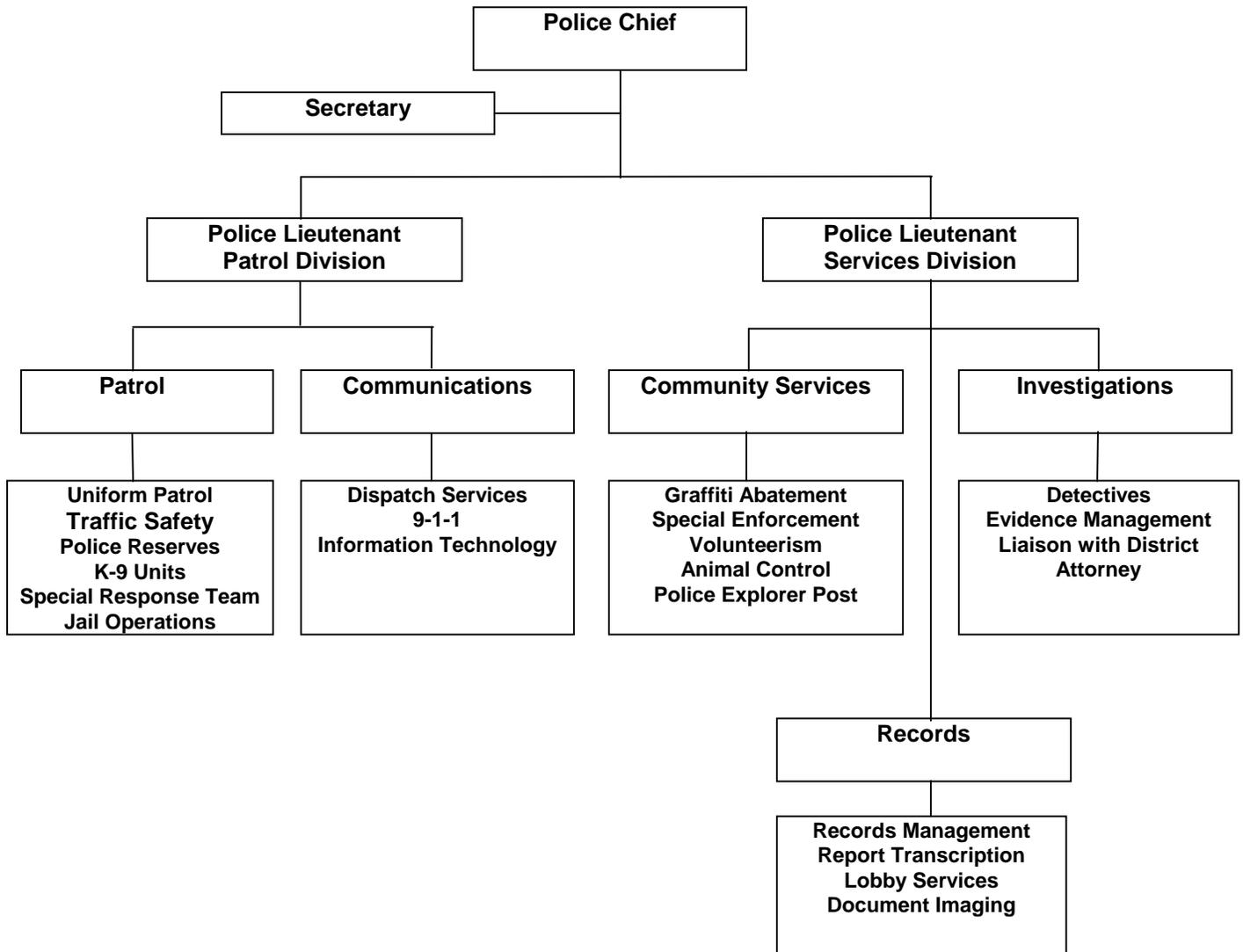

POLICE DEPARTMENT

Department Description: The Police Department is responsible for the protection of life and property in the City of Santa Paula. The Department provides a full range of law enforcement services to the public within the political jurisdiction of the City. The agency is set up in two separate divisions, each overseen by a Police Lieutenant; supervisors oversee units within each division in order to ensure effective delivery of services to the community.



Department Goals

The following goals and objectives have been adopted to focus on over the coming year:

- Embrace the goals of the City Council while continuing the process of adopting the “Community Oriented Policing” model in the provision of services.
- Continue to work towards implementing elements of the Police Strategic Plan (adopted in 2006) while reviewing the Arroyo Management Study (2004) for areas to be considered for adoption.
- Review Police Operations to identify efficiencies on how we do business and provide services to the Community
- Conduct further investigation and identify ways to use technology to improve operations and service delivery
- Review equipment and facility options in order to become more efficient while better providing services to the public
- Provide In-House Programs to improve professionalism and the ability to serve the community

Budget Commentary: The Police Department anticipates a similar or status quo budget for 2007/08 from the previous 2006/07 FY budget, due to uncertainties at the state related to funding levels.

The department receives its operational funding from the General Fund and does not generate much in the way of revenues. The department receives reimbursement from the State of California for POST (Police Officer Standards and Training) reimbursable training. Due to the state financial situation, the reimbursement program has been modified and due to staffing levels we have not been able to seek additional training to the level we would prefer. POST is the regulating agency that oversees Police Officer training and requires each Officer to attend 24 hours of training every 24 months. We anticipate a POST audit to occur during this upcoming fiscal year; we must make efforts to ensure all officers are within compliance of POST mandates.

The department does receive additional funding revenue in the way of grants for services. The Bureau of Justice Assistance (BAA), COPS, and other programs pay for all or portions of several programs. The city also participates in the Federal Bullet Proof Vest Grant which pays for up to \$16,400.00 for bullet proof vests for officers of the department. Also included in this budget is the Council approved AB 1913 grant police officer, (Gang Violence Prevention Program), which is funded by the State through the County of Ventura. All indications from the State are that the funding for this program will be continued for an additional year.

The department continues to build partnerships with other organizations and develop programs for the community at the Community Policing Building at Las Piedras Park. These programs are by design developed to benefit both adults and children of Santa Paula. In the last quarter of FY 06/07 two officers became certified as Crime Prevention Officers through a grant. We are hopeful this training will translate into specific programs to address crime prevention and public safety needs.

Police Administration Program

Program Description: Police Administration is made up of the Police Chief and one Secretary. The Police Chief serves as the Department's General Manager. The secretary provides support to this program area. Administration supervises all department personnel, sets policy and defines procedures for police operations, develops and implements programs, and oversees all operational areas of the agency.

Performance Areas: The Police Chief sets training and performance standards for Department personnel. He oversees the development and implementation of crime prevention programs and other services to the community as well as to ensure the integrity of the agency through oversight and ongoing internal review of operations.

A Management Audit was conducted on the operation of the Police Department in 2003. This was followed by the adoption of a Strategic Plan in early 2006. The recommendations within the Management Audit, followed the directions outlined in the Strategic Plan, will guide police operations in the coming months and years. The City Council goals related to the Police Department and related quality of life issues will be part of the priorities for the upcoming 2007/08 fiscal year.

Specific Objectives

- Continue with the on-going review of policies and procedures and update directives as needed.
- Establish an internal program for the adoption of an Ethics and Integrity police model for all police personnel to follow.
- Implement a formalized training component that will ensure we are meeting California POST standards while enhancing training for all personnel.
- Continue to enhance and improve the methods we use to advertise, recruit and select the best candidates for police officer positions.
- Continue to formally meet with department supervisors on a monthly basis to review and direct operations.
- Continue to meet with the Santa Paula Police Officers Association Executive Board to answer questions and receive input.

Patrol Program

Program Description: The Patrol Division is supervised by a Police Lieutenant who is responsible for uniformed field services such as roving patrol in marked police units, foot patrol, bicycle patrol, and K-9 teams. The Patrol Division is currently deployed with four sergeants, four senior officers and 13 police officers. The Police Reserve Unit has an authorized strength of 20 officers that is a critical element in providing support to patrol services. Three officers are assigned as K-9 handlers.

A10-member Santa Paula Citizen Patrol Volunteer Unit provides supplementary services to the police department and community; it is our hope to expand this volunteer base considerably over the next year to support patrol operations. We currently staff the Las Piedras Policing Facility with two staff members paid through a federal grant. The next year of this grant will reduce funding by one person; the second person will have to be covered within the 07/08 budget.

One of the three Community Service Officers positions has been assigned to the investigative unit and the other two are assigned to patrol.

Performance Areas: To provide uniform patrol of the city, discover crime and community hazards, arrest offenders, initiate crime reports, collect and present evidence, appear in court, handle special events and emergencies and enforce traffic laws.

Specific Objectives:

- Implement an electronic parking enforcement and code enforcement program to enhance the quality of life of our citizens.
- Review all current methods in which we accept calls for service and subsequently document complaints with an eye towards reducing the time between calls.
- With the loss of the School Resource Officer, investigate alternatives to have a police presence on the campus of various schools within the City.
- Develop and implement special patrol techniques that enhance visibility, increase contact between the officer and community, and has an impact on crime prevention.
- Establish specific expertise in the areas of gang and drug enforcement, drug recognition and training.
- Research methods in which to expand Citizen Patrol personnel with an eye towards adding more services that this unit will provide to the community.

Budget Commentary: The Patrol Division is funded by the General Fund, supplemented by the Bureau of Justice Assistance Grant which provides funds for the Special Response Team, Gang/Graffiti and Citizens Patrol.

Three Community Service Officer (CSO) positions exist with two being primarily assigned to patrol activities. They are assigned to handle non-hazardous tasks, which would otherwise have to be addressed by sworn police officers, which in turn, allows the officers to be more proactive in their attempt to reduce criminal activity in the city. They are also assigned to the downtown area for parking enforcement and assisting with issuing citations while working with the city street sweeper. It is hoped we will be supplementing these officers with our expanded use of volunteers to have a more active parking and code enforcement program.

In the area of Capital purchases, five new patrol vehicles and an Animal Control vehicle are requested for FY 2006/07 to replace high mileage police units/vehicles. A three-year lease program is proposed to fund this purchase. High mileage (and the maintenance costs to keep these vehicles on the road) was a major area cited by the Arroyo Management Study.

Investigations Program

Program Description: The Investigations Unit is made up of one sergeant and up to four detectives. They have specialized training that allows for the investigation of all major crimes, crime scene processing and specialized areas (i.e., white collar crime, computer and fraud crime, sex crimes, etc.). One CSO, and two part-time CSO's are also assigned to this program (Evidence Management and Court Liaison).

Performance Areas: Provides follow-up investigation of criminal investigations/complaints forwarded from the Patrol Division or acts on initial reports taken directly from the public as necessary. Crimes against persons (crimes where an injury has occurred) will take priority over property crimes. Process crime scenes, collect, preserve and store evidence. Complete case follow-up as requested by the District Attorney. Establish and maintain a good working relationship with local law enforcement agencies.

Specific Objectives

- Adopt a program of a Major Crimes team utilizing a "call-out" of experienced patrol officers to respond to homicides and other major crimes to assist in the first twenty-four hours of the crime occurring.
- Establish a multi-faceted Crime Prevention program to include services to neighborhoods, businesses and individual homeowners.
- Continue on-going efforts to complete a full audit of the Evidence Management function that was started in FY 06/07. Once completed, implement new policies and procedures to enhance security and better manage this function. Once all steps completed, conduct of a Public Auction of all surplus property.
- Expand our ability to conduct basic forensic examinations in-house.

Budget Commentary: The Investigations Unit is funded entirely by the General Fund.

Dispatch and Communication Program

Program Description: Dispatch and Communications is under the supervision of the Dispatch Supervisor (a position created in FY 06/07). Six full-time dispatchers staff this unit, part-time/on-call dispatchers are authorized to supplement the full-time staff but there are currently no employees in these positions.

Performance Areas: Provide Public Safety Answering Point (PSAP) for all (police and fire) emergency service via the 911 System. Dispatch is facilitated by our ACIS Computer Aided Dispatch system.

Specific Objectives

- Establish specific training goals and objectives for Communications personnel to include the design of a Field Training program for new Dispatchers.
- Establish a Communications policies and procedures manual.
- Conduct a selection process in order to create a part-time Dispatch roster and design a training program for part-time Dispatch personnel.
- Review the current Communications work area with an eye towards future upgrades and/or renovations for improved efficiencies.
- Upgrade 9-1-1 System with State funds.

Budget Commentary: Within the 2006/07 budget is a proposal to upgrade one Dispatch position to a Dispatch Supervisor position. Dispatch and Communications is funded entirely by the General Fund.

Records Services Program

Program Description: The Records Unit is supervised by a Records Supervisor (this position was created during FY 06/07). Three part-time Clerk Typists and two volunteer positions round out this unit. All criminal records, reports, bookings, citations, impound reports, and any other documents pertaining to civil/criminal incidents involving the Police Department are kept by Records Services. These individuals are the first people a community member will contact at the front counter of the Police Department. They have all have been trained in good customer service techniques.

The Automated Criminal Information System holds over 90% of the Police Department records on computer files. With the new telephone system anticipated to be fully operational in the first quarter of the new fiscal year, we hope to have this staff fielding many of the business telephone calls to alleviate the burden in Communications.

Performance Areas: Records is responsible for compiling the statistical data on criminal activity in the city, as well as annually reporting crime data to the Department of Justice, FBI and DMV.

Specific Objectives:

- Establish protocols in managing all records using a Document Imaging system (anticipated to be purchased in the last quarter of FY 06/07).
- Work with our current police software provider to compile and provide the monthly statistics submitted state and federal agencies in electronic form.
- Research methods in which to use the police database to provide statistical analysis of crime and traffic trends.
- Revise current scheduling of Records personnel in order to expand Lobby hours of service.

Budget Commentary: Authorized strength is one (1) full-time Records Supervisor and three (3) part-time employees; we are exploring staffing alternatives as part of this budget cycle. This could address, in part, current workloads that exceed the hours allotted for this function. We have two volunteers to assist in this workload and hope to add additional volunteers with the expansion of efforts of the Volunteer program. The level of work in the Records Unit is based on the production of police officers, the needs of the public, and the demands of the District Attorney and the Courts. Calls for Service and other measures of productivity are up for all these groups, all of which add to the workload of the Records Unit. Records Services is funded entirely by the General Fund.

Custody and Jail Services Program

Program Description: Custody and Jail service also falls under the direction of the Patrol Division Lieutenant with an expectation of the Patrol supervisors to aid in its operation. This program is responsible for the legal and safe custody of all persons arrested and booked into the jail facility.

Performance Areas: Provide for the supervision of those in custody within state and federal law, as well as department policy. Provide the necessary documentation and reporting to the appropriate state agencies. Provide the necessary training to the officers of the department in order to ensure compliance with laws governing jail facilities.

Specific Objectives:

- Investigate upgrades in the electronic booking system to include Live Scan (electronic fingerprint scanning) and a link with the County jail pre-booking system.
- Update jail policy manual as needed.
- Establish a Booking Officer program during high activity periods (typically weekend evenings) to ensure patrol personnel are able to remain on the street.
- Continue providing state mandated training for officers related to temporary holding facility.

Budget Commentary: This program is funded entirely by the General Fund.

Animal Regulation Program

Program Description: Animal Regulation, while having its own department budget, is supervised in the Police Department by the Patrol Division Lieutenant and is staffed by one full-time Animal Control Officer.

Performance Areas: Impound stray and runaway animals in the City's political jurisdiction. Pick up injured animals and transport them to treatment facilities or to the Ventura County Shelter. Enforce City leash laws and dog license ordinances. Abate vicious and nuisance animals.

Specific Objectives:

- Review current physical conditions of the animal impound area at the DPW yard with an eye for upgrades and efficiencies.
- Provide weekly activity reports on all animal activity including calls for service, enforcement action and types of calls handled.
- Develop and implement a formal policy on Animal Control operations including call-out protocols, levels of enforcement, and other related procedures.
- Provide training in new and current animal control practices and updates on new laws.

Budget Commentary: Animal Regulation services are funded entirely by the General Fund.

Graffiti Removal Program

Program Description: The Graffiti Removal Program was designed to remove unsightly graffiti from walls and surfaces throughout the community. The program was designed to be administered by the Police Department.

This program is set up to have a full-time employee remove graffiti from any City owned property as well as private property, and to eliminate the unsightly graffiti as soon as possible in the most or heavily traveled parts of the community, and then work outward from there.

The graffiti abatement employee will secure waivers from other public entities to remove or attempt to keep graffiti off of public buildings or properties (fences and walls). Materials will be provided by those other public entities that own the property in the City. Some materials are incorporated in the line item. Donations of materials are also received from community members.

Private property owners may also sign a waiver to allow the graffiti removal employee to remove graffiti from private property, (fences and walls). These same private property owners can provide painting materials as necessary in order to match the color of the surface to be cleaned and/or painted.

Much of the work, depending on the surface, is accomplished by using a water-power blaster or by painting over the surface. Some paint is purchased and other paint is regularly donated.

This program compliments other programs and efforts already in place designed to eradicate graffiti in the City of Santa Paula.

Budget Commentary: This program is funded entirely through the general fund.

SLESF - COPS Grant Program

Program Description: The City receives funding from the State's Supplemental Law Enforcement Services Funds (SLESF) also known as the Citizens Option of Public Safety (COPS) grant, which was established in the 1996-97 fiscal year. The City has used this grant money for the Community Policing Building at Las Piedras Park, Citizen Patrol Activities, a part-time transcriber, firearms training and for non-funded police equipment. Funding of a police officer was added to the program in FY 2001-02 and is still in place.

Budget Commentary: The City Council authorized hiring a police officer from the COPS funds in FY 2001-02. The officer will be funded as long as funding is available through the State grant.

AB 1913 - (PROBATION - COUNTY OF VENTURA) GRANT PROGRAM

Program Description: The City approved hiring a police officer after receiving funding from the State through the County of Ventura. The Santa Paula “Gang Violence Suppression” (GVS) program consists of one police officer, one probation officer, and services from two community-based organizations. The police and probation officers work together out of the Police Department as well as the Probation Agency’s Santa Paula satellite office on south 10th Street. The team focus is on enforcing court-ordered terms and conditions of probation by closely monitoring juvenile gang-involved probationers in the community.

Performance Areas:

- High-visibility of target areas by police and probation officers during the evening hours.
- Gang-involved probationers are visited by officers two times per week at their residences, usually during the evening hours.
- Aggressive curfew enforcement.
- Violations of probation conditions are dealt with quickly.
- GVS officers work closely with community-based organizations to provide intensive individual and family counseling, substance abuse groups, mentoring programs and vocational training to those probationers willing to alter their behavior.
- GVS officers will work to develop gang awareness curriculum to be presented at local middle schools to teach staff and students.

Specific Objectives:

- Increased number of probationer contacts.
- Increased number of probation searches at the residences of gang-involved probationers.
- Increased number of referrals to community-based organization for intensive counseling and therapy programs.
- Increased number of community work hours for each city.
- Improvement in school attendance of GVS probationers.
- Increased number of arrests of gang-involved youth for violation of probation pertaining to continued gang behavior.
- Twenty-four to forty-eight hour turnaround on violation of probation reports from law enforcement agencies.
- Increased number of adjudication’s in Juvenile Court for violation of probation pertaining to noncompliance of probation terms.

Budget Commentary: The City Council authorized hiring a police officer to be funded by the County of Ventura AB 1913 funds in FY 2001-02. The officer will be funded as long as funding is available from the State through the County to the City. It appears funding will be available for one last and final year, 2007/08, and then funding and the program may end.

**CITY OF SANTA PAULA
 2007 - 2008 BUDGET PLAN
 DEPARTMENTAL SUMMARY**

Department: **POLICE**

EXPENDITURES	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
SALARIES	2,447,332	2,579,902	2,659,039	2,720,598	2,556,371
BENEFITS & OVERHEAD	1,027,157	1,247,471	1,445,626	1,633,376	1,736,667
SALARIES AND BENEFITS	3,474,489	3,827,374	4,104,664	4,353,974	4,293,038
SUPPLIES/SRVS/MAINT	567,155	490,253	703,634	680,413	483,001
CAPITAL OUTLAY	55,905	67,826	89,445	127,646	34,000
TOTAL COST	<u>\$4,097,549</u>	<u>\$4,385,453</u>	<u>\$4,897,743</u>	<u>\$5,162,033</u>	<u>\$4,810,039</u>
 AUTHORIZED POSITIONS:	 44.50	 45.00	 45.28	 45.28	 1.00
REVENUE/RESOURCES:					
> General Fund	3,932,777	4,227,042	4,525,484	4,822,740	4,778,246
> Misc Grant Funds			148,697	75,062	0
> DOJ-Weed & Seed			50,545	124,455	5,743
> SLESF - COPS	101,770	95,410	110,017	76,772	26,050
> AB1913(County)	63,000	63,000	63,000	63,004	63,004
TOTAL	4,097,547	4,385,452	4,897,743	5,162,033	4,873,043

CAPITAL OUTLAY/SPECIAL PROJECTS
 Explanation and Dollar Impact:

OTHER NOTES:

**CITY OF SANTA PAULA
 2007 - 2008 BUDGET PLAN
 PROGRAM DETAIL**

Department: POLICE					
Program: PATROL					
100/203/.045.4502/4521					
EXPENDITURES		04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
salaries - full time	8001	1,142,520	1,293,134	1,399,677	1,347,468
salaries - part time	8002	1,298	7,512		89,872
salaries - overtime (100)	8003	254,878	300,079	201,215	165,710
SALARIES		\$1,398,696	\$1,600,726	\$1,600,892	\$1,603,050
overhead and benefits (4502)	8040	753,604	931,190	1,075,957	1,118,859
overhead and benefits (4521)	8040		21		
OVERHEAD AND BENEFITS		\$753,604	\$931,211	\$1,075,957	\$1,118,859
postage	8101	(\$10)	15		
dues & subscriptions	8103			100	100
supplies-office	8120	1,024	1,556	500	500
supplies-clothing/uniforms(4502)	8121	46,524	52,460	25,000	25,000
supplies-clothing/uniforms(4521)	8121		144		
supplies-shop & field	8123	6	41		
supplies-safety (high risk E.T.) (100)	8124		1,089	18,483	15,500
supplies-safety (high risk E.T.) (203)	8124		16,515	8,027	
supplies-other(4502)	8129	19,728	23,363	30,000	15,000
supplies-other(4521)	8129		43		
supplies K-9(100)	8135	6,790	7,272	4,000	4,000
supplies K-9(203)	8135		3,000		
recognitions/awards	8150			100	100
minor equipment - shop & field	8173			100	100
minor equipment - bicycle patrol	8174			200	200
prof/contr svcs-other-DMV collection fee(4502)	8209	324	227	2,000	2,000
prof/contr svcs-other-DMV collection fee(4521)	8209		3,604		
prof/contr svcs - medical	8214			700	700
prof/contr svcs - medical clearance	8217	4,839	5,323	5,000	5,000
legal advertising(4502)	8230		1,818		
legal advertising(4521)	8230		124	300	300
misc. advertising/ promotion	8231			100	100
printing and binding -external	8241	499	967	100	100
svcs - towing and storage	8251	1,330	2,576	2,000	2,000
utility expense	8280	2,429	2,812		
utility expense (4521)	8280			1,550	1,550
utility exp-telephone	8282	7,453	6,558	8,000	8,000
utility exp-telephone (4521)	8282			1,450	1,450
maint-bldgs & improvements	8301	10		100	100
maint-vehicles, equipment	8304	55,241	62,390	19,217	19,217
maint-vehicle fuel	8305	50,188	62,127	45,000	45,000
equipment maint charges	8307			32,518	32,518
reserve officer expense	8321	7,800	6,075	15,000	15,000
citizen patrol expense	8322			200	200
training/workshops/meetings(100)	8352	13,510	16,813	20,000	20,000
training/workshops/meetings(203)	8352		3,864		
mileage reimbursement	8353	2,076	1,429	2,000	2,000
educational reimbursement	8360	494	1,483	2,500	2,500
prior year adj expenditures	8678				
SERVICES AND SUPPLIES		\$220,255	\$283,688	\$244,245	\$218,235
equipment - new	8610			62,880	34,000
DX 400 Emergency Dictation System	8610				
equipment - new - patrol vehicles	8610	54,805	57,465		
CAPITAL OUTLAY		\$54,805	\$57,465	\$62,880	\$34,000

**CITY OF SANTA PAULA
 2007 - 2008 BUDGET PLAN
 PROGRAM DETAIL**

Department: POLICE
 Program: ANIMAL REGULATION
 100.045.4507

EXPENDITURES		04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
salaries - full time	8001	36,931	38,747	37,526	38,108
salaries - part time	8002		0	0	
salaries - overtime	8003	11,701	7,785	10,000	3,614
SALARIES		\$48,632	\$46,532	\$47,526	41,722
overhead and benefits	8040	14,065	16,131	17,956	22,345
OVERHEAD AND BENEFITS		\$14,065	\$16,131	\$17,956	\$22,345
supplies-clothing/uniforms	8121	393	580	500	500
supplies-shop & field	8123	161	245	500	500
supplies-safety	8124		0	100	100
supplies- kennel	8134	61	201	300	300
minor equipment - office (4504)	8171			250	250
minor equipment - shop & field	8173		0	100	100
svcs-DOJ/NCIC/CII/VSO	8219		0	150	150
prof/contr svcs - Vta County Animal Reg	8221	59,750	74,322	60,000	60,000
printing and binding -external	8241	28	142		
util - telephone	8282	1,306	1,578	1,000	1,000
maint-vehicles, equipment	8304	2,204	22	889	889
maint-vehicle fuel	8305	2,597	3,510	2,500	2,500
equipment maint charges	8307		117	110	110
training/workshops/meetings	8352		0	500	500
SERVICES AND SUPPLIES		\$66,500	\$80,716	\$66,899	\$66,899
Equipment - New	8610				0
CAPITAL OUTLAY- Equipment		\$0	\$0	\$0	\$0

