



TEWKSBURY POLICE DEPARTMENT

918 Main Street, Tewksbury MA 01876

Ryan M. Columbus
Chief of Police
Office: 978-851-7373 ext. 214
Fax: 978-851-8921
rcolumbus@teWKsbury-ma.gov

January 22, 2024
Town Manager, Richard Montuori
Re: Annual Town Report Cover Letter

The mission of the Tewksbury Police Department is to reduce crime and the fear associated with crime; by providing the best possible service we can provide with the utmost integrity; by engaging the citizens with a community policing philosophy. Our objective is to improve the quality of life through community and inter-agency partnerships to thereby promote a safe and secure community for all. The Department is comprised of 67 sworn officers and 7 civilian support personnel. The Department's resources are being expended on the prevention, response, and investigation of property crimes, traffic accidents and issues, issues associated with mental health/substance use disorder, and crimes of violence.

We received our certification through the Massachusetts Police Accreditation Commission and passed our assessment for accreditation. We will be receiving the award for accreditation on February 7th, 2024. This was a 3-year project that was a complete overhaul of our polices and procedures, which is a tremendous feat. This is the first time in the department's history that we have become an accredited police department.

We have enhanced our Community Policing effort by creating a new Community Engagement Unit. We ran successful programs, such as; Ice Cream Truck/Ice Cream Giveaway, Junior Police Academy, Public Safety Night, Safe Halloween, TPD Baseball Card Collection, Wal-Mart Gift Card give away, TMHS Pathway to Criminal Justice Class, Pizza with the Police, Cocoa with a Cop and increased our community oriented social media presence. We will continue to find innovative ways to engage with the community in a positive way, as the feedback from the community has been extremely positive.





We also increased our training and awareness of Officer Wellness, decreasing the stigma of PTSD, anxiety, and depression within our profession to continue to care for our officers. This will continue to be a priority for me and an ongoing commitment to our people.

The total number of incidents logged in the Department's Records Management System in 2023, which include calls-for service, motor vehicle stops, and all patrol-initiated activities, is 37,733. Arrests remain under 500 this year, reaching 474 which is an 18% decrease from 2022. In 2023, simple assaults have decreased by 60%; burglaries are down by 14%; thefts from a building are down 93%; thefts from a vehicle are down by 17%, and the number of shoplifting incidents are up by 26%. Drug activity, arrests, and offenses have decreased by 39%; while operating under the influence incidents decreased by 3%. Department personnel have responded to 577 motor vehicle accidents and have issued 4,038 traffic citations to reduce traffic accidents, injuries, and fatalities and to improve the quality of life of the Town's residents. Officers are responsible for logging 11,303 proactive building checks; 5,162 area checks, and 2,964 motor vehicle stops in an ongoing effort to reduce crime and the fear associated with it. Department personnel responded to 70 reported drug overdoses in 2023, which is an 18% increase in non-fatal overdoses. The number of overdose deaths decreased from 7 to 5, a 22% decrease.

The Behavioral Health Unit is a grant led program that has aided in various encounters with the community in three major categories: prevention, crisis response, and recovery. Our crisis response division places its focus on providing live co-response alongside Tewksbury PD officers providing real-time support and resources to members of the community having a mental health or substance use crisis. Our co-response clinician and recovery support staff have followed up on 1095 referrals (a decrease of 9% from 2021) on individuals who sworn members of the Department had an encounter with. These individuals need substance use and/or mental health resources/support/treatment.

We want to thank the community for their support of our department, but we realize that the support is earned. We must continue to earn this support and continue to be a transparent and professional organization.

Respectfully,

Ryan M. Columbus
Chief of Police



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Richard Montuori, Town Manager

Re: FY25 Budget Information

Date: January 25, 2024

The following information is an overview of the Police Departments FY25 budget.

- **Salaries** remain unclear due to ongoing contract negotiations. We are currently down 10 sworn personnel for a variety of reasons, such as military leave, injuries, and new hires that have taken some time to get through the hiring process.
- **Operating went up 52,136.** We added license plate reader cameras within the community. We already have 6 license plate reader cameras and have been using them. These cameras were paid for by federal forfeiture money and have been a tremendous success. We have been able to solve a bank robbery, house breaks, motor vehicle breaks, thefts, and numerous other crimes. This system has become an incredible asset to not only solving crime but preventing it. For example, this software can allow us to put a license plate into the system and be alerted if a dangerous/wanted person is in our community (For ex., shooter in Maine). In addition, we can use these to locate missing persons, and will aid us in any Amber Alert or child abduction cases. Many communities in the area are also getting this system which helps all of us in the region solve crime. These cameras are only used by sworn Tewksbury Police personnel under the direction of strict policy, which is approved by the Massachusetts Police Accreditation Commission.

Even though we added these cameras, we were able to make some reductions in the operating budget with items such as radios, due to a grant (27,222) savings. We also eliminated a scheduling system that cost us just under 17,000. Many items have had a cost increase as outlined in the budget.



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- **Capital went up 15,500** due to the increased cost of police vehicles.
- **Statistical Analysis** – Overall our total calls for service are down by 14%. I look at this number with some caution as pro-active areas such as motor vehicles stops and building checks come down when other calls for service require significantly more attention. However, out of 21 major crime categories, 14 have been reduced in 2023. While one remained unchanged, 6 categories increased (primarily theft crimes).

The Drug Unit and Family Services continue to play a vital role with drug offenses and domestic violence issues. The Drug Unit arrested/charged 45 people and seized over 816 grams of fentanyl, 55.9 grams of crack cocaine, 66.7 grams of methamphetamine, 52.26 lbs. of marijuana, 235 illegally possessed prescription pills and an illegally possessed firearm. Domestic violence cases increased by 16% for a total of 588 cases.

Thank you,

A handwritten signature in blue ink, appearing to read "Ryan M. Columbus".

Ryan M. Columbus
Chief of Police



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January 22, 2024
Town Manager, Richard Montuori
Re: Fiscal Year (FY) 2025 Budget Requested Priorities

Thank you for the opportunity to present three priorities for potential FY25 funding. The priorities I have selected involve increasing funding for training, increasing our community policing budget, and add the funding for technology that will help solve crime and enhance safety for our residents. I believe very strongly that the inclusion of these priorities in my FY25 Budget will significantly improve the level of service the Tewksbury Police Department delivers to our community.

It's important to note that we have received approximately \$480,000 in grants over the last two years for several items including our radios (\$305,000 and \$100,000 in a state earmark), electronic speed signs (\$23,000), electronic citation printers (\$8,500), live scan fingerprint machine (\$8,000), and an electronic drug analyzer (\$36,779). In addition, we continue to receive grant funding from the Department of Mental Health for our full-time clinician (approx.75K). We will continue to be proactive and seek these competitive grants to help offset costs within our budget.

Increase Training Budget

TPD has nearly 30 officers with under 5 years of service as well as several new supervisors. We are focused on specialized training to ensure officers have the knowledge they need to perform at a high level. I am requesting to increase the training budget by \$10,000.

Increase Community Policing Budget

Currently, our community policing budget is \$15,000 and is used for the numerous programs that we run to have positive interactions with the community. With the costs of everything rising and the additional programs we have added, I would like to add an additional \$15,000 to this budget. Our Junior Police Academy, which ran over two weeks with approximately 220 kids, cost us \$12,000, but was no cost for our residents. This one program, which was hugely successful, exhausted almost the entirety of the community policing budget. In addition, we have added a Community Engagement Unit, which has allowed the police department to become even more involved with the community with ideas such as "Pizza with the Police", to reach out to the community and our businesses.



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Technology

We are looking to invest in video technology that integrates with our computer aided dispatch system. This will provide our dispatch center with “real time” video that can be relayed to our officers who are responding to a call. This technology can be utilized anywhere there are cameras; in schools, town cameras, and even homes, and private businesses.

The most important piece of information during a critical incident or active shooter situation is knowing the location of the shooter. When information is coming in from a multitude of sources, we need to know real time information as to where the suspect is so we can quickly neutralize the threat. The system works by bringing up the closest cameras in the area of a call or location where an incident is happening. For the purposes of the schools, this system would give each student and faculty member access to an app to silent call dispatch and bring up their location. Dispatch would be able to access the caller’s phone camera, with the caller’s permission, to view in real time what the caller is seeing.

There are many additional features of this product. Private businesses can choose to register with us to give us access to their cameras in the event of an emergency or follow-up investigation. Also, homeowners can register (not give access) to their home cameras to let us know there are cameras in a certain location in the event of an incident that would require us to investigate and work with the homeowner to assist us. As Chief, I am always looking for ways to use technology to make our community safer to be able to hold those accountable who commit crimes in our community. This system would cost \$150,000.00 per year.

Thank you,

A handwritten signature in blue ink, appearing to read "Ryan M. Columbus".

Ryan M. Columbus
Chief of Police

Comparison Report

1/11/2024

	2017	2018	2019	2020	2021	2022	2023	% Change
Arrest	836	785	736	550	671	579	474	-18%
Citations	4563	4367	3816	1797	2661	1537	4038	163%
Alarms	1176	1015	856	804	844	918	778	-15%
Building Checks	24356	26362	20271	18810	14681	14163	11303	-20%
Accidents	977	933	859	434	529	610	577	-5%
Community Policing					1056	1574	1222	-22%
Front Line/BHU Referrals				828	1207	1095	864	-21%
Warrants/Criminal Apps	401	365	437	380	521	524	543	4%
Total Calls for Service	48615	49473	49179	40747	52382	45201	38733	-14%
Offense Type	2017	2018	2019	2020	2021	2022	2023	% Change
Kidnapping / Abduction	3	4	4	1	1	4	1	-75%
Forcible Rape	20	20	20	8	14	15	13	-13%
Robbery	11	10	7	13	4	12	10	-17%
Assault Simple	206	211	174	172	252	219	88	-60%
Assault Intimidation	53	64	57	84	61	59	69	17%
Burglary / B & E	60	35	22	29	31	29	25	-14%
Shoplifting	55	94	106	121	117	144	182	26%
Theft from Building	49	54	28	35	40	28	2	-93%
Theft from Vehicle	60	54	33	29	33	24	20	-17%
Thefts All Other	180	129	149	161	172	178	214	20%
Theft Vehicle	21	22	20	26	26	17	17	0%
Counterfeiting / Forgery	37	27	23	16	20	33	20	-39%
False Pretense	77	105	62	86	65	67	59	-12%
Embezzlement	9	3	2	3	2	2	5	150%
Destruction of Property	117	132	79	98	82	78	92	18%
Drug / Narcotics Violations	137	145	102	170	244	202	124	-39%
Disorderly Conduct	21	17	14	10	11	9	11	22%
Driving Under the Influence	57	64	69	66	85	73	71	-3%
Drunkenness	114	84	77	34	33	25	21	-16%
Trespass	7	15	12	6	9	19	9	-53%
Liquor Law Violations	14	5	1	2	3	14	3	-79%

2023

ALL OTHER OFFENSES	609
TRAFFIC - TOWN BY-LAW	709
FAMILY OFFENSES - NON VIOLENT	4
HUMAN TRAFFICING	0
WEAPON VIOLATION	26
ASSISTING PROSTITUTION	0
PROSTITUTION	1
PORNOGRAPHY	1
STATUTORY RAPE	5
STOLEN PROPERTY OFFENSES	7
IDENTITY THEFT	1
WIRE FRAUD	0
IMPERSONATION	49
CREDIT CARD/ATM	5
PURSE SNATCHING	0
PICK POCKETING	0
ARSON	1
AGGRAVATED ASSAULT	87
FORCIBLE FONDLING	8

Administration	Status	12-8 Shift	Status	8-4 Shift	Status	4-12 Shift	Status	Split Shift	Status
Chief R. Columbus		Lt. Trelegan K9		Lt. Matt Donovan		Lt. Peterson		Lt. Connor	
Deputy Chief. A. Columbus		Vacant Sgt. (DS)		Sgt. Byrne		Sgt. Kelley		Sgt. Cooke	
Deputy Chief Farnum		Sgt. Newcomb		Sgt. Strong (DS)		Sgt. Gallagher (DS)		Sgt.Murray(DS)	
Lt. Harrington		Sgt. Mendonca							
Court Prosecutor									
Lt. Williams	AL	1 Off. Lim		1 Off. McMahon		1 Off. Miano	LD	1Off.Art Piccolo	
Training Division		2 Off. Kelleher		2 Off. Scott		2 Off. Quinn		2 Off. Duffy	
Sgt. Lefebvre		3 Off. O'Brien		3. Off. Capuano		3 Off. Jones		3 Off. Pelrine	
Comm. Service Officer		4 Off. Edmonds		4. Off. Ciaramella		4 Off. Bourassa		4 Off. Knoops	
Off. Welch		5 Off. Cuccio		5. Off. Sheehan	Solo 10/5	5 Off Saad		5 Off. Valeri	Solo 10/5
Family Service Officer		6 Off. Jacobs		6. Off. Schumaker	Solo 11/9	6 Off Casino	Solo 10/5	6. Off Emerson	Solo 11/12
Off. O'Keefe	LD	7 Off Ryan				7 Off. Oteri	solo 10/22		
School Resource Officer									
SRO. Ryser									
SRO. Hanley									
SRO. Bjorkgren									
		Detectives		FTO Program					
Detectives		Det. Rowe							
Det. Lt. Mike Donovan		vacant							
Det. Sgt. Mclaughlin		Det. Barbera							
Det Sgt. Hunt		Det. Sughrue							
Det. K. Vasconcellos									
Traffic Unit		Drug Unit							
Off. Adams		Det. Gordon				Exec. Development		Staffing Levels	
Nicosia sick		Det. Bettano				Donovan	11/12/23	Chief / Deputy	3
Admin/Records		CBI						Lieutenants	7
M. Vitale		Det. Vasconcellos						Sergeants	12
D. Catyb								Patrol Officers	41
L. Custance		Academy		Date of Graduation				Detectives	5
J. Harris		Cronin	11/13/23					Drug unit	2
Part-Time Records		Aznavorrian	11/13/23					Task force	1
Carol Alari								Traffic unit	2
								Civilian staff	6
Maintenance								Total Officers	63
M. Sakovich								Effective 11/13	

DNC – Does Not Count LD - Light Duty, FTO-Field Training, DS-Desk Sgt, IILD – Injured in the Line of Duty, LD – Light Duty, ML-Maternity Leave, MILL– Military Leave

Tewksbury Police Department																					
Fleet Spreadsheet Updated January 2024																					
Unit #	Plate	Model	Year	VIN	Mileage	Hours	Reg Expires	Inspection Due Date	Haffners Car Wash #	Control Head Type	Cruiser #	Radio Type	Computer Type	Radar Installed?	E-Citation Installed?	Whelen Cloud	GPS	FY Budget Order or Proposed	Cruiser Notes		
15	DH45	Pickup Truck	2017	1FTYU1ZB07HEE2877	12,368	1,043	NEXPD	Apr-24	4216	Control	15	APX 6500 Hand	None	No	No	Yes					
16	H794	Utility Inter	2021	1FMSK8ABMG31967	8,078	1,624	NEXPD	Jun-24	4200	Wecan X	16	APX 4500	None	Yes	Yes	Yes		New FY 22			
17	H383	Utility Inter	2022	1FMSK8ABZNGB51222	8,721	1,250	NEXPD	Jan-25	4102	Wecan X	17	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes		New FY23			
18	B310	Utility Inter	2017	1FMSK8ARHG0D0250	77,926	12,256	NEXPD	Apr-24	4184	Sapphire	18	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes					
19	E247	Utility Inter	2019	1FMSK8ARJGC75094	82,966	12,497	NEXPD	Jan-25	4176	Control	19	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes					
20	B839	Utility Inter	2017	1FMSK8ARHGCA24376	105,830	14,707	NEXPD	Mar-24	4168	Sapphire	20	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes					
21	G940	Utility Inter	2022	1FMSK8AB3NGB51214	29,715	4,085	NEXPD	May-24	4150	Wecan X	21	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes		New FY23			
22	H345	Utility Inter	2021	1FMSK8ABBMGA18334	74,919	12,432	NEXPD	Mar-24	4143	Wecan X	22	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes		New FY 21			
23	H645	Utility Inter	2022	1FMSK8AB3NGB50548	16,753	2,823	NEXPD	Aug-24	4424	Wecan X	23	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes		New FY24			
24	H645	Utility Inter	2022	1FMSK8AB3NGB50548			NEXPD		4125	Wecan X	24	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			Total Loss 2023		
25	H644	Utility Inter	2022	1FMSK8AB3NGB49545	14,182	2,645	NEXPD	Jul-24	4127	Wecan X	25	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			New FY24		
26	H342	Utility Inter	2021	1FMSK8AB3NGB18335	55,928	8,415	NEXPD	Mar-24	4119	Wecan X	26	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			New FY 21		
27	H369	Utility Inter	2021	1FMSK8AB3NGB32037	45,063	8,019	NEXPD	Aug-24	4101	Wecan X	27	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			New FY 22		
28	F202	Utility Inter	2020	1FMSK8AB0LGC93436	63,323	10,049	NEXPD	Jun-24	4226	Control	28	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes			New FY 21		
29	F222	Utility Inter	2020	1FMSK8AB1LGC99830	71,079	11,845	NEXPD	Nov-24	4432	Control	29	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes			New FY 21		
30	H217	Utility Inter	2022	1FMSK8AB3NGB49337	17,295	2,315	NEXPD	Jun-24	4440	Wecan X	30	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			New FY23		
K9-1	H795	Utility Inter	2022	1FMSK8AB3NGBA03719	14,598	3,304	NEXPD	Jun-24	4457	Wecan X	K9-1	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			New FY 22		
K9-2	F722	Utility Inter	2021	1FMSK8AB3NGBB1501	31,322	6,214	NEXPD	Sep-24	4465	Wecan X	K9-2	APX 4500	Pttr PC M1 Doc	Yes	Yes	Yes			New FY 22		
K9-3	E246	Utility Inter	2018	1FMSK8ARJGC75093	80,995	11,071	NEXPD	Jan-24	4473	Control	K9-3	APX 4500	M1 Dock Only	Yes	Yes	Yes			New FY 21		
Supervisor 1 (OIC)	K896	Chevy Tahoe P	2023	1GNSKLEDP8R467260	844	141	NEXPD	Jan-25	4069	Wecan X	Supervisor 1	6500 & 4500 O2	Pttr PC M2 Doc	Yes	Yes	Yes			New FY24	Ordered 10/2023	
T1	B271	Ecoline Van	2007	1FTNE14W8DA17038	11,694		NEXPD	Apr-24	4291	Switches	T1	APX 6500 O2	None	No	No	Yes		Ordered FY 24			
31	4XKR69	Explorer	2023	1FMSK8AB1NCG19736	4,675	792	NEXPD	Sep-24	Jun-24	390	Wecan X	31	APX 6500 Hand	None	No	No	Yes		New FY 23		
32 (SWAT)	3EG033	Chevy Tahoe P	2016	1GNSKJG3G9262168	123,049	5,991	Mar-25	Jan-25	4515	HIS 4200	32 (SWAT)	APX 6500 Hand	None	No	No	Yes			Transfer FY24		
33	8LF166	Utility Inter	2019	1FMSK8AR1KGB45825	30,820	4,433	Jun-25	Jan-24	4002	Control	33	APX 6500 Hand	Fanasonic Tough	No	Yes	Yes					
34	5HW967	Explorer	2017	1FMSK8ARJHGE15263	52,085	2,587	Sep-24	Sep-24	3996	Control	34	APX6500 Hand	None	No	No	Yes					
35 (Det. Sgt.)	7AD125	Explorer	2019	1FMSK8ARJHGE2804	56,533	2,953	May-24	Nov-23	4358	Control	35 (DSGT)	APX 6500 Hand	None	No	No	Yes					
36 (Det. LT)	5Y2029	Chevy Tahoe P	2019	1GNSKJG3G9262168	67,134	3,554	Sep-24	Jan-24	4002	Control	36 (Det. LT)	APX 6500 Hand	None	No	No	Yes					
40 (Chief C.)	3YNS19	Chevy Tahoe S	2021	1GNSKLEDMR337354	34,756	1,395	Sep-24	Feb-24	4416	Wecan X	40 (Chief C.)	APX 6500 Hand	None	No	No	Yes			New FY 22	Procoded FY 24	
41 (Deputy F.)	1NCL75	Chevy Tahoe S	2020	1GNSKFC1LR274036	55,036	2,198	May-24	Oct-24	4051	Wecan X	41 (Deputy F.)	APX 6500 Hand	None	No	No	Yes				New FY 22	
42 (Deputy C.)	ZEW125	Chevy Tahoe S	2021	1GNSKLEDMR33841	21,057	2,154	May-25	Mar-24	4416	Wecan X	42 (Deputy C.)	APX 6500 Hand	None	No	No	Yes					
43 (Court LT)	D891	Utility Inter	2019	1FMSK8ARJHGEA63311	56,458	8,945	NEXPD	Oct-24	4044	Sapphire	43 (Court LT)	APX 4500	None	No	Yes	Yes					
44 (Detail LT)	D450	Utility Inter	2017	1FMSK8ARJHGE06249	95,895	15,670	NEXPD	Feb-24	4309	Control	44 (Detail LT)	APX 4500	None	No	Yes	Yes					
Det	W79110	Ford Bronco	2022	3FMSK9J9D9NR49446	6,412		Dec-24	Jul-24		Sequential SW	Det	None	None	No	No	Yes			New FY 23		
Det	ZJW484	Toyota Tacoma	2022	3TMCZ6ANM471091	13,142		Apr-25	Apr-24	4366	Sequential SW	Det	None	None	No	No	Yes				New FY 22	
Det	1VDN96	Honda Civic	2014	2HGFB29E9E41181	43,082		Jun-23	Dec-23	4523	None	Det	None	None	No	No	Yes					
Det	1VDN96	Honda Accord	2008	1HGCP28898A101191	161,519		Jun-23	Jan-24	4317	Switches	Det	None	None	No	No	Yes					
CBI	82S5876	Toyota Camry	2008	4T1B46K7BU063454	160,976		Jun-23	Jan-24	4333	Switches	CBI	None	None	No	No	Yes					
51 (Detail)	B242	Utility Inter	2015	1FMSK8ARJHGEA28676	109,989	20,416	NEXPD	Feb-24	4374	Sapphire	51 (Detail)	APX 4500	M1 Dock Only	Yes	Yes	Yes				At MHQ for repairs	
52 (Detail)	B275	Utility Inter	2015	1FMSK8ARJHGEA28676	100,278	18,086	NEXPD	Mar-24	4531	Sapphire	52 (Detail)	APX 4500	M1 Dock Only	Yes	Yes	Yes					
Community Service	41S419	Ford Edge	2012	2FMDK4G2CB28027	121,088		Sep-23	Mar-24	4077	Switches	Community Serv.	None	None	No	No	Yes					
Front Line K9	B274	Utility Inter	2015	1FMSK8ARJHGEA28674	108,897	16,375	NEXPD	Sep-24	4408	Sapphire	Front Line K9	APX 4500	None	No	Yes	Yes					
MC-1	MC8248	H.D. FLHTP	2019	1HD1FMP18KB831559	7,563		NEXPD						M1 Dock Only	Yes	Yes						
MC-2	MC8248	H.D. FLHTP	2019	1HD1FMP18KB825465	9,313		NEXPD						M1 Dock Only	Yes	Yes						
MC-3	MC7411	H.D. FLHTP	2014	1HD1FMP17EB21598	14,323		NEXPD							Yes	Yes						
ATV-1	AZG534	Kawi Brute Force	2016	JKAVF0G13GB509826			Ma. ENV. PD														
ATV-2	AZG535	Kawi Brute Force	2016	JKAVF0G13GB510669			Ma. ENV. PD														
ATV-3	AZG533	Honda	1997	4781E150XVA828735			Ma. ENV. PD														
UTV-1	ASU162	Polaris Ranger	2023	4XASL191R609675	468	79	Ma. ENV. PD									Yes			New FY23		
ACC-1	L570	Ford F150 Resp	2023	1FTYF1PB8PK65248	1,173	203	NEXPD	Dec-24	4382		ACC-1	(2)APX 4500 O2	Fanasonic Tough	No	Yes	Yes			New FY23		
Supervisor 1 (OLD)	B596	Utility Inter	2017	1FMSK8ARJHGEA4378	92,398	17,000	NEXPD	Mar-23	4969	Control	35 (OIC)	APX 4500	Pttr PC M2 Doc	No	Yes	Yes			Ordered FY 24	Traded MHQ 12/26/2023 \$3K	
CSO (OLD)	4AW983	Utility Inter	2017	1FMSK8ARJHGEA4378	92,398	12,571	Mar-25	Apr-23	4461	Control	51	APX 4500	None	No	Yes	Yes				Traded MHQ 12/26/2023 \$3K	
45 (DET)	4J1380	Explorer	2014	1FMSK8082EG82566	671,970		Oct-23	Mar-23	4010	Control	45	APX 6500 Hand	None	No	No	Yes				Traded to Tewksbury Fire Aug 23	
17	B308	Utility Inter	2017	1FMSK8ARJHGE026693	107,419	19,128	NEXPD	Nov-23		Control	17	None	None	No	No	Yes				Traded to MHQ 1/23 \$4K	
Det	41S059	Lexus ES300	2001	1T8BF2G9F1032305	392,928		Sep-23	Dec-22	4507	Switches	Det	None	None	No	No	Yes				Sold at Auction	
Total Loss Cruisers																					
21	E454	Utility Inter	2019	1FMSK8ARJHGB45876	94,018	14,256	NEXPD	Sep-22		Control	21	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes			Ordered FY 23	Total Loss 2023	
23	E455	Utility Inter	2019	1FMSK8ARJHGB45874	87,071	13,881	NEXPD	Oct-23		Control	23	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes				Proposed FY 24	Total Loss 2023
24	H344	Utility Inter	2021	1FMSK8AB1MGA18336	46,986	9,152	NEXPD	Mar-23		Wecan X	24	APX 4500	Pttr PC M2 Doc	Yes	Yes	Yes				New FY 21	Total Loss 2023
30	E208	Utility Inter	2019	1FMSK8ARJHGB45815	59,811	12,381	NEXPD	Nov-22		Control	30	APX 4500	Pttr PC M1 Doc	Yes	No	Yes				Ordered FY 23	Total Loss 2023
25	E213	Utility Inter	2019	1FMSK8ARJHGB45879	65,624	10,028	NEXPD	Feb-23	4127	Control	25	APX 4500	Pttr PC M2 Doc	Yes	No	Yes				Proposed FY 24	Total Loss 2023
Det	Z2F447	Chevy Malibu	2012	1G1ZAE08CP285731	107,790		Jun-23		4325	Sequential SW	Det	None	None	No	No	Yes				Total Loss 2023	

POLICE DEPARTMENT	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	5,781,498	5,781,498	5,871,573	5,836,205	6,321,246	6,285,598	6,674,446	6,693,624	6,693,624	
5120 Temporary Part-time	19,605	19,605	30,318	23,876	26,060	23,481.74	31,700	31,351	15,850	
5130 Overtime	838,979	804,902	931,324	931,324	903,699	903,699	512,364	750,000	512,364	
5132 Dispatch Overtime	-	32,249	-	-	-	-	-	-	-	
5133 Reserve Dispatchers	-	821	-	-	-	-	-	-	-	
5135 Uniforms	9,540	9,540	540	540	540	540	540	540	540	
5137 Training Overtime	-	-	-	-	143,665	120,434	200,000	200,000	200,000	
5160 Terminal Leave	3,067	3,067	3,461	3,287	3,461	3,460	3,555	-	-	
5180 All Other	30,188	30,188	37,440	36,378	63,900	39,854	58,100	58,100	58,100	
Total Salaries	6,682,877.64	6,681,870.87	6,874,656.30	6,831,609.98	7,462,571	7,377,066	7,480,705	7,733,615	7,480,478	-
<i>Operating</i>										
5210 Energy Utilities	92,533	92,533	102,190	91,486	106,956	95,768	111,595	101,595	101,595	
5240 Repairs and Maintenance	147,895	117,654	161,741	158,829	137,559	131,427.21	106,725	71,950	71,950	
5270 Leases/Contracts	200,034	196,316	192,105	184,749	189,506	184,017.60	213,249	260,820	260,820	
5310 Professional Services	29,574	29,191	8,700	8,107	36,835	35,814.17	8,700	9,200	9,200	
5340 Communications	87,816	85,265	90,248	87,945	97,919	92,995.64	97,349	94,469	94,469	
5381 Computer	68,969	60,650	74,660	56,404	90,931	85,365.42	90,708	99,893	99,893	
5420 Office Supplies	12,286	11,422	13,864	13,844	14,366	12,475.18	15,600	16,000	16,000	
5423 All Other Supplies	139,407	115,188	176,872	162,034	148,646	148,072.86	172,653	176,648	176,648	
5510 K-9	5,718	5,249	5,969	5,696	5,500	5,308.95	15,000	16,000	16,000	
5538 Recruit/Specialty Expense	49,467	48,704	34,250	33,703	60,407	60,407.37	25,000	20,000	20,000	
5580 Uniforms	-	-	-	-	-	-	-	-	-	
5702 Travel	179	179	6,300	4,472	11,029	11,028.89	10,000	10,000	10,000	
5703 Dues and Memberships	14,543	14,543	14,540	14,158	14,572	14,572.00	14,420	18,092	18,092	
5790 Staff Development	27,586	27,297	37,293	36,939	41,591	39,382.82	46,200	46,200	46,200	
Total Operating	876,005	804,189	918,732	858,365	955,818	916,636	927,199	940,867	940,867	
<i>Capital Outlay</i>										
5833 Capital Outlay	447,893	346,851	400,186	397,746	408,653	396,498	358,204	420,284	404,784	
Total Capital Outlay	447,893	346,851	400,186	397,746	408,653	396,498	358,204	420,284	404,784	
TOTAL BUDGET	8,006,775	7,832,911	8,193,574	8,087,721	8,827,041.02	8,690,199.87	8,766,108	9,094,766	8,826,129	-

Position	FY2022	FY2023	FY2023	FY2024	FY2025	FY2025	FY2025
	BUDGETED	BUDGETED	BUDGETED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	FTE						
Police Chief	1	1	1	1	1	1	1
Deputy Police Chief	1	1	1	1	2	2	
Captain	0	0	0	0			
Lieutenants	6	6	6	8	7	7	
Sergeants	12	12	12	12	12	12	
Detectives	10	10	10	8	8	8	
Patrol Officer Positions	32	33	33	37	37	37	
Dispatchers	9						
Civilian Staff	5	6	6	5	5	5	
Total Staffing	76	69	69	72	72	72	-

FISCAL YEAR 2025

POLICE DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Name	Position	Step	Ann. Date	Education		Longevity		Holiday		Total Salary
				Base Salary	%	%	PAY	Shift Diff.	Pay	
Sworn Personnel										
Ryan Columbus step increase	Chief	10	07/31/00	138,440	25%	34,610	10.00%	17,305	8,786	199,141
Alysa Columbus (Step)	Deputy Chief	7	04/22/08	118,184	25%	29,546	8.50%	12,557	7,398	167,685
Brian Farnum (Step 4.2 wks)	Deputy Chief	7	08/02/04	9,509	25%	2,377	8.50%	1,010	595	13,492
Brian Farnum (Longevity 48 wks)	Deputy Chief	7	08/02/04	108,675	25%	27,169	10.00%	13,584	6,897	156,324
Admin Captain (Stipend)					0%	-	0.00%	-	-	-
Patrick Connor (49.8 wks)+A11A11L65	Lieutenant	2	06/14/10	88,301	25%	22,075	5.50%	6,071	4,367	126,390
Patrick Connor (Longevity 2.4 wks)	Lieutenant	2	06/14/10	4,255	25%	1,064	8.50%	452	216	6,264
Matthew Donovan (2.2 wks)	Lieutenant	1	05/29/18	3,752	25%	938	3.00%	141	-	223
Matthew Donovan (Step 50 wks)	Lieutenant	2	05/29/18	88,656	25%	22,164	3.00%	3,325	-	5,268
Michael Donovan (2.2 wks)	Detective Lieutenant	1	04/02/08	3,752	25%	938	8.50%	399	-	235
Michael Donovan (Step 50 wks)	Detective Lieutenant	2	02/24/03	88,656	25%	22,164	8.50%	9,420	-	5,550
Patrick Harrington	Lieutenant	2	02/24/03	92,557	25%	23,139	10.00%	11,570	-	5,874
Dennis Peterson Jr.	Lieutenant	2	02/23/04	92,557	20%	18,511	10.00%	11,107	9,163	6,062
Colin Trelegan (2.2 wks)	Lieutenant	1	05/02/16	3,752	25%	938	3.00%	141	362	240
Colin Trelegan (Step 50 wks)	Lieutenant	2	05/02/16	88,656	25%	22,164	3.00%	3,325	8,561	5,663
James Williams	Lieutenant	2	10/23/96	92,557	25%	23,139	12.75%	14,751	-	6,021
Christopher Byrne (3.2 wks)	Sergeant	1	11/14/11	4,640	20%	928	5.50%	306	-	271
Christopher Byrne (Step 49 wks)	Sergeant	2	11/14/11	73,853	20%	14,771	5.50%	4,874	-	4,315
Andrew Donovan (19 wks)	Sergeant	1	07/27/20	27,547	20%	5,509	10.00%	3,306	1,364	1,741
Andrew Donovan (Step 33.2 wks)	Sergeant	2	07/27/20	50,039	20%	10,008	10.00%	6,005	2,477	3,163
Shane Gallagher	Sergeant	2	01/13/14	78,677	25%	19,669	5.50%	5,409	7,782	5,148
Ryan Hunt	Sergeant	2	10/30/17	78,677	10%	7,868	3.00%	2,596	1,170	4,168
Joseph Kelley	Sergeant	2	02/23/04	78,677	20%	15,735	10.00%	9,441	7,789	5,153
Christopher Lefebvre (50 wks)	Sergeant	2	06/14/10	75,361	25%	18,840	5.50%	5,181	-	4,587
Christopher Lefebvre (Longevity 2.2 wks)	Sergeant	2	06/14/10	3,316	25%	829	8.50%	352	-	208
Michael McLaughlin	Detective Sergeant	2	11/14/11	78,677	20%	15,735	5.50%	5,193	4,482	4,804
Joseph Mendonca (3.2 wks)	Sergeant	1	05/23/16	4,640	20%	928	3.00%	167	430	285
Joseph Mendonca (Step 49 wks)	Sergeant	2	05/23/16	73,853	20%	14,771	3.00%	2,659	6,846	4,529
Peter Murray (28.2 wks)	Sergeant	2	01/13/20	40,886	25%	10,221	0.00%	-	1,917	2,447
Peter Murray (Longevity 24 wks)	Sergeant	2	01/13/20	34,796	25%	8,699	3.00%	1,305	1,680	2,145
Michael Newcomb (50 wks)	Sergeant	2	06/14/10	75,361	25%	18,840	5.50%	5,181	7,454	4,931
Michael Newcomb (Longevity 2.2 wks)	Sergeant	2	06/14/10	3,316	25%	829	8.50%	352	337	223
Lauren Strone (3.2 wks)	Sergeant	2	07/27/20	4,640	25%	1,160	0.00%	-	-	268
Lauren Strone (Step 49 wks)	Sergeant	2	07/27/20	73,853	25%	18,463	0.00%	-	-	4,261
Sergeant #1 Vacancy	Sergeant	1	TBD	78,677	20%	15,735	0.00%	-	-	4,357
Sworn Personnel										
Joshua Barbera	Detective	4	05/20/19	66,909	25%	16,727	3.00%	2,509	3,230	4,125
Matthew Rowe	Detective	4	06/02/14	66,909	25%	16,727	5.50%	4,600	3,309	4,225
Ryan Sughrie	Detective	4	02/08/21	66,909	20%	13,382	0.00%	-	3,011	3,845
Kaitlin Vasconcellos	Detective	4	06/03/13	66,909	25%	16,727	5.50%	4,600	-	4,072
Christopher Adams (46.2 wks)	Patrolman	4	05/18/15	59,218	25%	14,805	3.00%	2,221	-	3,519
Christopher Adams (Longevity 6 wks)	Patrolman	4	05/18/15	7,691	25%	1,923	5.50%	529	-	468
Christopher Bettano (20 wks)	Patrolman	4	11/18/19	25,636	20%	5,127	0.00%	-	1,384	1,484
Christopher Bettano (Longevity 32.2 wks)	Patrolman	4	11/18/19	41,273	20%	8,255	3.00%	1,486	2,296	2,460
Robert Bjorkgren	Patrolman	4	10/20/03	66,909	20%	13,382	10.00%	8,029	414	4,095
Alexandra Bourassa (18.6 wks)	Patrolman	3	11/18/19	22,946	25%	5,737	0.00%	-	2,151	1,423
Alexandra Bourassa (Step 33.6 wks)	Patrolman	4	10/20/03	43,068	25%	10,767	0.00%	-	4,038	2,671
Karen Capuano	Patrolman	4	02/24/03	66,909	0%	-	10.00%	6,691	2,760	3,524
Stephanie Casino (4.2 wks)	Patrolman	2	01/30/23	4,696	20%	939	0.00%	-	-	260
Stephanie Casino (Step 48 wks)	Patrolman	3	02/24/03	59,216	20%	11,843	0.00%	-	-	3,280
Nicholas Ciarumella (28.2 wks)	Patrolman	4	01/13/20	36,146	0%	-	0.00%	-	-	1,668
Nicholas Ciarumella (Longevity 24 wks)	Patrolman	4	01/13/20	30,763	0%	-	3.00%	923	-	1,462
Dylan Cuccio	Patrolman	4	02/20/23	66,909	20%	13,382	0.00%	-	3,011	3,845
David Duffy	Patrolman	4	11/14/11	66,909	20%	13,382	5.50%	4,416	3,176	4,056
Charrisa Edmonds (45.4 wks)	Patrolman	3	11/14/22	56,009	10%	5,601	0.00%	-	2,310	2,950
Charrisa Edmonds (Step 6.8 wks)	Patrolman	4	11/14/22	8,716	10%	872	0.00%	-	360	459
Charles Emerson (7.2 wks)	Patrolman	2	02/20/23	7,361	0%	-	0.00%	-	-	340
Charles Emerson (Step 45 wks)	Patrolman	3	02/20/23	55,515	0%	-	0.00%	-	-	2,562
Kayla Gordon	Patrolman	4	05/29/18	66,909	20%	13,382	3.00%	2,409	3,721	3,989
Eric Hanley	Patrolman	4	09/09/02	66,909	25%	16,727	10.00%	8,364	862	4,286
Zachary Jacobs	Patrolman	4	02/20/23	66,909	20%	13,382	0.00%	-	6,022	3,984
Michael Jones	Patrolman	4	04/25/22	66,909	25%	16,727	0.00%	-	6,273	4,150
Dennis Kelleher	Patrolman	4	11/15/21	66,909	20%	13,382	0.00%	-	6,022	3,984
Peter Knops	Patrolman	4	11/16/20	66,909	20%	13,382	0.00%	-	3,011	3,845
Chy Lim	Patrolman	4	06/07/21	66,909	0%	-	0.00%	-	5,018	3,320
Markus McMahon	Patrolman	4	11/26/01	66,909	20%	13,382	10.00%	8,029	-	4,076
Markus McMahon +3.5% Wage Deferral	Patrolman	4	11/26/01	2,342	20%	468	10.00%	281	-	143
David Miano (12.8 wks)	Patrolman	4	09/27/04	16,407	10%	1,641	8.50%	1,534	1,469	972
David Miano (Longevity 39.4 wks)	Patrolman	4	09/27/04	50,502	10%	5,050	10.00%	5,555	4,583	3,032
Sworn Personnel										
Paul Nicosia	Patrolman	4	10/07/07	66,909	20%	13,382	8.50%	6,825	-	4,021

Matthew O'Brien (30 wks)	Patrolman	3	07/25/22	37,010	0%	-	0.00%	-	-	1,388	1,772	40,170
Matthew O'Brien (Step 22.2 wks)	Patrolman	4	07/25/22	28,456	0%	-	0.00%	-	-	1,067	1,363	30,885
Kimberly O'Keefe	Patrolman	4	09/09/02	66,909	20%	13,382	10.00%	8,029	-	-	4,076	92,396
Timothy Oteri (7.2 wks)	Patrolman	2	02/20/23	8,051	20%	1,610	0.00%	-	-	-	446	10,107
Timothy Oteri (Step 45 wks)	Patrolman	3	02/20/23	55,515	20%	11,103	0.00%	-	-	-	3,075	69,693
Michael Pelrine	Patrolman	4	11/02/20	66,909	20%	13,382	0.00%	-	-	-	3,706	83,996
Arthur Piccolo	Patrolman	4	09/09/02	66,909	20%	13,382	10.00%	8,029	3,312	4,229	95,861	
Stephen Quinn (23 wks)	Patrolman	4	12/08/14	29,481	20%	5,896	3.00%	1,061	2,733	1,808	40,979	
Stephen Quinn (Longevity 29.2 wks)	Patrolman	4	12/08/14	37,428	20%	7,486	5.50%	2,470	3,554	2,351	53,289	
Patrick Ryan	Patrolman	4	05/01/23	66,909	20%	13,382	0.00%	-	-	6,022	3,984	90,296
James Ryser	Patrolman	4	05/12/08	66,909	25%	16,727	8.50%	7,109	1,276	4,247	96,268	
Jacob Saad	Patrolman	4	11/14/22	66,909	25%	16,727	0.00%	-	-	6,273	4,150	94,058
Derek Schumaker (4.2 wks)	Patrolman	2	01/30/23	4,696	10%	470	0.00%	-	-	-	238	5,404
Derek Schumaker (Step 48 wks)	Patrolman	3	01/30/23	59,216	10%	5,922	0.00%	-	-	-	3,006	68,144
Christopher Scott	Patrolman	4	10/21/02	66,909	10%	6,691	10.00%	7,360	3,036	3,877	87,872	
Ryan Sheehan (4.2 wks)	Patrolman	2	01/30/23	4,696	10%	470	0.00%	-	-	-	238	5,404
Ryan Sheehan (Step 48 wks)	Patrolman	3	01/30/23	59,216	10%	5,922	0.00%	-	-	-	3,006	68,144
Katrina Valeri (11.4 wks)	Patrolman	2	03/20/23	12,747	25%	3,187	0.00%	-	-	-	735	16,669
Katrina Valeri (Step 40.8 wks)	Patrolman	3	03/20/23	50,334	25%	12,583	0.00%	-	-	-	2,904	65,821
Michael Vasconcellos	Patrolman	4	03/11/13	66,909	20%	13,382	5.50%	4,416	-	3,910	88,616	
Jennie Welch	Patrolman	4	01/13/03	66,909	25%	16,727	10.00%	8,364	-	4,246	96,246	
David Aznavoorian (45.2 wks)	Patrolman	2	11/13/23	50,542	0%	-	0.00%	-	-	3,791	2,508	56,840
David Aznavoorian (Step 7 wks)	Patrolman	3	11/13/23	8,636	0%	-	0.00%	-	-	648	428	9,712
Matthew Cronin (45.2 wks)	Patrolman	2	11/13/23	50,542	20%	10,108	0.00%	-	-	4,549	3,009	68,208
Matthew Cronin (Step 7 wks)	Patrolman	3	11/13/23	8,636	20%	1,727	0.00%	-	-	777	514	11,654
Patrolman #1 Vacancy (26 wks)	Patrolman	1	TBD	26,353	20%	5,271	0.00%	-	-	2,372	1,569	35,564
Patrolman #1 Vacancy (26.2 wks)	Patrolman	2	TBD	29,296	20%	5,859	0.00%	-	-	2,637	1,744	39,536
Patrolman #2 Vacancy (26 wks)	Patrolman	1	TBD	26,353	20%	5,271	0.00%	-	-	2,372	1,569	35,564
Patrolman #2 Vacancy (26.2 wks)	Patrolman	2	TBD	29,296	20%	5,859	0.00%	-	-	2,637	1,744	39,536
Patrolman #3 Vacancy (26.2 wks)	Patrolman	1	TBD	26,353	20%	5,271	0.00%	-	-	2,372	1,569	35,564
Patrolman #3 Vacancy (26.2 wks)	Patrolman	2	TBD	29,296	20%	5,859	0.00%	-	-	2,637	1,744	39,536
Reduction For School Resource Officer #1												(76,688)
Reduction For School Resource Officer #2												(76,688)
Reduction For School Resource Officer #3												(76,683)
Total Sworn Personnel	67			4,901,028		964,611		273,322		188,278	292,026	6,389,206

Name	Position	Step	Ann. Date	Base Salary	%	Education PAY	%	Longevity PAY	Shift Diff.	Holiday Pay	Total Salary
Civilian Personnel: The following employees are administrative support.											
Laura Custance	Exec. Secretary	10	05/20/19	70,235				1,000			71,235
Diane Catyb (22 wks)	Adm Assistant	10	12/02/19	27,148							27,148
Diane Catyb (Longevity 30.2 wks)	Adm Assistant	10	12/02/19	37,267				579			37,846
Marcia Vitale	Adm Assistant	10	12/03/18	64,415				1,000			65,415
JoAnn Harris (B2/4)	Principal Clerk	4	09/08/20	42,857							42,857
Michael Sakovich (1 wk)	Building Maintenance	5	01/10/22	1,084							1,084
Michael Sakovich (51.2 wk)	Building Maintenance	6	01/10/22	58,833							58,833
Total Civilian Personnel	5										304,418
Total Regular Salaries	72			4,901,028		964,611		273,322	188,278	292,026	6,693,624

Name	Position	Step	Ann. Date	Base Salary	%	Education PAY	%	Longevity PAY	Shift Diff.	Holiday Pay	Total Salary
Temporary Part-Time:											
Carol Alari	Desk/Records Clerk	1/2	08/13/22	15,850							15,850
Vacancy	Desk/Records Clerk	1/1	TBD	-							-
Total Temporary Part-Time				-	-	-	-	-	-	-	15,850

Overtime: This account provides funding for vacation and sick replacement, court time, firearms training, Town Meeting/elections, and other overtime associated with natural disasters, call backs, hold overs, special investigations, personal days, training, staff development, and occupational sick leave. **512,364**

Uniforms:
Custodian: The funds in this account will provide for the purchase of uniforms for one custodian. **540**

Training Overtime: This account is used to pay officers for the numerous mandatory training sessions (Firearms, Defense Tactics, Taser, Active Shooter and Officer Wellness). **200,000**

Terminal Leave:
Sick Leave Bonus: An expenditure of \$3,555 will be necessary under Article 24 of the Superior Officer's contractual agreement and the PRRB agreement to fund the sick leave bonus program which provides for the payment of one to five days to those officers who use little or no sick time. **3,555**

Total Terminal Leave

All Other:
Fingerprint/Photography/Detectives/Training Stipends: The funds in this account will be utilized to pay detectives for fingerprinting and photography duties as well as officers assigned to process gun permits in accordance with the Chapter 41, Section 108I of the Massachusetts General Laws. **16,900**
This account also provides stipends to detectives and lead training instructors as outlined in the collective bargaining agreements.

Temporary Assumption of Duties: This provides the funds necessary to comply with Article 9 of the NEPBA and Article 10 of the Superior Officer's Contract. **41,200**

Total All Other **58,100**

TOTAL SALARIES **7,480,478**

**FISCAL YEAR 2025
POLICE DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Name	Position	Step	Ann. Date	Base Salary	Education		Longevity		Holiday		Total Salary
					%	%	%	PAY	Shift Dfl.	Pay	
Sworn Personnel											
Ryan Columbus step increase	Chief	10	07/31/00	138,440	25%	34,610	10.00%	17,305		8,786	199,141
Alysa Columbus (Step)	Deputy Chief	7	04/22/08	118,184	25%	29,546	8.50%	12,557		7,398	167,685
Brian Farnum (Step 4.2 wks)	Deputy Chief	7	08/02/04	9,509	25%	2,377	8.50%	1,010		595	13,492
Brian Farnum (Longevity 48 wks)	Deputy Chief	7	08/02/04	108,675	25%	27,169	10.00%	13,584		6,897	156,324
Admin Captain (Stipend)				0	0%	0.00%	-	-		-	-
Patrick Connor (49.8 wks)+A11A11:L65	Lieutenant	2	06/14/10	88,301	25%	22,075	5.50%	6,071	4,367	5,576	126,390
Patrick Connor (Longevity 2.4 wks)	Lieutenant	2	06/14/10	4,255	25%	1,064	8.50%	452	216	276	6,264
Matthew Donovan (2.2 wks)	Lieutenant	1	05/29/18	3,752	25%	938	3.00%	141	-	223	5,054
Matthew Donovan (Step 50 wks)	Lieutenant	2	05/29/18	88,656	25%	22,164	3.00%	3,325	-	5,268	119,413
Michael Donovan (2.2 wks)	Detective Lieutenant	1	04/02/08	3,752	25%	938	8.50%	399	-	235	5,323
Michael Donovan (Step 50 wks)	Detective Lieutenant	2	02/24/03	88,656	25%	22,164	8.50%	9,420	-	5,550	125,789
Patrick Harrington	Lieutenant	2	02/24/03	92,557	25%	23,139	10.00%	11,570	-	5,874	133,140
Dennis Peterson Jr.	Lieutenant	2	02/23/04	92,557	20%	18,511	10.00%	11,107	9,163	6,062	137,400
Colin Trelogan (2.2 wks)	Lieutenant	1	05/02/16	3,752	25%	938	3.00%	141	362	240	5,433
Colin Trelogan (Step 50 wks)	Lieutenant	2	05/02/16	88,656	25%	22,164	3.00%	3,325	8,561	5,663	128,369
James Williams	Lieutenant	2	10/23/96	92,557	25%	23,139	12.75%	14,751	-	6,021	136,468
Christopher Byrne (3.2 wks)	Sergeant	1	11/14/11	4,640	20%	928	5.50%	306	-	271	6,145
Christopher Byrne (Step 49 wks)	Sergeant	2	11/14/11	73,853	20%	14,771	5.50%	4,874	-	4,315	97,814
Andrew Donovan (19 wks)	Sergeant	1	07/27/20	27,547	20%	5,509	10.00%	3,306	1,364	1,741	39,467
Andrew Donovan (Step 33.2 wks)	Sergeant	2	07/27/20	50,039	20%	10,008	10.00%	6,005	2,477	3,163	71,692
Shane Gallagher	Sergeant	2	01/13/14	78,677	25%	19,669	5.50%	5,409	7,782	5,148	116,684
Ryan Hunt	Sergeant	2	10/20/17	78,677	10%	7,868	3.00%	2,596	1,170	4,168	94,479
Joseph Kelley	Sergeant	2	02/23/04	78,677	20%	15,735	10.00%	9,441	7,789	5,153	116,795
Christopher Lefebvre (50 wks)	Sergeant	2	06/14/10	75,361	25%	18,840	5.50%	5,181	-	4,587	103,969
Christopher Lefebvre (Longevity 2.2 wks)	Sergeant	2	06/14/10	3,316	25%	829	8.50%	352	-	208	4,705
Michael McLaughlin	Detective Sergeant	2	11/14/11	78,677	20%	15,735	5.50%	5,193	4,482	4,804	108,891
Joseph Mendonca (3.2 wks)	Sergeant	1	05/23/16	4,640	20%	928	3.00%	167	430	285	6,449
Joseph Mendonca (Step 49 wks)	Sergeant	2	05/23/16	73,853	20%	14,771	3.00%	2,659	6,846	4,529	102,658
Peter Murray (28.2 wks)	Sergeant	2	01/13/20	40,886	25%	10,221	0.00%	-	1,917	2,447	55,471
Peter Murray (Longevity 24 wks)	Sergeant	2	01/13/20	34,796	25%	8,699	3.00%	1,305	1,680	2,145	48,626
Michael Newcomb (50 wks)	Sergeant	2	06/14/10	75,361	25%	18,840	5.50%	5,181	7,454	4,931	111,766
Michael Newcomb (Longevity 2.2 wks)	Sergeant	2	06/14/10	3,316	25%	829	8.50%	352	337	223	5,058
Lauren Strong (3.2 wks)	Sergeant	2	07/27/20	4,640	25%	1,160	0.00%	-	-	268	6,067
Lauren Strong (Step 49 wks)	Sergeant	2	07/27/20	73,853	25%	18,463	0.00%	-	-	4,261	96,578
Sergeant #1 Vacancy	Sergeant	1	TBD	78,677	20%	15,735	0.00%	-	-	4,357	98,769
											-
Sworn Personnel											
Joshua Barbera	Detective	4	05/20/19	66,909	25%	16,727	3.00%	2,509	3,230	4,125	93,501
Matthew Rowe	Detective	4	06/02/14	66,909	25%	16,727	5.50%	4,600	3,309	4,225	95,770
Ryan Sughrue	Detective	4	02/08/21	66,909	20%	13,382	0.00%	-	3,011	3,845	87,146
Kaitlin Vasconcellos	Detective	4	06/03/13	66,909	25%	16,727	5.50%	4,600	-	4,072	92,309
Christopher Adams (46.2 wks)	Patrolman	4	05/18/15	59,218	25%	14,805	3.00%	2,221	-	3,519	79,762
Christopher Adams (Longevity 6 wks)	Patrolman	4	05/18/15	7,691	25%	1,923	5.50%	529	-	468	10,610
Christopher Bettano (20 wks)	Patrolman	4	11/18/19	25,636	20%	5,127	0.00%	-	1,384	1,484	33,631
Christopher Bettano (Longevity 32.2 wks)	Patrolman	4	11/18/19	41,273	20%	8,255	3.00%	1,486	2,296	2,460	55,770
Robert Bjorkgren	Patrolman	4	10/20/03	66,909	20%	13,382	10.00%	8,029	414	4,095	92,829
Alexandra Bourassa (18.6 wks)	Patrolman	3	11/18/19	22,946	25%	5,737	0.00%	-	2,151	1,423	32,257
Alexandra Bourassa (Step 33.6 wks)	Patrolman	4	10/20/03	43,068	25%	10,767	0.00%	-	4,038	2,671	60,543
Karen Capuano	Patrolman	4	02/24/03	66,909	0%	-	10.00%	6,691	2,760	3,524	79,884
Stephanie Casino (4.2 wks)	Patrolman	2	01/30/23	4,696	20%	939	0.00%	-	-	260	5,896
Stephanie Casino (Step 48 wks)	Patrolman	3	02/24/03	59,216	20%	11,843	0.00%	-	-	3,280	74,339
Nicholas Caramella (28.2 wks)	Patrolman	4	01/13/20	36,146	0%	-	0.00%	-	-	1,668	37,814
Nicholas Caramella (Longevity 24 wks)	Patrolman	4	01/13/20	30,763	0%	-	3.00%	923	-	1,462	33,148
Dylan Cuccio	Patrolman	4	02/20/23	66,909	20%	13,382	0.00%	-	3,011	3,845	87,146
David Duffy	Patrolman	4	11/14/11	66,909	20%	13,382	5.50%	4,416	3,176	4,056	91,939
Charrisa Edmonds (45.4 wks)	Patrolman	3	11/14/22	56,009	10%	5,601	0.00%	-	2,310	2,950	66,870
Charrisa Edmonds (Step 6.8 wks)	Patrolman	4	11/14/22	8,716	10%	872	0.00%	-	360	459	10,406
Charles Emerson (7.2 wks)	Patrolman	2	02/20/23	7,361	0%	-	0.00%	-	-	340	7,701
Charles Emerson (Step 45 wks)	Patrolman	3	02/20/23	55,515	0%	-	0.00%	-	-	2,562	58,078
Kayla Gordon	Patrolman	4	05/29/18	66,909	20%	13,382	3.00%	2,409	3,721	3,989	90,410
Eric Henson	Patrolman	4	09/09/02	66,909	25%	16,727	10.00%	8,364	862	4,286	97,148
Zachary Jacobs	Patrolman	4	02/20/23	66,909	20%	13,382	0.00%	-	6,022	3,984	90,296
Michael Jones	Patrolman	4	04/25/22	66,909	25%	16,727	0.00%	-	6,273	4,150	94,058
Dennis Kelleher	Patrolman	4	11/15/21	66,909	20%	13,382	0.00%	-	6,022	3,984	90,296
Peter Knops	Patrolman	4	11/16/20	66,909	20%	13,382	0.00%	-	3,011	3,845	87,146
Chy Lim	Patrolman	4	06/07/21	66,909	0%	-	0.00%	-	5,018	3,320	75,247
Markus McMahon	Patrolman	4	11/26/01	66,909	20%	13,382	10.00%	8,029	-	4,076	92,396
Markus McMahon +3.5% Wage Deferral	Patrolman	4	11/26/01	2,342	20%	468	10.00%	281	-	143	3,234
David Miano (12.8 wks)	Patrolman	4	09/27/04	16,407	10%	1,641	8.50%	1,534	1,469	972	22,022
David Miano (Longevity 39.4 wks)	Patrolman	4	09/27/04	50,502	10%	5,050	10.00%	5,555	4,583	3,032	68,722

Name	Position	Step	Ann. Date	Education		Longevity		Shift Diff.	Holiday		Total Salary																																												
				Base Salary	%	%	PAY		Pay																																														
Sworn Personnel																																																							
Paul Nicosia	Patrolman	4	10/07/07	66,909	20%	13,382	8.50%	6,825	-	4,021	91,136																																												
Matthew O'Brien (30 wks)	Patrolman	3	07/25/22	37,010	0%	-	0.00%	-	1,388	1,772	40,170																																												
Matthew O'Brien (Step 22.2 wks)	Patrolman	4	07/25/22	28,456	0%	-	0.00%	-	1,067	1,363	30,885																																												
Kimberly O'Keefe	Patrolman	4	09/09/02	66,909	20%	13,382	10.00%	8,029	-	4,076	92,396																																												
Timothy Oteri (7.2 wks)	Patrolman	2	02/20/23	8,051	20%	1,610	0.00%	-	-	446	10,107																																												
Timothy Oteri (Step 45 wks)	Patrolman	3	02/20/23	55,515	20%	11,103	0.00%	-	-	3,075	69,693																																												
Michael Pelrine	Patrolman	4	11/02/20	66,909	20%	13,382	0.00%	-	-	3,706	83,996																																												
Arthur Piccolo	Patrolman	4	09/09/02	66,909	20%	13,382	10.00%	8,029	3,312	4,229	95,861																																												
Stephen Quinn (23 wks)	Patrolman	4	12/08/14	29,481	20%	5,896	3.00%	1,061	2,733	1,808	40,979																																												
Stephen Quinn (Longevity 29.2 wks)	Patrolman	4	12/08/14	37,428	20%	7,486	5.50%	2,470	3,554	2,351	53,289																																												
Patrick Ryan	Patrolman	4	05/01/23	66,909	20%	13,382	0.00%	-	6,022	3,984	90,296																																												
James Rysler	Patrolman	4	05/12/08	66,909	25%	16,727	8.50%	7,109	1,276	4,247	96,268																																												
Jacob Saad	Patrolman	4	11/14/22	66,909	25%	16,727	0.00%	-	6,273	4,150	94,058																																												
Derek Schumaker (4.2 wks)	Patrolman	2	01/30/23	4,696	10%	470	0.00%	-	-	238	5,404																																												
Derek Schumaker (Step 48 wks)	Patrolman	3	01/30/23	59,216	10%	5,922	0.00%	-	-	3,006	68,144																																												
Christopher Scott	Patrolman	4	10/21/02	66,909	10%	6,691	10.00%	7,360	3,036	3,877	87,872																																												
Ryan Sheehan (4.2 wks)	Patrolman	2	01/30/23	4,696	10%	470	0.00%	-	-	238	5,404																																												
Ryan Sheehan (Step 48 wks)	Patrolman	3	01/30/23	59,216	10%	5,922	0.00%	-	-	3,006	68,144																																												
Katrina Valeri (11.4 wks)	Patrolman	2	03/20/23	12,747	25%	3,187	0.00%	-	-	735	16,669																																												
Katrina Valeri (Step 40.8 wks)	Patrolman	3	03/20/23	50,334	25%	12,583	0.00%	-	-	2,904	65,821																																												
Michael Vasconcellos	Patrolman	4	03/11/13	66,909	20%	13,382	5.50%	4,416	-	3,910	88,616																																												
Jennie Welch	Patrolman	4	01/13/03	66,909	25%	16,727	10.00%	8,364	-	4,246	96,246																																												
David Aznavoorian (45.2 wks)	Patrolman	2	11/13/23	50,542	0%	-	0.00%	-	3,791	2,508	56,840																																												
David Aznavoorian (Step 7 wks)	Patrolman	3	11/13/23	8,636	0%	-	0.00%	-	648	428	9,712																																												
Matthew Cronin (45.2 wks)	Patrolman	2	11/13/23	50,542	20%	10,108	0.00%	-	4,549	3,009	68,208																																												
Matthew Cronin (Step 7 wks)	Patrolman	3	11/13/23	8,636	20%	1,727	0.00%	-	777	514	11,654																																												
Patrolman #1 Vacancy (26 wks)	Patrolman	1	TBD	26,353	20%	5,271	0.00%	-	2,372	1,569	35,564																																												
Patrolman #1 Vacancy (26.2 wks)	Patrolman	2	TBD	29,296	20%	5,859	0.00%	-	2,637	1,744	39,536																																												
Patrolman #2 Vacancy (26 wks)	Patrolman	1	TBD	26,353	20%	5,271	0.00%	-	2,372	1,569	35,564																																												
Patrolman #2 Vacancy (26.2 wks)	Patrolman	2	TBD	29,296	20%	5,859	0.00%	-	2,637	1,744	39,536																																												
Patrolman #3 Vacancy (26 wks)	Patrolman	1	TBD	26,353	20%	5,271	0.00%	-	2,372	1,569	35,564																																												
Patrolman #3 Vacancy (26.2 wks)	Patrolman	2	TBD	29,296	20%	5,859	0.00%	-	2,637	1,744	39,536																																												
Reduction For School Resource Officer #1											(76,688)																																												
Reduction For School Resource Officer #2											(76,688)																																												
Reduction For School Resource Officer #3											(76,683)																																												
Total Sworn Personnel	67			4,901,028		964,611		273,322	188,278	292,026	6,389,206																																												
Civilian Personnel: The following employees are administrative support.																																																							
Laura Custance	Exec. Secretary	10	05/20/19	70,235				1,000			71,235																																												
Diane Catyb (22 wks)	Adm Assistant	10	12/02/19	27,148							27,148																																												
Diane Catyb (Longevity 30.2 wks)	Adm Assistant	10	12/02/19	37,267				579			37,846																																												
Marcia Vitale	Adm Assistant	10	12/03/18	64,415				1,000			65,415																																												
JoAnn Harris (B2/4)	Principal Clerk	4	09/08/20	42,857							42,857																																												
Michael Sakovich (1 wk)	Building Maintenance	5	01/10/22	1,084							1,084																																												
Michael Sakovich (51.2 wk)	Building Maintenance	6	01/10/22	58,833							58,833																																												
Total Civilian Personnel	5										304,418																																												
Total Regular Salaries	72			4,901,028		964,611		273,322	188,278	292,026	6,693,624																																												
Temporary Part-Time:																																																							
<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Step</th> <th>Ann. Date</th> <th>Base Salary</th> <th>Education %</th> <th>Longevity %</th> <th>PAY</th> <th>Shift Diff.</th> <th>Holiday Pay</th> <th>Total Salary</th> </tr> </thead> <tbody> <tr> <td>Carol Alari</td> <td>Desk/Records Clerk</td> <td>1/2</td> <td>08/13/22</td> <td>15,850</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>15,850</td> </tr> <tr> <td>Vacancy</td> <td>Desk/Records Clerk</td> <td>1/1</td> <td>TBD</td> <td>15,501</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>15,501</td> </tr> <tr> <td>Total Temporary Part-Time</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>31,351</td> </tr> </tbody> </table>												Name	Position	Step	Ann. Date	Base Salary	Education %	Longevity %	PAY	Shift Diff.	Holiday Pay	Total Salary	Carol Alari	Desk/Records Clerk	1/2	08/13/22	15,850						15,850	Vacancy	Desk/Records Clerk	1/1	TBD	15,501						15,501	Total Temporary Part-Time										31,351
Name	Position	Step	Ann. Date	Base Salary	Education %	Longevity %	PAY	Shift Diff.	Holiday Pay	Total Salary																																													
Carol Alari	Desk/Records Clerk	1/2	08/13/22	15,850						15,850																																													
Vacancy	Desk/Records Clerk	1/1	TBD	15,501						15,501																																													
Total Temporary Part-Time										31,351																																													
Overtime: This account provides funding for vacation and sick replacement, court time, firearms training, Town Meeting/elections, and other overtime associated with natural disasters, call backs, hold overs, special investigations, personal days, training, staff development, and occupational sick leave.											750,000																																												
Uniforms:																																																							
<i>Custodian:</i> The funds in this account will provide for the purchase of uniforms for one custodian.											540																																												
Total Uniforms																																																							
Training Overtime: This account is used to pay officers for the numerous mandatory training sessions (Firearms, Defense Tactics, Laser, Active Shooter and Officer Wellness)											200,000																																												
Terminal Leave:																																																							
Sick Leave Bonus: An expenditure of \$3,555 will be necessary under Article 24 of the Superior Officer's contractual agreement and the PRRB agreement to fund the sick leave bonus program which provides for the payment of one to five days to those officers who use little or no sick time.																																																							
Total Terminal Leave																																																							
All Other:																																																							
Fingerprint/Photography/Detectives/Training Stipends: The funds in this account will be utilized to pay detectives for fingerprinting and photography duties as well as officers assigned to process gun permits in accordance with the Chapter 41, Section 108I of the Massachusetts General Laws.											16,900																																												
This account also provides stipends to detectives and lead training instructors as outlined in the collective bargaining agreements.																																																							
Temporary Assumption of Duties: This provides the funds necessary to comply with Article 9 of the NEPA and Article 10 of the Superior Officer's Contract											41,200																																												
Total All Other											58,100																																												
TOTAL SALARIES											7,733,615																																												

**FISCAL YEAR 2024
POLICE DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Name	Position	Step	Ann. Date	Base Salary	Education		Longevity		Shift Diff.	Holiday		Total Salary
					%		%	PAY		Pay		
Sworn Personnel												
Ryan Columbus step increase	Chief	9	07/31/00	135,097	25%	33,774	10.00%	16,887			8,573	194,332
John Voto G12 (4.2 wks)	Deputy Chief	10	10/23/96	10,231	25%	2,558	12.75%	1,631			666	15,085
John Voto G12 +3.5% wage deferral (4.2 wks)	Deputy Chief	10	10/23/21	358	25%	90	12.75%	57			23	528
New Deputy Chief (promotion date 07-31-23)	Deputy Chief	6	07/31/23	106,063	25%	26,516	8.50%	11,269			6,639	150,488
Admin Captain (Stipend)					0%		0.00%					
Alysia Columbus	Lieutenant	2	01/08/00	92,557	25%	23,139	8.50%	9,834			5,794	131,324
Patrick Connor	Lieutenant	2	06/14/10	92,557	25%	23,139	5.50%	6,363	9,154		6,056	137,270
Brian Farnum	Detective Lieutenant	2	08/02/04	92,557	25%	23,139	8.50%	9,834			5,794	131,324
Robert Field (4.2 wks)	Lieutenant	2	10/23/96	92,557	25%	23,139	12.75%	14,751			6,021	136,468
Robert Field +3.5 wage deferral (4.2 wks)	Lieutenant	2	10/23/96	3,239	25%	810	12.75%	516			211	4,776
Patrick Harrington	Lieutenant	2	02/24/03	92,557	25%	23,139	10.00%	11,570	9,545		6,314	143,125
Robert Stephens	Lieutenant	2	10/23/96	7,447	25%	1,862	12.75%	1,187			484	10,980
Robert Stephens +3.5% wage deferral	Lieutenant	2	10/23/96	261	25%	65	12.75%	42			17	384
James Williams	Lieutenant	2	10/23/96	92,557	25%	23,139	12.75%	14,751			6,021	136,468
Lieutenant Vacancy (promotion date of 01-01-23)	Lieutenant	1	02/23/04	30,698	20%	6,140	8.50%	3,131	2,998		1,983	44,949
Lieutenant Vacancy (promotion date of 01-01-23)	Lieutenant	1	02/23/24	58,326	20%	-	10.00%	5,833	4,812		3,183	72,154
Lieutenant Vacancy (promotion date of 07-31-23)	Lieutenant	1	06/14/10	82,202	20%	-	3.00%	2,466	6,350		4,201	95,219
Lieutenant Vacancy (promotion date of 07-31-23)	Lieutenant	1	10/31/17	82,202	25%	20,551	5.50%	5,651	4,065		5,191	117,660
Sergeant Vacancy (promotion date of 01-01-23)	Sergeant	1	11/14/11	75,683	25%	18,921	5.50%	5,203	7,486		4,952	112,244
Sergeant Vacancy (promotion date of 07-31-23)	Sergeant	1	07/27/20	69,884	25%	17,471	5.50%	4,804	3,456		4,413	100,028
Sergeant Vacancy (promotion date of 07-31-23)	Sergeant	1	01/13/20	69,884	25%	17,471	0.00%	-	6,552		4,334	98,240
Thomas Cooke	Sergeant	2	03/18/02	78,677	-	-	10.00%	7,868	3,245		4,144	93,934
Matthew Donovan	Sergeant	2	05/29/18	78,677	25%	19,669	3.00%	2,950			4,675	105,972
Michael Donovan	Detective Sergeant	2	01/21/23	78,677	20%	15,735	8.50%	8,025			4,728	107,165
Shane Gallagher (27 wks)	Sergeant	2	01/13/14	40,695	25%	10,174	3.00%	1,526			2,418	54,813
Shane Gallagher (Longevity 25.2 wks)	Sergeant	2	01/13/24	37,982	25%	9,496	5.50%	2,611			2,312	52,401
Ryan Hunt	Sergeant	2	10/30/17	6,029	-	-	3.00%	181	466		308	6,984
Joseph Kelley (18 weeks)	Sergeant	2	02/23/04	27,130	25%	6,783	8.50%	2,883	2,760		1,826	41,380
Joseph Kelley (Longevity 34.2 wks)	Sergeant	2	02/23/24	51,547	25%	12,887	10.00%	6,443	5,316		3,517	79,710
Christopher Lefebvre	Sergeant	2	06/14/10	78,677	25%	19,669	5.50%	5,409	-		4,789	108,544
Michael McLaughlin	Detective Sergeant	2	11/14/11	78,677	25%	19,669	5.50%	5,409	4,669		5,004	113,428
Michael Newcomb	Sergeant	2	06/14/10	6,029	25%	1,507	5.50%	414	298		381	8,629
Dennis Peterson, Jr. (18 wks)	Sergeant	2	02/23/04	-	20%	-	8.50%	-	-		-	-
Dennis Peterson, Jr. (Longevity 34.2 wks)	Sergeant	2	02/23/24	-	20%	-	10.00%	-	-		-	-
Steve Torres	Sergeant	2	03/06/00	78,677	25%	19,669	10.00%	9,835	8,114		5,367	121,662
Colin Trelegan	Sergeant	2	05/02/16	78,677	25%	19,669	3.00%	2,950	3,799		4,851	109,946
Sworn Personnel												
Christopher Byrne	Detective	4	11/14/11	66,909	20%	13,382	5.50%	4,416	3,177		4,056	91,939
Michael Maccario	Detective	4	10/03/16	66,909	20%	13,382	3.00%	2,409			3,817	86,516
Joseph Mendonca	Detective	4	05/23/16	66,909	20%	13,382	3.00%	2,409	3,101		3,960	89,761
Peter Murray	Detective	4	01/13/20	5,127	25%	1,282		-	240		307	6,956
Matthew Rowe (Longevity 48.2 wks)	Detective	4	06/03/14	61,782	25%	15,445	3.00%	2,317	2,983		3,809	86,336
Matthew Rowe (Longevity 4 weeks)	Detective	4	06/03/24	5,127	25%	1,282	5.50%	352	254		324	7,339
Kaitlin Vasconcellos	Detective	4	06/03/13	66,909	25%	16,727	5.50%	4,600	3,309		4,225	95,770
Christopher Adams	Patrolman	4	05/18/15	66,909	25%	16,727	3.00%	2,509	6,461		4,274	96,880
Joshua Barbera (46.2 wks)	Patrolman	4	05/20/19	59,218	25%	14,805		-	-		3,416	77,439
Joshua Barbera (Longevity 6 wks)	Patrolman	4	05/20/24	7,691	25%	1,923	3.00%	288	-		457	10,359
Christopher Bettano	Patrolman	4	11/18/19	66,909	20%	13,382		-	6,022		3,984	90,296
Robert Bjorkgren	Patrolman	4	10/20/03	66,909	20%	13,382	8.50%	6,825	-		4,021	91,136
Alexandra Bourassa (33.8 wks)	Patrolman	2	05/09/22	37,794	20%	7,559		-	-		2,093	47,447
Alexandra Bourassa (Step 18.4 wks)	Patrolman	3	11/09/23	22,700	20%	4,540		-	-		1,257	28,497
Karen Capuano	Patrolman	4	02/24/03	66,909	-	-	10.00%	6,691	2,760		3,524	79,884
Nicholas Ciaremella	Patrolman	3	01/13/20	66,909	-	-		-	5,018		3,320	75,247
Thomas Contaloni	Patrolman	4	07/27/20	66,909	25%	16,727		-	6,273		4,150	94,059
Andrew Donovan	Patrolman	4	07/27/20	66,909	20%	13,382		-	6,022		3,984	90,296
David Duffy	Patrolman	4	11/14/11	5,127	25%	1,282	5.50%	352	507		335	7,604
Charissa Edmonds (45 wks)	Patrolman	2	11/14/22	50,318	-	-		-	-		2,322	52,640
Charissa Edmonds (Step 7.2 wks)	Patrolman	3	05/14/24	8,882	-	-		-	-		410	9,292
Kayla Gordon	Patrolman	4	05/29/18	66,909	20%	13,382	3.00%	2,409	-		3,817	86,516
Eric Hanley	Patrolman	4	09/09/02	66,909	25%	16,727	9.75%	8,155	-		4,236	96,027
Stephen Johnson (45 wks)	Patrolman	2	11/14/22	50,318	-	-		-	-		2,322	52,640
Stephen Johnson (Step 7.2 wks)	Patrolman	3	05/14/24	8,882	-	-		-	-		410	9,292
Michael Jones	Patrolman	4	04/25/22	66,909	20%	13,382		-	6,022		3,984	90,296
Dennis Kelleher	Patrolman	4	11/15/21	66,909	20%	13,382		-	6,022		3,984	90,296
Peter Knoops	Patrolman	4	11/16/20	66,909	20%	13,382		-	6,022		3,984	90,296
Dana LaPointe	Patrolman	4	04/10/17	66,909	-	-	3.00%	2,007	5,169		3,419	77,504
Chy Lim	Patrolman	4	11/16/20	66,909	-	-		-	5,018		3,320	75,247
Justin Lindhal	Patrolman	4	05/29/18	66,909	20%	13,382	3.00%	2,409	-		3,817	86,516
Markus McMahon	Patrolman	4	11/26/01	66,909	20%	13,382	10.00%	8,029	-		4,076	92,396
David Miano	Patrolman	4	09/27/04	66,909	-	-	8.50%	5,687	5,445		3,602	81,643
Sworn Personnel												
Paul Nicosia	Patrolman	4	10/07/07	66,909	20%	13,382	8.50%	6,825	-		4,021	91,136
Matthew O'Brien (30 wks)	Patrolman	2	07/25/22	33,545	-	-		-	-		1,548	35,094
Matthew O'Brien (Step 22.2 wks)	Patrolman	3	01/25/24	27,388	-	-		-	-		1,264	28,652
Kimberly O'Keefe	Patrolman	4	09/09/02	66,909	20%	13,382	9.75%	7,828	6		4,067	92,186

Michael Pelrine	Patrolman	4	11/02/20	66,909	20%	13,382			-	6,022	3,984	90,296
Arthur Piccolo	Patrolman	4	09/09/02	66,909	10%	6,691	10.00%	7,360		3,036	3,877	87,873
Stephen Quinn	Patrolman	4	12/08/14	66,909	25%	16,727	3.00%	2,509		3,230	4,125	93,501
James Ryser	Patrolman	4	05/12/08	66,909	20%	13,382	8.50%	6,825		-	4,021	91,136
Jacob Saad	Patrolman	4	11/14/22	66,909	25%	16,727		-		-	3,860	87,496
Christopher Scott	Patrolman	4	10/21/02	66,909	20%	13,382	10.00%	8,029		-	4,076	92,396
Lauren Strong	Patrolman	4	07/27/20	5,127	25%	1,282		-		481	318	7,208
Ryan Sughrue (5.4 weeks)	Patrolman	3	02/08/21	6,662	20%	1,332		-		600	397	8,990
Ryan Sughrue (Step 46.8 wks)	Patrolman	4	08/08/23	59,987	20%	11,997		-		5,399	3,572	80,955
Michael Vasconcellos (10.4 wks)	Patrolman	4	09/11/13	13,331	20%	2,666	3.00%	480		1,236	817	18,530
Michael Vasconcellos (Longevity 41.8 wks)	Patrolman	4	09/11/23	53,578	20%	10,716	5.50%	3,536		5,087	3,365	76,283
Jennie Welch	Patrolman	4	01/13/03	66,909	25%	16,727	10.00%	8,364		-	4,246	96,246
New Hire (hire date 01-23-23)	Patrolman	1	01/23/23	52,909		-		-		-	2,442	55,351
New Hire (hire date 01-23-23)	Patrolman	1	01/23/23	52,909		-		-		-	2,442	55,351
New Hire (hire date 01-23-23)	Patrolman	1	01/23/23	52,909		-		-		-	2,442	55,351
New Hire (hire date 05-15-23)	Patrolman	1	05/01/23	52,909	20%	10,582		-		-	2,930	66,421
New Hire (hire date 05-15-23)	Patrolman	1	05/01/23	52,909	20%	10,582		-		-	2,930	66,421
New Hire (hire date 05-15-23)	Patrolman	1	05/01/23	52,909	20%	10,582		-		-	2,930	66,421
New Hire (hire date 05-15-23)	Patrolman	1	05/01/23	52,909	20%	10,582		-		-	2,930	66,421
Reduction For School Resource Officer #1										-	-	(73,986)
Reduction For School Resource Officer #2										-	-	(72,233)
Reduction For School Resource Officer #3										-	-	(67,303)
Total Sworn Personnel	67			4,907,287		909,699		295,906		187,997	290,810	6,378,177

Name	Position	Step	Ann. Date	Base Salary	%	PAY	Education	Longevity	Shift Diff.	Holiday	Total Salary	
Civilian Personnel: The following employees are administrative support.												
Laura Custance (46.2 wks)	Exec. Secretary	10	05/20/19	62,163							62,163	
Laura Custance (Longevity 6 wks)	Exec. Secretary	10	05/20/24	8,073				1,000			9,073	
Diane Catyb	Adm Assistant	10	12/19/19	64,416							64,416	
Marcia Vitale (22 wks)	Adm Assistant	10	12/03/18	27,149							27,149	
Marcia Vitale (Longevity 30.2 wks)	Adm Assistant	10	12/03/23	37,267				1,000			38,267	
JoAnn Harris (B2/3)	Principal Clerk	3	09/08/20	41,821							41,821	
Michael Sakovich (1 wk)	Building Maintenance	4	01/10/22	1,023							1,023	
Michael Sakovich (Step 51.2 wks)	Building Maintenance	5	07/10/23	52,357							52,357	
Total Civilian Personnel	5										296,269	
Total Regular Salaries	72			4,907,287		909,699		295,906		187,997	290,810	6,674,446

Temporary Part-Time:												
Name	Position	Step	Ann. Date	Base Salary	%	PAY	Education	Longevity	Shift Diff.	Holiday	Total Salary	
Carol Alari	Desk/Records Clerk	1/2	08/13/22	15,850							15,850	
Elyse Tivnan	Desk/Records Clerk	1/2	08/20/22	15,850							15,850	
Total Temporary Part-Time											31,700	

Overtime: This account provides funding for vacation and sick replacement, court time, firearms training, Town Meeting/elections, and other overtime associated with natural disasters, call backs, hold overs, special investigations, personal days, training, staff development, and occupational sick leave. **512,364**

Uniforms:
Custodian: The funds in this account will provide for the purchase of uniforms for one custodian.
Total Uniforms **540**

Training Overtime: This account is used to pay officers for the numerous mandatory training sessions (Firearms, Defense Tactics, Taser, Active Shooter and Officer Wellness) **200,000**

Terminal Leave:
Sick Leave Bonus: An expenditure of \$3,555 will be necessary under Article 24 of the Superior Officer's contractual agreement and the PRRB agreement to fund the sick leave bonus program which provides for the payment of one to five days to those officers who use little or no sick time.
Total Terminal Leave **3,555**

All Other:
Fingerprint/Photography/Detectives/Training Stipends: The funds in this account will be utilized to pay detectives for fingerprinting and photography duties as well as officers assigned to process gun permits in accordance with the Chapter 41, Section 108I of the Massachusetts General Laws. This account also provides stipends to detectives and lead training instructors as outlined in the collective bargaining agreements. **16,900**
Temporary Assumption of Duties: This provides the funds necessary to comply with Article 9 of the NEPBA and Article 10 of the Superior Officer's Contract **41,200**
Total All Other **58,100**

TOTAL SALARIES **7,480,705**

**FISCAL YEAR 2023
POLICE DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Name	Position	Step	Ann. Date	Education		Longevity		Shift Diff.	Holiday Pay	Total Salary
				%		%	PAY			
Sworn Personnel										
Ryan Columbus step increase	Chief	8	07/31/00	128,929	25%	32,232	9.75%	15,713	8,163	185,038
John Voto G12	Deputy Chief	10	10/23/96	124,358	25%	31,089	12.25%	19,042	8,053	182,543
John Voto G12 +3.5% wage deferral	Deputy Chief	10	10/23/21	4,353	25%	1,088	12.25%	666	282	6,389
Admin Captain (Stipend)					0%	-	0.00%	-	-	-
Alysia Columbus	Lieutenant	2	04/22/08	73,179	25%	18,295	5.50%	5,031	-	100,959
Alysia Columbus (10 weeks long increase)	Lieutenant	2	04/22/23	17,341	25%	4,335	8.25%	1,788	-	24,548
Patrick Connor	Lieutenant	2	06/14/10	90,520	25%	22,630	5.50%	6,223	8,953	134,249
Brian Farnum	Detective Lieutenant	2	08/02/04	90,520	25%	22,630	8.25%	9,335	-	5,653
Robert Field	Lieutenant	2	10/23/96	90,520	25%	22,630	12.25%	13,861	-	5,862
Scott Gaynor	Lieutenant	2	05/22/95	90,520	25%	22,630	12.25%	13,861	4,763	6,082
Scott Gaynor + 3.5% wage deferral	Lieutenant	2	05/22/95	3,168	25%	792	12.25%	485	167	213
Patrick Harrington	Sergeant	2	02/24/03	58,960	25%	14,740	8.25%	6,080	5,983	3,958
Patrick Harrington (18.2 weeks long increase)	Sergeant	2	02/24/23	31,561	25%	7,890	9.75%	3,846	3,247	2,148
Robert Stephens	Lieutenant	2	10/23/96	90,520	25%	22,630	12.25%	13,861	-	5,862
Robert Stephens +3.5% wage deferral	Lieutenant	2	10/23/96	3,168	25%	792	12.25%	485	-	205
James Williams	Lieutenant	2	10/23/96	90,520	25%	22,630	12.25%	13,861	-	5,862
Thomas Cooke	Sergeant	2	03/18/02	76,945	-	-	9.75%	7,502	3,167	4,044
Matthew Donovan (47.2 weeks)	Patrolman	2	05/29/18	69,575	20%	13,915	-	-	3,131	3,998
Matthew Donovan (5 weeks long increase)	Patrolman	2	05/29/23	7,370	20%	1,474	3.00%	265	342	436
Michael Donovan	Detective Sergeant	2	04/22/08	62,205	20%	12,441	5.50%	4,106	-	3,635
Michael Donovan (10 weeks long increase)	Detective Sergeant	2	01/21/23	14,740	20%	2,948	8.25%	1,459	-	884
Shane Gallagher	Sergeant	2	01/13/14	76,945	25%	19,236	3.00%	2,885	-	4,572
Ryan Hunt (15.2 weeks)	Sergeant	1	10/30/17	21,553	-	-	-	-	1,616	1,069
Ryan Hunt (2.2 weeks step increase)	Sergeant	2	10/30/17	3,243	-	-	-	-	243	161
Ryan Hunt (34.8 weeks long increase)	Sergeant	2	10/30/22	51,297	-	-	3.00%	1,539	3,963	2,621
Joseph Kelley	Sergeant	2	02/23/04	76,945	25%	19,236	8.25%	7,935	7,809	5,166
Michael McLaughlin	Detective Sergeant	2	11/14/11	76,945	20%	15,389	5.50%	5,078	4,384	4,698
Michael Newcomb	Sergeant	2	06/14/10	76,945	25%	19,236	5.50%	5,290	3,805	4,859
Dennis Peterson, Jr.	Sergeant	2	02/23/04	76,945	20%	15,389	8.25%	7,618	7,496	4,959
Steve Torres	Sergeant	2	03/06/00	76,945	25%	19,236	9.75%	9,378	-	4,872
Colin Trelegan	Sergeant	2	05/02/16	76,945	25%	19,236	3.00%	2,885	3,715	4,744
Sworn Personnel										
Christopher Byrne	Detective	4	11/14/11	65,437	25%	16,359	5.50%	4,499	3,236	4,132
Michael Maccario	Detective	4	10/03/16	65,437	20%	13,087	3.00%	2,356	-	3,733
Joseph Mendonca	Patrolman	4	05/23/16	65,437	20%	13,087	3.00%	2,356	3,033	3,873
Peter Regan (34 weeks)	Detective	4	02/24/03	42,622	20%	8,524	8.25%	4,220	2,076	2,651
Peter Regan +3.5% wage deferral (34 weeks)	Detective	4	02/24/03	1,428	20%	286	8.25%	141	70	89
Peter Regan (18.2 weeks)	Detective	4	02/24/23	22,815	20%	4,563	9.75%	2,669	1,127	1,439
Peter Regan +3.5% wage deferral + longevity increase (18.2 weeks)	Detective	4	02/24/23	799	20%	160	9.75%	93	39	50
Andrew Richardson	Detective	4	06/06/11	65,437	-	-	5.50%	3,599	2,589	3,306
Matthew Rowe	Detective	4	06/03/14	65,437	25%	16,359	3.00%	2,454	3,159	4,034
Kaitlin Vasconcellos (48.2 weeks)	Detective	4	06/03/13	60,422	25%	15,106	3.00%	2,266	2,917	3,725
Kaitlin Vasconcellos (4 weeks longevity increase)	Detective	4	06/03/23	5,014	25%	1,254	5.50%	345	2,480	420
Christopher Adams	Patrolman	4	05/18/15	65,437	25%	16,359	3.00%	2,454	-	3,888
Joshua Barbera	Patrolman	4	05/20/19	65,437	25%	16,359	-	-	-	3,775
Christopher Bettano	Patrolman	4	11/18/19	65,440	20%	13,088	-	-	5,890	3,896
Robert Bjorkgren	Patrolman	4	10/20/03	65,437	20%	13,087	8.25%	6,478	3,188	4,070
Karen Capuano (34 weeks)	Patrolman	4	02/24/03	42,622	-	-	8.25%	3,516	1,730	2,209
Karen Capuano (18.2 weeks longevity increase)	Patrolman	4	02/24/03	22,815	-	-	9.75%	2,224	939	1,199
Nicholas Ciaremella (1.8 weeks)	Patrolman	3	01/13/20	2,172	-	-	-	-	163	108
Nicholas Ciaremella (50.4 weeks step increase)	Patrolman	4	07/13/22	63,180	-	-	-	-	4,739	3,135
Thomas Contalonis (36.6 weeks)	Patrolman	3	07/27/20	44,159	-	-	-	-	3,312	2,191
Thomas Contalonis (22 weeks step increase)	Patrolman	4	01/27/23	27,579	-	-	-	-	2,068	1,368
Andrew Donovan (36.6 weeks)	Patrolman	3	07/27/20	44,159	20%	8,832	-	-	3,974	2,629
Andrew Donovan (22 weeks step increase)	Patrolman	4	01/27/23	27,579	20%	5,516	-	-	2,482	1,642
David Duffy	Patrolman	4	11/14/11	65,437	25%	16,359	5.50%	4,499	6,472	4,282
Nicholas Gamble	Patrolman	4	06/07/21	65,437	-	-	-	-	4,908	3,247
Kayla Gordon (47.2 weeks)	Patrolman	4	05/29/18	59,169	20%	11,834	-	-	-	3,277
Kayla Gordon (5 weeks longevity increase)	Patrolman	4	05/29/23	6,268	20%	1,254	3.00%	226	-	358
Eric Hanley (10.2 weeks)	Patrolman	4	09/09/02	12,786	25%	3,197	8.25%	1,319	-	799
Eric Hanley (42 weeks longevity increase)	Patrolman	4	09/09/22	52,650	25%	13,163	9.75%	6,417	-	3,334
Dennis Kelleher	Patrolman	4	11/15/21	65,437	20%	13,087	-	-	-	3,624
Peter Knoops	Patrolman	4	11/16/20	65,437	20%	13,087	-	-	5,889	3,896
Dana LaPointe	Patrolman	4	04/10/17	65,437	-	-	3.00%	1,963	5,055	3,344
Christopher Lefebvre	Patrolman	4	06/14/10	65,437	20%	13,087	5.50%	4,319	3,107	3,967
Chy Lim (45.2 weeks)	Patrolman	2	11/16/20	49,429	-	-	-	-	-	2,281
Chy Lim (7 weeks step increase)	Patrolman	3	05/16/22	8,446	-	-	-	-	-	390
Justin Lindhal (47.2 weeks)	Patrolman	4	05/29/18	59,169	20%	11,834	-	-	-	3,277
Justin Lindhal (5 weeks)	Patrolman	4	05/29/23	6,268	20%	1,254	3.00%	226	-	358
Markus McMahon	Patrolman	4	11/26/01	65,437	20%	13,087	9.75%	7,656	-	3,978
David Miano	Patrolman	4	09/27/04	65,437	-	-	8.25%	5,399	5,313	3,515
Paul Morris	Patrolman	4	06/06/11	65,437	-	-	5.50%	3,599	5,178	3,425
Peter Murray (1.8 weeks)	Patrolman	3	01/13/20	2,172	20%	434	-	-	195	129
Peter Murray (50.4 weeks step increase)	Patrolman	4	07/13/22	64,183	20%	12,837	-	-	5,776	3,821
Sworn Personnel										
Paul Nicosia (1 week)	Patrolman	4	10/07/07	1,254	20%	251	5.50%	83	-	73
Paul Nicosia (51.2 weeks longevity increase)	Patrolman	4	10/07/22	64,183	20%	12,837	8.25%	6,354	-	3,848

DESCRIPTION/DETAIL

POLICE EXPENSES

5210 Energy Utilities

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
92,533	92,533	102,190	91,486	106,956	95,768	111,595	101,595	101,595

5210-001	Electric	66,772	66,772
5210-002	Heat (Gas)	34,823	34,823

DESCRIPTION/DETAIL

POLICE EXPENSES

5240 Repairs and Maintenance

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
147,895	117,654	161,741	158,829	137,559	131,427	106,725	71,950	71,950

5240-001 EMERGENCY GENERATOR 5,000 5,000
 This account provides maintenance of the emergency generator.

5240-002 FACILITY AND EQUIPMENT MAINTENANCE AND SUPPLIES 65,000 65,000
 Based upon the size of the facility, the age, and the amount of activity that is generated (operational 24/7, 365 days a year), these funds are necessary to provide basic facility maintenance. These funds will insure that we maintain a good working environment while ensuring the safety of our officers and guests. This account also provides funds for the repair of damaged and non-functioning equipment, which is not covered by any maintenance contract. The funds in this account will also be used to purchase paper products, cleaning agents, surface deicer, light bulbs, spotlights, etc.

AMOUNTS SPENT IN FY22	FY23
Car Wash for Police Vehicles 1940	3,042.00
Professional Cleaning 7717	3,300.95
D&D Lock 202.50	1,338.50
Bio-Hazzard Cleaning 2317.5	1,045.42
Ambient Temperature 14313.02	16,507.82
Petty Cash 2462	2,180.40
Fire Safety Equipment 4546.09	9,380.53
Pest Control & Grounds Maintenance 3722.2	1,037.10
Misc. Cleaning Supplies 5719	8,722.13
Total: 42,939.31	46,554.85

5240-003 IRRIGATION SYSTEM Increased 225 1,950 1,950
 This account will provide for service and supplies associated with the maintenance of the irrigation system.

Total 5240 Repairs and Maintenance: 71,950 71,950

DESCRIPTION/DETAIL

POLICE EXPENSES

5270 *Leases and Contracts*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
200,034	196,316	192,105	184,749	189,506	184,018	213,249	260,820	260,820
5270-001	BAPERN (Remote Line and Maintenance Radio System)					Increase of 350	1,250	1,250
5270-002	SOFTWARE PURCHASE/MAIN. CONTRACTS-(TriTech (IMC)-Callyo-Delphi/DHQ-DTS-Lexipol-Guardian)							
	1. Tri-Tech Software (IMC Police Computer CAD System - Police)					Increased 3,156	10,023	10,023
	2. Tri-Tech Software (IMC Police Computer CAD System - Fire)					Increased 886	3,375	3,375
	3. Callyo (Undercover Listening Software)						3,540	3,540
	4. Cellebrite (Cell Phone and Tablet Download Software)					Increased 2,155	6,100	6,100
	5. Lexipol (Policy Management Software)					Increased 499	8,810	8,810
	6. Guardian (Employee Early Warning System and Tracking)					Increased 755	5,413	5,413
	7. DHQ (Police Information Software and Support)					Increased 121	1,500	1,500
	8. LEFTA Field Training Management Software					New Line Item	2,500	2,500
5270-003	COMMONWEALTH OF MASSACHUSETTS(Boiler Inspection)					Increased 50	300	300
5270-004	INTEGRATION PARTNERS CORPORATION (CJIS Firewall Protection Contract)						730	730
5270-005	WHELAN FLEET MANAGER (GPS for Cruisers)					Increased 1,464	6,300	6,300
5270-006	FIRE ALARM/SPRINKLER SYSTEM (Service/Inspection)						3,456	3,456
5270-007	GROUNDS MAINTENANCE (Lawn Fertilization/Insect Control)					Increased 600	2,000	2,000
5270-008	ELEVATOR MAINTENANCE (Service/Inspection)					Increased 1000	3,900	3,900
5270-009	WATER TREATMENT (Testing and Treatment)					Increased 46	956	956
5270-010	EMERGENCY GENERATOR SERVICE CONTRACT						580	580
5270-011	DELPHI TECHNOLOGY SOLUTIONS (Network Admin and Maintenance Agumentation Agreement)					Increased 2,880	90,045	90,045
5270-012	HUNTER SYSTEMS GROUP (Booking Camera Service Contract)					Increased 200	499	499
5270-013	ALL TRAFFIC SOLUTIONS (Speed Trailer Maintenance Contract)						10,878	10,878
5270-014	ONSOLVE (CodeRED Alert System)						17,909	17,909
5270-015	BEHAVIORAL HEALTH SERVICES (Mental Health/Substance Use Collaboration)						4,900	4,900
5270-016	PROJECT LIFESAVER (GPS Devices and Battery Replacement)						2,500	2,500
5270-017	EQUATURE (Phone line recording. Year 3 of 5 for Maintance and Equipement)						6,696	6,696
5270-018	COMPREHENSIVE GATEWAY SECURITY SUITE BUNDLE NSA 250M SERIES (Firewall)						1,294	1,294
5270-019	AIRDATA (UAS/Drone logging contract)					New Line Item	480	480
5270-020	EVIDENCE ROOM AUDIT						6,200	6,200
5270-021	LICENSE PLATE READERS					New Line Item	50,000	50,000
5270-022	DATA SHRED (Shredding company that comes on site for sensitive documents in compliance with regulations)						2,000	2,000
5270-023	PUBLIC RELATIONS FIRM (Press Release Communications and Website Hosting)					Increase of 2080 for website	6,686	6,686

Total 5270 Leases and Contracts: 260,820 260,820

DESCRIPTION/DETAIL

POLICE EXPENSES

5310 Professional Services

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
29,574	29,191	8,700	8,107	36,835	35,814	8,700	9,200	9,200

5310-001 LEGAL AND PROFESSIONAL PUBLICATIONS Increased 500 3,000 3,000
 This account provides funds for the purchase and maintenance of the Department’s law books and publications that are utilized in the day to day operations as well as court costs for pursuing outstanding detail balances.

5310-002 MEDICAL 5,000 5,000
 This account provides funding for medical screening, physicals, psychological testing, fitness for duty testing, alcohol and drug screening.

5310-003 PARKING AND POLICE IDENTIFICATION COSTS 1,200 1,200
 This account provides funding to pay for parking fees associated with training and court appearances.

Total 5310 Professional Services: 9,200 9,200

DESCRIPTION/DETAIL

POLICE EXPENSES

5340 Communications

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
87,816	85,265	90,248	87,945	97,919	92,996	97,349	94,469	94,469

5340-001 TELEPHONE

This account provides funding for Department landlines, the Verizon payphone, Detective TLO services, Detectives and staff cell phones and vehicle Verizon wireless modems.

This account also pays for Department Comcast services.

1. Pay phone at TPD	Increase of 88.00	1,188	1,188
2. Department Phones	Increase of 2,019	17,409	17,409
3. Comcast Cable	Increase of 3,342	7,000	7,000
4. Detective TLO Search	Increase of 65.00	1,600	1,600
5. Verizon cell phone bill and wireless modems for the cruisers	Increase of 3,367.00	34,422	34,422

5340-002 RADIO SYSTEM

This account provides funding for the maintenance and replacement of mobile and portable radios.

1) Radio Repair/Replacement Batteries, Antennas, Microphones	Increase of 995.00	7,050	7,050
2) Portable Radio Replacement (67 Portables @ 7 Per Year=9 Yr. Cycle)	Increase of 8,197.00	25,800	25,800
3) Mobile Radio Replacement (37 Mobile Radios @ 6 Per Year=8 Yr. Cycle)	Savings of 27,222 due to a grant.	-	

Total 5340 Communications: 94,469 94,469

*

DESCRIPTION/DETAIL

POLICE EXPENSES

5381 Computer Repairs and Maintenance

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
68,969	60,650	74,660	56,404	90,931	85,365	90,708	99,893	99,893
5381-001 PHOTOCOPY & FAX MACHINE								
1) Maintenance/Supplies Photocopy and Fax Machines				Increased \$175.00			7,500	7,500
2) Photocopier Replacement (7 Photocopiers @ 1 Per Year=6 Yr. Cycle)							9,617	9,617
5381-002 MONITORING SYSTEM/SECURITY LOCKING MECHANISMS							3,500	3,500
This account provides for maintenance of the camera surveillance equipment/locking mechanisms for the station and the prisoner holding facility.								
5381-003 COMPUTER ACCOUNT								
1) Hardware Maintenance-PC's, Printers, Monitors, Servers							5,000	5,000
2) Mobile Computers/Software & Hardware Maintenance							3,500	3,500
3) Battery Back-up Maintenance				Increase of 500			1,500	1,500
4) Computer Supplies (Toner, Ink Cartridges, Repairs)							11,586	11,586
5) Computer Replacement (48 Computers @ 10 Per Year=5 Yr. Cycle)				Increase of 1,200			12,000	12,000
6) Monitor Replacement (60 Monitors @ 12 Per Year=5 Yr. Cycle)							3,440	3,440
7) Mobile Computer Replacement (18 Computers @ 5 Per Year=6 Yr. Cycle)				Increase of 2,910			29,750	29,750
8) Replacement of Laptop Computers (18 Computers @ 4 Per Year 5Yr. Cycle)				Increase of 2,000			4,000	4,000
9) Mobile cruiser computer accessories/repair (keyboards, antennas, battery, and/or repairs)						New Line Item	2,475	2,475
10) Replacement of Computer Cameras (5 Cameras @ 1 Per Year 3 Yr. Cycle)							425	425
11) Carbonite Server (Back-up Server)				Increase of 100			5,600	5,600

POLICE EXPENSES

5420 Office Supplies

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
12,286	11,422	13,864	13,844	14,366	12,475	15,600	16,000	16,000

5420-001 POSTAGE 4,000 4,000

This account provides funds to allow the department to conduct essential correspondence with persons and agencies in both the public and private sector.

5420-002 PRINTING / REPRODUCTION 4,000 4,000

This account provides funds for both in-house and outside reproduction of documents. Paper and supplies for both the copy machine and the computer will come from this account. Most documents generated by this Department are produced either through the computer or the copy machine for the purpose of communication with other law enforcement agencies, other municipal departments, citizens, attorneys, courts, and insurance companies. In addition, the production of policies and procedures, roll-call training materials, daily logs, and incident reports are funded through this account. Another area of considerable expense is reproduction that is done outside of the Police Department. We are utilizing private sector companies to produce a majority of our forms.

5420-003 MISC. OFFICE SUPPLIES Increase of 400 8,000 8,000

This account provides funds for office supplies necessary for any professional business. This includes items such as file folders, index cards, copy paper, scotch tape, pencils and pens, adding machine paper, legal pads, labeling and marking supplies, staples, etc.

Total 5420 Office Supplies: 16,000 16,000

DESCRIPTION/DETAIL

POLICE EXPENSES

5423 All Other Supplies

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
139,407	115,188	176,872	162,034	148,646	148,073	172,653	176,648	176,648

5423-001	FIRST AID EQUIPMENT						10,000	10,000	
	1) Patrol vehicles assigned to the fleet are currently equipped with the necessary first aid supplies essential for emergency response to traffic accidents and other medical emergencies. The requested funds will be used to replenish supplies in the cruiser first aid kits and defibrillators kits which include newly deployed nasal Naloxone/Narcan. The funds will also provide equipment for annual CPR/AED/1st Responder certification.								
	2) AED Defibrillator Replacement (20 Defibrillator @ 4 Per Year=5 Yr. Cycle) Cost per unit \$1,811						Increased 101	7,244	7,244
5423-002	ACCIDENT/CRIME SCENE INVESTIGATION						4,200	4,200	
	This account provides the funds needed to purchase and replenish equipment necessary to perform effective and efficient investigations. Cruisers need to be equipped with tape measures, cones, line tape for securing crime and accident scenes, evidence bags, flares, etc.								
5423-003	FINGERPRINT SUPPLIES						2,550	2,550	
	This account provides for the fingerprinting supplies necessary to print prisoners during the booking process, individuals seeking citizenship, government employees, employee applicants, children identification program, as well as lifting of prints in housebreaks, larcenies, criminal investigations, and firearms licensing.								
5423-004	PHOTOGRAPHY / MISC SUPPLIES						3,000	3,000	
	The funds in this account will provide media cards, CDRW's, DVD's, photo paper and supplies for our photographers to perform necessary tasks. These tasks include photographing of accident and crime scenes, persons under arrest, municipal events, video reproduction of training materials, child fingerprint identification program, and the video recording process of all arrests during booking.								
5423-005	BADGES/HANDCUFFS/OTHER EQUIPMENT						Increase of 4000	5,000	5,000
	This account provides for funds to purchase and replace both chest and hat badges. This account also provides funds for the purchase and replacement of handcuffs, leg irons, batons and taser holsters.								
5423-006	PRISONERS/MEETINGS/TRAININGS						Increase of 2000	5,000	5,000
	The funds in this account provide food for prisoners held in custody and for Department meetings/trainings.								
5423-007	COMMUNITY POLICING EQUIPMENT AND MATERIALS:						Increase of 15,000	30,000	30,000
	This fund is for community policing events and supplies. (Junior Academy, Ice Cream Truck, Public Safety Night, etc)								
5423-008	VEHICLE UPFITTING AND TRANSFERS OF EQUIPMENT						Increase of 1281	18,810	18,810
	The funds in this account will be used to transfer cruisers to other assignments prolonging their vehicle life. For example, transfer of prisoner cages, lights, radios, adding lights to drug forfeiture vehicles, etc.								
5423-008	OFFICER WELLNESS								
	This account provides for funds to purchase items for Officer Wellness. Fund will be used to purchase food and snacks at our health station, send officers to programs for wellness, purchase items for our gym, etc.								
5423-009	DRONE/UAS (unmanned aerial system)						New Line Item	3,000	3,000
	This account will provide funds to purchase parts, batteries, and any repairs needed for our drone.								
5423-010	RANGE, AMMUNITION, EQUIPMENT, AND SUPPLIES							87,844	87,844
	This account funds the supplies, equipment, and ammunition necessary to perform annual firearms, Taser, defensive tactics, and A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) training and the associated mandated yearly requalifications. A.L.I.C.E. (intruder-active shooter) active shooter training is now a MA Department of Education mandate. This account also funds year 5 of the Department's 5 year contract with Axon Enterprise/Taser.								
	1. Taser annual contract	46,804							
	2. Ammunition for annual training	39,040	Increase of 8,571						
	3. Range supplies	2,000	Increase of 140						
		87,844							
	<i>Total 5423 All Other Supplies:</i>							176,648	176,648

DESCRIPTION/DETAIL

POLICE EXPENSES

5510 K-9

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
5,718	5,249	5,969	5,696	5,500	5,309	15,000	16,000	16,000

5510-001 K-9 CARE AND EQUIPMENT 13,000 13,000

This account funds expenses associated with dog food, veterinary care, grooming services, and necessary K-9 equipment. This account also funds uniform cleaning and replacement.

This fund has increased from 1 K9 to 3. Our second patrol K-9 was covered by a 3 year grant which is ending in FY24. This account is also for our Comfort Dog which is deployed in the schools.

5510-002 BOSTON POLICE IN-SERVICE TRAINING (2 Patrol K-9's) 3,000 3,000

Total 5510 K-9: 16,000 16,000

DESCRIPTION/DETAIL

POLICE EXPENSES

5538 Recruit/Specialty Expense

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
49,467	48,704	34,250	33,703	60,407	60,407	25,000	20,000	20,000

5538-001 NEW RECRUITS/SPECIALTY UNIT UNIFORMS AND EQUIPMENT

The funds in this account will be used to pay for uniforms and equipment for new hires and for uniforms and equipment associated with the Department's responsibility for specialty units.

20,000 20,000

Total 5538 New Recruit Expense: 20,000 20,000

POLICE EXPENSES

5703 Dues and Memberships

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
14,543	14,543	14,540	14,158	14,572	14,572	14,420	18,092	18,092

F.B.I. National Academy Assoc.	120	120
International Chiefs of Police (3) (Increase of 300)	450	450
Legal Defense Fund (this provides legal defense for the Chief Deputy Chiefs) (Increase of 900)	1,872	1,872
Police Executive Research Forum (3) (Increase of 400)	600	600
MA Chiefs of Police Assoc. (3)	1,140	1,140
MA Juvenile Office Assoc. (3)	150	150
NESPIN (NE State Police Information Systems)	200	200
RAD Systems Instructor Certification	1,000	1,000
Middlesex Chief of Police Assoc.	250	250
N.E.M.L.E.C. Compact(Annual Membership Dues)	5,500	5,500
MA Police Accreditation Program(Annual Membership Dues) (Increase of \$920)	3,220	3,220
MA Safety Officer Assoc. (Welch)	350	350
NASRO (SRO J. Ryser, R. Bjorkgren, E. Hanley)	150	150
Tewksbury Rod & Gun Club	500	500
Greater Boston Police Council (BAPERD Dues) (Increase of \$350)	1,350	1,350
Safe Kids Worldwide(Car seat recertification)	200	200
Annual FAA Licence Renewal and Testing Fees	900	900
Crisis Intervention Team National Membership	100	100
MA Crime Analysis	40	40

Total 5703 Dues and Memberships: 18,092 18,092

N.E.M.L.E.C. COMPACT / MA POLICE ACCREDITATION PROGRAM

N.E.M.L.E.C. is comprised of police departments from sixty two north eastern communities actively involved in collaboration/mutual aid efforts: RRT, SWAT, STARS Team, Participation in the MA Police Accreditation Program is a mandated requirement for N.E.M.L.E.C. agencies.

DESCRIPTION/DETAIL

POLICE EXPENSES

5580 Uniforms

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-	-	-	-	-	-	-

DESCRIPTION/DETAIL

POLICE EXPENSES

5702 Travel

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
179	179	6,300	4,472	11,029	11,029	10,000	10,000	10,000

5702-001 PRISONER RETRIEVAL ,SPECIAL INVESTIGATIONS, AND TRAINING 10,000 10,000

This account provides the necessary funds to recover prisoners who are fugitives from justice, to conduct criminal investigations out of the area, and to attend training out of the area. Airfare, hotel accommodations, and meals are to be provided with these funds.

Total 5702 Travel: 10,000 10,000

DESCRIPTION/DETAIL

POLICE EXPENSES

5790 Staff Development

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
27,586	27,297	37,293	36,939	41,591	39,383	46,200	46,200	46,200

5790-001 TRAINING CONFERENCE AND SEMINAR TUITIONS (Increase of 10,000) 40,000 40,000
 The funds in this account are for the enhancement of employee skills that will enable them to provide a more professional, efficient, and effective service to the public, while also addressing issues of liability.

5790-002 IN-SERVICE TRAINING 6,200 6,200
 This account provides for the MPTC in-service training requirement for all officers.

Total 5790 Staff Development: 46,200 46,200

DESCRIPTION/DETAIL

POLICE EXPENSES

5822 Capital Outlay

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
447,893	346,851	400,186	397,746	408,653	396,498	358,204	420,284	404,784

NEW VEHICLES

The funds provided in this account will provide the Department with five new police vehicles that will ensure we maintain our vehicles that have excessive wear and mileage. The cost is attributed to the price of the vehicles and the purchase/transfer of all necessary equipment (lights, cages, gun vaults, sirens). The funds provided will also purchase extended warranties.

Increase of 62,080

404,784

404,784

DRONE

The funds in this account will be used to purchase a new UAS/Drone for our department. Our current drone is 6 years old and needs to be replaced.

\$ 15,500

\$ -

Total

420,284

404,784

Automated License Plate Readers (ALPRs): FLOCK

424.1 PURPOSE AND SCOPE

Best Practice MODIFIED MPAC_A 2023 6th Ed - 41.3.9 (2)

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology. At this time the Tewksbury Police Department utilizes stationary Flock Safety license plate reader cameras.

424.2 DEFINITIONS

Agency Content

Automated License Plate Reader (ALPRs)- Equipment that combines high-speed cameras with image-processing technology to identify vehicles by their license plates. Through fixed cameras mounted on places like streetlights and highway overpasses or mobile cameras secured to vehicles. ALPRs can capture thousands of images per hour, which can then be stored in a database. Once the license plate is converted to machine readable text the it is coupled with information on the time, date, and GPS location of the vehicle.

Hit- Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

Hot List- A list of plates associated with a criminal activity, public safety concern, or investigative interest pertaining to a pending criminal investigation, or any information that is entered manually by an approved operator.

424.3 POLICY

Best Practice MODIFIED MPAC_A 2023 6th Ed - 41.3.9 (2)

The policy of the Tewksbury Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

424.4 ADMINISTRATION

Best Practice MODIFIED MPAC_A 2023 6th Ed - 41.3.9 (3F), 41.3.9 (3G), 43.1.3 (5A), 43.1.3 (5B), 43.1.3 (5C)

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Tewksbury Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to

Tewksbury Police Department

Policy Manual

Automated License Plate Readers (ALPRs): FLOCK

gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Program Administrator designated by the Chief of Police.

424.5 ALPR OPERATIONS

Best Practice **MODIFIED** MPAC_A 2023 6th Ed - 41.3.9 (3A), 41.3.9 (3B), 41.3.9 (3C), 43.1.3 (5C)

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (d) No ALPR operator may access confidential department, commonwealth, or federal data unless authorized to do so.
- (e) License plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system to identify suspect vehicles.
- (f) Manual additions can be added to the Hot List by department approved operators. All manual entries remain active on the ALPR system until it is deemed necessary to remove the entry or an expiration date is set. Examples of manual entries of a license plate number are but are not limited to:
 - 1. BOLO (Be On Look Out)
 - 2. Stolen Vehicles
 - 3. Missing Person(s)
 - 4. Amber/Silver/Blue Alerts
 - 5. Child Abduction
 - 6. Wanted Person(s)
 - 7. Sex Offenders
 - 8. Terrorist Watch List
 - 9. Investigative Purposes
- (g) Once a Custom Hot List "hit" has been received and acted upon, the entry should be removed, or information updated immediately by the ALPR operator to avoid repeated unnecessary stops and/or interactions.

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- (h) The Program Administrator will conduct periodic audits of Hotlists created by officers and purge or update lists as necessary.

424.5 AUTHORIZED USERS

Agency Content

Access to the ALPR system and associated database(s) will be granted by the Program Administrator. Access is limited to sworn law enforcement officers of the Tewksbury Police Department. Access may also be granted to any vendors who provide maintenance and service for the ALPR at the discernment of the Chief of Police. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

424.7 FIELD OPERATIONS

Agency Content

During field operations, ALPR "hits" are indicated by a visual and/or audible alarm. An ALPR "hit" shall not be used as a reason to make contact until all provisions contained in this section have been met. Contact with the vehicle and its occupants shall only be made after "hit" is confirmed. The following steps are recommended:

1. The Officer receiving the notification will first visually verify the Hot List entry matches the digital image displayed by the ALPR. If for any reason they do not match, the "hit" will be rejected. If they do match, the "hit" will be accepted and the Officer will verify the hit through an appropriate law enforcement database.
2. Prior to taking any law enforcement action, the Officer must receive confirmation from the National Crime Information Center (NCIC), Mobile Data Terminal (MDT), or Central Dispatch, verifying the license plate is still stolen, wanted, and/or of interest before proceeding with any actions. A visual audible alarm (hit), shall not be a basis for any law enforcement actions.
3. Once verification has been satisfied, the Officer may then attempt to make contact with the vehicle and its occupants. These contacts are to be treated as an unknown to high risk contact, depending on the circumstances, and appropriate backup shall be utilized when deemed necessary.

424.8 DATA COLLECTION AND RETENTION

Best Practice MODIFIED MPAC_A 2023 6th Ed - 41.3.9 (3D), 41.3.9 (3G)

All data is stored and encrypted by Flock Safety for 30 days. Thereafter, ALPR data is purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence by the ALPR operator.

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As a Customer and Law Enforcement Agency partner of Flock Safety, members of the Tewksbury Police Department have complete access to the data and are the gatekeepers for who views it. Flock does not use the data gathered by Tewksbury Police Department license plate readers for any purpose.

Data entries are logged in an event Log and an outcomes Log within the insights portal on the navigation bar. The Program Administrator can access a report of all inputs into the system by Tewksbury Police Department users (custom hotlist entries, BOLO's, etc) as well as access a search audit log.

424.9 ACCOUNTABILITY

Best Practice **MODIFIED** MPAC_A 2023 6th Ed - 41.3.9 (3E), 41.3.9 (3F)

All data will be closely safeguarded and protected by both procedural and technological means. The Tewksbury Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

424.10 RELEASING ALPR DATA

Best Practice **MODIFIED**

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Program Administrator or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

424.11 TRAINING

Agency Content

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Prior to accessing any portion of the ALPR system all employees authorized to access the ALPR system and database(s) shall receive training and instructions on proper use of the database and authorized use of the system, along with a copy of this policy