

SECTION 7: POLICE DEPARTMENT

The El Cerrito Police Department is committed to safety, service, and enhancing the public trust through professionalism and leadership. The Department's vision is to continue to foster an environment of collaboration, honesty, and respect with each member of the community, the department, and allied agencies. The Department will represent the highest ideals of public service in carrying out our mission and living our values. The El Cerrito Police Department will be known for its commitment to steadfast compassionate service and vigorous crime fighting.

DEPARTMENT OVERVIEW

The Police Department provides a full range of services to the community through three Divisions: Administrative and Support Services, Field Operations, and Investigations/Special Operations. These Divisions work in concert to achieve the common mission of efficiently providing professional service delivery of the highest quality, which will form a sense of pride and satisfaction in all members of our community.

The City partners with the State and other local agencies to provide services and support the Department in the most cost effective manner. Police dispatch and Records Management are provided through a contract with the Richmond Police Department, while Crime Lab, Animal Control Services, and other specialty services are contracted to Contra Costa County. The Department cooperates with other police agencies and the California Department of Justice to provide a Detective to the West Contra Costa County Narcotics Task Force. The department has an Officer assigned to the Richmond Police Department Crisis Response Team (CRT) as a specialty duty operator. The Police Department also contracts with the State of California for the California Identification System, which utilizes computer technology to evaluate fingerprint evidence to identify criminals. The City and the Department are also active members of the East Bay Public Safety Corridor Partnership.

Overall Goals

The overall goals of the Department are to enhance public safety by:

- Creating a safer environment within our community by enforcing federal, state and local ordinances
- Maintaining and increasing effective partnerships with our regional law enforcement partners to enhance efficient service delivery
- Reducing the occurrence of criminal activity through proactive responses to crime and utilizing social media, public education, and crime prevention
- Cultivating and maintaining genuine partnerships with our community
- Continuously assessing effective and efficient delivery of service

Organizational Structure

The personnel making up the Police Department are deployed into three Divisions. While each division has different assignments and individual goals, each division is responsible for striving to achieve the Departmental goals which center around increasing community safety.

Administrative/Support Services Division

Members of this Division are responsible for commanding and supervising personnel, constructing and maintaining budgets, processing of records, internal investigations, recruiting new personnel, training of department personnel and policy making.

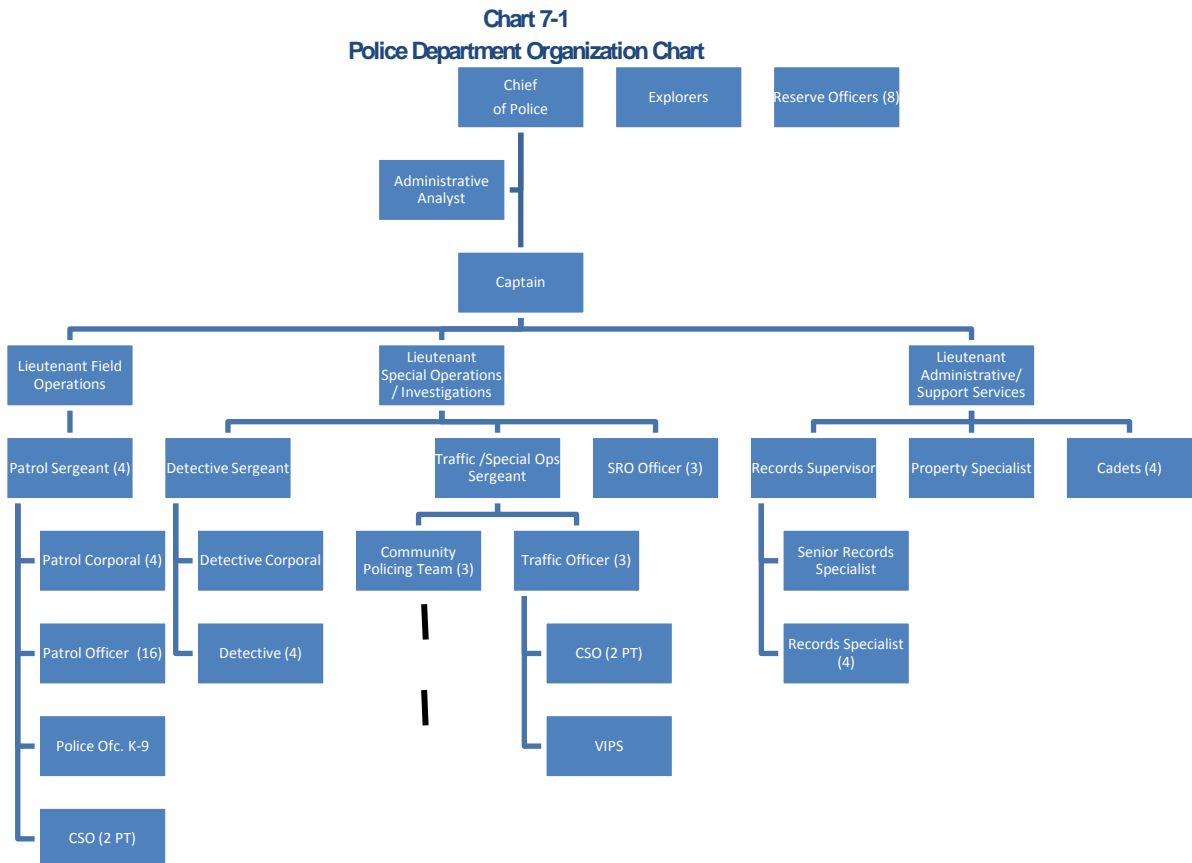
Field Operations

Members of this Division are our front line uniformed personnel responsible for responding to calls for service, documentation, and preliminary investigation of incidents. Patrol Officers provide the first level of traffic safety as well as addressing community “quality of life” issues.

Special Operations

Members of this Division are responsible for responding to and examining major crime scenes, conducting criminal investigations, providing liaison services to community groups as well conducting proactive investigations into events or circumstances that could negatively impact the safety of our community.

Chart 7-1 shows the organizational layout of the Department:



Position Listing

The total authorized strength for the Police Department is 46 sworn Officers. **Table 7-1** shows the current authorized strength of the Department. Not included are the Department's part-time Cadets.

For FY 2013-14, two classifications are proposed to be added to the Department. Community Services Officers (CSO) are a new classification made up of non-sworn personnel who will perform tasks and services that are not necessary to be performed by sworn personnel. Additionally, the existing Executive Assistant is proposed to be reclassified as an Administrative Analyst. The position as currently filled meets the distinguishing characteristics, essential functions, and qualifications of the proposed classification and better reflects the duties being performed.

Table 7-1
Police Department Position Listing

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Crossing Guard	0.35	0.35	0.35	0
Community Services Officer	0	0	0	2.4
Parking Enforcement Representative	2.2	2.2	2.2	0
Police Captain	1	1	1	1
Police Chief	1	1	1	1
Police Corporal	4	4	4	4
Police Corporal - Detective	1	1	1	1
Administrative Analyst (formerly Executive Assistant)	1	1	1	1
Police Lieutenant	3	3	3	3
Police Officer	19	19	19	19
Police Officer - Detective	4	4	4	4
Police Officer - K9	1	1	1	1
Police Officer - SRO	3	3	3	3
Police Officer - Traffic	3	3	3	3
Police Records Specialist	5	4	4	4
Police Records Supervisor	1	1	1	1
Police Sergeant	4	4	4	4
Police Sergeant - Detective	1	1	1	1
Police Sergeant - Motor	1	1	1	1
Property and Evidence Specialist	0	1	1	1
Senior Police Records Specialist	1	1	1	1
POLICE DEPARTMENT TOTAL	56.55	56.55	56.55	56.4

Strategic Plan Alignment

Table 7-2 shows the services performed by the Police Department as aligned to the Strategic Plan. Dark blue indicates the primary goal the program/service is aligned to; light blue indicates secondary goal(s).

**Table 7-2
Police Department Strategic Plan Alignment**

Program or Service	Deliver Exemplary Government Services	Achieve Long-Term Financial Sustainability	Deepen a Sense of Place and Community Identity	Develop and rehabilitate public facilities as community focal points	Ensure the public's health and safety.	Foster environmental sustainability citywide
Conducting Patrol Operations						
Investigating reported crimes						
Conducting Proactive Traffic Enforcement						
Contracting with Allied Agencies for services such as Dispatch, Animal Control and Crime Lab services						
Public education and crime prevention strategies						
Measuring performance through data analysis and community feedback						
Evaluating and selecting opportunities to improve maintenance of or upgrade of equipment and facilities						
Examine industry standards and select opportunities to seek out and provide excellent training to Department Members						

Service Indicators

Chart 7-2 shows the total Calls for Service for the past 5 years. This measurement reflects all Computer Aided Dispatch (CAD) incidents which include calls for police response from our community into the Dispatch center and self-initiated activity by our officers in the field.

**Chart 7-2
El Cerrito Police Dept. Total CAD Incidents / Calls for Service- Past 5 years**

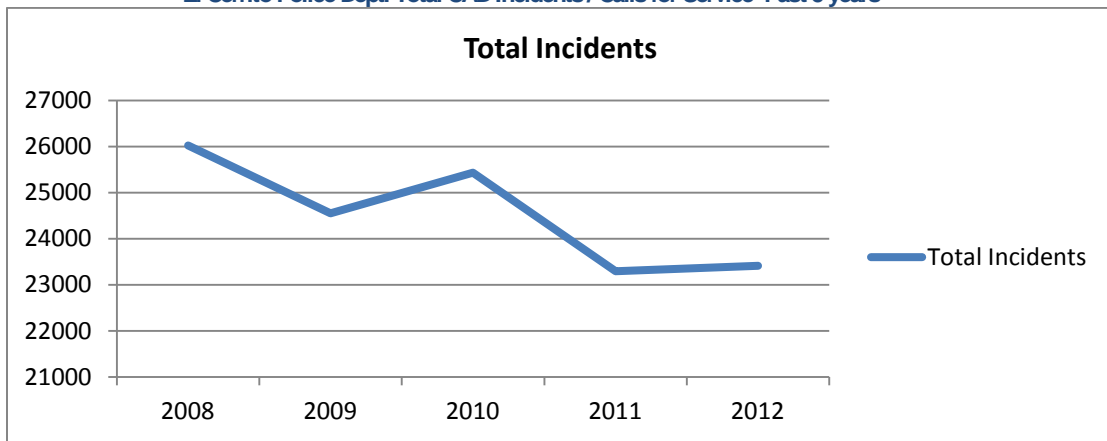


Chart 7-3, 7-4, and 7-5 depict crime statistics for Part 1 and Part 2 crimes for calendar years 2008-2012.

Chart 7-3
El Cerrito Police Department Priority One Offenses- Past 5 years

CRIME	2008	2009	2010	2011	2012	Average
PART ONE CRIMES						
Homicide	0	0	0	0	0	0
Rape	0	6	2	3	2	3
Robbery	98	78	75	60	79	78
Aggravated Assault	17	48	46	32	29	34
Part 1 (Person) Crimes Total	115	132	123	95	110	
PART TWO CRIMES						
Burglary	217	215	206	231	243	222
Larceny	666	611	589	588	637	618
Motor Vehicle Theft	193	106	150	111	150	142
Part 2 (Property) Crimes Total	1,076	932	945	930	1,030	
Crime total	1191	1064	1068	1025	1140	

Chart 6-4
Violent Crimes 5-Year Trend

(Homicide; Rape; Robbery; Aggravated Assault)

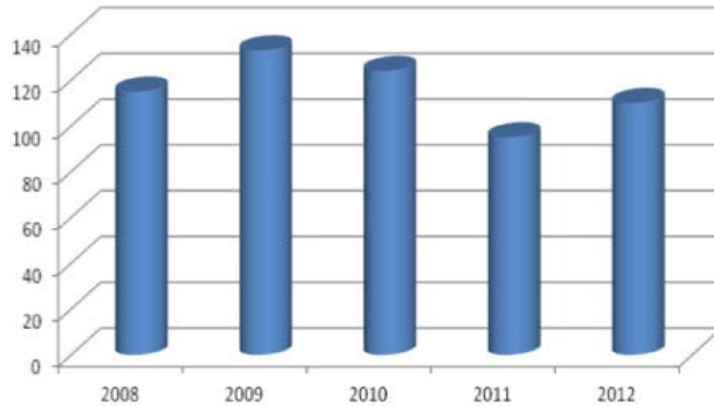
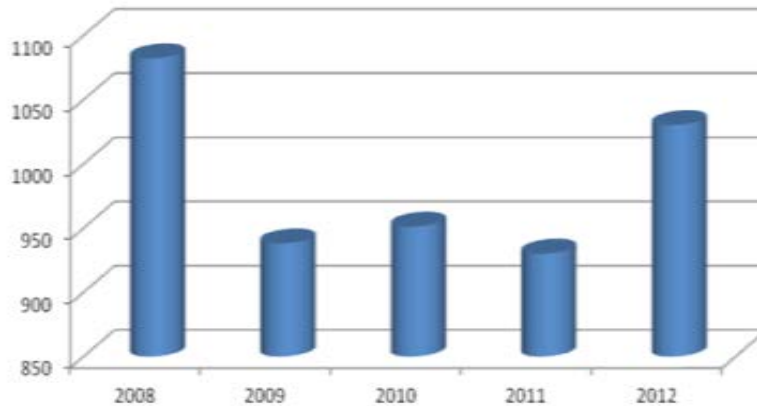


Chart 6-5
Property Crime 5-Year Trend

(Burglary; Larceny-Theft; Motor Vehicle Theft)



**POLICE DEPARTMENT
BUDGET SUMMARY**

Police Department Expenditures

All Funds	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Personnel Services	\$ 7,661,083	\$ 8,465,399	\$ 8,899,103	\$ 8,690,846
Purchased Professional & Technical Services	891,566	904,805	1,049,340	1,108,500
Purchased Property Services	137,841	158,400	157,900	157,352
Other Purchased Services	144,675	118,897	140,920	164,220
Supplies	172,132	230,238	206,250	213,350
Property & Capital	228,313	227,458	527,800	172,800
Other Objects	1,088	1,219	-	-
Total Expenditures	\$ 9,236,699	\$ 10,106,417	\$ 10,981,313	\$ 10,507,068
General Fund (101)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Personnel Services	\$ 7,578,815	\$ 8,392,480	\$ 8,899,103	\$ 8,620,846
Purchased Professional & Technical Services	891,566	904,805	1,049,340	1,108,500
Purchased Property Services	118,227	150,940	147,900	146,352
Other Purchased Services	144,675	118,897	140,920	164,220
Supplies	171,652	202,720	194,250	201,350
Property & Capital	169,206	139,422	172,800	142,800
Other Objects	1,088	1,219	-	-
Total Expenditures	\$ 9,075,229	\$ 9,910,485	\$ 10,604,313	\$ 10,384,068
Asset Seizure Fund (208)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Property & Capital	\$ 14,212	\$ 36,220	\$ -	\$ -
Total Expenditures	\$ 14,212	\$ 36,220	\$ -	\$ -
Vehicle Abatement Fund (209)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Purchased Property Services	\$ 19,614	\$ 7,460	\$ 10,000	\$ 11,000
Supplies	294	-	-	-
Property & Capital	-	51,816	-	-
Total Expenditures	\$ 19,908	\$ 59,276	\$ 10,000	\$ 11,000
Grants Fund (221)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Personnel Services	\$ 82,268	\$ 72,919	\$ -	\$ 70,000
Supplies	187	27,518	12,000	12,000
Property & Capital	44,895	-	355,000	30,000
Total Expenditures	\$ 127,350	\$ 100,437	\$ 367,000	\$ 112,000
Police Department Revenues				
All Funds	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Fines & Forfeitures	\$ 258,010	\$ 199,754	\$ 250,000	\$ 290,000
Use of Money & Property	773	32,885	3,000	3,000
Intergovernmental Revenues	561,595	594,495	514,000	547,000
Charges for Services	144,047	125,385	135,000	129,000
Other Financing Sources	137,579	900	-	-
Total Revenues	\$ 1,102,004	\$ 953,419	\$ 902,000	\$ 969,000
General Fund (101)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Fines & Forfeitures	\$ 258,010	\$ 199,754	\$ 250,000	\$ 290,000
Intergovernmental Revenues	438,829	435,890	482,000	515,000
Charges for Services	144,047	125,385	135,000	129,000
Other Financing Sources	137,579	900	-	-
Total Revenues	\$ 978,465	\$ 761,929	\$ 867,000	\$ 934,000

Asset Seizure Fund (208)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Use of Money & Property	\$ 415	\$ 32,564	\$ 2,000	\$ 2,000
Total Revenues	\$ 415	\$ 32,564	\$ 2,000	\$ 2,000
Vehicle Abatement Fund (209)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Use of Money & Property	\$ 358	\$ 321	\$ 1,000	\$ 1,000
Intergovernmental Revenues	22,766	46,986	20,000	20,000
Total Revenues	\$ 23,124	\$ 47,307	\$ 21,000	\$ 21,000
Grants Fund (221)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Intergovernmental Revenues	\$ 100,000	\$ 111,619	\$ 12,000	\$ 12,000
Total Revenues	\$ 100,000	\$ 111,619	\$ 12,000	\$ 12,000

POLICE ADMINISTRATIVE & SUPPORT SERVICES DIVISION

The Administrative & Support Services Division plays an essential role in the management, training, risk reduction, and effectiveness for the Department. The mission of the Division is to manage, support, and develop programs by ensuring the services provided are consistent with the expectations of the community, are practiced under the standards established by the law enforcement profession and are completed in accordance with legislatively mandated and continual professional training.

The Division is responsible for recruiting, testing, and hiring individuals with the character and work ethic to support the mission, vision, and values of the Police Department and strive to provide quality service to the community that we serve. Administrative and Support Services is also responsible for providing initial and ongoing training to all personnel to maintain a constant state of readiness. The Division ensures all personnel are prepared to encounter the complexity and diversity of issues in our community including violent street crime, cyber-crime, investigations, neighborhood nuisances, and major incident and disaster response.

Support Services also ensures the aging public safety building is repaired and maintained in a functional capacity to handle the daily operational stresses and demands on a law enforcement agency. Those assigned to this Division ensure that training; inter-agency agreements and policies are aligned with contemporary practices and legal standards. Support Services includes the professional staff members comprising the Records Unit, who are responsible for the management, reporting, and dissemination of the vast number of records maintained by the Department and Property Unit. The Property and Evidence Unit is responsible for the legal, structured, and safe handling and storage of evidence and the property retained in the Department.

FY 2012-13 ACCOMPLISHMENTS

Widened the mediums used for marketing and recruiting for qualified personnel
Initiated social media forums such as Nixle and Twitter for information dissemination
Recruited, selected, and hired personnel to fill increasing vacancies
Successfully passed the Annual POST Audit of training and hiring practices
Analyzed the benefit of a CSO program for consideration in FY 2013-14
Organized and held active shooter training for first responders
Organized and held full department training in use of force and firearms for enhanced readiness
Facilitated the roll-out of EBRCS radios to all sworn personnel

POLICE FIELD OPERATIONS DIVISION

The uniformed members of the Field Operations Division are the front line of the El Cerrito Police Department's law enforcement effort. This division includes patrol officers, corporals, sergeants, and canine handlers. If a person calls the Police Department with a problem or a need for help, members of the Field Operations Division respond to help.

These officers respond to emergencies, both large and small. Patrol officers are among the first to arrive at traffic collisions, medical crises, and crimes in progress. The canine (K-9) handler addresses problems using different means: Canine handlers rely on the enhanced senses of their canine partners for tracking and apprehension. K-9's provide enhanced safety for their human counterparts in the department during searches of buildings and spaces where suspects hide which compromise the safety of police officers.

The proposed new Community Services Officers (CSO) will be non-sworn members who investigate crimes for which sworn officers are not needed. The CSOs will provide essential service to the community in reporting, minor investigations, crime scene processing, and parking enforcement.

Members of the Field Operations Division serve as Field Training Officers (FTO's) for newly hired officers. In the El Cerrito Police Department we hire civilians who we sponsor through the Basic Police Academy, Basic Academy graduates, and Officers who laterally transfer from other police departments. Officers newly hired by the police department endure rigorous on the job training in the field. While in training, officers are closely monitored, evaluated, trained, and mentored by seasoned officers. Police corporals and sergeants act as supervisors for officers in this division.

The budget for the Operations Division includes the costs of salaries as well as the expenses involved in maintaining a modern patrol force. Police cars must be maintained and replaced; ballistic vests and other safety gear must be replaced at regular intervals. Additionally, officers routinely train in the use of firearms, use of force, vehicle operations, and arrest techniques to maintain certifications and adhere to legislative mandates; many of which are not fully reimbursed by the State of California.

FY 2012-13 ACCOMPLISHMENTS

K-9, Koda successfully passed his training and was deployed into the field

Successfully trained newly hired officers

Deployed the Incident Command Vehicle during several high-profile criminal events

Conducted active-shooter training for patrol personnel

Increased vacation home check program for our residents

POLICE SPECIAL OPERATIONS / INVESTIGATIONS DIVISION

The Special Operations Division Contains the Investigative, Traffic Enforcement, School Resource Officers (SRO), and Special Events Sections of the Police Department, as well as volunteer programs.

The Investigations Section conducts the on-scene investigations of major incidents, investigates crimes that require an extended time commitment or a specific expertise in an effort to solve crimes and thoroughly prepare cases for prosecution, and maintains liaison with other investigative bodies to increase department potential to efficiently address investigative needs. Traffic officers bring their own special expertise to round out the diversity of the Division, using advanced collision investigation training to untangle major traffic accidents and focus much of their patrol efforts on increasing motorist safety.

The Traffic Enforcement Unit leads the Departments efforts to enhance safety to the motoring and pedestrian traffic, identify traffic related concerns, and address them through Education and Enforcement. School Resource Officers often deal with emergencies of a different nature, not only acting as on-scene emergency personnel, but also acting as mediators and role models for El Cerrito students.

The Special Operations Division conducts a majority of the Department's community outreach efforts through events such as Crime Prevention & Neighborhood Watch meetings, National Night Out, Tri-City Safety Day, Martin Luther King Jr. Parade, ECHS Homecoming Parade, Little League Baseball Parade and fundraisers for the Special Olympics. The Division also oversees the training and deployment of the Department's representatives to the County Mutual Aid Mobile Field Force, Richmond-El Cerrito Crisis Response Team (CRT-SWAT) Evidence Technicians, Honor Guard and Crisis Negotiation Team, as well as volunteer programs including Reserve Officers, El Cerrito Citizens Academy, and the future Volunteer in Police Service Program.

FY 2012-13 ACCOMPLISHMENTS

Prepared an officer for Motorcycle Training and Certification

Repaired and regularly deployed the Traffic Speed Trailer

Tested and certified the first officer for the Regional CRT-SWAT Team

Obtained a new vehicle for use by Parking Enforcement personnel

Trained SROs and other personnel in Active Shooter Responses
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Trained SROs to be Tactical Field Medics, i.e. Advanced First Aid
