

Santa Rosa Junior College

Program Resource Planning Process

District Police 2014

1.1a Mission

The mission of the Sonoma County Junior College District Police Department is to maintain a safe and secure environment so that the main mission of the District, education, can take place.

Members of the Department will act in a professional and courteous manner as they protect and serve the District community.

In practice this may include enforcement of District policy and procedures, city ordinances, federal and state law.

In joining this department, members make its responsibilities their own. They are expected to carry out these responsibilities diligently and ethically and to take pride in the services they provide.

1.1b Mission Alignment

The mission of the Sonoma County Junior College District Police Department is to maintain a safe and secure environment so that the mission of the District can take place.

The Sonoma County Junior College's District's Mission:

- SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.
- We focus on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- We support the economic vitality, social equity and environmental stewardship of our region.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- We regularly assess, self-reflect, adapt, and continuously improve.

1.1c Description

The District Police Department is not a branch of any other law enforcement agency. District Police Officers are empowered with full peace officer status. They make felony and misdemeanor arrests, investigate crimes, and enforce traffic laws. All District Police Officers have law enforcement authority throughout the state. Each officer graduated from a regional police academy and receives training throughout the year, including firearms, defensive tactics, and first aid/CPR. All newly hired Police Officers must pass a 16-week field training and evaluation program.

Police Officers receive specialized training in investigative and tactical techniques, which include: evidence and property, crime prevention, sexual assault investigation, advanced officer safety, drug influence recognition, and disaster response, among others. Officers take part in countywide meetings, regional police training planning, and often assist local and state police agencies with law enforcement duties. Each officer is a member of the Police Officers Research Association of California.

Community Service Officers are the first line of support for the Police Officers. Many are trained in, and have the responsibility for, field evidence, taking crime reports, parking enforcement, records management, and dispatch. They are trained in first aid and CPR. They also provide general community oriented services such as battery jumps, door openings, and fingerprinting.

Cadets provide a high profile presence on SRJC sites by being in uniform and carrying department radios. They assist both the Police Officers and Community Service Officers in their duties.

The District Police Department of the Santa Rosa Junior College is located in the Pedroncelli Center, on the north corner of Elliott Avenue and Armory Drive.

Both the Santa Rosa and Petaluma campus offices are open 24 hours a day, 7 days a week.

The District includes 13 sworn Police Officers, 6 police dispatchers, 5.5 Community Services Officers, 1 Technical Services Coordinator and 15 to 30 Cadets (varies by semester). This Police Department was P.O.S.T. accredited in 1988.

1.1d Hours of Office Operation and Service by Location

The District Police Department operates and provides service 24 hours a day, 7 days a week, 365 days a year regardless of holidays. The Police Department is located in the Pedroncelli Center with a sub-station at the Petaluma Campus that is staffed by a Community Service Officer. The department provides patrol coverage through its use of police officers, community service officers and police cadet program as assigned to its various sites and specific locations. Police Department staff respond to reports of crime, medical emergencies, suspicious circumstances, parking issues, traffic collisions and other accidents, alarms, fires and routine calls for service such as lost cars, escorts and transports. Staffing fluctuates depending on the day of the week and time of day.

1.2 Program/Unit Context and Environmental Scan

The District Police Department is unique among existing District departments in that it is always open for service and ready to respond anywhere in the District. At all times there are at least one officer and one 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.

2.1a Budget Needs

Budget statistics compared to the District

District Police has a total non-personnel costs of \$243,762.00 1.75% of the Districts

District Police has annual expenditures of \$742,509, 0.68% of the Districts

District Police has an annual classified payroll of \$119,356.00, 0.67% of the Districts

District Police has an annual management payroll of \$231,262.00, 2.56% of the Districts

District Police has a total annual salary benefits cost of \$492,677.00 0.59% of the Districts

The General Fund: 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 and weaponry supplies such as firearms and ammunition.

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, DVR's, 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.

Parking Fund (Categorical): This budget presently handles employees, services, and equipment but is being steadily depleted by expenditures for continued staff "cola" increases. The parking fund income remains the same because it is limited by law to

specific parking fee caps to students and staff. Future fee increases will be needed to offset all fund expenses. Further strains on parking fund are due to multiple sites needing services, repairs, paving, gate arms, stripping, and signage. The parking structure requires additional funds for maintenance, security and repairs. Lastly, the parking fund is being further reduced to provide for equipment critical to the safe operation and day to day operations.

Emergency Preparedness Budget: The emergency preparedness budget needs to reflect the need for a pre-set emergency operations center, communications links between the Districts various sites and stand alone incident command post capable of providing support on any District location for any critical incident. Both District Emergency Reponse Team trailers need the basic equipment to qualify them as capable of supporting the minimum response level of Light, Search and Rescue.

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

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	08	02	\$48,000.00	Purchase of marked patrol vehicle, cost includes vehicle, additional safety equipment and markings.
0001	ALL	04	07	\$8,500.00	Hire project manager to oversee upgrade in CCURE system
0001	ALL	08	02	\$30,000.00	Purchase of marked CSO vehicle, cost includes vehicle, additional safety equipment and markings.
0002	ALL	06	02	\$45,000.00	Maintenance and repair of CCURE system components in all new and remodeled facilities as parts come off warranty; card access/door parts; CCTV cameras; servers; etc.
0002	ALL	02	04	\$40,000.00	Travel and Training Expenses. All police officers and dispatchers (20 employees) require a minimum of 24 hours of POST certified training over the next two years. Additionally, there are specialized courses of training and update training that officers will be required to take.
0003	ALL	04	07	\$40,000.00	Replace phone/radio police dispatch system with improved answering and response equipment.
0004	ALL	04	07	\$25,000.00	Non-parking police other contracts, services, and repairs.
0005	ALL	04	07	\$10,000.00	Video Conferencing equipment for Training/EOC Room
0006	ALL	04	07	\$9,500.00	Updage Police Department's Training Room which is used as the District's EOC in emergencies add phone lines and necessary communications support.
0007	ALL	01	05	\$500.00	Create a department information booth for campus events and recruiting.
0008	ALL	06	05	\$500.00	Crime prevention & Cirt team materials for presentations and classes
0009	ALL	04	07	\$5,000.00	Search and rescue supplies for District's two response trailers such as backboards, lighting, personal protective gear, powered saws, jacks, cribbing, generator, shovels, axes, pry bars, ropes, SAR team radios and first aid trama gear.
0010	ALL	08	07	\$2,000.00	Operational Area Emergency Services agreement between District and Co of Sonoma's Dept of Emergency Services for continued preparedness support.
0011	ALL	06	05	\$500.00	Cost of updated Emergency Preparedness Handbooks, EOC support materials, training handouts, Department Safety Leader handbooks and preparedness awareness posters.
0012	ALL	08	07	\$1,000.00	Continued SEMS-NIMS-ICS trainings, mutual aid group support (NCCUMAG) and attendance at federal, state and regional workshops are critical to meeting stste and federal mandates.
0013	ALL	06	02	\$500.00	Promotional materials Campus Safety

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Police officer	40.00	12.00	Patrol District properties as assigned
Police Officer	40.00	12.00	Patrol District properties as assigned
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2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Chief of Police	40.00	12.00	Oversees the day to day operations of the police department. Sets goals and a vision for the department that are in line with the college's goals. Chairs the college's Parking and Transportation Committee (PTC) and is a member of the District Safety and Health Committee (DSHC), Crisis Intervention Response Team (CIRT) and the Employee Crisis Assistance Team (ECAT), outside of the college he is a member of the Sonoma County Law Enforcement Chiefs Association (SCLECA), an executive board member of and sits on the oversight committee of the Sonoma County Public Safety Consortium Joint Powers Authority (SCPSCJPA).
Lieutenant	40.00	12.00	Responsible for supervising and scheduling of the sergeants and Technical Services Coordinator. Oversees the department's training program, acts as the training manager and as the department's POST liaison. Gives safety presentations to employees, students and potential students. Oversees requests for parking passes for special events. Responsible for the maintenance of the department's policy and procedure manual. Assists the Chief of Police with budget preparation and maintenance throughout the year. Works closely with the Chief to help the department reach its goals and aligning itself with the college's mission.
Sergeant	40.00	12.00	First line supervisor who oversees the daily activities of police officers, community service officers, dispatchers and cadets. Collateral assignments may include Field Training Program, Defensive Tactics, Firearms, Traffic and Sex Registrants (290 PC). Even though they are classified as Managers, they may be required to work overtime, nights, weekends and holidays.
Sergeant	40.00	12.00	First line supervisor who oversees the daily activities of police officers, community service officers, dispatchers and cadets. Collateral assignments may include Field Training Program, Defensive Tactics, Firearms, Traffic and Sex Registrants (290 PC). Even though they are classified as Managers, they may be required to work overtime, nights, weekends and holidays.
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2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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STNC Police Dispatcher	40.00	12.00	Provide full police dispatch duties, vacation & absence relief and customer service.
STNC Community Service Officer	32.00	12.00	Provide non-sworn support services including site security, parking and customer service (pet)
STNC Community Service Officer	16.00	12.00	Provide non-sworn support services including site security, parking and customer service (win)
STNC Community Service Officer	8.00	12.00	Provide non-sworn support services including site security, parking and customer service (sr)
STNC Community Service Officer	8.00	12.00	Provide non-sworn support services including site security, parking and customer service. This is for the back fill of classified CSOs who are on vacation, training, sick day off, etc. The hours per week is an average.
STNC Police Officer	24.00	12.00	Patrol the Petaluma or Santa Rosa Campus, provide fill for vacancies created by officers sick, on vacation, at training or unfilled vacancies. May also work special/contract events.
STNC Police Dispatcher	40.00	12.00	Provide full police dispatch duties, vacation & absence relief and customer service.
STNC Police Dispatcher	40.00	12.00	Provide full police dispatch duties, vacation & absence relief and customer service.
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2.2d Adequacy and Effectiveness of Staffing

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

- One (1) Chief of Police (Management, sworn)
- One (1) Lieutenant (Management, sworn)
- Three (3) Sergeant (First Line Supervisor, Management, sworn)
- One (1) Administrative Assistant (Classified, non-sworn)
- Nine (9) Police Officers (Classified, sworn)
- One (1) Technical Services Coordinator (Classified, non-sworn)
- Six (6) Dispatcher (Classified, non-sworn)
- Five and a half (5.5) Community Service Officer

Additionally the Police Department has a cadre of STNC Dispatchers and CSO's that help fill vacancies due to personnel being on vacation, sick or at training. In the next fiscal year we will be adding a Police Officer to this group to help with coverage of the Petaluma Campus and the aforementioned reasons.

We also like to create a speciality assignment for a CSO that would assist with the CCURE programming that the Technical Services Coordinator (TSC) currently does. Currently the TSC who has CCURE responsibility also has responsibility for maintenance of the related door locks, the CCTV system, the DVR's that record from the CCTV's, portable and car radio maintenance, Dispatch console maintenance and maintaining the fleet of Mobile Data Computers (MDC) that are in each police vehicle.

Besides the workload, what has proved problematic for this assignment is that CCURE scheduling and requests from staff come in both the day and the evening requiring almost fourteen (14) hour a day attention. A second CSO with who works evenings could assist with the workload, provide coverage due to the TSC being on vacation, sick or at training, as well cover the evening requests.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	08	02	Chief of Police	Chief of Police	Management
0003	ALL	08	02	Police Lieutenant	Police Lieutenant	Management

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 Rational for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment and Software 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, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	Electronic Parking Citation Writers	8	\$2,300.00	\$18,400.00			
0004	ALL	04	07	TelCom/Radio Switch w/ headset controler	3	\$3,000.00	\$9,000.00			

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 and exterior of building
0002	Santa Rosa	04	07	Urgent	Pedroncelli Center		\$10,000.00	Fence repair
0004	Santa Rosa	04	07	1 Year	Outside campus 100 acres		\$6,000.00	emergency call boxes (10) to be installed in existing payphone locations

2.5b Analysis of Existing Facilities

The Pedroncelli building 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 we have worked with Facility Operations to get many of the interior repairs done and we will continue to do so. The exterior is in need of painting and is showing signs of dry rot.

The roof of the building is nearing the end of its life and leaks in several spots when it rains. Rodents are also entering the attic area through the roof and several have been trapped.

The wooden fence that runs along the rear (east side) of the building has been replaced in sections, but other sections have rotted out at the bottom and have been patched with pieces of plywood. On one occasion two large, aggressive dogs broke through the fence into the police department secured parking lot from a neighboring yard.

3.1 Develop Financial Resources

None

3.2 Serve our Diverse Communities

The District Police 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 staff and police are recruited in the organization, we place a high priority on bi-lingual speakers to better reflect the cultural diversity of our community. Currently, our police department has bilingual speakers on staff.

3.3 Cultivate a Healthy Organization

All staff personnel 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 on going training as required by Peace Officers Standards and Training (POST).

Funding for training is problematic as POST reimbursement by the State has been cut and standards still require mandated training. Non-POST training requires funds for tuition, meals, lodging, travel and potentially backfill.

The Department has increased the number of trainers on staff who can provide training (Traffic Investigation, Defensive Tactics, Firearms, Electronic Control Devices, etc) which significantly reduces the cost in keeping staff trained in some of the mandated areas.

3.4 Safety and Emergency Preparedness

Police officers are trained for a wide variety of emergencies. Specific to providing law enforcement services on a college campus officers are trained in their response to an "active shooter" as well as the National Incident Management System (NIMS). Members of the police department work closely with the Environmental Health & Safety Department to help identify and solve safety issues on campus.

3.5 Establish a Culture of Sustainability

Starting in 2012 the Department established it's own "shared drive" where the majority of forms that staff need are kept. This has greatly reduced the need for pre-printed forms and paper related waste. Additionally we have scanned many historical documents that are now stored there along with newer digital documents. The Department policy and procedure manual which is over 400 pages is no longer printed.

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

The below chart documents reported crimes and arrests made by the Police Department in 2013.



In 2013 police department responded to 7260 calls for service, during that same period, officers self-initiated 12,435 incidents. Also in 2013 officers wrote 560 reports, made 251 arrests and wrote 384 traffic citations. Additionally we referred 29 cases to student discipline.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	07	07	Install new parking machines	New machines that accepts credit/debit cards, can be monitored remotely and are more resistant to theft. This will allow the college to have a better method for checks and balances, protect employees from allegations of theft, give students and visitors a positive parking experience and may increase revenue.	2013-2014	In progress. The installation of the machines in the parking structure have been completed. The installation throughout the rest of the campuses will continue and should be complete Summer of 2014.
0002	ALL	04	07	On-line system that allows staff to make requests to the police department for CCURE openings and closings.	Similar to the on-line courtesy permit process, this allows staff to make requests for changes in the CCURE opening schedule in a manner that is consistent and less likely to fall through the cracks that email requests can while giving the requestor feedback that the request has been programmed.	2013-2014	No Progress. Because of higher priorities in the IT department taking precedence, this program has not been initiated.
0003	ALL	04	07	On-line Courtesy Permit	Allow staff to request courtesy permits on-line which allows a more efficient, timely process while tracking the number of permits given and potential revenue lost.	2013	Complete
0004	ALL	06	06	Increase amount of in service training conducted by in house trainers.	Previously our in service training had been sporadic leading to non-compliance in some essential training. Training for firearms, defensive tactics, Taser, etc. are now scheduled out a year in advance.	2013	Complete

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	

6.2b PRPP Editor Feedback - Optional

The Department has made great strides in working with Human Resources to fill vacancies at the Police Officer, Community Service Officer and Administrative Aide positions. This has greatly improved the efficiency of the Department as well as the morale of employees.

The Department continues to try to improve it's relationship with the community it serves and the professionalisim of it's employees.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
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