

Police & Dispatch

POLICE DEPARTMENT 012100

Personnel Services

Education/Quinn Bill
 Holiday Pay
 Salary Department Head
 Salaries Clerical Wages
 Wages
 Wages OT
 Wages Training
 Training-MJ
 Wages School Traffic
 Wages Lockup
 Night Differential
 Officer in Charge
 Wages P/T Custodian
 Longevity
 Stipends
 Clothing Cleaning
 Clothing Cleaning Traffic
 Academy Reimbursement
 Marijuana Stipend
 Sick Leave Buy Back

FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 HCA Requests	FY2024 Total Requests	FY2024 PROPOSED
\$85,117	\$127,826.33	\$135,532.81	\$165,287.89	\$158,880.76	\$175,856.94		\$175,856.94	
\$52,211	\$56,286.36	\$53,512.48	\$61,747.48	\$82,003.32	\$81,123.38		\$81,123.38	
\$145,048	\$165,100.02	\$168,402.00	\$171,770.07	\$186,770.00	\$187,680.00		\$187,680.00	
\$26,052	\$27,507.16	\$28,167.12	\$28,162.47	\$28,866.60	\$28,756.00		\$28,756.00	
\$1,058,125	\$1,077,333.91	\$1,211,214.77	\$1,329,078.42	\$1,384,712.88	\$1,329,306.48	\$91,500.00	\$1,420,806.48	
\$246,699	\$179,768.54	\$172,096.37	\$142,082.50	\$153,920.00	\$163,000.00		\$163,000.00	
\$54,105	\$63,009.16	\$50,998.51	\$33,557.08	\$42,024.00	\$42,024.00		\$42,024.00	
\$37,797	\$33,985.20	\$-	\$29,276.83	\$45,000.00		\$55,000.00	\$55,000.00	
\$615	\$318.33	\$199.61	\$433.36	\$1,655.46	\$1,655.00		\$1,655.00	
\$23,161	\$22,822.50	\$25,573.70	\$29,390.99	\$46,356.55	\$46,357.00		\$46,357.00	
\$2,440	\$5,586.71	\$8,190.96	\$8,306.52	\$7,945.80	\$12,000.00		\$12,000.00	
\$62	\$-	\$-	\$-	\$-			\$-	
\$10,778	\$10,625.00	\$11,112.50	\$10,862.50	\$10,950.00	\$11,200.00		\$11,200.00	
\$8,118	\$9,306.75	\$9,451.50	\$11,830.70	\$12,536.25	\$10,925.25		\$10,925.25	
\$29,334	\$28,900.00	\$30,578.32	\$32,995.68	\$37,600.00	\$37,600.00		\$37,600.00	
\$300	\$1,072.44	\$-	\$-	\$-			\$-	
\$0	\$9,000.00	\$9,000.00	\$10,800.00	\$10,800.00	\$6,200.00		\$6,200.00	
\$0	\$-	\$-	\$-	\$-		\$10,800.00	\$10,800.00	
\$1,779,961	\$1,818,448	\$1,914,031	\$2,065,582	\$2,210,022	\$2,133,684	\$157,300	\$2,290,984	\$0

POLICE DEPARTMENT (cont'd)

Expenses

Maintenance Contract
 Medical Costs
 Tuition/Training
 Printing
 Supplies and Expenses
 Telephone
 Postage
 Dues & Subscriptions
 Equipment
 Equipment Repairs
 Vehicle Lease/Purchase
 Vehicle Supplies/Repairs
 Gasoline/Oil
 Heat & Fuel
 Water/Sewer
 Electricity

FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 HCA Requests	FY2024 Total Requests	FY2024 PROPOSED
\$38,796	\$43,689.00	\$67,071.85	\$58,504.38	\$39,862.61	\$47,900.00		\$47,900.00	
\$1,840	\$990.00	\$795.00	\$2,265.67	\$2,240.00	\$2,240.00		\$2,240.00	
\$13,667	\$16,277.34	\$12,836.33	\$15,960.40	\$13,000.00	\$14,500.00		\$14,500.00	
\$732	\$508.56	\$1,440.00	\$37.00	\$1,000.00	\$1,000.00		\$1,000.00	
\$14,757	\$16,205.43	\$15,658.54	\$15,398.31	\$14,000.00	\$16,000.00		\$16,000.00	
\$25,562	\$26,672.40	\$27,245.16	\$28,011.33	\$28,000.00	\$28,000.00		\$28,000.00	
\$279	\$292.15	\$341.16	\$339.47	\$300.00	\$300.00		\$300.00	
\$7,856	\$7,619.00	\$9,124.72	\$13,979.00	\$8,100.00	\$9,500.00		\$9,500.00	
\$9,769	\$9,281.76	\$9,096.54	\$8,737.86	\$11,500.00	\$13,500.00		\$13,500.00	
\$12,579	\$11,568.12	\$9,727.85	\$12,309.43	\$12,500.00	\$14,500.00		\$14,500.00	
				\$70,000.00	\$84,304.12		\$84,304.12	
\$10,846	\$12,645.37	\$14,170.50	\$22,164.35	\$10,000.00	\$15,000.00		\$15,000.00	
\$31,341	\$28,787.01	\$30,220.93	\$35,240.18	\$28,700.00	\$35,000.00		\$35,000.00	
\$10,956	\$3,419.69	\$5,317.50	\$2,606.78	\$11,500.00	\$11,500.00		\$11,500.00	
\$2,832	\$2,695.87	\$2,769.52	\$1,914.28	\$3,300.00	\$3,330.00		\$3,330.00	
\$78,392	\$62,749.87	\$70,034.01	\$71,983.72	\$61,600.00	\$70,000.00		\$70,000.00	
							\$-	
\$260,204	\$243,402	\$275,850	\$289,452	\$315,603	\$366,574		\$0	\$366,574.12
								\$0
\$2,040,165	\$2,061,850	\$2,189,880	\$2,355,035	\$2,525,624	\$2,500,258	\$157,300	\$2,657,558	\$0

Police & Dispatch

DISPATCH 012350

Personnel Services

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 HCA Requests	FY2024 Total Requests	FY2024 PROPOSED
Holiday Pay	\$8,206	\$ 8,551.52	\$ 8,968.48	\$ 9,465.84	\$ 12,575.25	\$ 12,210.00		\$ 12,210.00	
Wages	\$180,362	\$ 130,607.87	\$ 169,251.41	\$ 214,639.36	\$ 219,289.64	\$ 230,659.79		\$ 230,659.79	
Wages Part Time	\$36,874	\$ 54,710.63	\$ 46,785.62	\$ 35,614.20	\$ 18,763.92	\$ 18,763.00		\$ 18,763.00	
Wages Overtime	\$36,646	\$ 48,812.33	\$ 51,088.69	\$ 60,353.28	\$ 33,437.92	\$ 34,437.92		\$ 34,437.92	
Wages Training	\$3,975	\$ 4,468.96	\$ 2,230.98	\$ 1,070.34	\$ 5,519.22	\$ 5,411.00		\$ 5,411.00	
Night Differential	\$5,100	\$ 5,651.49	\$ 6,066.33	\$ 5,435.79	\$ 6,929.06	\$ 5,661.00		\$ 5,661.00	
Longevity	\$550	\$ 550.00	\$ 550.00	\$ 725.00	\$ 1,025.00	\$ 1,025.00		\$ 1,025.00	
Stipends	\$750	\$ 1,600.00	\$ 3,100.00	\$ 1,050.00	\$ 1,400.00	\$ 1,300.00	\$ 1,200	\$ 2,500.00	
Total	\$272,463	\$254,953	\$288,042	\$328,354	\$298,940	\$309,468	\$1,200	\$310,668	\$0

Expenses

Supplies and Expenses	\$1,398	1,919.04	1,506.50	\$ 2,609.62	\$ 1,500.00	2,500.00		2,500.00	
Clothing/Uniforms	\$2,186	2,400.00	2,400.00	\$ 4,249.21	\$ 4,400.00	5,200.00		5,200.00	
Equipment	\$743	639.96	250.00	\$ 599.96	\$ 1,000.00	1,000.00		1,000.00	
Equipment Repairs	\$1,505	1,339.00	702.38	\$ -	\$ 1,500.00	1,500.00		1,500.00	
Tuition/Training	\$2,665	4,409.00	1,374.00	\$ 1,453.00	\$ 2,100.00	2,100.00		2,100.00	
Total	\$8,497	\$10,707	\$6,233	\$8,912	\$10,500	\$12,300	\$0	\$12,300	\$0

TOTAL BUDGET

	\$280,959	\$265,660	\$294,274	\$337,266	\$309,440	\$321,768	\$1,200	\$322,968	\$0
--	-----------	-----------	-----------	-----------	-----------	-----------	---------	-----------	-----

Millis Police Department

Millis Police Department

Mission Statement

The Mission of the Millis Police Department is to consistently find ways to promote, preserve, and deliver a sense of security, safety, and quality of life to the residents of Millis, and those that pass through. We believe law enforcement has certain values at its core. To fulfil our mission, we are committed to:

Acknowledge our responsibility to the residents of Millis, our source of authority. Performing our duties within the spirit and the letter of the laws and constitution. Remaining sensitive to human needs and treating each person with respect, compassion, and dignity. Approaching each situation as unique and responding creatively with empathy and prudent use of discretion. Promoting mutual trust between our department, and citizens and businesses of Millis.

DEPARTMENT DESCRIPTION

The essential function of the Millis Police Department is to provide safety and security to the community and its visitors. This is accomplished through a wide range of activities including uniformed patrol, investigative and administrative functions further detailed below.

ADMINISTRATION

We work with the staff, the Town leaders, and other stakeholders to ensure the Department is properly staffed, equipped, trained, and prepared to perform at the highest level and provide the best possible service. One of the ways they do this is by implementing and supporting numerous department programs, such as, K9 Unit, Motorcycle Unit, Bike Unit, School Resource Officer, Detective Unit, Firearms Training Unit and other departmental training. They also support the department's involvement in regional units to include the Metropolitan Law Enforcement Council's (METROLEC) Investigative Services Unit, Crisis Negotiation Unit, Motor Unit, and Special Weapons and Tactics (SWAT) Unit, and the DEA Task Force.



INVESTIGATIONS

The Investigators actively investigate past crime; they actively assess crime patterns to prevent crime; they actively assist and advocate for victims of crimes; they collect evidence and record data that will aid in the identification, apprehension, and prosecution of offenders, as well as the recovery of property.

Millis Police Department

PATROL

The Uniformed Patrol proactively patrols the community to deter crime; they actively respond to emergencies to stop crime and assist victims; they conduct thorough investigations of offenses and incidents within their area of assignment and scope of activity; they arrest criminals to safeguard our community.

COMMUNITY ENGAGEMENT

With a focus on the Strategic Plan Initiative of Community Outreach to Diverse Groups and Organizations, the Department's Community Outreach continues its effort to reach everyone in our community.

- The Police Department has continued to offer the Millis Police Leadership Academy to the students within the community. The academy is a week-long summer camp that allows students to experience the various aspects of law enforcement. In addition, it promotes trust, teamwork, and respect.



- The Millis Police Department continues to support the Massachusetts Special Olympics Polar Plunge. Proceeds raised go to help provide year-round sports training and competition for athletes. Community support and involvement helps athletes achieve their goals, live healthier lives, and have a sense of inclusion in the community.

- We provide Violent Intruder Training to our schools, houses of worship, and residents. The program covers definitions and data, current trends, and best practices, how to react, understanding the human response, and survival. We offer these classes annually to the community.

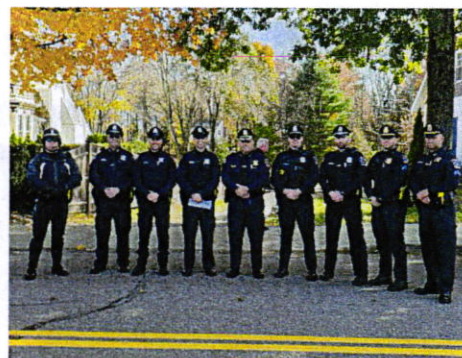
Millis Police Department

- The Millis Police and Fire Department team up annually for our Toy Drive. The program is designed to assist families within our community. One hundred percent of the toys and gift cards received, go to families within Millis. The support and generosity from the community has been outstanding.



- P.A.W.S. Program (Police Activities with Students) is an exciting opportunity for Millis Public School Students to partner with the Millis Police Department. The program offers students a mentoring relationship that helps grow self-esteem, scholastic competency, and provides extra guidance and care for students. Students are paired up with Millis Police Officers and meet with their mentor once a week during lunch/recess at Clyde F. Brown Elementary.

- Our Community Impact Team was implemented to continue to build on the partnerships within the community. Our focus is on community policing events, trainings, informational sessions, and demonstrations. Offering such events will strengthen relationships by engaging will all groups, cultures, departments, and organizations. Our goal is to encourage reciprocal flow of information between stakeholders, citizens, and police.



Millis Police Department

PERSONNEL

POLICE DEPARTMENT	FY2020	FY2021	FY2022	FY2023
Chief	1	1	1	1
Admin. Assistant to Chief	1	1	1	1
Police Sergeant	5	5	5	5
Police Officer	13	13	13	13
Total Full-time Equivalent	20	20	20	20

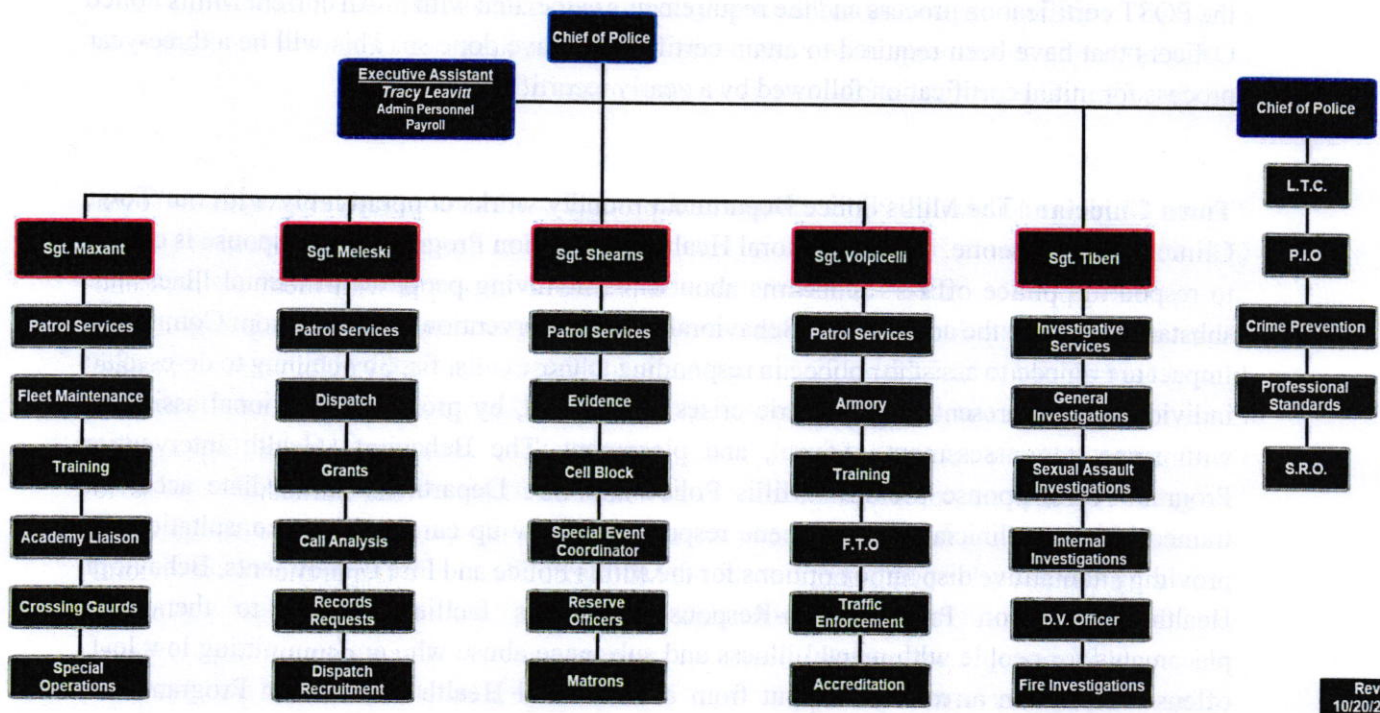


STAFFING

The challenges police departments face in retaining and recruiting officers are daunting – a staffing crisis exacerbated by retirements and resignations, as well as high-profile incidents that have put policing under increased scrutiny. Fortunately, the Millis Police Department does not have a recruitment or retention problem. We have a dedicated group of officers that are committed to serving our residents, while improving the organization on a daily basis.

Millis Police Department

DEPARTMENT ORGANIZATIONAL CHART



Retirements: Officer Paul Adams completed his last shift in February 2022 and headed into a well-deserved retirement. Officer Adams served the residents of Millis for 32 years as a Public Safety Dispatcher, Patrol Officer, Firearms Licensing Officer, and Court Prosecutor. His devotion to the Millis Police Department and community will be missed.

New Hires: Officer Colby Zitoli was hired to replace Officer Adams.

SUCSESSES AND ACCOMPLISHMENTS

Peace Officer Standards and Training (POST): The department continues to work through the POST certification process and the requirements associated with it. All current Millis Police Officers that have been required to attain certification have done so. This will be a three-year process for initial certification followed by a yearly recertification process.

Town Clinician: The Millis Police Department proudly works cooperatively with our Town Clinician, Amy Leone. The Behavioral Health Intervention Program/ Co-Response is created to respond to police officers' concerns about calls involving people with mental illness and substance abuse in the community. Behavioral Health Intervention clinicians from Community Impact are trained to assist the police in responding to these calls, first, by helping to de-escalate individuals who present in psychiatric crises and second, by providing additional assistance with respect to assessment, referral, and placement. The Behavioral Health Intervention Program/ Co-Response provides Millis Police and Fire Departments immediate access to trained in-house clinicians for on-scene responses, follow up care and case consultation. By providing alternative disposition options for the Millis Police and Fire Departments, Behavioral Health Intervention Program/ Co-Response clinicians facilitate access to therapeutic placements for people with mental illness and substance abuse who are committing low level offenses versus an arrest. With input from a Behavioral Health Intervention Program/ Co-Response clinician, police no longer have to shoulder the burden of making decisions without all the relevant information or resources at their disposal. When the Community Impact staff co-responds to the scene, officers feel comfortable diverting from arrest, knowing that the individual will be receiving the appropriate treatment and support. By relieving the officer of the time spent unraveling complex psychiatric situations, they are free to return to patrol; responding to 911 and calls for service.

Professional Development: As always, we are committed to maintaining a high level of professional development. The list of specialty training courses that officers have attended is far too long to list. However, recognizing the need for continued professional development, our officers continue to make strides attending not only the required In-Service training, but also seeking additional opportunities to build their knowledge and skills in all aspects of law enforcement.

The MPTC has expressed its desire to move towards a more department-centered training for practical and scenario-based In-Service. Although officers would still attend yearly classroom In-Service as required, implementing a department based practical training module for this training will be extremely beneficial for the officers, department and town alike. This program will supplement our already established in-house firearms and Taser training programs.



Professional training of all personnel is a vital necessity in the law enforcement profession and is of paramount interest to the administration of the Millis Police Department. To keep up with the yearly changes in the law, court decisions, policies and procedures, and law enforcement initiatives, the department conducts its own 40-hour-in-service training program. In addition to outside subject matter experts, such as the subject matter experts in conflict resolution, stress management, de-escalation, and mental health to complement our medical training such as CPR/AED recertification, firearms requalification and defensive tactics training. The department regularly reviews the annual 40-hour training program to ensure that all officers receive the necessary 'tools' to do their job safely and effectively. It is the goal of the department to provide as much "in-house" training as possible. This allows us to tailor the curriculum to the needs of the community and the personnel who serve it.

Grants: Our grant writing team research and reviews grant solicitations regularly to help offset costs to our community for technology, equipment, staffing and overtime.

In FY2023 we've received a total of approximately \$120,000 in grant funding for various programs and equipment to include: Bullet Proof Vest Grant, the Municipal Road Safety Grant, 911 Training Grant, 911 Equipment Grant, Signs & Lines Grant, Stanton Grant, Vest A Dog Grant, and the Evidence Room Audit.

Officer Safety and Wellness: Law enforcement officers face all kinds of threats and stresses that have a direct impact on their safety and well-being. Building on last year's focus on mental health, we will continue to find ways to make sure our officers are not only physically fit but mentally fit, as well.

In May of 2022, Officers participated in the Murph Challenge. Thousands of people take part in the "Murph" every year to honor LT. Michael P. Murphy (SEAL), a man who sacrificed everything he had for our freedom. The challenge was physically demanding, but worth every minute of it. The Millis Police Association donated proceeds to the Michael Murphy Foundation.

Public safety service in general, and service as a police officer, can take a toll on an officer's physical, mental and emotional well-being. The department has invested time and resources to make sure that our personnel have access to the best services. In the coming year, a focus will be placed on financial growth and stability as we continue to build on the mental and physical aspects of wellness. As finances can cause significant stress in households, officers will have access to Will and Estate Planning, Wealth Management, and other financial services available through our training network.

FEES COLLECTED

Detail Administrative Fee	24,312.36
License to Carry	1,625.00
Court Fines	1,228.00
Solicitor Fee	600.00

Total 27,765.36

01210510 - POLICE DEPARTMENT
FORM 2
FY2024 PAYROLL BUDGET CALCULATION WORKSHEET

With
QUINN/ED Credit

EMPLOYEE HIRE DATE	DEPT HEAD	Step At S.O.Y.	Weekly Hours	Step Date	Weeks		1st Rate	2nd Rate	QUINN/ ED CREDIT	2nd Rate	QUINN/ ED CREDIT	Sat/Sun 7/1&6/30 Hours	Addnl Wages Wages	Wages 1st Rate	Wages 2nd Rate	WAGES For FY2024	WAGES For FY2024
					At	At											
Chief Soffayer 11/4/97			40	7/1	52.0									\$ -	\$ -	\$ 187,680.00	
LEAVITT 4/28/08		TG-10	20.00	7/1	47.0	5.0	\$ 27.65			\$ 27.65		4	\$ -	\$ 25,991.00	\$ 2,765.00		\$ 28,756.00
Quinn/ Ed																	
sgt MAXANT 8/19/02	20%	8	40.00	11/15	19.0	33.0	\$ 44.09	\$ 8,818.00	\$ 44.09	\$ 8,818.00	48	\$ 2,539.58	\$ 42,749.66	\$ 69,838.56	\$ 93,823.52	\$ 112,588.22	
sgt MELESKI 2/28/05		8	40.00	11/15	19.0	33.0	\$ 44.09	\$ -	\$ 44.09	\$ -		\$ -	\$ 33,508.40	\$ 58,198.80	\$ 91,707.20	\$ 91,707.20	
sgt SHEARNS 2/20/99	20%	8	40.00	2/20	34.5	17.5	\$ 44.09	\$ 8,818.00	\$ 44.09	\$ 8,818.00		\$ -	\$ 73,013.04	\$ 37,035.60	\$ 91,707.20	\$ 110,048.64	
sgt TIBERI 10/9/94	25%	8	40.00	2/20	34.5	17.5	\$ 44.09	\$ 11,022.50	\$ 44.09	\$ 11,022.50		\$ -	\$ 76,055.25	\$ 38,578.75	\$ 91,707.20	\$ 114,634.00	
sgt VOLPICELLI 1/8/13	\$7.5	8	40.00	2/20	34.5	17.5	\$ 44.09	\$ 7,500.00	\$ 44.09	\$ 7,500.00		\$ -	\$ 71,194.20	\$ 36,113.00	\$ 91,707.20	\$ 107,307.20	
AFIENKO 9/5/17		8	40.00	9/5	9.0	43.0	\$ 36.92	\$ -	\$ 36.92	\$ -	32	\$ 1,181.44	\$ 14,472.64	\$ 63,502.40	\$ 77,975.04	\$ 77,975.04	
ANGEL 11/1/2020	\$6	3	40.00	1/3	26.0	26.0	\$ 30.97	\$ 6,000.00	\$ 32.56	\$ 6,000.00		\$ -	\$ 38,448.80	\$ 40,102.40	\$ 66,071.20	\$ 78,551.20	
BICKFORD 8/13/06	\$6	8	40.00	5/9	6.0	46.0	\$ 36.92	\$ 6,000.00	\$ 36.92	\$ 6,000.00		\$ -	\$ 10,300.80	\$ 78,972.80	\$ 76,793.60	\$ 89,273.60	
CONLEY 11/1/2020	\$6	3	40.00	1/3	26.0	26.0	\$ 30.97	\$ 6,000.00	\$ 32.56	\$ 6,000.00		\$ -	\$ 38,448.80	\$ 40,102.40	\$ 66,071.20	\$ 78,551.20	
FORSYTHE 4/18/18	\$6	5	40.00	10/15	15.0	37.0	\$ 34.15	\$ 6,000.00	\$ 35.16	\$ 6,000.00		\$ -	\$ 24,090.00	\$ 60,916.80	\$ 72,526.80	\$ 85,006.80	
GONZALES 3/4/16	\$6	8	40.00	3/4	35.0	17.0	\$ 36.92	\$ 6,000.00	\$ 36.92	\$ 6,000.00	32	\$ 1,373.44	\$ 61,461.44	\$ 29,185.60	\$ 77,975.04	\$ 90,647.04	
NELSON 3/14/16	\$6	8	40.00	9/19	34.0	18.0	\$ 36.92	\$ 6,000.00	\$ 36.92	\$ 6,000.00		\$ -	\$ 58,371.20	\$ 30,902.40	\$ 76,793.60	\$ 89,273.60	
O'DOWD 3/1/2021	\$6	2	40.00	9/16	26.0	26.0	\$ 30.04	\$ 6,000.00	\$ 30.97	\$ 6,000.00		\$ -	\$ 37,481.60	\$ 38,448.80	\$ 63,450.40	\$ 75,930.40	
ROY 7/19/21	\$6	8	40.00	7/19	2.5	49.5	\$ 36.92	\$ 6,000.00	\$ 36.92	\$ 6,000.00	32	\$ 1,373.44	\$ 5,665.44	\$ 84,981.60	\$ 77,975.04	\$ 90,647.04	
SMITH 10/10/94		8	40.00	10/10	14.0	38.0	\$ 36.92	\$ -	\$ 36.92	\$ -	32	\$ 1,181.44	\$ 21,856.64	\$ 56,118.40	\$ 77,975.04	\$ 77,975.04	
SULLIVAN 4/2/18		5	40.00	10/15	15.0	37.0	\$ 34.15	\$ -	\$ 35.16	\$ -		\$ -	\$ 20,490.00	\$ 52,036.80	\$ 72,526.80	\$ 72,526.80	
THOMPSON 10/20/2011	\$6	8	40.00	7/19	3.0	49.0	\$ 36.92	\$ 6,000.00	\$ 36.92	\$ 6,000.00		\$ -	\$ 5,150.40	\$ 84,123.20	\$ 76,793.60	\$ 89,273.60	
ZITOLI 7/1/2022		2	40.00	6/27	51.0	1.0	\$ 30.04		\$ 30.97			\$ -	\$ 61,281.60	\$ 1,238.80	\$ 62,520.40	\$ 62,520.40	
													176				

TOTALS \$ 62.15 \$ - \$ 1,406,100.08 \$ 1,594,437.02

0121051- 510200 510300 510500
DEPT HEAD CLERICAL WAGES

thompson 10/20/2011

FY 2024 request

01210510-511000	DEPT HEAD	\$ 187,680.00	\$ -	
01210510-511010	CLERICAL WAGES	\$ 28,756.00	\$ -	\$ 91,498.60 Total Bickford
01210510-511005	WAGES	\$ 1,329,306.48	\$ 76,793.60	Bickford - MJ Funds
01210510-514080	EDUCATION	\$ 175,856.94	\$ 12,480.00	Bickford - MJ Funds
01210510-515000	LONGEVITY	\$ 11,200.00	\$ 1,025.00	Bickford - MJ Funds
01210510-514085	HOLIDAY	\$ 81,123.38		Bickford - MJ Funds
01210510-514050	STIPENDS	\$ 10,925.25	\$ 1,200.00	Bickford - MJ Funds
01210510-514070	MARIJUANA STIPEND	\$ 10,800.00	\$ 10,800.00	above level funding-MJ \$\$ use
SUB TOTAL		\$ 1,835,648.05	\$ 102,298.60	Total MJ Funding Request
01210510-513000	OVERTIME	\$ 163,000.00		
01210510-511035	TRAINING	\$ 42,024.00		level funded
01210510-511036	TRAINING -MJ	\$ 55,000.00	\$ 55,000.00	above level funding-MJ \$\$ use
01210510-511050	LOCKUP	\$ 1,655.00		level funded
01210510-514010	NIGHT DIFFERENTIAL	\$ 46,357.00		level funded
01210510-514020	OIC PAY	\$ 12,000.00		Due to Contract rate increases
01210510-515100	CLOTHING/CLEANING	\$ 37,600.00		
SUB TOTAL OTHER		\$ 357,636.00		
GRAND TOTAL		\$ 2,193,284.05		

DEPARTMENT HEAD/DATE

01210510 - POLICE DEPARTMENT
FORM 2
FY2024 PAYROLL BUDGET CALCULATION WORKSHEET

EMPLOYEE HIRE DATE	QUINN/ EDUCATION CREDIT	LONGEVITY	FIRST 1/2 HOLIDAY	SECOND 1/2 HOLIDAY	4 BONUS HOLIDAY											Total		TOTAL	Clothing
						\$325.00	\$1,200.00	\$500.00	\$850.00	\$700.00	\$500.00	\$1,314.00	\$600.00	Stipend W/ Ed. Inc.					
						ID OFFICER	DET STIPEND	PROSEC STIPEND	FIREARMS LICENSE STIPEND	FIREARMS TRAINING STIPEND	MOTOR CYCLE	Per Fire contract EMT STIPEND	MJ STIPEND						
Chief Soffayer 11/4/97		\$ 950.00															\$ 188,630.00	\$ 1,600.00	
LEAVITT 4/28/08		\$ 425.00															\$ 29,181.00		
sgt MAXANT 8/19/02	\$ 18,764.70	\$ 1,025.00	\$ 2,539.58	\$ 2,539.58	\$ 2,116.32					\$ 700.00			\$ 600.00	\$ 1,560.00			\$ 120,252.39	\$ 2,000.00	
sgt MELESKI 2/28/05	\$ -	\$ 1,025.00	\$ 2,116.32	\$ 2,116.32									\$ 600.00	\$ 600.00			\$ 97,564.84	\$ 2,000.00	
sgt SHEARNS 2/20/99	\$ 18,341.44	\$ 1,025.00	\$ 2,539.58	\$ 2,539.58									\$ 600.00	\$ 720.00			\$ 116,872.81	\$ 2,000.00	
sgt TIBERI 10/9/94	\$ 22,926.80	\$ 1,025.00	\$ 2,645.40	\$ 2,645.40		\$ 325.00	\$ 1,200.00						\$ 600.00	\$ 2,656.25			\$ 123,606.05	\$ 2,000.00	
sgt VOLPICELLI 1/8/13	\$ 15,600.00	\$ 850.00	\$ 2,476.32	\$ 2,476.32						\$ 700.00		\$ 1,314.00	\$ 600.00	\$ 2,614.00			\$ 115,723.84	\$ 2,000.00	
AFIENKO 9/5/17	\$ -	\$ 600.00	\$ 1,772.16	\$ 1,772.16	\$ 738.40			\$ 500.00			\$ 500.00		\$ 600.00	\$ 1,600.00			\$ 83,719.36	\$ 2,000.00	
ANGEL 11/1/2020	\$ 12,480.00	\$ -	\$ 1,774.56	\$ 1,850.88									\$ 600.00	\$ 600.00			\$ 82,776.64	\$ 2,000.00	
BICKFORD 8/13/06	\$ 12,480.00	\$ 1,025.00	\$ 2,060.16	\$ 2,060.16			\$ 1,200.00						\$ 600.00	\$ 1,800.00			\$ 96,218.92	\$ 2,000.00	
CONLEY 11/1/2020	\$ 12,480.00	\$ -	\$ 1,774.56	\$ 1,850.88									\$ 600.00	\$ 600.00			\$ 82,776.64	\$ 2,000.00	
FORSYTHE 4/18/18	\$ 12,480.00	\$ 600.00	\$ 1,927.20	\$ 1,975.68					\$ 850.00				\$ 600.00	\$ 1,450.00			\$ 90,959.68	\$ 2,000.00	
GONZALES 3/4/16	\$ 12,672.00	\$ 600.00	\$ 2,060.16	\$ 2,060.16	\$ 1,716.80	\$ 325.00	\$ 1,200.00		\$ 850.00				\$ 600.00	\$ 2,975.00			\$ 98,342.36	\$ 2,000.00	
NELSON 3/14/16	\$ 12,480.00	\$ 600.00	\$ 2,060.16	\$ 2,060.16					\$ 850.00				\$ 600.00	\$ 1,450.00			\$ 95,443.92	\$ 2,000.00	
O'DOWD 3/1/2021	\$ 12,480.00	\$ -	\$ 1,729.92	\$ 1,774.56									\$ 600.00	\$ 600.00			\$ 80,034.88	\$ 2,000.00	
ROY 7/19/21	\$ 12,672.00	\$ -	\$ 2,060.16	\$ 2,060.16	\$ 1,716.80					\$ 700.00			\$ 600.00	\$ 1,300.00			\$ 96,067.36	\$ 2,000.00	
SMITH 10/10/94	\$ -	\$ 1,025.00	\$ 1,772.16	\$ 1,772.16	\$ 738.40								\$ 600.00	\$ 600.00			\$ 83,144.36	\$ 2,000.00	
SULLIVAN 4/2/18	\$ -	\$ 600.00	\$ 1,639.20	\$ 1,687.68									\$ 600.00	\$ 600.00			\$ 77,053.68	\$ 2,000.00	
THOMPSON 10/20/2011	\$ 12,480.00	\$ 850.00	\$ 2,060.16	\$ 2,060.16	\$ 858.40								\$ 600.00	\$ 600.00			\$ 94,843.92	\$ 2,000.00	
ZITOLI 7/1/2022	\$ -	\$ -	\$ 1,441.92	\$ 1,486.56									\$ 600.00	\$ 600.00			\$ 66,048.88	\$ 2,000.00	
																	\$ -		
TOTALS	\$ 188,336.94	\$ 12,225.00	\$ 36,449.69	\$ 36,788.57	\$ 7,885.12	\$ 650.00	\$ 3,600.00	\$ 500.00	\$ 2,550.00	\$ 2,100.00	\$ 500.00	\$ 1,314.00	\$ 10,800.00	\$ 22,925.25	\$ 1,919,261.53	\$ 37,600.00			
0121051-	510140	510600	510141	510141		510700	510700	510700	510700	510700	510700	510700	510700	510700	510700				
	EDUCATION	LONGEVITY	HOLIDAY	HOLIDAY		STIPEND	STIPEND	STIPEND	STIPEND	STIPEND	STIPEND	STIPEND	STIPEND	STIPEND	STIPEND		TOTAL	510710 UNIFORM	
thompson						\$ 1,800.00	\$ 250.00	\$ 1,275.00	\$ 1,050.00	\$ 250.00	\$ 657.00								

[illegible]

FISCAL YEAR 2024 BUDGET

Form #6

DEPARTMENT:

Budget Request Above Level Service

Title: 2 FT Police Officer Positions

Description of Request:

Please see attached 2 Officer staffing request

Detailed Cost Impact: 180,000.00

Justification for Request

Attach copies of reports, master plans, or supporting documentation)



Millis Police Department

Town of Millis

Commonwealth of Massachusetts

*Christopher J. Soffayer
Chief of Police*



*1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220*

January 11, 2023

Budget Request Above Level Service

The Millis Police Department is requesting two full-time police officer positions to add to our current staffing. Our department has fallen behind in terms of growing with the community and comparable communities. Additionally, our incidents have increased since 2012. We handled 8572 incidents/calls for service in 2012. The number of incidents we have responded to have gradually increased since 2012. In 2022, our police department handled 15290 incidents/calls for service.



Figure 1

The median number of officers in comparable communities is 20 (Figure 2). Historically, our department has been plagued by significant overtime costs. A contributing factor is that we have no depth to the police department. A department with no depth, staffs shift at the minimum. As a result, most vacation, O.J.I. and sick days are a fill. Having the additional officers will allow for some shifts to go unfilled.



Millis Police Department

Town of Millis

Commonwealth of Massachusetts

Christopher J. Soffayer
Chief of Police



1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220

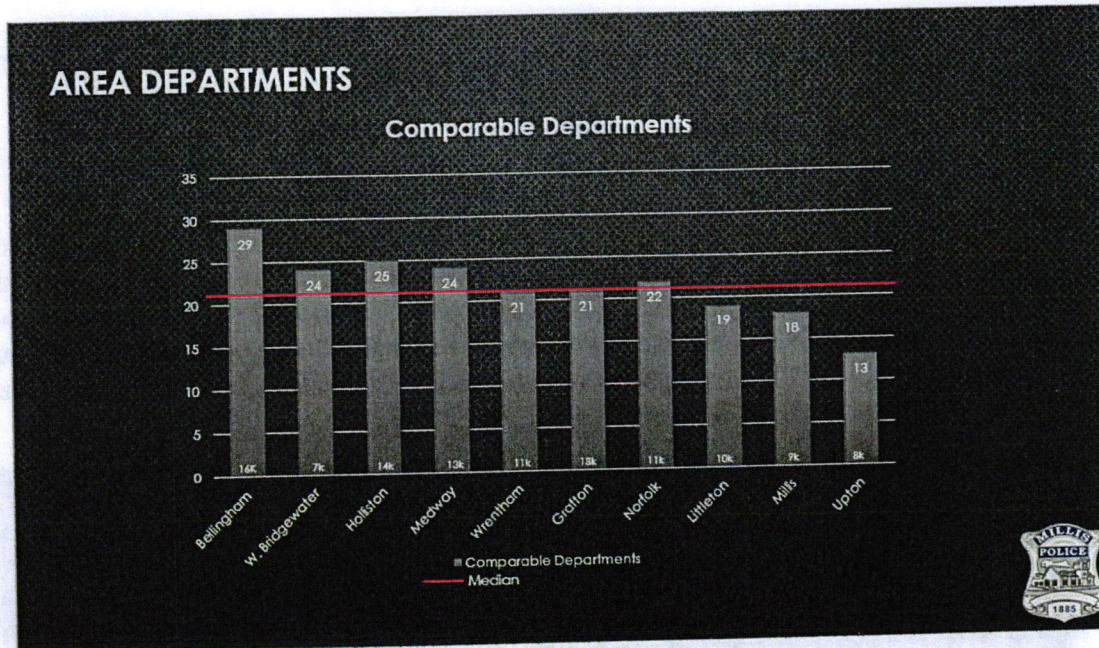


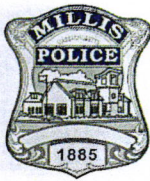
Figure 2

More important than financial concerns, officer safety, response to calls, and service to our community is paramount. Our call volume continues to increase within our community. We have a substantial amount of new construction in town that will directly impact public safety. The population is expected to increase more than one thousand residents upon completion. (Figure 3)

MILLIS HOUSING PROJECTS 2023-2024

Location	Units	New Residents
Anthology (Dover Rd)	107	107
Emerson Place (Ridge St)	43	172
Woodland (Cottage Ave)	44	176
Rivendale Woods (Causeway St)	4	16
232-248 Larch Road	48	105
Blueberry Lane	2	8
Regency at Glen Ellen	329	658
Total	577	1242

Figure 3



Millis Police Department

Town of Millis

Commonwealth of Massachusetts

Christopher J. Soffayer
Chief of Police



1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220

MILLIS HOUSING PROJECTS IN THE PIPELINE

Location	Units	New Residents
144 Union St (Herman Shoe)	98	196
1060 Main Street (Old Budabing's)	24	48
1344 Main Street (Across from T.S.)	4	16
Anthology	107	107
Total	233	367



Figure 4

In addition to the various projects that will be reaching completion within the next year, we have several other projects that will be occupied by the end of 2025. (Figure 4) We will have a significant increase in our population because of the new construction. Our department needs to grow proportionately with the community to deliver quality service to the residents. There will be an increase in incidents that require a police response. For example, this past year (2022), the Millis Police Department responded to Regency at Glen Ellen 118 times. Regency is not complete yet; we expect calls for service will increase in 2023. In addition, The Millis Police Department has responded to 167 calls for service at Stoney Brook Apartments.

Policing as a profession has changed drastically over the last couple years and will continue to evolve and change at a rapid pace. It is important that we review, change, and adjust how we operate as an organization to remain current with the expectations and standards we face today. The spotlight on law enforcement continues to shine on the actions of police officers, and the response of departments. Our department continues to react to various needs and concerns of residents of the community in a positive manner. In addition, while considering the needs of the public, there are issues that impact the operational needs of the police department.

We are fortunate to have the support of the town government, various stakeholders, and residents in the Town of Millis. The support does not go unnoticed by the employees of the police department. It is important we continue to provide a positive impact on the community and continue to enhance and grow our organization.



Christopher J. Soffayer
Chief of Police

Millis Police Department

Town of Millis
Commonwealth of Massachusetts



1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220

Law enforcement is evolving rapidly, as we face new threats and challenges within our profession. We are responding by implementing changes in training, structure, accountability, policy, and technology. We have been aware and involved in the proposed projects within the town for years, all the pre-planning, proposals, and informational meetings have now come to fruition. These projects are now opening and are ready for occupancy. The need is as a result of increased dwellings/population. Increasing both will have a direct impact on our department. We appreciate your consideration.

Respectfully Submitted,

Christopher J. Soffayer
Chief of Police



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request Form

Request Date	6-Jan-23	IMPORTANT NOTICE By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.
Requestor's Name	Chief Christopher Soffayer	
E-mail	csoffayer@millisma.gov	
Phone	508-906-3273	
Department	Millis Police Department	
Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security
<input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic
		<input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

Description of Request:

Funding Start Date	
Funding End Date	
Total Funding Requested	\$158,500.00

Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$91,500.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project	Marijuana Stipends		1	\$12,000.00
Miscellaneous	Police Training		1	\$55,000.00
Grand Total				\$158,500.00

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

Please see attached narrative for Marijuana Impact Funds Request

Requestor Signature		Date Signed	
Approved By			
Approval Signature		Date Approved	



Christopher J. Soffayer
Chief of Police

Millis Police Department

Town of Millis
Commonwealth of Massachusetts



1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220

Marijuana Impact Funds Request FY 2024

The Millis Police Department is requesting three separate items to be funded by the Marijuana Impact Fund. The three items are the School Resource Officer Salary, Marijuana Stipend, and police training funds.

The School Resource Officer plays a critical role bridging the gap between the school and the police department. In addition, he is assigned to the school full-time during the school year. The School Resource Officer handles a wide range of issues daily ranging from truancy, bullying, domestic issues, and illegal substances. He also has a positive impact on the students by earning their trust and offering support to them. We are asking that the School Resource Officer salary be paid out of the Marijuana Impact Fund in the amount of \$91,500.00

Millis Police & Dispatch Officers receive a Marijuana Impact stipend each fiscal year. We are asking that \$12,000.00 in stipends be paid out of the Marijuana Impact Fund.

Our third item is a request for \$55,000.00 to be paid out of the Marijuana Impact Fund and added to our training line item. The \$55,000.00 is for additional mandated training as a result of the police reform bill. We need to take proactive steps to further insulate the Millis Police Department, as well as the Town of Millis from any potential lawsuits. More importantly, our officers need to have current training on how to properly



Christopher J. Soffayer
Chief of Police

Millis Police Department

Town of Millis
Commonwealth of Massachusetts



1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220

respond to various incidents. The police reform bill includes the following new training mandates:

- Updates the de-escalation and disengagement training section to include de-escalation, mental illness, and disability, as well as new training requirements for mass gatherings or protests, and cultural competency.
- Training mandate for school resource officers.
- Training mandate on the regulation of physical force, new standards for use of force are established by this bill.
- Training mandate for law enforcement officers on mental wellness and suicide prevention.
- Scenario based training to include critical decision making while managing a critical incident.

