



# Town of St Albans Law Enforcement Services Review

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*Prepared by the Vermont League of Cities and Towns, Municipal Assistance Center*

The review consists of an examination of calls for service and law enforcement responses within the Town of St Albans that will assist the Town in developing a RFP for Police Services for the Town.



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## Scope of Work

The Vermont League of Cities and Towns will assist the Town of St. Albans by assessing the town's use of law enforcement services and the demands that drive the level of use, comparing data from communities of similarly sized populations and summarizing findings in a report that will be presented to the town. If desired by the town, VLCT could help the town develop a request for proposal for future law enforcement services and provide a separate cost estimate for that work.

### Tasks

1. Meet with Town Manager, Public Safety Committee, and Selectboard to learn expectations for needs assessment.
2. Collect and review recent (3 - 5 years) history of town calls for service, crime reports, and activities and other relevant statistics and gain an understanding of what drives them.
3. Meet with providers of current and previous law enforcement services to better understand data and reports.
4. Collect data from communities of similarly sized populations to compare law enforcement services need and use.
5. Summarize findings and recommendations in a report. Recommendations will include potential criteria for a request for proposals. Present report to Town Manager and others if she so directs.

### Data Review

The following information was taken from Vermont Crime On-Line (VCON). VCON is managed by the Vermont Department of Public Safety and is for the use of the public. The best way to think of this data is that it is there for the public to see and it can be used to interact with law enforcement in many avenues regarding the effects and responses to crime in a community.

It is important to keep in mind that this data is a presentation of NIBRS data, which is National Incident Based Information System. **Any VCON data and hence NIBRS data is the result of a review of all the data to ONLY validated actual crimes.** All of this data has as its foundation the so-called Spillman Records Management System. For informational purposes up until the last year or so, the majority of Vermont Law Enforcement agencies subscribed to this system. Some chose to manage their own system. More recently, a fair number of agencies have migrated to a system called Valcor.

By way of explanation, NIBRS is a federally mandated reporting mechanism. For Vermont and most other jurisdictions, the data is pulled from records management systems. There are a series of checks and balances to ensure that the data of crime is collected correctly. In other words, oversight ensures that a burglary for example, has all the information collected that supports the crime reporting.

In some instances, the NIBRS data can be useful for grant requests. Perhaps more important is that the data provides policy makers and managers with the who, what, where and when of crime and its effect on our society.

The first chart below indicates the offenses reported in Franklin County as a whole and what the numbers of those offenses were reported in the Town of St. Albans. Keep in mind that the Town has approximately 12.6% of the County's population.

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It is critical to recognize that NIBRS data is data that is been reviewed several times to make sure that the reports are of actual crimes and not just incidents. For example, a report of any number of crimes that could result in unfounded only means that a crime did not occur. In addition, those are the only crimes reported in NIBRS data.

Later in this report, one will see Incident Report data for certain crimes. In most instances, the response and time involved is often the same as if an actual crime occurred.

For the purposes of this review, this data can be more critical than NIBRS data as it reflects the demand for services.

Pages four to eight are derived from VCON data and speak only to the actual crimes reported. They are not necessarily those crimes managed by any specific agency.

Pages eight to 18 are charts and displays of Law Incidents or reported activity to any law enforcement agency and the events occurred in St Albans Town.

### NIBRS Reported

Measures: Number of Offenses

Jurisdiction	Franklin County	St. Albans Town	
Incident Date	2010	2010	Percent
<b>Offense Type</b>			
Murder/NNMS(38)			
Negligent Manslaughter			
Kidnapping	13	1	7.69%
Robbery	8		0.00%
Forcible Rape	11		0.00%
Forcible Sodomy			
Sex Assault with an Object			
Forcible Fondling	4		0.00%

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Incest			
Statutory Rape			
Aggravated Assault	44	1	2.27%
Simple Assault	197	22	11.17%
Intimidation	20	1	5.00%
Arson	2		0.00%
Bribery			
Burglary/B&E	248	18	7.26%
Counterfeiting/Forgery	12	2	16.67%
Destruction of Property/Vandalism	359	25	6.96%
Embezzlement	4	3	75.00%
Extortion/Blackmail			
False Pretense	60	4	6.67%
Credit Card/ATM Fraud	9	3	33.33%
Impersonation	1		0.00%
Welfare Fraud			
Wire Fraud	1	1	100.00%
Pickpocket	3		0.00%
Purse Snatching	2		0.00%
Shoplifting	89	43	48.31%
Theft from Building	141	4	2.84%
Theft from Coin-Operated Machine			
Theft from Motor Vehicle	145	12	8.28%
Theft of Motor Vehicle Parts	17	3	17.65%
Larceny-other	284	56	19.72%
Motor Vehicle Theft	49	4	8.16%
Stolen Property	31	3	9.68%
Drug/Narcotic Violations	155	12	7.74%
Drug Equipment Violations	27		0.00%
Betting			
Operating Gambling			
Gambling Equipment Violations			
Sports Tampering			
Pornography			
Prostitution			
Promoting Prostitution			
Weapon violation	2		0.00%
Missing(22)			
Total	1917	217	11.32%

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Population	47,746	6,009	12.59%
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**2010 was the last year data was available**

Another measure that can guide policy makers and law enforcement managers is the number of offenses per 1,000 in population. This is also used as a means of comparisons between jurisdictions. A word to the wise is to not rely on this data by itself as a means of making decisions. While each community indicates its uniqueness, it is true that each community is unique. The number of educational institutions, retail establishments, service centers, restaurants, bars, malls and shopping areas, highways and other transportation activity can and do have an impact on the community's uniqueness.

The chart below is the offenses reported for the communities in Franklin County. The first three columns are the numbers for each year and the last three columns is a listing of the rate per 1,000 in population. For instance in 2009 the Town had 372 reported offenses that amount to almost 62 offenses per 1,000 people in the Town. The Town is the third most populous community in the county and would make sense to be either second or third in this measure.

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	# Crime			Per 1K		
JURISDICTION	2008	2009	2010	2008	2009	2010
Total	2,661	2,480	1,938	55.51	51.74	40.43
Bakersfield	29	37	17	20.82	26.56	12.20
Berkshire	54	58	50	33.73	36.23	31.23
Enosburg Town	145	98	127	53.39	36.08	46.76
Fairfax	127	142	75	30.66	34.28	18.11
Fairfield	33	62	40	17.42	32.73	21.12
Fletcher	30	20	31	23.22	15.48	23.99
Franklin	55	16	26	41.98	12.21	19.85
Georgia	157	117	116	34.84	25.97	25.74
Highgate	144	113	114	39.19	30.76	31.03
Montgomery	28	31	38	26.52	29.36	35.98
Richford Town	132	77	91	57.09	33.30	39.36
St Albans City	974	951	653	133.33	130.18	89.39
St. Albans Town	371	372	218	61.74	61.91	36.28
Sheldon	51	52	54	22.24	22.68	23.55
Swanton Town	331	334	288	54.47	51.94	44.78

County Franklin County	
Total	47,934
Bakersfield	1,393
Berkshire	1,601
Enosburg Town	2,716
Fairfax	4,142
Fairfield	1,894
Fletcher	1,292
Franklin	1,310
Georgia	4,506
Highgate	3,674
Montgomery	1,056
Richford Town	2,312
St Albans City	7,305
St. Albans Town	6,009
Sheldon	2,293
Swanton Town	6,431

The chart below is taken from the Vermont Crime on Line database and is a snapshot for Franklin County. Population is the largest driver of activity so some of the smaller communities are not listed. However if one looks at the rate per 1,000 above we could pick out a community or two and make some generalizations. Enosburg has a higher rate per 1,000 than does the Town with a population that is almost 60% smaller. Again, the goal should be to understand what is happening and make the best policy decisions to affect desired changes.

**All Crimes By Town: 2010**

Jurisdiction(01)	Bakersfield`	Berkshire	Enosburg	Georgia	St A City	St A Town	Swanton
Offense Type							
Murder/NNMS(38)							
Negligent Manslaughter							
Kidnapping		1	1		7	1	1
Robbery		1	2		4		1

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Forcible Rape			1		8		
Forcible Sodomy							
Sex Assault with an Object							
Forcible Fondling	1		1		1		1
Incest							
Statutory Rape							
Aggravated Assault	1	1	7	2	13	1	9
Simple Assault	2	6	18	9	52	22	41
Intimidation	1	3	1	2	4	1	8
Arson					2		
Bribery							
Burglary/B&E	1	16	27	14	47	18	29
Counterfeiting/Forgery		1	1	1	3	2	5
Destruction of Property/Vandalism	3	24	13	22	164	25	56
Embezzlement						3	1
Extortion/Blackmail							
False Pretense			3	2	22	4	11
Credit Card/ATM Fraud		1	2		2	3	
Impersonation		1			1		
Welfare Fraud							
Wire Fraud						1	
Pickpocket							1
Purse Snatching					1		1
Shoplifting		1	4	3	30	43	8
Theft from Building		7	9	7	90	4	11
Theft from Coin-Operated Machine	1						
Theft from Motor Vehicle		4	2	13	66	12	20
Theft of Motor Vehicle Parts		2			10	3	1
Larceny-other		11	19	33	36	56	48
Motor Vehicle Theft	5		3	2	5	4	5
Stolen Property	1	1	3				8
Drug/Narcotic Violations		4	9	5			20
Drug Equipment Violations		3	1	1			2
Betting							
Operating Gambling							
Gambling Equipment Violations							
Sports Tampering							
Pornography							
Prostitution							

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Promoting Prostitution							
Weapon violation	1	2					
Missing(22)							
TOTAL	17	90	127	116	568	203	288

It cannot be emphasized enough that NIBRS data is derived from data that is fed in from the Spillman Records Management System as well as other systems within the State of Vermont. There is a process to “scrub” the data to make sure that the offense meets mandated requirements. For instance if the report turns out to be unfounded then it is not included in the NIBRS data.

**While this information is important to Law Enforcement Managers, the real telling statistic is the calls for service or incidents.** A citizen may call to report an offense and the amount of time required to respond to that incident can be as much or even more if the disposition is unfounded. Same amount of time, resources, and documentation is required. Just because the incident did not result in a NIBRS offense, it is of little consequence to the resources needed.

The information in the table below is taken from the calendar years 2008 to 2012. The first six months of 2013 are included as well.

The only filter that was used was all locations matching “0613”. That designation is for the Town of St Albans and for no other location. All agencies, codes, offenses, dispositions, clearances, officers and many other factors are included. Each incident has a location code for the incident. **It is not unusual that those entering the data may put in the wrong code or be given an incorrect location. Therefore, there is some inherent weakness in the location codes.** There have been several agencies with primary responsibility for the Town and this could account for differences.

# Town of St Albans Law Enforcement Services Review

## Law Enforcement Data

**TOWN OF ST ALBANS  
INCIDENTS REPORTED  
CALENDAR YEAR**

	2008	2009	2010	2011	2012	2013*
(Not Defined)	4	2	10	16	16	12
911 Hangup Call	127	143	147	82	29	
Abandoned Vehicle	2	4	2		1	
Accident Fatal		1	2	1	1	
Traffic Accident w/ Damage	174	206	184	159	119	49
Traffic Accident, w/ Injuries	29	21	21	22	17	9
Agency Assistance	152	157	181	197	166	60
Alarm	129	179	187	155	76	32
Alcohol Offense	7	2		1	3	1
Animal Noise	1	4	2	2		
Animal Problem	18	30	38	47	33	12
Assault	19	29	16	17	20	8
ATV Accident/Incident	16	17	6		1	
Background Investigation	14	27	21	11	8	6
Non-sufficient Funds Check	10	17	13	3	1	1
Breathing Problems		1				
Boating Accident/Incident	1	1	2	2	1	
Burglary	33	33	25	15	10	3
Burglary Alarm	22	17	5	19	49	6
Careless & Negligent			1			
Car Fire						1
Chemical Spill		1				
Child Abuse or Neglect	1	2	3	1	2	
Citizen Assist	43	55	78	75	62	15
Citizen Dispute	73	113	109	99	39	15
Motor Vehicle Complaint	1					
Carbon Monoxide Poisoning				3		
Condition of Release Violation	4	10	11	8	1	2
Custodial Dispute		3	16	13	4	3
Custodial Interference	11	7	5	3		
Dead Body	11	6	13	5	5	
Death Message	2	2	1	1	3	
Directed Patrol	1	1	1	2	1	10
Disorderly Conduct/Noise	3	7	5	9	7	4
Driving - License Suspended	39	61	59	54	39	26
Controlled Substance Problem	20	27	17	11	3	3
DUI Alcohol or Drugs	70	74	60	57	31	8
Embezzlement		1	5		2	
False Information to Police		1	2	1		
Family Fight/Domestic	38	57	70	50	35	6
Fire	1	3		14	10	4
Fire Investigation	2	1	2	2		1
Fireworks	2	2	4	7	1	
Fish & Game Complaint	102	90	86	40	41	14
Forgery	1	1	2			
Found Property	7	15	19	18	13	2
Fraud	14	18	29	16	15	11
Illegal Burning		2	4	2		

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Information Report	2	2		1	1	1
Intoxicated Person	9	15	17	15	14	4
Juvenile Problem	33	45	67	69	34	26
Litter/Pollution/Public Health	3	7	1	5	1	
Lockout	23	12	1		1	
Loitering		1	1	7	3	1
Lost Property	2	7	10	5	1	
Medical Emergency	3	2		5	9	2
Miscellaneous CAD Call Record	3	2	5	3	1	1
Missing Person	10	6	3	7	5	1
Motor Vehicle Complaint	202	293	359	271	152	46
Noise Disturbance	9	22	18	21	15	2
Overdose					1	
Parking Problem	3	3	3	3	4	1
Pornography				1		
Phone Problem /Harassment	36	30	33		10	7
Probation/Parole Violation	1		1	1		
Property Damage, Non Vandalism	1			2	9	4
Property/Home Watch				1		
Public Speaking	7	1			1	
Recovered Stolen Property	3	1	3	1	1	
Restraining Order	13	7	8	11		
Request for Information				3		
Robbery	2					
Runaway Juvenile	4	2	9	2	2	
Search Warrant	9	10	8	17	6	5
Service Abuse Prevention Order	13	8	8	13	21	11
Sex Offender Registry	31	6	36	27	2	
Sex Offense	11	14	8	18	8	7
Sexual Assault				1		
Sick Animal				1		
Stalking	1	1		1		1
Attempted Suicide	9	1	3	3	3	1
Suspicious Person/Circumstance	341	444	440	292	182	48
Theft	306	236	239	175	154	63
Theft of Automobile	6	5	1	1	4	3
Threatening	20	29	39	20	7	5
Vehicle Towed		1		2	2	
Traffic Hazard	24	12	27	16	20	9
Traffic Violation	1		1	1	1	
Training				1		
Trespassing	13	7	14	5	15	1
Unsecure Premise	12	26	9	8	2	4
Vagrancy		2			1	
Unlawful Mischief	66	60	56	32	28	13
VIN Number Inspection	58	70	96	54	11	4
Weapons Offense			2	1	1	
Wanted Person	27	29	33	13	12	3
Welfare/Suicide Check	38	35	50	44	25	3
<b>TOTAL</b>	<b>2559</b>	<b>2905</b>	<b>3073</b>	<b>2420</b>	<b>1635</b>	<b>601</b>

\* Jan 1 to Jun 30

## Town of St Albans Law Enforcement Services Review

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The information above and below was pulled from the Spillman Records Management System. It includes all agencies that initiated a call for service.

### Time of Day - Day of Week

The time of day and day of week data provides a glimpse of service demand. This data is based on the year 2012 and is representative of previous years that were looked at.

It is not at all unusual to see the early morning hours to be among the least demanding and the daytime and evening periods are dramatically busier. Most Vermont agencies have similar time of day and day of week charts with only the numbers themselves being different. This is another area where uniqueness has an impact and depending on one's perspective either negatively or positively.

Jan to Jun 2013

Hour	Monday	Tuesday	wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	3	1	2	4	5	4	3	22
01:00-01:59	2	2	3	1	4	6	5	23
02:00-02:59	2	3	2	2	1	2	4	16
03:00-03:59	1	1	1	0	0	1	0	4
04:00-04:59	1	1	2	1	1	2	1	9
05:00-05:59	2	2	0	4	2	2	0	12
06:00-06:59	1	0	3	2	1	2	0	9
07:00-07:59	0	5	5	2	6	1	1	20
08:00-08:59	3	6	8	4	1	3	2	27
09:00-09:59	7	5	7	6	4	4	4	37
10:00-10:59	3	5	4	6	1	9	5	33
11:00-11:59	8	10	1	5	5	2	5	36
12:00-12:59	6	6	5	4	7	4	7	39
13:00-13:59	7	4	5	5	5	3	5	34
14:00-14:59	6	5	8	8	6	5	2	40
15:00-15:59	9	7	8	8	3	5	3	43
16:00-16:59	5	3	2	3	6	4	1	24
17:00-17:59	3	7	2	6	2	3	1	24
18:00-18:59	6	3	4	6	9	4	1	33
19:00-19:59	4	2	6	1	3	2	3	21
20:00-20:59	3	4	8	5	2	5	3	30
21:00-21:59	0	3	4	4	1	2	4	18
22:00-22:59	3	3	5	2	2	7	1	23
23:00-23:59	3	6	1	2	3	6	3	24
<b>Total by Day</b>	<b>88</b>	<b>94</b>	<b>96</b>	<b>91</b>	<b>80</b>	<b>88</b>	<b>64</b>	<b>601</b>

## Town of St Albans Law Enforcement Services Review

2012

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	9	9	6	10	11	15	19	79
01:00-01:59	6	0	4	9	4	9	31	63
02:00-02:59	0	2	5	4	1	17	17	46
03:00-03:59	1	1	1	1	2	8	7	21
04:00-04:59	4	3	2	0	6	4	5	24
05:00-05:59	4	6	3	2	1	3	3	22
06:00-06:59	5	10	8	5	6	6	6	46
07:00-07:59	9	13	12	7	12	4	7	64
08:00-08:59	13	12	6	10	15	1	6	63
09:00-09:59	21	22	17	25	23	9	12	129
10:00-10:59	19	24	21	25	28	18	12	147
11:00-11:59	24	23	34	25	23	22	9	160
12:00-12:59	17	26	14	22	26	9	17	131
13:00-13:59	24	12	32	19	26	20	13	146
14:00-14:59	20	30	29	28	23	16	14	160
15:00-15:59	27	24	21	24	33	14	23	166
16:00-16:59	33	25	27	34	32	18	12	181
17:00-17:59	21	25	21	13	34	26	20	160
18:00-18:59	25	15	21	20	19	19	11	130
19:00-19:59	16	14	12	17	20	18	18	115
20:00-20:59	14	17	21	18	12	17	15	114
21:00-21:59	17	15	12	9	19	23	17	112
22:00-22:59	12	10	18	11	18	19	13	101
23:00-23:59	10	3	4	2	13	29	7	68
<b>Total by Day</b>	<b>351</b>	<b>341</b>	<b>351</b>	<b>340</b>	<b>407</b>	<b>344</b>	<b>314</b>	<b>2448</b>

2011

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	6	7	11	4	10	8	14	60
01:00-01:59	2	2	7	1	3	8	13	36
02:00-02:59	4	3	6	3	2	8	22	48
03:00-03:59	3	1	3	4	2	6	7	26
04:00-04:59	0	0	3	2	3	3	2	13
05:00-05:59	4	1	1	6	2	5	3	22
06:00-06:59	7	1	6	0	4	4	2	24
07:00-07:59	8	8	5	4	7	5	2	39
08:00-08:59	21	9	9	5	12	9	5	70
09:00-09:59	13	9	11	14	10	9	7	73
10:00-10:59	16	17	15	13	12	9	8	90
11:00-11:59	19	12	10	16	6	16	8	87
12:00-12:59	14	13	7	13	12	13	13	85
13:00-13:59	10	14	10	22	20	8	15	99
14:00-14:59	10	17	16	13	14	15	10	95
15:00-15:59	24	18	16	22	14	13	17	124
16:00-16:59	17	20	25	11	17	16	5	111
17:00-17:59	23	15	11	18	9	15	11	102
18:00-18:59	14	12	11	13	15	10	8	83
19:00-19:59	12	10	10	12	17	7	7	75
20:00-20:59	12	10	6	9	14	11	13	75
21:00-21:59	13	4	10	11	11	7	5	61
22:00-22:59	7	7	5	8	23	12	8	70
23:00-23:59	7	6	9	12	12	18	11	75
<b>Total by Day</b>	<b>266</b>	<b>216</b>	<b>223</b>	<b>236</b>	<b>251</b>	<b>235</b>	<b>216</b>	<b>1643</b>

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2010

Hour	Monday	Tuesday	wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	8	13	12	13	3	14	16	79
01:00-01:59	1	8	10	7	6	23	19	74
02:00-02:59	4	11	5	5	5	27	32	89
03:00-03:59	8	2	5	3	7	8	11	44
04:00-04:59	5	0	6	2	7	2	6	28
05:00-05:59	4	4	2	7	6	8	6	37
06:00-06:59	3	3	7	8	7	15	5	48
07:00-07:59	16	11	17	11	6	4	7	72
08:00-08:59	17	19	13	18	27	10	8	112
09:00-09:59	35	18	37	23	13	16	12	154
10:00-10:59	35	30	31	26	27	36	14	199
11:00-11:59	34	26	24	21	22	30	15	172
12:00-12:59	23	35	35	16	27	20	27	183
13:00-13:59	35	25	30	25	40	25	17	197
14:00-14:59	30	39	27	26	37	27	19	205
15:00-15:59	30	30	36	35	35	36	21	223
16:00-16:59	34	41	26	29	27	16	22	195
17:00-17:59	26	25	22	29	29	18	19	168
18:00-18:59	24	26	21	28	27	12	13	151
19:00-19:59	18	29	27	16	23	13	22	148
20:00-20:59	13	23	26	14	24	18	15	133
21:00-21:59	19	16	11	21	22	24	17	130
22:00-22:59	7	14	16	18	27	28	8	118
23:00-23:59	10	18	15	15	23	19	16	116
<b>Total by Day</b>	<b>439</b>	<b>466</b>	<b>461</b>	<b>416</b>	<b>477</b>	<b>449</b>	<b>367</b>	<b>3075</b>

2009

Hour	Monday	Tuesday	wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	14	13	12	18	11	14	24	106
01:00-01:59	5	4	8	5	4	28	28	82
02:00-02:59	5	4	6	8	1	31	39	94
03:00-03:59	4	2	4	1	6	6	11	34
04:00-04:59	1	4	5	5	0	3	6	24
05:00-05:59	5	2	1	2	3	3	5	21
06:00-06:59	6	9	5	3	10	1	5	39
07:00-07:59	4	10	28	9	10	6	4	71
08:00-08:59	18	24	12	15	12	9	8	98
09:00-09:59	19	25	30	20	29	12	11	146
10:00-10:59	21	35	23	29	24	13	15	160
11:00-11:59	23	16	22	26	30	20	15	152
12:00-12:59	22	23	38	16	24	21	22	166
13:00-13:59	35	23	23	26	35	17	19	178
14:00-14:59	36	30	30	26	27	23	30	202
15:00-15:59	36	35	23	31	32	23	19	199
16:00-16:59	26	16	28	22	28	19	15	154
17:00-17:59	26	16	21	25	35	17	20	160
18:00-18:59	28	31	26	14	25	18	28	170
19:00-19:59	26	21	15	21	30	22	18	153
20:00-20:59	21	19	15	21	16	23	23	138
21:00-21:59	30	33	12	22	19	17	19	152
22:00-22:59	18	12	12	10	16	18	22	108
23:00-23:59	9	18	10	10	19	23	10	99
<b>Total by Day</b>	<b>438</b>	<b>425</b>	<b>409</b>	<b>385</b>	<b>446</b>	<b>387</b>	<b>416</b>	<b>2906</b>

## Town of St Albans Law Enforcement Services Review

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2008

Hour	Monday	Tuesday	wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	9	6	8	5	6	22	18	74
01:00-01:59	7	8	3	11	4	20	12	65
02:00-02:59	1	4	6	6	5	19	17	58
03:00-03:59	2	4	4	1	2	12	3	28
04:00-04:59	2	2	3	0	2	7	7	23
05:00-05:59	2	1	2	3	2	2	0	12
06:00-06:59	8	4	2	6	2	4	6	32
07:00-07:59	7	9	12	7	10	5	8	58
08:00-08:59	21	18	21	15	16	10	5	106
09:00-09:59	20	24	25	23	14	16	9	131
10:00-10:59	30	23	30	26	16	20	16	161
11:00-11:59	21	27	23	30	27	16	15	159
12:00-12:59	34	27	18	21	20	18	16	154
13:00-13:59	30	37	23	15	30	14	15	164
14:00-14:59	25	23	22	23	27	18	25	163
15:00-15:59	27	27	21	22	36	15	13	161
16:00-16:59	17	20	20	22	17	24	14	134
17:00-17:59	30	16	28	24	19	14	14	145
18:00-18:59	27	21	18	18	17	21	9	131
19:00-19:59	16	18	20	18	29	24	14	139
20:00-20:59	14	17	18	24	20	26	15	134
21:00-21:59	21	15	23	20	18	18	12	127
22:00-22:59	14	20	15	13	17	21	17	117
23:00-23:59	9	5	8	11	16	19	15	83
<b>Total by Day</b>	<b>394</b>	<b>376</b>	<b>373</b>	<b>364</b>	<b>372</b>	<b>385</b>	<b>295</b>	<b>2559</b>

The information below is directly from two of the agencies that directly provided services to the Town of St Albans.

As noted earlier there are differences to be found in the data and that can simply be a result of different emphasis by each agency. When viewed in total they are all very close to each other and to the data taken without regard to agency identification.

The chart on the next page was provided by the Franklin County Sheriff and the following chart is from the St Albans Police Department.

## Town of St Albans Law Enforcement Services Review

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911 Hangup Call	129
Abandoned Vehicle	5
Accident Fatal	1
Traffic Accident w/ Damage	160
Traffic Accident, w/ Injuries	15
Agency Assistance	96
Alarm	187
Animal Noise	5
Animal Problem	45
Assault	19
ATV Accident/Incident	8
Background Investigation	11
Non-sufficient Funds Check	17
Boating Accident/Incident	1
Burglary	26
Burglary Alarm	10
Child Abuse or Neglect	1
Citizen Assist	47
Citizen Dispute	129
Condition of Release Violation	5
Custodial Dispute	7
Custodial Interference	7
Dead Body	10
Death Message	3
Disorderly Conduct/Noise	3
Driving - License Suspended	36
Controlled Substance Problem	4
DUI Alcohol or Drugs	49
Embezzlement	3
False Information to Police	1
Family Fight/Domestic	65
Fire	3
Fire Hazard	1
Fireworks	3
Forgery	2
Found Property	19
Fraud	31
Illegal Burning	2
Intoxicated Person	16
Juvenile Problem	56
Litter/Pollution/Public Health	5
Lockout	1
Lost Property	10
Medical Emergency	2
Missing Person	6
Motor Vehicle Complaint	254
Noise Disturbance	20
Parking Problem	4
Phone Problem /Harrassment	25
Probation/Parole Violation	1
Recovered Stolen Property	1
Restraining Order	5
Runaway Juvenile	6
Service Abuse Prevention Order	5
Sex Offender Registry	2
Sex Offense	2
Attempted Suicide	2
Suspicious Person/Circumstance	408
Theft	248
Theft of Automobile	3
Threatening	38
Traffic Hazard	15
Trespassing	9
Unsecure Premise	28
Vagrancy	1
Unlawful Mischief	61
VIN Number Inspection	92
Wanted Person	25
Weapon Offense	1
Welfare/Suicide Check	37
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Total Incidents for This Agency:	2555

## Town of St Albans Law Enforcement Services Review

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The above data is from the year 2010 from Franklin County SD, one of the agencies that have provided Law enforcement services to the Town. The data is placed into the Spillman Records Management System that was mentioned previously. The year 2009 was examined as well. Suffice to say the data was within 100 incidents of the 2010 data, which is quite remarkable.

The data chart below is from St Albans Police Department, one of the agencies that provided law enforcement services during the year 2012. While the categories of offenses would seem to be less than the data from 2010 it needs to be noted that lesser activities are not included in the listing. As noted above there are ebbs and flows from any year to year. For example in 2012 there were 25 burglaries compared to 26 in 2010. One slight increase can be found in vandalism or unlawful mischief that had 61 reports in 2010 and 46 in 2012. Motor Vehicle complaints saw an increase from 254 to 380 from 2010 to 2012.

### 2012 Activity

Alarm	196
Animal Problem	72
Assault	25
Assist	470
Burglary	25
Condition Violation	10
Dead Body	11
Disorderly	302
Drug Violation	14
DUI	33
Fire Investigation	9
Fraud	18
Juvenile Problem	86
Larceny	168
Liquor Law Violation	3
MV Incidents	380
Robbery	1
Sex Offense	16
Suspicious	472
TRO Violation	4
Vandalism	46
Warrant	24
Weapon Offense	1
Total Offenses	2388

Another measure of activity is the number of traffic citations, warnings, and arrests. During 2012, there were 528 traffic stops that resulted in 250 citations and 308 warnings. Based upon discussions with the two law enforcement

## Town of St Albans Law Enforcement Services Review

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agencies it would appear that there was more activity in this area in the previous two years.

While often looked at, arrest data can be a function of aggressive law enforcement, or an alternate method of intervention. During 2012 there were 167 arrests made in the Town. Again, in discussing this issue it was also revealed that there was more of this activity in the previous two years.

### Vermont Law Enforcement

A review of “**Crime in the United States – 2011**” reveals that there are 2.2 officers per 1,000 in population at the national level. In 2010, the number was 2.4. A more in depth look reveals that for jurisdictions of less than 10,000 there are 3.5 officers per 1,000, which is unchanged from the previous year. However, in New England the number is 3.0 officers per thousand for cities under 10,000, which is up from 2.9 in 2010. In other regions of the United States, the average number is much higher, approximately four and five officers per 1,000 persons in jurisdictions of 10,000 or less. (DOJ, Federal Bureau of Investigation, 2011)

Looking at the data in Table 78 below one would conclude, if there was a standing police department, that the number of officers per 1,000 in population for the Town of St Albans could be approximately 11.4 officers. This calculation is based upon 1.9 officers per thousand, which would be on par with a large number of departments, large and small in Vermont

There are a couple of caveats in looking at this data. The reporting of this data is strictly voluntary and is subject to swings in hiring phases. The general criteria in any event is that the survey collects data on the number of employees actually working on a specific date, which can be up to a year prior to publication

## Town of St Albans Law Enforcement Services Review

**Table 78**

**VERMONT**

**Full-time Law Enforcement**

**Employees**

by City, 2011

City	Population	Total law enforcement employees	Total officers	Total civilians
Barre	9,062	24	18	6
Barre Town	7,933	7	6	1
Bellows Falls	3,151	12	8	4
Bennington	15,781	32	25	7
Berlin	2,890	7	6	1
Brandon	3,970	7	7	0
Brattleboro	12,059	38	24	14
Bristol	3,898	3	3	0
Burlington	42,464	128	94	34
Castleton	4,722	4	4	0
Chester	3,157	5	4	1
Colchester	17,086	36	28	8
Dover	1,125	6	5	1
Essex	19,609	33	27	6
Fair Haven	2,737	4	4	0
Hardwick	3,013	5	4	1
Hartford	9,963	33	24	9
Hinesburg	4,401	5	5	0
Ludlow	1,965	9	5	4
Lyndonville	1,208	3	3	0
Manchester	4,396	13	9	4
Middlebury	8,505	16	14	2
Milton	10,363	16	15	1
Montpelier	7,864	24	16	8
Morristown	5,233	10	10	0
Newport	4,594	12	10	2
Northfield	6,214	6	5	1
Norwich	3,418	5	4	1
Randolph	4,783	6	6	0
Richmond	4,086	4	4	0
Rutland	16,513	45	37	8

## Town of St Albans Law Enforcement Services Review

Shelburne	7,152	19	11	8
South Burlington	17,924	41	34	7
Springfield	9,383	15	15	0
St. Albans	6,926	33	23	10
St. Johnsbury	7,611	15	9	6
Stowe	4,319	11	11	0
Swanton	6,434	4	4	0
Thetford	2,591	3	3	0
Vergennes	2,591	6	6	0
Vernon	2,208	5	4	1
Waterbury	5,070	2	2	0
Weathersfield	2,828	1	1	0
Williston	8,708	15	12	3
Wilmington	1,878	7	6	1
Windsor	3,557	8	7	1
Winhall	770	6	5	1
Winooski	7,275	23	16	7
Woodstock	3,051	3	3	0

(FBI Crime in the United States)

### RFP Design

With a fair amount of background information, the next steps could be determining what the extent and level of police services is required and or desired. Items that should be considered include:

- Length of coverage – 24/7
- Respond only to calls for service
- Preventative Patrols
- Motor Vehicle Enforcement
- Follow up Investigations
- Term of Contract
- Insurance – Liability etc.

## Town of St Albans Law Enforcement Services Review

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- Training – Requirements
- Management
- Oversight
- Reports – Communication
- Dispatching

While it may appear to be obvious, an RFP is a means of fairly asking potential vendors to provide services. The request has to be fair and clearly define the scope of work, the means for providing services, and the cost of providing those services. In a public setting, the need for transparency is critical for the education of the community so the taxpayers know specifically what it is that they are purchasing.

The Sample Guidelines below is what one jurisdiction has done with regard to the thought process behind developing and releasing an RFP. It is not meant to intimidate anyone but rather show the possible depth that can be taken in this process. In our litigious society, it is prudent to give this depth some consideration.

### SAMPLE GUIDELINES

#### FOR DEVELOPING AND EVALUATING A REQUEST FOR PROPOSAL

1. INTRODUCTION
  - 1.1. Definition and Use
  - 1.2. Some Common Uses of the Request For Proposal
2. PREPARATION - PLANNING THE RFP
  - 2.1. Appropriateness
  - 2.2. Preparation & Response Time
  - 2.3. Statement of Intent - Scope of Work
  - 2.4. Evaluation Factors
    - 2.4.1. Mandatory Requirements
    - 2.4.2. Determining Evaluation Factors
    - 2.4.3. Technical Capability & Solution Approach

# Town of St Albans Law Enforcement Services Review

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- 2.5. Weighting Factors
  - 2.5.1. Technical Capability & Solution Approach
  - 2.5.2. Cost Proposal
  - 2.5.3. Managerial & Staff Capability
- 2.6. Evaluation Rating Form - Scoring Sheet
- 2.7. Choosing Your Evaluation Team
- 2.8. Oral Presentations
- 2.9. References
- 2.10. Pre-Proposal Conference
  - 2.10.1. Scheduling a Conference
  - 2.10.2. Answering Questions
- 2.11. Other Considerations
  - 2.11.1. Public Notice
  - 2.11.2. Amendment, Modification, or Withdrawal
  - 2.11.3. Late Proposals, Modifications, or Withdrawals
  - 2.11.4. Receipt & Record of Proposal
  - 2.11.5. Mistakes in Proposals
    - 2.11.5.1. Before Due Date & Time
    - 2.11.5.2. After Receipt But Before Award
    - 2.11.5.3. Discovered After Award
- 2.12. Appeals
- 3. CREATION - A MODEL RFP FORMAT
  - 3.1. Cover Letter
  - 3.2. Signature Page
  - 3.3. Title Page
- 4. PAGE
  - 4.1. Table of Contents
  - 4.2. Schedule of Events
  - 4.3. Standard and Special Terms and Conditions
  - 4.4. General Information
    - 4.4.1. Purpose or Intent
    - 4.4.2. Background
    - 4.4.3. Definitions
    - 4.4.4. Method of Payment
    - 4.4.5. Contract Term
    - 4.4.6. Presentations or Demonstrations
    - 4.4.7. Pre-Proposal Conference
  - 4.5. Technical Specifications
    - 4.5.1. Specifications
    - 4.5.2. Scope of Work
    - 4.5.3. Scope of Activity

# Town of St Albans Law Enforcement Services Review

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- 4.5.4. Project Management
- 4.5.5. Deliverable Summary & Schedule
- 4.5.6. Support, Training, & Maintenance
- 4.6. Vendor Requirements
  - 4.6.1. Mandatory Requirements
  - 4.6.2. Vendor Organization
  - 4.6.3. Vendor Qualifications & Experience
  - 4.6.4. References
  - 4.6.5. Financials
  - 4.6.6. Resumes
- 4.7. Proposal Response Format
- 4.8. Cost Proposal
- 4.9. Method of Evaluation and Award
  - 4.9.1. Evaluation Criteria
  - 4.9.2. Discussions and Best and Final Offer
  - 4.9.3. Negotiations
- 4.10. Attachments
- 5. EVALUATION
  - 5.1. The Evaluation Process
    - 5.1.1. Responsibilities of the Team Chairperson
    - 5.1.2. Responsibilities of the Evaluators
    - 5.1.3. Security and Confidentiality
  - 5.2. Evaluation of Mandatory Requirements
    - 5.2.1. Evaluation Procedure
  - 5.3. Evaluation of Technical Proposals
    - 5.3.1. Initial Evaluation & Scoring
    - 5.3.2. Reference Checks
    - 5.3.3. Final Scoring
- 6. PAGE
  - 6.1.1. Application of Scoring Weights & Points
  - 6.1.2. Evaluation Procedure
  - 6.1.3. Scoring
  - 6.1.4. Comparative and Final Reviews
  - 6.1.5. Alternate Consensus Scoring
  - 6.1.6. Weighted Scoring
  - 6.2. Evaluations of Cost Proposals
    - 6.2.1. Evaluation Procedure
    - 6.2.2. Applying Reciprocal Preference
  - 6.3. Ranking and Selection
    - 6.3.1. Evaluation Procedure
  - 6.4. Discussions & Best and Final Offer

# Town of St Albans Law Enforcement Services Review

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- 6.4.1. Purpose of Discussions
- 6.4.2. Conduct of Discussions
- 6.4.3. Best and Final Offer
- 6.5. Negotiations
- 6.6. Contract Award
- 7. Sample Technical Section Evaluation Scoring Summary
- 8. Sample Cost Components Evaluation Scoring Summary
- 9. Sample Summary Scoring and Ranking Document
- 10. Sample Mandatory Requirements Check List
- 11. Sample Evaluation Criteria – Technical Components
- 12. Sample Reference Check Guidelines
- 13. Sample Mandatory Requirements Summary Check List

## Findings and Recommendations

There is a solid amount of information to support the need for law enforcement services within the Town of St. Albans. When one looks at the data through whatever measure, there is indeed enough activity and crime rate to warrant police protection on a 24-hour basis. The anticipated growth within the Town will only increase the demand for services.

It is recommended that the Town utilize this information as well as any additional input it would like to arrive at a comfortable level of service based upon needs, wants, and abilities.

Following that step, it would seem appropriate to devise an RFP in which selected agencies or any agency can propose to the Town how they would provide those services.

### Conclusion

It has been a pleasure to work with the Town of St Albans on this very interesting project. It is recognized that this project represents an alternative means of providing law enforcement services to the community. We look forward to assisting the Town in developing the actual RFP and further assisting the policy makers with additional educational opportunities to better understand the delivery of these unique services.