

POLICE DEPARTMENT
SUMMARY

	<u>Actual Cost 1960</u>	<u>Actual Cost 1961</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved 1963</u>
Operations Division	\$571,579	\$636,469	\$690,010	\$684,310	\$752,153	\$761,603	
Service Division Prisoners	101,522	87,659	94,150	87,460	105,599	89,987	
Service Division Animals	<u>15,172</u>	<u>16,591</u>	<u>17,740</u>	<u>16,540</u>	<u>18,185</u>	<u>18,185</u>	
DEPARTMENT TOTAL	\$688,273	\$740,719	\$801,900	\$788,310	\$875,937	\$869,775	

POLICE DEPARTMENT INFORMATION

Crime is a social problem and the concern of the entire community. The police department's effort is limited to factors within its control.

The prime purpose of the police department is to preserve law and order and the public peace by enforcement of the laws. This fundamental purpose is of extreme importance to all members of the police department because it prescribes their basic responsibility to the public. It is of importance to the public because it is the foundation of the public necessity for police protection. Somewhere between the high compliance with the law and the low of rampant law defiance is an area which represents the desires of the public as to the extent of crime and accident cost it will tolerate and the number of police personnel needed to effect its desires.

To achieve its purpose, a police department has manpower, equipment, time and budgeted funds. These factors are a responsibility of the public to provide through its government to maintain an adequate force for its protection. This responsibility must be brought before the public in order to determine its desires, an important factor in determining police strength. There is no easy formula prescribed by authorities in the field of administration to quickly determine the quantities necessary to police a metropolitan area.

Most authorities agree that every city must be considered on its own merits, taking into consideration such factors as geographical area, population, type of population, miles of streets and alleys, the extent of industrial, commercial and residential areas, the transient population, the crime rate and the extent of juvenile delinquency.

The police department deals for the most part with the actions and behaviors of human beings. There are at least four types of criminal behavior: first, there are so-called major crimes - felonies, homicides, rape, robbery, aggravated assault, burglary, larceny, auto thefts, forgery, counterfeiting, embezzlement frauds, blackmail, arson, and kidnapping. Second are the offences against public morals: vice, gambling, liquor, drugs, and offenses against the family. Third are offenses which have to do with the maintainance of peace: disorderly conduct, possession of weapons, assault, trespassing, and vagrancy. Finally, there are violations of traffic and other regulations not covered by the first three classifications.

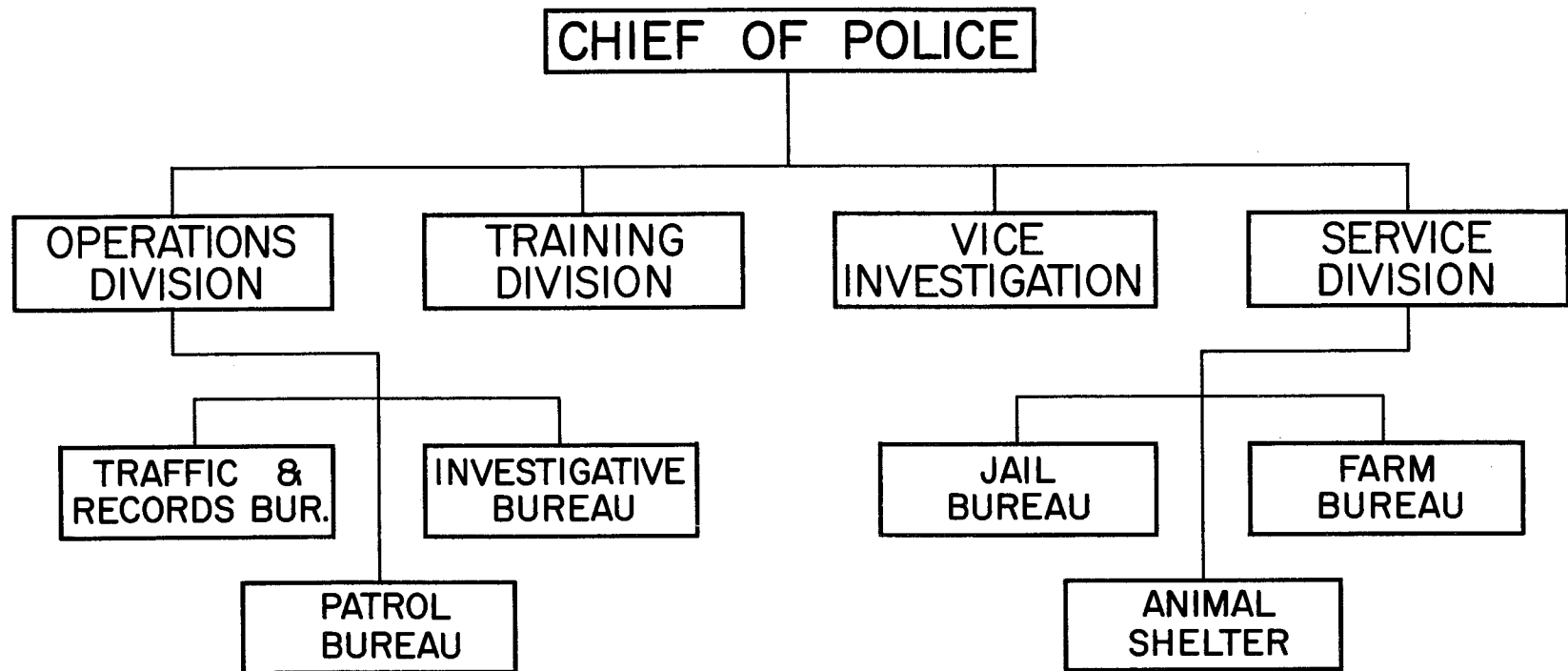
The duties and functions of the police department also include the prevention of crime, repression of crime, apprehension of offenders, recovery of property, and the regulation of non-criminal conduct.

The police man-power "rule of thumb" has been determined in varying degrees of the ratio between the number of police officers and population. Insurance underwriters advocate 1.5 police personnel per 1000 inhabitants. The FBI and the International Association of Chiefs of Police have defined the most satisfactory ratio of police officers to population as two policemen for each 1000 persons. The median for all police departments of cities having more than 10,000 population is 1.9 for 1961.

The police headquarters was occupied in September, 1961 at the new Public Safety Building together with the jail facilities. The occupation of the new building resulted in the reduction of manpower and time which heretofore had been utilized in the transportation of prisoners and now could be directed toward patrol work and other activities.

The Anchorage Police Department is organized into three divisions as shown on the Department Organization Chart. Vice Investigation, Administration, Training Division, and Operations Division are all budgeted in Account #1220. The Jail and Farm Bureau are budgeted in Account #1221, while the Animal Shelter is budgeted in Account #1222.

POLICE DEPARTMENT



BUDGET SUMMARY

Police Department
Operations Division

	Actual Cost 1960	Actual Cost 1961	Original Approved Budget 1962	Adjusted Budget 1962	Department Budget Request 1963	City Manager Budget Recommendation 1963	Council Approved 1963
Personal Service	\$505,743	\$555,067	\$606,460	\$590,460	\$659,829	\$659,829	
Contractual	55,275	67,962	67,000	73,800	74,374	84,874	
Supplies	8,831	7,809	9,500	14,500	13,900	13,400	
Unclassified	310		1,550	1,550	1,050	1,000	
Capital	<u>1,420</u>	<u>5,631</u>	<u>5,500</u>	<u>4,000</u>	<u>3,000</u>	<u>2,500</u>	
GENERAL FUND NET	\$571,579	\$636,469	\$690,010	\$684,310	\$752,153	\$761,703	

Police Department

Operations Division

APPROPRIATION DETAIL

Account #1220

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>			\$510,590			
.11	Chief	\$ 14,604		\$ 14,604	\$ 14,604	
	Captain	12,000		12,000	12,000	
	4 Lieutenants	42,792		43,763	43,763	
	7 Investigators	67,845		66,584	66,584	
	4 Sergeants	38,168		38,602	38,602	
	Identification Technician	9,480		9,480	9,480	
	2 Investigators <i>(one est. invest. in 1962, one in 1963)</i>	17,520		17,520	17,520	
	35 Patrolman	284,816		287,492	287,492	
	2 Policewomen	17,520		17,520	17,520	
	3 Parking Enforcement Officers	17,275		17,727	17,727	
	Identification & Records Clerk	4,872		5,007	5,007	
	5 Clerk Stenographers II	19,488		19,803	19,803	
	Clerk Stenographer III	6,814		6,099	6,099	
	1962 Personal Additions					
	Lieutenant			11,100	11,100	
	3 Patrolmen			22,920	22,920	
	Parking Enforcement Officer			5,382	5,382	
	Proposed Personal Increase 1963					
	2 Patrolmen			14,976	14,976	
	Policewoman			7,488	7,488	
	Less Charges to Leave Reserve	(30,604)		(25,773)	(25,773)	
	TOTAL SALARIES	\$522,590	\$510,590	\$592,294	\$592,294	
.12	Overtime	\$ 250	\$ 250	\$ 250	\$ 250	
.13	Accrued Leave	83,620	79,620	94,767	94,767	
	Less 4% for Unfilled Positions			(27,482)	(27,482)	
	TOTAL PERSONAL SERVICES	\$606,460	\$590,460	\$659,829	\$659,829	
	PERSONNEL AUTHORIZED	66	71	74	74	

Police Department

Operations Division

APPROPRIATION DETAIL

Account #1220

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Contractual</u>						
.20	Miscellaneous Contracts					
	Data Processing			\$ 724	\$ 724	
.21	Advertising	\$ 450	\$ 450	450	450	
.22	Contracted Labor & Equipment	7,000	8,000			
	Radio Maintenance			8,000	8,000	
	Crossing Guard Program				10,500	
.24	Insurance	1,250	1,450	1,500	1,500	
.25	City Equipment Rental	52,000	54,000	54,000	54,000	
.27	Repairs to Buildings or Equipment		400			
.28	Telephone, Telegraph, & Tolls	4,800	8,000	8,000	8,000	
.29	Travel, Dues, & Publications	<u>1,500</u>	<u>1,500</u>	<u>1,700</u>	<u>1,700</u>	
	TOTAL CONTRACTUAL	\$67,000	\$73,800	\$74,374	\$84,874	
<u>Supplies</u>						
.32	Food, Clothing, & Medical	\$ 2,800	\$ 2,800	\$ 3,000	\$ 3,000	
.36	Office Supplies	2,000	5,000	3,500	3,500	
.37	Postage	400	500	400	400	
.38	Printed Forms & Pamphlets	3,300	4,000	4,000	4,000	
.39	Small Tools	<u>1,000</u>	<u>2,200</u>	<u>3,000</u>	<u>2,500</u>	
	TOTAL SUPPLIES	\$ 9,500	\$14,500	\$13,900	\$13,400	

Police Department

Operations Division

APPROPRIATION DETAIL

Account #1220

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Unclassified</u>						
.40	Miscellaneous Investigation Costs	\$ 1,550	\$ 1,550	\$ 1,050	\$ 1,000	
	TOTAL UNCLASSIFIED	\$ 1,550	\$ 1,550	\$ 1,050	\$ 1,000	
<u>Capital</u>						
.84	Machinery & Equipment	\$ 5,500	\$ 4,000			
	3 Stenowriters			\$ 650	\$ 650	
	1 Microscope			450	450	
	2 Typewriters			500	0	
	1 Mug File			400	400	
	Radar Equipment			1,000	1,000	
	TOTAL CAPITAL	\$ 5,500	\$ 4,000	\$ 3,000	\$ 2,500	
	GENERAL FUND NET	\$690,010	\$684,310	\$752,153	\$761,603	

OPERATIONS DIVISION INFORMATION

The Police Department is organized into four divisions of which the Operations Division is the largest. The Operations Division, in turn, is composed of four bureaus: Patrol, Investigation, Traffic, and Records. The two policewomen are attached to this division which totals 68 personnel commanded by a captain who is assisted by three lieutenants.

The routine work of the uniform force constitutes one of the greatest factors in the determination and justification of police strength. Too often the routine day-to-day tasks of the uniformed officers are overlooked. Police strength evaluations are too frequently based upon population and crime rates alone, overlooking the sick, injured, and lost ones assisted. Commercial accidents often necessitate policemen at the scene. The barking dog, the drunk, domestic complaints, and the arrest of shop-lifters amount to time-consuming tasks. The serving of warrants and subpoenas consumes man hours; routine bank checks, security checks of commercial establishments, and the many funeral, money, and VIP escorts necessitate the assignment of police personnel. The uniformed police are on the scene at fire calls, public emergencies, and civic disturbances. Officers are assigned to assist other departments with investigations within local jurisdiction. All of these factors, plus the other routine tasks that utilize police personnel, must be considered in the over-all view of police strength.

Plans have been made for the establishment of a police dog program to be used in conjunction with the foot patrol in the downtown area. The assignment of a trained dog with an officer on duty hours at night will be helpful in checking alleys and doorways of business establishments where the trained dog can enter an unlocked building before the officer. Under the present set-up, a second officer is needed to assist. In order to adopt this program, it will be necessary to send an officer to a training school where he will work with a dog furnished by the school. This officer will be able to train additional personnel on his completion of the course.

It is planned to send an additional officer to the polygraph school in Chicago for training. The department has one qualified employee at the present time but the work load of the department has increased in this category since all police personnel are given a polygraph examination before they are employed. The adoption of this practice has been discussed with other departments for their use also, especially where an employee would be in a position of confidence or one which involved the controlling and handling of revenue for the City.

In accordance with previous policies, a representative will be sent to the Northwest Crime Conference on the Pacific Coast in 1963 for the purpose of gathering information on known criminals operating in the northwest. This information will be used later at the Alaska States Crime Conference held annually in Anchorage.

OPERATIONS DIVISION INFORMATION (Continued)

Patrol Bureau: This bureau has a total of 39 officers which includes 3 lieutenants, 3 sergeants, and 33 patrolmen. These officers are divided into three shifts with a sergeant and a lieutenant assigned to each. It is the function of the sergeant to see that his shift is conducted properly. Proper methods of patrol, enforcement of laws and ordinances, in-service training, correct methods of report writing are taught in addition to the performance of regular duties assigned to each shift. Lieutenants assist the captain in executing the policies and procedures set up, and also provide supervision to other bureaus in the absence of the regular supervisor.

The department has divided the City into six patrol areas. Area One is between 3rd Avenue and 6th, L and Gamble Streets. Area Two is between Government Hill, Gamble Inlet and Chester Creek. Area Three lies between Merrill Field, Mt. View and DeBarr Road on the south. Area Four extends from the Fairview area to Post Road. Area Five includes Airport Heights, Grandview Gardens, City View and Anchor Homes, Alaska Methodist University, Green Acres and Rogers Park. Area Six comprises the Turnagain and Spenard areas. We are unable to adequately maintain these six areas because of the shortage of personnel due to days off, leave, and such emergencies as arise. Also, court activities have been requiring officers, both on and off duty, to spend more time in court than formerly.

In the past year the Patrol Bureau has assumed the responsibilities of follow-up investigation in petty-larceny cases and some felonies as the workload of the Investigation Bureau has increased to the point where all reported crimes cannot be investigated by this bureau. Activity of this type has promoted good public relations and also enabled more recovery of stolen and lost property.

Because of the good response to the program of inspecting homes of people on vacation, this program will be continued.

The department has purchased additional small radio equipment for foot patrol officers which has proven useful in controlling crowds, fires, parades, and other types of activity. Finger print kits have been placed in all patrol cars for the use of officers in obtaining and developing latent prints at the crime scene.

We have recommended that three additional personnel be included in the 1963 budget to be assigned to the Patrol Bureau. Two of these should be officers assigned to the foot patrol or enforcement of liquor violations in establishments that we now are unable to prosecute when violations occur because of lack of manpower. Enforcement of this type would prevent intoxicated persons from being served, minors on the premises, and prevent disturbances. It would also help in curbing prostitution, the sale of narcotics, and gambling.

One additional policewoman should be employed to supplement the women's section. Policewomen perform certain specialized functions such as interrogation of women offenders and victims as well as juveniles that cannot always be handled by men. The more traditional police functions of women officers include patrol of places of commercial recreation such as dances, bars, theaters, arcades, amusement parks, patrol of bus and train stations, hotels, and other public places, paying special attention to the protection of youth and the prevention of delinquency. They investigate cases of non-support, of destitute women or children, and runaway juveniles, interrogating them and their companions.

OPERATIONS DIVISION INFORMATION (Continued)

The policewoman may also investigate complaints received from citizens and community agencies and perform general police work in the detection and prevention of crime. Work with women offenders may include apprehension of shoplifters, prostitutes, narcotic addicts, and offenders in close cooperation with male associates. The department has only two policewomen employed at this time. With days off, leave, and sickness of these two employees, the department is understaffed for replacement during this time. It is recommended that a person be employed to fill the gap caused by days off and leave. The employment of this policewoman will materially reduce some of the above violations. It should be noted that juvenile and women activity has increased each year along with the sharp increase in school population in Anchorage and the area.

Investigative Bureau: The Investigative Bureau consists of one lieutenant, one sergeant, six investigators, two vice investigators and one identification employee. The responsibility of this bureau is the recovery of stolen property and clearance by arrests, prosecution of all felonies, all offenses that may become felonies and all thefts excepting those offenses the investigation of which has been assigned to other bureaus. The identification and photography functions of this department are performed by a technician in this bureau; two vice-officers are assigned to investigate vice and liquor violations.

The investigation of bad checks, arson, and other fraudulent violations has been assigned to one man. While this type of violation has sharply increased, the prosecution of such crimes is also greater. The investigator has promoted a close relationship with the business men and the Chamber of Commerce in an effort to reduce such violations. One investigator has attended an arson seminar in Portland, Oregon. The polygraph program has been successful in the apprehension of various criminals.

During 1962 an investigator was assigned to a civil suit against the City involving an injury which occurred at the park strip and resulted in a \$100,000 claim. Although this case has not been adjudicated as yet, some valuable information has been obtained for the City.

Traffic and Records Bureau: Traffic law enforcement is a major police activity, requiring careful evaluation in order to determine the number of personnel necessary to satisfactorily perform the work. A study of accident statistics alone is insufficient. Traffic control and direction responsibilities add to these tasks, and compliance with traffic regulations must be achieved by traffic patrols in order to relatively insure the safety and welfare of the motoring public. The investigation of traffic accidents requires considerable police man-hours, and the severity of accidents may determine the assignment of one or several officers to cope with vehicles, victims, crowds, and traffic.

Motor vehicle license registrations are on the increase since each year there are more cars being driven and more drivers licensed, both contributing to the overall problem of enforcing traffic laws. In proportion, related administrative tasks are increasing. Accident reports must be screened and filed, studied and made available to those involved and their insurance companies because of the increasing number of resulting litigations. The cost of traffic accidents is staggering; it has been estimated that it is from five to seven times the direct expense for medical care and vehicle repairs. This factor is significant in determining the police strength necessary to cope with such public loss.

OPERATIONS DIVISION INFORMATION (Continued)

Needless to say, vehicular parking and the enforcement of parking regulations adds to the complexity of the problem. When the public demands enforcement of regulatory laws, sufficient personnel must be provided to accomplish its desires.

The Traffic and Records Bureaus were combined the first of 1962 for the purpose of proper and adequate supervision. The bureau consists of one lieutenant who supervises both traffic and record sections. The Traffic Bureau consists of four traffic officers (two added this year) and four parking enforcement officers (female). One of these traffic officers also assists in the jail as a matron when needed for replacement.

Two officers, whose salaries are paid by the Traffic Violations Bureau, work full time serving warrants for failure to appear. One additional warrant officer should be hired to be used as a bailiff in the Magistrate's Court. An officer has been used one half day in court; however, the court has changed session to now require a full day. An extra vehicle should also be provided for use in conjunction with this position.

Two unmarked traffic cars with radar have been operating since May, 1962 with the results that traffic citations have doubled arrests for moving violations. A third car equipped with radar is planned to go into operation in 1963.

A daily radio broadcast is conducted by the traffic lieutenant from Police Headquarters over KENI Radio concerning police activities.

A parking meter program for out-of-state visitors has been in effect for two years whereby vehicles with out-of-state licenses are issued a "Welcome to Anchorage" card instead of a citation for over-parking. During the year, many hundreds of these cards are placed on vehicles.

The recontacting of all hotels, motels, and other places of business has been accomplished again this year for the purpose of distributing placards with information concerning over-night parking regulations so that out-of-city and state vehicles will not be impounded for being parked on streets where cleaning or snow removal is to be performed.

The Records Bureau consists of five clerks under the supervision of the lieutenant whose primary duties are to handle the information and over-the-counter complaints. They assist with service of Failure to Appear warrants, transcribe reports dictated by the investigators and make records available for other personnel.

A new method of filing photographs of arrested persons is planned so that the file will be according to type of crime committed rather than in a mug book.

The program of supplying the insurance companies and other interested parties with copies of accident reports for a charge has been continued.

OPERATIONS DIVISION INFORMATION (Continued)

Training, Personnel & Public Relations: The training of personnel is an essential factor of police strength. A well-trained police officer may be as effective as several not as well-trained. This may apply to some activities requiring a particular level of training. The number of hours devoted to training lessen the hours available for police operation. Therefore, the type and extent of police training must be evaluated in relation to police strength. The training bureau is commanded by a sergeant who this last year completed a 12 week course at the FBI Academy in Washington, D. C.

Prospective employees are interviewed by the sergeant, and written, oral, and polygraph examinations are given. A thorough investigation into the applicant's background is also conducted before he is considered for employment.

The department has a basic training academy for all new recruits for a period of three weeks. An in-service training class has been held each year for our personnel with such subjects as the following introduced: Preservation and Development of Fingerprints, Photography, Court Procedures and Conduct, First Aid Training, Judo, and other related subjects.

The Training Bureau conducts a T.V. program weekly for the purpose of providing the public with information regarding the police department, its functions and activities. Visitation of schools and other organizations has been conducted for the promotion of safety and public relations.

Some of the new equipment we hope to place in use during 1963 includes such items as a crime investigation kit, a comparison microscope, cameras for patrol cars, 2 steno-writer dictating machines, a mug file, radar, small tools and equipment for replacement for police personnel such as guns and badges and ammunition for use in our training. We hope to continue the purchase of modern equipment that will increase the efficiency of the department.

The City Manager's recommendations include funds to initiate the first year of a three year program for adult crossing guards at the school crossings indicated. These funds in amount of \$10,500 consist of \$10,000 for salaries and \$500 for uniforms. School crossings would be protected at these locations:

15th Avenue at Nelchina
 Airport Heights at Eugene
 Northern Lights & Lake Otis
 15th Avenue at "E"
 13th Avenue at "G"

9th Avenue at "E"
 9th Avenue at "A"
 Hollywood at Ash
 Glenn Highway at Bragaw

OPERATIONS DIVISION INFORMATION (Continued)

ARREST STATISTICS

Offense	1961		1962 (6 mos. Actual)	
	<u>Reported</u>	<u>Arrests</u>	<u>Reported</u>	<u>Arrests</u>
Homicide				
Murder	4	4	2	1
Manslaughter	1	1	2	2
Rape	8	2	10	2
Robbery	24	4	9	8
Aggravated Assault	41	29	35	19
Burglary	246	41	152	73
Larceny				
Over \$50	226	18	209	25
Under \$50	723	78	361	61
Auto Theft	<u>189</u>	<u>21</u>	<u>124</u>	<u>22</u>
TOTALS	1,462	198	904	213

TRAFFIC STATISTICS

	1961	1962 (6 mos. Actual)
	<u> </u>	<u> </u>
Total Accidents	2,317	1,124
Fatalities	0	5
Property Damage	\$627,037	\$306,294
Complaint Reports	13,681	6,711
		1962 (6 mos. Actual)
	<u>No.</u>	<u>Dollar Volume</u>
Tickets Issued	56,358	\$154,177
Tickets Paid	41,763	\$111,763

	<u>1961</u>	<u>(6 mos., 1962)</u>
Other Assaults	92	46
Forgery & Counterfeiting	30	7
Embezzlement, Fraud, Bad Checks	17	76
Stolen Property	8	0
Carrying Concealed Weapon	24	12
Prostitution	5	5
Sex Offenses, Indecent Exposure	2	30
Offenses against Family	4	8
Narcotics	2	1
Liquor Law Violations	59	27
Drunkenness	1,213	749
Disorderly Conduct	134	27
Vagrancy	105	93
Gambling	111	72
Driving While Intoxicated	323	141
Failure to Pay Traffic Citations	4,805	1,517
Trespassing & Destroying Property	32	21
All Other	<u>246</u>	<u>424</u>
TOTALS	7,212	3,256

BUDGET SUMMARY

Police Department
Service Division - Prisoners

	Actual Cost <u>1960</u>	Actual Cost <u>1961</u>	Original Approved Budget <u>1962</u>	Adjusted Budget <u>1962</u>	Department Budget Request <u>1963</u>	City Manager Budget Recommendation <u>1963</u>	Council Approved <u>1963</u>
Personal Service	\$70,410	\$72,303	\$78,050	\$76,150	\$91,299	\$78,187	
Contractual	13,321	8,090	4,200	5,000	4,900	4,900	
Supplies	20,737	20,468	18,900	18,800	18,900	18,900	
Capital	<u>210</u>	<u> </u>	<u>500</u>	<u>510</u>	<u>500</u>	<u>500</u>	
TOTAL COST	\$104,678	\$100,861	\$101,650	\$100,460	\$115,599	\$102,487	
Less Charges to State of Alaska	<u>(3,156)</u>	<u>(13,202)</u>	<u>(7,500)</u>	<u>(13,000)</u>	<u>(10,000)</u>	<u>(12,500)</u>	
GENERAL FUND NET	\$101,522	\$87,659	\$94,150	\$87,460	\$105,599	\$89,987	

Police Department

Service Division - Prisoners

APPROPRIATION DETAIL

Account #1221

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Service</u>			\$65,790			
.11	Lieutenant	\$11,100				
	Sergeant	8,088		\$ 9,021	\$ 9,021	
	4 Jailers	31,570		31,349	31,349	
	2 Matrons	10,956		11,191	11,191	
	Prison Farm Jailer	8,508		8,760	8,760	
	1962 Personal Additions*					
	2 Matrons			10,014	10,014	
	1963 Personal Additions Requested					
	Matron			4,872	0	
	Jailer			6,924	0	
	Less Charges to Leave Reserve	<u>(2,932)</u>		<u>(3,425)</u>	<u>(2,932)</u>	
	TOTAL SALARIES	\$67,290	\$65,790	\$78,706	\$67,403	
.13	Accrued Leave	<u>\$10,760</u>	<u>\$10,360</u>	<u>\$12,593</u>	<u>\$10,784</u>	
	TOTAL PERSONAL SERVICES	\$78,050	\$76,150	\$91,299	\$78,187	
	PERSONNEL AUTHORIZED	9	10	12	10	

* Included for Part of 1962 in Adjusted Budget.

Police Department

Service Division - Prisoners

APPROPRIATION DETAIL

Account #1221

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Contractual</u>						
.23	Electricity & Water	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
.24	Insurance	200	200	200	200	
.25	City Equipment Rental	2,000	1,600	2,000	2,000	
.27	Repairs	500	1,500	500	500	
.28	Telephone, Telegraph, & Tolls		200	700	700	
	TOTAL CONTRACTUAL	\$ 4,200	\$ 5,000	\$ 4,900	\$ 4,900	
<u>Supplies</u>						
.32	Food, Clothing, & Medical	\$17,500	\$17,500	\$18,000	\$18,000	
.33	Gasoline, Oil, Grease, & Motor Fuels		600			
.34	Heating Fuel	1,000	300	500	500	
.35	Household & Janitor	200	200	200	200	
.39	Small Tools & Work Equipment	200	200	200	200	
	TOTAL SUPPLIES	\$18,900	\$18,800	\$18,900	\$18,900	
<u>Capital</u>						
.83	Improvements Other Than Buildings		\$ 235			
.84	Machinery & Equipment	\$ 500	275			
	Chairs			\$ 100	\$ 100	
	Dishes			400	400	
	TOTAL CAPITAL	\$ 500	\$ 510	\$ 500	\$ 500	
	TOTAL COST	\$101,650	\$100,460	\$115,599	\$102,487	
	Less Charges to State of Alaska	(7,500)	(13,000)	(10,000)	(12,500)	
	GENERAL FUND NET	\$94,150	\$87,460	\$105,599	\$89,987	

SERVICE DIVISION INFORMATION - PRISONERS

The main function of the Service Division - Prisoners is the care and custody of those individuals sentenced by the magistrate to serve sentences in jail for offenses committed. This division was previously commanded by a lieutenant. However, early in February of 1962 the lieutenant was transferred back to the Patrol Division to augment that division, and the lieutenant was replaced by a sergeant who had previously been a jailer with a great wealth of experience.

The division is staffed by five jailers and four matrons, two of the matrons being added during 1962 by Council authority. An additional jailer and matron are urgently needed for replacements as the present practice is for a patrolman to be transferred from patrol to act as a jailer in periods of vacation and sick time. A meter maid must replace the matrons during absences.

The program of operating the Prison Farm has been in existence this year. During the winter months, the farm is closed. However, during growing season, the inmates are transported from the jail each day by bus.

The buildings and other equipment have been kept in good order at the farm, painted and repaired, inasmuch as these facilities may have to be put into full use in the near future. The present jail facilities will house only 135 persons while records this summer reflect that we have had as many as 115 prisoners which is about maximum due to the problems of segregation. This influx is unusual at this time of year as in previous years the number of inmates was normally under 40 persons. During 1962, 22,483 prisoners (man days) were housed. Established for 1963 is 28,500, a substantial increase over preceding years. We estimate that 80,000 meals will be served during 1963.

The contract with the State of Alaska, Youth and Adult Authority for maintaining the custody of juveniles was re-negotiated by the City at the same cost as previously of \$7 per day for juveniles from outside the City and \$3.50 per day for those residing within City limits. Many new procedures and policies were put into force in the jail for the betterment of the health and welfare of the personnel and the jailers, and more security practices were adopted in the operation of the jail system.

A new root cellar was constructed at the farm with metal material obtained from Civil Defense. This is an all-metal building.

Produce Harvested at the Farm

60 tons potatoes
3 tons carrots
3 1/2 tons beets

Produce Canned at the Farm

1500 gal. cabbage
300 gal. peas

Beets and carrots will be canned, but at this writing the harvest is still in progress.

BUDGET SUMMARY

Police Department
Service Division - Animals

	Actual Cost 1960	Actual Cost 1961	Original Approved Budget 1962	Adjusted Budget 1962	Department Budget Request 1963	City Manager Budget Recommendation 1963	Council Approved 1963
Personal Service	\$14,917	\$15,650	\$17,340	\$16,240	\$17,635	\$17,635	
Contractual	3,098	2,240	2,600	2,350	2,650	2,650	
Supplies	<u>309</u>	<u>782</u>	<u>800</u>	<u>950</u>	<u>900</u>	<u>900</u>	
TOTAL COST	\$18,324	\$18,672	\$20,740	\$19,540	\$21,185	\$21,185	
Less Impound Fees	<u>(3,152)</u>	<u>(2,081)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>	
GENERAL FUND NET	\$15,172	\$16,591	\$17,740	\$16,540	\$18,185	\$18,185	

Police Department

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Service Division - Animals

APPROPRIATION DETAIL

Account #1222

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>			\$13,950			
.11	2 Animal Control Officers Less Charges to Leave Reserve	\$15,576 (626)		\$15,864 (661)	\$15,864 (661)	
	TOTAL SALARIES	\$14,950	\$13,950	\$15,203	\$15,203	
.13	Accrued Leave	\$ 2,390	\$ 2,290	\$ 2,432	\$ 2,432	
	TOTAL PERSONAL SERVICES	\$17,340	\$16,240	\$17,635	\$17,635	
<u>Contractual</u>						
.24	Insurance			\$ 50	\$ 50	
.25	City Equipment Rental	\$ 2,500	\$ 2,200	2,500	2,500	
.27	Repairs	100	100	100	100	
	TOTAL CONTRACTUAL	\$ 2,600	\$ 2,350	\$ 2,650	\$ 2,650	
<u>Supplies</u>						
.32	Food, Clothing, & Medical	\$ 300	\$ 450	\$ 400	\$ 400	
.34	Heating Fuel	400	400	400	400	
.39	Small Tools	100	100	100	100	
	TOTAL SUPPLIES	\$ 800	\$ 950	\$ 900	\$ 900	
	TOTAL BUDGET	\$20,740	\$19,540	\$21,185	\$21,185	
	Less Impound Fees	(3,000)	(3,000)	(3,000)	(3,000)	
	GENERAL FUND NET	\$17,740	\$16,540	\$18,185	\$18,185	

SERVICE DIVISION INFORMATION - ANIMALS

The Service Division - Animals is staffed by two full-time Animal Control Officers whose function is to operate and maintain the Municipal Dog Pound, secure compliance with ordinances and regulations governing control of animals, collect, keep in custody, care for, and dispose of stray and unlicensed animals, and issue citations for dogs running at large.

The growth of the City has meant an increase in complaints which indicates more control and regulation is needed. The two present officers are unable to meet all the hours required to patrol and control all the dogs running at large or not under the control of the owner.

Following is a typical work schedule for the Animal Control Officer. This schedule is changed from time to time during the year to meet the changes in time the dogs are running at large.

<u>Officer #1</u>	<u>Officer #2</u>
Mon. 9 a.m. to 6 p.m. (4-6) Dog Pound	Mon. 7 a.m. to 3 p.m.
Tues. " " " " " "	Tues. Day Off
Wed. " " " " " "	Wed. " "
Thurs. " " " " " "	Thurs. 7 a.m. to 3 p.m.
Fri. " " " " " "	Fri. " "
Sat. Day Off	Sat. 9 a.m. to 6 p.m. (4-6) Dog Pound
Sun. " "	Sun. " " (1-6) " "
Hours worked on control.....30	Hours worked on control.....33
Hours, Dog Pound.....10	Hours, Dog Pound.....7

It should be noted that about 25% of the Dog Control Officers' time is spent at the Dog Pound during which time the pound is open to the public, admitting and releasing dogs. It should be further noted that with 17 hours out of the 80, only 63 hours are spent on the streets patrolling; only a small percent of the 24 hour day is covered by dog patrol. When Animal Control Officers are not available, all calls received by the division are answered by the Patrol Division, but the impoundment of dogs from these calls must be delayed unless in cases of dog bite or other emergencies. The transporting of dogs in patrol cars is impractical because of the unsanitary conditions which arise from this practice. The following figures are quoted for comparison for the year 1961 and actual for six months in 1962:

	<u>1961</u>	<u>1962 (6 mos.)</u>		<u>1961</u>	<u>1962 (6 mos.)</u>
Dogs Impounded	1636	946	Impound Fees	1494	771
Dogs Destroyed	1255	719	Licenses	628	192
Cats Destroyed	517	336	Disposal	75	80
			Board	514	446