

POLICE DEPARTMENT

STATEMENT OF PURPOSE

Our mission is to maintain the highest quality of life and security for all those who live, work and/or visit Davis. We do this by working in cooperation with the public, promoting safety and enforcing the law.



ADMINISTRATION - DIVISION 55

This division provides overall management, planning, coordination and evaluation of department functions. These include formulation of policy and professional standards, recruitment, hiring, employee training and compliance with state and federal standards, budget preparation and maintenance, purchasing, grant evaluation and application, and general research and development. Investigation/resolution of citizen complaints and internal investigations and audits are also performed within this division.



PATROL - DIVISION 56

This division provides first-line emergency response to crimes in progress, accidents, and tactical situations. The Patrol Division has primary responsibility to conduct initial investigations on most crimes and all traffic accidents occurring in the city. Enforcement of all federal, state and local ordinances is provided, including traffic and bicycle regulations. Other tasks include Community Response Team, noise enforcement, miscellaneous calls for service, specialized enforcement, SWAT, bomb disposal, crime prevention and DARE, and oversight of the Volunteer, Reserve and Cadet programs.



INVESTIGATIONS - DIVISION 57

This division handles major criminal investigations of all types involving adult and juvenile offenders, as well as missing persons of all ages. Evidence and property is processed and maintained, produced for legal proceedings, and disposed of per legal requirements. Division members also participate in the Yolo County narcotics enforcement and Sacramento Valley Hi-Tech crime task forces.



RECORDS & COMMUNICATIONS - DIVISION 58

This division receives all Emergency 911 and non-emergency calls for service and ensures that appropriate resources are dispatched on a timely basis, and maintains all departmental records and arrest warrants in accordance with federal, state and local law/ordinances. These processes are routinely audited by state and federal agencies. Other responsibilities include issuance of parking permits, assistance with a variety of administrative research projects, and livescan fingerprinting.



PARKING ENFORCEMENT - DIVISION 59

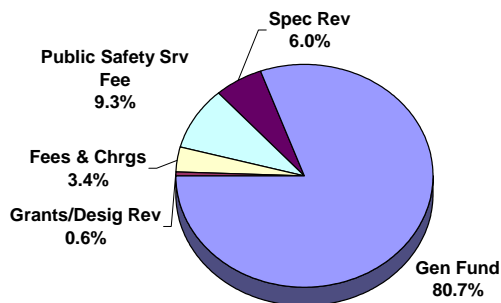
This division provides parking enforcement in regulated areas within the city.

Revenues by Fund	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Source of Funds</u>				
General Fund Support	7,210,666	8,225,692	8,244,515	9,008,984
Fees & Charges	444,518	332,197	399,173	382,256
Grants/Designated Revenue	145,165	122,879	121,394	70,000
Internal Service Funds	0	2,000	2,000	0
Public Safety Srv Fee/Tax	986,645	929,454	966,822	1,039,573
Special Revenue Funds	393,814	673,059	625,159	674,541
Total Revenues	9,180,808	10,285,281	10,359,063	11,175,354

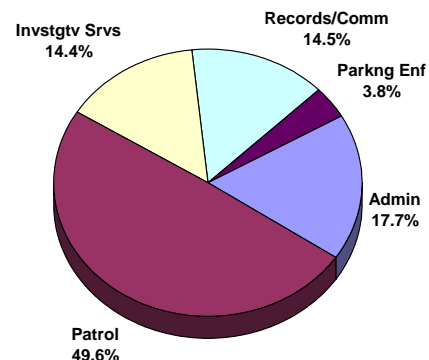
Expenses by Division	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Division</u>				
Administration	1,553,715	1,915,730	1,866,665	1,978,290
Patrol	4,666,253	5,019,024	5,117,980	5,544,025
Investigative Services	1,311,110	1,385,706	1,502,869	1,611,878
Records & Communication	1,378,596	1,556,460	1,522,055	1,617,199
Parking Enforcement	271,134	408,361	349,494	423,962
Total Expenditures	9,180,808	10,285,281	10,359,063	11,175,354

Expenses by Category	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Expenditures</u>				
Capital Expenditures	19,945	26,000	25,536	0
Operating Expenditures	2,390,566	2,468,189	2,480,507	2,354,920
Salaries and Benefits	6,770,297	7,791,092	7,853,020	8,820,434
Total Expenditures	9,180,808	10,285,281	10,359,063	11,175,354

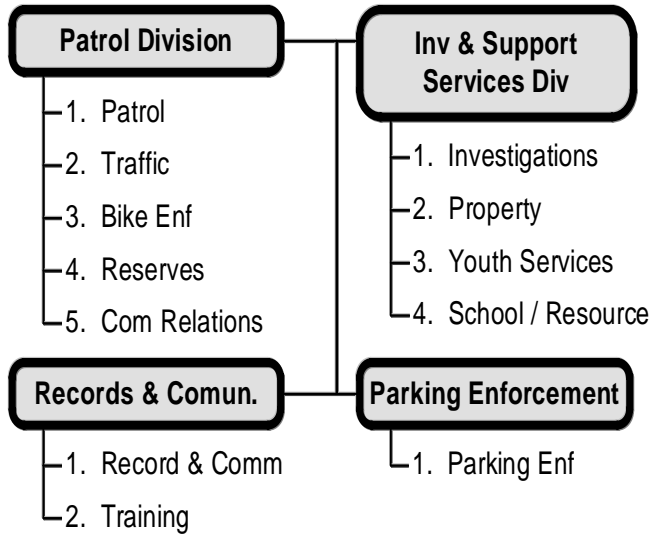
**Source of Funds for
Proposed Budget 2004-05**



Expenses by Division



Police Department



ADMINISTRATION - DIVISION 55

Major Accomplishments in FY 2003-04

- Hired new Police Chief
- Continued participation in citywide radio system replacement project planning
- Held eight community meetings/outreach workshops
- Began 3-year strategic planning process
- Formed technology steering committee
- Continued to refine volunteer program
- Formed permanent Traffic Unit
- Implemented crime analysis and traffic collision analysis software
- Conducted numerous DUI and illegal alcohol sales reduction projects
- Began reporting crime statistics via the Police website/Internet

Plans / Goals for FY 2004-05

- Acquire and implement citywide radio system replacement
- Increase police officer staffing
- Add a full-time crime analysis technician
- Implement community oriented policing and problem solving philosophy throughout the Police Department
- Increase community interaction and partnerships with community groups
- Open downtown substation staffed by volunteers

Number of Police Officers			
Davis	West Sacramento	Woodland	Chico
57	61	64	85

How We Measure Up

The number of Police Officers in the Davis Police Department is compared to other area agencies.

PART I CRIME RATES 2003		
West Sacramento	Woodland	Davis
2,278	2,248	2,773

Part I crimes include: murder, rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft and arson.

No. 55

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	1,434,658	1,798,333	1,716,265	1,847,890
Fees & Charges	43,710	280	40,400	40,400
Grants/Designated Revenue	0	20,000	20,000	0
Public Safety Srv Fee/Tax	75,347	97,117	90,000	90,000
Total Revenues	1,553,715	1,915,730	1,866,665	1,978,290

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Operating Expenditures	937,546	1,002,900	1,002,717	941,927
Salaries and Benefits	616,169	912,830	863,948	1,036,363
Total Expenditures	1,553,715	1,915,730	1,866,665	1,978,290

PATROL - DIVISION 56

Major Accomplishments in FY 2003-04

- Redirection of existing resources to create and implement the Traffic Unit. The Traffic Unit's primary responsibility has been to enforce traffic laws and respond to traffic related citizen concerns.
- Creation and implementation of the Canine Unit. The Canine Unit's primary responsibility is to locate and control dangerous suspects who are evading arrest.
- Addition of two police officer positions.

Plans / Goals for FY 2004-05

- Implementation of Community Oriented Policing and Problem Solving philosophy throughout the patrol division. This goal will be accomplished by providing appropriate training to patrol officers, designating areas of responsibility to patrol officers and encouraging community police interaction.
- Increase community police interaction and effective problem solving by developing strategies for community members to easily interact with patrol officers. This goal will be accomplished through assigning patrol officers designated areas of responsibility and disseminating this information as well as e-mail addresses through the Police Department web-site.
- Create partnerships with community groups and business owners to facilitate the development of maintenance plans directed at addressing issues related to our homeless community, public intoxication and minors in possession of alcohol.

How We Measure Up

The Patrol Division handled over 52,000 calls for service in 2003. Almost 6,000 additional calls were officer-initiated. Approximately 8,000 reports and cases were written. Thirteen operations to reduce illegal alcohol sales to minors have been conducted, with over 50 arrests.

No. 56

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	3,513,163	3,829,293	3,878,622	4,284,264
Fees & Charges	106,175	102,317	102,977	104,609
Grants/Designated Revenue	77,937	32,879	31,394	0
Public Safety Srv Fee/Tax	881,298	827,837	872,322	949,573
Special Revenue Funds	87,680	226,698	232,665	205,579
Total Revenues	4,666,253	5,019,024	5,117,980	5,544,025

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Capital Expenditures	19,945	0	0	0
Operating Expenditures	819,318	838,264	853,261	802,039
Salaries and Benefits	3,826,990	4,180,760	4,264,719	4,741,986
Total Expenditures	4,666,253	5,019,024	5,117,980	5,544,025

INVESTIGATIONS - DIVISION 57

Major Accomplishments in FY 2003-04

- Prosecution of major serial child molest case
- Body parts case
- Began School emergency Preparedness project
- Created temporary full-time investigator position to work on Hate Crime issues
- Increased involvement in Truancy
- Purchased cameras with specialty lenses and raid vests
- Began use of VIPS for property/evidences disposal, major missing persons cases and major stolen property recovery cases
- Performed six out-of-state extraditions
- Other major investigations: one officer-involved shooting, major serial arson series culminated in arrest and conviction, juvenile brothers manufacturing explosives (investigation also connected them to several burglaries to city property) and five total suspicious death investigations
- Filled full-time Property Room PSS position; accomplished major re-organization and purging of property and evidence

Plans / Goals for FY 2004-05

- Continue work with Hate Crimes: initial response and follow-up investigation, internal training and external resource
- Continue/Complete School Emergency Preparedness project
- Child Abduction Protocol

How We Measure Up

The Investigations Division handled 368 cases during 2003. These cases included crimes against persons, property and high-technology such as identity theft. Additional duties include processing and tracking of sex registrants, search warrants, extraditions, parole and probation searches, prisoner transport, and participation in narcotics, stolen vehicle and hi-tech crime task forces. There was also a noted increase in reported rape cases.

No. 57

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>Budget</u>
			<u>2003-04</u>	<u>2004-05</u>
General Fund Support	1,125,529	1,221,206	1,325,409	1,443,678
Fees & Charges	53,353	50,000	57,960	53,200
Grants/Designated Revenue	67,228	70,000	70,000	70,000
Public Safety Srv Fee/Tax	30,000	4,500	4,500	0
Special Revenue Funds	35,000	40,000	45,000	45,000
Total Revenues	1,311,110	1,385,706	1,502,869	1,611,878

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>Budget</u>
			<u>2003-04</u>	<u>2004-05</u>
Operating Expenditures	305,655	291,823	295,422	282,388
Salaries and Benefits	1,005,455	1,093,883	1,207,447	1,329,490
Total Expenditures	1,311,110	1,385,706	1,502,869	1,611,878

RECORDS & COMMUNICATIONS - DIVISION 58

Major Accomplishments in FY 2003-04

- Efficiency improvements in processing of arrest warrants
- Continued conversion of old records to optical storage
- Completion of data conversions from legacy system

Plans / Goals for FY 2004-05

- Continue implementation of optical document storage system
- Acquire and implement wireless 911 reporting
- Acquire and implement new city-wide radio system

How We Measure Up

- 911 Emergency calls average 800 per month
- Over 60% of emergency calls received via cell phone transfers
- Non-emergency calls average over 500 per 24-hour day

TOTAL CALLS FOR SERVICE

<u>2001</u>	<u>2002</u>	<u>2003</u>
45,332	60,495	58,256

Total calls for service over a three-year span.

TOTAL REPORTS PROCESSED

<u>2001</u>	<u>2002</u>	<u>2003</u>
7,613	7,174	7,902

The Records Division processes all reports generated by the Police Department

No. 58

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	1,137,316	1,376,860	1,324,219	1,433,152
Fees & Charges	241,280	179,600	197,836	184,047
Total Revenues	1,378,596	1,556,460	1,522,055	1,617,199

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Operating Expenditures	272,600	276,901	269,156	268,491
Salaries and Benefits	1,105,996	1,279,559	1,252,899	1,348,708
Total Expenditures	1,378,596	1,556,460	1,522,055	1,617,199

PARKING ENFORCEMENT - DIVISION 59

Major Accomplishments in FY 2003-04

- Implemented revised citation fee schedule
- Added 4th Parking Enforcement Officer
- Upgraded part-time clerical support position to full-time
- Completed Parking Enforcement Officer training program manual

Plans / Goals for FY 2004-05

- Continued participation in Consultant Parking Study Request for Proposal preparation

How We Measure Up

PARKING CITATIONS ISSUED

<u>2001</u>	<u>2002</u>	<u>2003</u>
18,944	25,372	28,960

Total number of Parking Citations issued over a three-year span

No. 59

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>Budget</u>	<u>2003-04</u>	<u>Budget</u>
		<u>2003-04</u>		<u>2004-05</u>
Internal Service Funds	0	2,000	2,000	0
Special Revenue Funds	271,134	406,361	347,494	423,962
Total Revenues	271,134	408,361	349,494	423,962

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>Budget</u>	<u>2003-04</u>	<u>Budget</u>
		<u>2003-04</u>		<u>2004-05</u>
Capital Expenditures	0	26,000	25,536	0
Operating Expenditures	55,447	58,301	59,951	60,075
Salaries and Benefits	215,687	324,060	264,007	363,887
Total	271,134	408,361	349,494	423,962



**Police Department
Human Resources FY 04/05**

Position Title	2004-05 FTE	Step 1	Step 5
Administrative Services Manager	1.00	75,889	92,243
Lead Public Safety Dispatcher	2.00	40,475	49,198
Parking Enforcement Officer	4.00	30,409	36,963
Police Captain	1.00	82,719	100,545
Police Chief	1.00	99,263	120,655
Police Lieutenant	3.00	69,551	84,540
Police Officer	42.00	47,469	57,698
Police Records Specialist II	5.00	27,538	33,473
Police Secretary	1.00	33,321	40,502
Police Senior Records Specialist	1.00	30,292	36,820
Police Sergeant	10.00	55,641	67,632
Police Service Specialist	7.00	30,409	36,963
Public Safety Dispatch Supervisor	1.00	46,546	56,577
Public Safety Dispatcher I	5.00	33,450	40,659
Public Safety Dispatcher II	5.00	36,795	44,725
Records And Communications Manager	1.00	53,414	64,926
Records Supervisor	1.00	38,468	46,758
Senior Office Assistant - Conf	1.00	29,427	35,768
Technical Services Supervisor	1.00	38,468	46,758
Youth Intervention Specialist	1.00	30,409	36,963
Total Regular Full-Time FTE'S	94.00		
Community Service Officer	4.81	21,627	26,288
Police Records Specialist II	0.48	27,538	33,473
Public Safety Dispatcher I	0.48	33,450	40,659
Public Safety Dispatcher II	0.10	36,795	44,725
Total Temporary Part-Time FTE'S	5.87		
Total Police Department	99.87		



