ORDER \# 989
I do hereby certify that at a meeting of which a quorum was present, the foregoing Methuen Police Department reorganization plan was adopted by a unanimous on February 28, 2022.



City Council Chairman

Approved under MHRC Sec. 3-6


Approved:



The purpose of this report is to illustrate the organizational structure of the Methuen Police Department, both past and present, to identify any obstacles or inefficiencies therein, and to demonstrate how an adequately staffed and appropriately allocated workforce would lead us towards becoming a more efficient and effective police department in the future. This report is presented with three audiences in

 up to $21^{\text {st }}$ century standards. With that being said, I understand the City of Methuen has infinite needs yet finite resources. But in the end, decisions ond informed cost-benefit decision making that is required.
 what was delineated within was centered around non-cost dependent items related to climate and culture. I state that here, not to diminish those findings, but rather to point out that it costs nothing to replace a culture of inequity (i.e., hiring, promoting, assigning, disciplining) with one that supports our employees by simply introducing fun id environment. I'm pleased to report those fundamental changes are already being implemented and I genuinely believe we are making great strides towards becoming the cohesive and compatible organization we aspire to be. upgrades to our records management systems (underway), infrastructure improvements associated with achieving accreditation (TBA), and this request which will not only involve an appeal to restructure the organization but also to expand our sworn workforce beyond its current capacity over the course of the next two fiscal years. many of the findings that were outlined in the 2021 CNA Performance Audit including the following:

## Finding \#1 MPD has a relatively low number of sergeants assigned to patrol.

[^0]I hope this report not only lends transparency to the collective challenges we face but also charts a path forward for the City of Methuen and the Methuen Police Department. In doing so, I hope to address
To achieve a higher level of diversity within our workforce we are largely dependent on one variable. That variable being, are we hiring? The robust hiring recommendations in this report would allow the MPD to reach our diversity goals in a more timely and efficient manner. I mpleased to announce oure diverse group all of whom were hired based solely on their own merit. Each candidate was identified as being highly qualified and of good moral character. I fully expect these officers will become an asset to our organization.
Finding \#5 The lack of racial and ethnic diversity in the department has negatively affected various facets of the department.
The MPD is currently in the process (as of 1/10/2022) of certifying an additional seventeen (17) reserve police officers for appointment. These officers will not work shifts or fill road details util they have completed a full-time police academy (POST Guidelines). So why appoint them as reserves now you may ask? By appointing these candidates now, the City of Methuen will be well positioned to secure the limited seats available in the upcoming police academies, having already processed our candidates through months of pre-employment hurdles (e.g., backgroud check, interview, medical testing, psychological testing, physical agility testing). At the time of this report, each of the reserve officer candidates has been interviewed and most have completed all the pre-employment steps.
The Municipal Police Training Committee is anticipating offering yet another NECC Police Academy in March of this year. The Methuen Police Department will be well positioned and ready to send our reserve officer candidates if so authorized.
I would also note, by simply engaging in a fair and objective hiring process, I fully expect this group of police officer candidates to be considerably more diverse than previous classes. Our diversity and recruitment efforts will continue with outreach efforts targeting underrepresented groups within our community. Finally, later this year, I plan to introduce the Methuen Police Cadet Program for your consideration, as cadet programs have shown promise towards aiding diversity efforts in other law ed education professional development, and direct experience with the的 Methuen

> Finding \#16 Community Policing activities are not well integrated with other policing strategies and activities occurring within the department.
Community Policing will continue to be a department wide philosophy built on forming community partnerships and problem solving. That being said, there are specific neighborhoods within our city that suffer from a disproportionate amount of crime and disorder. Those neighborhoods (generally areas consisting of 5 to 8 city blocks) would benefit greatly from having a traditional community police officer assigned specifically to them, untethered from the 911 radio, and free to engage in proactive problem solving. This would be a realistic possibility if we were to grow our organization to meet current FBI/DOJ standards (See appendix \#1).
I believe the time has come, not only to restore the reputation of the Methuen Police Department but also to rebuild the organization itself. Now is the time to take advantage of this unique opportunity to rebrand our organization as one that shall be known not only for consistently providing good quality public service, but also for doing so with the honor, transparency, and integrity the profession reque Adequate staffing is paramount to that goal!

## (See Fig. \#1. The Methuen Police Department as I found it on October 4, 2021)

Fig 1: (Note: Updated Version inserred $1 / 17 / 2022$ due to typo)
ORGANIZATIONAL CHART AS OF OCTOBER 04, 2021
 left to focus on proactively preventing crime and disorder from occurring in the first place.
Why is this so? The reasoning is two-fold:
\#1 The Methuen Police Department is significant understaffed as it relates to its sworn compliment of police officers in comparison to other similarly situated cities (see appendix \#1).
\#2 Due to attrition and hiring constraints, the Methuen Police Department has struggled to maintain the ninety (90) sworn positions in even its existing budget.
Hiring Constraints and the Challenges that lie ahead for the City of Methuen
First and foremost, it's important to note that it generally takes fourteen (14) months or longer to hire a police officer. Here is why:
The Civil Service Commission is petitioned for a certified list of
who have passed the Civil Service Test.
Candidates are notified and have ten days to sign whether they accept or decline the position.
Meeting with Candidates and explaining the selection process and
ground rules. Candidates are handed a background application packet. Packets must be completed and returned within 2-week timeframe.
Background Investigation is completed by MPD Criminal Investigation Bureau.
Conditional Offer of Employment Letters Sent out.
Medical Exam/Clearance.
Psychological Exam.
Physical Agility Testing.
Pre-Academy Testing.
Chief's Interview.

- 1-3 Days:
- 2 Weeks:
- 3-4 Weeks:
- 3-4 Weeks:


## - 1 Week:

- 3 Weeks:
- 2-3 Weeks:
- As available:

As available:
Applicant is Hired and becomes a Student Police Officer/Recruit.
Recruit attends pre-basic training at MPD.
Recruit attends MPTC Police Academy.


## MPD Field training.

In summary, pre-academy employment obstacles often take as long as six (6) months, followed by as many as ten (10) months of Police Academy and Field Training.
Why is this relevant to the City of Methuen and the Methuen Police Department?
Staffing Levels as of $1 / 1 / 2022$
While the Methuen Police Department is currently budgeted for sixty-eight (68) officers and twenty-two (22) supervisors, the actual number of working police officers is currently down seven (7) to just sixty-one (61). Supervisory staffing is down two (2) to just twenty (20). This represents a total loss of nine (9) full-time sworn police officers on our city's streets every day.

## But what should our staffing levels be?

There are several recommendations or philosophies in determining the proper staffing levels for a police department. One such methods relies on statistics captured in the F.B.I./D.O.J. Uniform Crime Reporting statistics (See appendix \#1) which outline the number of police officers per 1,000 capita population. This statistical data is broken down into several sub-cats

 of Methuen (at 53,000 residents) on average employ one-hundred and six (106) sworn police officers.
Another option offers an alternative to the above one size fits all approach. This methodology relies on the various attributes of the community it serves. Variables such geographic area to cover, type and level of crime and disorder, and citizens expectations related to response times and outcomes all factor into that assessment.
My evaluation has concluded the staffing levels of the Methuen Police Department are inadequate in both the comparison to the FBI/DOJ standard and my own ongoing assessment of the department's needs. One of the determining factors concerning the needs of the Methuen Police Department was gleaned simply from reading the 2021 CNA Performance Audit which at ninety-eight (98) sworn police analysis of the department's operations, including staffing levels. Interestingly, at the time of the report (Fiscau Yeare clearly shows an overreliance on "specialist positions" the graph also demonstrated the of a

## Supervisory Staff and Span of Control

As your Police Chief, it is my responsibility to recommend supervisory staffing levels that consider the concept of span of control and are consistent with best practices. Because there is no single benchmark for span of control, decisions about appropriate number of supervisors per officer are made via evaluation on a unit-by-unit and supervisor-by-supervisoreasis. and any additional responsibilities the supervisor may have.
Span of control is important because it effects communication, decision making, structure, morale, and budgeting. A narrow span of control, with fewer direct reports per supervisor, results in a hierarchical organizational structure. It can cause delays in decision-making and hinder an organization's ability to react quickly to changing demands as communication must travel through more management levels before reaching the actual decision-maker. A narrow span of contro
Conversely, a wider span of control, with more direct reports per supervisor, results in a flatter organizational structure. It can encourage quicker decision-making and improved communication since staff
are organizationally closer to leadership. A wider span of control may be appropriate if the work is routine and low risk.
Span of control as it relates to law enforcement agencies requires even greater consideration as, I'm sure most would agree, the profession itself is under unprecedented scrutiny. By present day standards, any police related call for service has the potential to become national news if grossly mishandled and all the good an agency may have done over a period of years can be lost in minutes.
In my view supervisory staffing should be sufficient to ensure the following:

1. Provide guidance and support to line officers in the field and other functions.
2. Ensure the safety of all police department employees and city residents.
3. Prevent the department from being exposed to undue public scrutiny.
4. Reduce the department's exposure to civil liability.

5. Two (2) supervisors at all times (O.I.C. and Patrol Supervisor). *
6. Six (6) patrol areas staffed at all times.

## 4. One (1) front desk officer to greet and service citizens whenever possible. <br> Two (2) supervisors at all times (O.I.C. and Patrol Supervisor).

The 2021 CNA Performance Audit highlighted within finding \#1 that the MPD has a relatively low number of sergeants assigned to patrol and recommended the overall number of patrol sergeants
列 (PERF) published " 30 Guiding Principles" in Jupervise 2016 involving officers' use of force. PERF's "Guiding Principles" call for, among other things, developing policies regarding the actions of officers, increased supervision of officers, and new training of officers involved in critical incidents where force is used. In addition, courts have held supervisors and executives liable for negligenty supervising officers even where there is no direct supervisory responsibility. For the reasons stated above it is critical that we always maintain at least two supervisors on duty with one functioning as Officer in Charge and the other functioning as the Patrol Supervisor.

## Two (2) dispatchers at all times. **

A public safety dispatcher is the first person contacted during an emergency and a lifeline to police officers serving in the field. An experienced, well-trained dispatcher can gather high quality, vitally important information that can assist first responders form an early understanding of what the caller. If you have spent any time in a dispatch center during the processing of a critical emergency, you would understand this is often a very challenging task. In haste, the callers often abbreviate what they are saying. Often callers become agitated complicating matters. Depending on the the of dispatchers emergency, location and time of day, a dispatch center can get dozens of calls about the same emergency. The massive influx of 9-1-1 calls can ary PSAP (Public Safety Answering Point). As a It is mandated that $90 \%$ of all $9-1-1$ calls shall be answered within ten seconds and the average holding time (call duration) for each call shall be 90 seconds, and that each PSAP shall have sufficient $9-1-1$ equipped answering positions and staff to ensure that $90 \%$ of all $9-1-1$ calls are answered in no more than ten seconds during normal peak operating times. However, it is estimated that due to training, time off, lack of staff and funding, the dispatch center has often been staffed with just one (1) public safety dispatcher. In my opinion this represents both a serious public and officer safety concern and is a practice that must end.

## Six (6) patrol areas staffed at all times.

The City of Methuen has a population of over fifty-three thousand ( 53,000 ) residents and encompasses an area of approximately twenty-three (23) square miles. The City contains two ( 2 ) major state highways and thousands of miles of roadways. The challenge of course is determining the appropriate allocation and deployment of personnel in order mations a process that will be aided considerably by the maintaining officer safety. Considerations regarding how our personnel are to be deployed is the essence of police operis onal dats allows for consideration of other operational demands. Another
 approach re ith no less than six (6) police officers on duty at any given time. The map below outlines the current the patrol sectors within our city. It should be noted, many calls for service require a minimum of at least two (2) police officers.
METHUEN POLICE DEPARTMENT PATROL SECTORS

Although most of our calls for service are reported via telephone, a significant portion involve "walk-ins" reports from citizens arriving in our lobby. In these instances, officers must leave their patrol sectors in order to return to the station and service the citizen. As a consequence of this practice, there are thes when patresechert makes his/her way back across the city. A dedicated front desk officer would stand ready to service city residents on demand while also providing ancillary support for other department functions including 911 operations and prisoner monitoring.
HOWE SECTOR
In order to implement the proposed reorganization plan, I would respectfully ask that the following action items be executed on the following dates:

1. Effective January 18, 2022, authorize the addition of a civilian Director of Crime Analysis and Disorder position.
2. Effective January 18,2022 , authorize filling the open and budgeted Lieutenant position.
3. Effective January 18,2022 , authorize modifying the status of two (2) Provisional Sergeants to the two (2) open and budgeted Permanent Sergeants positions.
4. Effective January 18,2022 , authorize filling two additional open and budgeted Sergeants positions.
5. Effective January 18, 2022, authorize the elimination of one of the three (3) Captain's positions.
6. Effective January 18, 2022, authorize the addition of a Deputy Police Chief to the organization.
7. Effective January 18, 2022, authorize the department to utilize budgeted funds to send as many as eight (8) police recruits to the March 2022 NECC Police Academy.
8. Effective July 1,2022 , increase the authorized cap of sworn police officers from ninety (90) to ninety-eight (98).
9. Effective July 1, 2022, increase the authorized Sergeant rank by two (2) from twelve (12) to fourteen (14).
10.Effective July 1,2023, increase the authorized cap of sworn police officers from ninety-eight (98) to one-hundred and six (106).
11.Effective July 1, 2023, increase the authorized Sergeant rank by one (1) from fourteen (14) to fifteen (15).

[^1]

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\text { July } 2022
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9 \text { Graduate Academy }
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September 1,2022
Academy Graduates 8 Officers Staffing Changes
+1 General Detective Sergeant
+1 Street Crimes Sergeant
+1 Community Policing Officer
+3 General Detectives


E
81 Patrol Officers +25 Supervisor $=106$ Sworn Members

$$
\begin{aligned}
& \text { 1. Office of the Chief of Police } \\
& \begin{array}{l}
\text { Chief } \\
\text { Deputy Chief } \\
\text { Sergeant - Professional Standards \& Accreditation } \\
\text { Administrative Assistant } \\
\text { Director of Crime Analysis and Disorder }
\end{array} \\
& \text { Field Operations Bureau: }
\end{aligned}
$$

> Platoon I:
Platoon 1.告
16 Officers
Platoon II: 3 Sergeant
16 Officers
Platoon III:
1 Lieutenant
3 Sergeants
16 Officers
Community Policing
Sergeants
4 Traffic Officers
6 Community Policing Officers
In closing, I would like to highlight the unique opportunity that lies ahead of us and the importance of timelines. Earlier in this report, I discussed the lengthy process involved with transitioning police officer from applicants to fully credentialed police officers ( 14 months or more). As a result of that process, attrition, and circumstances that are often difficult to predict or control (e.g., police academy start dates, availability of seats, etc.) the Methuen Police Department has traditionally failed to staff up to its authorized cap. Last year was no different, with eight ( 8 ) police officer positions going unfilled during the 2022, NECC Police Academy. Herein lies the problem, it would pointless and perhaps foolhardy for the City to pay for these recruits to attend the March 2022 police academy were it not our intention to expand the authorized cap of sworn police officers from ninety ( 90 ) to ninety-eight (98) in FY23 allowing us to keep them on the payroll. Without such a commitment, we would essentially be forced to lay off the recruits when the new fiscal year began (at which time other police departments would likely hire them!). As an alternative, we could wait for the Fiscal 2023 budget to be approved, but we would miss the opportunity to send the recruits to the March 2022 police academy and set the proposed reorganization plan back exponentially.
It is my opinion that our police department must grow in order to provide the type of proactive police service our community desires. Expanding our sworn force would allow us to deploy community police officers, narcotics officers, gang officers, traffic officers, investigative detectives, and others. Proactive policing has been and will always be the best type of policing. I believe our opportunity to become such an agency is within our grasp. While we have already taken steps towards becoming the organization we aspire to be, hiring an additional eight (8) police officers would be a giant leap in that direction.
Finally, I would like to revisit the issue of climate and culture. While I believe we are making great strides in that regard, nothing changes the culture of an organization more than bringing in new employees with fresh new ideas and alternative perspectives. Beyond that, it has been my experience that when large classes of new police officers are introduced into an agency, they tend to infuse the department itself with a newfound energy and vigor that is contagious. In my opinion that is exactly what the Methuen Police Department needs at this time.
As of October 2021, you have entrusted me with the solemn responsibility of restoring trust, accountability, and transparency to the Methuen Police Department. By working together, I believe we can do all that and more. For all those reasons, I ask for your continued trust and support. Let us finally turn the page on our recent past and work towards building a Methuen Police Department we can all be proud of! Respectfully,
Chief Scott J. McNamara

| Table 7x |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Full-time Law Enforcement Officers |  |  |  |  |  |  |  |  |  |  |
| by Region and Geographic Division by Population Group |  |  |  |  |  |  |  |  |  |  |
| Number and Rate per 1,000 Inhabitants, 2019 |  |  |  |  |  |  |  |  |  |  |
| Region/geographic division |  | $\begin{gathered} \text { Total } \\ 10,247 \\ \text { cities; } \\ \text { population } \\ 196,900,226 \\ \hline \end{gathered}$ | Group I 85 cities, 250,000 and over; population $62,520,440$ | Group II 207 cities, 100.000 to 249.999; population $30,396,345$ | Group III 427 citics. 50,000 to 99,999; population $29,799,314$ | Group NV 788 cities, 25,000 to 49,999; population 27.147 .744 | Group V (1,644 cities, <br> 10.000 to 24,999: population 26.146.921 | Group VI <br> 7.096 cities. under 10,000; population $20,889,462$ | $\begin{gathered} \text { Total } \\ \text { city } \\ \text { agencies } \end{gathered}$ | $2019$ <br> estimated city population |
| TOTAL | \# of officers | 443,173 | 160,606 | 49,987 | 48,113 | 46,485 | 49,861 | 88,321 | 10,247 | 196,900,226 |
|  | Average \# officers per 1,000 | 2.3 | 2.6 | 1.6 | 1.6 | 1.7 | 1.9 | 4.2 |  |  |
| NORTHEAST | Number of officers | 125.176 | 49,224 | 6.853 | 12,975 | 15,848 | 16,006 | 24.270 | 2,526 | 44,387,838 |
|  | Average \# officers per 1,000 | 2.8 | 4.2 | 2.5 | 2.0 | 1.9 | 1.8 | 3.9 |  |  |
| NEW ENGLAND | Number of officers | 27,416 | 2,143 | 3,488 | 5,210 | 6,089 | 5,708 | 4,778 | 781 | 12,741,851 |
|  | Average \# officers per 1,000 | 2.2 | 3.1 | 2.5 | 2.0 | 1.9 | 1.9 | 2.8 |  |  |
| MUDDLE ATLANTIC | Number of officers | 97,760 | 47.081 | 3.365 | 7.765 | 9.759 | 10,298 | 19,492 | 1,745 | 31.645.987 |
|  | Average \# officers per 1,000 | 3.1 | 4.3 | 2.5 | 2.1 | 1.8 | 1.8 | 4.3 |  |  |
| Mmownest | Number of officers | 86,159 | 29,721 | 6,763 | 10,395 | 9,843 | 11.972 | 17.465 | 2.679 | 39,233.426 |
|  | Average \# officers per 1,000 | 2.2 | 3.3 | 1.6 | 1.5 | 1.5 | 1.7 | 3.0 |  |  |
| EAST NORTH CENTRAL | Number of officers | 57.919 | 23.850 | 3.713 | 6.642 | 7.108 | 7.335 | 9.271 | 1.446 | 24.836.151 |
|  | Average \# officers per 1,000 | 2.3 | 3.8 | 1.7 | 1.6 | 1.6 | 1.7 | 2.9 |  |  |
| WEST NORTH CENTRAL | Number of officers | 28,240 | 5,871 | 3.050 | 3.753 | 2.735 | 4.637 | 8,194 | 1.233 | 14.397,275 |
|  | Average \# officers per 1,000 | 2.0 | 2.2 | 1.6 | 1.4 | 1.5 | 1.7 | 3.2 |  |  |
| SOUTH | Number of officers | 147,357 | 43,069 | 22.183 | 14.216 | 14.559 | 16.816 | 36.514 | 3.659 | 59.614 .470 |
|  | Average \# officers per 1,000 | 2.5 | 2.2 | 1.9 | 1.9 | 2.0 | 2.3 | 5.5 |  |  |
| SOUTH ATLANTIC | Number of officers | 68.818 | 17.371 | 10.275 | 8.529 | 7.370 | 7.712 | 17.561 | 1.582 | 25.223 .887 |
|  | Average \# officers per 1,000 | 2.7 | 2.6 | 2.0 | 2.0 | 2.1 | 2.5 | 6.3 |  |  |
| EAST SOUTH CENTRAL | Number of officers | 26,143 | 5,263 | 3,897 | 1,730 | 3,341 | 3,517 | 8,395 | 852 | 9,391,674 |
|  | Average \# officers per 1,000 | 2.8 | 2.2 | 2.4 | 2.1 | 2.2 | 2.5 | 5.1 |  |  |
| WEST SOUTH CENTRAL | Number of officers | 52,396 | 20,435 | 8.011 | 3,957 | 3,848 | 5,587 | 10,558 | 1.225 | 24,998,909 |
|  | Average \# officers per 1.000 | 2.1 | 1.9 | 1.6 | 1.7 | 1.8 | 2.1 | 4.6 |  |  |
| West | Number of officers | 84,481 | 38,592 | 14,188 | 10,527 | 6,235 | 5,067 | 9,872 | 1,383 | 53,664,492 |
|  | Average \# officers per 1,000 | 1.6 | 1.7 | 1.2 | 1.2 | 1.2 | 1.5 | 4.5 |  |  |
| MOUNTAIN | Number of officers | 30,238 | 13,341 | 4,272 | 3.245 | 2.414 | 1,843 | 5.123 | 612 | 17,181,579 |
|  | Average \# officers per 1,000 | 1.8 | 1.7 | 1.5 | 1.3 | 1.3 | 1.7 | 4.6 |  |  |
| PACIFIC | Number of officers | 54,243 | 25,251 | 9,916 | 7.282 | 3,821 | 3,224 | 4.749 | 771 | 36,482,913 |
|  | Average \# officers per 1,000 | 1.5 | 1.8 | 1.1 | 1.1 | 1.2 | 1.4 | 4.3 |  |  |

'The designation county is a combination of both metropolitan and nonmetropolitan counties.


Full-time Law Enforcement Officers, by Region and Geographic Division byPopulation
Group, Number, and Rate per 1,000 Inhabitants, 2019


- In 2019 , the average number of full-time law enforcement officers in the nation's
cities was 2.3 per 1,000 residents.
- Law enforcement agencies in cities in the Northeast had a rate of 2.8 full-timelaw enforcement officers per 1,000 inhabitants.
- In cities in the South, the rate of full-time law enforcement officers per 1,000 residents was 2.5 .
- The rate of full-time law enforcement officers per 1,000 inhabitants was 2.2 incities in the Midwest.
- Law enforcement agencies in cities in the West had a rate of 1.6 full-time lawenforcement officers per 1,000 inhabitants.


[^0]:    Effective 1/9/2022, all the personnel from Platoon IV (swing shift) have been reassigned resulting in at least three (3) patrol sergeants and three (3) dispatchers being assigned to each of the three (3) remaining Patrol Platoons (Days, Nights, Overnights). Consistent with best pracices, a ing our seants ranks from twelve (12) to fifteen (15) to provide the type of direct oversight cheduled to work at all times. Over the course of the nexw fich (e.g., Gangs, Narcotics, Domestic Violence).

    The MPD uses part time, intermittent, and reserve officers to supplement staffing
    Consistent with P.O.S.T. standards the Methuen Police Department has eliminated the use of all such officers to supplement its regular patrol staffing. This void is best addressed by hiring

    > The demographic of the MPD is not representative of the demographics of the City of Methuen.

    ## Finding \#4

    The MPD uses nart time intermittent. and reserve officers to supplement staffing. fully trained and credentialed police officers through the formal civil service process.

[^1]:    

