

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***District Police 2022***

#### **1.1a Mission**

##### **DISTRICT POLICE MISSION**

The mission of the Sonoma County Junior College District Police Department is to work in partnership with our community to maintain peace & order, protect life & property and provide a safe & secure educational environment for all.

##### **DISTRICT POLICE OATH**

As a member of the District Police Department I will perform my duty with honor, integrity and professionalism. I will treat all with dignity and respect. I will enforce the law fairly, impartially and without bias. I will listen and give people a 'voice' during encounters. I will seek opportunities to establish and build trust in the communities I serve.

##### **LAW ENFORCEMENT CODE OF ETHICS**

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.

## **PARKING**

An essential support function of the Sonoma County Junior College District Police Department is to provide parking and transportation services through a variety of programs. This enables the District to provide adequate transportation access to all District campuses and properties for students, faculty, staff and visitors.

The District has created a categorical Parking and Transportation Funding source to provide these services, equipment and maintenance through fees and fines on parking and transportation users. This fund is balanced and self supporting by imposing costs associated with usage on all District campuses and properties. The State of California excludes parking and transportation from normal budgeting revenues to the District.

## **1.1b Mission Alignment**

The mission of the Sonoma County Junior College District Police Department is to work in partnership with our community to maintain peace & order, protect life & property and provide a safe & secure educational environment for all.

The District Police Department's mission, in alignment with the Sonoma County Junior College District's, is that the men and women of the District Police create a safe environment for the entire community to accomplish their educational goals.

The Sonoma County Junior College District mission states the District:

- Passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.
- Focuses on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- Provides a comprehensive range of student development programs and services that support student success and enrich student lives.
- Supports the economic vitality, social equity and environmental stewardship of our region.
- Promotes personal and professional growth and cultivate joy at work and in lifelong learning.
- Fosters critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- And regularly assesses, self-reflects, adapts, and continuously improves.

## **1.1c Description**

The Sonoma County Junior College District Police Department was established in 1959. It has been an accredited law enforcement agency since 1988 with the State of California and meets all standards and requirements established by the Commission of Peace Officer Standards and Training (POST).

### **DISTRICT POLICE STAFF**

District Police Department peace officers are empowered with full peace officer status throughout the state. They proactively patrol, investigate crimes, effect misdemeanor and felony arrests, enforce traffic laws, provide training and engage in community oriented policing. All police officers graduate from a regional police academy and receive continuous training throughout the year including firearms, defensive tactics, emergency vehicle operations, communications, and first aid. Newly hired police officers must complete a sixteen-week field training and evaluation program.

Police officers receive professional specialized training in procedural, investigative and tactical techniques which include, but is not limited to; evidence & property, school policing, crime prevention, sexual assault investigation, advanced officer safety, active shooter response, drug influence recognition, crisis intervention, mental health assessment, disaster response and procedural justice. Police officers take part in countywide meetings, regional police training planning and assist local and state police agencies with law enforcement duties. All police officers are members of the Police Officers Research Association of California (PORAC).

The District Police Department's communications center is staffed 24/7 by the police dispatchers. Dispatchers process emergency calls for service, coordinate unit deployment, enter information into the computer aided dispatching system, conduct criminal history checks, run daily reports, process & distribute records and assist in the publication of the Clery annual security report. Dispatchers graduate from a regional dispatch academy and receive continuous training throughout the year including communications, tactical dispatching and records management. Newly hired dispatchers must complete a sixteen week communications field training and evaluation program.

Community Service Officers (CSO) are the first line of support staff for police officers in the field during an operational event. Many are trained in, and have the responsibility for, field evidence, traffic control, parking enforcement and general patrol. They are trained in first aid. They also provide general community oriented services such as battery jumps, safety escorts, building & room openings/closings, reporting safety hazards and fingerprinting District applicants for employment.

The District Police cadet program provides security support primarily to the Santa Rosa Campus and Petaluma Campus. The program provides Administration of Justice students a unique opportunity to apply what they learn in the classroom to real life situations under the direction and supervision of District Police officers and sergeants. Police cadets work under the direction of the chief of police and are given classroom training and cooperative work experience in addition to specific on-the-job training.

### **LOCATION AND HOURS**

The District Police Department is located on the Santa Rosa Campus in the Pedroncelli Center at 2032 Armory Drive, Santa Rosa, CA; northeast corner of Elliott Avenue and

Armory Drive. The main station is open 24 hours a day, 7 days a week including holidays and other District closure periods. There is a police substation on the Petaluma Campus which is regularly open Monday through Friday from 6:00 a.m. until 10:00 p.m. District Police staff are always available to respond to any law enforcement event on all District campuses and properties. The emergency phone line is (707)527-1000.

## **STAFFING LEVELS**

The Sonoma County Junior College District Police Department was established in 1959 and is normally comprised of 13 sworn peace officers including the chief of police and 3 sergeants, 6.5 police dispatchers, 5.9 community service officers, 1 systems administrator, 1 emergency management specialist, 1 administrative assistant and 10 - 20 police cadets (varies by semester).

## **PARKING**

The Parking and Transportation Program exists to meet the needs of the Sonoma County Junior College District community by establishing adequate transportation access to all District campuses and properties for students, faculty, staff and visitors so they may participate in higher education and community activities.

Various means of access are not only provided, but subsidized financially, to give all users choices in how to best access the District campuses and properties. Parking access options include automobile, motorcycle, bicycle, electric vehicle, carpool and disabled parking. Additional transportation options include bus pass sales and discounts for bussing services throughout the County of Sonoma, rideshare options through Bay Area Rides, Sonoma County Paratransit, bicycle paths and pedestrian access to sites. Other safety items such as adequate lighting, security patrols and landscaping are essential to provide access to and from all District campuses and properties.

## **1.1d Hours of Office Operation and Service by Location**

The Sonoma County Junior College District Police Department operates and provides onsite law enforcement services 24 hours a day, 7 days a week, 365 days a year (including holidays) to all District campuses and properties. The District Police Department is located on the Santa Rosa Campus in the Pedroncelli Center at 2032 Armory Drive, Santa Rosa, CA; northeast corner of Elliott Avenue and Armory Drive. The main station is open 24/7 including holidays and other District closure periods. There is a police substation on the Petaluma Campus which is regularly staffed and open Monday through Friday from 6:00 a.m. until 10:00 p.m. The emergency phone line for all locations is (707)527-1000.

The District Police Department provides patrol coverage through its use of police officers, community service officers and police cadets to all campuses. They provide police services to special events, athletic games and graduation ceremonies. The District Police staff respond to reports of crime, medical emergencies, suspicious

circumstances, parking issues, traffic collisions, alarms, fires, emergency events and routine calls for service such as lost cars, escorts and transports. Scheduled shifts and daily staffing levels vary depending on the needs of the District, daily operations and day/time of the work week.

District Police Department police officers and managers work in partnership with student discipline administrators, Title IX coordinators, counselors and other administrators to address student behavioral issues and provide security services. The chief of police and a police sergeant are members of the Behavioral Consultation, Assessment, Response & Education (B-CARE) Team and assist with mental health and threat assessments.

The District Police Department provides training to the community including, but not limited to, campus safety, new employee orientation, active shooter (presentation and hands on workshop), de-escalation techniques in the classroom, security consultation and specific needs training upon request.

Parking rules and regulations are enforced 24 hours a day, 7 days a week, 365 days a year (including holidays) on all District campuses and properties. Unless otherwise authorized by the District Police, vehicle parking is allowed only over normal business days and times. Campuses are closed daily from 11:00 p.m. to 5:00 a.m., on holidays and on other select days established by the District. The parking rules and regulations are posted on the District Police website.

The District Police provide parking related services upon request. District Police dispatchers will dispatch staff to any District parking lot, campus or property to handle any and all parking issues. District Police staff are responsible to provide safety and security services, to control and restrict access to parking areas and to proactively enforce parking rules and regulations.

## **1.2 Program/Unit Context and Environmental Scan**

The Sonoma County Junior College District Police Department is unique among other District departments in that it is always open for service and always ready to respond to all District campuses and properties. At minimum, there is always at least one police officer and one police dispatcher on duty and in contact with a varied assortment of mutual aid public safety agencies. The Department exists to support the mission of the District by providing a safe and secure environment for education to take place in.

The District Police will work with our community to seek out parking and transportation alternatives, seek more efficient ways at managing parking resources, and look for future opportunities and solutions. Ideas can be presented and discussed through the Parking and Transportation Committee and the Sustainability Committee.

## 2.1a Budget Needs

**General Fund:** Total police services, within the General Fund, is managed in conjunction with the categorical parking fund. While there is a smaller budget for police services, many policing functions requiring a budget cannot be used by the parking fund by law. The supply budget is stretched for the number of employees currently needed to maintain minimal services while the services budget is adequate but will need careful review as mandates and law changes take place each year.

**Specific Issues:** Budget categories are needed for specialized supplies, equipment, repairs, and contracts specific to police services including booking fees, specialized contracts with local law enforcement involving mutual aid responses, secure public safety radio services, weaponry supplies such as firearms and ammunition and public safety technology and software services provide through the Sonoma County Public Safety Consortium.

**Security Master Plan:** The implementation of the Security Master Plan needs fiscal support funding for service, parts, and labor for CCURE maintenance, CCTV system (monitors, servers and cameras) and card access systems now installed in new buildings after the warranty period expires. In this fiscal year many of the warranties will have expired, requiring additional funding to support the upkeep of the system. Because of Measure H improvements and additions, this cost will continue to grow based on additional equipment and locations that the security devices are installed.

**Parking Fund (Categorical):** This budget presently handles employees, services, related to parking management, security, maintenance and equipment. Because the parking fund income remains the same, and because it is limited by specific laws that dictate parking fee caps to students and staff, increasing costs, such as increased COLA's put a strain on this funding. Future fee increases will be needed to offset all fund expenses. Further strains on parking funds are due to multiple sites needing services, standard and emergency repairs, paving, gate arms, striping, and signage. Additionally, the parking structure requires additional funds for maintenance, security and repairs. Because of these issues, the parking fund is continually being reduced and does not adequately provide enough funding for equipment which is critical for the safe operation, and day to day services that it provides for the District.

**Emergency Preparedness Budget:** The emergency preparedness budget should reflect the need for a pre-set emergency operations center (EOC), communications links between the District's various sites a mobile EOC vehicle, and a standalone incident command post or incident command vehicle capable of providing support on any District location for any critical incident. With the addition of an emergency management specialist position into the department, Districtwide, training, emergency preparedness and EOC needs fall more within this Department. The District Police requires specific emergency equipment to adequately meet the minimum response level of light search and rescue to emergency incidents in the field.

**Traffic Safety Fund (Categorical):** A portion of fines paid for by those who receive moving violations goes into this fund. by law, this fund can only be used for items that directly support traffic enforcement and traffic safety.

**Vehicle Needs:** The replacement of the District Police vehicles on a rotational basis annually provides for a continual upgrade cycle while spreading out costs over a multiyear budgetary period. Police vehicles should be replaced at two vehicles per year for next two years, and one vehicle a year afterwards, as to ensure the safety of staff when responding to emergency events. CSO vehicles should be replaced at one vehicle per year. Due to a lack of budget resources, all police vehicles are experiencing additional wear and tear. Without replacing some vehicles in upcoming fiscal year there is a potential for "downed vehicles" which will negatively impact the ability to provide public safety services to the District.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	08	04	\$55,000.00	Training expenses. All police officers and dispatchers (21 employees) have mandated perishable skills training and a minimum of 24 hours POST certified training required over a two-year training cycle to continue the Department's accreditation. This is the State mandated minimum. If we are to be a Department to provide police services to a diverse community utilizing procedural justice concepts we must take advantage of cutting edge reformative policing training while always ensuring our staff have the skillset to keep themselves and others safe.
0001	ALL	08	07	\$55,000.00	Purchase of a marked police patrol vehicle. Cost includes vehicle, additional safety equipment and District Police markings.
0001	ALL	08	00	\$4,000.00	Software build to capture and transfer information from the local database, create a press log, and automatically upload to the District Police website.
0001	ALL	08	07	\$55,000.00	Purchase of a marked police patrol vehicle. Cost includes vehicle, additional safety equipment and District Police markings.
0001	ALL	08	07	\$26,000.00	Increase in licensing costs due to the Districtwide security upgrade project; Genetech, CCURE.
0002	ALL	08	07	\$40,000.00	Purchase of a Community Safety Officer vehicle. Cost includes vehicle, safety equipment, and District Police markings.
0002	Shone Farm	04	07	\$15,000.00	Ventek Parking machine for Shone Farm.
0003	ALL	01	05	\$1,000.00	Public safety and crime prevention materials for presentations and community engagement.
0003	ALL	06	02	\$1,000.00	Promotional materials for public safety, campus safety and community engagement.
0003	ALL	04	07	\$30,000.00	To maintain, update and expand parking enforcement equipment.
0004	ALL	08	07	\$3,000.00	Training equipment for defense tactics.
0005	ALL	08	07	\$2,000.00	Safety equipment for existing patrol cars and CSO vehicles to include first aid supplies, tools and emergency, crime and collision scene management supplies.

## 2.2a Current Classified Positions



<b>Position</b>	<b>Hr/Wk</b>	<b>Mo/Yr</b>	<b>Job Duties</b>
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
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Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Systems Administrator (FTE)	40.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Administrative Assistant III	40.00	12.00	Provides administrative and clerical support to department
Police Dispatcher	40.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	40.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	40.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	40.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	40.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	40.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher .50 (FTE)	20.00	12.00	Performs dispatching, front counter and police records duties
Community Service Officer	40.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned
Community Service Officer	40.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned

<b>Position</b>	<b>Hr/Wk</b>	<b>Mo/Yr</b>	<b>Job Duties</b>
Community Service Officer	40.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned
Community Service Officer	40.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned
Community Service Officer	40.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned
Community Service Officer .40 FTE	16.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned
Emergency Management Specialist	40.00	12.00	Maintains and creates emergency preparedness plans, provides training to SRJC staff, the emergency managemnt liason to local, state and federal organizaitons.
Community Service Officer .50 FTE	20.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned.

## **2.2b Current Management/Confidential Positions**

Position	Hr/Wk	Mo/Yr	Job Duties
Chief of Police (FTE)	40.00	12.00	Oversees the day to day operations of the District Police Department. Sets goals and a vision for the Department in line with the college's goals, current law enforcement trends and are consistent with County law enforcement best practices. Chairs the District's Parking and Transportation Committee (PTC) and is a member of the District Safety and Health Committee (DSHC). Is a member of the Behavioral Consultation, Assessment, Response & Education (B-CARE) Team and the Employee Crisis Assistance Team (ECAT). Represents the Department as a member of the Sonoma County Law Enforcement Chiefs Association (SCLECA). Is an executive board member by proxy of the Sonoma County Public Safety Consortium Joint Powers Authority (SCPSCJPA). Direct reporting manager for the lieutenant, administrative assistant and systems administrator. Oversees requests for parking passes for special events.
Police Sergeant (FTE)	40.00	12.00	First line supervisor who oversees the daily activities of police officers, community service officers, dispatchers and cadets. Acts as watch commander and is the primary incident scene commander. Reviews police reports for approval. Manages the daily shift staffing and scheduling. Collateral assignments may include overseeing the field training program, communications training program, manage sex offender registry, equipment manager and other duties as assigned. Even though they are classified as managers, they are required to work overtime, nights, weekends and holidays.
Police Sergeant (FTE)	40.00	12.00	First line supervisor who oversees the daily activities of police officers, community service officers, dispatchers and cadets. Acts as watch commander and is the primary incident scene commander. Reviews police reports for approval. Manages the daily shift staffing and scheduling. Collateral assignments may include overseeing the field training program, communications training program, manage sex offender registry, equipment manager and other duties as assigned. Even though they are classified as managers, they are required to work overtime, nights, weekends and holidays.
Police Sergeant (FTE)	40.00	12.00	First line supervisor who oversees the daily activities of police officers, community service officers, dispatchers and cadets. Acts as watch commander and is the primary incident scene commander. Reviews police reports for approval. Manages the daily shift staffing and scheduling. Collateral assignments may include overseeing the field training program, communications training program, manage sex offender registry, equipment manager and other duties as assigned. Even though they are classified as managers, they are required to work overtime, nights, weekends and holidays.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC Community Service Officer	24.00	12.00	Provide non-sworn support services including site security, parking enforcement, open/secure areas, traffic control, special event security and other duties as assigned. Is backfill for any open classified CSO positions and shifts due to vacation, training, sick time, maternity leave, etc. The hours per week assigned as needed.
STNC Community Service Officer	24.00	12.00	Provide non-sworn support services including site security, parking enforcement, open/secure areas, traffic control, special event security and other duties as assigned. Is backfill for any open classified CSO positions and shifts due to vacation, training, sick time, maternity leave, etc. The hours per week assigned as needed.
STNC Community Service Officer	24.00	12.00	Provide non-sworn support services including site security, parking enforcement, open/secure areas, traffic control, special event security and other duties as assigned. Is backfill for any open classified CSO positions and shifts due to vacation, training, sick time, maternity leave, etc. The hours per week assigned as needed.
STNC Community Service Officer	24.00	12.00	Provide non-sworn support services including site security, parking enforcement, open/secure areas, traffic control, special event security and other duties as assigned. Is backfill for any open classified CSO positions and shifts due to vacation, training, sick time, maternity leave, etc. The hours per week assigned as needed.
Student Cadets (Interns, student employees)	20.00	12.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned. Staffing varies by semester; 10-20 cadets.

## 2.2d Adequacy and Effectiveness of Staffing

The current budgeted full-time staffing levels at the District Police Department is:

- One (1) Chief of Police (management, sworn peace officer)
- Three (3) Police Sergeants (operational first line supervisor, management, sworn peace officer)
- Nine (9) Police Officers (Classified, sworn peace officer)
- Six and a half (6.5) Dispatchers (classified, non-sworn)
- Five and nine tenths (5.9) Community Service Officers (CSO) (classified, non-sworn)
- One (1) Administrative Assistant (classified, non-sworn)
- One (1) Systems Administrator (classified, non-sworn)
- One (1) Emergency Management Specialist (classified, non-sworn)
- Eighteen (18) Police Cadets (paid interns, student employees)

Additionally, the District Police Department has short term non-continuing (STNC) CSOs and dispatchers to assist in filling shift vacancies due to positions being open and personnel being out of the office due to training, vacation, maternity/paternity leave, sick

leave, etc. The District Police also employs student interns (police cadets) whose staffing levels vary per semester.

Note: The hiring of police employees takes a considerable amount of time due to the requirement of a comprehensive background investigation, which extends the hiring process by several months compared to other District classified employee recruitments. The department is currently understaffed but working towards reaching an adequate level again.

### 2.2e Classified, STNC, Management Staffing Requests

0001	ALL	06	07	Police Officer	Police Officer	Classified

### 2.3a Current Contract Faculty Positions

Position	Description
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**2.3b Full-Time and Part-Time Ratios**

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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**2.3c Faculty Within Retirement Range**

**2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests**

## 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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## 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The requested equipment will be directly connected to the SRJC District Police Department's mission in providing a safe and secure environment for our community. The Department's two dispatch terminal computers are approaching their end of life span. The new computers with the battery backup will improve workflow, productivity and ensure consistent dispatch services.

Another service the Department provides is vehicle battery jumps which are requested frequently. We have several old battery jump packs that have been put out of service. The new lithium battery starters will allow for us to continue to provide this service. The new packs charge vehicle batteries quicker and are more compact and lighter than the older models.

The requested iPads would be programmed for use with our law enforcement networked systems, databases and software. This will allow officers in the field to have a mobile device which would be use to enhance their productivity and officer safety.

## 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	APC UPS 1500VA Battery Backup	6	\$250.00	\$1,500.00	Robert Brownlee	Pedroncelli	Robert Brownlee
0001	ALL	04	07	APC Smart-UP 2200VA Rackmount Battery Backup	2	\$1,500.00	\$3,000.00	Robert Brownlee	Pedroncelli	Robert Brownlee
0001	ALL	04	07	Server Replacements (acquired through IT)	2	\$1,800.00	\$3,600.00	Robert Brownlee	Pedroncelli	Robert Brownlee
0001	ALL	04	07	New Dell Computers (acquired through IT)	2	\$1,200.00	\$2,400.00	Robert Brownlee	Pedroncelli	Robert Brownlee
0001	ALL	04	07	Crossroads LE Portable Data Terminal	5	\$1,000.00	\$5,000.00	Robert Brownlee	Pedroncelli	Robert Brownlee
0001	ALL	04	07	Lithium Battery Car Jump	8	\$200.00	\$1,600.00	Robert Brownlee	Pedroncelli	Robert Brownlee



### 2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	Software for the CAD system to auto populate the press log to the website	1	\$4,000.00	\$4,000.00	District Police	Dispatch Center	Robert Brownlee

## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	04	07	Urgent	Pedroncelli Center		\$30,000.00	Paint exterior of building.
0002	Santa Rosa	04	07	Urgent	Pedroncelli Center		\$10,000.00	Fence replacement, southeast property line.
0003	Santa Rosa	04	07	Urgent	Pedroncelli Center		\$5,000.00	Convert northeast restroom to shower. Needed for safety for when staff is exposed to hazmat or biological exposure.
0004	Santa Rosa	04	07	Urgent	Pedroncelli Center		\$1,000.00	Replace exterior card access readers; end of life span.
0004	Santa Rosa	04	07	Urgent	Pedroncelli Parking Lot		\$5,000.00	Restriping.
0005	Santa Rosa	04	07	Urgent	Pedroncelli Center		\$8,000.00	The interior hallway tile flooring needs to be replaced, the carpeting along the hallway wall removed and the hallway walls painted.
0006	Santa Rosa	08	07	1 Year	Pedoncelli Secure Lot		\$6,000.00	Mechanical entry/exit gates of the secure parking lot in Pedroncelli need to be changed. There has been difficulties in getting repairs as there is no longer a vendor/contractor.
0007	Santa Rosa	04	07	1 Year	Pedroncelli Center		\$2,000.00	Card access reader and wiring for hallway door.
0009	Santa Rosa	04	05	1 Year	Pedroncelli Exterior		\$1,500.00	Flag pole.

## **2.5b Analysis of Existing Facilities**

The Pedroncelli facility is in need of moderate to minor repairs to both the interior and exterior of the building. Since moving into the southern end of the building, the District Police have worked with Facility Operations to get many of the interior repairs done and will continue to do so.

- The exterior is now in dire need of painting and is showing signs of dry rot; this has been an item for several years now.
- The mechanical gates at the entrance and exit of the enclosed parking lot require maintenance. Repairs are difficult and the gates are a required operational need to be in working order. The radio controlled open/close software/hardware needs to be repaired or replaced.
- There is a need to install a shower for staff to use while on duty. Staff in the field can be exposed to a variety of materials and environments. It is a safety and health issue that staff be able to return to the station to wash.
- There are frequent pest control issues; termites coming up through the drains in the restrooms, rodents in the attic crawl space, snakes in the building, ants and cockroaches.
- The interior hallway tile flooring needs to be replaced, the carpeting along the hallway wall removed and the hallway walls painted.

## **3.1 Academic Quality**

Revenue generated through the payment of parking permits and in parking fines are placed into the Parking and Transportation Fund. This revenue supports expenditures from the fund. The price of semester-length permits, daily permits, and parking fines are in the purview of the Sonoma County Junior College District Board of Trustees. Any enhancement of parking revenues will depend on the Board's willingness to increase fees; a decision which would likely meet resistance from students, faculty and staff.

### **3.2 Student Success and Support**

The Sonoma County District Police Department realizes the advantage of having a diverse work force for efficiency, communication, and to meet the broad educational requirements of students, faculty and staff. As police officer, dispatchers and community service officers are recruited in the Department, there is a high priority on bilingual speakers to better reflect the cultural diversity of our community. Currently the District Police have bilingual Spanish speakers on staff.

Additionally, District Police staff receive training in such areas as implicit bias, racial profiling, de-escalation, communications, procedural justice and policing diverse communities.

### **3.3 Responsiveness to Our Community**

The Sonoma County Junior College District Police staff are provided opportunities to go to various general and specific training designed to increase their job knowledge and skill level. Certain positions such as police officers and dispatchers have mandated training to maintain a minimum of ongoing training as required by the State of California and the Commission on Peace Officers Standards and Training (POST).

In the recent past, funding for mandated police training has been problematic as POST reimbursement funds had been cut by the State. However, in the coming year POST funding is expected to increase and several reimbursement programs may be reinstated. Any non-POST training requires funds for tuition, meals, lodging, travel and potentially backfill.

To manage risk and meet the District Police Department's training needs, we seek to increase the number of trainers on staff who can provide departmental training in such areas as traffic investigation, defensive tactics, firearms, electronic control devices, implicit bias,

etc. This significantly reduces the cost in keeping staff trained in some of the mandated areas. Likewise, we work in partnership with local agencies and take advantage of any regional training opportunities.

### **3.4 Campus Climate and Culture**

Sonoma County District Police Department staff are trained for a wide variety of emergencies. Specific to providing law enforcement services on a college campus, officers receive tactical active shooter response training as well as required training of the State and National Incident Management System (SIMS/NIMS).

Emergency management has recently moved under the umbrella of the District Police. We are currently assessing changes and additional training opportunities when employees return onsite post-COVID.

### **4.1a Course Student Learning Outcomes Assessment**

### **4.1b Program Student Learning Outcomes Assessment**

**4.1c Student Learning Outcomes Reporting**

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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**4.2a Key Courses or Services that address Institutional Outcomes**

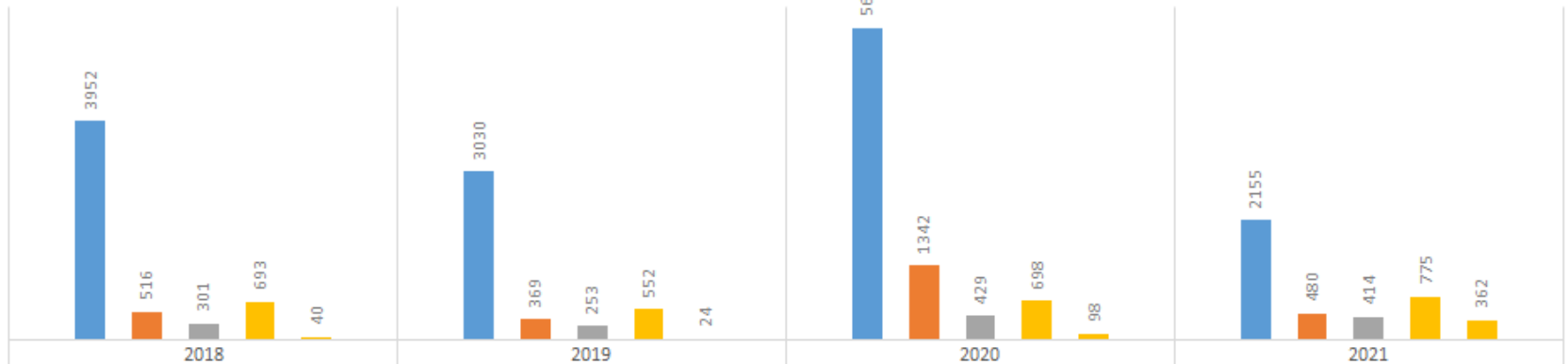
Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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**4.2b Narrative (Optional)**

**5.0 Performance Measures**

## OFFICER INITIATED ACTIVITY BY YEAR AND CAMPUS

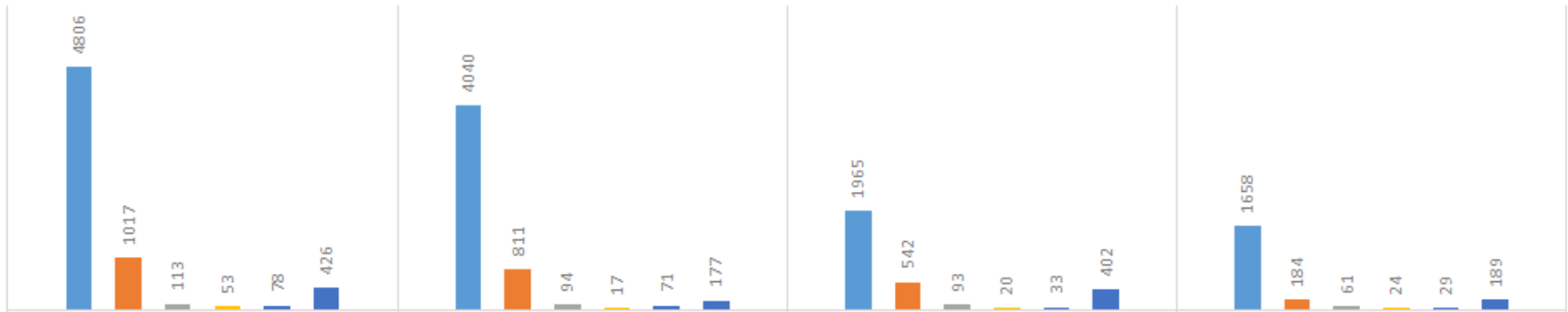
■ Santa Rosa   
 ■ Petaluma   
 ■ Windsor   
 ■ South West Center   
 ■ Shone Farm



	2018	2019	2020	2021
Santa Rosa	3952	3030	5621	2155
Petaluma	516	369	1342	480
Windsor	301	253	429	414
South West Center	693	552	698	775
Shone Farm	40	24	98	362

### CALLS FOR SERVICE BY YEAR AND CAMPUS

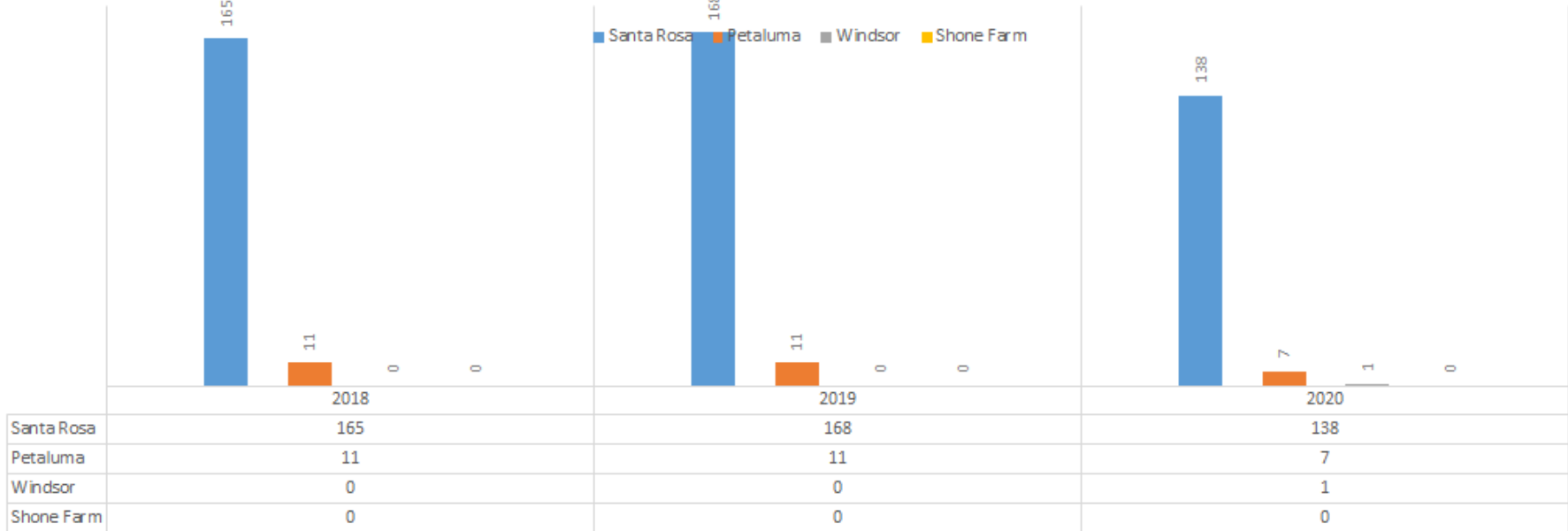
■ Santa Rosa   
 ■ Petaluma   
 ■ Windsor   
 ■ Shone Farm   
 ■ South West Center   
 ■ Other Locations\*



	2018	2019	2020	2021
Santa Rosa	4806	4040	1965	1658
Petaluma	1017	811	542	184
Windsor	113	94	93	61
Shone Farm	53	17	20	24
South West Center	78	71	33	29
Other Locations*	426	177	402	189

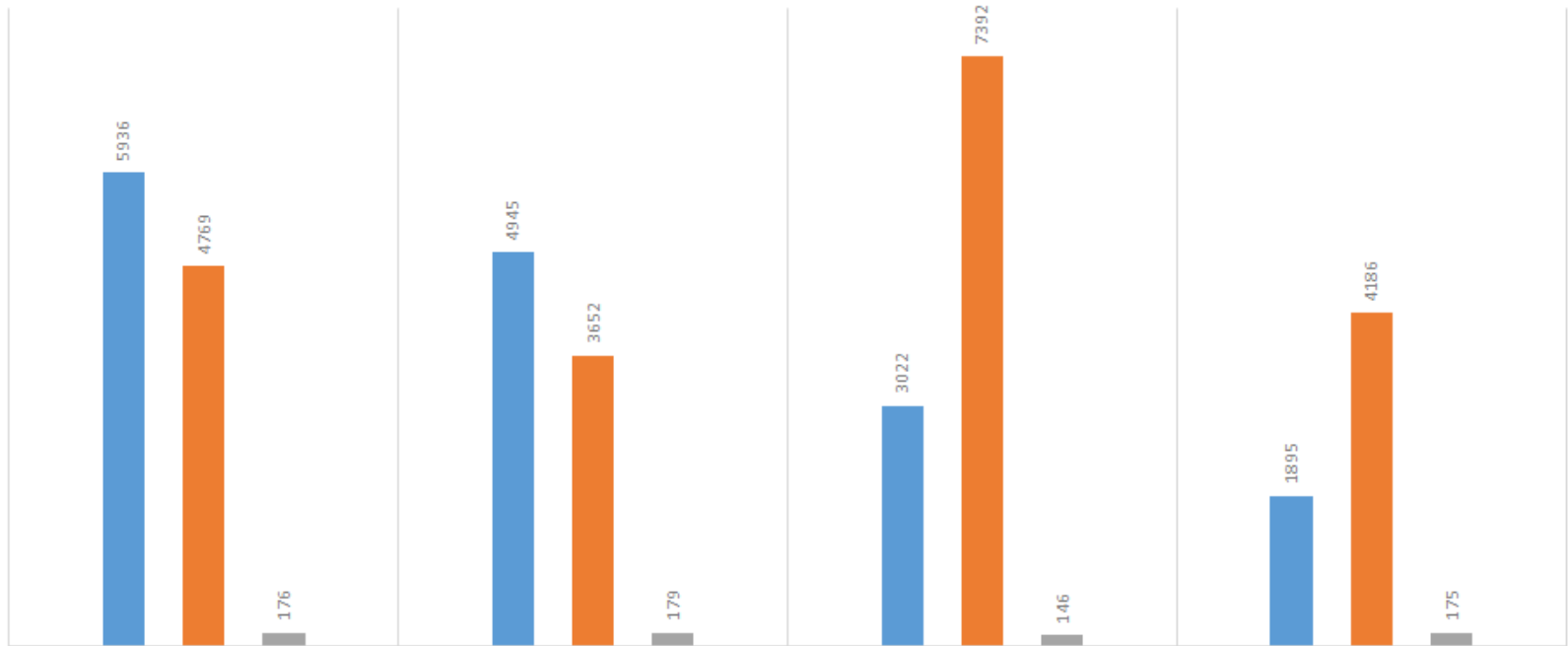


## REPORTS TAKEN BY YEAR AND CAMPUS



## SRJC POLICE ACTIVITY ON SRJC PROPERTY BY YEAR AND TYPE

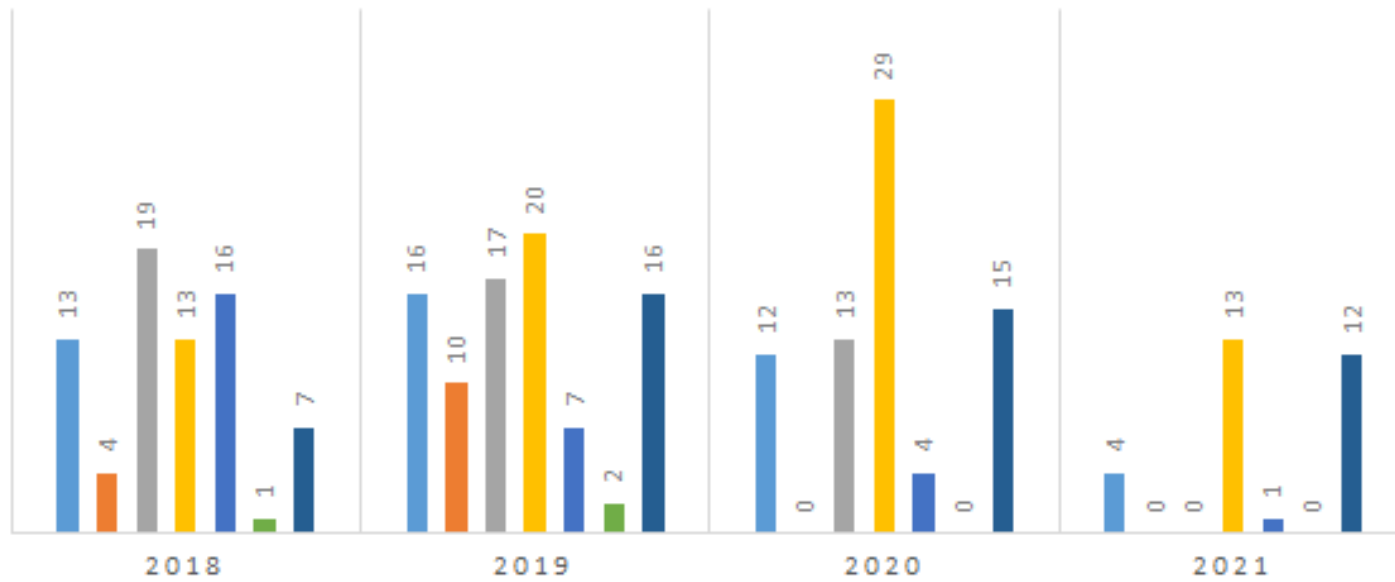
■ Calls For Service   
 ■ Officer Initiated Activity   
 ■ Reports Taken



	2018	2019	2020	2021
Calls For Service	5936	4945	3022	1895
Officer Initiated Activity	4769	3652	7392	4186
Reports Taken	176	179	146	175

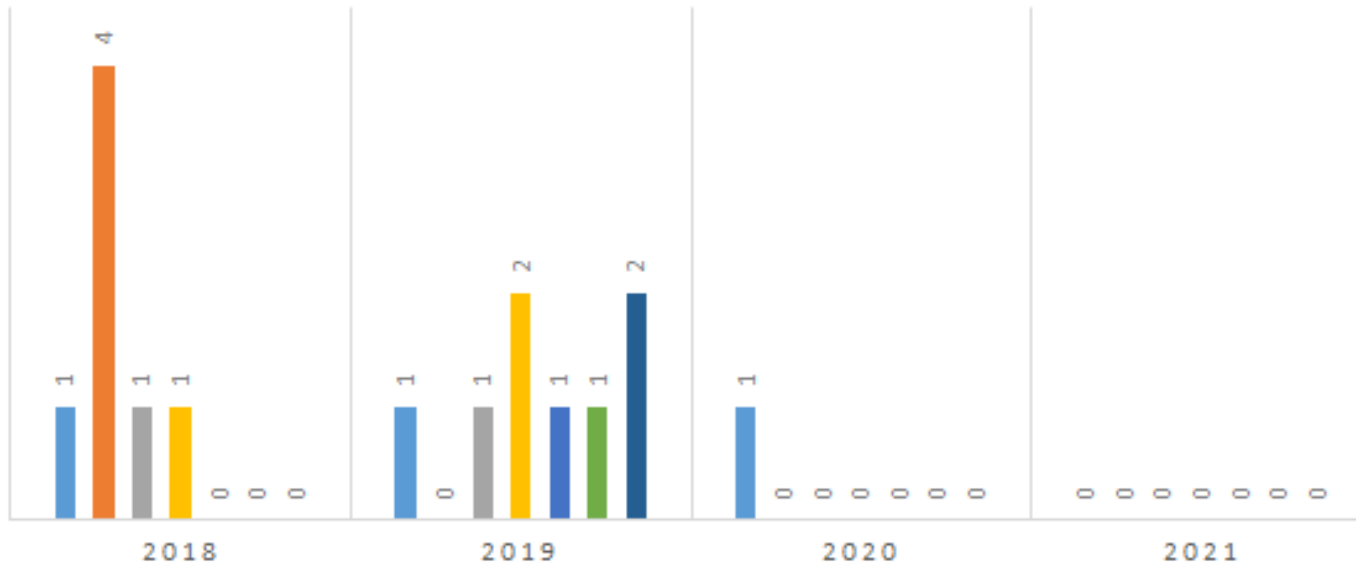
## SANTA ROSA CAMPUS CRIME STATS

■ Theft (From Building) ■ Theft (From Vehicle) ■ Theft (Other) ■ Vandalism  
■ Crimes against Persons ■ Sexual Violence Crimes ■ Drugs/Alcohol Arrests



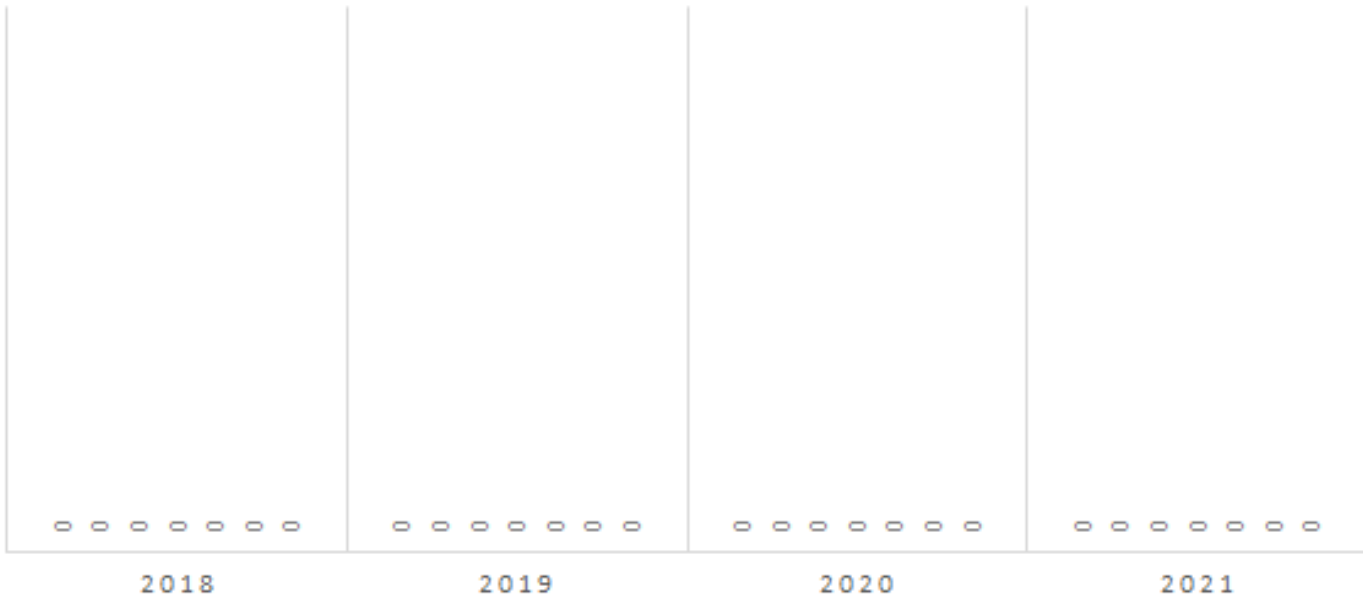
## PETALUMA CAMPUS CRIME STATS

■ Theft (From Building) ■ Theft (From Vehicle) ■ Theft (Other) ■ Vandalism  
■ Crimes against Persons ■ Sexual Violence Crimes ■ Drugs/Alcohol Arrests



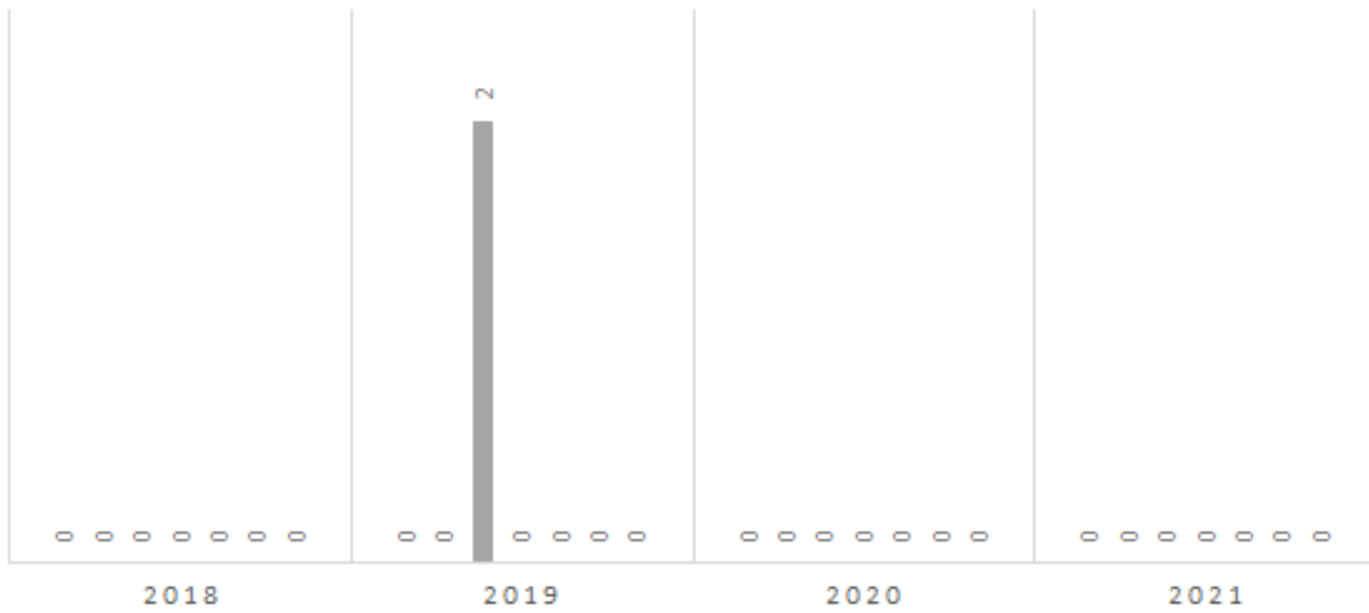
# WINDSOR / PSTC CRIME STATS

- Theft (From Building) ■ Theft (From Vehicle) ■ Theft (Other) ■ Vandalism
- Crimes against Persons ■ Sexual Violence Crimes ■ Drugs/Alcohol Arrests



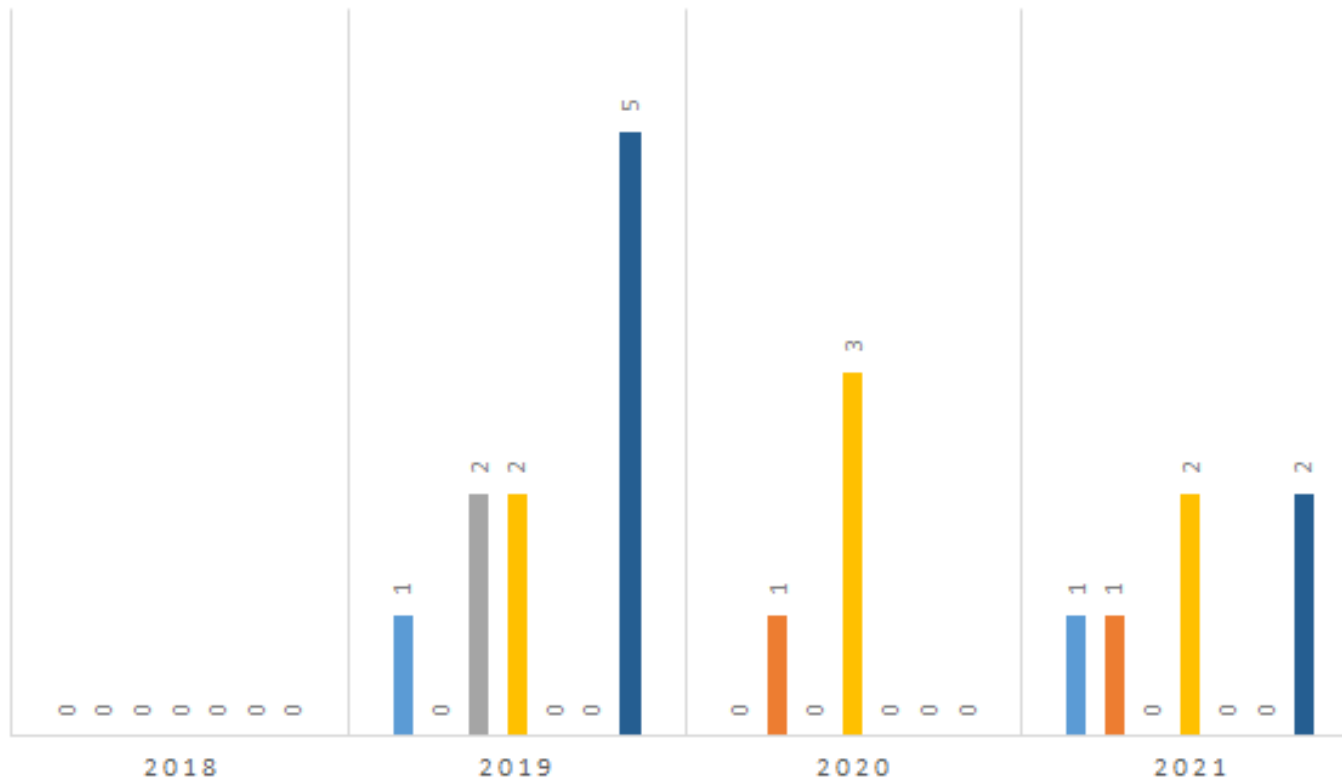
## SHONE FARM CRIME STATS

- Theft (From Building)
- Theft (From Vehicle)
- Theft (Other)
- Vandalism
- Crimes Against Persons
- Sexual Violence Crimes
- Drugs/Alcohol Arrests

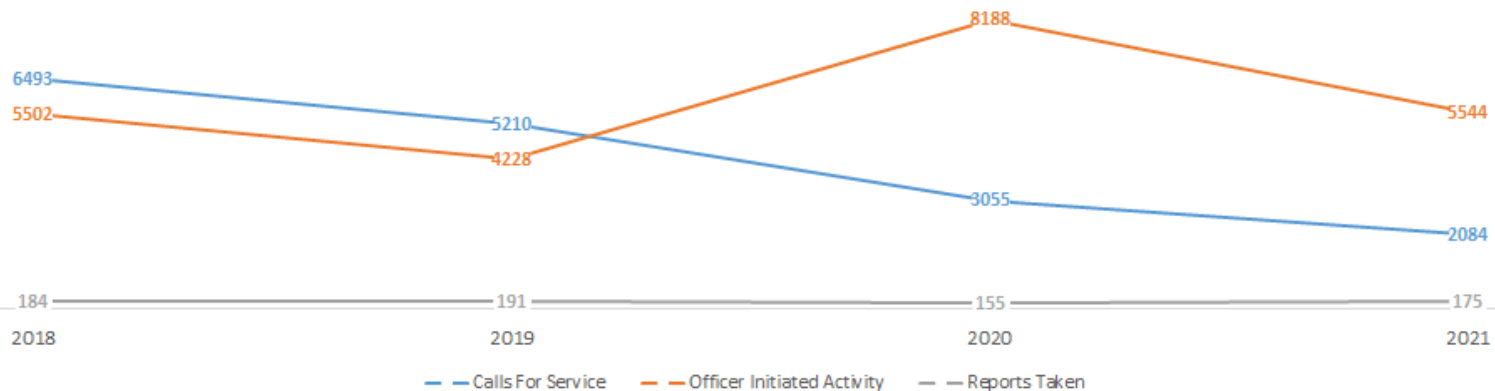


## SOUTHWEST CENTER CRIME STATS

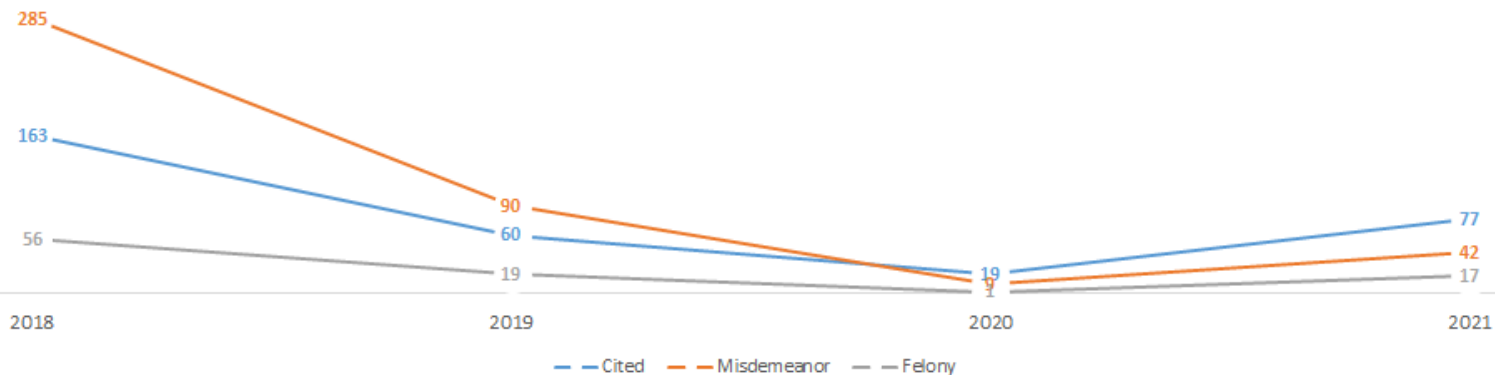
■ Theft (From Building) ■ Theft (From Vehicle) ■ Theft (Other) ■ Vandalism  
■ Crimes Against Persons ■ Sexual Violence Crimes ■ Drugs/Alcohol Arrests



### DEPARTMENT ACTIVITY (ALL LOCATIONS)



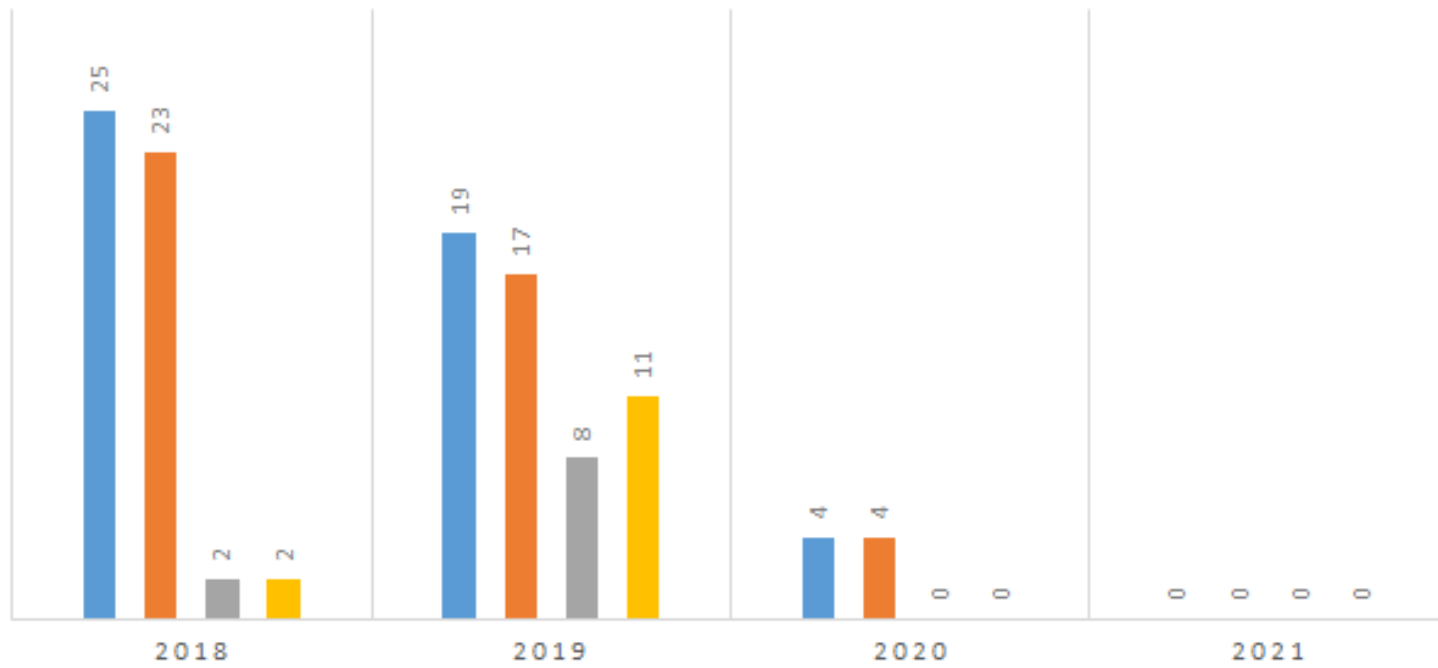
### DEPARTMENT ARRESTS (ALL LOCATIONS)





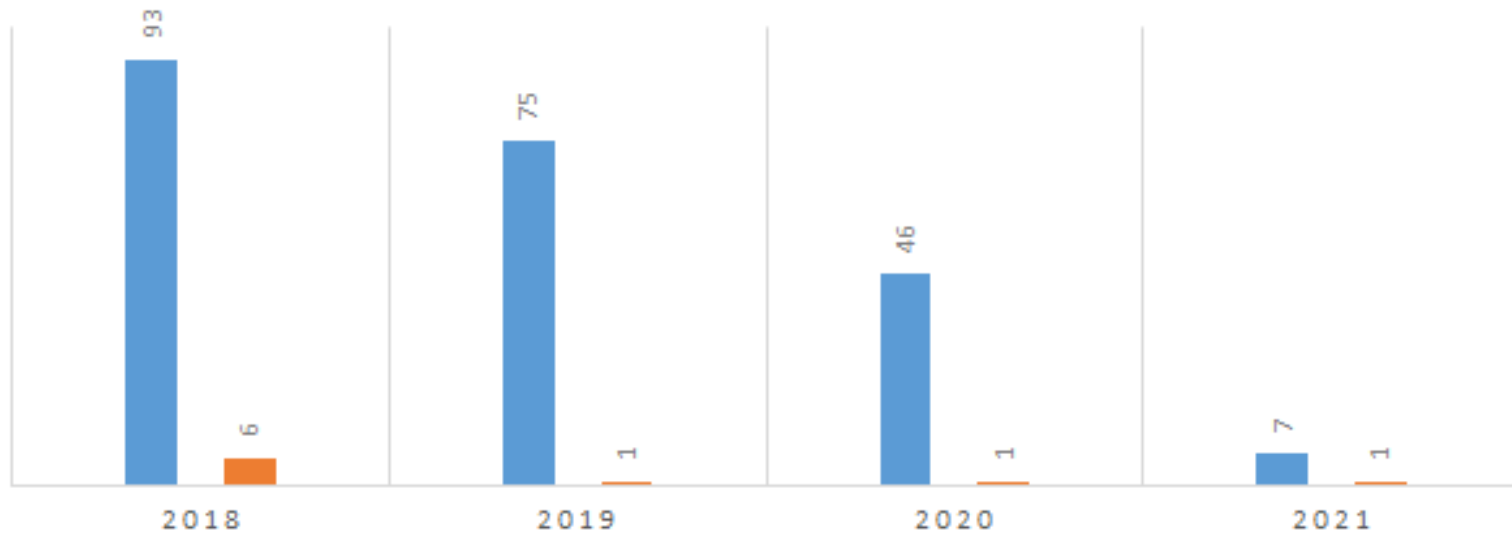
## STUDENT CONDUCT STATISTICS

■ Reported   ■ Referred   ■ Students Suspended   ■ Non Students Suspended



## WELFARE RELATED CALLS

■ Welfare Checks   ■ 5150 Reports





## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	08	07	The District Police is currently hiring for all positions due to significant loss in staff in December of 2018 and continued turnover. Every attempt is being made to get to full staffing levels with the exception of a part time dispatcher and CSO position to be held open for budgetary reasons.	To raise staffing levels to provide a basic level of public safety services to the community.	12 Months	Funding
0002	ALL	08	07	The District Police needs new patrol vehicles and a CSO vehicle to meet the operational needs of the District. The current vehicles are suffering from wear and tear, high mileage and will need to be replaced in the near future.	To obtain a new fleet of public safety vehicles.	12 Months	Funding
0003	ALL	08	07	To elevate the levels of training, knowledge and experience to all District Police staff.	Within the next two year POST training cycle increase the amount of training, professional development opportunities and experience across all the District Police teams.	24 Months	More external training opportunities which have been limited during the pandemic, acquire more internal instructors, increase training budget and foster an environment for creative training solutions.

## 6.2b PRPP Editor Feedback - Optional

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## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	08	07	The District Police is currently hiring for all positions due to significant loss in staff in December of 2018 and continued turnover. Every attempt is being made to get to full staffing levels with the exception of a part time dispatcher and CSO position to be held open for budgetary reasons.	To raise staffing levels to provide a basic level of public safety services to the community.	12 Months	Funding
0002	ALL	08	07	The District Police needs new patrol vehicles and a CSO vehicle to meet the operational needs of the District. The current vehicles are suffering from wear and tear, high mileage and will need to be replaced in the near future.	To obtain a new fleet of public safety vehicles.	12 Months	Funding
0003	ALL	08	07	To elevate the levels of training, knowledge and experience to all District Police staff.	Within the next two year POST training cycle increase the amount of training, professional development opportunities and experience across all the District Police teams.	24 Months	More external training opportunities which have been limited during the pandemic, acquire more internal instructors, increase training budget and foster an environment for creative training solutions.