

# **POLICE DEPARTMENT**

## **MISSION**

The Eustis Police Department is dedicated to the pursuit of excellence in providing professional, courteous, fair, and equitable law enforcement services in an effective and efficient manner. Our men and women strive to enable a safe and secure community environment that will be a source of pride for future generations; to ensure crime prevention through our presence and community education and involvement; to protect the rights of our residents and visitors from those who wish to compromise those rights; and to ensure our City remains a friendly hometown, a community for families, and a destination for arts and culture, where our residents and visitors feel safe and secure.

## **DEPARTMENT OVERVIEW**

The Eustis Police Department is a full service law enforcement agency that is committed to providing a range of professional law enforcement services to the community. Within the City of Eustis, the Department responds to both emergency and non-emergency calls for services from both residents and visitors and is responsible for the enforcement of applicable City Ordinances and State of Florida Criminal and Traffic Laws.

## Police

### Baseline Services:

- Administration
  - Provides the required leadership, supervision, training, and administrative oversight to ensure the effective and efficient management of both the Fire and Police Departments' personnel and resources.
  - Establishes Department's goals, objectives, and priorities.
  - Responsible for the development and implementation of the City's Emergency Management Plan.
- Uniform Patrol Divisions
  - Responds to all emergency and non-emergency calls for service from both residents and visitors.
  - Proper documentation of all reported crimes and incidents.
  - Preliminary follow-up investigation of reported crimes and incidents.
  - Enforcement of State Criminal Laws.
  - Enforcement of State Traffic Laws.
  - Investigation of traffic crashes occurring within the City.
  - Participation in Community Educational and Outreach Programs.
  - Emergency Response to High Threat and/or Hostage Situations.
  - Participation in In-service Training.
- Criminal Investigations/Special Enforcement
  - Investigation of major crimes.
  - Major Narcotics Investigations.
  - Crime Scene Investigations.
  - Evidence Storage and Management.
  - Enhance enforcement of Traffic Laws.
  - Street Level Narcotics Investigations.
  - Participation in Community Educational and Outreach Programs.
- Communications
  - Provides 24 hour Communication Services.
  - Receives calls for service from the general public.
  - Receives calls for assistance from other local, state, and/or federal government entities.
  - Receives initial 911 calls for police, fire, and/or medical services.
  - Dispatches emergency 911 and non-emergency calls for services.
  - Provides officers with information contained in various local, state, and federal databases.
  - Maintains radio communications with on-duty officers.
  - Ensures the proper entry of required data into the department's record management system.
- Staff Services
  - Provides administrative assistance to the general public.
  - Provides overall administrative assistance and support to department personnel.
  - Ensure the proper entry of required data into the department's records management system.
  - Responsible for the proper filing and distribution to other criminal justice agencies of incident reports.
  - Maintains appropriate records regarding the expenditure of funds.
  - Develops or revises departmental policies and procedures.
  - Develops and manages the departments overall training programs. Responsible for the development of ongoing training programs.
- School Crossing Guard Program
  - Ensure safe passage of our communities' children who walk to and from school.

## **Police**

### **Department Initiatives:**

- Expand the Department's community educational and outreach programs.
- Place additional emphasis on crime analysis and proactive approach to deterring crime in the community.
- Revitalize the Department's Community Crime Watch Programs throughout the city.
- Replace the department's current dispatch and records management system with a state of the art Computer Aided Dispatch and Integrated Records Management System.

**CITY OF EUSTIS, FLORIDA  
ANNUAL BUDGET  
DEPARTMENT SUMMARY**

<b>FUND: GENERAL</b>	<b>TARGET BUDGET:</b>	<b>\$</b>	<b>4,035,871</b>
<b>DEPARTMENT: POLICE</b>	<b>AMOUNT REQUESTED:</b>	<b>\$</b>	<b>4,403,914</b>
<b>PROGRAM: SUMMARY</b>			

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Administration	150,759	1
Uniform Patrol	3,444,262	42
Criminal Investigation	25,900	0
Communications	478,054	9
Support Services	283,374	4
School Crossing	21,565	1
Subtotal	4,403,914	57
One Time Costs	-	
Increase In Recurring Revenue	-	
Net Recurring Budget Request	4,403,914	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Personal Services	3,766,903	3,952,401	3,964,339
Operating Expenses	381,466	387,245	439,575
Subtotal	4,148,369	4,339,646	4,403,914
Capital	38,899	13,050	-
Other	14,151	5,080	-
<b>Total</b>	<b>4,201,419</b>	<b>4,357,776</b>	<b>4,403,914</b>
<b>Employees:</b>	<b>61</b>	<b>60</b>	<b>57</b>

<u>Activities Not Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Reduction of two police officers	120,080	(2)
Reduction of one Admin. Supervisor through VSP	43,537	(1)

**Other Remarks:**  
All capital to be funded from other sources.

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Safety	Police	Administration
		210-521

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ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1011	Executive Salaries	81,279	87,683	97,138	99,678	100,612
1015	Special Pay	960	960	960	960	960
1016	Christmas Bonus	260	260	260	260	260
1021	F.I.C.A. Taxes	6,009	6,406	7,525	7,699	7,790
1023	Life & Health Insurance	6,420	7,440	7,500	7,500	7,800
1024	ICMA Retirement	4,873	5,244	5,828	5,981	6,037
1026	Other Retirement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	99,801	107,993	119,211	122,078	123,459
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	2,551	2,738	3,500	3,500	3,000
3040	Travel & Per Diem	2,637	5,904	6,500	6,500	6,000
3046	Repair & Maintenance	0	0	800	800	800
3048	Promotional Activities	508	926	1,500	1,500	1,500
3052	Operating Supplies	645	2,962	4,000	4,000	3,000
3054	Books, Publ., Subscr.	1,015	1,634	3,200	3,200	3,000
3055	Employee Study Expense	<u>7,370</u>	<u>8,617</u>	<u>12,000</u>	<u>12,000</u>	<u>10,000</u>
	subtotal	14,726	22,781	31,500	31,500	27,300
	TOTAL	<u>114,527</u>	<u>130,774</u>	<u>150,711</u>	<u>153,578</u>	<u>150,759</u>

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>					<u>Program</u>
Public Safety	Police					Uniform Patrol 211-521
ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	1,577,036	1,762,971	1,946,483	1,884,101	1,910,746
1013	Other Salaries & Wages	22,755	88	0	0	0
1014	Overtime	201,457	221,413	175,000	195,000	185,000
1015	Special Pay	47,534	45,591	32,620	32,620	31,800
1016	Christmas Bonus	8,765	10,698	11,440	9,445	10,660
1017	In-Service Training	26,767	31,412	40,250	40,250	39,076
1021	F.I.C.A. Taxes	132,385	151,021	168,749	165,348	166,562
1023	Life & Health Insurance	268,559	324,415	330,000	323,750	327,600
1026	Other Retirement	357,553	482,523	529,000	502,922	522,818
1028	Reimb. Resource Officer	0	0	0	0	0
1029	Miscellaneous Expenses	-6,514	-211	0	0	0
	subtotal	2,636,297	3,029,921	3,233,542	3,153,436	3,194,262
	<u>OPERATING EXPENSES</u>					
3046	Repair & Maintenance	23,583	28,359	30,000	30,000	30,000
3052	Operating Supplies	235,775	191,644	165,000	171,500	220,000
3055	Employee Study Expense	10,000	0	0	0	0
	subtotal	269,358	220,003	195,000	201,500	250,000
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	1,500	19,187	0	11,500	0
	subtotal	1,500	19,187	0	11,500	0
	TOTAL	2,907,155	3,269,111	3,428,542	3,366,436	3,444,262

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Safety	Police	Criminal Investigation
		212-521

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ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	Actual <u>FY 05-06</u>	Actual <u>FY 06-07</u>	Budget <u>FY 07-08</u>	Estimated <u>FY 07-08</u>	Budget <u>FY 08-09</u>
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	0	0	3,000	3,000	2,700
3046	Repair & Maintenance	210	2,026	2,500	2,500	2,325
3049	Other Current Charges	1,500	1,500	1,650	1,650	1,500
3052	Operating Supplies	<u>11,089</u>	<u>17,727</u>	<u>20,700</u>	<u>20,700</u>	<u>19,375</u>
	subtotal	12,799	21,253	27,850	27,850	25,900
	TOTAL	<u>12,799</u>	<u>21,253</u>	<u>27,850</u>	<u>27,850</u>	<u>25,900</u>

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Safety	Police	Communications
		213-521

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ACCT. NO.	<u>DESCRIPTION</u>	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Estimated FY 07-08	Budget FY 08-09
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	246,140	274,986	314,630	277,084	287,600
1014	Overtime	47,994	44,020	58,000	58,000	51,000
1016	Christmas Bonus	1,930	2,480	2,600	2,340	2,340
1021	F.I.C.A. Taxes	21,845	22,696	28,706	22,480	26,082
1022	Florida Retirement	6,680	8,067	7,571	7,928	7,716
1023	Life & Health Insurance	55,105	73,695	75,000	67,500	70,200
1024	ICMA Retirement	<u>12,927</u>	<u>14,723</u>	<u>17,745</u>	<u>11,286</u>	<u>15,616</u>
	subtotal	392,621	440,667	504,252	446,618	460,554
	<u>OPERATING EXPENSES</u>					
3046	Repair & Maintenance	9,430	10,860	12,000	12,000	12,000
3052	Operating Supplies	<u>3,356</u>	<u>5,025</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
	subtotal	12,786	15,885	17,500	17,500	17,500
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>	<u>0</u>
	subtotal	0	1,550	1,550	1,550	0
	TOTAL	<u>405,407</u>	<u>458,102</u>	<u>523,302</u>	<u>465,668</u>	<u>478,054</u>

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Safety	Police	Animal/Parking
		214-521

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ACCT.		Actual	Actual	Budget	Estimated	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	28,191	-784	0	0	0
1016	Christmas Bonus	260	0	0	0	0
1021	F.I.C.A. Taxes	1,631	-183	0	0	0
1023	Life & Health Insurance	6,420	-535	0	0	0
1024	ICMA Retirement	<u>1,672</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	38,174	-1,502	0	0	0
	 <u>OPERATING EXPENSES</u>					
3046	Repair & Maintenance	322	0	0	0	0
3052	Operating Supplies	<u>2,593</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	2,915	0	0	0	0
	TOTAL	<u>41,089</u>	<u>-1,502</u>	<u>0</u>	<u>0</u>	<u>0</u>

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>					<u>Program</u>
Public Safety	Police					Support Services 215-521
ACCT.		Actual	Actual	Budget	Estimated	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	106,111	118,637	145,998	146,026	114,805
1014	Overtime	623	715	2,700	2,700	1,500
1016	Christmas Bonus	1,040	1,040	1,300	1,070	1,040
1021	F.I.C.A. Taxes	7,913	8,689	11,614	11,459	8,976
1022	Florida Retirement	2,905	3,643	3,828	3,757	0
1023	Life & Health Insurance	24,610	32,240	37,500	37,500	31,200
1024	ICMA Retirement	<u>4,288</u>	<u>5,102</u>	<u>6,699</u>	<u>6,499</u>	<u>6,978</u>
	subtotal	147,490	170,066	209,639	209,011	164,499
	<u>OPERATING EXPENSES</u>					
3041	Communication Services	43,274	33,067	39,140	42,140	54,175
3042	Transportation	1,306	1,052	2,000	2,000	2,000
3043	Utility Services	29,092	29,223	24,750	24,750	31,400
3046	Repair & Maintenance	15,308	26,259	25,000	25,000	20,000
3047	Printing & Binding	1,919	187	5,000	5,000	2,000
3048	Promotional Activities	-128	552	0	0	0
3051	Office Supplies	5,109	5,396	5,500	5,500	5,000
3052	Operating Supplies	3,742	5,808	3,850	4,505	4,300
3053	Road Materials & Sup.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	99,622	101,544	105,240	108,895	118,875
	<u>CAPITAL OUTLAY</u>					
6062	Buildings	0	0	0	0	0
6064	Machinery & Equipment	<u>3,431</u>	<u>18,162</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	3,431	18,162	0	0	0
	TOTAL	<u>250,543</u>	<u>289,772</u>	<u>314,879</u>	<u>317,906</u>	<u>283,374</u>

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Safety	Police	School Crossing
		216-521

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ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1013	Other Salaries and Wages	17,384	17,097	18,198	18,198	18,198
1016	Christmas Bonus	200	200	250	250	250
1021	F.I.C.A. Taxes	1,343	1,324	1,411	1,411	1,411
1022	Florida Retirement	637	761	786	786	786
1024	ICMA Retirement	<u>542</u>	<u>376</u>	<u>613</u>	<u>613</u>	<u>920</u>
	subtotal	20,106	19,758	21,258	21,258	21,565
	TOTAL	<u>20,106</u>	<u>19,758</u>	<u>21,258</u>	<u>21,258</u>	<u>21,565</u>

**CITY OF EUSTIS  
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Safety	Police	Grants
		218-521

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ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>CAPITAL OUTLAY</u>					
6002	Bulletproof Vest Grant	0	0	0	0	0
6025	Byrne Grant	15,170	14,151	11,961	5,080	0
6026	Operation Safe Seat	0	0	0	0	0
6027	Operation Slow Down	5,236	0	0	0	0
6028	Bicycle Patrol	3,990	0	0	0	0
6030	Byrne Transport Vehicle	<u>0</u>	<u>0</u>	<u>3,293</u>	<u>0</u>	<u>0</u>
	subtotal	24,396	14,151	15,254	5,080	0
	TOTAL	<u>24,396</u>	<u>14,151</u>	<u>15,254</u>	<u>5,080</u>	<u>0</u>