

Santa Rosa Junior College

Program Resource Planning Process

District Police 2023

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, employees and visitors.

As required, the District has created a Parking Fund 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.

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 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 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 | 04 | 07 | \$55,000.00 | Purchase of a marked police patrol vehicle. Cost includes vehicle, additional safety equipment and District Police markings. |
| 0001 | ALL | 04 | 07 | \$55,000.00 | Purchase of a marked police patrol vehicle. Cost includes vehicle, additional safety equipment and District Police markings. |
| 0001 | ALL | 04 | 04 | \$7,500.00 | First Responder Mental Health resorces to align with Legislative Update; Title V CCR. |
| 0001 | ALL | 04 | 07 | \$60,000.00 | Replacement and upgrades of existing security sytem hardware which is at end of lifespan. This is existing hardware not in the scope of the Measure H Funded Security Upgrade Project nor is it covered under the Security Maintenance Contract. |
| 0001 | ALL | 04 | 07 | \$132,000.00 | Radio Dispatch Console System is at end of life and requires a complete replacement of system |
| 0002 | ALL | 04 | 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 | 04 | 02 | \$1,000.00 | Promotional materials for public safety, campus safety and community engagement. |
| 0003 | ALL | 04 | 07 | \$15,000.00 | To maintain, update and expand parking enforcement equipment. |
| 0004 | ALL | 04 | 07 | \$3,000.00 | Training equipment for defense tactics. |
| 0005 | ALL | 04 | 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

| Position | Hr/Wk | Mo/Yr | Job Duties |
|------------------------------------|--------------|--------------|--|
| 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 Systems Administrator (FTE) | 40.00 | 12.00 | Maintains Law Enforcement software systems and Data Base Management |
| 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 |
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| 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 |

| Position | Hr/Wk | Mo/Yr | Job 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 |
| 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) Security and Access Control 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

| Rank | Location | SP | M | Current Title | Proposed Title | Type |
|------|----------|----|----|----------------|--|------------|
| 0001 | ALL | 08 | 07 | Police Officer | Police Officer | Classified |
| 0001 | ALL | 08 | 07 | None | Police Security and Access Controls System Admin | Classified |

2.3a Current Contract Faculty Positions

| Position | Description |
|----------|-------------|
|----------|-------------|

2.3b Full-Time and Part-Time Ratios

| Discipline | FTEF Reg | % Reg Load | FTEF Adj | % Adj Load | Description |
|------------|-------------|---------------|-------------|---------------|-------------|
|------------|-------------|---------------|-------------|---------------|-------------|

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 |
|------|----------|----|---|------------|--------------------------|
|------|----------|----|---|------------|--------------------------|

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The requested software for our Dispatch Center console system is for direct communication with Officers, Cadets and Community Service Officers in the field. The current system runs in conjunction with Sonoma County who oversees implementation and operations. The current system is dated and beyond end of life requiring a complete replacement of both console and background systems. The County has begun the replacement process and our estimated bill is \$132,000. Our system will no longer function upon the completion of the County replacement and upgrade project.

The requested iPads for CCure would be programmed for use with our networked systems, databases and software. This will allow the Systems Administrators to trouble shoot CCure issues in the field.

The requested Department Wellness App is to aide in health and wellness resources for all District Police Department employees.

2.4c Instructional Equipment Requests

| Rank | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|

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 | 08 | 07 | IPads for CCure Management | 2 | \$400.00 | \$800.00 | District Police | | Timothy Danford |

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 | Required software to run Police Radio System, after a county failure | 1 | \$132,000.00 | \$132,000.00 | District Police | Dispatch Center | Robert Brownlee |
| 0001 | ALL | 06 | 04 | Dept Wellness Program | 1 | \$7,500.00 | \$7,500.00 | District Police | Whole Department | Robert Brownlee |

2.5a Minor Facilities Requests

| Rank | Location | SP | M | Time Frame | Building | Room Number | Est. Cost | Description |
|------|------------|----|----|------------|-------------------------|-------------|-------------|--|
| 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. |

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 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.
- Access card readers are at the end of their lifespan and need to be replaced.

3.1 Academic Quality

Revenue generated through the payment of parking permits and in parking fines are placed into the Parking 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 willingness to increase fees.

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 moved under the umbrella of the District Police. We are currently assessing changes and additional training opportunities.

4.1a Course Student Learning Outcomes Assessment

4.1b Program Student Learning Outcomes Assessment

4.1c Student Learning Outcomes Reporting

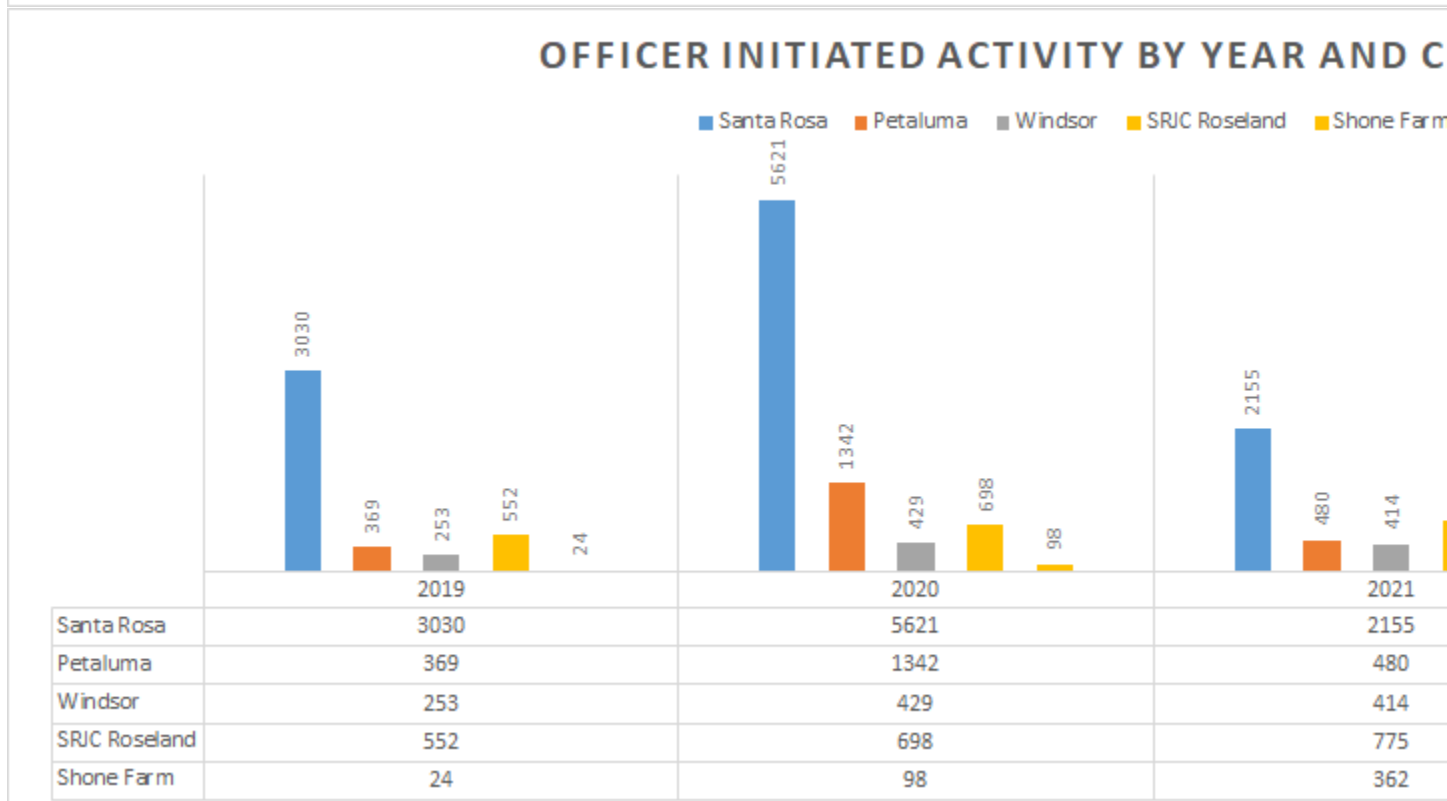
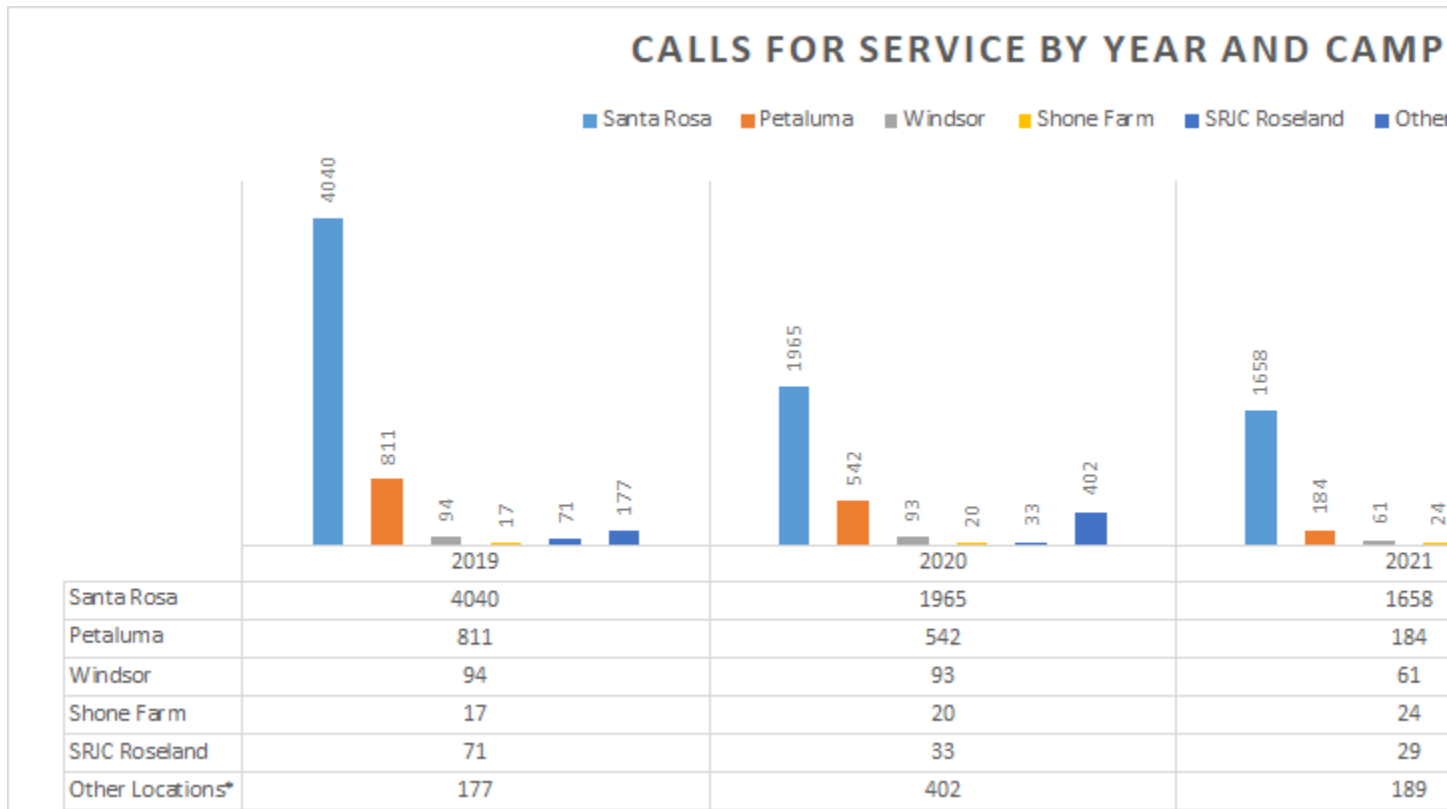
| Type | Name | Student Assessment Implemented | Assessment Results Analyzed | Change Implemented |
|------|------|--------------------------------|-----------------------------|--------------------|
|------|------|--------------------------------|-----------------------------|--------------------|

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 |
|----------------|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|---|
|----------------|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|---|

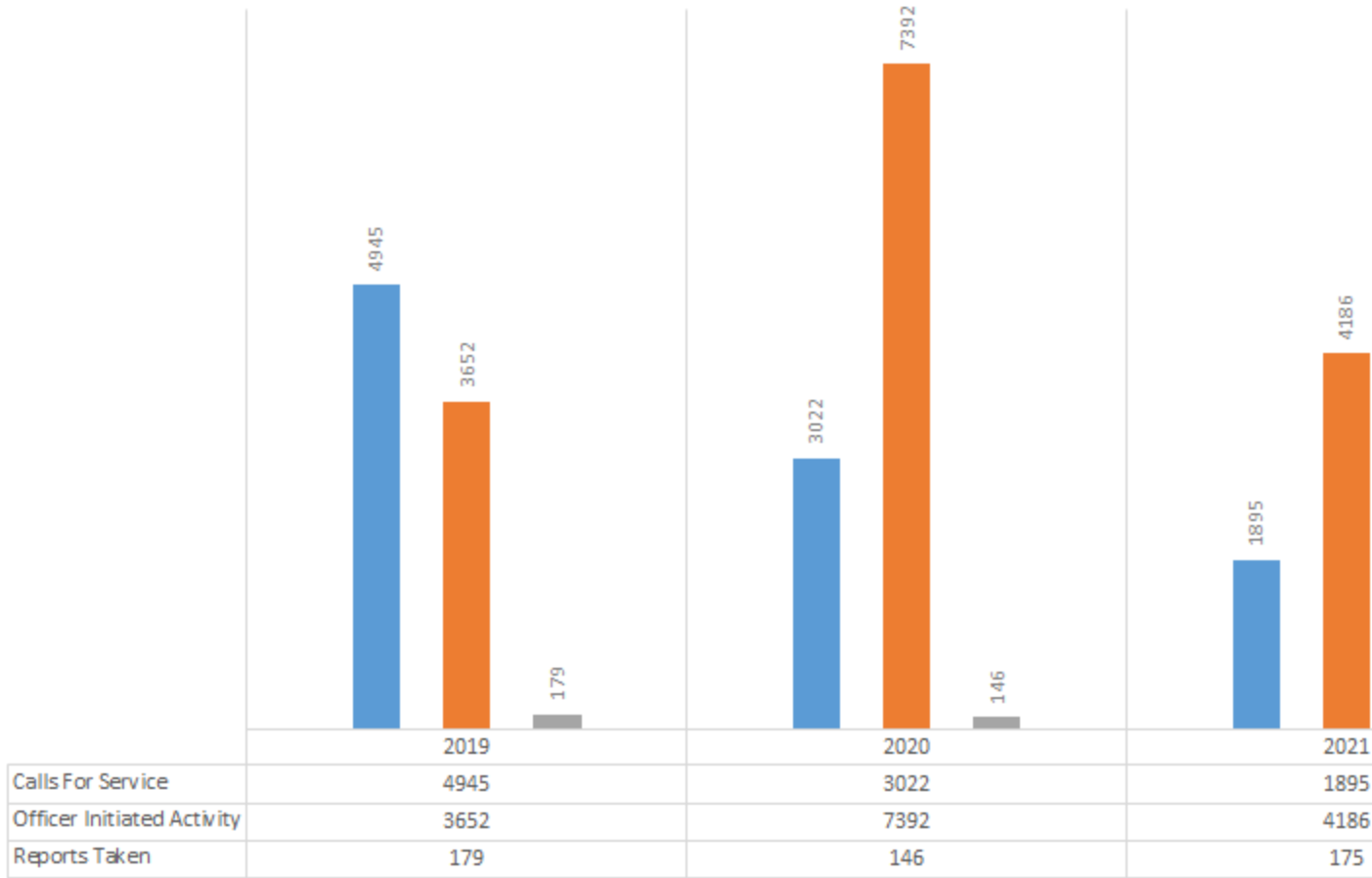
4.2b Narrative (Optional)

5.0 Performance Measures

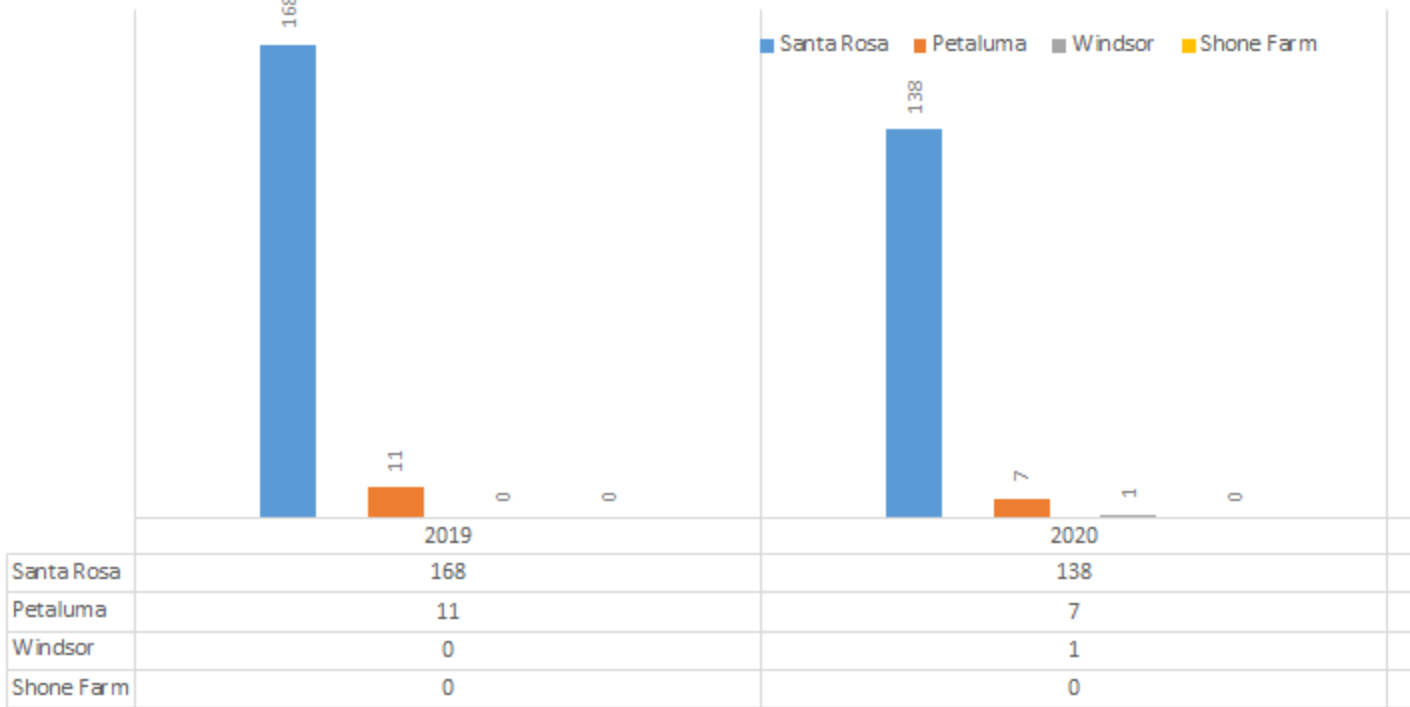


SRJC POLICE ACTIVITY ON SRJC PROPERTY BY YEAR

■ Calls For Service ■ Officer Initiated Activity ■ Reports Taken

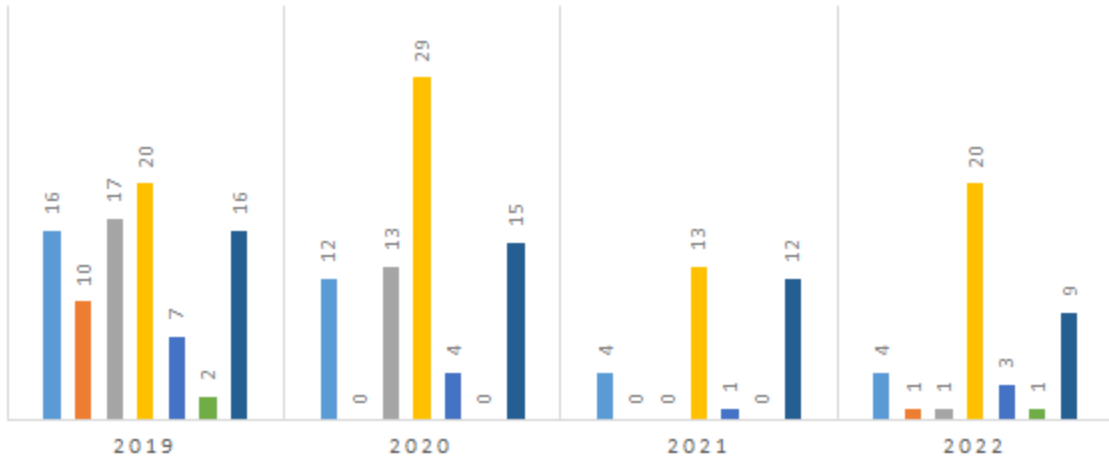


REPORTS TAKEN BY YEAR AND CAMPUS



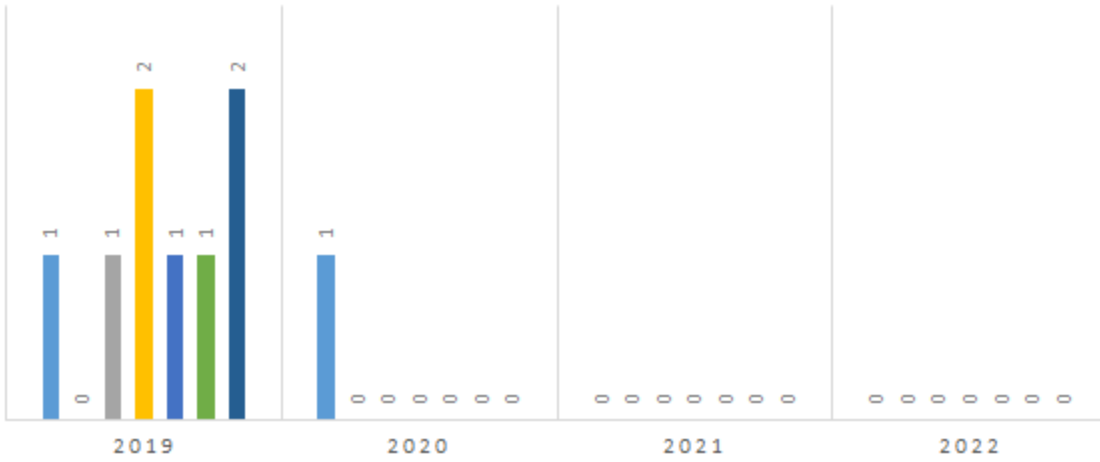
SANTA ROSA CAMPUS CRIME STATS

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



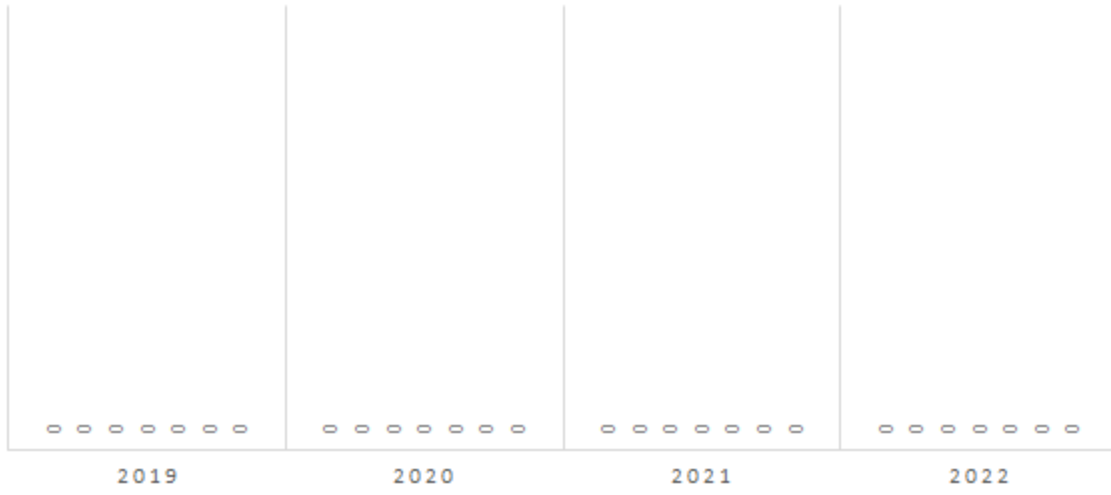
PETALUMA CAMPUS CRIME STATS

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



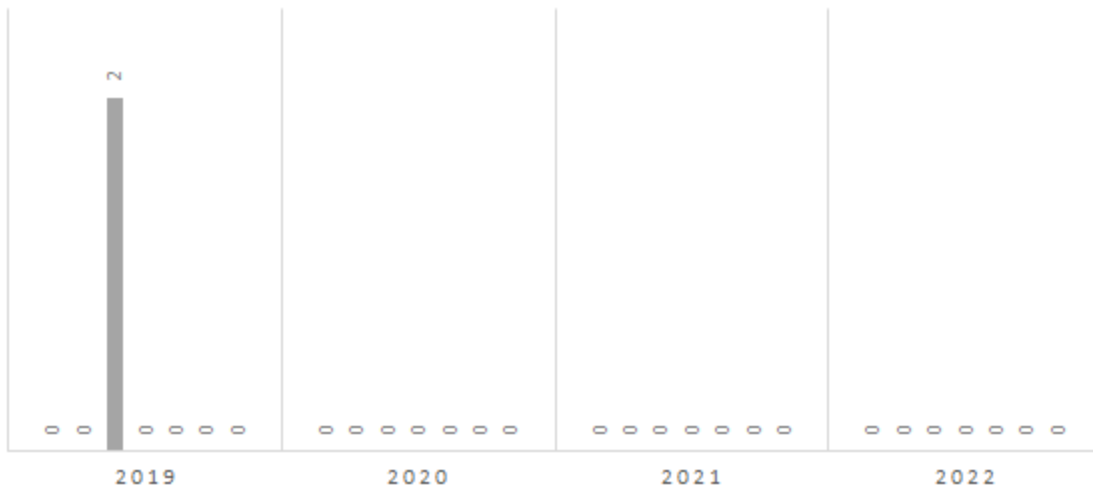
WINDSOR / PSTC CRIME STATS

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



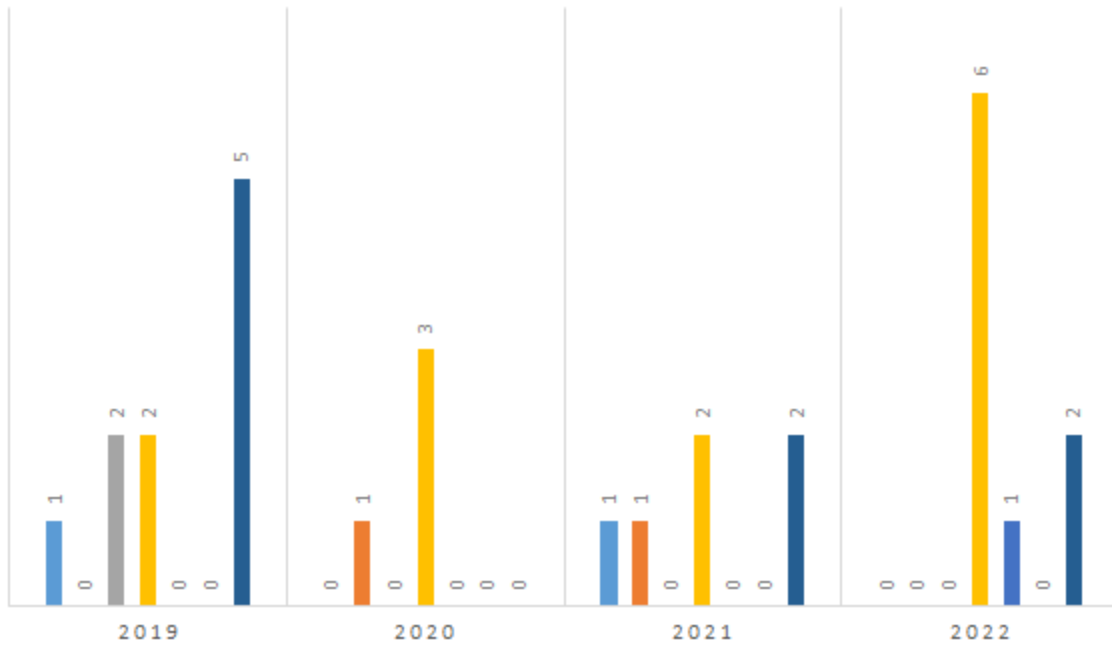
SHONE FARM CRIME STATS

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

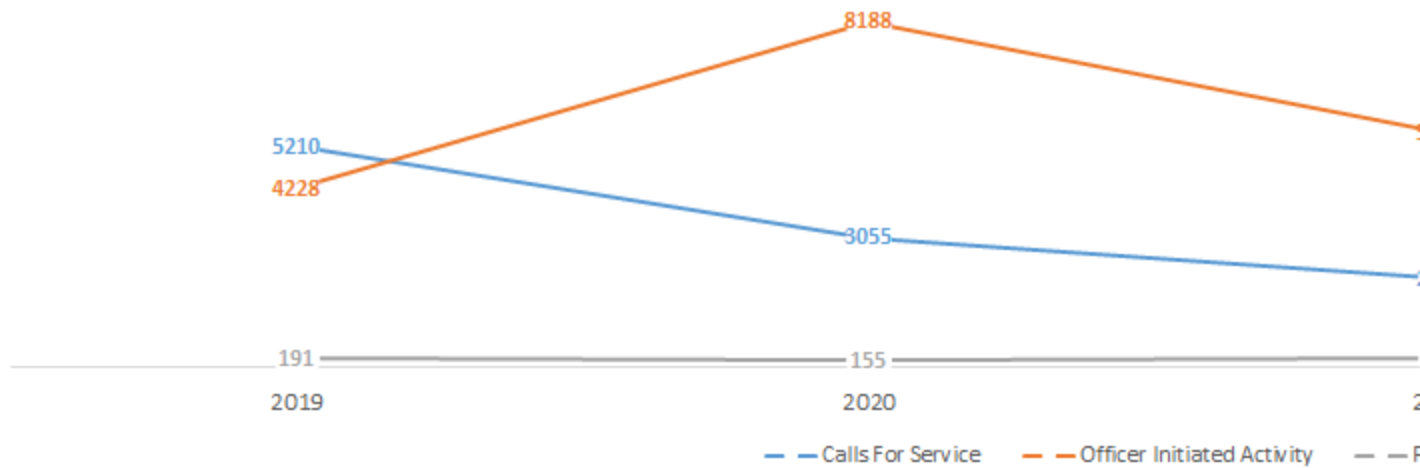


SRJC ROSELAND CRIME STATS

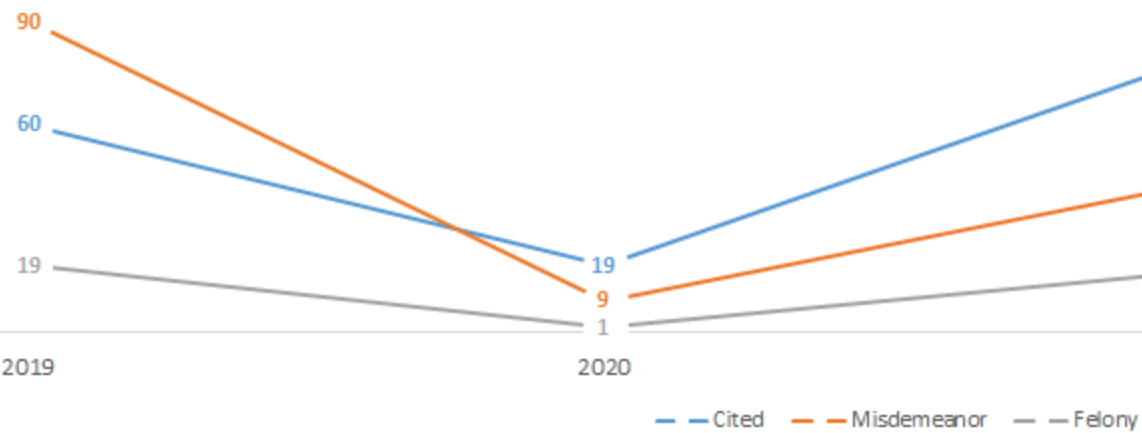
- Theft (From Building)
- Theft (From Vehicle)
- Theft (Other)
- Vandalism
- Crimes Against Persons
- Sexual Violence Crimes
- Drugs/Alcohol Arrests



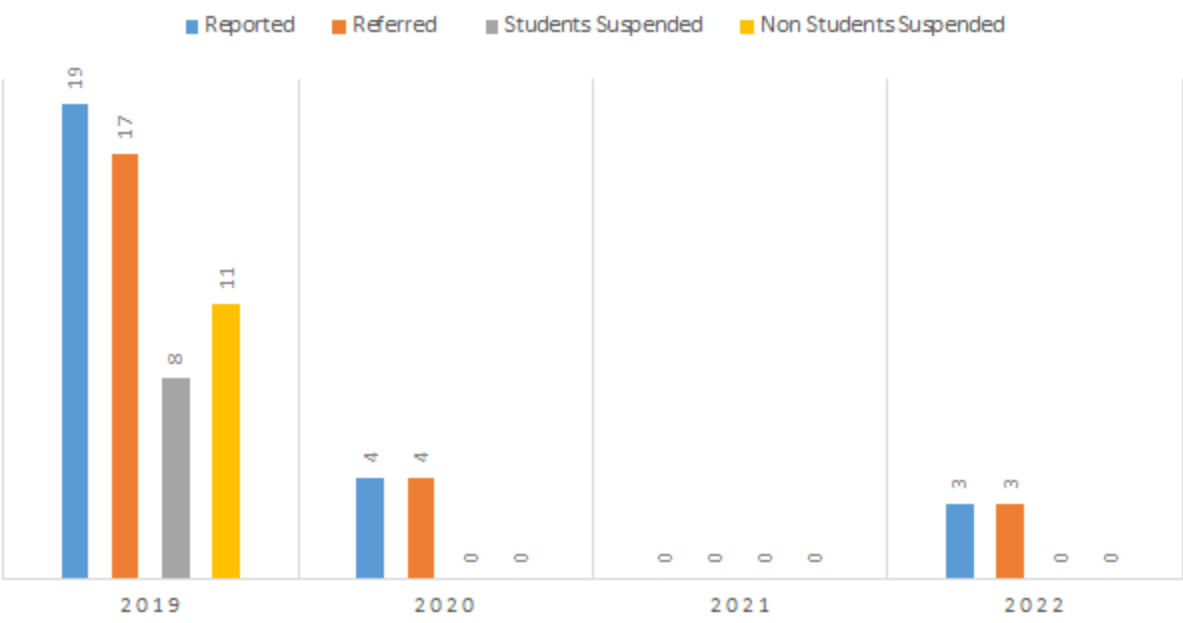
DEPARTMENT ACTIVITY (ALL LOCATIONS)



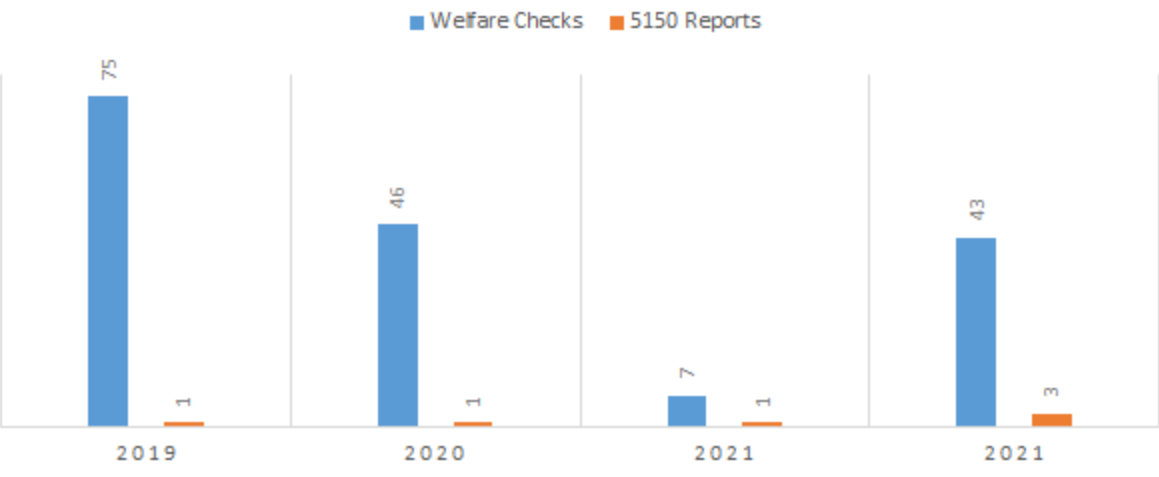
DEPARTMENT ARRESTS (ALL LOCATIONS)



STUDENT CONDUCT STATISTICS



WELFARE RELATED CALLS



6.1 Progress and Accomplishments Since Last Program/Unit Review

| Rank | Location | SP | M | Goal | Objective | Time Frame | Progress to Date |
|------|----------|----|----|--|---|------------|--|
| 0001 | ALL | 04 | 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 | 04 | 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 | 04 | 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 | 04 | 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 | 04 | 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. |
| 0004 | ALL | 04 | 04 | Develop Department Wellness Piece for 1st Responders | Develop and implement Health and Wellness plan/resources for Dept. members. This will include, food and nutrition, mental health resources, fitness etc | 12 Months | Funding |