

BOARD OF REGENTS
BRIEFING PAPER

Agenda Item Title: Proposed Consolidation of UNR, TMCC and DRI Police and Public Safety Services.

Meeting Date: December 3-4, 2015

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

In light of the efficiency and effectiveness initiative, the review and study of sharing and/or consolidation of services among institutions has been ongoing. The consolidation of UNR and TMCC police services (which provides police and security services to DRI) has been discussed for some time, beginning in 2000. At the request of the presidents of UNR, TMCC and DRI, Vice Chancellor for Legal Affairs, Brooke Nielsen led an initiative on coordination and sharing of UNR and TMCC police services in 2014. Although many agreements were reached with regard to sharing of services, very few savings and efficiencies could be achieved and maintained. The presidents and the Chancellor believe that true efficiencies and significant cost savings can best be achieved through consolidation of police and public safety services. At the September 2015 meeting the Board of Regents directed UNR, TMCC and DRI to develop an implementation plan for the consolidation of the police and security services to be effective January 1, 2016. The attached Implementation Plan has been prepared in accordance with the Board's directive.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

The Board of Regents is requested to approve the Implementation Plan for the consolidation of UNR, TMCC and DRI police and public safety services.

4. IMPETUS (WHY NOW?):

At the September 2015 meeting the Board of Regents directed UNR, TMCC and DRI to develop an implementation plan for the consolidation of police and security services to be effective January 1, 2016. The attached Implementation Plan has been prepared in accordance with the Board's directive.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- The possible consolidation of UNR and TMCC police and public safety services has been discussed for some time.
- TMCC, UNR and DRI agreed in September 2014 to coordinate and share police services to the greatest extent possible.
- However, the sharing and coordination of services has produced very few savings or efficiencies, and is difficult to maintain.
- Previous studies of the consolidation of police services identified significant possible cost savings and efficiencies.
- Under the proposal, UNR will provide consolidated police services to UNR, TMCC and DRI.
- The Memorandum of Understanding (MOU) between the institutions and the

Chancellor provides that consolidation of police and public safety services must ensure:

- A safe and secure environment for students, faculty, staff and invitees;
- An effective, efficient and professional level of campus safety; and
- Each campus must retain input over the delivery of such services.
- The proposed Implementation Plan with a proposed effective date of January 1, 2106, addresses all of the criteria set forth in the MOU, as well as the following:
 - Acceptable levels of service at each campus;
 - Staffing;
 - Equipment;
 - Operational plan; and
 - Budget.
- As set forth in the Implementation Plan, the consolidation of police services will:
 - Result in greater flexibility to provide targeted prevention and enforcement operations as needed.
 - Provide for 24 hour police coverage of all UNR, TMCC and DRI northern Nevada sites.
 - Create greater promotional and career development opportunities for officers and staff. This abundance of promotional and assignment opportunities, coupled with the size of the department, will make the consolidated department attractive in terms of recruitment and retention of some the best law enforcement candidates in the region. Reducing turnover will result in a more experienced work force and save in personnel costs.
- Upon approval of the plan by Board of Regents, the plan will:
 - Decommission the TMCC Police Department effective January 1, 2016.
 - The University of Nevada, Reno will assume all responsibility for delivery of Police Services to the University of Nevada, Reno, Truckee Meadows Community College and the Desert Research Institute (Reno Campus).
 - TMCC and the DRI (Reno Campus) will enter into an intra-institutional agreement (see appendix B-1) for police services. Nine (9) positions will transfer to UNR and be budgeted in a self-supporting account for salaries and operating. All other funds currently allocated for police functions will be retained with TMCC to be utilized as deemed appropriate by TMCC (salary savings).
 - The projected annual costs savings to TMCC is \$562,277.
- The proposed governance structure for the consolidated department is:
 - For purposes of sharing information and receiving guidance and general direction, the consolidated department's director/chief will periodically meet with the institutional presidents and routinely be in contact with the following campus officials:
 - UNR Vice President for Administration and Finance;
 - TMCC Vice President for Administration and Finance;
 - DRI (Reno Campus) Assistant Vice President for Campus Planning & Physical Plant.
 - Across all three NSHE institutions UNR will exercise the same degree

of professionalism, skill and diligence in the performance of all police services.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

- Campus safety is best provided through a locally-controlled police and public safety unit that works closely with the campus community and reports to the president.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

- Do not consider the consolidation of UNR and TMCC police and public safety services.
- Direct UNR, TMCC and DRI to consider other alternatives.

8. COMPLIANCE WITH BOARD POLICY:

Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____

Amends Current Board Policy: Title # _____ Chapter # _____, Section # _____.

Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____

Other: _____

Fiscal Impact: Yes X No _____

Note: It is anticipated that the consolidation of police services between UNR, TMCC and DRI will produce annual savings in the amount of \$562,277.

IMPLEMENTATION PLAN
CONSOLIDATION OF POLICE
AND CAMPUS SAFETY
SERVICES

UNIVERSITY OF NEVADA, RENO
TRUCKEE MEADOWS COMMUNITY COLLEGE
DESERT RESEARCH INSTITUTE (RENO CAMPUS)



DECEMBER 2015

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EXECUTIVE SUMMARY

This document serves as the implementation plan for consolidation of police and campus safety services for the University of Nevada, Reno, Truckee Meadows Community College and the Desert Research Institute (Reno Campus).

The intent of the consolidation, first and foremost, is to create a safe and secure environment for the students, faculty, staff and visitors to the campuses by delivering effective, efficient and professional police services. This plan does not diminish the appropriate number of institutional officers at either of the campuses, but on the contrary enhances the number of officers available.

While safety and security remain the primary characteristics of this plan, it also takes into account our obligation to the taxpayers to study and realize savings in our operations wherever possible and to return those savings to the core mission of the institutions – teaching, research and overall student success. In that vein, this plan estimates a \$562,277 annual savings or \$2.8 million over the next 5 years.

Additional organizational efficiencies will be achieved through the consolidation of dispatching, personnel, evidence, records management and clerical support and overall pooling of resources. Also, combining equipment inventories will reduce or eliminate some future purchases.

The consolidation of police services will:

- Result in greater flexibility to provide targeted prevention and enforcement operations as needed.
- Provide for 24 hour police coverage of all UNR, TMCC and DRI northern Nevada sites.
- Create greater promotional and career development opportunities for officers and staff. This abundance of promotional and assignment opportunities, coupled with the size of the department, will make the consolidated department attractive in terms of recruitment and retention of some the best law enforcement candidates in the region. Reducing turnover will result in a more experienced work force and save in personnel costs.

Pursuant to the *Memorandum of Understanding* signed by the President of each respective institution and the Chancellor of the Nevada System of Higher Education, the intent of the consolidation is based on the fundamental principles of:

- A. The provision of a safe and secure environment for the students, faculty, staff and visitors to the campuses as the primary objective;
- B. To create:
 - a. An effective, consolidated institutional law enforcement agency;
 - b. Efficiencies as appropriate and
 - c. A professional level of campus safety
- C. Input by each respective institutional President over the delivery of police and security services to their campus.

The balance of this report will address the following areas:

1. Service levels
2. Staffing
3. Equipment

4. Governance and operations
5. Budget savings

Upon approval of the plan by Board of Regents, the plan will:

- Decommission the TMCC Police Department effective January 1, 2016
 - The University of Nevada, Reno will assume all responsibility for delivery of Police Services to the University of Nevada, Reno, Truckee Meadows Community College and the Desert Research Institute (Reno Campus).
 - TMCC and the DRI (Reno Campus) will enter into an intra-institutional agreement (see appendix B-1) for police services. Nine (9) positions will transfer to UNR and be budgeted in a self-supporting account for salaries and operating. All other funds currently allocated for police functions will be retained with TMCC to be utilized as deemed appropriate by TMCC (salary savings).

CONSOLIDATION BENEFITS

TMCC/DRI (RENO CAMPUS)	UNR	SYSTEM
CLERY REPORTING	CLERY REPORTING	CLERY REPORTING
EFFICIENCY AND EFFECTIVENESS	EFFICIENCY AND EFFECTIVENESS	EFFICIENCY AND EFFECTIVENESS
BROADER WORKFORCE AVAILABLE FOR CRITICAL INCIDENTS/SPECIAL EVENTS	BROADER WORKFORCE AVAILABLE FOR CRITICAL INCIDENTS/SPECIAL EVENTS	BROADER WORKFORCE AVAILABLE FOR CRITICAL INCIDENTS/SPECIAL EVENTS
IMPROVED RECRUITMENT AND RETENTION	IMPROVED RECRUITMENT AND RETENTION	IMPROVED RECRUITMENT AND RETENTION
REDUCTION OF TURNOVER REDUCES PERSONNEL COSTS	REDUCTION OF TURNOVER REDUCES PERSONNEL COSTS	REDUCTION OF TURNOVER REDUCES PERSONNEL COSTS
REDUCED LIABILITY	REDUCED LIABILITY	REDUCED LIABILITY
\$562,277 ANNUAL SAVINGS		\$562,277 ANNUAL SAVINGS
REDUCTION OF ADMINISTRATIVE BUREAUCRACY ¹	REDUCTION OF ADMINISTRATIVE BUREAUCRACY	REDUCTION OF ADMINISTRATIVE BUREAUCRACY
GREATER ECONOMY OF SCALE	GREATER ECONOMY OF SCALE	GREATER ECONOMY OF SCALE
ONE VOICE ON INSTITUTIONAL POLICE MATTERS	ONE VOICE ON INSTITUTIONAL POLICE MATTERS	ONE VOICE ON INSTITUTIONAL POLICE MATTERS
MULTI-AGENCY GRANT OPPORTUNITIES	MULTI-AGENCY GRANT OPPORTUNITIES	MULTI-AGENCY GRANT OPPORTUNITIES
PROMOTIONAL, TRAINING AND CAREER DEVELOPMENT OPPORTUNITIES	PROMOTIONAL, TRAINING AND CAREER DEVELOPMENT OPPORTUNITIES	
STANDARDIZED POLICIES	STANDARDIZED POLICIES	
STANDARDIZED EQUIPMENT, UNIFORMS, VEHICLES	STANDARDIZED EQUIPMENT, UNIFORMS, VEHICLES	
CONSOLIDATION OF DISPATCHING	CONSOLIDATION OF DISPATCHING	
CONSOLIDATION OF EVIDENCE	CONSOLIDATION OF EVIDENCE	
CONSOLIDATION OF RECORDS MANAGEMENT	CONSOLIDATION OF RECORDS MANAGEMENT	
CONSOLIDATION OF CLERICAL SUPPORT	CONSOLIDATION OF CLERICAL SUPPORT	
CONSOLIDATION OF EQUIPMENT INVENTORIES REDUCE/ELIMINATE FUTURE PURCHASES	CONSOLIDATION OF EQUIPMENT INVENTORIES REDUCE/ELIMINATE FUTURE PURCHASES	
CENTRALIZED PURCHASING	CENTRALIZED PURCHASING	
POOLING OF RESOURCES	POOLING OF RESOURCES	
ELIMINATE DUPLICATIVE SERVICES	ELIMINATE DUPLICATIVE SERVICES	
24/365 COVERAGE		
ELIMINATES NEED FOR CALL OUT PAY		
ELIMINATES ON CALL PAY		
ELIMINATES NEED FOR CELL PHONES FOR ALL SWORN EMPLOYEES		
ELIMINATES NEED FOR TAKE HOME VEHICLES FOR ALL SWORN EMPLOYEES		
ELIMINATES NEED FOR WAREHOUSE STORAGE		
ACCESS TO REGIONAL ASSETS		

¹ Eliminates the following police department positions: Police Chief, two Assistant Police Chiefs; police coordinator, police lieutenant

HISTORICAL CONTEXT

The merits of police consolidation have been discussed in numerous venues for more than a decade. The National Advisory Commission on Criminal Justice advocated for police consolidation in their 1971 report. The report recommended consolidation, provided that the results would create "...the most effective and efficient police service (that) can be provided." More importantly, the report was insistent that those departments consisting of 10 or fewer officers, which would include the TMCC Police Department, should consolidate.

In the spring of 2001 the Board of Regents commissioned a group to study policing and security on Nevada campuses and recommended the concept of "partnerships" and provided numerous recommendations, many of which are addressed through a consolidation process.

At the direction of NSHE staff in 2003, a study of the potential consolidation of police services between the TMCC Police Department and UNR Police Services was completed, with the recommendation to fully consolidate the departments (in fact, many of the advantages outlined in that study are reiterated in this report). While both the UNR and TMCC police chiefs agreed that the proposed consolidation would provide substantial savings and enhanced service levels, it was ultimately rejected by the TMCC administration at the time, and for reasons that remain unclear even today.

At the request of the System office, another consolidation study was undertaken in 2014. The study resulted in a report, draft plan and agreement for sharing police services. Ultimately, the shared services agreement led to the current Memorandum of Understanding to consolidate police services and endorsed by the three institutional Presidents and the Chancellor.

SERVICE LEVELS

The University of Nevada, Reno Police Services is wholly committed to the provision of services in a manner which will enrich the mission of the Nevada System of Higher Education by employing community policing as its value system with the primary organizational goal of engaging and working cooperatively with students, faculty and staff to identify and resolve issues.

Service levels in this plan will enhance the current coverage at TMCC by providing 24 hour police coverage 7 days a week, 365 days a year. Currently, TMCC does not provide 24 hour coverage.

Under this implementation plan, all sworn TMCC police patrol positions, with the exception of a police lieutenant position, will be retained, allowing the scheduling of 6 officers on Mondays and Fridays; and 7 officers on Tuesdays, Wednesdays and Thursdays. Initially, 1) UNR patrol coverages will remain separate and distinct and UNR assigned officers will only respond when requested by the TMCC assigned officers and 2) TMCC/DRI (Reno Campus) assigned officers will be assigned exclusively to the area defined as District 1 TMCC and DRI (Reno Campus).

The premise for service delivery under a combined department is based upon a service oriented, student centered policing philosophy. This policing model, currently employed by both agencies, will continue. The mission, together with students, faculty, staff and visitors is to provide a safe environment for living and learning with every member of the department tasked with striving to accomplish each of the following goals:

- Reduce the crimes committed through a constant and vigilant law enforcement effort by all police and support personnel.
- Involve the community in all policing activities and solicit public input into the development of department initiatives which directly impacts the quality of community life.
- Manage department and institutional resources in prudent and productive ways.

Six sworn officers, one sworn supervisor and one civilian will be scheduled to the TMCC/DRI (Reno Campus).

- Monday – Friday
 - 6:30 am – 7:00 am: 1 Officer
 - 7:00 am – 3:00 pm: 3 Officers
 - 8:00 am – 4:00 pm: 1 Supervisor
 - 3:00 pm – 5:00 pm: 2 Officers
 - 5:00 pm – 11:00 pm: 3 Officers
 - 11:00 pm – 1:00 am: 1 Officer
 - 8:00 am – 5:00 pm: 1 Administrative Assistant III²
 - 1:00 am – 6:30 am: 1 officer³
- Saturday/Sunday
 - 8:00 am – 4:00 pm: 1 officer
 - 4:00 pm – 8:00 am: 1 officer³

² The current TMCC police office will be staffed Monday – Friday by an administrative assistant on the TMCC campus. The office will provide fingerprinting service, serve as a meeting place for senior department leadership and general officer use, to include conduct interviews and write reports.

³Officer will be assigned to a north district patrol area which will include TMCC/DRI (Reno Campus) and Stead.

POLICE PATROL DISTRICTS

Police patrol districts, as depicted on pages 14, 15 and 16, have been drawn to correspond with the most logical areas for providing police service as follows:

- **North District**
 - Truckee Meadows Community College Main Campus
 - Desert Research Institute (Reno Campus)
 - 5600 Fox Ave. (Stead)

- **Central District**
 - University of Nevada, Reno Campus
 - Residence Halls
 - Fraternities and Sororities
 - 1000 Valley Road (Valley Road Farm)
 - 450 Sinclair St. (UNR Downtown Innovation Center)
 - 401 West 2nd St. (UNR Downtown Nelson Building)
 - 505 Keystone Ave. (TMCC Redfield Performing Arts Center)

- **South District**
 - 18600 Wedge Parkway (UNR and TMCC Redfield Campus)
 - 475 Edison Way (UNR Cooperative Extension Facility)
 - 5270 Neil Road (TMCC Meadowood Facility)
 - 745 West Moana Lane (UNSOM Mojave Facility)
 - UNR Main Station Farm
 - 4955 Energy Way (UNR Cooperative Extension Facility)

STAFFING

Personnel (Daily)	Sun	Mon	Tue	Wed	Thur	Fri	Sat																	
TMCC Officer	x	x	x	x	x																			
TMCC Supervisor		x	x	x	x	x																		
TMCC Officer		x	x	x	x	x																		
TMCC Officer		x	x	x	x	x																		
TMCC Officer		x	x	x	x	x																		
TMCC Officer			x	x	x	x	x																x	
Totals	1	6	7	7	7	6	1																	
Shift Profile (M-F)	6:30A	7:00A	8:00A	9:00A	10:00A	11:00A	12:00P	1:00P	2:00P	2:30P	3:00P	3:00P	4:00P	5:00P	6:00P	7:00P	8:00P	9:00P	10:00P	11:00P	12:00A	1:00A		
TMCC Officer	x	x	x	x	x	x	x	x	x	x														
TMCC Officer		x	x	x	x	x	x	x	x	x	x													
TMCC Officer		x	x	x	x	x	x	x	x	x	x													
TMCC Supervisor			x	x	x	x	x	x	x	x	x	x	x											
TMCC Officer												x	x	x	x	x	x	x	x	x	x			
TMCC Officer												x	x	x	x	x	x	x	x	x	x			
TMCC Officer														x	x	x	x	x	x	x	x	x	x	x
Totals (Time of Day)	1	3	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	1	1	

RESPONSE TIME

Response time to critical events will be immediate, given that:

- 10-14 sworn officers are generally scheduled and able to respond with the officers assigned to the TMCC/DRI (Reno Campus), Monday – Friday 7:00 am-11:00 pm
- 7 officers are scheduled to night shift to respond (11:00 pm-7:00 am) to calls for service and general patrols.
- In total, 45 NSHE police officers are available to respond to a long term critical event.
- Through various agreements and MOU's currently in effect between UNR and other regional law enforcement partner agencies, during a critical event dozens - if not hundreds - of law enforcement officers will be available to respond to the needs of the NSHE institutions.

Response time for non-critical events will be immediate as staffing and call volume allows.

GOVERNANCE/OPERATIONS

For purposes of sharing information and receiving guidance and general direction, the consolidated department's director/chief will periodically meet with the institutional presidents and routinely be in contact with the following campus officials:

- UNR Vice President for Administration and Finance;
- TMCC Vice President for Administration and Finance;
- DRI (Reno Campus) Assistant Vice President for Campus Planning & Physical Plant.

Across all three NSHE institutions UNR will exercise the same degree of professionalism, skill and diligence in the performance of all police services.

UNR will provide sworn uniformed officer response to enforce relevant laws, policies, and/or procedures. Patrol services shall include reactive patrols to respond to calls for service; proactive patrols to prevent and deter criminal activity, to enforce parking regulations, and traffic patrols to enforce applicable traffic codes and investigate collisions. The officers assigned to TMCC in accordance with the attached Agreement will provide patrol services during their scheduled work shifts exclusively at TMCC, provided that officers may be directed to duties outside TMCC in cases of emergency only.

UNR will provide investigative services including sworn detective response to investigate/follow-up suspected/reported criminal activity, miscellaneous non-criminal activities, and potential liability incidents. Investigative Services shall include, but are not limited to scene investigation, forensic science, polygraph, or similar service, and evidence control.

UNR will provide special services that include, but are not limited to, canine patrol/explosive detection, hostage negotiation, sex offender registration, escorts, public service presentations, vehicle lockout assists, parking enforcement/management, and fingerprinting services for programs such as nursing and childcare.

UNR will provide Support Services that include, but not limited to, UCR, related Department of Education tasks, planning and research, subpoena control, training, accounting, payroll, personnel, labor relations, media relations, fleet maintenance, radio maintenance, purchasing, records, internal investigations, evidence management, and contract administration.

UNR will create and maintain all usual and customary records associated with the duties enumerated herein. Any records retained, held, and/or managed by TMCC prior to the signing of the agreement will become the responsibility of UNR. Records produced as a result of investigations occurring within TMCC following the execution of the agreement will be processed in the same manner used for UNR.

UNR will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic offenses within TMCC, including but not limited to, court costs, witness fees and interpreter fees.

UNR will process and maintain evidence and property collected as a result of investigations occurring within TMCC in the same manner used for investigations occurring within UNR. Any

evidence and property retained, held, and/or managed by TMCC prior to the signing of this agreement will become the responsibility of UNR.

UNR will employ and staff with one (1) non-sworn office personnel to provide citizen services at TMCC.

TMCC will contract with UNR for extraordinary special event services.

UNR will provide patrol officers to TMCC for special events. TMCC shall reimburse UNR for actual salary and benefit costs incurred. Additionally, TMCC shall reimburse UNR for other incidental costs to include, but not be limited to vehicle costs based upon a mutually agreed upon rate.

UNR/TMCC POLICE SERVICES CONSOLIDATION PLAN
COST COMPARISON AND PROJECTED SAVINGS⁴

CURRENT TMCC POLICE SERVICES BUDGET*

\$1,479,108

FY 2016 Operating Budget	FTE	Salary	Benefits	Total
Position # 58802 - Police Sergeant	1	73,743	42,064	115,807
Position # 58809 - Police Officer II	1	65,381	38,310	103,691
Position # 58804 - Police Officer II	1	82,039	29,585	111,624
Position # 58806 - Police Officer II	1	68,068	39,517	107,585
Position # 58811 - Police Officer II	1	44,885	29,110	73,995
Position # 58805 - Police Officer II	1	62,489	37,012	99,501
Position # 58803 - Police Officer II This position is funded .5 from TMCC and .5 from DRI contract services	0.5	32,565	19,099	51,664
Position # 58808 - Supply Technician Supply Tech 1	1	44,076	17,287	61,363
Position # 58810 - Administrative Assistant III	1	48,082	18,044	66,126
Travel and Operating Expenses				125,475
Total	9.5	\$ 521,328	\$ 270,028	\$916,831
Projected Annual Cost Savings to TMCC				\$562,277

⁴ Source – Numerous TMCC documents

* Includes Patrol and Safety (\$1,106,158), Threat Assessment and Academic Support for Criminal Justice (\$272,808), Warehouse Rental (\$18,933), Reno Police Traffic Control (\$11,512), NCIC/Dispatch (\$26,500) and DRI Contract (\$43,197).

EQUIPMENT

TMCC will transfer the equipment and vehicles listed in appendix D-1 to UNR.

The vehicles and badges of the uniform sworn officers assigned full time to TMCC under this Agreement will display identification of "University Police, Nevada."

Equipment purchased by UNR with funds provided by TMCC for the purpose of providing services under this Agreement will be maintained in a manner, and replaced at a point in time, no later than is consistent with the customary maintenance and replacement schedule for like equipment provided by UNR.

UNR will provide TMCC with a list of capital equipment which will be updated annually.

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

CONSOLIDATION OF POLICE AND CAMPUS SAFETY SERVICES

This Memorandum of Understanding for the consolidation of police and public safety services is entered into by and among the University of Nevada, Reno, Truckee Meadows Community College, and the Desert Research Institute (collectively referred to as the "campuses") based on the following fundamental principles:

- A. The provision of a safe and secure environment for the students, faculty, staff and invitees of the campuses is a primary obligation;
- B. The goal is to create an effective, efficient and professional level of campus safety through a consolidated police force; and
- C. The campuses understand that each must retain input over the delivery of such services even in a consolidated format.


Based on these principles, the undersigned on behalf of their respective campus agree as follows:

1. UNR will provide consolidated police services to UNR, TMCC and DRI.
2. The campuses shall bring an implementation plan to the December meeting of the Board of Regents for its approval.
3. The implementation plan at a minimum shall address the following areas:
 - a. Acceptable service levels at each campus;
 - b. Staffing plan;
 - c. Equipment plan;
 - d. Governance plan;
 - e. Operational plan; and
 - f. Budget

To the extent that the implementation plan identifies savings, it shall recommend allocation of those savings among the campuses.

4. The effective date of the implementation plan, subject to prior review and approval of the Board of Regents, shall be January 1, 2016.
5. The campuses shall periodically report to and may at any time consult with the Chancellor during their deliberations on the areas listed above. However, if the campuses fail to reach agreement on any of the above items, the Chancellor shall make a recommendation to the Board in their place.


Dated this 11th day of August, 2015




Marc A. Johnson
President
University of Nevada, Reno



Stephen G. Wells
President
Desert Research Institute



Maria C. Sheehan
President
Truckee Meadows Community College



Daniel J. Klaich
Chancellor
Nevada System of Higher Education

INTER-INSTITUTIONAL AGREEMENT

THIS INTER-INSTITUTIONAL AGREEMENT ("**Agreement**") is made and entered into this 1st day of January, 2016 (the "**Effective Date**") by and between the University of Nevada, Reno, Department of Police Services ("**UNR**"), Truckee Meadows Community College ("**TMCC**"), and the Desert Research Institute ("**DRI**"), entities within the Nevada System of Higher Education.

RECITALS

WHEREAS, TMCC and UNR currently provide law enforcement services to the citizens within their respective jurisdictions; and

WHEREAS, TMCC, DRI and UNR desire to provide a safe and secure campus environment conducive to working and learning;

WHEREAS, TMCC, DRI and UNR agree to work collaboratively to ensure reasonable measures are taken for the overall responsibility to provide safety and security to the TMCC/DRI campus;

WHEREAS, the parties now agree that UNR' s Police Services will provide security and safety services to the TMCC/DRI (Reno campus);

WHEREAS, TMCC has deemed it desirable and necessary to enter into this Agreement to fund nine (9) full-time positions for UNR to provide law enforcement and safety services to the TMCC/DRI (Reno Campus);

WHEREAS, UNR is capable and willing to provide police services to the TMCC/DRI (Reno Campus);

WHEREAS, UNR, DRI and TMCC have considered the anticipated cost of services and the anticipated and potential revenues to fund the services;

NOW THEREFORE, in consideration of the mutual promises, covenants and undertakings as more particularly set forth below, the parties agree as follows:

I. UNR Responsibilities

UNR will provide six (6) P.O.S.T. certified police officers, one (1) P.O.S.T. certified police sergeant, one (1) administrative assistant III and one (1) supply technician I. The six (6) P.O.S.T. certified police officers, one (1) P.O.S.T. certified police sergeant, one (1) administrative assistant III are to be assigned exclusively to the TMCC main campus.

PATROL SERVICES: UNR will provide sworn uniformed officer response to enforce relevant laws, policies, and/or procedures. Patrol services shall include reactive patrols to respond to calls for service; proactive patrols to prevent and deter criminal activity, to enforce parking regulations, and traffic patrols to enforce applicable traffic codes and investigate collisions. The officers assigned to TMCC in accordance with this Agreement will provide patrol services during their scheduled work shifts

exclusively at TMCC, provided that officers may be directed to duties outside TMCC in cases of emergency only.

INVESTIGATIVE SERVICES: UNR will provide investigative services including sworn detective response to investigate/follow-up suspected/reported criminal activity, miscellaneous non-criminal activities, and potential liability incidents. Investigative Services shall include, but are not limited to scene investigation, forensic science, polygraph, and evidence control.

SPECIAL SERVICES: UNR will provide special services that include, but are not limited to, canine patrol/explosive detection, hostage negotiation, sex offender registration, escorts, public service presentations, vehicle lockout assists, parking enforcement/management, and fingerprinting services for programs such as nursing and childcare.

SUPPORT SERVICES: UNR will provide Support Services that include, but not limited to, UCR, related Department of Education tasks, planning and research, subpoena control, training, accounting, payroll, personnel, labor relations, media relations, fleet maintenance, radio maintenance, purchasing, records, internal investigations, evidence management, and contract administration.

RECORDS: UNR will create and maintain all usual and customary records associated with the duties enumerated herein. Any records retained, held, and/or managed by TMCC prior to the signing of this agreement will become the responsibility of UNR. Records produced as a result of investigations occurring within TMCC following the execution of this agreement will be processed in the same manner used for UNR.

CRIMINAL JUSTICE SUPPLEMENTAL SERVICES: UNR will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic offenses within TMCC, including but not limited to, court costs, witness fees and interpreter fees.

EVIDENCE: UNR will process and maintain evidence and property collected as a result of investigations occurring within TMCC in the same manner used for investigations occurring within UNR. Any evidence and property retained, held, and/or managed by TMCC prior to the signing of this agreement will become the responsibility of UNR.

OFFICE SUPPORT SERVICES: UNR will employ and staff with one (1) non-sworn office personnel to provide citizen services at TMCC. TMCC shall provide an office for such operations.

SPECIAL EVENT SERVICES: TMCC will contract with UNR for extraordinary special event services. UNR will provide patrol officers to TMCC for special events. TMCC shall reimburse UNR for actual salary and benefit costs incurred. Additionally, TMCC shall reimburse UNR for other incidental costs to include, but not be limited to vehicle costs based upon a mutually agreed upon rate.

UNR will provide the services identified in the baseline services section to TMCC through the following governance:

DIRECTOR: UNR Police Service's Director will coordinate service delivery, attend meetings deemed important by TMCC's President or designee, prepare budget requests, schedule employees, maintain integrity of records and evidence, and generally manage law enforcement activities on behalf of TMCC. UNR has no interest in defining law enforcement issues and priorities of importance to TMCC to the extent that TMCC's directives to the Director are appropriate and lawful. TMCC's President shall

maintain the authority to coordinate law-enforcement issues and priorities with the Director or his designee. The Director and all other personnel, through the Director, will respond to the general law enforcement issues and priorities identified by TMCC's President or designee in coordination with the Director.

CHAIN OF COMMAND: The Director shall report to TMCC's Vice-President of Finance & Administration.

DISPUTE RESOLUTION: In any dispute arising under this Agreement the TMCC Vice President for Finance and Administration shall meet with the Director to attempt to reach a satisfactory resolution. If no resolution is reached, the TMCC President and UNR President shall be notified. They shall meet and attempt to reach a satisfactory resolution. If no resolution is reached, the TMCC President and UNR President shall refer the dispute to the NSHE Chancellor or his designee who shall make a decision. The decision of the NSHE Chancellor or designee is final.

II. OPERATIONS

UNR will provide the services identified in the baseline services section to TMCC through the following operations:

WORK LOCATION: Assigned personnel identified in this Agreement shall provide the described services exclusively within TMCC. Assigned personnel may be directed to duties outside TMCC in cases of emergency only.

NOTIFICATION TO PRESIDENT: The Director will promptly notify the President or designee in the event of a significant criminal occurrence or other major event at TMCC.

STAFFING AND ACTIVITY REPORTS: Each month, the Director will provide reports to the Vice President Finance & Administration on staffing and law enforcement activity at TMCC.

PERFORMANCE REVIEW: UNR's President shall meet with TMCC's President as needed and at least annually to discuss performance under this Agreement. TMCC shall have an opportunity to comment on its satisfaction with the service delivered and request adjustments or modifications.

MEDIA RELEASES: The Director or his designee will prepare media releases concerning major crime investigations and/or law enforcement activities conducted by UNR Police Services officers/investigators and will send a copy to the President, and the Vice-President Finance & Administration. Any such release of information to the media that is deemed to be sensitive or likely to cause concern or alarm shall be provided to all of the aforementioned TMCC personnel identified herein. All other routine media releases concerning law enforcement activities at TMCC will be forwarded to the Vice President Finance & Administration or designee for review, concurrent with, or before release to, the media. Information concerning performance under this Agreement shall not be released to the media by either party without first discussing the issues involved with the other party.

III. STAFFING/LEVELS OF SERVICE

HOURS OF OPERATION: The consolidated police department will be staffed and operate on a 24/7/365 day basis.

ASSIGNED SUPERVISORY PERSONNEL: Additionally, UNR will assign one University Police Sergeant to work exclusively and on a fulltime basis at TMCC Monday-Thursday from 0800-1600 hours.

ASSIGNED UNIVERSITY POLICE OFFICER PERSONNEL: UNR will schedule and staff a total of (6) University Police Officers to work exclusively and on a fulltime basis at TMCC Monday-Friday from 0630-0100 hours, Saturday from 0800-1600 hours, and Sunday from 0800-1600 hours.

ASSIGNED NON-SWORN SUPPORT PERSONNEL: UNR will schedule and staff one (1) Administrative Assistant III to work exclusively and on a fulltime basis at TMCC Monday-Friday from 0800-1700 hours to provide office support assistance.

PERSONNEL REASSIGNMENT: TMCC Police Department classified personnel listed in Attachment # 1 will, on the effective date of this Agreement, transfer to UNR Police Services with no loss of step, grade, vacation, sick time, seniority status or interruption of medical benefits.

CONTROL OF PERSONNEL: UNR will have unfettered and sole determination for all employment matters, deployment, scheduling, hiring, termination, and discipline of employees, shall control the conduct of personnel, including standards of performance, discipline and all other aspects of performance.

OPERATIONAL CONTROL: Operational control of personnel, including but not limited to establishing work shifts and schedules, assignments, training requirements, overtime, etc. shall be subject to the terms of this Agreement and the responsibility of the Director. Notwithstanding terms and conditions contained in this Agreement, such operational control shall be consistent with provisions contained in the UNR Police Services Policies and Procedures Manual.

REPLACEMENT OF STAFF: If an officer, sergeant, or non-sworn employee assigned to TMCC is absent from duty, UNR will immediately provide a replacement for absences that exceed one week provided funding is available or made available by TMCC.

INCREASES IN ASSIGNED PERSONNEL: TMCC may, with the concurrence of the director and at the discretion of TMCC, during the Term of this Agreement, elect to contract with UNR for additional sworn law enforcement coverage at TMCC. TMCC will pay UNR for the actual salary and benefit costs for the assigned officer(s).

IV. EQUIPMENT

TRANSFER OF EQUIPMENT: TMCC shall transfer the equipment and vehicles listed in Attachment #2 to UNR on the Effective Date of this Agreement.

MARKING OF VEHICLES AND BADGES: The vehicles and badges of the uniform sworn officers assigned full time to TMCC under this Agreement will display identification of "University Police, Nevada."

EQUIPMENT REPLACEMENT: Equipment purchased by UNR with funds provided by TMCC for the purpose of providing services under this Agreement shall be maintained in a manner, and replaced at a point in time, no later than is consistent with the customary maintenance and replacement schedule for like equipment provided by UNR.

TRANSFER OF EQUIPMENT REPLACEMENT: Equipment purchased by UNR with funds provided by TMCC for the purpose of providing services under this Agreement or any predecessor Agreement shall become property of TMCC upon termination of this Agreement. UNR shall provide TMCC with a list of capital equipment covered by this section, which shall be updated annually. TMCC shall retain any money contributed towards reserve accounts for future replacement, purchase or upgrade of this equipment upon the termination of this Agreement.

V. TMCC/DRI Responsibilities

- TMCC and DRI (Reno Campus) will submit to UNR a list of TMCC and DRI representatives who are to be contacted in response to any incident, and describe the incidents in which they are to be contacted.
- Pay the Fee as described in Section VIII of this Agreement.

VI. Benefits of this Agreement

Police services provided under this Agreement are intended solely for the benefit of TMCC and DRI (Reno Campus) and there is no intention on the part of the parties hereto to benefit any agency or individuals not specifically named herein.

VII. Duration of Agreement

The initial term of this Agreement shall January 1, 2016 and will end on June 30, 2020 ("Initial Term"). After the Initial Term, this Agreement shall automatically renew for four (4) additional one (1) year periods ("Term").

VIII. Fee

TMCC agrees that the fee schedule for this Agreement shall be:

- The true cost for six (6) P.O.S.T. certified police officers, one (1) P.O.S.T. certified police sergeant, one (1) administrative assistant III and one (1) supply technician I.
- An operating budget in the amount of \$125,475
- Payment of the Fee shall be made on September 1st of each year during the Term. Payment for the Initial Term will be prorated based on the number of months in the Initial Term, with partial months being prorated based on the total number of work days in the month. Payment for the Initial Term is due within fifteen (15) days of the Effective Date. The Fee is subject to all applicable NSHE and UNR policies and procedures.

- The Fee associated with the operating budget shall be reviewed each fiscal year and appropriate changes submitted to TMCC no later than January 1 of each year.

DRI agrees that the fee schedule for this Agreement shall be:

- \$ 43,197
- Payment of the Fee shall be made on September 1st of each year during the Term. Payment for the Initial Term will be prorated based on the number of months in the Initial Term, with partial months being prorated based on the total number of work days in the month. Payment for the Initial Term is due within fifteen (15) days of the Effective Date. The Fee is subject to all applicable NSHE and UNR policies and procedures.
- The Fee associated with the operating budget shall be reviewed each fiscal year and appropriate changes submitted to DRI no later than January 1 of each year.

IX. Termination

This Agreement may not be terminated without the approval of the Chancellor. A party may request termination upon 365 days written notice to the other party after the Chancellor has approved the Termination. If Termination occurs prior to September 1st during the applicable year of the Term, TMCC and/or DRI shall pay to UNR the amount owed based on the proration described in Section V of this Agreement.

X. Supervision and Control of Officers

The parties agree that the UNR police officers are employed by UNR and are under the exclusive supervision and control of UNR unless otherwise delegated by the UNR Police Services department head.

XI. Assignment of Agreement

The duties and responsibilities of any party to this Agreement may not be assigned, in whole or in part, without the prior written consent of the other party hereto.

XII. Modification of Agreement

This Agreement may be modified or amended only by written agreement, duly signed by representatives of the parties hereto.

XIII. Notices

Any notice to one party from the other under this Agreement shall be given in writing and sent by U.S. Mail, postage paid, or by hand delivery and directed to the appropriate party as follows:

TMCC:
President
7000 Dandini Blvd.
Reno, NV 89512
Telephone: 775-673-7000

UNR:
Department Head
UNR Police Department 1664 N. Virginia St.
Reno, Nevada 89557
Telephone: 775-784-4013

DRI:
President
2215 Raggio Pkwy.
Reno, NV 89512
Telephone: 775-673-7300

XIV. Applicable Law

This Agreement shall be interpreted under the laws of the State of Nevada.

XV. Authority

The execution, delivery, and performance of this Agreement have been duly authorized and approved by the required governing bodies or personnel of TMCC and UNR to bind the entities to this Agreement and this Agreement constitutes a valid and binding agreement between the parties solely in accordance with its terms.

XVI. Entire Agreement

This Agreement constitutes the entire agreement between the parties and may only be modified by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

University of Nevada, Reno

Truckee Meadows Community College

Recommended By:

Recommended By:

By: _____

By: _____

Date: _____

Date: _____

Approved By:

Approved By:

By: _____
Marc A. Johnson, President

By: _____
Maria C. Sheehan, President

Date: _____

Desert Research Institute

Nevada System of Higher Education

Recommended By:

Approved By:

By: _____

By: _____
Daniel J. Klaich, Chancellor

Date: _____

Approved By:

By: _____
Stephen G. Wells, President

Date: _____

Approved as to Legal Form

By: _____

Date: _____

APPENDIX C
STAFFING

The following positions will be transferred to UNR:

UNIVERSITY POLICE SERGEANT

1. Position #58802 – Reynolds, Joshua

UNIVERSITY POLICE OFFICERS

2. Position #58803 – Huffaker, Stephen
3. Position #58804 – Berry, William
4. Position #58805 – Guardanapo, Shaun
5. Position #58809 – Gruber, Richard
6. Position #58811 – Gregovich, Zachery

CLASSIFIED —NON-SWORN

7. Position #58808 – Reynolds, Jason
8. Position #58810 – Singletary, Stacey

APPENDIX D
LIST OF EQUIPMENT

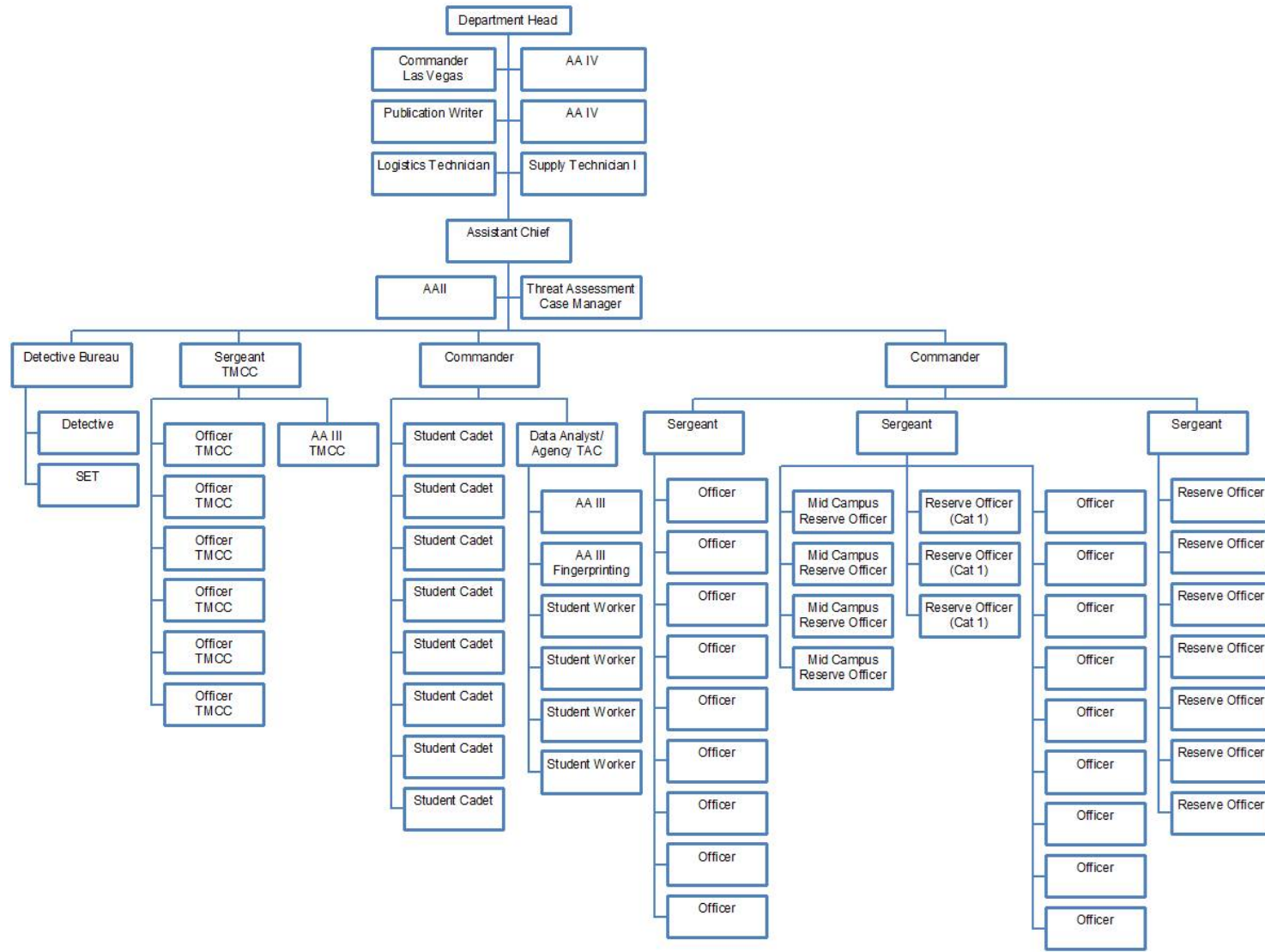
Truckee Meadows Community College Current Fixed Assets (Police Department)				
Asset Number	Item Description	Date of Acquisition	Serial Number	Cost
7.355899	LIGHTBAR GALAXY - 911 EP	1/9/2008	NA	\$7,620.00
7.361961	2013 FORD EXPLORER FORD - EXPLORER	4/13/2012	1FM5K8AR6DGA13517	\$29,903.25
7.361961	LIGHTBAR GALAXY - 911 EP	12/5/2012	NA	\$6,870.00
7.361969	LIGHTBAR GALAXY - 911 EP	12/5/2012	NA	\$6,870.00
7.363716	2013 CHEVY TAHOE CHEVROLET - TAHOE	6/17/2013	1GNSK2E05DR33 1429	\$30,155.25
7.776525	2014 RAM CREW CAB DODGE - RAM	5/27/2014	1C6RR7KT7ES2005 18	\$26,904.25
7.776533	2014 RAM TRUCK RAM - RAM TRUCK	12/30/2013	1C6RR7KTOES203485	\$27,393.25
7.776610	2015 DODGE RAM DODGE - RAM 1500 ST	4/15/2015	1C6RR7KT8FS548149	\$29,057.25
7.775217	REPEATER, 25 CANNEL MOTOROLA - GR 1225	2/11/1998	780TYA0214	\$0.00
7.775258	SHOTGUNS REMINGTON - 870	4/10/1998	C071987M	\$336.50
7.775259	SHOTGUNS REMINGTON - 870	4/10/1998	C071964M	\$336.50
7.775260	SHOTGUNS REMINGTON - 870	4/10/1998	C071955M	\$336.50
7.775261	SHOTGUNS REMINGTON - 870	4/10/1998	C071949M	\$336.50
7.775262	SHOTGUNS REMINGTON - 870	4/10/1998	C077872M	\$336.50
7.775263	SHOTGUNS REMINGTON - 870	4/10/1998	C072055M	\$336.50
7.775264	SHOTGUNS REMINGTON - 870	4/10/1998	C072493M	\$336.50
7.775265	SHOTGUNS REMINGTON - 870	4/10/1998	C072034M	\$336.50

Truckee Meadows Community College Current Fixed Assets (Police Department)				
Asset Number	Item Description	Date of Acquisition	Serial Number	Cost
7.776122	SMITH & WESSON REVOLVER SMITH & WESSON - .38 SPECIAL	2/22/2006	296817	\$400.00
7.776268	DESKTOP COMPUTER APPLE -	6/12/2007	G87141SUU02	\$2,299.00
7.776270	MAC SERVER APPLE - XSERVE RAID	6/20/2007	QP720037SAH	\$5,075.06
7.776271	MAC SERVER APPLE - XSERVE QUAD XEO	6/20/2007	G8721364V2Q	\$3,803.24
7.776284	PATROL RIFLE COLT - LE AR15A3	7/17/2007	LBD028537	\$993.16
7.776285	PATROL RIFLE COLT - LE AR15A3	7/17/2007	LBD028348	\$993.16
7.776286	PATROL RIFLE COLT - LE AR15A3	7/17/2007	LBD028163	\$993.16
7.776287	PATROL RIFLE COLT - LE AR15A3	7/17/2007	LBD028351	\$993.16
7.776291	POLICE RIFLE COLT - LE AR15A3	6/29/2007	LBD028545	\$969.23
7.776292	POLICE RIFLE COLT - LE AR15A3 M4	6/29/2007	LE030834	\$942.31
7.776305	9MM PISTOL SIG - P226	9/5/2008	U807967	\$619.00
7.776306	9MM PISTOL SIG - P226	9/5/2008	U784497	\$619.00
7.776307	9MM PISTOL SIG - P226	9/5/2008	UU638857	\$619.00
7.776308	9MM PISTOL SIG - P226	9/5/2008	U784496	\$619.00
7.776309	9MM PISTOL SIG - P226	9/5/2008	U784498	\$619.00
7.776311	9MM PISTOL SIG - P239	9/5/2008	SA132341	\$589.00
7.776313	9MM PISTOL SIG - P239	9/5/2008	SA132346	\$589.00
7.776412	POW 7.5" 5.56MM RIFLE BATTLE BORN - TACTICAL ELITE	4/20/2011	01535	\$1,700.00
7.776432	9MM PISTOL SIG SAUER - P226R	7/27/2011	UU690063	\$650.00

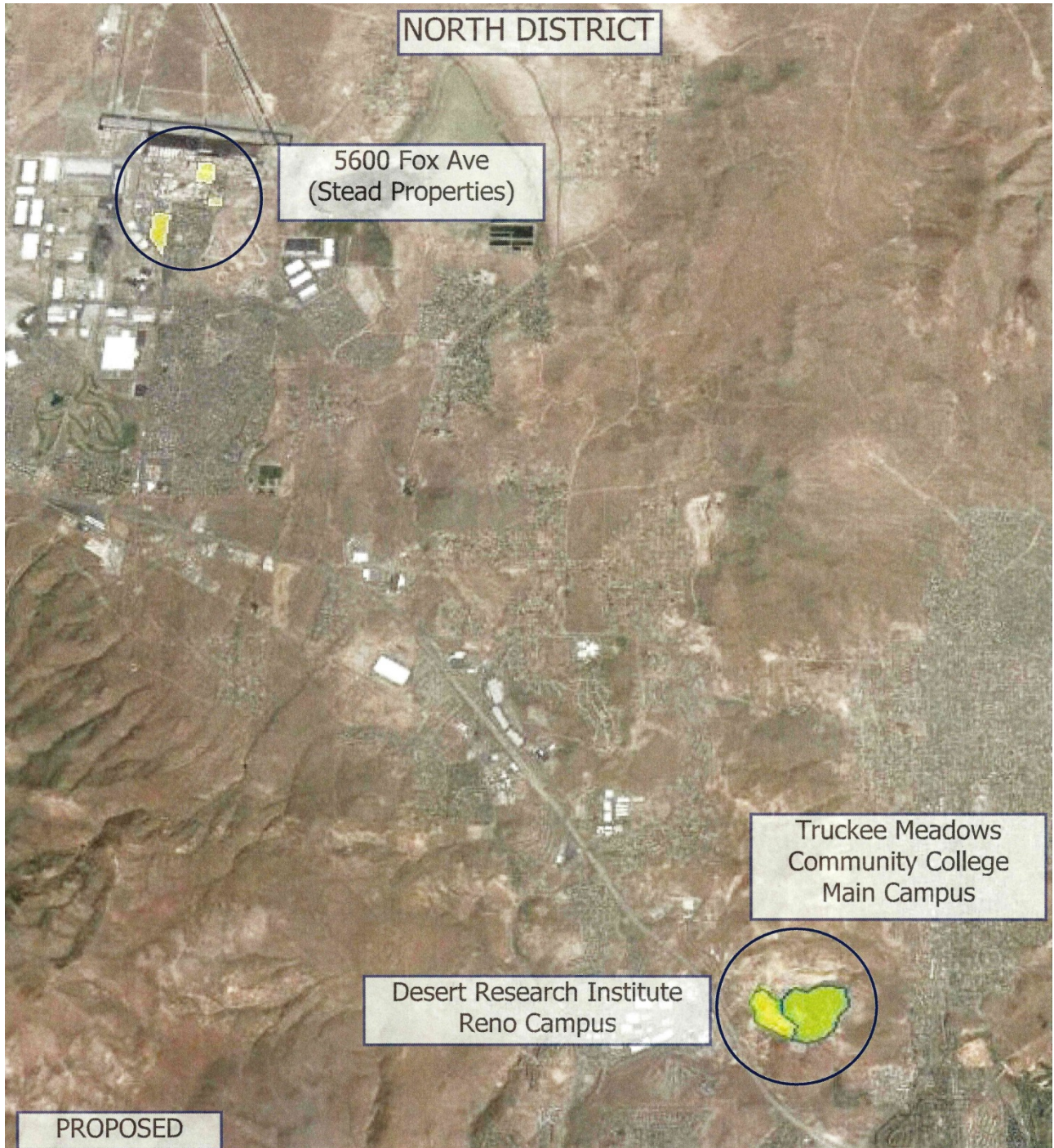
Truckee Meadows Community College Current Fixed Assets (Police Department)				
Asset Number	Item Description	Date of Acquisition	Serial Number	Cost
7.776433	9MM PISTOL SIG SAUER - P226R	7/27/2011	UU690064	\$650.00
7.776434	9MM PISTOL SIG SAUER - P226R	7/27/2011	UU690065	\$650.00
7.776447	5.56MM RIFLE SMITH & WESSON - M&P15T	5/25/2012	SP43330	\$1,509.77
7.776448	5.56MM RIFLE SMITH & WESSON - M&P15T	5/25/2012	SP46559	\$1,509.77
7.776449	5.56MM RIFLE SMITH & WESSON - M&P15T	5/25/2012	SP43527	\$1,509.77
7.776450	5.56MM RIFLE SMITH & WESSON - M&P15T	5/25/2012	SP43260	\$1,509.77

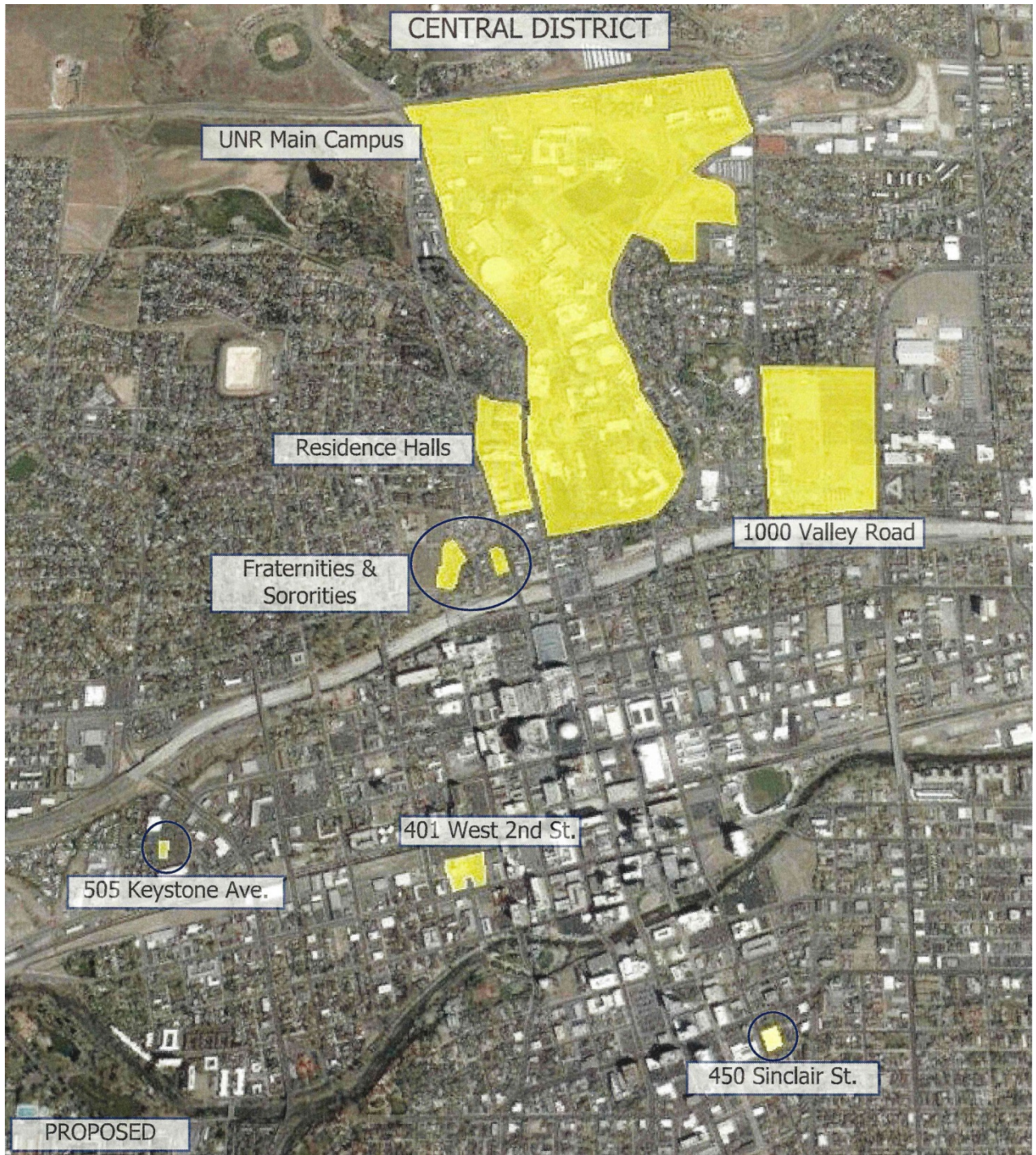
ORGANIZATIONAL CHART

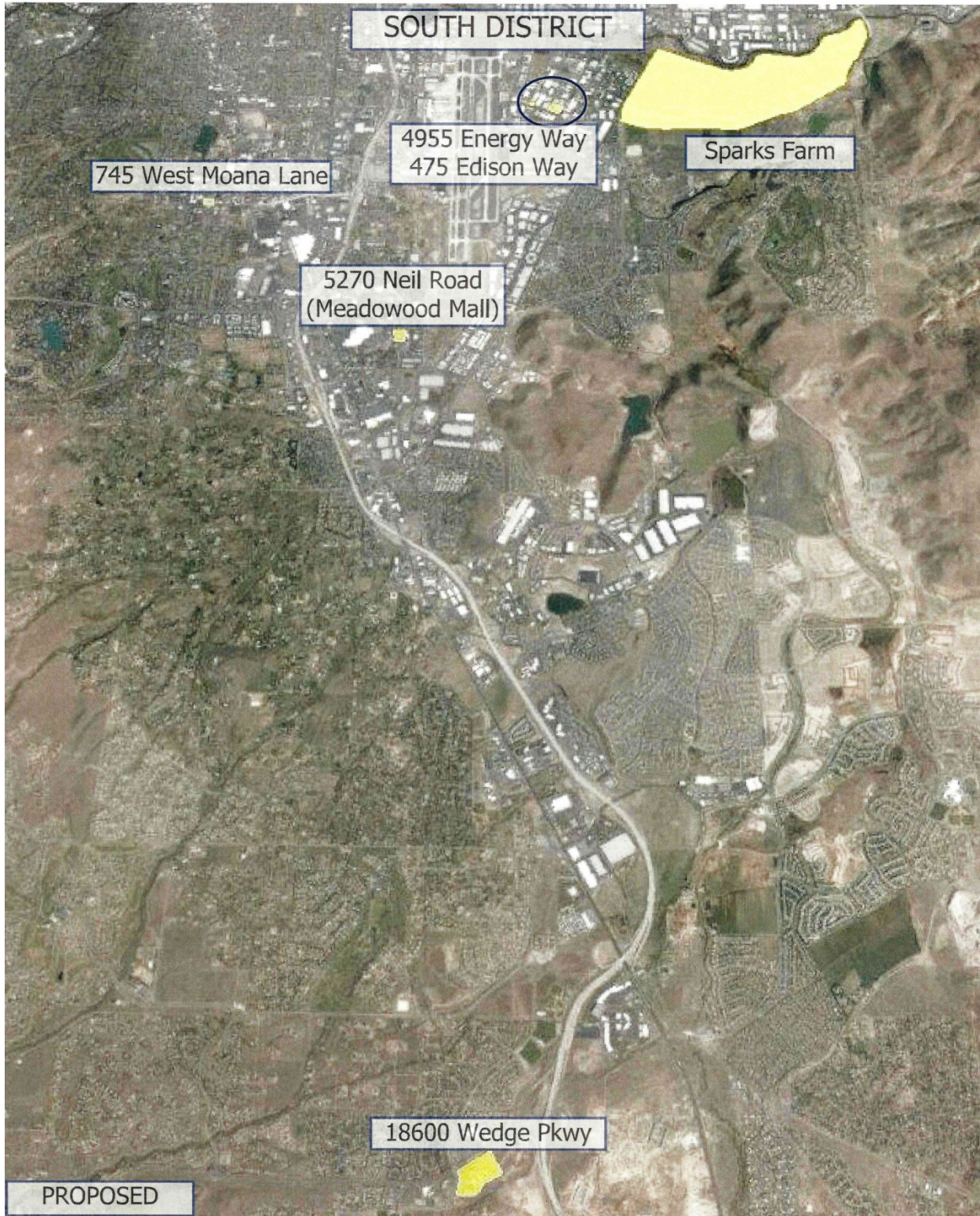
University of Nevada, Reno Police Services Consolidation 10.14.15 v4



PATROL DISTRICTS







TMCC BUDGET WORKSHEET

<h2 style="text-align: center;">Patrol and Campus Safety</h2> <p>10.2 FTEs \$984,761 O & M \$121,397 Total \$1,106,158</p> <p>Consolidated Proposed Savings:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">FY 2016</td> <td style="width: 35%; text-align: center;">FY 2017</td> </tr> <tr> <td>.2 FTE eliminated</td> <td style="text-align: right;">\$ 7,500</td> <td style="text-align: right;">\$ 15,000</td> </tr> <tr> <td>O & M savings</td> <td style="text-align: right;"><u>\$18,012</u></td> <td style="text-align: right;"><u>\$18,012</u></td> </tr> <tr> <td>Total savings</td> <td style="text-align: right;">\$25,512</td> <td style="text-align: right;">\$33,012</td> </tr> </table>		FY 2016	FY 2017	.2 FTE eliminated	\$ 7,500	\$ 15,000	O & M savings	<u>\$18,012</u>	<u>\$18,012</u>	Total savings	\$25,512	\$33,012	<h2 style="text-align: center;">Student Conduct</h2> <p>2 FTEs \$169,520 O & M \$30,142 Total \$199,662</p> <p>No savings anticipated</p>																																										
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<h2 style="text-align: center;">Environmental Health Risk Management</h2> <p>1 FTE \$92,519 O & M \$8,364 Total \$100,883</p> <p>No savings anticipated</p>	<h2 style="text-align: center;">Threat Assessment and Academic Support for Criminal Justice</h2> <p>2.3 FTE \$263,531 O & M \$9,277 Total \$272,808</p> <p>Proposed Savings (Costs):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">FY 2016</td> <td style="width: 35%; text-align: center;">FY 2017</td> </tr> <tr> <td>1.0 FTE eliminated, net of NNR costs</td> <td style="text-align: right;">\$39,983</td> <td style="text-align: right;">\$79,965</td> </tr> <tr> <td>1.0 FTE position reclass</td> <td style="text-align: right;"><u>\$24,182</u></td> <td style="text-align: right;"><u>\$24,182</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$39,983</td> <td style="text-align: right;">\$104,147</td> </tr> </table>		FY 2016	FY 2017	1.0 FTE eliminated, net of NNR costs	\$39,983	\$79,965	1.0 FTE position reclass	<u>\$24,182</u>	<u>\$24,182</u>	Total	\$39,983	\$104,147																																										
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