

BVRPD Annual Report

Presented to the Buffalo Valley
Regional Police Commission

Chief Paul Yost

2016



This Reporting contains a description of the agency, scope of services, costs, and a summary of both the qualitative analysis of policing services and a quantitative analysis of policing services provided by the Buffalo Valley Regional Police Department during the year 2016.

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Executive Summary

The BVRPD has completed the fifth year of agency operation and existence. This means the agency has collected data that supports meaningful comparative analysis of activity of agency members and the agency response to community police service needs.

This annual report is the best means of transmitting this information to the public and elected officials of the agency performance, fiscal effectiveness and the development of agency capabilities for the delivery of high quality police services.

This reporting details the BVRPD in an examination of the agency from a perspective of what we did in the past year and explore where we hope to go in the future in the provision of high quality police services and the expansion of our community partnerships.

The agency and membership has continued to be involved in community outreach and interaction and continues to strive to be approachable and accessible.

Agency Descriptive Summary

The Buffalo Valley Regional Police Department (BVRPD) is a progressive police department consisting of nineteen (19) sworn staff members, and one unsworn staff that are responsible for delivery police services and support services functions. The agency is currently enrolled in the Pennsylvania Police Accreditation process to achieve accreditation of the organization by a state-wide review panel. This process assures risk management, standardization of policy, and use of best practices on a formalized level by agency members.

One of the most unique characteristics of the operational aspects of the BVRPD is the agency is a self-contained unit, responsible for the operations, administrative, budget, human resource, fiscal, physical plant and review functions of the police organization. This structure assures all costs for delivery of police services are realized in the budget and fiscal process and eliminates “hidden costs” of the police services function.

The Agency is housed in a modern facility that is centrally located, and is capable of expansion of the BVRPD jurisdiction. The facility incorporates features to accommodate the police mission. The BVRPD police facility includes detention and process facilities featuring private interview rooms with recording capabilities.



The BVRPD utilizes a full range of marked and unmarked police fleet vehicles equipped with current technology to assist in the effective use of tools to maximize the police patrol and visibility of officers, while minimizing the time spent by officers away from the patrol function. The BVRPD fleet is a multi-purpose fleet of eight vehicles, four (4) of which are Sport Utility Vehicles that have four or all-wheel drive capabilities, to assure delivery of services in a wide variety of weather and topographic environments. In addition, the agency has a special purpose utility vehicle.



Legal Authority

To comprehend the delivery of police services in the regional policing context, the reader must understand that a legal basis exists for such an organization and what these types of organizations are considered under the rules for government in the Commonwealth of Pennsylvania.

Definition - Consolidation of police services requires the abolishment of political subdivision boundaries for police services and the unification of existing police forces into one regional police department. The distinctive characteristic of this method of policing is that the operation of the police agency is outside the direct control of any one municipality. The police department operates under the guidance of a regional police commission consisting of elected officials from each of the participating municipalities.

The 2017 Commissioners are:

- Judith T. Wagner, Chairwoman, (Lewisburg)
- Michael Danloff, Vice Chairman (East Buffalo Township)
- Susan Mahon, Secretary (Lewisburg)
- Dr. John Malloy, Treasurer (East Buffalo Township)
- Matt Schumacher, Commissioner (East Buffalo Township)
- Stacy Kifolo, Alternate Commissioner (East Buffalo Township)
- Michael Derman Alternate Commissioner (Lewisburg)

Legal Authority for Police Consolidation - Section 5 of Article IX of the Constitution of the Commonwealth of Pennsylvania serves as the legal and constitutional basis for consolidation of police services in the state. Section 5 of Article IX states: A municipality by act of its governing body may, or upon being required by initiative and referendum in the area affected shall, cooperate or agree in the exercise of any function, power or responsibility with or delegate or transfer any function, power or responsibility to, one or more other governmental units including other municipalities or districts, the federal government, any other state or its governmental units, or any newly created governmental unit.

Act 180, as passed by the General Assembly and signed into law by the Governor on 7/12/76, serves as the enabling legislation that makes cooperation of public services in the Commonwealth a legal process. Contained in the Act are the provisions for initiating the cooperation and identification of the necessary contents of the agreement. Section 1202, clause 34 and 35 of the Borough Code; Section 1502, clause 53 and 54 of the First Class Township Code; and Section 702, clause 40 of the Second Class Township Code also bestow authority upon municipal governments to enter into agreements for the purpose of intergovernmental cooperation.

Under an Intergovernmental Cooperation Agreement, The BVRPD is governed by a body identified as the Buffalo Valley Regional Police Commission. This body consists of two members from each of the participating municipalities, and one at large member. This provides for equal representation of each of the participating entities regardless of size, population, or number of police protection units purchased.

The Chief of Police reports directly to the BVRPD Police Commission, and is responsible for providing accurate and timely reporting of the direction of the agency. This reporting is completed during the monthly meetings of the Commission and entails statistical, operational, municipal time tracking and fiscal reporting.

BVRPD Agency Mission

The mission statement is a brief statement that an organization uses to define the agency core values and mission it intends to accomplish and embrace as the members strive to deliver professional police services. The BVRPD operates in a team based environment with a chain of command and an emphasis of problem solving and community service.

Mission Statement: *“The Buffalo Valley Regional Police Department is committed to the protection of life and the prevention of crime and disorder. With an emphasis on community policing, we will build partnerships and seek proactive approaches and innovative solutions to address crime and other safety issues in our community, which adversely affect our daily lives. Through prompt, efficient, and courteous service, we will strive towards our ultimate goal of creating a better quality of life for our citizens, visitors and ourselves.”*

BVRPD Agency Values

- Pride
- Respect
- Integrity
- Service



BVRPD Structure

The Buffalo Valley Regional Police Department (BVRPD) is a full service police agency as defined by the Pennsylvania Department of Community and Economic Development (DCED). This means that the law enforcement agency (LEA) has incorporated within the agency the following elements:

Patrol Function – Performing seamless coverage for police patrol services/ field services on a twenty four-hour basis, seven days a week, three hundred and sixty-five days a year.

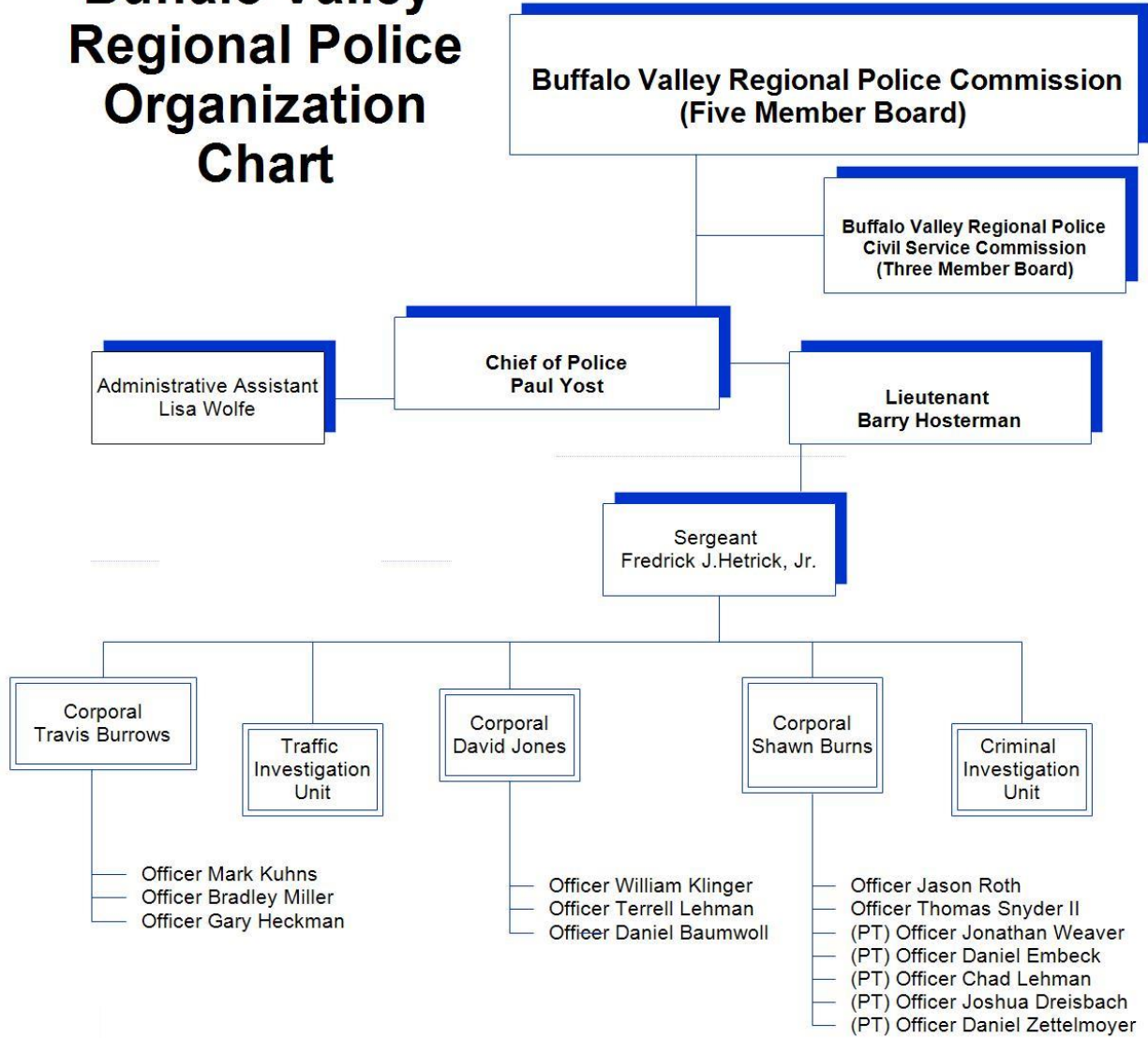
Criminal Investigations Function – A dedicated criminal investigations function with agency members designated as being responsible for the follow up function of the investigation of crimes and offenses.

Records and Support Services Function – This is the records and information management and data services component of the agency. This function is responsible for information request fulfillment

Administrative and Command Function – This function includes the management and direction of the agency from a command and executive function level. This means there is a requirement for the fiscal planning, budget administration, policy development, planning on both the strategic and tactical level and administration of the human resource function of the agency.

The police protection unit is a concept by which various municipalities purchase police services from the Buffalo Valley Regional Police Department. A police protection unit is equal to 10 hours of police service per week. For example, one municipality may purchase 2 police protection units (20 hours of police service per week). While another municipality purchases 25 units (250 hours of police service per week). Each municipality also enjoys 24-hour per day, 7-day per week response to complaints as well as patrol. Clearly, the municipality purchasing 250 hours will have constant coverage, i.e., officers in their municipality 24 hours per day, 365 days per year. The other municipality purchasing 20 hours per week will have officers there mostly during predetermined hours of need; however, with the ability of an officer to respond to calls on a 24 hour per day basis.

Buffalo Valley Regional Police Organization Chart



Support Services Unit

The BVRPD currently employs one full time civilian staff member who is responsible for the administration of the records and office function of the organization. The BVRPD business office is open Monday through Friday from 8:00 AM to 4:30 PM.

Educational Support Services Unit

The BVRPD is currently contracted with the Lewisburg Area School District to provide two (1) hour of security and patrol services to the District Facilities within the jurisdiction of the BVRPD. This includes Linntown Intermediate School and Eichorn Middle School. Officers also provide support and security for evening school events. This service is equal to 0.34 Police Protection Units (PPU). The District compensates the BVRPD at the current PPU rate for these services.

Animal Control Services

The BVRPD currently relies on sub-contracted private service who is responsible for the animal control function of the organization. These services are paid by the participating municipalities and have proven to be an efficient and cost effective method to handle animal related complaints.

Field Services - Patrol Operations

Service providing to the public in seamless coverage for police patrol services/ field services on a twenty four-hour basis, seven days a week, three hundred and sixty-five days a year.

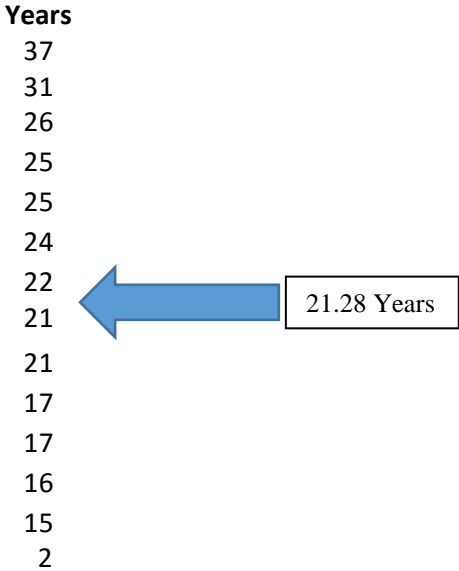
Criminal Investigation Services

Provision for dedicated member(s) to advanced Criminal Investigative Services to the community in the agencies response to crime and the investigation and prosecution of crime.

BVRPD Agency Members

(01-01-2017)

Status	Call Designator	Last Name	First Name	Department Position	Current Years' Service	Years' Law Enforcement Experience
Active	Bravo-4	Burrows	Travis	Corporal	26	26
Active	Bravo-5	Klinger	William	Patrolman	25	25
Active	Bravo-8	Jones	David	Patrolman	23	25
Active	Bravo-9	Hetrick, Jr	Frederick	Sergeant	20	22
Active	Bravo-10	Burns	Shawn	Patrolman	16	16
Active	Bravo-12	Roth	Jason	Patrolman	15	15
Active	Bravo-13	Snyder II	Thomas	Patrolman	15	17
Active	Bravo-14	Kuhns	Mark E.	Patrolman	12	24
Active	Bravo-15	Miller	Bradley	Patrolman	12	21
Active	Bravo-19	Baumwoll	Daniel	Patrolman	2	16
Active	Bravo-25	Lehman	Terrell	Patrolman	1	2
Active	Bravo-22	Heckman	Gary	Patrolman	1	21
Part-Time						
Active	Bravo-16	Weaver	Jonathan	Patrolman	10	10
Active	Bravo-17	Embeck	Daniel	Patrolman	10	21
Active	Bravo-18	Lehman	Chad	Patrolman	9	12
Active	Bravo-23	Dreisbach	Joshua	Patrolman	2	3
Active	Bravo-24	Zettelmoyer	Daniel	Patrolman	2	4
Administrative						
Active	Bravo-1	Yost	Paul	Chief	12	37
Active	Bravo-2	Hosterman	Barry	Lieutenant	31	31
Civilian						
Active	N/A	Wolfe	Lisa K.	Administrative Assistant	6	14



This Chart depicts in total BVRPD full time police officer experience. The values were placed into the array and a median value was identified.

Specialized Training and Education of Agency Members

The BVRPD places an emphasis on the education and training of agency personnel. The BVRPD offers a full range of educational benefits to encourage employees to continue in the educational process. In addition to the formal education of agency members, the specialized training extends well beyond the mandatory update education and training component of sixteen (16) hours.

The BVRPD is an organization that recognizes that training on a frequent and regular basis is an absolute necessity to execute a professional police response to community needs. The BVRPD maintains officers with specialized training in some of the following law enforcement fields:

DUI Operator Identification	Firearms Instructors
Standardized Field Sobriety Testing	Less Lethal Force
Basic Crime Scene Processing	Death investigations
Advanced Crime Scene Processing	Advanced death investigations
Basic Crime Scene Photography	Child Abuse investigations
Latent fingerprint examination	Sexual Assault investigations
Live Scan trainer	Identity Theft
NIMS Training	School Safety & Resources
Basic crash investigation	Crash Reconstructionist I
Advanced crash investigation	Crash Reconstructionist II
Large Truck Enforcement (MCSAP)	Police Media Relations
Weapons Mass Destruction	Sexual abuse of children
CLEAN JTAC	SFST Instruction – Chemical Testing
Field Training Officer	Tactical Response Training
Southern Police Institute Command Training	Pennsylvania State University Supervisor & Advance Executive Training

Training & Career Development - Philosophy

The BVRPD understands the need to train officers beyond the minimal required standards as established by the Commonwealth of Pennsylvania for basic training of certified police officers, this agencies level of commitment extends far beyond the minimal in-service annual training update. The BVRPD adheres to the philosophy of providing officers meaningful training that will enhance both the career development of the officer and extend to meeting the needs of the community for the quality and scope of police services being delivered. The BVRPD strongly believes that minimal training equates to minimal performance and sub-standard outcomes.



2015 Training & Career Development – Summary

The BVRPD participated in a wide array of training in 2016 that spanned more than 1,592 hours of training time for agency members. These figures include a required basic level of MPOETC updates and firearms training hours calculated at 240 hours, and over 478 hours of training provided by the agency at various locations. The agency also provided in-house / in-service training in excess of an additional 160 hours for firearms, Taser and bio-hazard training. The BVRPD continues to participate in the “Narcen” (drug response protocols) program requiring updated on line training. As depicted in the following chart BVRPD agency members attended training in some of the following fields of training:

Member Name	Rank	Assignment	Training
Paul Yost	Chief of Police	Command Administration Operations	2016 MPOETC Update Firearms Qualification Emergency Medical Technician Public Sector Labor Law & Personnel Management Training Accreditation Training Conf. Crisis Leadership & Decision Making University Community Network Contract Negotiations & Interest Arbitration Mass Gatherings, Events Active Shooter Mass Casualty Law Enforcement Technology Forum Bulletproof Leadership
Barry Hosterman	Lieutenant	Operations	2016 MPOETC Update Firearms Qualification JNET Updates CLEAN -TAC Crisis Leadership & Decision Making Law Enforcement Technology Forum Bulletproof Leadership
Fredrick Hetrick	Sergeant	Patrol Supervision	2016 MPOETC Update Firearms Qualification Bulletproof Leadership

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Travis Burrows	Corporal	Patrol – Field Services	2016MPOETC Update Firearms Qualification
William Klinger	Patrol Officer	Patrol – Field Services	2016MPOETC Update Firearms Qualification E-Type Device Training
David Jones	Corporal	Patrol – Field Services	2016 MPOETC Update Firearms Qualification Active Shooter Response Bulletproof Leadership
Shawn Burns	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification Certification Drug Recognition Expert
Shawn Kuhns	Corporal	Patrol – Field Services	2016 MPOETC Update Firearms Qualification
Jason Roth	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification
Thomas Snyder II	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification MCSAP Updates EVOC Driving Update Drug Enforcement Training
Mark Kuhns	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Active Shooter Response
Bradley Miller	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification NRA Rifle Instructor School Colt Armorer School

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Daniel Baumwoll	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification Drug Enforcement Training Active Shooter Mass Casualty
Terrell Lehman	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification Drug Enforcement Training V-Device training
Gary Heckman	Patrol Officer	Patrol – Field Services	2016 MPOETC Update Firearms Qualification Tactical Pistol / Rifle Training Drug Enforcement Training Active Shooter Mass Casualty E-Type Device Training
Jonathan Weaver	Patrol Officer (Part-Time)	Patrol – Field Services	2016 MPOETC Update Firearms Qualification
Daniel Embeck	Patrol Officer (Part-Time)	Patrol – Field Services	2016 MPOETC Update Firearms Qualification
Chad Lehman	Patrol Officer (Part-Time)	Patrol – Field Services	2016 MPOETC Update Firearms Qualification
Joshua Dreisbach	Patrol Officer (Part-Time)	Patrol – Field Services	2016 MPOETC Update Firearms Qualification
Daniel Zettelmoyer	Patrol Officer (Part-Time)	Patrol – Field Services	2016 MPOETC Update Firearms Qualification

BVRPD Policy Objectives

Police policies and procedures organize the daily work of a police department and provide guidance for officers' decision-making in the field. Courts and the public look to departmental policies and procedures to determine whether an officer's actions were lawful and appropriate. All of the BVRPD policies have been reviewed revised and disseminated to the agency members since January 2014 and are current with revisions and memorandums of understanding. The BVRPD is compliant with the best standards and practices of law enforcement agencies.

The BVRPD adheres to the practice of updating and drafting policies and procedures thoughtfully to encourage a law enforcement environment which meets community needs and withstands public and legal scrutiny. Policy review and formulation is an active and ongoing process. The process is critical to the professional development of officers to assure guidance and compliance with the most recent case law, legal standards, and best practices in risk management and reduction. In assessing appropriate objectives and priorities for police policy formulation and service delivery to local communities it should be recognized that most police agencies are currently given responsibility, by design or default, to:

- (a) Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings;
- (b) Reduce the opportunities for the commission of some crimes through preventive patrol and other measures;
- (c) Aid individuals who are in danger of physical harm;
- (d) Protect constitutional guarantees;
- (e) Facilitate the movement of people and vehicles;
- (f) Assist those who cannot care for themselves;
- (g) Resolve conflict;
- (h) Identify problems that are potentially serious law enforcement or governmental problems;
- (i) Create and maintain a feeling of security in the community;
- (j) Promote and preserve civil order; and
- (k) Provide other services on an emergency basis.

BVRPD Accreditation Objectives

The BVRPD is enrolled in and pursuing accreditation through the Pennsylvania Law Enforcement Accreditation Program. To achieve this goal, the BVRPD has implemented software designed to assure standard compliance, distribution of information and policy to agency members, and most importantly a demonstrated understanding of the policy requirements by agency membership.

The Pennsylvania Chiefs of Police Association introduced the Pennsylvania Law Enforcement Accreditation Program to the Commonwealth in July of 2001. Since then, over 300 agencies have enrolled and 102 agencies currently have attained accredited status. Accreditation is a progressive and time-proven way of helping institutions evaluate and improve their overall performance. The cornerstone of this strategy lies in the promulgation of standards containing a clear statement of professional objectives. Participating administrators then conduct a thorough analysis to determine how existing operations can be adapted to meet these objectives. When the procedures are in place, a team of independent professionals are assigned to verify that all applicable standards have been successfully implemented. The process culminates with a decision by an authoritative body that the institution is worthy of accreditation.

The Pennsylvania Law Enforcement Accreditation Program was designed and developed by professional law enforcement executives to provide a reasonable and cost effective plan for the professionalization of law enforcement agencies within the Commonwealth. The underlying philosophy of the program is to have a user-friendly undertaking for the departments that will result in a “success” oriented outcome. Union County to utilize this technology to meet agency goals.



- Policy issuance
- Policy review
- Memorandum of understanding issuance
- Tracking of memorandums of understanding for individual agency members
- Ability to measure policy understanding by actual testing and performance measures
- Ability to provide an entire accreditation assessment via automated submission
- Cost reduction of the accreditation process
- Policy revision and update capabilities are enhanced

BVRPD Accreditation Benefits

The benefits of becoming an accredited police agency include the following:

- ✦ ***Greater accountability within the agency***
PLEAC standards give the Chief Executive Officer a proven management system of written directives, sound training, clearly defined lines of authority, and routine reports that support decision-making and resource allocation.
- ✦ ***Reduced risk and liability exposure***
Many agencies report a reduction in its liability insurance costs and/or reimbursement of accreditation fees.
- ✦ ***Stronger defense against civil lawsuits***
Accredited agencies are better able to defend themselves against civil lawsuits. Also, many agencies report a decline in legal actions against them, once they become accredited.
- ✦ ***Staunch support from government officials***
Accreditation provides objective evidence of an agency's commitment to excellence in leadership, resource management, and service-delivery. Thus, government officials are more confident in the agency's ability to operate efficiently and meet community needs.
- ✦ ***Increased community advocacy***
Accreditation embodies the precepts of community-oriented policing. It creates a forum in which law enforcement agencies and citizens work together to prevent and control challenge

There are five general phases or steps in the accreditation process:

- ✦ Enrollment
- ✦ Self-Assessment
- ✦ On-Site Assessment
- ✦ Commission Review and Decision
- ✦ Maintaining Compliance and Reaccreditation

This process is important in the overall life and development of a professional police agency and provides a clear adherence to the best practices within law enforcement organizations. The fact the process requires reevaluation and reaccreditation on a three-year period of renewal assures leadership that policy is not written and forgotten. To be effective policy requires constant attention, reinforcement and review to the agency membership, and a focus of the importance of policy and procedure to the organization.

Capital Project - BVRPD Infrastructure Upgrades

The BVRPD is based in a modern facility that incorporates existing technology required to house and support a modern police agency. In 2016 we finished the install of a security video system(CCTV) providing visual security of our facilities. In addition, we have three (3) investigative audio video systems in the facility. These are used to enhance the investigative and evidence gathering capacities of BVRPD.

Three of the vehicle fleet have been equipped with in-car video systems, capable of recording field service activities and will provide both officer safety as well as evidentiary tool and accountability. We intend to continue to add in-car video systems as we transition to new fleet vehicles.

BVRPD Firearm & Less than Lethal Force Upgrades

In fiscal year 2016 the BVRPD upgraded our less lethal weapons. This followed the upgrades in 2014 and 2015 to our agencies police shotguns, patrol rifles and handguns. This has further standardized our equipment needs in patrol applications under a wide variety of circumstances, with enhanced capabilities to provide for greater user features for community and officer safety.



Agency Technical Capabilities

In-Sync RMS - The BVRPD employs use of technology to facilitate the police mission. As an essential part of this process all reporting and time tracking is conducted electronically using various computer based systems. The BVRPD has a records management system (RMS) which is a professionally designed, engineered, tested, and supported commercially available system for modern police records management. This allows the officer to report directly to the agency server from the patrol cruisers which in essence serves as the officer's office and workspace. This maximizes the time spent on patrol and minimizes the time spent obligated in non-patrol functions. This system has an automated download of calls for service data from the Union County 911 Center. All calls for service received by BVRPD are uploaded automatically to our RMS system.

Live Scan – To assure the accurate processing of persons arrested for offenses, the BVRPD utilizes a Live Scan inkless fingerprinting system. This is a digital system that captures suspect’s fingerprints and palm prints by digital means, and instantly submits the prints for identification and comparison purposes. Within moments the officer is provided a positive identification of the suspect and has a submission of prints for comparison purposes for wanted subjects, unknown subject prints, and for prints submitted for identification from other criminal investigations. This provides both the officer and the community a greater margin of safety by assuring wanted and dangerous subjects are identified properly at the time of arrest.

CPIN – This is the digital photography component to the identification process and is interfaced with the Live Scan system as a part of the standardized booking process. This includes facial recognition capabilities, and the generation of photo arrays for identification of suspects.

CCTV – The BVRPD headquarters facility is equipped with embedded technology for digital capture of arrestees and officer interactions. This assures officers and prisoners are captured in an accurate depiction of events and treatment of persons in custody.

Smart Keys – This allows the agency to provided levels of access to specific areas of the facility and tracks movement within the facility.

Fleet Tracking – The Department utilizes a commercially available package to track, locate, and analysis movement of agency vehicles. This is a means used to reduce unsafe driving and provide for a maximum margin of officer safety. The system allows for instant location of the patrol vehicle and recall capability of travel paths, average speed, and driver behavior analysis. The system also is instrumental in providing the BVRPD fleet managers with data to schedule service for the vehicles.



The BVRPD fleet is a multi-purpose fleet that currently includes a total of eight (4) Sport Utility Vehicles that have four or all-wheel drive capabilities, to assure delivery of services in a wide variety of weather and topographic



Police fleet managers have to be flexible in the selection of high quality, reliable vehicles designed to meet the demands of police service delivery. This means the selected vehicle must provide room for equipment, room for the operators and passenger, comfort, high safety margins, and easy access to technology, while remaining economic to own and operate. The cost consideration associated with the fleet include the costs for technology installation or transfer, fuel, markings, after market safety – prisoner restraint devices, audible systems, radios, and visual warning systems as well as secure weapons storage systems.

Fleet Services

The BVRPD maintains a diverse fleet of patrol and specialized vehicles to accomplish our agencies mission. The patrol fleet consists of marked and unmarked units for the day to day patrol operational function. The Department averages 127,000 patrol / road miles a year.

Operational cost of the fleet varies depending on vehicle purchase years and fuel price fluctuations. This chart provides a yearly cost comparison:

Year	Total Miles	Cost Mile with purchase price	Cost mile less vehicle purchase Price
2012	113,199	0.66	0.48
2013	197,775	0.45	0.35
2014	112,105	1.17	0.51
2015	104,513	0.83	0.52
2016	108,716	0.78	0.49
Average	127,261.60	0.78	0.47

The BVRPD fleet is composed of the following vehicles 1/01/2017:

Designation	Manufacturer	Year	Model	Type
43	Dodge	2011	Charger	Marked Sedan
42	Dodge	2011	Charger	Marked Sedan
41	Ford	2011	Crown Victoria	Marked Sedan
39 *	Ford	2014	Interceptor SUV	Marked SUV
38 *	Ford	2014	Interceptor SUV	Marked SUV
37 **	Ford	2006	Explorer	Marked SUV
36 *	Ford	2014	Interceptor SUV	Marked Sedan
33 **	Ford	1998	Braun Special Unit	Marked

Denotes four (4) wheel drive unit **

Denotes all-wheel drive unit *

The BVRPD fleet management philosophy dictates that all fleet vehicles be maintained on a demanding and regular schedule of care. This requires that service contracts with mechanical, electrical, body, and care providers for the fleet be maintained. The BVRPD has standards of appearance that require the fleet vehicles be maintained in a clean professional appearance for all occasions. Since the inception of the agency in 2012 a plan has been developed for the rotation of fleet vehicles into and out of the patrol fleet on a pre-planned basis. The BVRPD has embedded within the fleet at total of five (5) four wheel or all-wheel drive utility vehicles This provides an ability to respond to service demands over a widely varying terrain and weather conditions.

BVRPD Human Resource Function

The BVRPD has the ability for members to access the schedule remotely via hand held devices and computers to schedule vacation leave time, sick leave, and other time off as provided by the current BVRPA agreement. In addition to this capability all scheduling is done by electronic means, with the inclusion of court time, training time, and other impacts on scheduling completed electronically and available for remote notice and recall. The agency, by its nature, has a higher rate of risk for both worker's compensation and health insurance claims. We continue our efforts at wellness and accident avoidance to hopefully provide a lower rate of costs and higher returns for the organization from our service care providers.

Risk Reduction

Supervisors of the BVRPD periodically conduct safety inspections. The safety and cleanliness of the BVRPD facility is of high priority. These ongoing efforts cannot be minimized, we value our employees and strive to provide a safe and healthy workplace environment.

Instruction & Professional Outreach

This past year has provided various members of the BVRPD to become engaged in speaking at conferences, or participating in the instruction of other law enforcement and community members. This includes a wide variety of topical material including both administrative and operational areas of instruction. In addition to instructor and speaker roles, BVRPD members participate on various committees and serve in other professional leadership roles.

BVRPD Current Situation (2017 Allocations)

The BVRPD currently offers full police services to the communities of East Buffalo Township and Lewisburg Borough along with contracted services to the Lewisburg School District. The following are the current cost allocation percentages by municipality, current Police Protection Unit (PPU) distribution by municipality, and the current number of assigned officers based on current PPU distributions

The PPU allocation was determined by the Intergovernmental agreement and was based on research studies of the Regional Police Committee during the formation stages. As a result of reviewing the calls for service volumes, population, crime statistics, patrol miles. From this the allocation of PPU's were distributed at 52% for East Buffalo Township and 48% for Lewisburg Borough. In 2017 East Buffalo Township has requested only a 50% portion of PPU allocation.

Municipality	Current Percentage Allocation	Current Number of PPU's	Number of Officers Assigned (current)
East Buffalo Township	50 %	25.92	8.02
Lewisburg Borough	48 %	24.89	7.70
Lewisburg School District	N/A	0.345	N/A
Totals	100% (2% non-Allocated)	51.15	15.72

Allocations subject to new officer hiring in 2017 and utilization of part-time staffing

Definition of Police Protection Unit Cost

The responsibility of the Board of Commissioners is to ensure that municipalities are compensating the police department at the same rate; that being said, the operational component (the police department) of the Board of Commissioners is tasked with insuring that each of the municipalities receives the police services they purchase.

Simply put, no member municipality should pay for services they do not receive. Every municipality purchases units at the same cost. A unit (properly called a police protection unit or PPU) is an increment of time based on 10 hours of police service per week X 52 weeks in a year. Note: Each of the participating municipalities enjoys 24 hours per day, 7 days per week response to all emergency calls for police assistance.

The hours purchased by a municipality include all departmental administrative time, (vacations, sick leave, training, etc.), investigative, patrol and community policing time. All time purchased is tracked daily and weekly to ensure each municipality is receiving their allotted time.

Available Police Protection Unit Calculations

Available PPU's are determined by taking the available hours of staff members and dividing that by 520 hours (hours in one PPU). This determines the allocation assignments for the year. The chart below reflects the anticipated PPU's available in 2017 (51.86) Therefore the allocations are 25.93 for East Buffalo Township (50%) and 24.89 for Lewisburg Borough (48%). The average officer will account for approximately 3.1 PPU's per year.

PPU hours are tentatively projected and do not consider short or long term loss of an officer.

Last Name	Total Hours	Vacation	Personal	Holidays	Sick	Training	Other	Total	Available PPU Hours	Available PPU
Burrows	2080	200	40	96	24	96	16	472	1608	3.09
Klinger	2080	200	40	96	24	96	16	472	1608	3.09
Jones	2080	200	40	96	24	96	16	472	1608	3.09
Hetrick	2080	200	40	96	24	96	16	472	1608	3.09
Burns	2080	200	40	96	24	96	16	472	1608	3.09
Roth	2080	160	40	96	24	96	16	432	1648	3.17
Snyder	2080	160	40	96	24	96	16	432	1648	3.17
Kuhns	2080	120	40	96	24	96	16	392	1688	3.25
Miller	2080	120	40	96	24	96	16	392	1688	3.25
Baumwoll	2080	40	40	80	16	96	8	280	1800	3.46
Lehman	2080	40	40	80	16	96	8	280	1800	3.46
Heckman	2080	40	40	80	16	96	8	280	1800	3.46
New Hire	1560	40	40	64	8	96	8	256	1304	2.51
New Hire	1560	40	40	64	8	96	8	256	1304	2.51
Weaver	200								200	0.38
Embeck	200								200	0.38
Lehman	200								200	0.38
Dreisbach	200								200	0.38
Zettelmoyer	200								200	0.38
Yost	2080	240		80	24	96	16	456	1624	3.12
Hosterman	2080	240		80	24	96	16	456	1624	3.12
Total	33,240.00							Total	26,968.00	51.86

Projected Hours Based on projected Hire Dates

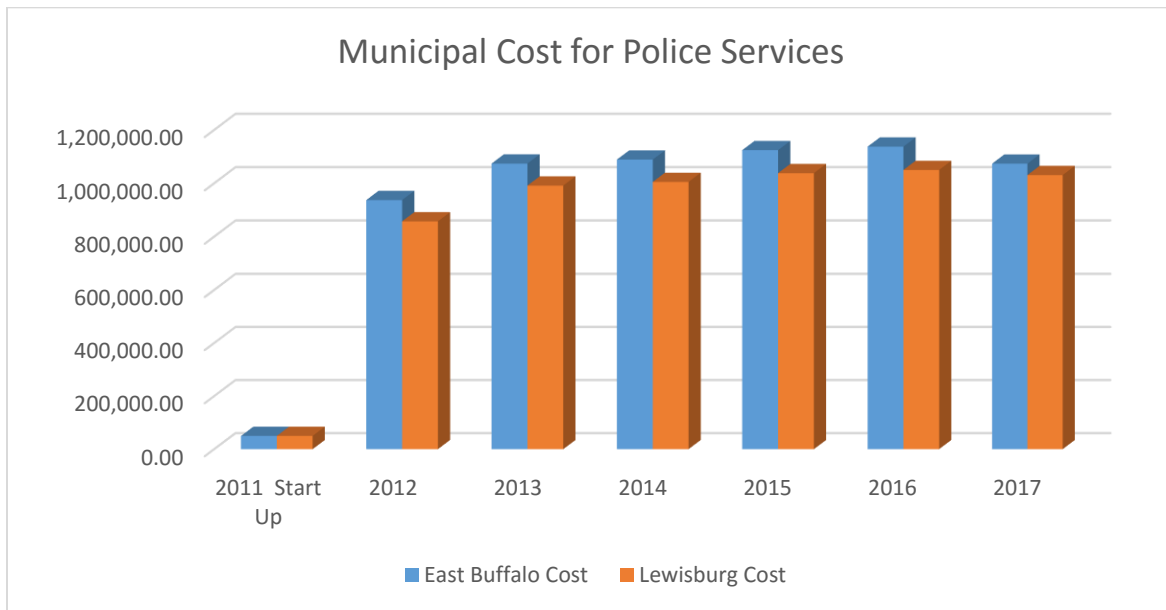
Total Hours 26,968.00
Total PPU's 51.86

Agency Distribution Time PPU Units – 2016

Month		East Buffalo Township	Lewisburg Borough	Totals
January-16	Hours	1,385.80	1,183.00	2,568.80
	PPU's	2.67	2.28	4.94
February-16	Hours	1,226.16	1,170.52	2,396.68
	PPU's	2.36	2.25	4.61
March-16	Hours	1,536.08	1,243.84	2,779.92
	PPU's	2.95	2.39	5.35
April-16	Hours	1,413.88	1,233.96	2,647.84
	PPU's	2.72	2.37	5.09
May-16	Hours	1,239.68	982.80	2,222.48
	PPU's	2.38	1.89	4.27
June-16	Hours	1,266.72	1,036.36	2,303.08
	PPU's	2.44	1.99	4.43
July-16	Hours	1,217.84	1,007.76	2,225.60
	PPU's	2.34	1.94	4.28
August-16	Hours	1,345.24	1,079.00	2,424.24
	PPU's	2.59	2.08	4.66
September-16	Hours	1,189.24	970.32	2,159.56
	PPU's	2.29	1.87	4.15
October-16	Hours	877.24	755.56	1,632.80
	PPU's	1.69	1.45	3.14
November-16	Hours	1,168.96	1,040.00	2,208.96
	PPU's	2.25	2.00	4.25
December-16	Hours	1,180.92	948.48	2,129.40
	PPU's	2.27	1.82	4.10
Total	Hours	15,047.76	12,651.60	
	PPU's	28.94	24.33	
Contracted Minimum 2016	Hours	13,889.20	12,818.00	
	PPU's	26.71	24.65	

Municipal Service Cost Analysis 2012-2017 Inclusive

	2011 Start Up	2012	2013	2014	2015	2016	2017
East Buffalo Cost	50,000.00	937,150.00	1,073,995.00	1,088,935.00	1,124,482.00	1,137,552.00	1,073,611.00
Lewisburg Cost	50,000.00	857,370.00	991,380.00	1,005,170.00	1,037,984.00	1,050,046.00	1,030,849.00



In the negotiation phases of the formation of the Buffalo Valley Regional Police Department a lot of time and effort was placed on cost analysis and future cost projections. At that time a goal of five-percent (5%) municipal service cost rate increases for the first five years of BVRPD operation was set. 2016 was the fifth year of operations. The municipal percentage cost rate increases have averaged 2.6 %. Some of this was due to early grant funds that assisted in offsetting operational cost. The primary increases in overall operational cost are related to personnel salaries and contracted benefit costs.

Cost Containment Advantages of Regional Policing

In microeconomics, economies of scale are the cost advantages that enterprises obtain due to size, with cost per unit of output generally decreasing with increasing scale as fixed costs are spread out over more units of output. Often operational efficiency is also greater with increasing scale, leading to lower variable cost as well. Economies of scale apply to a variety of organizational and business situations and at various levels, such as a business or manufacturing unit, plant or an entire enterprise. This accounts for the stabilization and containment of costs associated with the administration of police services on a regional basis. The BVRPD has engaged in a series of budget review and pension oversight activities throughout the fiscal year, the results indicate a savings for the participating municipalities.

Advantages of Regional Policing

- Increased police service providing
- Increased police staffing levels
- Increased specialization of services
- Focused police response to problem solving
- Cost containment
- Budget Development and examination as an ongoing process
- Reduction / Elimination of duplicated services
- Uniformity and standardization of policy
- Increased use of technology
- Increased intergovernmental communication
- Increased intergovernmental cooperation
- Increased planning for law enforcement services
- Increased accountability of police service delivery to governmental officials
- Increased training and career development for officers in the agency
- Upgraded equipment and technical applications to increase officer safety margins
- Increase interaction between BVRPD agency members and the community / general public
- Increased public outreach and media programming
- Decreased risk exposure and agency risk factors
- Increased administrative support and communication with member municipalities

Administrative Areas of Specialization

The BVRPD employs a full time Administrative Assistant that reports directly to the Office of the Chief of Police. This professional is responsible for the execution of process as directed by the Chief of Police. This includes all aspects of generally accepted business and accounting practices consistent with best practices for both business and government.

- Full-time administration
- Full-time planning
- Policy Development
- Policy Review
- Risk Identification
- Risk Reduction
- Full-time professional staff support, such as, clerical, personnel, fiscal, computer, etc.
- Computerized records keeping in following areas: Field operations such as Uniform Crime Reporting, Citation con
Analysis, Case Management, etc.
- Administrative operations such as budgeting, personnel, payroll, court liaison coordinator, and planning
- Command Services: Operations, investigations, in-field inspections
- Supervisory Services:
- Grant Application
- Grant Administration
- Grant Accountability Administration
- Payroll function
- Audit and accountability requirements
- Cost containment
- Strategic Planning

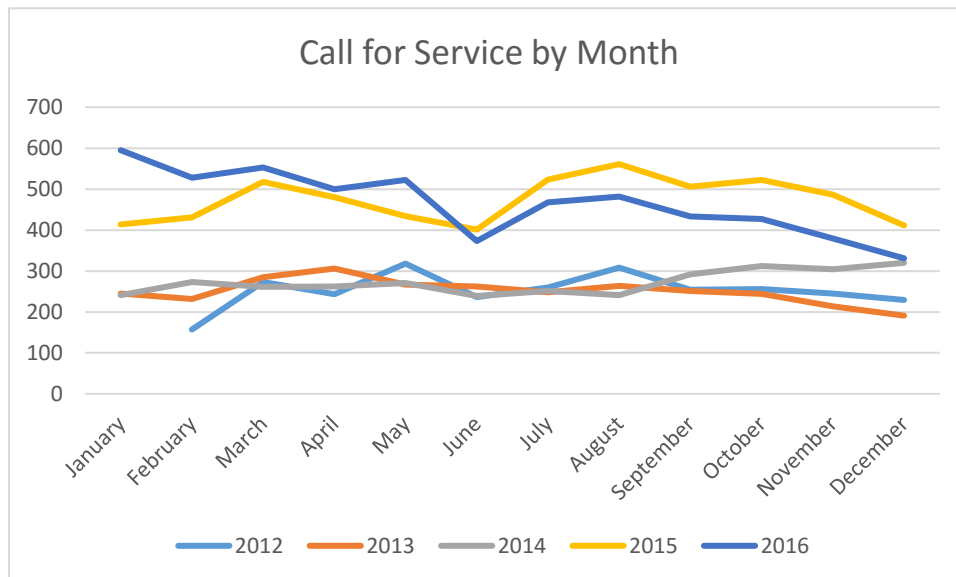
Measureable Performance Information

This portion of the annual report depicts the activities of the BVRPD in an easily read chart format for selected work measures. The use of comparative data is one measure of agency performance and provides a standard for accurate models for agency use in planning and reporting.

BVRPD County Incident Reporting (Calls for Service)

** Denotes Change over year to Automated Union County Communications Center Call Uploads

Calls For Service By Month					
	2012	2013	2014	2015 **	2016
January		245	241	414	595
February	157	232	273	431	528
March	273	285	261	518	553
April	243	306	262	480	500
May	318	267	271	434	522
June	236	262	239	401	373
July	260	248	251	523	468
August	308	264	241	561	482
September	254	251	292	506	433
October	256	244	312	522	427
November	245	214	304	486	379
December	229	191	320	411	331
Totals	2779	3009	3267	5687	5591



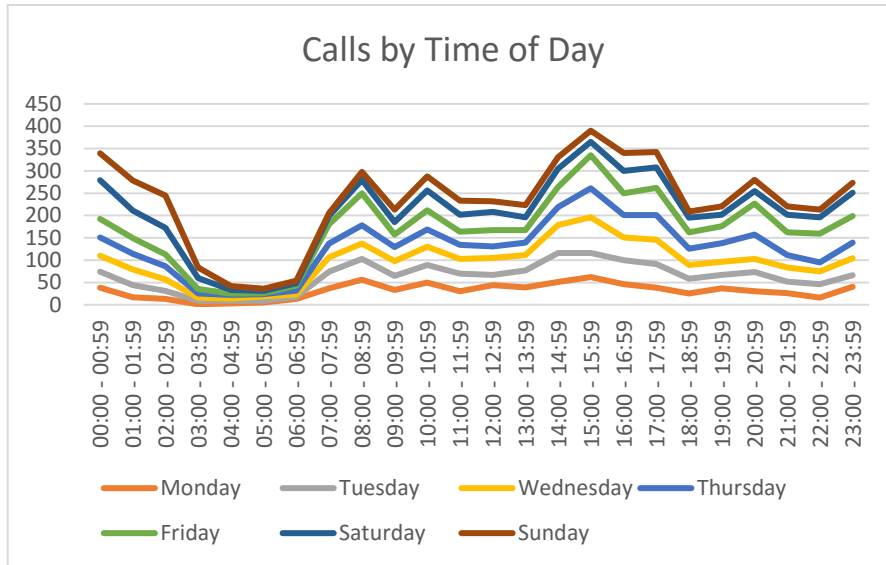
BVRPD County Incident Reporting (Calls for Service – Time of Day 2016)
Calls by Time of Day and Day of Week From: 1/1/2016 To: 12/31/2016

Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total per Hour	
00:00 - 00:59	38	36	36	41	41	87	60	339	
01:00 - 01:59	17	27	35	35	35	62	67	278	
02:00 - 02:59	13	18	26	29	27	59	73	245	
03:00 - 03:59	1	8	7	9	10	25	23	83	
04:00 - 04:59	3	6	5	8	3	8	9	42	
05:00 - 05:59	5	4	10	5	2	5	5	36	
06:00 - 06:59	13	5	5	9	11	5	6	54	
07:00 - 07:59	37	37	32	31	43	19	6	205	
08:00 - 08:59	56	47	34	41	72	30	18	298	
09:00 - 09:59	33	32	33	31	28	28	28	213	
10:00 - 10:59	50	39	41	39	43	44	32	288	
11:00 - 11:59	30	40	33	31	30	38	31	233	
12:00 - 12:59	44	23	38	26	36	41	24	232	
13:00 - 13:59	39	38	34	28	28	29	27	223	
14:00 - 14:59	51	65	63	40	45	41	26	331	
15:00 - 15:59	62	54	80	65	74	30	25	390	Peak Hour
16:00 - 16:59	46	54	51	50	49	50	40	340	
17:00 - 17:59	38	53	55	55	61	46	34	342	
18:00 - 18:59	25	33	31	37	36	33	14	209	
19:00 - 19:59	37	30	29	42	38	26	18	220	
20:00 - 20:59	30	43	30	54	70	28	25	280	
21:00 - 21:59	26	26	31	28	51	40	18	220	
22:00 - 22:59	16	30	29	20	64	37	17	213	
23:00 - 23:59	40	26	38	35	60	52	22	273	
Total per Day	750	774	806	789	957	863	648	5,587	
					Peak Day				

Peak Periods > 60

High Periods > 50

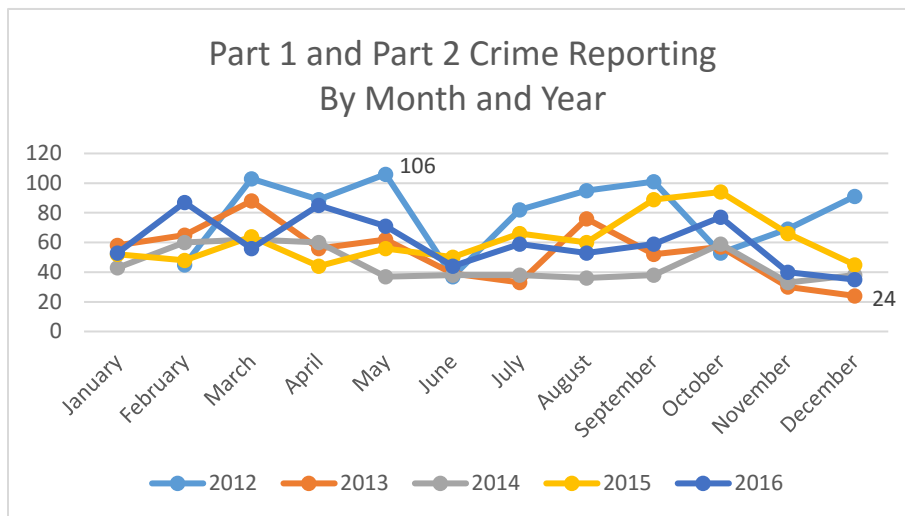
BVRPD Annual Report 2016



BVRPD Incident Reporting (Crime Incidents)

Part 1 and Part 2 Crime Reporting

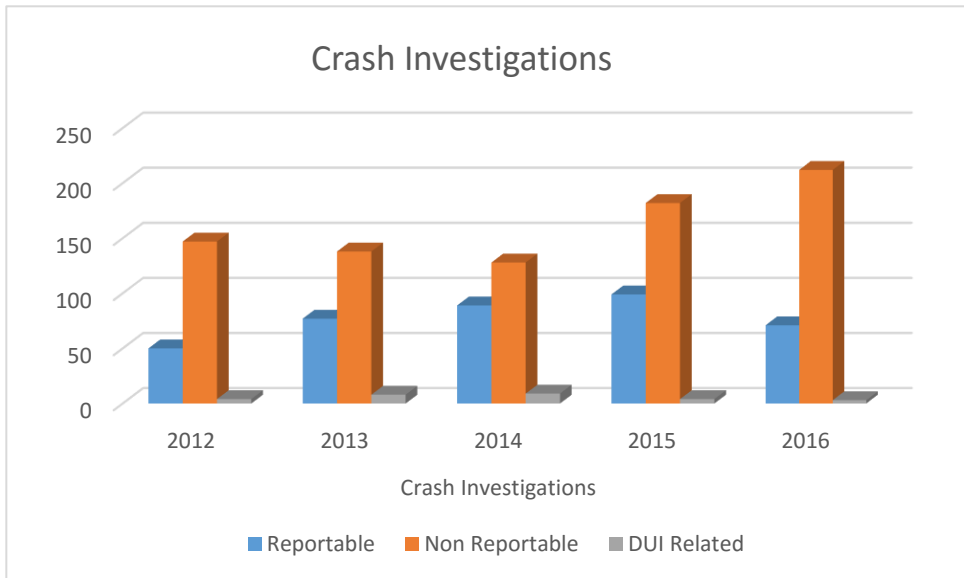
	2012	2013	2014	2015	2016
January		58	43	52	53
February	45	65	60	48	87
March	103	88	62	64	56
April	89	56	60	44	85
May	106	62	37	56	71
June	37	39	38	50	44
July	82	33	38	66	59
August	95	76	36	60	53
September	101	52	38	89	59
October	53	57	59	94	77
November	69	30	33	66	40
December	91	24	38	45	35
Totals	871	640	542	734	719



BVRPD Incident Reporting (Vehicle Crashes)

Crash Investigations

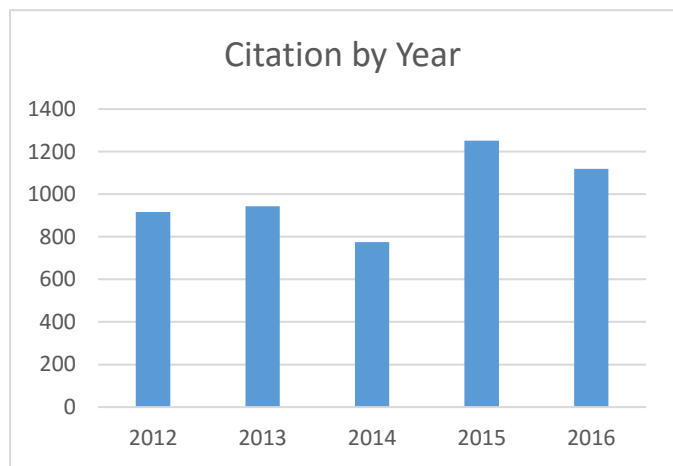
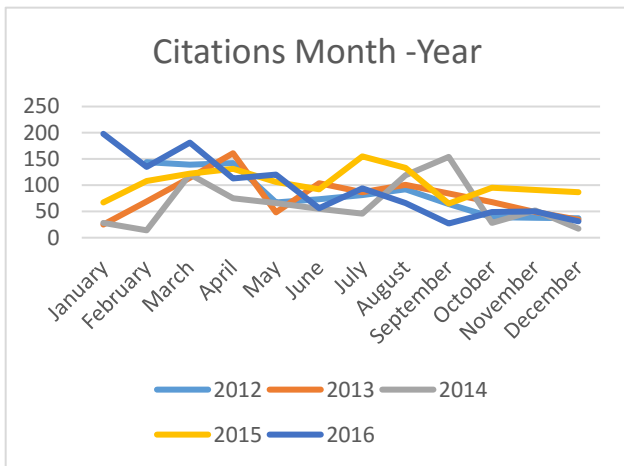
	2012	2013	2014	2015	2016
Reportable	50	77	89	99	71
Non Reportable	147	138	128	182	212
DUI Related	4	8	9	4	3
Totals	201	223	226	285	286



BVRPD Incident Reporting (Traffic Citations Issued)

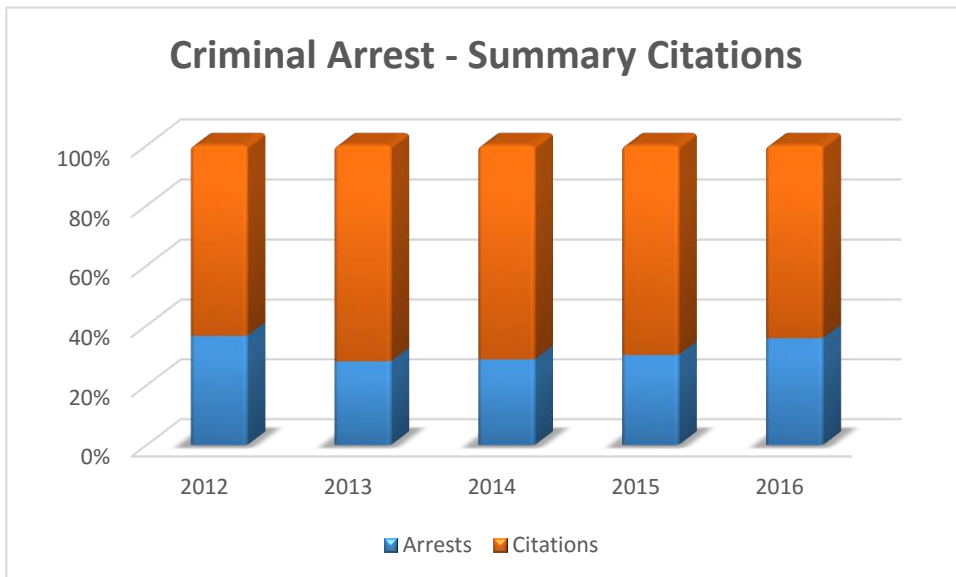
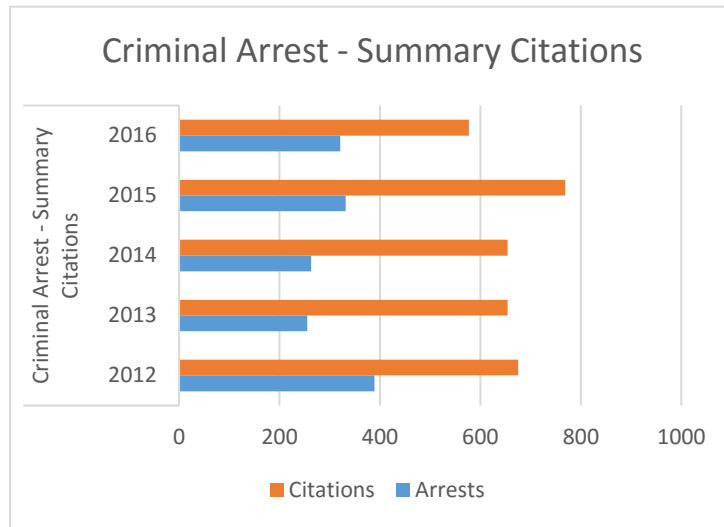
Traffic Citations by Month

	2012	2013	2014	2015	2016
January		25	28	67	198
February	144	69	14	108	135
March	139	114	121	122	181
April	142	161	75	131	113
May	67	48	66	106	120
June	73	104	55	92	56
July	81	87	46	155	94
August	92	101	119	133	66
September	64	84	154	65	27
October	39	68	28	95	49
November	38	49	52	91	50
December	37	34	17	87	31
Totals	916	944	775	1252	1120



BVRPD Incident Reporting (Criminal Arrest- Summary Citations)

Criminal Arrest - Summary Citations					
	2012	2013	2014	2015	2016
Arrests	389	255	263	332	321
Citations	675	654	654	769	577
Totals	1064	909	917	1101	898



Public Outreach Initiatives

The BVRPD has continued the philosophy of being engaged in the community and being available for appearances at community functions. In addition to classroom visitations and tours of the BVRPD headquarters agency members were involved with or appeared at the following functions:

- ❖ Lewisburg Ice Festival Events
- ❖ Lewisburg Arts Festival Events
- ❖ Union County 4th July Celebration Events
- ❖ Camp Cadet
- ❖ Buffalo Valley Recreation Events
- ❖ National Night Out
- ❖ Woolly Worn Festival
- ❖ Walk – Bike to School Day
- ❖ Lewisburg Late Night Shoppers

School & Community Safety Initiatives

As an important part of the BVRPD patrol services best practices, officers are encouraged and expected to stop at each school within their assigned patrol zone and enter the building to conduct a safety / patrol check. In addition, the officers are stationed in school zones for traffic safety purposes during the arrival and departure of students while the school safety zones are activated. We also visit many of the Day Care facilities and provide safety programs

