is more than just a recruitment and retention tool, although that would certainly be a significant justification. This very clearly would involve some long-term cost savings and improve upon visibility and response times. (Attached is insight from our Vehicle Maintenance Facility management.) It is estimated that a cost of slightly higher than one million dollars would cover the expense of the needed cruisers and include outfitting.

The prisoner transport van is also a previous capital outlay. This equipment would be designated to transport multiple arrests at one time, provide safe transportation to and from the regional jail and court (when needed), and provide a safe transport for combative prisoners. The vehicle would be valuable at our many large events when multiple arrests are a possibility.

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The Police Drone Program includes equipment and necessary training. This tool will provide many benefits and can be utilized for searching for missing persons and evidence collection efforts during large events or VIP visits while enhancing the professional response by the WPD.

The Wheeling Police Department would very much like to transition to a fully functional Body Camera Program. As of today, many officers utilize their personal body cameras and also use the few that we already have. We had additional funding via a BJA grant to purchase enough cameras to outfit the entire patrol division and potentially make bodycams mandatory. The issue we currently have is that our limited storage makes it impossible to store the footage. A dedicated server or cloud storage will accomplish that in addition to making the process of transferring footage much more efficient and save significant time. The associated cost would be roughly \$10,000.

Finally, we are requesting funding for the replacement of a Patrol K9 unit, specifically the dog. The transportation and some equipment are already in place. WPD K9 Keeni is due to retire. Her handler, CPL Jason Martin, will be assuming the duties of replacing our Explosives Detection K9. His new partner is being funded by a local organization donation. The replacement of the Patrol K9 working dog and associated training is proposed at roughly \$15,000 to \$17,000.

I am enclosing our Strategic Plan (Goals and Objectives), the Line-Item Budget Request Form, the Capital Outlay Schedule, the Program Justification Form, and other supporting documents. I am looking forward to meeting with you to examine and discuss our budget proposal further. Please don't hesitate to contact me should you have any questions or need additional information prior to our meeting.

Sincerely,



Shawn Schwertfeger
Chief of Police

RSS/kg

Enclosures

Wheeling Police Department Strategic Plan 2021

1. Reduce Crime and the Enhance Public Safety

- Crime Free Multi-Housing Program (P-4) -- Chief Schwertfeger
- Transport Van (P-2) -- Sergeant Noice/Grants
- Expand Traffic Unit (P-4) -- Chief Schwertfeger
- Reduce motor vehicle accidents within the city to under (1,000) in 2019
 - Identify location and causation factors
 - Enforcement blitz
 - Education campaign
 - Enhance traffic unit
 - Increased overall enforcement of traffic laws
 - Increased enforcement efforts of impaired driving
 - Identify and Certify at least 2 DRE officers
 - Update Crash Investigation Policy
- Reduction in crime/ Quality of Life issues in Downtown/Market Street (P-1)
 - Initiative) Creation of a Business Coalition
 - Initiative) Enforcement Operations
 - Enhance Cameras downtown
 - Secure/Lobby for enhancements at Heritage Port (Lighting, Cameras, Blue Light Phones)
 - Review TRIKE acquisition
- Reduction in Panhandling (P-3)
- Enhancement of Vicious Dog Ordinance/Program (P-3)
- Gun Violence Reduction Program
- Overdose and Drug Issues
 - Begin Implementing BUY/BUSTS
 - Overdose Outreach
 - Drug House Abatement Ordinance

2. Enhance Community Outreach

- Crisis Intervention Training (P-1) – Schwertfeger/Miller/Kepreos--COMPLETED
- Social Media for WPD (P-4) -- COMPLETED
- Neighborhood Resource Unit (P-4) – Chief Schwertfeger
- Creation and Implementation of a Police Explorer Program (P-2)—Chief Schwertfeger--COMPLETED
- POPS with COPS (Ziegenfelder Initiative)
- Interdepartmental Diversity Training
- Civil Rights Training
- Bicycle Rodeos
- Homeless Outreach
- Safety Presentations at High Rise/ Public Housing

3. Increase Efficiency

- False Alarm Program (P-1) – COMPLETED
- Crime Analyst (P-4) – Chief Schwertfeger -- COMPLETED
- Public Information Officer (P-4) – COMPLETED
- New Police Department Facility (P-3) – Chief Schwertfeger
- Specialized Vehicles (SWAT, CNT) (P-2) –Schwertfeger/Noice/Grants IN PROGRESS
- Reduction in number of outstanding warrants held by WPD (P-2)
 - **Warrant Reduction Operation**
- Tow/ Impound protocol and facilities (P-4) IN PROGRESS
- Online Reporting Program (P-3) No assignment
- **Domestic Violence Training**
- **Shoplifting initiatives and awareness**
- **Reducing Theft General**
 - **Operation Porch Pirates**
 - **Bait Car Operations**
 - **Awareness**
- Creation of Evidence Technician Unit (P-2) SGT Ferrell
- Update to WINDOWS 10---Major Noice

4. Emergency Preparedness

- Regional Command Vehicle Operations (P-2) – Sergeant Roxby
- Police Firing Range/Training Facility (P-1) -- Lieutenant Noice
- Drivers Training Team- COMPLETED/IN PROGRESS
- Explosive Ordinance Team (P-4) – Chief Schwertfeger
- Creation of a CIVIL DISTURBANCE UNIT (P-3) – No Assignment
- Critical Incident Training Enhancement (P-1)
 - Quarterly “Tabletop Exercises” that involve local businesses and multiple facets of the WPD Emergency Response – IN PROGRESS
- **ICS Training for All supervisory staff**
- Implementation of a Drone Program – CPL Martin

5. Occupational Safety and Wellness

- Wellness Program (P-2) -- No assignment
- Internal Facility/ Security (P-1) -- Sergeant McKenzie
 - Initiative) Window film upgrades
 - Initiative)New door in work area
 - Initiative) Issued identification for VISITORS--COMPLETED
 - Initiative) Improvements to work area
- Police Chaplain Program (P-5) – No assignment
- Acquisition of Gas Masks (P-4) – IN PROGRESS

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021 - 22

DEPARTMENT/DIVISION:		DEPARTMENT/DIVISION HEAD:						
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER		
Parking Meter Officer 4700.10.1116	56,216		Projections based on 5% for 26 pays	59,027	+2811			
Deputy Chief 4700.10.1221	138,020			149,921	+6901			
Police Chief 4700.10.1222	85,087			89,341	+4254			
Senior Staff Associate 4700.10.1317	0			0	0			
Administrative Assistant 4700.10.1318	37,149			39,006	+1857			
Staff Associate 4700.10.1324	31,858			33,451	+1593			
Office Specialist 4700.10.1325	7654		Part-time	7654	0			
Civilian Intake Coordinator 4700.10.1328	0			0	0			
Highway Safety Assistant 4700.10.1329	0			0	0			
Public Information Officer 4700.101330	43,534			45,711	+2177			
Victim Specialist 4700.10.1331	28,840			30,282	+1442			
Victim Advocate Coord. 4700.10.1332	36,050			37,853	+1803			
Police Officer I 4700.10.1508	875,500			919,275	+43,775			
Police Officer II 4700.10.1509	929,044			975,496	+46,452			
Police Sergeant 4700.10.1510	778,031			816,933	+38,902			
Lieutenant 4700.10.1511	222,189			233,298	+11,109			

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021 - 22

DEPARTMENT/DIVISION:			DEPARTMENT/DIVISION HEAD:				
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER	
Grant Policing 4700.10.1512	0			0			
Directed Patrols 4700.10.1513	17,047			17,047			
Fairs & Festivals 4700.10.1514	8523			8523			
Crime Analyst 4700.10.1515	38,874			40,818	+1944		
Crossing Guards 4700.10.1516	15,500		Seasonal – Minimum Wage	15,500			
Evidence Property Specialist 4700.10.1517	0			32,500	+32,500		
Police Corporals 4700.10.1518	689,283			723,749	+34,464		
Bonus/Attend. Bonus 4700.10.1523	23,947			23,947			
Civilian Intake 4700.10.1532	119,664			125,647	+5983		
Canine Compensation 4700.10.1534	28,704			22,455	-6249		
Contractual Overtime 4700.10.1901	13,125			13,125			
Social Security 4700.10.1902	1436			1436			
Overtime 4700.10.1903	257,091			257,091			
Longevity 4700.10.1905	36,671			36,671			
Police Pension 4700.10.1907	1,676,993			1,589,385	-90,608		
Supp. Pension Contr. 4700.10.1910	0			0			

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021 - 22

DEPARTMENT/DIVISION:		DEPARTMENT/DIVISION HEAD:						
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER		
Police Pension-State 4700.10.1915	113,250			163,800	+50,550			
Eye-Dental-Life Ins. 4700.10.1920	76,690			76,690				
Hospitalization Ins. 4700.10.1921	822,041			822,041				
Medicare Contributions 4700.10.1924	62,929			62,929				
CDBG Reimbursement 4700.10.1990	0			0				
Communication Maint Cont 4700.20.2115	66,512			39,623	-26,889			
Copy Machine 4700.20.2116	8746			8746				
Equipment Maintenance 4700.20.2124	18,469			18,469				
Harley Motorcycles 4700.20.2125	2,779			2,779				
Investigations 4700.20.2132	9,102			11,000	+1898			
Insurance 4700.20.2134	228,062			228,062				
Membership Dues 4700.20.2138	1476			1476				
Police Parking 4700.20.2143	954			0	-954			
Tech Ref. & Services 4700.20.2149	29,589			70,000	+40,411			
Travel Expenses 4700.20.2153	33,073			33,073				
Spec. Schools-Training 4700.20.2162	32,883			32,883				

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021 - 22

DEPARTMENT/DIVISION:		DEPARTMENT/DIVISION HEAD:						
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER		
New Hires – Training 4700.20.2163	18,229			18,229				
UTILITIES 4700.20.2167	2584			2584				
Workers Compensation 4700.20.2171	119,349			119,349				
Telephone-LD Chgs. 4700.20.2173	23,370			25,500	+2130			
Legal Expenses 4700.20.2176	20,000			20,000				
Grant Match-LLEBG 4700.20.2250	0			0				
Postage 4700.20.3146	1593			1593				
Drug Task Force Grant Match 4700.20.3147	15,000			15,000				
K-9 Maintenance 4700.20.3148	16,643			16,643				
SWAT Team Expenses 4700.20.3149	9647			15,000	+5353			
Specialization 4700.20.3150	11,170			11,170				
Grant Writers 4700.20.3160	6918			6918				
Damaged Clothing Rep. 4700.30.2110	8227			8227				
Clothing Allowance 4700.30.2112	40,305			40,305				
Bullet Proof Vest 4700.30.2114	19,518			19,518				
Ammunition & Targets 4700.30.3102	27,629			35,000	+7371			
Gas-Diesel-Oil 4700.30.3124	127,689			127,689				

CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2021 - 22

DEPARTMENT/DIVISION:		DEPARTMENT/DIVISION HEAD:						
LINE ITEM (NUMBER & TITLE)	BUDGET CURRENT YEAR	PROPOSED BASE	NEW PROJECTS AND CAPITAL OUTLAY	BUDGET REQUEST	INCREASES (DECREASES)	APPROVED BY CITY MANAGER		
Office Supplies 4700.30.3135	16,595			16,595				
Photo Finger Print Suppl 4700.30.3140	331			331				
Traffic Supplies 4700.30.3179	3647			3647				
DARE Supplies 4700.30.3180	1347			1347				
Grant 2018-DJ-BX-0264 4700.40.4021	28,569			28,569				
Grant 2019-DJ-BX-0788 4700.40.4022	45,163			45,163				
Grant 2019-V3-GX-0067 4700.40.xxxx	250,000		3-year grant	250,000				
Grant 2020-VD-BX-1118 4700.40.xxxx	145,513		Pending	145,513				
Def Comp 457 Contrib 4700.50.2174	4972			4972				
Police Vehicles 2017-18 4976.40.9102	61,211		3 rd year -- paid off	0	-61,211			
Police Vehicles 2019-20 4976.40.9107	65,000			65,000				
Police Vehicles 2020-21 4976.40.9109	65,000			65,000				
Police Vehicles 2021-22 4976.40.xxxx	0			65,000	+65,000			

Wheeling Police Department
FY 2021-2022 Budget Increase Justification
Proposed Increases

(1) 001-4700.20.2132 INVESTIGATIONS

Requesting to increase the budget line item for Investigations from \$9,102.00 to \$11,000.00. This increase is to account for the addition of a newly added detective who was needed to handle the current case load. The new position requires individual equipment purchases. **This is a budget line item increase of \$1,898.00.**

(2) Line Item 4700-20-2173 Telephone-LD Charges

Requesting to increase this line item by \$2,130 to cover the additional AT&T cellular data lines needed for the in-car Mobile Data Terminals.

This increase is needed for the additional data lines put into service with AT&T FirstNet. These data lines allow the MDT's to function, giving the officers access to the WV Court Portal for warrant checks, driver's license/vehicle registration information, vehicle crash reports, as well as our records management system for completing official reports. A functioning MDT cuts down on the amount of time an officer is off of his/her beat doing reports and other non-enforcement duties. **This is a budget line item increase of \$2,130.00.**

(3) Line Item 4700-20-3149 SWAT Team Expenses

Requesting to increase this line item back to \$15,000 as it was a few years ago. The SWAT team has gone through some personnel changes over the last year. These changes require training and equipment. Only half of the SWAT team has radio headsets for communications and the SWAT specific firearms and accessories are still being purchased. For obvious reasons, new members require new uniforms. **This is a budget line item increase of \$5,535.00.**

(4) Line Item 4700-30-3102 Ammunition & Targets

Requesting to increase this line item back to \$35,000. This line item is used for ammunition purchases which is on the rise and increasing more difficult to find. This is also used as the range budget, (training materials, targets, target stands and range fees) and shared with the departments less lethal munitions program. **This is a budget line item increase of \$7,371.00**

(5) 4700-20-2149 Technology Ref. & Services

I would like to have the amounts of these line items adjusted. Over the last year I have compiled a list of expenditures for both categories.

The current yearly invoices for Technology Ref. & Services are \$74,387.00 while only \$29,589.00 is allotted. This line item covers IT support, Records management systems service/support, server back up systems, scheduling and training software. The Tech. Ref. & Services should be increased to \$75,000.00 from the current \$29,589.00.

This item accounts for the growing demand of technology required today. **This is a budget line item increase of \$45,411.00**

Budget Line-Item Reduction Request

001-4700.10.1534 Canine Compensation

Requesting to have the budget line item for canine compensation reduced from \$28,704.00 to \$22,455.00. There are or will be (4) K9 handlers and this amount reflected our past 5 handlers. **This is a decrease of \$6,249.00.**

Line Items 4700-20-2125 Communications Maintenance

The items I have listed under this line item total \$39,623.00, while the budgeted amount for this line item is \$66,512. Request to have the Communications Maintenance line item reduced to \$45,000.00 from the current \$66,512.00. This would cover our current expenditures and allow for additional services that may arise over the fiscal year. **This is a decrease of \$21,512.00.**

001-4700.20.2143 POLICE PARKING

Requesting to eliminate the budget line item for police parking. With the acquisition of the VPC building, parking issues have been resolved and this line item will no longer be needed. **This is a decrease of \$954.00**

City of Wheeling
Position Description

Job Title:
Evidence Property Specialist

Location:
Wheeling Police Department

Immediate Supervisor:
Investigations Commander

Job Class Code/Pay Grade:
Unknown

FLSA:
Exempt

General Definition of Work:

Responsible for providing the physical handling, clerical support, and the facilities maintenance for the processing, storage, and disposition of evidence and other property in cooperation with other personnel towards fulfilling the departmental functions of tracking property and evidence, case development, criminal prosecution, and restoring seized, lost, or stolen property to its rightful owner. Property may include: large sums of money, illegal drugs, jewelry; weapons, bicycles, electronics equipment, and any other valuables. Inventory record keeping of all property issued to department personnel. Issuing inventoried items to departmental personnel upon request.

Essential Functions:

- Tracks and keeps accurate and thorough records on all found property and evidence brought under the jurisdiction of the Police Department;
- Conducts the physical storage and the appropriate checking in and out of all found property and physical evidence brought under the responsibility of the Police Department;
- Assures that all found property and physical evidence being turned in to the evidence facilities of the Police Department have been appropriately packaged, labeled, and documented by other personnel;
- Monitors and executes appropriately the additions, deletions, corrections and inquiries to the local, state, and national computerized information systems for stolen and missing property;
- Assures appropriate final disposition of found property and physical evidence, including assisting in the returning of property to its rightful owner or destroying it, as appropriate;
- Assists the City Attorney and the investigating officer with case-related evidence;
- Cooperates with the judicial system on due process and documentation issues along with testifying in court when required;
- Follows strictly all applicable laws of evidence;
- Provides information, assistance, and referrals as appropriate on property and evidence-related inquiries from either inside or outside the Police Department;
- Maintains in a thorough, accurate, and timely manner the various departmental administrative filing systems and record system and provides informational reports as requested and needed by staff officers of the department;
- Assures the appropriate security and confidentiality of materials and information;
- Maintains the cleanliness and order of the evidence storage and processing facilities;
- Assists with the ordering of supplies and equipment for the department;
- Assists the Investigations Commander with duties related to properly equipping members of the agency;
- Handles requests for case information from the Prosecutor's Office, providing them with bodycam, cruiser cam, photos, etc.;
- Handles incoming court subpoenas and notifies officers via Planit;
- Ensures that the crime lab is adequately stocked, as well as the patrol cabinet, with evidence bags, boxes, tape, etc.;

- Scans case documents into RMS (evidence forms, Triple I's, CDRs, license checks, etc.);
- Keeps a paper file of all criminal cases as a backup or develops a digital way to back up files;
- Submits evidence to the WV State Crime Lab when requested by the Investigations Commander or the Office of the Prosecuting Attorney.

Knowledge, Skills, and Abilities:

Knowledge of inventory systems, data storage, and retrieval systems. Ability to work independently and with groups. General knowledge of standard office machines. Familiarity with police work, police training, and the criminal justice system. Ability to become functional in the application of federal, state, and local ordinances as they apply to processing quality control of packaging and the storage of evidence. Ability to maintain automated inventories on a personal computer. Ability to work independently and with groups. Ability to get along well with people, demonstrating a strong customer service orientation. Able to communicate effectively, both orally and in writing. Skillful in careful, well organized work and follow complex procedures precisely.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school, with instruction in keyboarding and business. Two to three years in a law enforcement environment is desirable.

Special Requirements:

- Successful completion of a background investigation and polygraph examination;
- Possession of a valid West Virginia Driver's License and a good driving record;
- Successful passage of a background investigation for criminal convictions or indications of moral turpitude as well as a drug screening;
- Be subject to random testing for illegal drugs.

Physical Conditions and Nature of Work Contacts:

May work alone for hours at a time. Light to medium lifting and carrying (up to 50 pounds) as well as other irregular physical activities occurring daily. Regular use of a variety of locking mechanisms is necessary. Frequent, sustained operation of automated office equipment is required including extended use of a keyboard. Occasional handling of multiple priorities and simultaneous demands for assistance. Occasional handling of potentially bio-contaminated materials. Travel to state and regional laboratories, meetings, and training activities is necessary. Works occasional overtime to meet Department requirements. Regular contact with investigators, patrol officers, and most other members of the Police Department. May work directly with police clerks and assist them. Occasional dialogue with the Prosecuting Attorney, judges, court clerks, and the general public. Occasional contact with members of other agencies and services at various locations is required. Attendance and participation in training sessions. Meetings with judges along with giving testimony and being cross-examined during trials.

Evaluation:

Performance will be reviewed and evaluated by the designated supervisor, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the foregoing responsibilities.

**CITY OF WHEELING
CAPITAL EQUIPMENT OUTLAY SCHEDULE
FISCAL YEAR 2021 -22**

**DEPARTMENT: POLICE
DIVISION:
FUND: GENERAL FUND**

DESCRIPTION	TOTAL COST	PRIORITY*	JUSTIFICATION/EXPLANATION
1	2	3	4
WPD Take-Home Cruisers	1,000,000	1	Increased visibility and response time; better morale; parking relief on 15 th Street; improvement in recruitment
Caliber Mobile 1 Software	430,000	2	Necessary updates since former software is no longer supported
Police Server or Cloud Storage for Video	10,000	3	To provide adequate storage for Bodycam and Dashcam videos
WPD Transport Van	70,000	4	To transport multiple arrests at one time, provide safe transport to and from the regional jail and court, and for combative prisoners, especially at large events
WPD Police Drone Program	36,000	5	Increased visibility related to missing persons, traffic, construction projects, VIP visits, and fairs and festivals held throughout the year
WPD K-9 (Patrol Work Dog)	17,000	6	Retirement of K-9 Keeni and need to replace our Explosives Detection K-9
TOTAL	1,563,000		

* Number the priorities starting with 1 being the first priority, 2 the second priority and so on. There should only be one item per priority.

TO: Deputy Chief William Noice, Wheeling Police Department

FROM: Anthony Peace, Fleet Manager and Supervisor, Vehicle Maintenance Department

RE: Take home cars

DATE: January 20, 2021

I wanted to respond to the conversations we have had on the topic of take home police patrol cars. In my 40+ years of experience in the automotive field, and as the City of Wheeling's Vehicle Maintenance Department as Fleet Manager, I offer my recommendation on this subject. Currently, our patrol cars are consistently working three eight hour shifts. This severe duty usage accumulates excessive mileage and significant wear and tear. For example, our 2017 police package Ford Explorers, that were actually put into service in April of 2019, already have well over 105,000 miles each on them in a little over an 18 month period. This rapid accumulation of mileage and wear and tear is common on twenty four hour patrol duty usage.

I wanted to point out the disadvantages of running these cars over 100,000 miles a year.

1. **Warranty:** The manufactures standard warranty, (3yrs or 36,000 miles) expires in a few short months, and the powertrain warranty, (60,000 miles or five years) takes less than a year to expire, leaving our shop to make all the necessary repairs that would have otherwise been covered by warranty.
2. **Depreciation:** High mileage vehicles depreciate rapidly, and the depreciation is deducted from auto body damage repair estimates, and in the event the vehicle is totaled. Depreciation also effects resale value as well.
3. **Maintenance:** High mileage vehicles require frequent service intervals, such as oil changes, tires, brake service, suspension and steering repair.
4. **Body damage:** Body damage is more frequent and typically more severe.
5. **Appearance:** Vehicles are not kept as clean and look much older than they actually are.
6. **Safety and assurance:** While high mileage cars are safe to drive, they are more prone to catastrophic failures and corrosion. Our shops meticulous and routine preventative maintenance program replaces components such as control arms, sway bars, steering, and powertrain components that have been worn out due to severe duty usage.

The Ohio County Sheriff's Department implemented take home vehicles for their deputy's beginning in 2005. They had a transition period of five years to allow them to purchase enough vehicles for take home vehicles. Lieutenant Matt Moore stated that before the implementation of take home cars, they were finding their patrol cars full of debris, neglected, and not well taken care of. The deputies were just

too busy to clean and maintain their cars. Lieutenant Moore stated that after implementing their take home car policy, the benefits have far outweighed the initial cost of additional vehicle purchases.

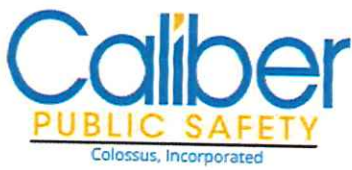
Some of these benefits Mr. Moore stated were;

1. Ownership: knowing that the vehicles are assigned to them, the deputies take ownership of the vehicle, treating it as if it were their own.
2. Presence: providing community protection and presence
3. Maintenance: Less wear and tear requiring lower maintenance intervals and operational costs.
4. Depreciation: Lower depreciation rates, less down time, and more reliable service.
5. Life span: Increased life span of up to five additional years of service.
6. Recruitment: Used as a recruiting tool and benefit package for hiring new officers.

Last year our Police Department issued one of our new 2019 dodge Chargers to be used as a take home car. This vehicle only has 13,000 miles on it now, compared to over 50,000 miles accrued on the other 2019 dodge Chargers. This vehicle is seldom in our shop, other than scheduled preventative maintenance. As a fleet manager, I certainly understand that there is a financial commitment by the City to implement a take home car policy, however, in my opinion, it would be a very worthwhile investment.

Sincerely

Anthony Peace



Quotation | Order Form

Quote #: Q-01915 - 1
 Create Date: 10/13/2020 12:33 PM
 Expires On: 3/30/2021
 Payment Terms: Net 30

Sales Rep: Brad Thompson
 Phone: +1 (512)689-8660
 Email: bthompson@harriscomputer.com
 Orders Fax: (866) 368-8602

Quote For:
 Wheeling Police Dept
 1500 Chapline St
 Wheeling, WV 26003

Contact: William Noice
Phone: (304) 905-2065
Mobile: (304) 905-2065
Email: wnoice@wheelingwv.gov

Product Code	Product Description	Location	Qty	Price Each	Extended
Mobile					
MC-CLIENT	Mobile 10 Client Software License		50.00	\$1,250.00	\$62,500.00
PS-MOB-NewMob	Professional Services for a NEW Mobile as outlined in the Statement of Work.		1.00	\$14,440.00	\$14,440.00
MC-MOBMAP	Mobile Mapping Client Software (per client)		50.00	\$240.00	\$12,000.00
MC-SERVER<50	Mobile 10 Server Software License 26 - 50 Clients		1.00	\$6,500.00	\$6,500.00
INTERDEX	InterDEx		1.00	\$0.00	\$0.00
TR-MCTRTR	Training- Mobile Train the Trainer (1 day, 4 users max)	Onsite	1.00	\$1,900.00	\$1,900.00
CI-MCCL-20	Install Additional Mobiles per day (Approximately 50 mobiles if located in the same room or 32 mobiles if the car units are in the same location)	Onsite	1.00	\$1,520.00	\$1,520.00
CI-INTDX	InterDex InfoExchange Services (per Adaptor)	Remote	1.00	\$1,710.00	\$1,710.00
CJIS-SVR-CIS	CIS Server Software License		1.00	\$6,500.00	\$6,500.00
MC-INFOEX	Mobile InfoExchange Software (Existing Adapter)to Insynch		1.00	\$3,000.00	\$3,000.00
Mobile TOTAL:					\$110,070.00

Subtotal: \$110,070.00

Estimated Travel: \$2,050.00
 Annual Maint & Support: \$18,100.00

Grand Total: \$130,220.00

Additional Note(s):

This proposal does not include any physical hardware. Laptops and Servers must meet Caliber Specs.

Acceptance:

Colossus, Incorporated

Wheeling Police Dept

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

Please sign and email to Brad Thompson at bthompson@harriscomputer.com or fax to (866) 368-8602.

Terms & Conditions

- 1) This Quotation incorporates by reference the following signed document(s) between COLOSSUS, INCORPORATED (herein referred to as "Caliber Public Safety") and Customer: i) Master Purchase, License & Services Agreement; ii) RMS Software as a Service Agreement; iii) End User License Agreement; iv) Software Maintenance terms; and/or v) Statement of Work, as applicable.
- 2) Upon signing of this Quotation or Caliber's receipt of Customer's purchase order, Customer shall be invoiced 100% for all products and services set forth on this Quotation, which invoice shall be payable net-30 days from the date of invoice.
- 3) Applicable taxes, shipping and handling are not included unless specifically stated and will be added to the invoice at the time of issuance.
- 4) Any purchase order provided by Customer is valid only for purposes of identifying the "bill to" and "ship to" addresses. No additional terms contained within the purchase order shall be binding on Caliber Public Safety.
- 5) The parties agree that should there be a conflict between the terms of this Quotation and the terms of one or more of the Agreements set forth in Section 1 herein, the terms of this Quotation shall govern.
- 6) Each party executing this Quotation acknowledge and warrant that [he][she] is duly authorized by Caliber Public Safety and/or the Customer to execute this Quotation on Caliber Public Safety's and/or the Customer's behalf.
- 7) Transmission of images of signed Quotation by facsimile, e-mail or other electronic means shall have the same effect as the delivery in person of manually signed documents.
- 8) Estimated Travel Expenses are included up to \$2,050.00. Anything above this amount will be handled via change order.



Black Rock Canines Quote

Black Rock Canines proposes to provide (1) dual purpose explosive detection canine to the Wheeling Police Department. The canine will be trained to detect explosive, track humans, and will be trained in obedience.

Black Rock Canines will provide a handler course for (1) handler that will be between 6-8 weeks long or at least 240 hours of instruction.

Included in this quotation is Lodging for the handler and the K9 for the duration of the course.

Dual Purpose Canine \$17,000.00

- * (1 year Health Guarantee)
- * (1 year Workability Guarantee)
- K9 equipment is not included in this quote and shall be the responsibility of the Police department to acquire.

This quote is valid until 03/31/2021.

Best,

David Rivera

CEO

833-272-2646

david@blackrockcanines.com

blackrockcanines.com