

## Attachment 1

### CPSM Work Order

#### List of Objectives of Proposed Work

Below is a proposed list of Objectives to be completed by CPSM. Additional items may be added to this list as needs are dictated by the review of information provided to CPSM.

1. Perform detailed analysis of all policies and procedures; perform the review of all applicable ordinances and resolutions.
2. Where policies and procedures are found to be needlessly complex, unclear, redundant, contradictory, inconsistent, or otherwise inappropriate, develop proposals to repeal relevant ordinances and resolutions and create recommended replacement policies. This work should be completed in close cooperation with the Town legal team for advice as necessary.
3. Perform a review of the organizational reporting structure of the Police Department and the department's management related policies and procedures. Where the reporting structure and management policies are found to be less than optimal, recommend changes that will enhance to ability of elected officials and the Town Manager to exercise more effective supervision of the agency.
4. Review the rank structure and promotional process of the police department and make recommendations for any proposed improvements that may better reflect the needs of a town the nature and size of South Bethany. In addition, perform an analysis of the police department's training and compensation policies/ practices, including overtime and compensatory time and make any appropriate recommendations for improvements.
5. Properly integrate all the Human Resources components of the Town to align with Police Operating Procedures.
6. Research how to reduce and control operating costs to provide police services to the Town by reviewing successful approaches taken by other communities similar to South Bethany.
7. All deliverables will be completed by October 31.