



Date of Council Meeting: June 13, 2016

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Subject: Task Force on Potential Police/Sheriff Efficiencies

Staff Contact: Kaj Dentler, Town Manager
Vanessa Grigsby, Interim Police Chief

Council Action Requested: Work session discussion and direction on how to proceed for the next Joint Task Force meeting currently scheduled for June 30, 2016. See the summary chart in attachment #1.

Staff Recommendation: I recommend that Council provide corporate input and/or direction in advance of the June 30, 2016 Task Force meeting related to the summary chart in attachment #1 that identifies ten different topics/items.

Commission Recommendation: Not applicable.

Fiscal Impact: At this time, there are four specific items listed below that may have a fiscal impact on the Town based on the direction of Council.

- **School Resource Officer:** Should the Town discontinue the current practice of providing Leesburg Officers in the Town's middle and high schools and reduced staff by the corresponding Sergeant and six Officers, the approximate annual savings to the Town is \$550,000.
- **Relocation of officers from the Leesburg Executive Airport:** Should the Town be able to temporarily relocate Leesburg Officers to the Sheriff's Office on Sycolin Road, the Town will then be able to rent the vacated space at the airport and receive approximately \$38,600 in annual revenue.
- **County's Computer Assisted Dispatch system:** The preliminary set up costs to participate and share in this system has not been confirmed.. Operational and logistical decisions are required in order to determine the costs including independent versus combined police dispatch, records management system configuration among others. Once selected, the new Leesburg Police Chief will need to evaluate and coordinate with the Sheriff's Office to develop a recommended level of participation.
- **County Firing Range:** Should the Town be able to consistently use this new facility upon its opening in the spring of 2018, the Town will not need to upgrade its current facility or build a new facility in the future. However, the operating costs will remain essentially the same.

Work Plan Impact: Dependent upon Council direction and action from the final report of the Joint Task Force.

Executive Summary: This is a work session debriefing and discussion on the efforts to date related to the Joint Task Force on potential opportunities for increased efficiencies between the Leesburg Police Department and the County of Loudoun Sheriff's Office. The Task Force met initially on April 6, 2016 per the attached agenda (Attachment #3). Since that time, officials from the Leesburg Police Department and the Loudoun Sheriff's Office have met to refine their position statements which are identified in the summary chart (Attachment #1).

Background: In April 2015, Town Council expressed an interest in developing a joint task force between the Town and the County to evaluate potential opportunities for efficiencies and the sharing of resources between the Leesburg Police Department the Loudoun County Sherriff's Office. The task force is comprised of representatives from both departments and elected officials from each governing body. Councilmembers Tom Dunn and Katie Sheldon Hammler are representing Town Council. Supervisors Kristen Umstatt and Tony Buffington are representing the Board of Supervisors.

At their February 9, 2016 meeting, Council approved resolution 2016-017 (Attachment #2) that confirmed the primary discussion topics to include, but not limited, the following: (1) development of a formal shared response policy, (2) provision of County resources at the Leesburg Outlet Mall to assist in preventing regional shoplifting crimes, (3) full funding for School Resources Officers who are assigned to schools located in Leesburg, (4) shared funding and programs for training of police officers, (5) supplemental traffic enforcements in the Town's corporate limits, (6) provision of officer and storage space at the Sheriff's Headquarters on Sycolin Road, (7) sharing of the County's Computer Aided Dispatch (CAD) system and records management support, (8) co-location of dispatch/communication services at the Sheriff's Headquarters on Sycolin Road, and (9) access and use of the future County shooting range.

The Task Force met initially on April 6, 2016 at the Sheriff's Headquarters on Sycolin Road. The agenda used for this meeting can be found in attachment #3. A second meeting of the group is scheduled for June 30, 2016 at the Leesburg Police Station on Plaza Street.

Attachments:

1. Potential Efficiencies Summary Chart
2. Town Council Resolution 2016-017
3. Joint Task Force April 6, 2016 Agenda

Joint Task Force

Potential Efficiencies and Savings - Police/Sheriff Operations

June 9, 2016

Topic	Current Status	Recommended Next Steps	Priority	Comments
1) Development of Formal Shared Response Policy	Northern Virginia Mutual Aid agreement already in use.	None.		The mutual aid agreement serves as a formal shared response plan between the two agencies. LCSO provides personnel and resources as requested by LPD for such things as: (1) Major crime scenes; (2) Large scale special events; (3) Demonstrations and large public gatherings; and (4) LPD requests for enhanced presence.
2) Provision of County Resources at Leesburg Outlet Mall - Shoplifting Prevention	Leesburg serves this area exclusively. There is no satellite office located at the mall.	LPD will continue to provide primary service. The two agencies will coordinate joint efforts throughout the year focusing on regional shoplifting trends.		
3) Full Funding of SRO - Leesburg Schools	Leesburg assigns to all Town middle and high schools except Douglass. 70/30% shared funding formula used.	Council direction on how to proceed for FY18: Either remain with the 70/30 funding plan that places LPD officers in the schools or have the County pay 100% using LSCO Deputies		LPD and LSCO do not recommend changes to the current funding plan or the deployment program that places LPD officers in Town schools.
4) Shared Funding and Programs for Training of Police Officers	LPD and LCSO both use the Northern Virginia Criminal Justice Academy and do share some training resources	None.		Examples of shared training already in place include Crisis Intervention, Tactical and Negotiations, Active Shooter, Project Lifesaver, Criminal Intelligence Sharing, patrol, narcotics, Combined Rescue Task Force and K9
5) Supplemental Traffic Enforcement in Town's Corporate Limit	Town is the primary agency to provide traffic enforcement in Town corporate limits.	LPD will continue to be primary, but the two agencies will jointly coordinate selective enforcement initiatives throughout the year on a quarterly basis.		LCSO already provides quarterly truck safety inspections of commercial vehicles; Joint DUI checkpoints; Joint enforcement of move-over law; other motor vehicle violation enforcement; and Back to School Safety Blitz.
6) Provision of Office and Storage Space at Sheriff Headquarters	Leesburg SRO's and Traffic enforcement located at Leesburg Airport	LSCO will provide temporary space at HQ's at Sycolin Road that will relieve office space needs at Leesburg Airport. If LPD station is expanded and/or LCSO staff expands the space at LCSO will no longer be available.		Space will include minimal changing areas, shared cubical and meeting space. All LPD weapons, and evidence will be stored at LPD HQ. Parking will be accessible as well. LPD will use network and phone lines but provide all phones and computers.
7) Sharing of CAD System and Records Management Support	Currently Leesburg uses New World for CAD and Records Management. LCSO uses Motorola.	Logistical and operational decisions are required to determine the costs to include independent or combined police dispatch. New Leesburg Police Chief to evaluate further and make recommendations. No further action needed at this time.		County and Town will work together to confirm costs and logistics related to access, etc... after selection of new Leesburg Police Chief.
8) Co-location of Dispatch/ Communication Services at Sheriff Headquarters	Each agency has its own service and separate locations.	None.		

Joint Task Force

Potential Efficiencies and Savings - Police/Sheriff Operations

June 9, 2016

Topic	Current Status	Recommended Next Steps	Priority	Comments
9) Access and Use of Future County Shooting Range	Each agency has its own range. LPD range is inadequate for simulated training requirements and is situated near River Creek Subdivision.	LSCO will provide access with opening of new facility in the Spring of 2018. An MOU should be considered due to potential liability, responsibility, etc. issues.		LCSO and LPD will coordinate to maximize access and mirror deployment periods. New County facility will be 24/7 operations with simulator access and defensive training tactics available.
10) Other Shared Resources	LCSO currently provides a variety of resources to support LPD.			a. LCSO staffs the CIT Assessment Center (CITAC) facility in Leesburg at the Shenandoah Building. Currently, the staffing is under a grant program. b. Polygraph services to LPD Criminal Investigations Section. c. Dive Team resources when needed. d. Crime Scene Technician(s) services when requested by LPD. e. LCSO executive detail- staffs County Government Center and other County facilities and coordinates police services with LPD when needed

The Town of
**Leesburg,
Virginia**

PRESENTED February 9, 2016

RESOLUTION NO. 2016-017

ADOPTED February 9, 2016

A RESOLUTION: APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES AND CONFIRMATION OF PRIMARY DISCUSSION TOPICS FOR JOINT TASK FORCE WITH COUNTY OF LOUDOUN ON POTENTIAL EFFICIENCIES BETWEEN LEESBURG POLICE DEPARTMENT AND COUNTY OF LOUDOUN SHERIFF'S OFFICE

WHEREAS, at the April 13, 2015 work session, Town Council requested a future work session discussion to look at creating a Police Department/Sheriff's Office task force; and

WHEREAS, the proposed task force would be comprised of representatives from both agencies and elected officials from each governing body to look for opportunities for increased efficiencies and consolidation; and

WHEREAS, on January 21, 2016, the County of Loudoun Board of Supervisors appointed Kristen Umstatt, and Tony Buffington to serve on the joint task force; and

WHEREAS, at the February 8, 2016 work session, Town Council discussed various topics in advance of the joint meeting with the Board of Supervisors, and the Sheriff.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that:

SECTION I: The Council hereby appoints Thomas Dunn, II, and Katie Sheldon Hammler to serve as the Council representatives on the joint task force with the County.

SECTION II: The Council confirms the primary discussion topics include, but are not limited to, the following: (1) development of a formal shared response policy, (2) provision of County resources at Leesburg Outlet Mall to assist in preventing regional shoplifting crimes; (3) full funding for School Resource Officers who are assigned to schools located in Leesburg; (4) shared funding and programs for training of police officers; (5) supplemental traffic enforcement in the Town's corporate limits, (6) provision of office and storage space at the Sheriff's Headquarters

A RESOLUTION: APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES AND CONFIRMATION OF PRIMARY DISCUSSION TOPICS FOR JOINT TASK FORCE WITH COUNTY OF LOUDOUN ON POTENTIAL EFFICIENCIES BETWEEN LEESBURG POLICE DEPARTMENT AND COUNTY OF LOUDOUN SHERIFF'S OFFICE

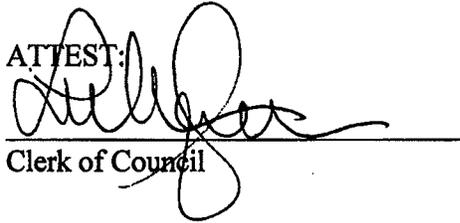
on Sycolin Road, (7) sharing of the County's Computer Aided Dispatch (CAD) system and records management support, (8) co-location of dispatch/communication services at the Sheriff's Headquarters on Sycolin Road, and (9) access and use of the future County shooting range.

PASSED this 9th day of February 9, 2016.



David S. Butler, Mayor
Town of Leesburg

ATTEST:


Clerk of Council

**JOINT TASK FORCE
POTENTIAL EFFICIENCIES AND SAVINGS - POLICE/SHERIFF OPERATIONS**

AGENDA

April 6, 2016

6:00PM

Loudoun County Sheriff Office Headquarters Community Room

803 Sycolin Road

Leesburg, Virginia 20175

Task Force Members:

Supervisor Buffington, Supervisor Umstatt, Council Member Dunn, Council Member Hammler

1. Welcome and Introductions
 - a. Board of Supervisors
 - i. Supervisor Kristen Umstatt
 - ii. Supervisor Tony Buffington
 - b. Town Council
 - i. Councilwoman Katie Sheldon Hammler
 - ii. Councilman Tom Dunn
 - c. Loudoun Sheriff – Mike Chapman
 - d. Interim Leesburg Police Chief – Vanessa Grigsby
2. Presentation from Loudoun County Sheriff's Office (LCSO) and Town of Leesburg Police Department (LPD)
 - a. Departmental overviews
 - b. Areas of current cooperation
3. Discussion of Purpose
 - a. Discussion of potential efficiencies and savings between the LCSO and the LPD
4. Committee Logistics
 - a. Selection of Co-Chairs (or Chair and Vice Chair)
 - b. Meeting Schedule/Frequency
 - c. Target Date for Final Report
 - d. Final Report and Presentation
5. Primary Discussion Topics – (As offered by Town Resolution 2016-017)
 - a. Development of a formal shared response policy
 - b. Provision of County resources at Leesburg Outlet Mall - Shoplifting Prevention
 - c. Full funding for School Resource Officers – Leesburg schools
 - d. Shared funding and programs for training of police officers
 - e. Supplemental traffic enforcement in Town's corporate limits
 - f. Provision of office and storage space at Sheriff Headquarters
 - g. Sharing of the CAD system and records management support
 - h. Co-location of dispatch/communication services at Sheriff Headquarters
 - i. Access and use of future County shooting range
6. Other Discussion Topics
7. Adjournment