

The Police Department

MISSION

The mission of the Auburn Police Department is to enhance the quality of life in the City of Auburn by working cooperatively with the citizenry to enforce the laws, preserve the peace, reduce fear, and provide a safe environment in a way which strikes the optimum balance between the collective interests of all citizens and the personal rights of all individuals.

ORGANIZATIONAL STRUCTURE AND DUTIES

The Police Department is responsible for enforcing the laws governing the City of Auburn, for preserving the peace, and for providing a safe City environment. The Police Department includes the following organizational units:

Patrol Division – The patrol division is responsible for patrolling the entire City of Auburn, an area of approximately 8.6 miles. The patrol division responds to dispatched calls, which include both criminal incidents, such as stabbings, robberies and burglaries and non-criminal service calls, such as neighbor disputes, missing persons, and youth complaints. The patrol unit also enforces traffic and parking law. In 2010, the Police Department responded to 26,815 calls for service and logged over 619,889 miles on patrol. 4,513 Uniformed traffic Tickets were issued, 4,407 parking tickets and 1,252 motor vehicle accidents investigated.

Emergency Response Team – The Emergency Response Team is responsible for safe resolution of critical incidents. Such incidents may include handling barricaded gunman-hostage situations, and executing violent felony warrants, parole warrants, and drug search warrants. The team also assists other Law Enforcement agencies in Cayuga County.

Detective Bureau - The detective bureau is responsible for conducting and coordinating Police Department investigations. In 2010, the Detective Bureau closed 672 of the 699 cases that it was assigned, including 40 cases that were carried over from 2009. 153 cases were closed by arrest for 156 felonies, 153 misdemeanors and 11 violations. The bureau is divided into several sub-divisions including:

Criminal Investigations Division (C.I.D.) – The Criminal Investigations Division investigates crimes including homicides, robberies, serious assaults, burglaries and rapes.

Youth Bureau – The Youth Bureau is responsible for investigating crimes involving juveniles. The Youth Bureau petitioned 20 Juveniles to Family Court.

Identification Bureau – The Identification Bureau processes all crime scenes, logs and secures all evidence, maintains fingerprint files of arrested subjects, processes fingerprints of subjects used for employment application purposes, processes surveillance videos, processes computers taken as evidence, secures court-ordered DNA samples and

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maintains the sex offender registry. The Identification Bureau handled 948 new cases; 323 items were submitted to the lab, 232 background checks were completed, 41 new and renewed Taxi licenses and I.D.'s were processed, 120 public IDs were issues, 85 sex offenders were monitored with 260 sex offender contacts and 4 arrests, 90 surveillance videos processed using the AVID System and 21 computers were processed using the F.T.K. (Forensic Tool Kit) System. 944 Digital Evidence Pictures were processed, 185 items processed in house for latent prints and 56 Court Ordered DNA Submissions completed

Fugitive Task Force Warrant Initiative – (U.S. Marshall Grant) Detectives assigned handled 832 Warrants of which 451 were closed by arrest, 97 were recalled by the Courts and corrective action taken on another 248 warrants.

Narcotics Unit – The Narcotics unit is responsible for investigating and combating the illegal distribution of narcotics in the City of Auburn. The Narcotics Unit conducted 150 new cases, arrested 91 subjects on 356 felony charges. 193.6gms of cocaine, 25gms of hallucinogenic mushrooms, 26 dosage units of Ecstasy, 27 dosage units of heroin, 1,011 dosage units of unlawfully possessed controlled substances, 825 marijuana plants and 16,945gms of marijuana were seized. 11 Unlawfully possessed firearms were seized, as was \$45,069 in U.S. currency and three vehicles. The Narcotics unit executed 37 search warrants.

K-9 Unit – The K-9 Unit patrols with, handles, and trains the Police canines. The canines provide assistance in tracking, doing building searches, crowd control, and suspect apprehensions. They also serve as drug detection dogs, able to detect such drugs as marijuana, cocaine, and heroin.

Drug Abuse Resistance Education (D.A.R.E.) – The Police Department administers the Drug Abuse Resistance Education (D.A.R.E.) program. D.A.R.E. is a collaborative effort by certified law enforcement officers, educators, students, parents, and the community, to offer an educational program in the classroom to prevent drug abuse and violence among children and youth. In 2010, 403 fifth-grade children received D.A.R.E. instruction.

Community Oriented Policing Initiative (C.O.P.) - The Police Department also administers the Community Oriented Policing (C.O.P.) Initiative. The initiative operates in several City neighborhoods that have a history of noise, drug activity, and crime. Initiative neighborhood activities include: increased officer interaction with residents; organization of neighborhood clean-up days; increased efforts to rid neighborhoods and neighborhood housing of troublemakers and drug activity; and greater officer involvement with Community Centers and neighborhood youth. Additional activities include addressing street narcotic activity throughout the City and the business owner's concerns in the shopping areas.

School Resource Officers (S.R.O.) – The School Resource Officers began their duties in the Auburn School District in September, 2000. For calendar year 2010, they intervened in 1,300

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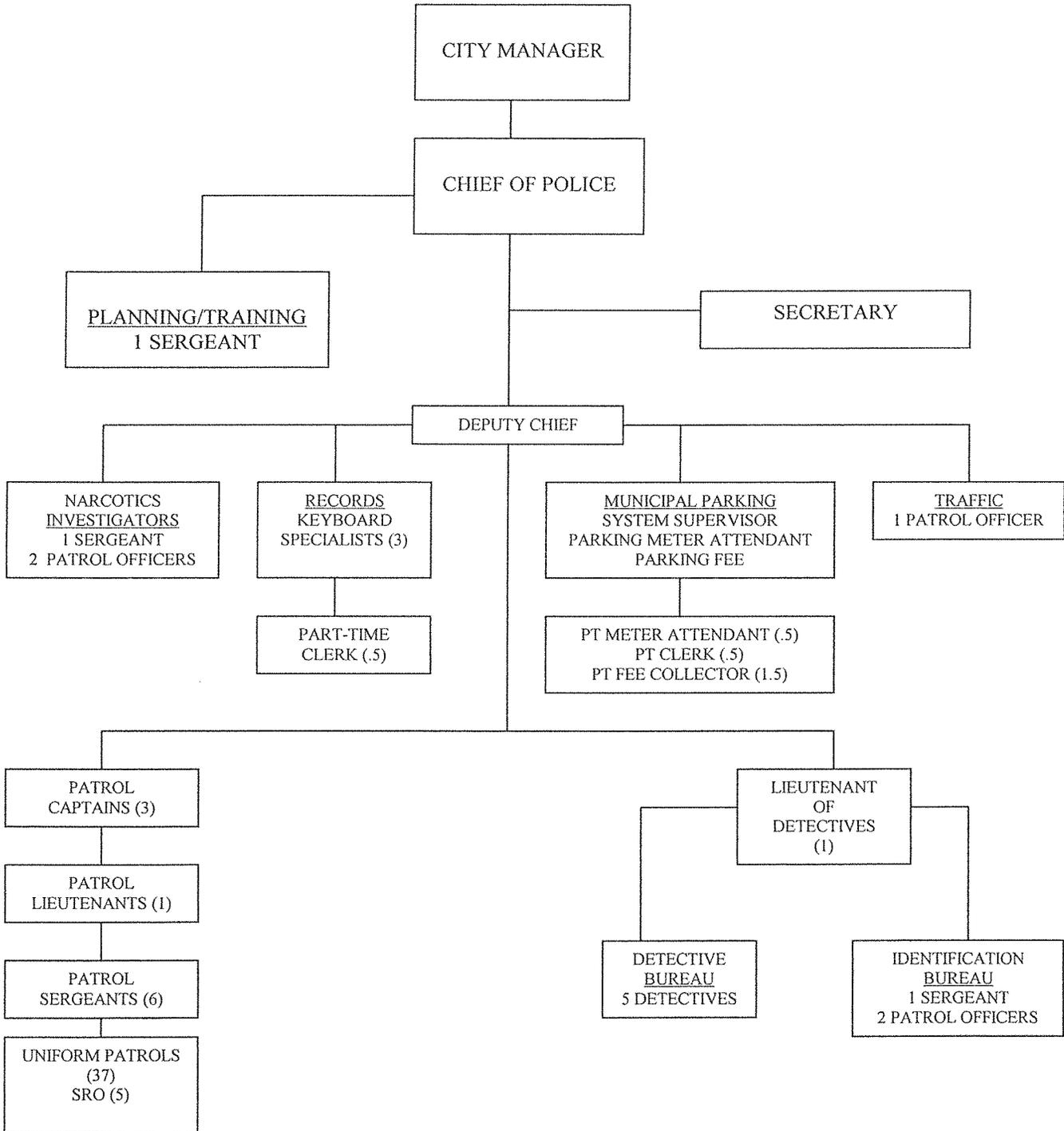
incidents in the schools. Of those incidents, there were 25 adult arrests. In addition, 24 juveniles were charged with crimes in Family Court. Overall, the program is a success. It has strengthened a relationship that we have with the School Administrator, and given both Teachers and students a different outlook on Policing. Currently we have five School Resource Officers assigned to the eight schools within the district, but this budget will reduce that number to four. Our goal is to provide a community law enforcement resource for the students, parents and staff of the Auburn Enlarged City School District while engaging in activities that promote safety, security and well-being of students and staff.

Jail - The City maintains a temporary lock-up facility for overnight holding of arrested persons. The City's facilities can house up to eight men and four women. In 2010, 176 persons were processed through the City jail.

Police Department Administration (Police Chief's Office) – The Police Department administrative staff coordinates and oversees the wide variety of functions and services provided by the other Department components.

Municipal Parking – The Police Department oversees the City's Municipal Parking Garage, with responsibility for operations, maintenance and enforcement of parking regulations.

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FULL TIME EMPLOYEE DISTRIBUTION

	GRADE	STEP	2010-11	2011-12	ANNUAL SALARY
<u>POLICE</u>					
Police Chief	M28	E	1.0	1.0	\$ 96,334
Deputy Police Chief	23	E	1.0	1.0	85,620
Police Captain	21		3.0	3.0	74,371avg(223,114)
Police Lieutenant	20		2.0	3.0	71,103avg(213,309)
Police Sergeant	19		9.0	8.0	69,027avg(552,216)
Detective	16		5.0	5.0	66,856avg(334,280)
Police Officer	16		47.0	48.0	60,946avg(2,925,399)
Stop DWI Police Officer	16	F	1.0	0	0
Secretary	12	H	1.0	1.0	50,708
Keyboard Specialist	9		3.0	3.0	42,800 avg(128,399)
Traffic Enf. Officer, PT			0.5	0	0
Clerk, PT			0.5	0.5	16,213
Sub-total Police			74.0	73.5	
<u>MUNICIPAL PARKING</u>					
Parking Garage Supervisor	16	I/J	1.0	1.0	52,315
Parking Meter Attendant	10	K	1.0	1.0	46,059
Parking Meter Attendant, PT			0.5	0.5	24,000
Parking Fee Collector, PT			1.5	1.5	13,333avg(40,000)
Traffic Enf. Officer, PT			0	0.5	20,000
Clerk, PT			0.5	0.5	15,000
Sub-total Municipal Parking			4.5	5.5	
Department Totals			78.5	79.0	

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		2009-2010	2010-2011	2010-2011	2011-2012	2011-2012
		<u>Actual</u>	<u>Adopted</u>	<u>Amended</u>	<u>Recommended</u>	<u>Adopted</u>
		<u>Expenditure</u>	<u>Budget</u>	<u>Budget</u>	<u>City Manager</u>	<u>City Council</u>
A2989	DARE					
A3120	POLICE					
110	SALARY & WAGES	4,071,692.86	4,298,299.00	5,075,337.00	4,540,148.00	4,540,148.00
120	LONGEVITY & INCENTIVE	33,275.00	35,000.00	35,000.00	36,000.00	36,000.00
130	TEMPORARY & PART TIME	146,292.50	175,000.00	155,000.00	175,000.00	175,000.00
140	HOLIDAY PAY	129,710.06	125,000.00	145,000.00	145,000.00	145,000.00
149	OVERTIME-REIMBURSABLE	0.00	0.00	55,000.00	85,000.00	85,000.00
150	OVERTIME	323,215.42	145,000.00	195,000.00	175,000.00	175,000.00
155	OVERTIME-CONTRACTUAL	0.00	85,000.00	85,000.00	85,000.00	85,000.00
170	UNIFORM ALLOWANCE	107,427.05	108,000.00	103,000.00	108,000.00	108,000.00
210	FURNITURE & FIXTURES	23,548.89	2,000.00	4,000.00	4,000.00	2,000.00
220	OFFICE EQUIPMENT	13,933.15	23,000.00	8,000.00	32,000.00	32,000.00
230	VEHICLES	93,739.22	115,500.00	95,500.00	151,000.00	151,000.00
250	OTHER EQUIPMENT	84,104.83	25,000.00	51,175.00	91,500.00	91,500.00
411	OFFICE SUPPLIES	9,316.57	10,000.00	10,000.00	12,000.00	12,000.00
412	OPERATING SUPPLIES	67,213.92	75,000.00	70,000.00	86,000.00	86,000.00
420	GAS	8,077.54	10,000.00	10,000.00	10,000.00	10,000.00
425	ELECTRIC	40,177.22	45,000.00	45,000.00	60,000.00	60,000.00
430	TELEPHONE & OTHER UTILITIES	29,526.64	27,000.00	27,000.00	27,000.00	27,000.00
440	SERVICES	129,497.48	155,000.00	163,900.00	150,700.00	150,700.00
450	FEES	2,560.71	8,000.00	13,000.00	5,000.00	5,000.00
457	POLICE-SPECIAL OPERATIONS FU	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00

CITY OF AUBURN

	2009-2010 Actual <u>Expenditure</u>	2010-2011 Adopted <u>Budget</u>	2010-2011 Amended <u>Budget</u>	2011-2012 Recommended <u>City Manager</u>	2011-2012 Adopted <u>City Council</u>
460 TRAVEL, TRAINING, PROF DEV	17,398.15	25,000.00	25,000.00	25,000.00	25,000.00
481 FUEL	63,248.46	65,000.00	65,000.00	72,000.00	72,000.00
482 VEHICLE MAINT/REPAIRS	66,678.35	55,000.00	55,000.00	80,000.00	80,000.00
801 RETIREMENT-GENERAL	13,898.00	22,700.00	22,700.00	22,700.00	22,700.00
802 RETIREMENT POLICE	803,082.00	975,000.00	975,000.00	903,234.00	903,234.00
811 SOCIAL SECURITY & MEDICARE	358,311.78	380,304.00	445,304.00	406,300.00	406,300.00
821 WORKERS' COMP-PREMIUM	995.72	909.00	910.00	1,300.00	1,300.00
823 WORKERS' COMPENSATION-POL	19,953.80	25,000.00	25,000.00	75,000.00	75,000.00
831 UNEMPLOYMENT INSURANCE	9,936.22	11,000.00	21,956.00	11,000.00	11,000.00
841 HEALTH INSURANCE	665,441.97	821,450.00	821,450.00	821,450.00	821,450.00
842 DENTAL INSURANCE	42,166.03	50,000.00	50,000.00	50,000.00	50,000.00
843 VISION COVERAGE-POLICE	8,820.00	8,500.00	8,500.00	8,500.00	8,500.00
845 VISION COVERAGE-CSEA	900.00	750.00	750.00	750.00	750.00
ACTIVITY TOTAL	<u>7,399,139.54</u>	<u>7,922,412.00</u>	<u>8,877,482.00</u>	<u>8,470,582.00</u>	<u>8,468,582.00</u>
A3150 JAIL					
412 OPERATING SUPPLIES	0.00	350.00	350.00	700.00	700.00
440 SERVICES	9.40	1,175.00	1,175.00	1,000.00	1,000.00
ACTIVITY TOTAL	<u>9.40</u>	<u>1,525.00</u>	<u>1,525.00</u>	<u>1,700.00</u>	<u>1,700.00</u>
A5651 MUNICIPAL PARKING					
110 SALARY & WAGES	90,172.08	95,132.00	95,132.00	98,374.00	98,374.00

CITY OF AUBURN

	2009-2010 Actual <u>Expenditure</u>	2010-2011 Adopted <u>Budget</u>	2010-2011 Amended <u>Budget</u>	2011-2012 Recommended <u>City Manager</u>	2011-2012 Adopted <u>City Council</u>
120	200.00	200.00	200.00	200.00	200.00
130	77,982.71	79,000.00	95,325.00	31,800.00	97,500.00
140	0.00	300.00	100.00	300.00	300.00
150	4,144.52	4,000.00	8,125.00	8,000.00	8,000.00
220	6,656.04	13,500.00	3,500.00	13,500.00	13,500.00
250	51,195.24	15,000.00	47,100.00	25,250.00	25,250.00
411	178.66	400.00	400.00	500.00	500.00
412	16,767.04	20,000.00	20,000.00	33,300.00	33,300.00
425	38,958.32	43,000.00	43,000.00	43,000.00	43,000.00
430	2,499.36	3,000.00	3,000.00	3,000.00	3,000.00
440	15,834.21	17,500.00	17,400.00	22,000.00	22,000.00
450	38.00	50.00	414.00	500.00	500.00
460	0.00	0.00	0.00	500.00	500.00
481	493.23	1,000.00	1,000.00	1,500.00	1,500.00
482	42.35	2,000.00	2,000.00	4,000.00	4,000.00
801	15,895.00	22,454.00	21,715.00	22,454.00	22,454.00
811	13,162.68	13,665.00	13,665.00	10,550.00	10,550.00
821	601.32	792.00	792.85	1,030.00	1,030.00
831	1,793.94	0.00	4,284.00	0.00	0.00
841	18,407.16	23,470.00	23,470.00	23,470.00	23,470.00
842	1,390.08	1,843.00	1,843.00	1,843.00	1,843.00

CITY OF AUBURN

	2009-2010 Actual Expenditure	2010-2011 Adopted Budget	2010-2011 Amended Budget	2011-2012 Recommended City Manager	2011-2012 Adopted City Council
845 VISION COVERAGE-CSEA	0.00	300.00	525.00	300.00	300.00
ACTIVITY TOTAL	<u>356,411.94</u>	<u>356,606.00</u>	<u>402,990.85</u>	<u>345,371.00</u>	<u>411,071.00</u>
DEPARTMENT TOTAL	<u>7,755,560.88</u>	<u>8,280,543.00</u>	<u>9,281,997.85</u>	<u>8,817,653.00</u>	<u>8,881,353.00</u>

The Fire Department

MISSION

The City of Auburn Fire Department is dedicated to preventing or minimizing the loss of life and property from fire, and natural and man-made emergencies. The Fire Department strives to improve the quality of life through public education and prevention of fire, and with the resources available, provide a fire suppression force capable of handling emergencies, which may include structural fire fighting, pre-hospital medical assistance, and response to hazardous materials incidents. The members of this Department, working together, provide a professional and caring environment that is fair, honest, ethical and that treats all individuals with respect and dignity. The Department is a progressive, service-oriented organization that strives to provide innovative and effective leadership. Department members support and respond to the needs of city government in a loyal, ethical, and professional manner.

ORGANIZATIONAL STRUCTURE AND DUTIES

The Fire Department provides fire suppression, fire inspection, fire prevention education, and emergency medical, technical rescue, and hazardous materials response services for the citizens of Auburn and other areas of our region when requested. Fire Department divisions include:

Fire Department Line Personnel (Emergency Response Personnel) – The Fire Department Line Personnel are responsible for responding to fires and other emergencies, including medical rescue, hazardous materials or conditions, and false alarms. In 2010 Fire Department personnel responded to 5,402 calls. Emergency medical service calls make up roughly 65 percent of all emergency calls. Line personnel cover four shifts, providing 24-hour service to the residents of the City of Auburn. The line personnel are divided into four companies, with companies located in different parts of the City (Fire Department Headquarters and West) to ensure a quick response to emergencies. The department operates three engine companies and one truck company. Responders control, contain, salvage, mitigate, and coordinate relief efforts through effective use of a wide variety of equipment, personal skills, and experience.

While all Fire Department Line Personnel aid in emergency response efforts, many individuals also provide additional services for the city: These include:

Fire Investigation – The Fire Investigation Team is responsible for determining the cause and origin of fires, in accordance with the New York State requirement that the Fire Department seek to determine the cause and origin of all fires that it responds to. The team also investigates cases of arson (incendiary fires), and works with the NYS Office of Fire Prevention and Control and local law enforcement officials to successfully resolve these cases. Currently, the team includes six Investigators and four Cause and Origin personnel. A total of 13 Fire Investigations were completed.

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Fire Prevention Education – Many members of the Fire Department (including both line personnel and administrative staff) provide fire prevention education to the public, to help reduce the risk of fire. These programs reach out to business, industry, institutions, and schools, and target many age groups. This budget includes the existing position of “Fire Prevention Officer”. This member will assist with our prevention efforts and provide safety training for all city employees.

Juvenile Fire Setter Intervention Program – This is part of a national effort to identify potential juvenile fire-setters and provide a program to educate and correct this type of behavior. The program is actually a community coalition consisting of police, fire, public health, social services and the judicial system. Successful programs identify and educate at-risk youths and further reduce the fire threat to the community. The Department currently has four members trained to provide interventions. These members were trained with federal grant funding. This budget includes the in-service training of the team members and development of the coalition.

Fire Inspection – A full time Fire Inspector works with the Codes Office to handle fire safety related inspections and issues. This member also coordinates fire inspections performed by the Fire Department Companies. The Department inspects restaurants, gas stations, businesses, and places of public assembly on an annual basis. The past year the Companies have inspected: 47 gas/service stations, 84 restaurants, 26 churches, 3 dry cleaner, 9 hazardous chemical, 1 welding and cutting, 2 lumber yards, 31 public assemblies, 23 foster homes and 4 miscellaneous establishments. In addition, 32 school buildings and 200 vacant building inspections were also conducted.

Fire Department Training Office – A full time Municipal Training Officer (MTO) coordinates and provides training and certification to Fire Department personnel. Fire Department personnel are required to receive 130 to 140 hours of training each year, including a state required 100 hours and a locally required 30 to 40 hours. Training subjects include, but are not limited to, basic firefighting, emergency medical services, building codes, and hazardous materials. All Department Officers (Assistant Chiefs, Captains, and Lieutenants) assist with the training programs and are certified as Municipal Fire Instructors (MFIs). It should also be noted that several of our officers teach programs for Cayuga County and are Adjunct Faculty at the NYS Fire Academy in Montour Falls, NY. In 2010, a total of 15,773 hours of training was provided or coordinated by the Fire Department Training Office.

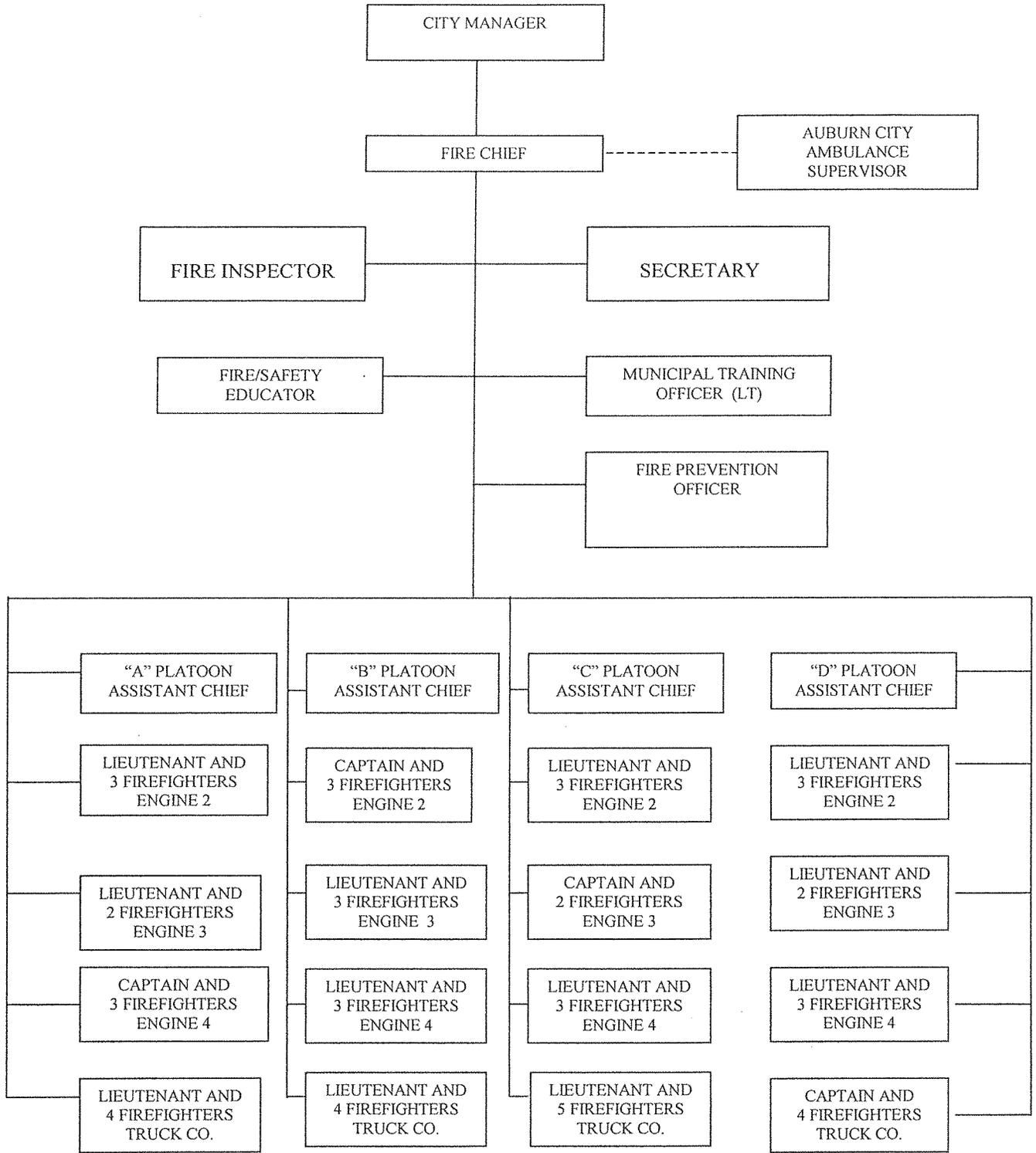
Fire Department Mechanic – A line firefighter also serves in this role. He coordinates all vehicle repairs, routine maintenance, and emergency service. With a military background in large equipment repairs, he is capably handling most equipment issues in a repair facility located in one bay of Station #3. Major repairs are contracted out on an as-needed basis to a company that employs Certified Emergency Vehicle Technicians.

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Regional Hazardous Materials Response Team – Through cooperative agreements with Cayuga County and the State of New York, the fire department provides the staff and houses a large cache of specialized equipment to respond specifically to hazardous materials and weapons of mass destruction incidents. Membership on this team is voluntary. Currently thirty members participate on the team, attend training classes, and provide emergency responses when requested. The Department had 91 hazardous materials responses in 2010. The Team was activated 10 times: 4 city incidents, 6 county incidents, 6 response team drills and one exercise with Cayuga County Sheriff's Department and Auburn Police Department at the Cayuga County Office Building.

Fire Department Staff (Administrative) – The Fire Department Staff coordinates and oversees the wide variety of functions and services provided by the other department components.

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FULL TIME EMPLOYEE DISTRIBUTION

	GRADE	STEP	2010-11	2011-12	ANNUAL SALARY
<u>FIRE</u>					
Fire Chief	M28		1.0	1.0	\$92,656
Assistant Fire Chief	FM23		4.0	4.0	76,309 avg. (305,236)
Fire Captain	03		4.0	4.0	67,927 avg. (271,708)
Fire Lieutenant	02		12.0	12.0	64,119 avg. (769,423)
Training Officer (Lieutenant)	02		1.0	1.0	64,585
Fire Fighter	01		50.5	50.0	57,331 avg.(2,923,889)
Fire Inspector	01		1.0	1.0	57,331
Fire & Safety Educator	01		1.0	1.0	57,331
Secretary	12		1.0	1.0	50,708
Fire Prevention Officer	01			1.0	57,331
Department totals			75.5	76.0	

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803 RETIREMENT FIRE	819,506.00	975,000.00	975,000.00	924,100.00	924,100.00
811 SOCIAL SECURITY & MEDICARE	360,896.89	386,396.00	386,396.00	382,700.00	382,700.00
821 WORKERS' COMP-PREMIUM	138.56	124.00	124.15	163.00	163.00
824 WORKERS' COMPENSATION-FIRE	43,338.49	40,000.00	40,000.00	40,000.00	40,000.00
841 HEALTH INSURANCE	708,675.44	885,992.00	885,992.00	885,992.00	885,992.00
842 DENTAL INSURANCE	35,082.66	40,000.00	40,000.00	40,000.00	40,000.00
844 VISION COVERAGE-FIRE	6,832.13	7,350.00	7,350.00	7,500.00	7,500.00
845 VISION COVERAGE-CSEA	0.00	150.00	150.00	150.00	150.00
ACTIVITY TOTAL	<u>7,286,696.43</u>	<u>7,926,280.00</u>	<u>8,059,186.91</u>	<u>8,039,467.00</u>	<u>8,039,467.00</u>
DEPARTMENT TOTAL	<u>7,286,696.43</u>	<u>7,926,280.00</u>	<u>8,059,186.91</u>	<u>8,039,467.00</u>	<u>8,039,467.00</u>