



## Strategic Plan 2010-2012

### **Who is the BBRPD and how are we organized and funded**

In 1990 the Black Butte Police Service District (BBRSD) was formed by the Black Butte Ranch Association (BBRA) to provide Police Services for the residents, guests and visitors of Black Butte Ranch. The BBRSD is managed by 5-7 Board Members appointed by the Deschutes County Commissioners. The BBRSD is made up of Black Butte Ranch Homeowners. The Black Butte Ranch Police Department (BBRPD) Chief of Police reports to the BBRSD Board. The BBRSD Board reports to the Deschutes County Commissioners. The BBRSD is managed independent of the BBRA and the Black Butte Ranch Corporation (BBRC).

The Black Butte Ranch Police Department provides 24 hour police services out of the Police Department building located at 13885 Bishop's Cap, Black Butte Ranch, Oregon. The department is staffed with four Officers, one Sergeant, one Administrative Assistant and the Chief of Police. The reception desk is usually staffed Monday through Friday from 7 am to 2 pm.

The Officers, Sergeant and Chief are all DPSST certified and have law enforcement authority throughout the State of Oregon, as do all Oregon certified police officers. Currently, the average law enforcement experience of our officers is over 15 years. Although the Black Butte Ranch Police Department's primary responsibility is for police services at Black Butte Ranch they also provide mutual aid to other local law enforcement and emergency service agencies when needed.

### **Elements of the plan**

This 2010 Strategic Plan is the first developed by BBRPD however many of its components have been in place for several years. The Mission Statement was established in 2003 and has been incorporated into the design scheme of our patrol cars since 2004.

The values have been identified by the members of BBRPD, all of whom have been employed with the agency for over six years.

The Organizational Goals are designed to meet the ever-changing needs of the modern police agency and provide some strategic direction for decision making processes. Strategies are fluid and can be long term in nature while others are accomplished quickly.

## **BBRPD Mission Statement**

THE MISSION of the Black Butte Ranch Police Department is to partner with our community and the Ranch staff to preserve the safety, security and tranquility of the Ranch for the enjoyment of all.

## **BBRPD Values**

Professionalism

Respect

Compassion

Integrity

Service

## **BBRPD Goals**

Improve the professional image of BBRPD

Provide quality services

Improve our use of technology

Improved internal structure, processes and efficiencies

Maintain effective training levels

## **Strategies**

### **1. Improve our professional image**

- Work with BBRA, visitors, homeowners, employees and contractors to identify ways to provide better police services.
  - Elder visit program (with volunteers?)
  - Bike Rodeo (with FD & Bike rental)
  - VHC program
  - Follow up calls to all complainants and victims
- Reach out to other law enforcement agencies to keep abreast of local issues facing law enforcement.
  - Regularly attend DOJ meeting
  - RMS bid
- Work toward obtaining Accreditation
  - Research
  - Cost benefit analysis
- Maintain a clean and orderly appearance in our dress, the look of our department and our vehicles.
  - Uniform Committee
  - Keep cars washed during high season
  - Keep lobby neat
- Become more involved with local and regional law enforcement activities, meetings and civilian events.
  - 911 Board meeting
  - COLES meetings

## **2. Provide quality services**

- Help BBRA attain it's goals
  - Owners meeting
  - Condo owner meetings
  - BBRA Managers meetings
  - Partner with stakeholders for rule changes
- Work with BBRFD
  - Keep abreast of emergency plans
  - Work on improved LZ location for AirLink
- Increase visibility and interaction on the Ranch
  - Walk and Talks
  - Events
  - Bicycle Patrol
- Community Education programs
  - Children's program
  - Bike Safety (Rodeo)
  - New Laws education
  - Tips for security, safety and financial protection
  - Speed readers/radar
- Bike accident investigations
  - Cause factors
  - Trail improvements
  - Identify high incident locations
- Bicycle Patrol
  - Training
  - Equipment
  - Volunteers
- Respond to ongoing nuisance issues
  - Traffic
  - Noise
  - Parking
  - Bicycles
  - Missions
  - Proactive preemptive communications

## **3. Improve our use of technology**

- MDC and similar equipment
  - Prepare for upcoming changes in radio requirements
  - Identify and Purchase MDC's
- Radar trailer
  - Identify static traffic speed measurement system
  - Passive recording of speeds
- Software/hardware
  - Keep Computers and Software up to date
  - Systematic upgrades
  - System auditing
  - Data Back-up
  - System Security

- BBRPD Website
  - Keep to date
  - Provided helpful information to homeowners

#### **4. Improved internal structure, processes and efficiencies**

- Personnel
  - Employee Evaluation Program
- SOPs
  - Update current SOPs
  - Develop SOP review schedule & process
  - Use standard edit changes format for staffing review
  - Chief and Service District Board decision policies
- Budget & Payroll
  - Review complete payroll and time keeping processes
  - Standardize reporting for various classes of employees
  - Identify outside support
  - Develop schedule for current Budget review
  - Develop current budget projections format
    - Encumbered funds
    - Non-Budget funds
- Board/community reports
  - Standardize Board meeting reports
  - Develop standardized statistical comparisons
  - Share reports and statistics with community via website
- Property room management
  - Bring property room process up to date
  - Develop standard property disposition policy
  - Create audit process and schedule
- Projects & Planning
  - Process for strategic plan review
  - Utilize calendars and tickler files to monitor and forecast
  - Individual Projects
    - Identify Priority
    - Identify responsible individual
    - Establish benchmarks
    - Establish timelines
    - Have a clear scope of project identified
- Internal Communications
  - Standardize types of communications
    - Memo
    - Letters
    - Email
    - Training Bulletins
    - Executive Orders
    - Special Orders
    - Standard Signature block
    - Web Page
  - Identify responsibility and authority for various types of communications

## 5. Maintain effective training levels

- DPSST
  - Track Certification progress of officers
  - Establish responsibility for internal tracking and records control
  - Regional training opportunities
  
- Specialized training
  - Property Room
  - Firearms
  - FTO training
  - DT Training
- Certifications
  - DPSST Required
  - Equipment requirements
- Technology
  - Utilize online training
  - Webinars
  - RPI online training
  - Training in technology we use
- Equipment
  - Firearms training
    - Ammunition
    - Targets
    - Clearing Barrel
  - DT Training
    - Baton strike Bags
    - Mats
    - Physical Control
    - Less lethal and non lethal weapons
- Internal Training
  - Use internal expertise
  - Train as a team
  - Sponsor training at BBRPD