

# Santa Rosa Junior College

## Program Resource Planning Process

### Parking 2019

#### 1.1a Mission

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 Parking and Transportation Program directly supports the Sonoma County Junior College District 's mission to educate students by providing students, faculty and staff access to all District campuses and properties.

#### 1.1c Description

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.

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 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

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.

A daily parking permit machine needs to be installed at Shone Farm for revenue generation and equity purposes. There is no current machine on this District owned property.

### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	08	07	\$55,000.00	Purchase of a marked police patrol vehicle. Cost includes vehicle, additional safety equipment and District Police markings.
0002	Santa Rosa	08	07	\$55,000.00	Purchase of a marked police patrol vehicle. Cost includes vehicle, additional safety equipment and District Police markings.

0003	Santa Rosa	08	07	\$45,000.00	Purchase of a Community Safety Officer vehicle. Cost includes vehicle, safety equipment, and District Police markings.
0004	Santa Rosa	08	07	\$7,500.00	Safety equipment for existing patrol cars and CSO vehicles to include first aid supplies, tools and emergency, crime and collision scene management supplies.
0005	Shone Farm	04	07	\$15,000.00	Ventek parking permit machine.
0006	ALL	04	07	\$25,000.00	To maintain, update and expand parking enforcement equipment.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public 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	40.00	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	16.00	12.00	Proactively enforces parking rules, provides safety services and patrols District properties as assigned
Police Dispatcher	24.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	24.00	12.00	Performs dispatching, front counter and police records duties
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Police Dispatcher	24.00	12.00	Performs dispatching, front counter and police records duties
Police Dispatcher	24.00	12.00	Performs dispatching, front counter and police records duties
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Administrative Assistant II	24.00	12.00	Provides administrative and clerical support to department
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Officer	24.00	12.00	Proactively enforces law, provides public safety services and patrols District properties as assigned
Police Dispatcher	10.00	12.00	Performs dispatching, front counter and police records duties
Community Service Officer	15.00	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	24.00	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	24.00	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. Reviews parking citation appeals.
Police Sergeant	24.00	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. Reviews parking citation appeals.
Police Sergeant	24.00	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. Reviews parking citation appeals.
Police Lieutenant	24.00	12.00	Direct reporting manager for the police sergeants. Responsible for supervising and scheduling the sergeants. 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. 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. Reviews parking complaints and citation appeals.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC Community Service Officer	20.00	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	20.00	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	20.00	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 Dispatcher	20.00	12.00	Provide full police dispatch duties. Is backfill for any open dispatcher positions and shifts due to vacation, training, sick time, maternity leave, etc.
STNC Dispatcher	20.00	12.00	Provide full police dispatch duties. Is backfill for any open dispatcher positions and shifts due to vacation, training, sick time, maternity leave, etc.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
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Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.

			presences, provides escorts and assists on duty staff as assigned.
Student cadet (student employee)	20.00	8.00	Paid student internship with work experience college credit. Patrols campuses, provides security presences, provides escorts and assists on duty staff as assigned.

## 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)
- Ten (10) 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)

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.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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## 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

### 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
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### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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### 2.5b Analysis of Existing Facilities

### 3.1 Develop Financial Resources

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 Serve our Diverse Communities

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, communications, procedural justice and policing diverse communities.

### 3.3 Cultivate a Healthy Organization

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 Safety and Emergency Preparedness

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). Members of the District Police Department work closely with the Environmental Health & Safety Department to help identify and solve safety issues on campus and establish appropriate emergency incident response procedures.

### 3.5 Establish a Culture of Sustainability

In 2012 the District Police Department established its own "shared drive" where the majority of working forms, policies, procedures and training resources are kept. This has greatly reduced the need for pre-printed forms and paper related waste. Additionally, many scanned many historical documents that are now stored there along with newer digital documents.

There are many paper and other recycling bins throughout the Department and staff is encouraged to recycle.

The Pedroncelli Building's interior lighting was recently assessed and many traditional bulbs will be replaced with LED lighting to save energy; pending fall of 2019.

### 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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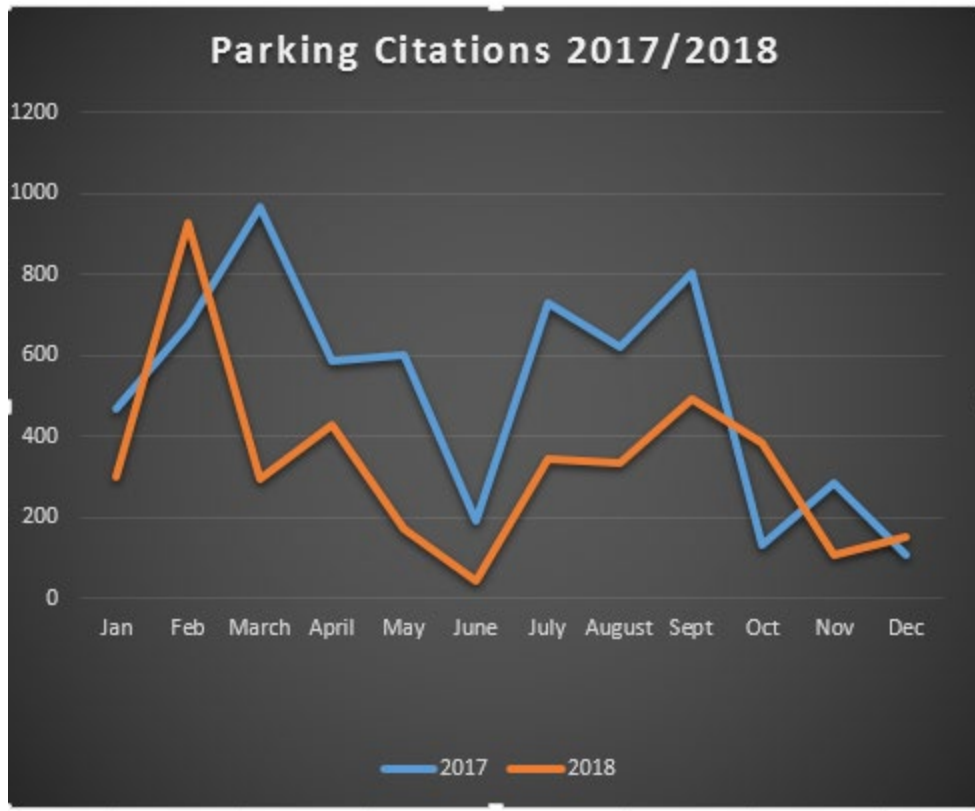
#### 4.2a Key Courses or Services that address Institutional Outcomes

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 Sonoma County Junior College District Police Department routinely run reports from the citation management system. This allows supervisors and managers to review parking enforcement activity throughout the District to focus enforcement efforts, when necessary, to meet the needs of the District.



**Parking Citations 2017/2018**

Year	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Totals
2017	470	677	969	586	603	190	732	619	805	130	286	108	6175
2018	298	928	295	426	170	45	346	334	491	386	108	151	3978

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

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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0001	ALL	08	07	Install a parking permit machine at Shone Farm	To generate revenue and for equity purposes.	12 months	Identify funding, find location.
0002	ALL	08	07	To install new multi-time hourly parking permit machines to replace existing, aging parking meters.	Purchase and install the new machine and remove the current antiquated coin machine meters.	12 months	Parking fund
0003	ALL	08	07	To improve parking operations and to streamline the process by researching new technologies such as cell phone application based systems and license plate readers (LPR).	To make the overall parking operation more efficient.	12 months	Preliminary discussions

## 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	Install a parking permit machine at Shone Farm	To generate revenue and for equity purposes.	12 months	Identify funding, find location.
0002	ALL	08	07	To install new multi-time hourly parking permit machines to replace existing, aging parking meters.	Purchase and install the new machine and remove the current antiquated coin machine meters.	12 months	Parking fund.
0003	ALL	08	07	To improve parking operations and to streamline the process by researching new technologies such as cell phone application based systems and license plate readers (LPR).	Research new ways to scan vehicle license plates and other devices in order to enforce parking permits on vehicles.	12 months	Preliminary discussions.