

Emergency Services Committee Meeting 1.22.2018

Members Present: Bruce McGee, Police Chief of Police Musson, Irv Wilke, Bill Mountsier, Richard Klose.

No others present

Bruce McGee, Committee Chair, called the meeting to order at 5:34 p.m.

- Public Input

There was none.

- Approval of last month's minutes
 - Minutes from September 25, 2017

Richard moved to accept the minutes from as written, seconded by Irv. Motion carried 5-0.

- Minutes from October 23, 2017

The meeting held on October 23rd did not have enough member present to have a quorum the minutes from this meeting state this fact. The Committee voted to accept the minutes as read. Motion carried 5-0.

Irv moved to accept the minutes as written, seconded by Richard.

- Review meeting dates for calendar year 2018

Committee discussed the meetings scheduled for the calendar year of 2018 as there have been issues with poor attendance in the past. The meetings scheduled for this year are as follows:

- January 22, 2018
- February 26, 2018
- March 26, 2018
- April 23, 2018
- May 28, 2018 (City Hall will be closed for Memorial Day. It is anticipated that this meeting will be canceled.)
- June 25, 2018
- July 23, 2018
- August 27, 2018
- September 24, 2018
- October 22, 2018
- November 26, 2018 (This meeting falls a few days before Thanksgiving. There is a chance this meeting may be canceled.)
- December 24, 2018 (This meeting falls on Christmas Eve and will be canceled.)

There will be no meetings on Memorial Day or Christmas Eve. In the event, the meeting is needed the meeting will be moved forward a week.

The previous month's minutes will be emailed with the current month's agendas.

- Committee mission/vision statement

Bruce thought setting a mission/vision statement might be a good start to the year to help keep this group focused.

Bill stated that he agrees with what Rick Musson has bought up in the past, there needs funding source prior to spending money. Without a funding source, the committee is unable to make progress on any discussions being had.

Bruce questioned if that is what the Emergency Services needs to focus on, identifying the need for funding and brainstorming ideas of ways to achieve funding.

Chief Musson stated that he has run into this barrier in the past, where a need is brought to Council but is told to find the funding. The Police Department uses equitable sharing in order to meet their needs. There are no grants available to apply for; there may be small grants here or there. He gave the example of radios; each radio costs \$5000. They were able to obtain 12 to 13 older radios so the City would not incur that cost. Chief Musson stated that because there are four Council Members on this committee, he uses them as a sounding board prior to moving forward to bring a project to Council.

Chief Musson gave the example of a few years ago needing to purchase AED's for his department. There were three groups of people who gave money to this purchase. Funding came from Walmart, Town Pump, and Bruce and his wife. The department was able to purchase two AED's. At least one life was saved by those AED's. The Department went with what AMR uses in their ambulances, so it is compatible with any ambulance within the County.

Bill stated that the example of the AED's showcases the need for additional funding opportunities. By sitting through a few Council meetings, you can see how to City is doing. It is no use discussing the need without the funding source to go along with it.

Chief Musson stated that Walmart and Town Pump are very generous donors within our Community.

Bill questioned if other businesses in town are contacted asking for donations.

Chief Musson stated that he was unsure of how many businesses were approached as one of his officers wrote the letter to businesses and approached businesses within the town.

Richard questioned if the department needs more AED's

Chief Musson stated that his department could use more. He stated that CHS and MRL were both contacted when the department was looking for funding.

Bruce stated that donations are wonderful funding opportunities, these departments cannot be run on donations alone. They need regular reoccurring funding. He stated that one opportunity is to examine how these departments are funded and what the tax base is. Need to know where the funding comes from directly then the committee can recommend appropriate tax increases.

Bill stated that with how the school is taxing this town, it would be very difficult to pass a tax increase of any kind. He stated that he feels looking at the budgets and figuring out a way to redistribute the funds to be able to accommodate new needs.

Bruce responded that while it is hard to ask a City resident to raise their own taxes, the public does have an expectation for these services.

Irv stated that he feels sometimes tax increases are voted down because the public has not properly be informed what those additional funds mean. Need each constituent to understand why this matters to them, what do they get out of a tax increase.

Bruce stated that if that is a task this committee needs to take on it needs to be part of the mission statement.

Bill stated that the City needs to coordinate with the School when asking for levies.

Bruce stated that there are Cities who do have both School levies and bonds passed along with the municipalities. It comes down to who can make the best sell. We primarily use the newspaper to educate constituents, while this is still a useful tool it is not sufficient. Would need to campaign to achieve this, using not only the newspaper, but social media, door to door, etc.

Give your ideas of a mission statement to Bruce for consolidation at the next meeting.

- Ambulance Department
 - Funding needs/opportunities
 - Tabled
 - Response Issues
 - Tabled
- Fire Department
 - Funding needs/opportunities
 - Tabled
- Police Department
 - Funding needs/opportunities

Chief Musson about the needs of his department. He stated that the cameras his officers ware are at the end of their life cycle and need to be replaced. Currently looking at a new contract for five years for about \$40,000. Most of the cost is for cloud storage. The storage contract ends in May. The contract will state that at the 2.5-year mark new cameras will be sent to the department. Each camera costs \$450.

Bill questioned why the life cycle was so short.

Chief Musson stated that the camera is attached to a little computer. When the officer needs to record, they hit the button to start recording. The recording will go back about a 30 seconds, so essentially the camera is always on and recording on a loop. New cameras are high definition and require more storage space. This, in turn, increases the storage cost. The department is only using body cameras and no longer using car cameras.

Bill questioned why the department moved away from car cameras.

Chief Musson stated that the car cameras cost more and are stationary. Due to funding, the department moved to only using body cameras as they go with the officer. This system allows for the Chief and Capitan to view all officers videos. The officers can only look at their own

videos. It also allows the City Attorney's office to view the video when preparing all documents. In the event there is a complaint then they can review the video.

The contract for the video storage expires in May. Chief Musson stated that he hopes to have that brought to the Council in March. Because this is before the next budget cycle, they will most likely use equisharing to obtain these cameras. Currently, Laurel has one officer on the DEA Task Force. When there are ceased assets, the DEA Task Force looks at how involved the department was in determining the percentage cut. Those funds are then used for items such as cameras. Currently, 95% of the Police Departments budget is for labor. Currently the City does not have the funds to buy a car for the department, have used the Capital Improvement Project fund or Equisharing.

Chief Musson also stated the other large need the department faces is replacing the 911 equipment. The current equipment is 13 years old, and it is about \$165,000 to replace this equipment. Currently, the City is paying just under \$20,000 a year for maintenance on the system. The plan is to pay this cost over the next five years. The system that the department is looking at will integrate with the program the officers are using in the vehicles.

Chief Musson is also working on a project to replace the phone system throughout the City. The City currently spends \$30,000 a year on landlines.

If you would like to see what the officers do on a daily basis, the department does do ride alongs.

Irv asked if the police department is still getting a lot of dog calls in which they cannot respond too.

Chief Musson stated that they attempt to make it to all calls.

Irv brought up how Billings has utilized the Volunteer Police Unity. They take care of all parking issues. They can assist in traffic control. He asked if the possibility of the City could utilize this program.

Chief Musson stated he needed more information on the project.

- Other items

Motion to dismiss. – Irv.

Respectfully Submitted,

Bruce McGee

VPU Uniform Policy

The Volunteer Patrol Unit is responsible for maintaining his or her uniform. Volunteers should always maintain a neat and professional appearance. Uniforms should always be clean and wrinkle free. Shirts are to be tucked in and the ID badge should be clearly visible. Patrol members are responsible for the care and purchase of any non-issued uniform items. **ALL UNIFORM ITEMS MAY ONLY BE WORN WHEN WORKING AND DIRECTLY COMING TO OR LEAVING A SHIFT.** Issued items shall be returned to the Crime Prevention Center no later than 10 days after termination of service volunteering with the BPD.

Uniforms will be a combination of the following:

- Designated shirts identifying the BPD or CPC Volunteer
- ID tag with first and last name with the title of "Volunteer"
- Lanyard
- Hat
- High visibility jacket identifying the BPD or CPC Volunteer
- Any pins or patches awarded through the program
- Safety vest (available in office)
- Black, closed toe shoes: no open toes or slip-ons (provided by volunteer)
- Khaki or black pants (provided by volunteer)

If specific attire is required for a shift, volunteers will be notified in advance, otherwise volunteers are advised to use their best judgment when putting on a uniform based on weather and expected shift duties.

Warm weather uniform:

- Brightly colored, short sleeved, identifiably marked polo or dark polo with safety vest
- Black or khaki pants (no shorts or capris)
- Black, closed toe shoes (no sandals or slip-ons)
- ID Badge
- Marked hat (optional)
- Awarded pins and patches

Cool weather uniform:

- Long sleeved polo with safety vest or any volunteer shirt with high-visibility volunteer jacket
- Black or khaki pants
- Black, closed-toe shoes (no sandals or slip-ons)
- ID Badge
- Marked hat or beanie (optional)
- Awarded pins and patches

Volunteer Patrol Unit Code of Conduct

1. VPU members will adhere to the policies and procedures as set forth in the Billings Police Department's Volunteer Patrol Unit Manual and Volunteer Agreement.
2. VPU members will operate in full compliance with the laws of the State of Montana, the ordinances of the City of Billings, and any other written procedures.
3. VPU members will not conduct business, or create debts in the name of the City of Billings, nor the Billings Police Department, otherwise they will be subject to dismissal.
4. VPU members **are not first responders**.
5. VPU members **are not peace officers**. At no time shall a member of this program indicate, or infer, that he/she has any more authority than the average citizen.
6. NO WEAPONS OF ANY KIND ARE TO BE CARRIED WHILE ON DUTY.
7. VPU members shall behave in a professional manner at all times. Foul language or any behavior that brings discredit to the City of Billings or Billings Police Department is strictly prohibited.
8. Derogatory comments, ethnic/sexual humor or other actions regarding age, race, creed, religion, or any other personal attribute are strictly prohibited.
9. The uniform may be worn only on duty and going directly to or from an assignment.
10. At no time will any member pursue, make contact with, or become involved in the physical arrest of a suspect.
11. VPU members shall not enter private property without permission or without being dispatched.
12. VPU members who are inactive for two months or longer can be released from the program due to inactivity.
13. Leave of absences will be granted; however, the four-month cap may still apply.
14. Should a volunteer resign or be dropped from the program, he/she will return all City-issued property within ten days or face legal action.
15. In the event of an on-duty injury, the Volunteer Coordinator must be notified immediately.
16. Gratuities shall never be accepted by an VPU Volunteer, nor should they use their position to secure gifts, materials, or monetary discounts.
17. Confidential personnel issues shall not be discussed among volunteers.
18. Volunteers will treat all staff, volunteers, and citizens with respect and consideration.
19. VPU members will direct and personal or citizen complaints, suggestions, or inquiries to the immediate supervisor in respect to the chain of command within the Billings Police Department.



BILLINGS
POLICE
CRIME PREVENTION CENTER

Kallie Parsons
Volunteer Coordinator

2910 3rd Avenue North
Billings, Montana
59101

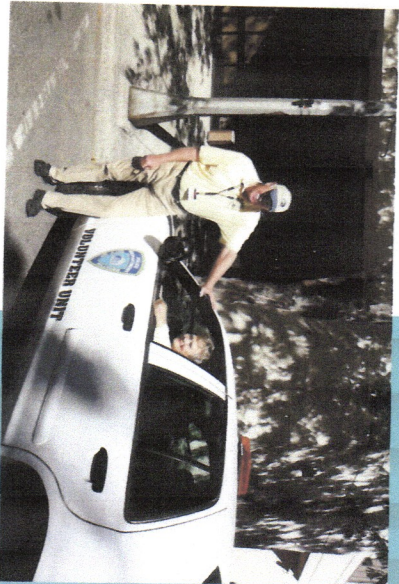
Tel: (406) 247-8590
Cell: (406) 698-3098
Fax: (406) 247-8592
E-mail: parsonsk@ci.billings.mt.us

WWW.BILLINGSPOLICE.COM

Volunteer to build a better Billings

With the large growth our city has seen there has been an increase in calls for service. The Crime Prevention Center would like to encourage residents to volunteer!

We are looking for ways to expand our duties and capabilities, and we welcome your help!



on line reporting

*Medical Waiver
Driving Test*



*Examiner
officer
or*

Pain

*None Emergency reports
4,000 yrs 18 Volunteem*

No August

No Evidence

*Parbing outsid town
town*

Kallie Parsons, Volunteer Coord.

406-247-8590

Abandon

2910 3rd Avenue North

Blah/ish

Billings, MT 59101

Stays www.billingspolice.com
without moving

Crime Prevention Center



Billings Police
Crime Prevention
Center

Volunteer Programs



Crime Prevention Center

406-247-8590

Volunteer Opportunities

Do you know...

- ◆ In Billings, there is only an average of 9 officers on duty per shift
- ◆ Volunteers assist the police by completing over 5,000 reports each year.
- ◆ On average, 4 abandoned vehicles are towed each week.
- ◆ There are only 1.34 officers per 1,000 residents.



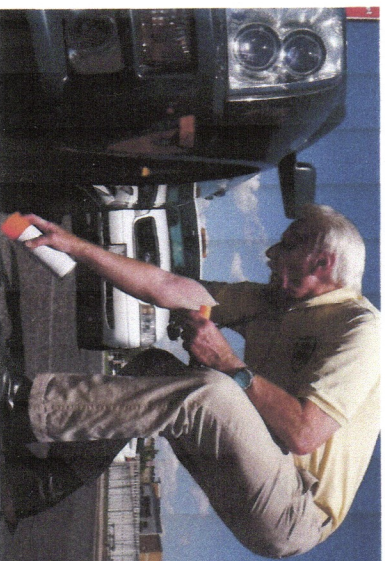
Volunteers answer a high volume of issues throughout the community. The Crime Prevention Center welcomes new volunteers to help expand our current services and capabilities.

Report Writing Center

- ◆ Contact victims of crimes such as vandalism, theft, and lost or found property.
- ◆ Write the reports of crimes to assist the on duty officers
- ◆ Answer citizen calls and questions
- ◆ Assist public in reporting abandoned vehicles.
- ◆ Perform fingerprinting for the public

Volunteer Patrol Unit

- ◆ Tow abandoned vehicles
- ◆ Issue citations for abandoned vehicles
- ◆ Issue citations for illegal handicapped parking
- ◆ Retrieve found bicycles



Our Mission...

The Billings Police Department is committed to improving the quality of life through a customer service, problem solving partnership with the community.



Crime Prevention Center

Kallie Parsons, Volunteer Coordinator

parsonsk@ci.billings.mt.us

2910 3rd Ave North



**CITY OF BILLINGS
POLICE DEPARTMENT**

PO Box 1554
Billings MT 59103
(406) 247-8590 • Fax (406) 247-8592
parsonsk@ci.billings.mt.us • www.billingspolice.com



**BILLINGS POLICE DEPARTMENT
VOLUNTEER APPLICATION**

Date: _____

Name: _____

Last

First

Middle

Address: _____

Number

Street

Apt. #

City

State Zip

Home Phone: _____ E-mail Address: _____

Social Security Number _____ Date of Birth _____

Place of Employment: _____ Bus Ph: _____

Please list other names, if any, used on employment or education records: _____

Emergency Contact Person: _____ Phone _____

Please list special skills, interests, and/or hobbies you have: _____

List your current or previous experience with organizations, civic groups and clubs: _____

List all previous volunteer experiences: _____

Please list three references (only one maybe related to you)

Name	Address	Phone Number

Have you ever been arrested and/or convicted of a crime? _____ Yes _____ No

If yes, for what? _____

Where? _____ When? _____

1. As an applicant for a volunteer position with the City of Billings Police Department, I hereby expressly authorize release of any information you, as a reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
2. For the purpose of in-house security, I consent to a criminal history check and background investigation prior to employment.
3. I certify that the foregoing answers, and all supplement documents, are correct and that false information may result in denial and/or dismissal. If offered a volunteer position, I will abide by the City's Policies, Practices and Procedures.

The City of Billings Police Department reserves the right to refuse services based on objective criteria other than the following: gender, race, religion, sexual orientation, and familial status.

Signature of Applicant

Date

.....
(FOR OFFICE USE ONLY)

Records Check Run: _____ Date: _____ References Checked: _____ Date: _____

Interview: _____ Date: _____

Abandoned Vehicles

Abandoned Vehicles-Chalking

1. Pick up blue sheets from the Report Writing Center and log in to the VPU C&O book.
2. Go out to the vehicle and verify the location and add all available vehicle info and damage.
3. Chalk the tread of the rear, left tire.
4. Mark date of chalking on the blue sheet
5. Back at the Crime Prevention Center, file the blue sheet for 2-3 days later depending on weekends, holidays, or other conflicts.

Abandoned Vehicles-Tagging

1. Take blues from today's date in the file cabinet. Go back out to the vehicle and verify chalk is still on the tire signaling that the vehicle has not moved.
2. Fill out the orange sticker with the C&O, the date 5 days later, and signature, then place the sticker on the driver's window.
3. Paint arrows on the tire that align with a line you paint on the street.
4. Verify blue sheet was filled out completely and correctly.
5. Once you return to the CPC, log the blue sheet in the C&O book and file for the nearest Check date at least 5 days away.

Abandoned Vehicles-Checking

1. Grab all tagged vehicle sheets from file and verify the tagged date is at least 5 days prior.
2. Go out and check if vehicles have been moved. Return to CPC and fill out the Tow Log on the computer of vehicles that were not moved and are due to be towed.
3. Close out all moved vehicles in the C&O book and put in the basket.
4. Call a tow company

Abandoned Vehicles-Towing

1. Verify vehicle has not moved
2. Call Officer and Tow Company advising them of your location
3. Have tow sheet filled out and hand to Officer
4. At the end of towing, fax the tow log to Dispatch

Parking Citations

Volunteers may not write tickets:

- In the downtown footprint
- In the hospital corridor
- On private property

Volunteers have permission to write issue tickets for:

- *Handicap Zone*
- *Posted Signs*
- *Yellow Zone*
- *Fire Hydrant*
- *Sidewalk*
- *Cab/Bus Zone*
- *Parked Against Traffic*
- *18" From Curb*
- *Driveway*
- *Parking in Fire Lane*
- *No Parking*

As of 2016, volunteers also write tickets at the Transwestern Plaza lots and the YMCA.

Citations can be stacked.

Handicap tickets:

Handicap citations can be issued if a vehicle is parked in a signed handicap spot without having a valid handicap placard or accepted handicap plate. Handicap tickets may only be issued in handicap spaces. Loading space and unloading space to the side of the handicap space is written as No Parking.

CITY OF BILLINGS
Billings Police Department (BPD)
Volunteer Program

Position Title:

Volunteer Patrol Unit (VPU) Volunteer

Definition:

The primary purpose of the Volunteer Patrol Unit is to augment the Billings Police Department's patrol functions. The VPU will help the BPD meet its mission of improving the quality of life in Billings providing an additional problem solving partnership with the community. VPU is intended as a supplementary unit and will not be used as a replacement for regular patrol officers.

The Volunteer Patrol Unit is a high-visibility, non-confrontational volunteer unit. VPU volunteers will focus on abandoned vehicle removal, handicap citations, speed trailer, graffiti photos and found bicycles. In addition, they can assist the BPD in other duties to achieve its overall mission as assigned in the future.

Supervision Exercised:

VPU volunteers report to the Volunteer Coordinator

Duties:

- Chalk, check, paint and sticker, then recheck abandoned vehicles
- Write illegal parking citations
- Recover found bicycles
- Transport, erect, and disassemble speed trailer
- Record graffiti
- Assist with special events as requested
- Other duties as assigned

Expectations:

- Work in teams of two at all times
- Adhere to all training procedures
- Work in identifiable vehicles and uniforms, as provided by the BPD
- Attend all training sessions or, if unable, make reasonable accommodations to stay up to date on material
- Exercise proper handling and maintenance with equipment and property
- Conduct vehicle maintenance and safety checks at the beginning and end of shift
- Log all volunteer hours
- Complete work log, listing all actions taken during each shift
- Abide by city vehicle policy and volunteer contract
- Abide by all traffic laws

Qualifications:

- Have an acceptable driving record
- Able to work a minimum of four hours each week
- Willing to commit to one year
- Computer literate
- Successfully complete all training sessions
- Able to walk unassisted
- Not be taking any medications which interfere with driving ability
- Provide courteous and effective service
- Respect and work with the citizens and visitors of Billings
- Cooperate with police, staff, and other agencies
- Effectively promote a positive image and experience with the BPD
- Speak clearly, accurately and tactfully to all individuals
- Properly and completely prepare reports and work records
- Maintain and exhibit discretion and integrity at all times when handling confidential data
- Work with minimum supervision while meeting goals and deadlines
- Respectfully work with other volunteers
- Assess a situation and/or information and respond to it appropriately
- Exercise caution, judgement, and appropriate problem solving in all situations
- Pass a driving test administered by designated personnel
- Have no serious misdemeanor or any felony convictions
- Ability to stand or sit for up to four hours
- Possess a valid Montana driver's license
- Be medically cleared by a physician

Training:

Upon acceptance into the BPD Volunteer Program, all volunteers undergo a general orientation and training about the BPD Volunteer Program. Each new volunteer will train with current VPU volunteers to obtain hands-on experience with guidance. New volunteers will be on probation until they complete the initial training and are approved by the Volunteer Coordinator.

Oversight of Program:

Kallie Parsons, BPD Volunteer Coordinator

406-247-8550

parsonsk@ci.billings.mt.us

www.billingspolice.com