

April 27, 2012

Ms. Lynne Oler
City Manager
City of Mary Esther
195 Christobal Road N
Mary Esther, FL 32569

Reference: Request for Proposal (RFP) (**Law Enforcement Requirements**) Closing
Date April 27, 2012

Dear Ms. Oler:

The Law Enforcement Services Ad Hoc Committee is pleased to submit this proposal to the City of Mary Esther in response to Request for Proposal (RFP) (Request for Proposal (RFP) (**Law Enforcement Requirements**) Closing Date April 27, 2012). As requested, our proposal response consists of Part I (Overview) and Part II (Price Proposal) (Attached).

We understand that the City of Mary Esther is conducting a cost study of its law enforcement services that will examine the feasibility of re-establishing a City of Mary Esther Police Department with its associated start up costs and annual budget and compare these costs and capabilities with other potential Service Providers.

The objective of the RFP is to make an award to a Service Provider which delivers best overall value to the City of Mary Esther while meeting the requirements of the RFP. To successfully achieve this objective, the City of Mary Esther needs a law enforcement service provider who is familiar with its organization, culture, systems, and financial organization.

The Ad Hoc Committee members are uniquely qualified to develop a proposal to re-establish a Mary Esther Police Department that meets all the requirements listed in the Scope of Work because we have:

- In-depth knowledge of police functions in the local area and nationally.
- Thorough and complete understanding of the entire process. A highly professional staff with a variety of backgrounds and essential experiences such as chief of police, manpower and organization development, code enforcement and city management.
- Knowledge of legal and government issues and regulations. We have developed a partnership with the stakeholders. Our experiences tell us that successful law enforcement serves requires teamwork and mutual agreements.

Attached is our proposal. We believe this and only this proposal exceeds all requirements of the RFP and delivers best overall value to the City of Mary Esther.

Sincerely,

Ad Hoc Committee

CITY OF MARY ESTHER

LAW ENFORCEMENT SERVICES

MARY ESTHER POLICE DEPARTMENT

PART I - OVERVIEW

April 27, 2012



Submitted in response to Request for Proposal (RFP) (Law Enforcement Requirements) Closing Date April 27, 2012

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PART 1 – OVERVIEW

This proposal will describe in great detail (from its mission statement to its use of facilities and property) the Mary Esther Police Department capabilities and responsibilities and will leave no doubt in anyone's mind that it is the most efficient and effective provider for law enforcement for the City of Mary Esther. Not only can a Mary Esther Police Department offer a competitive price to provide law enforcement services to the City, it is also more capable of providing personalized services to Mary Esther residents. In addition, the City will have full and complete control of the Police Department which means accountability and reliability.

Mission Statement

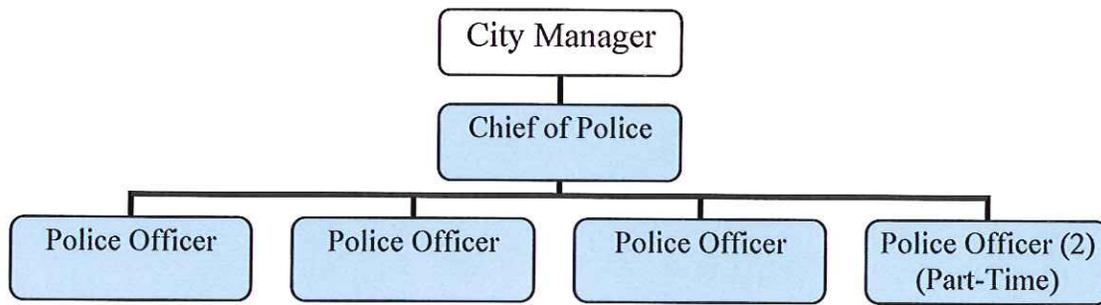
The mission of the Mary Esther Police Department will be to provide the community with a safe, secure environment in which to learn, live, work and grow. The Mary Esther Police Department will accomplish its mission by partnering and collaborating with the community and surrounding law enforcement agencies, by providing service in a professional, courteous manner, and by affording dignity and respect to all individuals.

Values

- Professionalism - Ascribe to the tenets of trust, respect, and accountability in the performance of our responsibilities.
- Accountability - Set high standards, work with positive attitudes, assume responsibility, and are accountable for our behaviors, decisions and actions.
- Teamwork - Value a shared commitment to success through cooperation, partnership, and teamwork. Realize that only through internal cooperation can the Department foster external cooperation and accomplish our mission.
- Communication - Encourage employee involvement and information sharing through clear and open communication and objectivity. Foster an environment for active participation in problem solving and development.
- Responsibility - Believe that each of its responsibilities is essential to the overall mission of the Department. Be proud of the agency, one another, its contributions to the community, and of the law enforcement profession. Be encouraged to contribute ideas to improve Department functions and the quality of its services.

QUALIFICATIONS AND EXPERIENCE

Organization: The Mary Esther Police Department will be composed of a Chief of Police, three police officers, and two part-time police officers (20 hours per week each). These positions are 100% exclusively for Mary Esther.



Position Descriptions are at Attachment 1.

The immediate supervisor for Mary Esther Police Chief is the City Manager. The City Manager evaluates performance for this position. The position is full-time (a minimum of 40 hours per week). The three full-time and two part-time police officers will report to the Police Chief. The position descriptions fully define the roles and responsibilities of all of these staff members.

Contact Information: City of Mary Esther point of contact for this proposal is Code Enforcement Officer Mr. Robert Herbstreith.

Agreements and Memorandums: The following is a list and short description of the a few of the agreements and Memorandums of Understanding that the Mary Esther Police Department will establish in order to meet its responsibilities.

- A. Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement: This is an Agreement with law enforcement agencies (Crestview, Fort Walton Beach, Niceville, Valparaiso, Shalimar) that are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:
 1. Intensive situations including but not limited to emergencies.
 2. Continuing, multi-jurisdictional law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people.
- B. Memorandum of Understanding between the Okaloosa County Sheriff's Department, the Bridgeway Center and the Fort Walton Beach Medical Center: The purpose of this memorandum is to establish guidelines and procedures for the safe and secure transportation and transfer of custody of persons subject to involuntary placement in a mental health facility pursuant to the Florida Mental Health Act.
- C. Memorandum of Understanding between Eglin Air Force Base FL, 96th Security Forces Squadron, Air Force Office of Special Investigations (AFOSI), Det 104: The purpose is to establish written procedures concerning the exchange of information, case investigations, cases involving civilian alleged offenders, jurisdiction and coordination of efforts and assets between the 96th Security Forces Squadron, Eglin AFB, and AFOSI in sexual assault, domestic violence, and other cases involving anyone residing, working, or frequenting Eglin AFB.
- D. Agreement with Adult Protective Investigations Program of the Department of Children and Families: The purpose of this agreement is to coordinate services of

the Law Enforcement Agency within Okaloosa County and Adult Protective Investigations, through cooperation, collaboration, and the sharing of appropriate information. This agreement recognizes operational protocols for the joint investigation of abuse reports involving both criminal and adult protective allegations.

- E. Memorandum of Understanding Drivers License and/or Motor Vehicle Record Data Exchange: The purpose of this memorandum of understanding is to establish conditions under which the providing agency agrees to provide electronic access to driver license and motor vehicle data.
- F. Mutual Aid Agreement with Okaloosa County Sheriff's Office (OCSO): This agreement with OCSO establishes the relationship of mutual aid in the form of law enforcement services and resources to adequately respond to:
 - 1. Intensive situations including but not limited to emergencies.
 - 2. Continuing, multi-jurisdictional law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people.

Additional agreements to be enacted would include the Florida Department of Law Enforcement, Panhandle Animal Welfare Society, Fort Walton Beach Medical Center, and others.

SECTION 1 – EXECUTIVE SUMMARY

1.1 BACKGROUND

- The City of Mary Esther had a Public Safety Office prior to the year 2001.
- **THE REFERENDUM FOR PUBLIC SAFETY** that was placed on the March 14, 2000 ballot gave the City Council of the City of Mary Esther the authority to provide law enforcement for the City in the manner deemed best for the city. The approval by its citizens meant that the City could contract with the Okaloosa County Sheriff's Office for law enforcement services. This Referendum can now give the City the authority to re-establish the City's Police Department.
- In January 2012, the Mary Esther City Council approved the Ad Hoc Committee to study options for City Council consideration on the most efficient and cost effective method for law enforcement in Mary Esther and present the options no later than May 28, 2012. One of the options the Ad Hoc Committee developed is to re-establish the City's Police Department and this proposal details this option.

1.2 SCOPE OF WORK

This proposal is submitted in accordance with the RFP and Scope of Work. As stated in its mission statement, the mission of the Mary Esther Police Department is also defined by the scope of work. The service delivery summary in the scope of work provides the performance objectives that the Mary Esther Police Department must meet in order to be successful. This proposal and its execution will be the most efficient and effective performance of the requirements listed in the scope of work (SOW). This proposal with its description of how the Mary Esther Police Department will perform all specific tasks

and responsibilities will become an essential part of the memorandum of agreement (MOA) with its new employees and the City Manager.

1.3 OBJECTIVE

Re-establishing a City of Mary Esther Police Department with its associated start up costs and annual budget delivers the best overall value to the City of Mary Esther while meeting the requirements of this RFP. There will be a ninety day phase-in period of July 1, 2012 through September 30, 2012. This would make the period of performance (POP) October 1, 2012 through September 30, 2013. The Transition Plan for implementation is at Attachment 2.

SECTION 2 – SPECIFIC TASKS

Through the hiring of experienced and dedicated police chief and officers, the Mary Esther Police Department will be ready to perform its responsibilities the first day of duty. The following paragraphs describe the specific tasks and how they will be performed.

2.1 PATROL

The Mary Esther Police Department will patrol assigned areas on foot, bicycles, or by motor vehicles to control traffic, prevent or deter crime, and arrest violators, and issue warnings or citations when violations of the law are observed. Patrolling provides a police presence which can deter crime and make people feel safer.

Patrol will consist of officers documenting patrol mileage on a weekly activity report (WAR) that is to be sent weekly to council members and City Manager. Additionally, documentation of any and all self-generated calls and calls for service will be included. (See example of a WAR at Attachment 3.) All patrol assignments will consist of foot patrol and interaction with residents and businesses to ensure needs are met to provide a safe community. Residences, businesses, and vehicles within neighborhood streets will be checked for crime prevention.

2.2 WORKING WITH THE COMMUNITY

Community Policing is a collaborative effort between the Mary Esther Police Department and the community that identifies problems of crime and disorder, and involves all elements of the community in the search for solutions to these problems. It is founded on close, mutually beneficial ties between the Mary Esther Police Department and community members.

Interaction with the community is the most important regarding the collaboration of law enforcement on those they serve. A law enforcement office will attend HOA meetings to interact with the citizenry. This will ensure that all attempts are met to provide the most efficient law enforcement to those within the community.

2.3 VICTIM ASSISTANCE

One of the most important duties of law enforcement is victim assistance. It is the Mary Esther Police Department's duty to patrol with a view toward prevention; however, providing victim assistance is another duty. This means providing comfort and an escort to a safe place. The Mary Esther Police Department should also know the protocol for psychological and legal support.

This task consists of directing those who are affected by criminal activity or emotional distress to the resources that are available. Brochures with such information will be provided to those victims that are required by law on those that are not.

2.4 POLICY ENFORCEMENT

The Mary Esther Police Department will enforce Florida State Laws, Okaloosa County Ordinances, and Mary Esther Policies, Ordinances, and Rules.

2.5 CITE, REPRIMAND & ARREST

The Mary Esther Police Department will arrest, cite or reprimand individuals who have broken the law. This can involve writing tickets or apprehending people and taking them to jail. Apprehending and arresting people can be dangerous and could involve chases, violence, and weapons. The Mary Esther Police Department may also be asked to escort prisoners to jail.

Law Enforcement officers will issue citations for traffic violations that include documents of such stop and said paperwork forwarded to the Clerk of Courts. Any citation issued by an officer will be logged in a traffic log book indicating said violation. A copy of said citation will be forward to the Clerk of Courts by Florida Uniform Traffic Citation transmittal form (FUTCTF). The FUTCTF will be delivered to the Clerk of Courts weekly. Officer will provide victims with the necessary documents to report criminal activity. Those forms will consist of affidavit of complaint, witness statements, and any other necessary forms. If an arrest is made, the officer will complete offense report, addendum of probable cause, and arrest cover page. Those documents will be delivered to the booking facility along with the subject arrested. Police officers will investigate traffic crashes. Officers will complete documentation on scene to gather driver information, vehicle information, and witnesses. The remaining paperwork will be accomplished within FSS guidelines of ten days. Those forms can be sent to the State electronically or US Postal Service.

2.6 CONTROL CROWDS & TRAFFIC

After an automobile accident, the Mary Esther Police Department may assume control of traffic. For events with large crowds, the Mary Esther Police Department will help to maintain order and provide a security presence to deter or stop illegal activities.

2.7 INVESTIGATE

The Mary Esther Police Department will investigate all types of crimes and accidents; perform follow-up duties on crimes/accidents as directed by their supervisor; interview suspects and witnesses; and collect evidence.

2.8 RECORD KEEPING

The Mary Esther Police Department will write crime reports and daily activity reports of disturbances, accidents, crimes, and tickets issued and any other required reports. These reports are required for record keeping and may be used by local, state, and federal agencies.

Any written report information or offense number generated will be kept in a secure area accessible by officers. Those reports may require Uniform Crime Reports (UCR) requirement that are due every six months to the State of Florida.

The Mary Esther Police Department will use CTS America which provides Police Departments with a complete off-the-shelf and fully integrated suite of products. Smart Solution for Police Departments includes Computer Aided Dispatch, a Records Management suite, Mobile CAD and AVL Software, Mobile Reporting, Interagency Interoperability and a Public Records Web Portal.

2.9 FIRST AID

The Mary Esther Police Department may have to administer basic first aid and will also have to call in medical and fire personnel when more extensive medical attention or emergency response is necessary.

2.10 RESPOND TO CALLS

The Mary Esther Police Department will respond to emergency alarms and dispatched calls that require police assistance. This could be a crime tip or a call from the dispatcher. The Mary Esther Police Department will respond in the manner necessary, including multiple law enforcement officers going to the scene of the crime, Special Forces or Sheriff Deputies being brought in for a dangerous situation.

Police officers will respond to calls in safe manner. At times the officer may have to utilize emergency equipment to respond quicker. Officers will respond to many different calls to include alarms, traffic crashes, disabled vehicles, open doors/windows, medical emergency, robbery, theft, burglary, and any other calls that the residents report.

2.11 TESTIFY

The Mary Esther Police Department will testify in court in response to subpoena as witness and/or reporting officer to crime.

2.12 CROSSING GUARD

The Mary Esther Police Department will assign a crossing guard at Mary Esther Elementary School during the school year.

The crossing guard can be a police officer (full-time) or (part-time officer) and could be part of his or her duty assignments. The police officer can enforce traffic violation within school zone. One officer will assist children when crossing the street. One officer in an equipped patrol vehicle will be used to combat traffic violators.

2.13 SECURITY

The Mary Esther Police Department will provide a law enforcement officer at City Council meetings to serve as security. The City Council meetings typically are held on the 1st and last Monday of each month, with various special meetings held throughout the year.

The Mary Esther Police Chief or his/her representative will provide a law enforcement report at the city council workshop (last Monday of each month) that details the crime and law enforcement "state of the city" to include trend analysis of key or requested items of interest.

2.14 OTHER ACTIVITIES

The Mary Esther Police Department will provide any other law enforcement activity as authorized or directed by the Mary Esther City Council. An example of other law enforcement activity is support for the City-sponsored Veteran's Day Parade.

2.15 DISPATCH AND CRIME SCENE PROCESSING

There are three options for obtaining support for dispatch services and crime scene processing. NOTE: Each option will need approval via City Councils or County Sheriff Office, but only after the decision is made to start-up the Mary Esther Police Department.

- Option 1. Ft. Walton Beach Police Department can provide dispatch and evidence storage for the Mary Esther Police Department as part of their normal operations and without additional cost to Mary Esther Police Department at this time. The dispatch services will be minimal and not place any additional workload burden on their existing dispatch service. The calls for service will be minimal and there will be one or two officers working at a time keeping demands for radio response to a minimum. It would be beneficial if the Mary Esther Police Department could use the same radio frequency or arrange to have Mary Esther personnel able to communicate directly with each other while in the field and on patrol or responding to calls for service.
- Option 2. Niceville Police Department can provide dispatch services for the Mary Esther Police Department. The dispatch services will be minimal and not place any additional workload burden on their existing dispatch service. The calls for service will be minimal and there will be one or two officers working at a time

keeping demands for radio response to a minimum. Additional communication equipment may be required for this option due to the distance from Mary Esther and the tower availability.

- Option 3. The Okaloosa County Sheriff's Office would continue to serve as the Mary Esther Police Department dispatcher.

The Mary Esther Police Department anticipates using Florida Department of Law Enforcement (FDLE) for crime scene processing and would need to have a place to secure property and evidence awaiting court or return to proper owner. Mary Esther personnel would transport property and evidence to Mary Esther City Hall for storage. Any property needing to be transported to FDLE for analysis would be handled by Mary Esther Police Department personnel as well.

SECTION 3 -- SERVICE DELIVERY SUMMARY

The Mary Esther Police Department will meet or exceed all performance objectives by simply put, doing it better. Through a department where the City has control, day to day operations can be more effectively managed and tailored to the City's specific needs. With Mary Esther Officers working in Mary Esther 100% of the time, the Officers and residents will have the opportunity to development a personalized feel for those providing a safe community in which Mary Esther residents live. The Officers will be dedicated to Mary Esther seeing and working with residents on a daily basis. This "small town" touch largely increases the effectiveness of the Officers to work with the residents, carry out their daily duties, and creates an atmosphere where the Officers desire to be the best that they can possibly be.

Performance Objective	Associated Task
Guarantee safety in public spaces	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.9, 2.10, 2.12, 2.13
Use financial resources fairly, efficiently, and effectively	2.1, 2.2, 2.5, 2.8
Use force and authority fairly, efficiently, and effectively	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.10, 2.11, 2.12, 2.13
Satisfy customer demands/achieve legitimacy with those policed	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13

SECTION 4 -- GENERAL INFORMATION

4.1 LIAISON/SUPERVISION

A liaison will be maintained between the City of Mary Esther and the Mary Esther Police Department. The City's liaison will be the Mary Esther City Manager; who will meet and confer with the Mary Esther Police Department and other law enforcement officers

on a regular basis to review law enforcement activity and other City-related activities. The Mary Esther Police Department will consult only with an authorized representative of the City in carrying out the terms and conditions of the MOA.

4.2 UNIFORMS/PATROL CAR

The Mary Esther Police Department will coordinate with the Mary Esther City Manager the selection of uniforms for the officers performing duties and services pursuant to the MOA and the marking of the Mary Esther Police Department's patrol vehicles (City of Mary Esther Seal).

4.3 QUALITY CONTROL

The Mary Esther Police Department quality control plan will include, as a minimum:

- Description of the inspection system to cover all tasks and services listed in the Scope of Work.
- Execution plan for ensuring all submittals, reports, and data required by the scope of work are provided to the City.
- Specific inspection processes on a scheduled and unscheduled basis.
- Frequency of inspections.
- Quality Control Inspection schedule.
- Customer complaint feedback system.
- Procedures for identifying, preventing, and ensuring non-recurrence of defective services.
- Records kept documenting inspections and corrective or preventive actions taken.

Performance Objective	Surveillance Method
Guarantee safety in public spaces	Monitor Traffic Patrol parks and public spaces
Use financial resources fairly, efficiently, and effectively	On-time/Under Budget No Scheduling conflicts Decrease Overtime expenditures
Use force and authority fairly, efficiently, and effectively	Receive nom citizen complaints
Satisfy customer demands/achieve legitimacy with those policed	Lower response times Survey Customers

4.4 HOURS OF OPERATION

The Mary Esther Police Department will be on duty twenty-four hours per day, seven days per week. There are many schemes to staff a 24/7 operation. A schedule designed for 12-hours shifts for each officer is anticipated to be implemented. The actual schedule will be left open and determined by the Police Chief and City Manager so long as it provides the required 24/7 schedule.

SECTION 5 -- FURNISHED PROPERTY AND SERVICES

The Mary Esther Police Department will use property or services supplied by the City of Mary Esther for performance of work under this MOA only, or as authorized by the Mary Esther City Manager. The Police Department will provide all resources and material necessary to perform the MOA requirements. The Police Department will set up the space provided at the Santa Rosa Mall for its sub-station. Police Headquarters and the evidence storage space will be in Mary Esther City Hall.

Bldg	Facility Use	Gross SQ. FT.
Mary Esther City Hall	Administration/Communications	100
Santa Rosa Mall	Hot Spot/Communications/Sub-Station	150

*Utilities are provided.

SECTION 6 – ATTACHMENTS

- 1. Position Descriptions**
- 2. Transition Plan**
- 3. Sample Weekly Activity Report (WAR)**

PART 2 – PRICE PROPOSAL

Separate Document

**ATTACHMENT 1
POSITION DESCRIPTIONS**

Position Description

Job Title: Police Chief

Department: Police Department

The immediate supervisor for this position is the City Manager.
The City Manager evaluates performance for this position.
The position is full-time (a minimum of 40 hours per week).

1. POSITION SUMMARY AND SUPERVISORY REQUIREMENTS

Chief municipal law enforcement officer responsible for the organization, training and direction of all police and civilian personnel within the Police Department and for the effective and efficient operation of the Police Department. Ensures the enforcement of all laws, the prevention of crime, and the promotion of traffic safety. Develops proper policies and procedures to control operations. Leads public relations effort and operates a variety of outside programs to enhance relationships with the public.

All of the employees of the department are supervised by the Police Chief.

2. RESPONSIBILITIES AND FUNCTIONS

A. Management Supervision

Responsible for proper staffing of shifts, including dispatchers, and all part time auxiliary, special and reserve officers, and for delegation of his authority to subordinate members as needed.

Responsible for proper mobilization of vehicles on all shifts.

Establishes daily routines and tasks for all personnel.

Develops standard operating procedure for all personnel to ensure efficient operations and compliance with laws pertaining to police activities. Ensures that all personnel have policy manuals available and understand all contents. Alters policies in response to law changes.

Ensures adherence to personnel policies and procedures. Promotes and disciplines personnel as necessary.

Develops and oversees training programs for all personnel and checks completion of training. Ensures all personnel are kept abreast of new statutes, or changes in existing laws, techniques, methods of safety and other developments in the field of law enforcement.

Coordinates acquisition and proper maintenance of equipment and motor vehicles including all cruisers, computer equipment, communications equipment, and other mechanisms utilized by law enforcement personnel.

Provides for investigation into all cases of alleged or apparent misconduct by departmental personnel.

Custodian of all funds, evidence, and personal property submitted to the department.

Analyzes reports, statistics, professional journals and other information to recognize trends and develop response methods.

Coordinates other state and local federal agencies as situations dictate.

B. Administrative Supervision

Maintains and updates all police files, including personnel files, and ensures reports of police activities, arrests, and other matters are properly completed and maintained. Responds to and investigates citizen complaints.

Makes mandated reports to appropriate state and federal agencies as required.

Establishes weapons, ammunition, and uniform specifications for departmental personnel.

Coordinates various departmental programs including Accreditation, mutual aid and other regional activities, pistol permitting and other permitting activities, and directs the department's grant application activities.

Develops and administers operating budget and capital budget, purchases supplies, approves payroll.

Prepares payroll and correspondence of departmental activities as required.

Attends City Council meetings and meetings of other governmental bodies as required.

Responds to emergency calls as may be necessary.

C. Community Affairs

Responsible for public relations and community relations, including press releases and relations with the media and public, meeting with various groups, including school and parent groups and the elderly.

Responsible for strategic planning, development, and coordination of various community relations and crime prevention programs. Staff programs as necessary and monitor effectiveness.

3. BASIC QUALIFICATIONS

Bachelors Degree in Criminal Justice, management, psychology, Masters Degree preferred.

A minimum of ten years experience in administrative or law enforcement, five of which are in a supervisory position.

Certification as police officer by Florida Criminal Justice Standards and Training Commission.

Florida Drivers license.

Demonstrated ability to work with diverse groups.

Position Description

Job Title: Police Officer

Department: Police Department

The immediate supervisor for this position is the Mary Esther Police Chief.
The Mary Esther Police Chief evaluates performance for this position.
The position is full-time (a minimum of 40 hours per week).

POSITION OBJECTIVE

Provide operational policing services to the community by protecting life and property, preserving peace and safety, preventing crime and upholding law in a manner which has regard for the public good and rights of individuals.

PRINCIPAL RESPONSIBILITIES

Maintains operational safety under varying work conditions and in diverse locations; and adheres to guidelines relating to uniform and safe practices for the use and maintenance of police equipment.

Undertakes operational patrols, responds to situations to enforce laws and/or maintains public order, exercises police powers, investigates incidents or offenses, and prepares and presents evidence in a judicial setting.

Lawfully drives police vehicles safely in varying road, terrain and operational conditions, including the systematic, safe and efficient control of all vehicle functions, and effective management of hazardous situations.

Gathers and exchanges information from and with the community; and uses analytical and keyboard skills, recording equipment and information systems to record, organize and analyze information.

Performs administrative duties in support of operational responsibilities; prepares forms, correspondence and reports and where required apply professional judgment in the issuing of licenses and/or regulatory authorizations.

Manages a wide range of persons who are placed in care, detained in custody or require assistance pending the arrival of qualified personnel. Utilizes appropriate communication, practical and physical skills in order to protect persons from harm or further casualty and to deal with uncooperative/aggressive people.

Performs duties in a professional and ethical manner, participates in teamwork, maintains and develops ongoing personal performance standards and competence, manages personal work priorities, assists and supports other personnel, and maintains physical and emotional health.

Provides the public with service and support, utilizes problem-solving techniques and adapts communication strategies to meet client needs, stays abreast of current affairs, and fosters a positive organizational image in the community.

ESSENTIAL SELECTION CRITERIA

Demonstrated high level of personal integrity, emotional stability and professionalism.

KEY SELECTION CRITERIA

1. Ability and willingness to acquire sound knowledge of laws, regulations, policies and procedures relating to the duties of a police officer.
2. Ability to maintain effective working relationships with colleagues and members of the broader community, and respond to direction and instructions when necessary.
3. Demonstrated reasoning and analytical ability required to research problems thoroughly, make decisions and carry out complex tasks to completion.
4. Mental and physical ability to perform operational activities effectively under unpredictable, emotional and sometimes extended and dangerous conditions.
5. Ability to use operational equipment in a safe and effective manner.
6. Demonstrated effective oral and written communication skills and ability to negotiate and resolve conflict under different situations.

BASIC QUALIFICATIONS

Associates Degree in Criminal Justice, management, psychology preferred.

A minimum of ten years experience in law enforcement

Certification as police officer by Florida Criminal Justice Standards and Training Commission.

Florida Drivers license.

Demonstrated ability to work with diverse groups.

Position Description

Job Title: Police Officer (Part Time)

Department: Police Department

The immediate supervisor for this position is the Mary Esther Police Chief.
The Mary Esther Police Chief evaluates performance for this position.
The position is full-time (a minimum of 20 hours per week).

POSITION OBJECTIVE

Provide operational policing services to the community by protecting life and property, preserving peace and safety, preventing crime and upholding law in a manner which has regard for the public good and rights of individuals.

PRINCIPAL RESPONSIBILITIES

Maintains operational safety under varying work conditions and in diverse locations; and adheres to guidelines relating to uniform and safe practices for the use and maintenance of police equipment.

Undertakes operational patrols, responds to situations to enforce laws and/or maintains public order, exercises police powers, investigates incidents or offenses, and prepares and presents evidence in a judicial setting.

Lawfully drives police vehicles safely in varying road, terrain and operational conditions, including the systematic, safe and efficient control of all vehicle functions, and effective management of hazardous situations.

Gathers and exchanges information from and with the community; and uses analytical and keyboard skills, recording equipment and information systems to record, organize and analyze information.

Performs administrative duties in support of operational responsibilities; prepares forms, correspondence and reports and where required apply professional judgment in the issuing of licenses and/or regulatory authorizations.

Manages a wide range of persons who are placed in care, detained in custody or require assistance pending the arrival of qualified personnel. Utilizes appropriate communication, practical and physical skills in order to protect persons from harm or further casualty and to deal with uncooperative/aggressive people.

Performs duties in a professional and ethical manner, participates in teamwork, maintains and develops ongoing personal performance standards and competence, manages personal work priorities, assists and supports other personnel, and maintain physical and emotional health.

Provides the public with service and support, utilizes problem-solving techniques and adapt communication strategies to meet client needs, stays abreast of current affairs, and fosters a positive organizational image in the community.

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KEY SELECTION CRITERIA

1. Ability and willingness to acquire sound knowledge of laws, regulations, policies and procedures relating to the duties of a police constable.
2. Ability to maintain effective working relationships with colleagues and members of the broader community, and respond to direction and instructions when necessary.
3. Demonstrated reasoning and analytical ability required to research problems thoroughly, make decisions and carry out complex tasks to completion.
4. Mental and physical ability to perform operational activities effectively under unpredictable, emotional and sometimes extended and dangerous conditions.
5. Ability to use operational equipment in a safe and effective manner.
6. Demonstrated effective oral and written communication skills and ability to negotiate and resolve conflict under different situations.

BASIC QUALIFICATIONS

Associates Degree in Criminal Justice, management, psychology preferred.

A minimum of ten years experience in law enforcement

Certification as police officer by Florida Criminal Justice Standards and Training Commission.

Florida Drivers license.

Demonstrated ability to work with diverse groups.

ATTACHMENT 2 TRANSITION PLAN

INTRODUCTION

The purpose of this transition plan is to minimize startup confusion, disruption, and adverse impacts of transferring responsibility for performing Law Enforcement functions from the existing Okaloosa County Sheriff's Office (OCSO) to the Mary Esther Police Department.

The City of Mary Esther will terminate the current law enforcement agreement with the Okaloosa County Sheriff's Office in accordance with Article XI of Law Enforcement Agreement (October 6, 2011). There will be a ninety day transition period of July 1, 2012 through September 30, 2012. This would make the period of performance (POP) October 1, 2012 through September 30, 2013.

The intent of this transition period is to ensure an efficient transfer of mission responsibility from the OCSO to the Mary Esther Police Department.

Following personnel will comprise the Mary Esther Police Department Transition Team:

Mary Esther City Council Member
Mary Esther City Manager
Florida Police Chiefs Association Consultant
Mary Esther Code Enforcement Officer
Okaloosa County Sheriff's Office Representative

TRANSITION PERIOD. The OCSO will withdraw its work force upon expiration of the transition period. During the period prior to Mary Esther Police Department full assumption of responsibility, where both OCSO and Mary Esther Police Department employees are assigned to work, the OCSO retains responsibility for work performed, but will not act in a supervisory capacity over Mary Esther employees. The Mary Esther Police Department transition plan describes how and when assumption of these responsibilities will occur and includes a schedule of transition/incremental assumption data. The Mary Esther Police Department should be able to accomplish all the responsibilities without the aid of the OCSO work force by the end of the transition period.

RESPONSIBILITIES:

The costs estimated for the transition period will enable the city to hire a consultant to stand up the police department before the FY13 budget begins in October. A great deal of work will need to have been done before the October 1 date in order to have an operational police department ready to go. Personnel have to be hired and background checks performed. Policies and procedures have to be established and equipment selected and obtained. A number of agreements or Memorandums of Understanding (MOUs) will

have to be completed and in place to provide for the necessary supplemental staff and operations such as communications needs, investigations, training requirements, FBI ORI number obtained and assigned, access to criminal justice databases and the National Crime Information Center, fusion centers, domestic terrorism task forces, state agencies and other essential needs of a police department.

Transition Team:

The Transition Team will oversee the transfer and/or realignment of responsibilities as specified in the Scope of Work and the Mary Esther Police Department transition plan. Specifically, ensure that the following requirements are accomplished:

TRANSITION REQUIREMENT	Days after award
Submit request to Police Chiefs Association for a consultant to support Mary Esther in establishing the Mary Esther Police Department	1
Appoint a selection board to interview/background check potential police chief and police officers	10
Advertise positions available	10
Conduct interviews of potential Police Department employees	20
Collaborate with law enforcement agencies	20
Develop Mutual Aid Agreements and MOUs	20
Obtain all required licenses and contractual services	30
Obtain equipment	60
Write policies and procedures	60
Set up communications requirements	60
Select Police Department Chief and officers	60
Begin orientation of Police Department employees	60
Set up office/sub-station	60
Make Public Announcement	90

**ATTACHMENT 3
WEEKLY ACTIVITY REPORT (WAR)**

Example

Police Department Summary:

Patrol

Investigations

Training

Significant Events

Issues / Problems

Upcoming Activities

CALLS FOR SERVICE

ALARMS:	ARREST:
AGENCY ASSIST:	ALCOHOL INCIDENT:
ANIMAL INCIDENT:	BURGLARY:
CITATION:	MISSING PERSON:
CITIZEN CONTACT:	OTHER:
NARCOTICS VIOLATION:	SUSPICIOUS PERSON:
PARKING TICKETS:	SUSPICIOUS PERSON:
TRAFFIC CRASH:	THEFT:
WARNINGS:	911 VERIFICATION:
** OFF DUTY CALLS**	P.D. CELL PHONE:

CITY OF MARY ESTHER
LAW ENFORCEMENT SERVICES
MARY ESTHER POLICE DEPARTMENT

PART 2 – PRICE PROPOSAL
April 27, 2012



Submitted in response to Request for Proposal (RFP) (Law Enforcement Requirements)
Closing Date April 27, 2012

NARRATIVE AND SUPPORTING DOCUMENTATION FOR PRICING PROPOSAL

This narrative should be used as a basis for the background and rationale used to create the 2013-2015 Budget proposals.

For background purposes, the Mary Esther Public Safety Office budgetary comparisons for FY 1998 – FY2001 is provided at attachment 1.

The following items are being addressed in hopes of clarifying the requests of the Police budget.

Regular Wages: The budget is based upon a service delivery of 4 full time sworn personnel, 2 part-time sworn personnel and a school crossing guard. These salaries are based on no bonuses or cost of living increases during the period of performance.

Table 1 Salaries

Position	10/1/12 – 9/30/13	10/1/13 –9/30/14	10/1/14 – 9/30/15
Chief of Police	\$63,294	\$63,294	\$63,294
Police Officer (full-time)	\$33,385	\$33,385	\$33,385
Police Officer (full-time)	\$33,385	\$33,385	\$33,385
Police Officer (full-time)	\$33,385	\$33,385	\$33,385
Sub-Total	\$163,449	\$163,449	\$163,449
Police Officer (part-time)	\$7,396	\$7,396	\$7,396
Police Officer (part-time)	\$7,396	\$7,396	\$7,396
Sub-Total	\$14,792	\$14,792	\$14,792

FICA Benefits: The cost of providing required FICA based upon the proposed salaries.

Retirement Contributions: Comparable to current retirement contributions provided to other City of Mary Esther employees.

Part-time wages: Estimate that the police department will hire 2 part-time sworn officers to fill shift vacancies and supplement staffing when need arises.

Volunteer Program: Planned use of volunteers will augment police department activities where allowable and provide enhanced public presence.

Crossing Guard: Amount based upon current staffing and hours worked.

Support Services: This is a large amount of money and represents a significant amount of support functions that are required to maintain a police department. The items planned for in Table 2 are the following:

Table 2 Support Services

Item	Amount (1 st year)
Workers Comp	\$8,500
Disability Insurance	\$244

Item	Amount (1 st year)
Contractual Service	\$9,222
Travel & Per Diem	\$1,527
Telephones	\$1,178
Postage	\$500
Radios & Pagers	\$423
Utilities	\$822
Insurance Expense	\$13,000
Repairs & Maintenance-Other	\$822
Repairs- Vehicle	\$4,700
Printing	\$118
Office Supplies	\$1,058
Operating Supplies	\$7,520
Fuels & Lubes	\$5,875
Chemicals	\$141
Auxiliary Supplies	\$200
Memberships/Subscriptions	\$987
Employee Training	\$17,548
Total	\$74,385
Uniforms & Personal Equip	(2nd & 3rd year) \$1,800

Machinery/Equipment/Uniforms and Capital Expenses: The proposed budget is the highest amount of funds that would be requested for the police department project. The first year of operation there is a significant outlay of expenses for uniforms and equipment; including bulletproof vests, portable radios, patches, shirts, pants, jackets, rain gear and the like. In future years that expense declines to usual maintenance and replacement costs.

There is also an assumption that the police department will purchase 2 fully equipped patrol cars in the first year and then an additional car in year 2 and year 3 to reach a fleet strength of 4 patrol cars. The funds requested are for used cars and new/donated/used equipment such as radios, in-car videos, prisoner transport screens, sirens, lights and radar units.

The funding for the capital expenses could be sought from unexpended cash or from a loan. The first year costs of the capital expenses and extraordinary equipment expenses from start-up is \$47,723. The cost of the patrol cars in years 2 and 3 is an additional \$13,029 each year. In years 4 and after, the cost of purchasing patrol cars would go to zero; if used cars were obtained instead of new cars, the acquisition costs are significantly lower, but there is an expected increase in maintenance costs that need to be anticipated. The useful life is also reduced when used cars are acquired, but a long term plan of replacing initially purchased used cars with news as needed is also a reasonable approach to fleet management. If new cars are purchased at the outset of the project, it is expected that the department can get 7-8 years of use from each new patrol car.

Staffing: The new police department can provide 24/7 coverage to the city by staffing 4 twelve (12) hour shift positions. It is planned that the chief would work 5 days a week approximately 40

hours per week. The chief's schedule would be flexible to meet increase service demands and attend community and city council meetings as needed. Three officers would work 12 hour shifts full time and the 4th shift that is needed to provide the 24/7 coverage can be staffed by 2 part time officers to complete the staffing. A 12 hour shift schedule is quite common in law enforcement and is established so that 2 officers are on days off while 2 others work a 12 hour shift each. When those officers are off duty, the others are at work. Days off rotate so that a fairly equitable opportunity to have weekends and holidays off exists for all employees on that type of schedule.

Capital Expenses Narrative

The prepared budget is based upon the premise that all equipment will have to be purchased new to obtain police cars and equip the cars for police service. The cost of the cars is from the current state bid price for Ford Crown Victoria police cars. Those vehicles are no longer available, however we are informed that the replacement cars manufactured by Ford will cost the same or a similar amount of money. Police equipped cars are also available from General Motors and Chrysler and are at or below the prices used in this estimate.

In order to have a police department operational on October 1, Mary Esther will have to purchase and equip at least 2 patrol cars which can be used in 'fleet' format and not available as take-home cars for the officers. It is beneficial to have take home cars in the future for special events and for disaster response when 'all hands' will be required to respond to natural disasters such as hurricanes.

There are 3 options or methods by which police cars can be obtained and the most expensive method was used in the budget creation; namely purchase brand new vehicles and equipment.

The first option to acquire police vehicles is to purchase good quality used cars from another agency. The cost is usually about 50% or less than the cost of new and the vehicles are in good condition. That would reduce the acquisition costs the first year to about \$26,048 in year one and \$13,024 in each of years 2 and 3. This method would be the recommended method of obtaining equipment as it will provide good serviceable equipment and significant cost reduction to the city.

Second option: The cost of new patrol cars is \$26,048 per car for a total of \$52,096 to purchase 2 cars the first year. It costs approximately \$11,344 additional to equip the cars for police use by adding lights, sirens, prisoner transport screens, computers, radars, in-car video and radios for a total of \$22,688 to equip 2 cars the first year. The total cost to purchase and equip 2 new police cars is \$74,784 in the first year. It will cost \$26,048 to purchase and equip one additional new car in year 2 and again in year 3 to have a fleet of 4 police cars that should last 6-8 years of useful service.

The third method of obtaining equipment is to seek donated police cars. It is a common practice and will get vehicles for use right away at very low costs. The cost to refurbish and re-paint and re-graphic each car is about \$3,000 to \$4,000. The vehicles will have significant use and will be expected to have a short service life and high maintenance costs. They would need to be replaced fairly quickly with a new vehicle replacement plan to keep the vehicles safe and useable for the personnel.

In addition to the cost of police cars, it will be necessary to purchase the uniforms and equipment for the officers hired. The equipment includes: bullet resistant vests, badges, wet weather gear, traffic safety vests, leather gear, firearms, Tasers, handcuffs, personal protective equipment and the like. The total cost for that initial purchase is \$21,685. After the first year, it would cost about \$1,880 per year to maintain uniforms and equipment and keep personnel properly supplied.

The Price Page is provided for evaluation and consideration.

PRICING PAGE
Mary Esther Police Department

Items	Price (\$)			
	7/1/12 - 9/30/12	10/1/12 - 9/30/13	10/1/13 - 9/30/14	10/1/14 - 9/30/15
Transition Period	\$24,900	n/a	n/a	n/a
Sub-Total	\$24,900			
Regular Wages		\$163,449	\$163,449	\$163,449
FICA/Benefits		\$14,357	\$14,357	\$14,357
Retirement Contributions		\$9,807	\$9,807	\$9,807
Insurance		\$35,027	\$35,027	\$35,027
Part-time Wages		\$14,792	\$14,792	\$14,792
Volunteer Program		\$1,000	\$1,000	\$1,000
Overtime		\$9,430	\$9,430	\$9,430
Sub-Total		\$247,862	\$247,862	\$247,862
Part-time Wages				
Volunteer Program				
Overtime				
Sub-Total		n/a	n/a	n/a
Crossing Guard		\$5,760	\$5,760	\$5,760
Sub-Total		\$5,760	\$5,760	\$5,760
Support Services (include itemized list)		\$74,385	\$78,732	\$78,732
Sub-Total		\$74,385	\$78,732	\$78,732
Machinery/Equipment/Uniforms		\$11,694	\$5,672	\$5,672
Sub-Total		\$11,694	\$5,672	\$5,672
Capital Expenses		\$47,713	\$13,024	\$13,024
Sub-Total		\$47,713	\$13,024	\$13,024
Total Price	\$24,900	\$387,413	351,050	351,050

**ATTACHMENT 1
BUDGETARY COMPARISONS**

BUDGETARY COMPARISONS - DEPARTMENTAL EXPENDITURES

Account Number		Year Ended FY 98	Year Ended FY 99	Year Ended FY 2000	Approved FY 2001
PUBLIC SAFETY					
PERSONAL SERVICES					
01-521-1210	Salaries	\$ 123,128.00	\$ 161,058.00	\$ 162,312.00	\$ 167,388.00
01-521-1310	Part-Time Salaries	7,500.00	7,500.00	7,500.00	7,500.00
01-521-1410	Overtime	8,000.00	18,000.00	14,819.00	14,000.00
01-521-1510	Police Incentive Pay	3,000.00	3,000.00	3,000.00	1,000.00
01-521-2110	FOIA	10,702.00	14,502.00	14,354.00	14,528.00
01-521-2210	Retirement	13,922.00	19,000.00	19,477.00	17,668.00
01-521-2310	Life and Health Insurance	18,683.00	25,850.00	27,087.00	21,358.00
	Total Personal Services	\$ 162,915.00	\$ 248,918.00	\$ 248,549.00	\$ 243,440.00
OPERATING EXPENSES					
01-521-3130	Preventive Shots/Medical Exams	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
01-521-4010	Travel and Per Diem	300.00	300.00	300.00	300.00
01-521-4110	Telephone	250.00	600.00	500.00	300.00
01-521-4140	Telephone (Beepers)	450.00	550.00	550.00	600.00
01-521-4310	Electricity	2,700.00	3,000.00	3,000.00	3,000.00
01-521-4320	Water and Sewer	340.00	340.00	340.00	340.00
01-521-4810	Vehicle Repair and Maintenance	8,000.00	9,000.00	9,000.00	9,000.00
01-521-4612	Furniture/Equipment R&M	300.00	300.00	300.00	300.00
01-521-4814	Police Comm. Equipment R&M	1,500.00	1,500.00	1,500.00	1,500.00
01-521-4710	Printing and Binding	600.00	600.00	600.00	600.00
01-521-4920	Miscellaneous Charges (Other)	400.00	400.00	400.00	400.00
01-521-4930	Training	1,200.00	1,200.00	5,000.00	5,000.00
01-521-5110	Office Supplies	600.00	1,000.00	1,000.00	1,000.00
01-521-5210	Vehicle Fuel, Oil and Lubricants	10,000.00	10,000.00	10,000.00	10,000.00
01-521-5220	Uniforms/Clothing	3,000.00	3,000.00	3,000.00	2,000.00
01-521-5230	K-9 Expense	500.00	800.00	800.00	-
01-521-5290	Operating Supplies	1,000.00	1,200.00	1,200.00	1,200.00
01-521-5410	Books, Pubs, Subs and membs	300.00	300.00	300.00	300.00
	Total Operating Expenses	\$ 31,940.00	\$ 34,690.00	\$ 38,390.00	\$ 30,440.00
CONTINGENCY					
01-521-9910	Contingency	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Total Contingency	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
CAPITAL OUTLAY					
01-521-6410	Vehicle Computer/Vehicle Tracker	\$ -	\$ 10,000.00	\$ -	\$ -
01-521-6421	Vehicle and Equipment	-	7,000.00	-	-
	Total Capital Outlay	-	17,000.00	-	-
FUNDED TOTAL PUBLIC SAFETY		\$ 215,655.00	\$ 284,508.00	\$ 287,939.00	\$ 280,880.00
TOTAL WITH CAPITAL IMPROVEMENTS		\$ 215,655.00	\$ 301,508.00	\$ 287,939.00	\$ 280,880.00

NOTE: * A Federal grant pays \$23,682 of the Public Safety Budget.
Speeding citations pay another \$88,800; leaving \$167,698
paid by the residents.