

## Public Safety and Criminal Activity Policy For the Town of Springfield, VT

It is the policy of the Springfield Selectboard to provide emergency services for responding to public safety needs of our citizens and visitors for unsafe conditions.

Regarding criminal activity, substance abuse and other forms of lawlessness the Selectboard emphasizes the need for community networking and alliance for witnessing and reporting any such activities on our streets and in our neighborhoods.

Residents, Town employees and visitors are encouraged to take an active role in reporting activities deemed to be suspicious in nature or to report an actual crime.

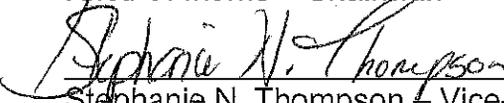
- a) Criminal or suspicious activity should be reported to the Springfield Police Department (SPD) dispatcher at 885-2113. Calls will be handled in an efficient, effective and courteous manner.
  - b) Unsafe health conditions should be reported to the Springfield Health officer currently staffed by the Fire Chief or his Deputy at 885-4546. When public safety health related complaints are received at the SPD, the dispatcher will refer the reporting party to the Health Officer.
  - c) Unsafe building conditions should be reported to the Town Manager at 885-2104 for referral to the Selectboard. When an unsafe building related complaint is received at the SPD the complainant will be referred to the Town Manager.
1. When criminal or suspicious activity is reported to the SPD, the dispatcher will log the date and time of call, enter the occurrence into the computer system and notify the shift officer in-charge.
  2. The shift officer in-charge will review the citizen report, determine its priority in nature and assign it to a patrol officer. Note, officers may be assigned multiple citizen reports and will respond to each as time permits. Emergency and high priority calls will take precedent over a non-emergent or lesser priority calls.
  3. The assigned officer will investigate the reported occurrence and file a written report within the police department. If the citizen report warrants further investigation, it can be delayed to a future shift with the authorization of the sergeant or OIC or Lieutenant.
  4. When requested by the citizen initiating the call, the investigating officer, or other SPD personnel, will update the reporting party with a follow up as timely as possible. Follow up contact can be returned by the investigating officer, OIC or dispatcher.

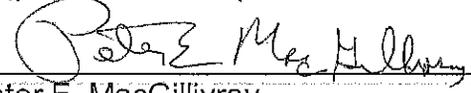
The Police Department is a 24-7 operation and updates will likely occur during normal business hours. Not all citizen reports are eligible for a status update.

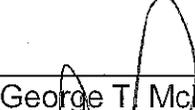
- a) Citizen reports that warrant further criminal investigation because they involve children, are domestic in nature involving multiple parties, and/or confidential in nature may not receive an update due to the sensitivity of the information.
  - b) Criminal investigations will not be compromised by premature release of information.
5. Persons who report a criminal or suspicious activity that do not receive an update should attempt to contact the investigating officer, via SPD dispatcher. Routine shifts include four 10-hour days and updates may be delayed; due to officer days off, vacation and training. The SPD dispatcher should notify the caller that the officer is on leave and the expected time to return to work.
6. The public is encouraged to contact the Chief of Police or the Lieutenant regarding police policy and/or explanation for those citizen reports not eligible for updates.
7. A "Request for Police Report" and "Personnel Complaints" forms are available on the SPD website at [www.springfieldvtpd.org](http://www.springfieldvtpd.org)
8. Current routine monthly criminal activity will continue to be reported to the Selectboard.
9. The Springfield Police Department uses local news and Springfield Police Department Facebook page to report criminal activity.

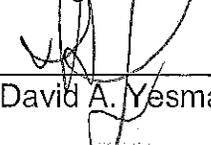
Adopted this 23 day of FEBRUARY 2015.

  
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Kristi C. Morris – Chairman

  
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Stephanie N. Thompson – Vice-Chairman

  
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Peter E. MacGillivray

  
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