

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

Lead Department:	Police Department
City Council Goal / Tactic:	Goal Area One: Effective and Efficient Organization
Project Summary:	Improve Internal Operations
Estimated Completion:	On-Going

ACTION PLAN

1. Background of Project:

St. Helens Police Department is continuing to evaluate the internal operational workflow of the agency to ensure we are deploying our resources to best serve our community. In addition, we are always looking for ways to reduce spending without reducing the level of service our residents have come to expect.

2. Current Status of Project:

On-Going

3. Strategic Steps to Accomplish Project:

1. Change of work schedules to better serve our community while ensuring we provide 24/7 police services.

- In the Spring of 2020, the Patrol Division of the St. Helens Police Department changed staffing work schedules from a 12-hour shift to a 10-hour shift. By implementing this shift schedule change, it provides a 2 hour overlap of officers from the different shifts to be working at the same time. This improvement allows our officers to conduct more Pro-Active Policing in neighborhoods and ultimately strengthen our relationship with our residents.
- This improvement affords our officers more time to attend both mandatory training and professional development classes which ultimately ensures we are deploying the best trained officers we can into our community.
- The schedule change reduces overtime expenditures by affording the officers the time to conduct training during the 3 hour overlap in lieu of paying another officers to cover for the training time period> This also allows investigative follow up that ultimately reduced our overtime cost.
- The schedule change significantly reduced our amount of sick time usage by officers. This schedule improvement now officers ample time to decompress and focus on self-care between their work shifts which ultimately reduces overtime cost.
- The schedule change affords officers to attend court during on duty hours, thus reducing overtime expenditures.

2. Implemented a web-based training/inventory tracking program within the St. Helens Police Department.

- In the Spring of 2020, the St. Helens Police Department purchased an accredited web-based program that allows for our officers to attend training classes on-line that will afford them the opportunity to take a variety of training classes.
- Prior to the training program being implemented, over 90% of the training classes SHPD staff attended were in Salem Oregon or out of state.
- This new tool allows for our officers to attend a variety of classes and affords leadership to direct training in critical areas, as needed.
- Overtime and travel expenses were significantly reduced with implementing this new training program.

- This addition, along with regularly schedule reality-based training scenarios, will ensure we continue to stay abreast of the ever-changing laws, tactics, and community issues that surface.
- This program allows our agency to properly track and account for sensitive items that we have in our department inventory. Prior to this program, inventory of our items was almost nonexistent.

4. Estimated Cost of Project:

1. Zero
2. \$4,500.00

5. Barriers to Complete:

None

