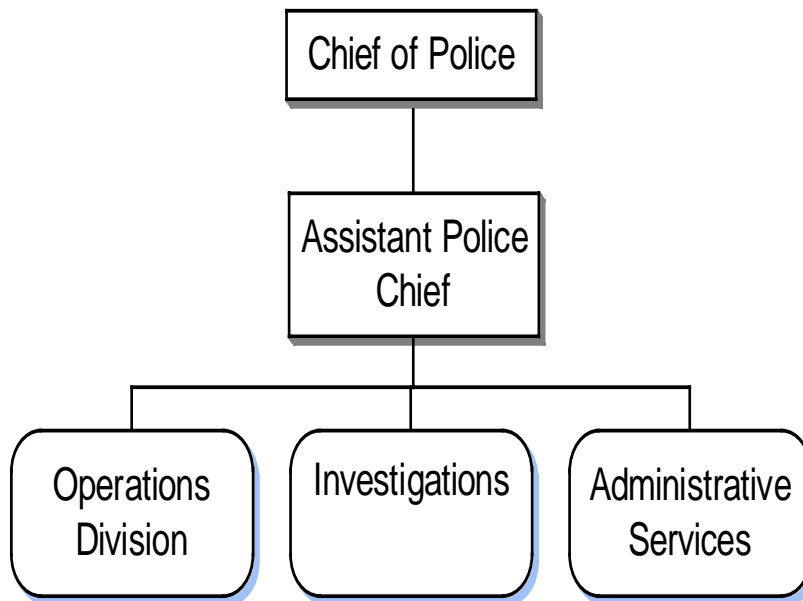


# POLICE

## Mission Statement

The mission of the Police Department is to commit to a high level of police services and security to the citizens of Pomona through: The reduction of Crime; An organization of caring professionals who deliver service to the community in a realistic, sensitive, positive manner; The pursuit of organizational and personal development.

## Organization Chart



## Department Description

The City of Pomona's Police Department continues to serve the citizens of Pomona with the highest quality of public safety services. In this regard, making Pomona a safe and desirable place to live and work are constant priority goals for the Police Department. Designed to optimize service to the public, the Police Department's operations are organized into three (3) Divisions consisting of the Operations, Investigations and Administrative Services Divisions. Within each Division are specific operations and support services that are further divided into twenty two (22) Programs, each with its' own respective function, budget and personnel. The Police Department generates approximately \$2.3 million dollars annually in revenue from various fines and cost recovery programs. Additionally, the Police Department remains very active in pursuing public safety grants and entitlements, which in FY 2007-08 amounted to over \$1.9 million dollars in active program funds during the year. In Fiscal Year 2007-08 the Department made several organizational changes to enhance sworn staffing operations and reduce costs by "civilianizing" several positions within the organization that had previously been staffed by sworn personnel. These modifications resulted in the creation of a new senior level management civilian position (Police Services Administrator) to supervise and manage the operations of the Administrative Services Division, which was formerly managed by a Police Captain and Lieutenant. The two other changes in staffing within the Administrative Services Division consisted of the establishment of a new civilian Jail Services Manager and Dispatch Services Manager positions. The creation of these civilian positions has

enabled the redeployment of previously assigned sworn personnel to non-administrative police service duties.

### Department Summary

Program	FY 2006-07 Actuals	FY 2007-08 Budget	FY 2008-09 Adopted	Adopted Net Change
Special Events	862,757	987,635	949,714	(37,921)
Police Administration	6,819,982	7,809,115	7,810,171	1,056
Training Bureau	1,074,498	1,179,126	1,282,265	103,139
Youth Services	558,127	739,563	1,017,732	278,169
Chief's Office	1,240,433	1,117,188	1,346,354	229,166
DPOA - Contract	297,270	291,018	264,871	(26,147)
DPOA - City	195,959	200,000	204,903	4,903
Patrol Services	15,310,959	16,494,056	16,401,687	(92,369)
Office of Emergency Services	115,188	134,918	-	(134,918)
Aero Patrol Services	429,835	419,777	282,826	(136,951)
Major Crimes	1,196,785	1,123,882	863,455	(260,427)
Traffic Patrol Services	1,689,195	2,020,354	2,394,190	373,836
Crime Prevention	454,223	626,916	441,376	(185,540)
Investigative Services	6,016,493	6,386,866	7,618,872	1,232,006
Code Compliance	529,608	587,096	596,607	9,511
Records & Clerical	1,618,766	1,874,150	1,898,963	24,813
Jail Services	1,921,251	2,148,859	1,974,504	(174,355)
Dispatch Services	2,540,289	2,931,314	2,590,654	(340,660)
Support Program	203,990	196,522	216,913	20,391
Volunteer Patrol	9,108	12,300	52,880	40,580
Park Enforcement	243,441	245,354	245,000	(354)
Vice Forfeiture	16,625	21,500	-	(21,500)
Communications	522,033	-	599,092	599,092
<b>TOTAL</b>	<b>\$43,866,818</b>	<b>\$47,547,509</b>	<b>\$49,053,029</b>	<b>\$1,505,520</b>

### Fiscal Year 2008 - 09 Service Level Changes

**Special Events:** Elimination of funding of overtime for non reimbursable special event enforcement's including the Christmas parade, Firework enforcement at 4<sup>th</sup> of July, 4<sup>th</sup> of July Kaboom show, Holiday Lane, Cinco de Mayo celebration, as well as various other citywide events.

**Administration:** Restructure of three Administrative Assistant positions to Community Service Officers. The tasks and duties these three Senior Administrative Assistants positions will be consolidated into their Community Service Officer duties, as well carrying out portions of crime prevention duties, including neighborhood watch.

**Patrol:** Six police officer positions will remain vacant for the Fiscal Year 2008-09.

**Patrol:** Eliminate one vacant Field Report Taker position.

**Office of Emergency Services:** Eliminate the emergency services division and transfer these job responsibilities to the City's Human Resources Department. This reduction includes the transfer of the Emergency Services Preparedness Coordinator position in the Police Department, with the addition of this position in Human Resources.

**Crime Prevention:** Elimination of two vacant Community Service Officer positions. Refer to the Administration division impact listed above regarding this reduction.

**Code Compliance:** Two vacant positions within this division will remain unfunded at the beginning of the fiscal year. The CDBG funding source for these two positions should be available by mid November with the reallocation of available CDBG carryover funds.

**Records and Clerical:** Elimination of two vacant Police Records Specialists..

**Jail Services:** Elimination of two vacant Jailers.

**Dispatch:** Elimination of two vacant Community Service Officers.

**Dispatch:** Elimination of two vacant Dispatcher positions.

**Vice Forfeiture:** Eliminate the overtime appropriation for the vice forfeiture program. These type of specialized detail overtime deployments will not be conducted.

**Communications:** Elimination of one vacant Communications Technician.

### Department Supplemental Requests

Supplemental Item	Total Cost	1 <sup>st</sup> Year Cost
Replace Dispatch CAD Server	\$70,000	-

### City Council Strategic Goals

Goal #	Goal Description
1-10	Build Police Department Building.
1-16	Clean water lines, check all water systems and provide protection for all water systems from terrorism and other acts.
2-15	Clean up storefronts and other code enforcement. Include purchase of Mylar in Façade Improvement Program. Work with Planning to design window in architecture to minimize costs and damage.

- 4-3 Develop pride in the community by developing Neighborhood Watch programs or Neighborhood Councils or BID type groups (CC) to empower community in clean up and positive appearance efforts. Create more neighborhood groups to encourage them to identify and solve their own problems. Complete the work of the Mayor's Task Force subcommittees and implement Weed & Seed strategy in designated areas by working with the City Council.
- 4-5 Actively remove street vendors.
- 4-10 Concentrate resources on "problem neighborhoods".
- 4-15 Enforce CUPs and sign ordinances.
- 4-16 Develop strategy to discourage the homeless from congregating at the Civic Center and in the downtown business area.
- 4-19 Promote our vision of "clean, safe, family neighborhoods.
- 5 Ensure safe communities through increased, targeted and planned Public Safety efforts.
- 5-1 Create comprehensive GIS and crime trend picture of entire City. Review and understand service and deployment needs. Identify active drug locations and create comprehensive plan for elimination. Track noise complaints via GIS. Send semi-annual GIS maps to City Council.
- 5-3 Conduct more traffic patrols targeting mechanical defects, tail lights, bumpers, no car seats, no helmets, etc. Increase motor officer complement to deal with citywide traffic efforts.
- 5-8 Report crimes and crimes solved on quarterly basis to City Council.
- 5-21 Expand reserve program by offering incentives, ie. insurance or housing
- 5-25 Address prevention of gangs from confiscated funds.
- 5-26 Increase the number of bilingual staff in Police Department.
- 6 Develop mutually beneficial relationships with external organizations.

## Adopted Expenditures for Fiscal Year Ending 06/30/2009

## FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 2000 All Police						
101-2000-51001 Salaries-Mgmt/Confidential	680,998.98	810,930	726,708	90%	854,092	5%
101-2000-51002 Salaries-Sworn Personnel	13,631,520.33	15,092,565	14,954,251	99%	15,750,961	4%
101-2000-51003 Salaries-General Service	5,160,235.51	5,850,199	5,315,966	91%	5,921,748	2%
101-2000-51005 Salaries-Sworn Mgmt	1,659,512.25	1,684,756	1,665,764	99%	1,749,216	4%
101-2000-51037 Overtime - Hourly	1,597.32	2,900	2,319	80%	2,900	0%
101-2000-51038 Overtime-Mgmt/Conf	3,459.49	1,000	3,261	326%	0	100-%
101-2000-51039 Overtime-Police Sworn	1,606,153.38	1,392,433	1,748,365	126%	1,592,632	14%
101-2000-51040 Hourly	436,934.02	415,541	493,188	119%	275,439	34-%
101-2000-51041 Overtime - Gen Svc	531,203.10	491,824	678,719	138%	531,782	8%
101-2000-51042 Holiday	383,819.04	357,558	356,125	100%	358,058	0%
101-2000-51043 Marksmanship	15,000.00	9,000	9,000	100%	9,000	0%
101-2000-51044 Standby-NonSworn	35,346.32	7,671	7,740	101%	37,376	387%
101-2000-51045 Fair-Fairplex	381,317.06	465,740	419,019	90%	465,740	0%
101-2000-51046 Overtime-Special (Reimb)	298,500.09	292,764	330,000	113%	322,764	10%
101-2000-51049 FLSA OT Adjustment	205,500.41	106,000	291,043	275%	223,700	111%
101-2000-51050 Fair-City	145,718.79	161,210	147,465	91%	161,210	0%
101-2000-51052 Overtime-Court	53,004.50	35,000	65,000	186%	65,000	86%
101-2000-51055 Temporary Agency Svcs	2,824.00	0	0	N/A	0	N/A
101-2000-51058 OT - Special Events (NonReimb)	36,921.08	67,921	50,000	74%	0	100-%
101-2000-51059 Retirement/Termination Payout	465,736.67	5,000	135,208	2704%	0	100-%
101-2000-51060 Bilingual Pay	43,954.85	41,280	44,779	108%	46,904	14%
101-2000-51066 Callback Pay	8,993.53	31,000	8,163	26%	8,000	74-%
101-2000-51071 Standby - Sworn	56,237.92	54,340	57,200	105%	50,340	7-%
101-2000-51075 Sick Leave/Vac Buyback	25,396.87	30,330	38,964	128%	39,730	31%
101-2000-51076 Comp Time/Exec Leave Buyback	66,064.67	36,763	25,947	71%	28,893	21-%
101-2000-51800 Benefits-Non Sworn	2,536,096.89	2,602,713	2,612,955	100%	2,594,826	0-%
101-2000-51850 Benefits-Sworn	7,289,528.31	8,141,920	7,881,077	97%	8,494,321	4%
101-2000-51860 Benefits-Hourly	6,254.69	6,412	7,422	116%	3,475	46-%
101-2000-52461 Tuition Reimbursement	1,500.00	1,000	3,000	300%	2,500	150%
101-2000-52640 Uniform Allowance	263,633.50	0	120	N/A	0	N/A
Total Personnel	36,032,963.57	38,195,770	38,078,768	100%	39,590,607	4%
101-2000-52060 Office Supplies	112,800.02	108,940	110,906	102%	80,140	26-%
101-2000-52063 Postage	40,595.70	32,250	33,258	103%	33,250	3%
101-2000-52064 Printing & Copying	67,360.33	56,230	64,474	101%	63,900	0%
101-2000-52080 Other Expense	13,477.38	9,000	10,300	114%	8,800	2-%
101-2000-52085 Miscellaneous Helicopter Parts	6.41	0	0	N/A	0	N/A
101-2000-52088 Misc Helicopter Expense	995.48	1,500	1,500	100%	1,500	0%
101-2000-52090 Mileage Reimbursement	5,067.76	3,500	5,000	143%	3,500	0%
101-2000-52110 Other Rentals	70,107.96	92,200	92,200	100%	84,897	8-%
101-2000-52130 Prof Development - Training	35,516.82	52,036	54,459	105%	22,160	57-%
101-2000-52140 Dues & Subscriptions	6,874.83	7,600	6,600	87%	5,450	28-%
101-2000-52170 Building and Yard Repairs	160,238.37	129,761	127,327	100%	166,761	32%
101-2000-52191 Advertising	97.64	0	84	N/A	100	N/A
101-2000-52198 Graffiti Rewards	1,000.00	3,000	1,500	50%	3,000	0%
101-2000-52282 Special Programs	33,614.62	47,000	44,225	94%	35,200	25-%

## Adopted Expenditures for Fiscal Year Ending 06/30/2009

## FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
101-2000-52285 Controllable Contract Services	354,884.12	318,829	315,843	99%	455,900	43%
101-2000-52291 Meritorius Service Awards	100.00	0	0	N/A	0	N/A
101-2000-52310 OES	9,273.14	10,000	10,000	100%	0	100-%
101-2000-52330 Radio Repairs	10,621.39	0	0	N/A	13,800	N/A
101-2000-52354 Prisoner Meals	78,344.52	87,000	82,745	95%	82,745	5-%
101-2000-52381 Equipment Maint/Repair	12,398.09	16,270	15,100	93%	21,870	34%
101-2000-52385 Towing Non-City Veh	7,677.50	6,000	6,000	100%	6,000	0%
101-2000-52402 Small Tools & Equipment	57,605.03	44,698	43,423	97%	46,405	8%
101-2000-52403 Computer Related Acquisitions	78,610.54	134,852	141,441	105%	80,312	40-%
101-2000-52415 Helicopter Maintenance	140,585.26	143,900	143,900	100%	19,000	87-%
101-2000-52425 Vehicle Expense-Outside Vendor	72,076.89	72,650	80,050	110%	79,650	10%
101-2000-52430 Other Supplies/Materials	3,063.66	2,550	2,410	95%	2,750	8%
101-2000-52431 Supplies-Officers	64,248.33	72,500	72,800	100%	63,500	12-%
101-2000-52440 Range Expense	31,493.30	34,221	34,221	100%	104,221	205%
101-2000-52450 Small Equip-Special/Safety	1,470.73	3,800	3,800	100%	5,000	32%
101-2000-52458 POST Training	72,197.49	87,550	82,550	94%	82,550	6-%
101-2000-52460 In-Service Training	41,317.13	44,440	46,900	106%	40,440	18-%
101-2000-52462 Other Training	6,529.88	11,000	8,000	73%	3,000	73-%
101-2000-52470 Extradition Expense	0.00	3,500	3,500	100%	3,500	0%
101-2000-52480 Fire Alarm Ex & Repair	2,291.19	0	0	N/A	2,500	N/A
101-2000-52540 Fingerprint Expense	27,359.00	28,000	28,195	101%	29,000	4%
101-2000-52541 Physical/Mental Exams	8,445.00	10,000	10,000	100%	10,000	0%
101-2000-52545 Recruitment Testing	2,398.77	2,831	3,000	106%	3,000	6%
101-2000-52581 Office Equip Maint/Repair	11,476.25	15,300	15,800	103%	15,700	3%
101-2000-52650 Dog Program	35,649.87	42,500	34,000	80%	34,000	20-%
101-2000-52660 Undercover	14,696.56	20,000	20,000	100%	20,000	0%
101-2000-52670 Photographic Supplies	8,265.34	8,632	6,640	77%	6,632	23-%
101-2000-52675 Uniform Related Expense	0.00	64,000	58,000	91%	54,000	16-%
101-2000-52740 Bed Linen & Supplies	12,411.33	20,492	19,803	97%	20,492	0%
101-2000-52800 Equipment Rental	6,477.96	2,810	33,732	1200%	3,310	18%
101-2000-52820 Audio-Visual Materials	510.11	1,669	1,500	90%	1,000	40-%
101-2000-52940 Abate Hazardous Buildings	20,699.33	45,050	40,000	89%	31,050	31-%
Total Controllable Exp	1,740,931.03	1,898,601	1,915,186	101%	1,849,985	3-%
101-2000-52150 Data Communications Lines	5,122.56	19,577	21,148	108%	41,768	113%
101-2000-52160 Pub, Print Ord/Res/Legals	323.20	300	300	100%	300	0%
101-2000-52205 Jail Booking Fees	61,648.78	5,380	7,533	140%	15,000	68-%
101-2000-52274 Required Contract Services	36,475.00	64,665	38,305	59%	47,365	23-%
101-2000-52298 Hazardous Matls Compliance	2,894.25	0	0	N/A	1,000	N/A
101-2000-52305 Supplemental Legal Services	48,696.19	49,000	62,000	127%	63,600	1%
101-2000-52360 Medical Services	153,089.99	143,007	131,587	92%	146,207	0%
101-2000-52361 Coroners Fees	5,734.00	6,016	5,000	83%	3,516	0%
101-2000-52370 Fuel Expense	39,336.00	58,400	58,400	100%	59,000	1%
101-2000-52566 Lease Equipment-Departmental	0.00	0	0	N/A	26,032	N/A
101-2000-52572 Lease Equipment-Citywide	933,874.84	987,294	987,294	100%	784,090	21-%
101-2000-52573 Building Lease	57,508.00	63,772	62,794	98%	64,942	2%
101-2000-52588 Automation-Maintenance	2,910.48	3,151	3,151	100%	3,115	1-%
101-2000-54020 ACS - Police Supplemental	45,897.94	0	0	N/A	0	N/A

## Adopted Expenditures for Fiscal Year Ending 06/30/2009

## FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
101-2000-54080 MDC Maintenance	43,987.56	0	0	N/A	0	N/A
101-2000-58920 Uncollectible Accounts	16,762.92	0	0	N/A	0	N/A
Total Required Exp	1,454,261.71	1,400,562	1,377,512	98%	1,255,935	14-%
101-2000-52070 Gas & Electricity	203,367.06	165,000	210,000	127%	216,300	35%
101-2000-52121 Telephone Service Expense	175,487.68	153,960	143,011	93%	153,185	1-%
101-2000-52126 Tel Moves/Changes/Equip	0.00	1,500	1,377	92%	1,500	0%
101-2000-52128 Cellular/Pagers	61,773.18	63,350	62,950	99%	63,350	0%
Total Utilities	440,627.92	383,810	417,338	109%	434,335	15%
101-2000-52185 Info Systems Allocation	256,968.00	401,106	401,106	100%	425,196	6%
101-2000-52230 Communications Support	0.00	676,917	676,917	100%	0	100-%
101-2000-52235 Claims Exp - Liab	0.00	342,366	342,366	100%	516,552	51%
101-2000-52236 Claims Exp - Unemployment	0.00	4,592	5,160	112%	12,154	165%
101-2000-52237 Claims Exp - WC	0.00	1,052,125	979,998	93%	936,468	11-%
101-2000-52245 Ins - Liability	675,523.00	556,069	556,069	100%	552,594	1-%
101-2000-52246 Ins - Unemployment	48,156.00	37,636	37,636	100%	24,474	35-%
101-2000-52247 Ins - Workers' Compensation	1,828,931.00	389,559	389,559	100%	362,773	7-%
101-2000-52420 Fleet Operation	1,281,596.25	1,134,601	1,134,601	100%	1,076,689	5-%
Total Alloc Costs & Self Ins	4,091,174.25	4,594,971	4,523,412	98%	3,906,900	15-%
101-2000-66182 Automobiles & Trucks	34,443.84	52,000	52,000	100%	0	100-%
101-2000-66189 Other Equipment	58,374.95	0	0	N/A	0	N/A
101-2000-66193 Automation Acquisitions	10,123.99	14,700	0	0%	0	100-%
Total Capital	102,942.78	59,300	52,000	78%	0	100-%
101-2000-89923 Transfer to Debt Service	0.00	1,007,635	1,007,635	100%	2,015,267	100%
101-2000-89930 Transfers To Other Funds	3,916.41	0	0	N/A	0	N/A
Total Transfer Out	3,916.41	1,007,635	1,007,635	100%	2,015,267	100%
TOTAL All Police	43,866,817.67	47,547,509	47,371,851	100%	49,053,029	3%





# **DIVISION SECTIONS**

**POLICE - Special Events (2002)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	949,714	903,950	45,764	S- 0.00
	-	-	-	NS - 0.00
<b>Total</b>	<b>\$949,714</b>	<b>\$903,950</b>	<b>\$45,764</b>	<b>0.00</b>

**Program Description**

The City Municipal Code requires promoters and other event organizers to provide security or law enforcement personnel for special events to ensure the protection of life and property and to guard against an increased burden on regular law enforcement services. This program includes the staff overtime charges related to major deployment operations such as the Los Angeles County Fair, 4th of July, National Hot Rod Association Drag Racing events, as well as the coordination, direction and administration of the programs within the Fairplex, City, and private functions.

**Program Responsibilities**

- Los Angeles County Fair contracted police services.
- Provision of Los Angeles County Fair traffic services.
- Continue efficient accounting system to accurately document direct costs for police services.
- Continue to carefully plan special event deployment to minimize impact on normal operations and provide optimum public safety standards.
- Continue to provide optimum training to maintain professional standards



**Service Level Changes**

**Special Events:** Elimination of funding of overtime for non reimbursable special event enforcement's including the Christmas parade, Firework enforcement at 4<sup>th</sup> of July, 4<sup>th</sup> of July Kaboom show, Holiday Lane, Cinco de Mayo celebration, as well as various other citywide events.

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**Performance Measures****Goal Statement**

The goal of Special Events is to provide security or law enforcement personnel for special events to ensure the protection of life and property, and to guard against an increased burden on regular law enforcement services.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Major Deployment Special Events	6	6	6

**POLICE - Administration (2003)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	7,810,171	-	7,810,171	S- 0.00
	-	-	-	NS - 7.00
<b>Total</b>	<b>\$7,810,171</b>	<b>-</b>	<b>\$7,810,171</b>	<b>7.00</b>

**Program Description**

This program provides management of the Police Department's fiscal, administrative, facilities and logistical support needs. Within this program are several work units that provide various support services for the Police Department. These work units consist of Budget, Accounting, Police Facilities, and Logistical Support. The Budget & Accounting Unit develops and administers the Police Department budget including grant programs, City Council Reports, Cost Recovery, Accounts Payable/Receivable and Payroll functions. The Police Facilities function provides for the maintenance and improvements of all police facilities and development and oversight of all Police Department Capital Improvement Projects (CIP). Logistical Support services are provided by a Community Service Officer who furnishes and oversees police equipment, uniforms and supplies requirements. Supervision of these work units is provided by an Administrative Police Lieutenant. This program also contains all major-shared departmental expense accounts for Self-Insurance functions and Information Technology (contract automation service) expenses.

**Program Responsibilities**

- Budget development and administration
- Police Department revenues & cost recovery programs
- Grant programs (acquisition & Administration)
- Purchasing, accounts payable and receivable
- Payroll
- City Council Staff Reports
- Management studies and surveys
- Supplies and logistical support
- Capital Improvement Program projects
- Community Oriented Policing programs

**Service Level Changes**

**Administration:** Restructure of three Administrative Assistant positions to Community Service Officers. The tasks and duties these three Senior Administrative Assistants positions will be consolidated into their Community Service Officer duties, as well carrying out portions of crime prevention duties, including neighborhood watch.

## Performance Measures

### Goal Statement

The goal of Police Administration is to provide management of the Police Department's fiscal, administrative, facilities, and logistical needs. Within this program are several work units that provide various support services for the Police Department. These work units consist of Budget & Accounting and Logistical Support.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Grant Awards	5	2	3
City Council Reports	24	24	25

**POLICE - Training Bureau (2004)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	1,282,265	104,000	1,178,265	S- 3.00
	-	-	-	NS - 2.00
<b>Total</b>	<b>\$1,282,265</b>	<b>\$104,000</b>	<b>\$1,178,265</b>	<b>5.00</b>

**Program Description**

The Pomona Police Department Training Bureau is responsible for the continued enhancement of the abilities of Pomona Police Department personnel in serving the community. Recognizing that effective law enforcement is the cornerstone of a free and safe society, the Training Bureau is committed to a vision of the future that ensures quality, integrity, and cooperation; encourages new ideas; explores and utilizes appropriate technologies; and delivers relevant training. Additional responsibilities include recruitment and backgrounds for all police department positions and range services.

**Program Responsibilities**

- POST mandated training (sworn and dispatch)
- STC mandated training (jailers)
- Backgrounds
- Recruitment
- Range - Training and outsourcing use
- Department wide training (All personnel)
- Training records
- Equipment review /testing



## Service Level Changes

Program Services: The Crime Prevention program which was overseen by the Training bureau and has been reassigned to the Operations Division which allows the training staff to concentrate on training, recruitment, backgrounds, and range services.

## Performance Measures

### Goal Statement

The goal of the Training Bureau is to continually enhance the abilities of Police Department personnel in serving the community. The Training Bureau is committed in ensuring quality, integrity, accountability, and cooperation; encourages new ideas; explores and utilizes appropriate technologies; and, delivers relevant training.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Backgrounds Conducted	92	114	100
Training Hours (STC and POST)*	14,723	15,306	15,000

**POLICE - Youth Services (2005)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	1,017,732	-	1,017,732	S- 5.00
	-	-	-	NS - 1.00
<b>Total</b>	<b>\$1,017,732</b>	<b>-</b>	<b>\$1,017,732</b>	<b>6.00</b>

**Program Description**

The Youth Services Unit (YSU) and the School Resource Officer (SRO) Program is now under the Operations Division. The YSU is comprised of (1) Sergeant, (1) Police Investigators, (3) Police Officers, and (1) Community Service Officer (CSO) in charge of Graffiti Prevention. YSU personnel are assigned to the identification and tracking of all juvenile offenders within the City of Pomona. A related priority goal of the YSU is to identify early stage at-risk youths for intervention and to divert those youths away from delinquency and involvement in criminal street gangs. The YSU employs a comprehensive and coordinated multi-agency approach, using resources from the Pomona Unified School District, Los Angeles County Probation, Juvenile Court and non-profit youth services programs. The School Resource Officers (SRO) program has been expanded to (4) Officers. Three of the SROs have been funded by a COPS In-Schools grant and the fourth Officer was initially funded through the Gang Resistance Education and Training (G.R.E.A.T.) grant program. Currently, the Police Department is in negotiations with Pomona Unified School District to provide continued funding for the School Resource Officer program in FY 08-09. The SROs are assigned individually to all three high schools and "feeder" schools, and are also trained as G.R.E.A.T. Instructors.

**Program Responsibilities**

- Home Visits
- Juvenile Contacts
- Probation Visits
- Juvenile Warrant Arrest
- YSU Initiated Arrests/YSU Truant Citations
- In Service Training Hours YSU personnel
- Counseling Sessions with students
- Counseling Sessions with parents
- School Related Arrests
- GREAT Classes—SRO's have begun teaching the parent component of GREAT
- YSU proactively investigate and arrest those engaged in graffiti vandalism
- In Service Training Hours for School Resource Officers
- Conduct information education presentations for current and prospective new Alcoholic Beverage Control (ABC) applicant licenses

**Service Level Changes**

There are no service level changes to report for this program.



## Performance Measures

### Goal Statement

The goal of the Youth Services/School Resource Officer Program is to identify and contact all juvenile offenders within the City of Pomona. Additionally, the Youth Services Program's priority goal is to identify early stage at-risk youths for intervention and to divert those youths away from delinquency and involvement in criminal street gangs.

<b>Performance Indicators</b>			<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
			<b>Actual</b>	<b>Estimate</b>	<b>Adopted Budget</b>
Truant Citations (YSU Initiated)*			386	483	450
School Arrests (SRO Initiated)*			95	104	100

**POLICE- Chiefs Office (2007)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	1,346,354	-	1,346,354	S- 5.00
	-	-	-	NS - 3.00
<b>Total</b>	<b>\$1,346,354</b>	<b>-</b>	<b>\$1,346,354</b>	<b>8.00</b>

**Program Description**

This program includes the Chief of Police, Assistant Chief of Police and (2) Sr. Administrative Assistant, the Professional Standards & Inspections Unit which is supervised by (1) Police Lieutenant who also oversees the Internal Affairs Unit consisting of (2) Police Sergeants and (1) Administrative Assistant III. The office of the Chief of Police provides direction and management accountability for delivery of optimum police service and efficient utilization of resources; gives direction to further develop and promote programs that will provide more positive communication, exchange of ideas and sensitivity between the community and all Police Department employees. This program also provides direction for the development of new programs that enhance Community Oriented Policing programs in the community. The Internal Affairs Unit is responsible for the investigation of complaints of misconduct by Police Department employees. This Unit also coordinates all legal matters such as Pitchess Motions, in-camera hearings, Discovery Motion of personnel files, declarations, interrogatories, and civil lawsuits.

**Program Responsibilities**

- Provide leadership, direction and management accountability for all Police Department programs and operations.
- Develop and facilitate the delivery of new Police Department programs including Community Oriented Policing initiatives and projects.
- Provide information exchange, presentations, liaison and other community outreach communications.
- Provide direct supervision and oversight of the Police Department's Internal Affairs Unit.

**Service Level Changes**

There are no service level changes to report for this program.

## Performance Measures

### Goal Statement

The purpose of the Chief of Police's Office is to provide direction and management accountability for delivery of optimum police service and efficient utilization of resources; gives direction to further develop and promote programs that will provide more positive communication; and, exchange of ideas and sensitivity between the community and all Police Department employees.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Crime Focus Meetings	12	12	12
Community Presentations	25	25	30
Crime Suppression enforcement programs	N/A	N/A	50

**POLICE - Downtown Property Owners Association - DPOA (2008)**  
**POLICE - Downtown Property Owners Association - City (2009)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

**DPOA (2008)**

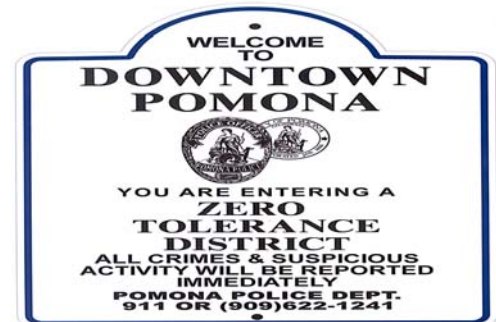
	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	264,871	291,018	(26,147)	S- 2.00
	-	-	-	NS - 0.00
<b>Total</b>	<b>\$264,871</b>	<b>\$291,018</b>	<b>(\$26,147)</b>	<b>2.00</b>

**DPOA (2009)**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	204,903	-	204,903	S- 1.00
	-	-	-	NS - 0.00
<b>Total</b>	<b>\$204,903</b>	<b>-</b>	<b>\$204,903</b>	<b>2.00</b>

**Program Description**

In FY 2005-06, the City entered into an agreement the Downtown Pomona Owner's Association (DPOA) to create a new Pomona Business Improvement District (PBID) Downtown Patrol Unit program to provide supplemental/enhanced police and security services for the downtown business district (PBID) area. In total, funding support for the PBID program is derived from the DPOA and the City of Pomona. The PBID program is divided according to funding sources, with this portion of the program funded by the DPOA. The PBID - DPOA provides full funding support for (2) Police Officers assigned to the PBID program on a full-time basis, as well as additional related expenses for overtime, operating, and vehicle fleet maintenance expenses. In addition to the full-time police officers assigned to the PBID program, private part-time security company personnel services are provided by DPOA to further supplement and insure 24-hour patrol service deployment.



**Program Responsibilities**

- Provide a quick response to Calls for Service in the downtown district to assist victims.
- Attend DPOA and community meetings to identify and address public safety concerns in regards to the PBID area.
- Promote interactive working relations with the downtown business community, utilizing the Segways, bike patrols, and foot patrols.

## Service Level Changes

There are no service level changes to report for this program.

## Performance Measures

### Goal Statement

The purpose of the PBID/DPOA is to provide supplemental/enhanced police and security services for the downtown business district area. This enhanced security is the result of an agreement between the City of Pomona and the Downtown Pomona Owners' Association.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Annual Arrests*	243	240	250
Annual Moving Traffic Citations*	1,131	1,120	1,100

**POLICE - Patrol Services (2010)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	16,401,687	346,500	16,055,187	S- 121.00
	-	-	-	NS - 10.00
<b>Total</b>	<b>\$16,401,687</b>	<b>\$346,500</b>	<b>\$16,055,187</b>	<b>131.00</b>

**Program Description**

The uniformed Police Officers assigned to Patrol Services represent the primary function and activity of the Police Department. This program has the responsibility of protecting life and property as well as maintaining law and order, preserving peace and security in the community, and positively impacting the quality of life for Pomona's residents. Typical responsibilities of Patrol Officers include: responding to Calls for Service, assisting victims, conducting investigations of "in progress" crimes, identifying and arresting perpetrators of crimes or misconduct, community service, taking crime reports, and testifying in court. In addition to these responsibilities Patrol Services plays a vital role in the Department's commitment to a "Problem Oriented Policing" (POP) philosophy of operation. Each Watch Commander is not only generally responsible for daily service delivery, but has also been assigned direct responsibility for a quadrant of the City and coordination of problem solving in their particular area. These "POP projects" have been at the forefront of the Department's overall commitment to new direction.

**Program Responsibilities**

- Responding to Calls for Service, assisting victims
- Conducting investigation of "in-progress" crimes, identifying and arresting perpetrators of crimes or misconduct, community service, taking crime reports, and testifying in court.
- Protect life and property through active enforcement.
- Provide essential, first responder law enforcement services, and render first-aid when needed.
- Provide officer safety to other officers on dangerous or life threatening calls.
- Protection of crime scenes
- Complete necessary crime / accident reports.
- Respond to Calls for Service as expeditiously as possible.
- Enforce all laws and ordinances
- Improve the quality of life through pro-active enforcement.
- Provide enforcement of all related traffic laws, with the goal to reduce traffic accidents and fatalities.
- Civilian Report Writer program.
- Police K-9 program.
- Police SWAT Team.
- Community Oriented Policing programs

## Service Level Changes

**Patrol:** Six police officers positions will remain vacant for the Fiscal Year 2008-09.

**Patrol:** Eliminate one vacant Field Report Taker position.

## Performance Measures

### Goal Statement

The goal of Patrol Services is to perform field operations in a manner that is consistent with the Department's commitment of contributing to a greater quality of life for all of Pomona's residents.

Priority "O" - In progress crimes where loss of life or imminent danger to citizens or officers is present and immediate police response is needed to prevent further injury; for example: homicides, assaults with the use of weapons, hostage situations, attempted suicides, etc.

Priority "1" - In progress crimes or crimes just occurred with suspect(s) present or in the immediate area; i.e., burglaries, robberies, in-custody's, incomplete 9-1-1 calls, etc.

Priority "2" - Crimes that have just occurred and the officer's urgent response could lead to the capture or immediate identification of the suspect(s).

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Priority 0 Response Time	3.7	3.8	3.5
Priority 1 Response Time	7.7	7.8	7.4
Priority 2 Response Time	25.0	30.0	24.5

**POLICE - Aero Patrol (2012)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	282,826	-	282,826	S- 0.00
	-	-	-	NS - 1.00
<b>Total</b>	<b>\$282,826</b>	<b>-</b>	<b>\$282,826</b>	<b>1.00</b>

**Program Description**

This program furnishes airborne patrol service in support of ground units by providing aerial observations and information regarding criminal activity and potential suspects at a crime scene. The Aero Bureau deploys one helicopter to assist in apprehending criminals and provide protection to the citizens of Pomona. The Aero Bureau also provides an airborne public address system, emergency lighting for scenes at night, Forward Looking Infra Red (FLIR) for no light situations, Lojack stolen vehicle locating system, and a movable observation platform which increases the security to Police Officers and the citizens of Pomona. On a time available basis, the helicopter will assist the Narcotics Enforcement Unit with surveillance needs during major operations. The Aero Bureau helicopter is instrumental in high-speed pursuits allowing patrol units to pursue the suspect vehicle at a reasonable distance while the air unit maintains constant visual contact.

**Program Responsibilities**

- Provide rapid response to calls for service and in-progress crimes involving identification and apprehension of criminal suspects. First on scene, 52% of the time.
- Provides enhanced citizen and officer safety.
- Provides City wide patrolling and surveillance from an aerial vantage point.
- Provides assistance during mutual aid incidents.
- Community Relations - City sponsored events, Police Open House and school career days.



**Service Level Changes**

There are no service level changes to report for this program.



## Performance Measures

### Goal Statement

The purpose of the Aero Bureau Program is to provide airborne patrol service in support of ground units by providing aerial observations and information regarding criminal activity and potential suspects at a crime scene. One helicopter is deployed to assist in apprehending criminals and providing protection to the citizens of Pomona.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Provides enhanced citizen and officer safety.	1,326 calls	824 calls	1,500 calls
Provides assistance during mutual aid incidents.	14	14	14
Community Relations - City sponsored events, Police Open House and school career days.	8 Events	9 Events	13 Events
Provides rapid response to calls for service and in-progress crimes involving identification and apprehension of criminal suspects.	1 <sup>st</sup> on scene - 52%	1 <sup>st</sup> on scene – 59.3%	1 <sup>st</sup> on scene - 60%
Provides City wide patrolling and surveillance from an aerial vantage point.	467 flight hours	339 flight hours	500 flight hours

**POLICE- Major Crimes Task Force (2013)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	863,455	-	863,455	S- 6.00
	-	-	-	NS - 0.00
<b>Total</b>	<b>\$863,455</b>	<b>-</b>	<b>\$863,455</b>	<b>6.00</b>

**Program Description**

The Major Crimes Task Force is a proactive enforcement team designed to assist the Detective Bureau personnel in the identification, surveillance, and apprehension of serious and violent felony suspects. Officers assigned to the Major Crimes Task Force work closely with Homicide and Robbery detectives to locate and arrest the most serious felony offenders. In addition to these duties, the Major Crimes Task Force is responsible for the investigation and enforcement of street level narcotic violations and gang enforcement. Proactive programs created and implemented by the members of the Major Crimes Task Force, such as the Buy/Walk program, are responsible for the arrest and successful prosecution of numerous suspects who are involved in illegal drug violations. Gang enforcement is accomplished through aggressive identification, documentation and enforcement of criminal street gang members.

**Program Responsibilities**

- Reduce serious and violent crime in the City by identifying and targeting serious criminals for arrest.
- Gang violence reduction as well as identifying and monitoring court ordered terms of parole and probation
- Continue monthly PACT meetings
- Proactive and specialized enforcement programs
- Confidential Informants and intelligence
- Narcotics enforcement and suppression
- Assistance and liaison with county, state and federal law enforcement agencies

**Service Level Changes**

There are no service level changes to report for this program.

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**Performance Measures****Goal Statement**

The goal of the Major Crime Task Force program is reduce serious and violent crime in the City by identifying and targeting serious criminals for arrest.

<b>Performance Indicators</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Adopted Budget</b>
Felony Arrests*	392	325	300
Misdemeanor Arrests	102	125	125

**POLICE - Traffic Services (2014)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	2,394,190	841,500	1,552,690	S- 13.76
	-	-	-	NS - 6.00
<b>Total</b>	<b>\$2,394,190</b>	<b>\$841,500</b>	<b>\$1,552,690</b>	<b>19.76</b>

**Program Description**

The Traffic Services Program is charged with the responsibility of reducing traffic collisions through planned enforcement of Vehicle Code Laws, regulations, and education. Education includes increased awareness of traffic and pedestrian safety via presentations to schools and civic groups. Close liaison is maintained with City Traffic Engineering and Cal Trans to solve engineering problems that might contribute to traffic collisions. Traffic collision reports as well as Hit & Run reports are reviewed by the Traffic Bureau for prosecutions of drivers who cause the collision. Motorcycle officers are also used in many traffic enforcement situations for their mobility. An additional unit within the Traffic Services Program, Parking Enforcement Officers are responsible for the enforcement of parking regulations within the City. In addition to supervising Parking Enforcement Officers, a Senior Parking Enforcement Officer manages the School Crossing Guard Program, which has approximately 38 Crossing Guards who are assigned to the City's elementary schools. Traffic Services Major Accident Investigation Team (MAIT) investigates fatal and severe traffic collisions.

**Program Responsibilities**

- 17320 Traffic Citations Issued
- 10500 Hazardous Moving Violations
- 16500 Total Parking Citations Issued
- 4000 Vehicles Stored/Impounded
- Traffic Enforcement, educational programs, checkpoints, specialized enforcement programs funded by the California Office of Traffic Safety
- Major Accident Investigation Team (MAIT) program
- Hit and Run Investigation/Traffic Collision review and citation
- Parking Enforcement program/School Crossing Guard program



**Service Level Changes**

There are no service level changes to report for this program.

## Performance Measures

### Goal Statement

The primary goal of the Traffic Services program is to reduce traffic collisions, fatalities and injuries through the enforcement of traffic laws and regulations. A related and secondary program goal is the enforcement of City parking ordinances.

Performance Indicators	FY 2006-07 Actual	FY 2007-08 Estimate	FY 2008-09 Adopted Budget
Total Moving Citations	14,363	15,500	17,500
Hazardous Moving violations	12,927	13,950	15,750
Total Parking Citations	14,670	17,500	17,000
Vehicles Stored/Impounded	4,646	4,368	4,700

**POLICE - Crime Prevention (2015)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	441,376	-	441,376	S- 1.00
	-	-	-	NS - 6.00
	<b>\$441,376</b>	-	<b>\$441,376</b>	<b>7.00</b>

**Program Description**

Crime Prevention is a progressive program designed to educate and empower the public to create a safer, more caring community. The Unit addresses the causes of crime and violence and provides the public with low-cost or no-cost techniques to reduce the opportunities for crime to occur. Examples of proven techniques include, but are not limited to, "Neighborhood Watch," Crime Prevention through Environmental Design (CPTED), "Citizen's Academy," "Business Safety Seminars," "Sober Graduation," "National Night Out," etc. Crime Prevention also interacts with the Pomona Unified School District in outreach programs such as the Youth Education Motivation Program (YEMP), a drop-out prevention program as well as gang and drug awareness programs to educate youths.

**Program Responsibilities**

- Community programs, Business Security Seminar, Kids Safer Fair, National Night Out, Red Ribbon Week, Gunlock Program, Citizens Police Academy, Volunteer Recognition Luncheon, Santa Cop Toy Drive/Distribution, "Every 15 Minutes" Program, Neighborhood Watch, Neighborhood Watch Leadership Training, Read Across America Program, Gang/Drug prevention, Abduction prevention programs, Head Start Graduations, Adult School presentations, Child ID/Fingerprint program, YEMP, Weed & Seed program participation, and crime prevention material distribution.
- Continue to provide education of long-term elements of drug, gang violence and crime in the community.

**Service Level Changes**

**Crime Prevention:** The Crime Prevention Unit staffing has been increased with the addition of two Community Service Officer positions. Due to reorganization this program is no longer under the Training Bureau. It is now part of the Neighborhood Enforcement Team (NET).

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**Performance Measures****Goal Statement**

Crime Prevention is a progressive program designed to educate and empower the public to create a safer, more caring community. The Unit addresses the causes of crime and violence and provides the public with low-cost or no-cost techniques to reduce the opportunities for crime to occur.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Annual Neighborhood Watch Meetings	N/A	120	120

**POLICE - Investigative Services (2020)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	7,618,872	-	7,618,872	S- 46.00
Non General Funds	-	-	-	NS - 7.65
<b>Total</b>	<b>\$7,618,872</b>	<b>-</b>	<b>\$7,618,872</b>	<b>53.65</b>

**Program Description**

Investigative Services is principally a reactive force comprised of four areas: Major Narcotics, Crimes Against Property, Crimes Against Persons, and Homicide, including Forensics. The primary functions of the Division is to prepare and submit criminal cases to the District Attorney's office to obtain criminal complaints against known offenders. This includes, but is not limited to, conducting supplemental interviews, compiling facts, and analyzing evidence essential to a successful prosecution. The Division's ancillary functions are proactive and include the detection of criminal activity (e.g. narcotics), the management of sexual registrants, and the on-going search for missing persons. The Division also supports Department personnel by acting as an information clearinghouse on crime trends, wanted persons, etc.

**Program Responsibilities**

- Investigation of crime incidents, identification, documentation and preservation of crime scene evidence
- Witness, subject, suspect interviews and statements
- Development of Forensic evidence
- Criminal case filings
- Court testimony including expert witness testimony
- Gang Unit
- Forensics Unit
- Programs that provide education on crime awareness by conducting meetings with local businesses and residents

**Service Level Changes**

There are no service level changes to report for this program.



## Performance Measures

### Goal Statement

The goal of the Investigative Services Program is to provide accountability and effective investigations in identifying crime incidents, which will insure the apprehension and ultimate prosecution of criminal offenders.

<b>Performance Indicators</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Adopted Budget</b>
Number of Cases submitted to District Attorney	5,265	5,200	5,200
Number of Cases filed by District Attorney	4,191	4,500	4,500

**POLICE - Code Compliance (2021)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	596,607	50,000	546,607	S- 0.00
CDBG	710,992	710,992	-	NS - 15.00
<b>Total</b>	<b>\$1,307,599</b>	<b>\$760,992</b>	<b>\$546,607</b>	<b>15.00</b>

**Program Description**

The mission of the City of Pomona Police Department's Code Compliance Unit is to preserve and enhance the safety, appearance, and economic stability of the community through diligent enforcement of applicable ordinances and land use regulations. The Code Compliance Unit: administers a false alarm program; provides the City's Homes Outreach Team with detailed information about contacts with homeless persons; acts as the City's Homeless liaison to comply with a grant; assists the Community Development Department's Housing Division in identifying hazardous lead-based paint locations; assists with the distribution of City-sponsored lead-based paint abatement programs; assists the Redevelopment Agency's Business Development division with the administration of the commercial facade improvement program. In January 2007, the Code Compliance Unit was administratively reassigned to the Operations Division, to provide more enhanced and comprehensive coordination of resources directed to specific neighborhood concerns.

**Program Responsibilities**

- Administer the City's Alarm Ordinance Program
- Enforcement of City Code and Ordinances to reduce/eliminate blight
- Proactive enforcement programs - (Angela, Chanslor, Valwood, 9th and Park)
- Abatement of vacant buildings occupied by vagrants
- Abatement of nuisance conditions on private property in both commercial and residential districts.
- Enforcement of codes related to scavengers, vendors and persons in unlawful possession of shopping carts
- Parking enforcement citations
- Notice referral and assistance to other City Departments such as Business Licensing, Building, Community Development, Public Works, and others

**Service Level Changes**

**Code Compliance:** Two vacant positions within this division will remain unfunded at the beginning of the fiscal year. The CDBG funding source for these two positions should be available by mid November with the reallocation of available CDBG carryover funds.

## Performance Measures

### Goal Statement

The goal of this code compliance program is to ensure that safe, environmentally clean, and aesthetically desirable neighborhoods and commercial districts in the City are maintained through the enforcement of municipal codes and zoning ordinances.

Performance Indicators	FY 2006-07 Actual	FY 2007-08 Estimate	FY 2008-09 Adopted Budget
Total Complaints	5,985	5,791	6,200
Occupied Garages	186	146	150
Vacant Structures Unsecured	88	195	110
Building Permit Violations	172	115	80
Business License Violations	373	302	235
Certificate of Appropriateness Violations	70	57	65
Commercial Property Maintenance	459	410	550
Residential Property Maintenance	2,396	2,559	3,000
Unlawful Possession - Shopping Cart	89	95	150
Unlawful Sleeping -Vehicle or Public Place	58	47	100
Unlicensed Vendor Violations	186	119	125

**POLICE - Records and Clerical (2030)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	1,898,963	56,000	1,842,963	S- 0.00
	-	-	-	NS - 27.00
<b>Total</b>	<b>\$1,898,963</b>	<b>\$56,000</b>	<b>\$1,842,963</b>	<b>27.00</b>

**Program Description**

The Pomona Police Department's Records Bureau is responsible for ensuring the timely processing of all Police activity generated documents, providing timely storage and retrieval of those documents, and ensuring serialized property is appropriately entered/updated within national and state criminal justice computerized systems. In addition, the Records Bureau is responsible for ensuring data entry of information is completed in accordance with established hierarchy rules and appropriately coded. This data is then compiled in a statistical format and submitted to the California Department of Justice as well as the Federal Bureau of Investigation. The Department's Crime Analysis Unit is also assigned to this program and is responsible for providing comprehensive analysis on current trends, patterns, and hot spots for specific crimes; producing weekly and as-needed pin maps and hot spot maps; identify and respond to crime patterns and series.

**Program Responsibilities**

- Provide state and federal statistical crime information and reporting requirements
- Ensure timely processing of police reports
- Transcribe dictated police reports
- Index, copy, file, route police reports
- Scan/file documents
- Ensure safekeeping of all police records
- Provision of Crime Analysis, Court Liaison and Subpoena Services

**Service Level Changes**

**Records and Clerical:** Elimination of two vacant Police Records Specialists.

## Performance Measures

### Goal Statement

The goal of the Records & Clerical program is to provide the Police Department with a comprehensive police records support operation by providing timely and accurate transcription, filing, and retrieval of all police activity generated documents in addition to maintaining a current status relative to entering data into regional, State, and Federal automated information databases.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Reports Processed	18,550	19,678	22,000
Vehicles Processed	11,907	11,767	13,200

**POLICE - Jail Services (2031)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

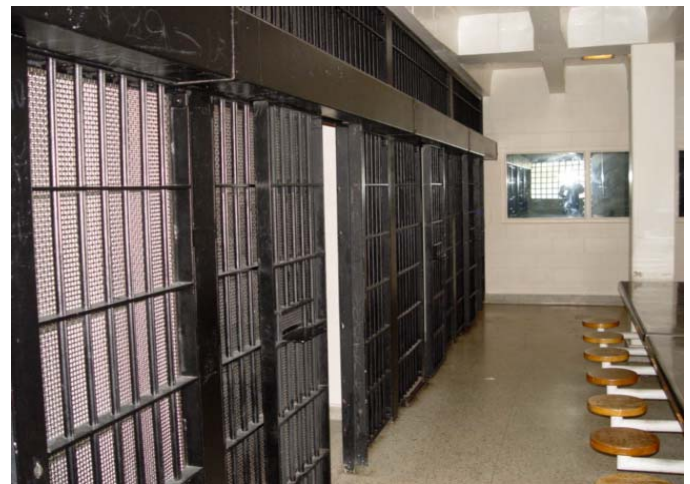
	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	1,974,504	238,000	1,736,504	S- 0.00
	-	-	-	NS - 21.00
<b>Total</b>	<b>\$1,974,504</b>	<b>\$238,000</b>	<b>\$1,736,504</b>	<b>21.00</b>

**Program Description**

Pomona City Jail is a Type I facility for pre-arraigned individuals, enroute bookings, bail bond surrenders and sentenced inmate trusty workers. The facility can hold a maximum of 75 prisoners. Functions include: 1. Booking, printing, feeding, and monitoring all prisoners; 2. Photographing, developing, and processing mug photos of prisoners, crime scene photos for court presentation, and civilian requests; 3. Issuing and receiving equipment for Patrol Officers; 4. Maintaining a Trusty Program which provides a 24-hour in-house work force for feeding prisoners, custodial work, kitchen duties, laundry, cleaning police vehicles and grounds maintenance; 5. Providing transportation for those prisoners with medical conditions who cannot be housed in our facility, utilizing civilian Jailers.

**Program Responsibilities**

- Prisoner processing including fingerprinting, photographs, criminal wants and warrant criminal justice database searches
- Prisoner housing and transportation
- U.S. Marshall's Program, Pay To Stay Program, Trusty Program
- Livescan Fingerprinting services
- Provide monthly facility inspections to identify and correct noted deficiencies.



**Service Level Changes**

**Jail Services:** Elimination of two vacant Jailers.

## Performance Measures

### Goal Statement

The goal of the Jail Services program is to ensure that custodial services are properly maintained by providing jail and related prisoner services that are safe, secure, cost effective/efficient, and in compliance with all laws, regulations and procedures governing the care and transportation of custodial prisoners in jails and institutions.

Performance Indicators	FY 2006-07 Actual	FY 2007-08 Estimate	FY 2008-09 Adopted Budget
Bookings	8,206	8,541	9,000
Trusty Labor Hours	7,889	7,763	7,500
Prisoners Transported	1,611	1,609	2,000
Booking (Cite-Outs Detention & Release)	2,362	2,197	2,750

**POLICE - Dispatch Services (2032)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	2,590,654	-	2,590,654	S- 0.00
	-	-	-	NS - 28.00
<b>Total</b>	<b>\$2,590,654</b>	<b>-</b>	<b>\$2,590,654</b>	<b>28.00</b>

**Program Description**

Dispatch Services is the primary answering point for the City’s 9-1-1 emergency telephone calls. It is a 24-hour, seven day a week operation that facilitates the delivery of emergency services to the citizens of Pomona. It is the responsibility of Dispatch Services to determine the type of response necessary for each call received, and to dispatch the appropriate emergency personnel and equipment to handle each situation. Dispatch services also monitors the status and locations of all field personnel and equipment, while also maintaining calls for support services as requested, as well as logging problems for follow-up by other City departments. Dispatch Services also provides communication functions for all other city departments after normal business hours.

**Program Responsibilities**

- Provide critical voice and data communication for public safety field personnel.
- Receive and dispatch for 9-1-1 and other calls for police or public safety services including wireless emergency 9-1-1 calls for service.
- Provide after hours notification and dispatch assistance for other City Departments including Traffic Signal Maintenance, Street/Sewer, Water Department, Sanitation Department, Parks and other City Departments
- Maintain unit status and coordinate calls for service in an efficient manner that results in the least amount of delay and ensure the Dispatch Center is adequately staffed



**Service Level Changes**

**Dispatch:** Elimination of two vacant Community Service Officers.

**Dispatch:** Elimination of two vacant Dispatcher positions.



**Performance Measures****Goal Statement**

The goal of this program is to maintain unit status, and receive, dispatch, and coordinate calls for service in the most efficient manner possible with the least amount of delay by maintaining Dispatch Center personnel staffing at an appropriate level in order to respond to service demands.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Calls for Service	198,398	200,000	204,000
911 Emergency Calls Received	49,691	70,800	75,000
911 Emergency Calls'- Incomplete	9,775	14,000	16,000

**POLICE - Property and Evidence (2033)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	216,913	-	216,913	S- 0.00
	-	-	-	NS - 3.00
<b>Total</b>	<b>\$216,913</b>	<b>-</b>	<b>\$216,913</b>	<b>3.00</b>

**Program Description**

The Pomona Police Department's Property & Evidence Department is responsible for the processing, inventory, disposition, security, and storage of all evidence and found property. This includes, but is not limited to, ensuring the evidence is transported to and from the Los Angeles County Crime Lab, making available for court evidence presentation, and the destruction of confiscated deadly/dangerous weapons and contraband.

**Program Responsibilities**

- Receive, inventory, store, and retrieve a wide variety of items and property used or recovered and/or connected to the commission and/or investigation of criminal incidents.
- Maintain court evidence chain of custody as well as proper controls and procedures for the handling and processing of property and evidence.
- Prepare and deposit money into the Finance Department - Revenue Division office and forfeiture accounts.
- Maintain, enter and retrieve property data in computer files.
- Prepare unclaimed property and articles for yearly auction including inventory of items auctioned.
- Prepare and process crime lab items to and from the lab; forward lab analysis reports to the appropriate departments.
- Testify in court as to integrity of evidence.

**Service Level Changes**

There are no service level changes to report for this program.

## Performance Measures

### Goal Statement

The goal of the Property & Evidence program is responsibility for the processing, inventory, disposition, security, and storage of all evidence and found property, including the transportation of evidence to and from the Los Angeles County Crime Lab, making available for court evidence presentation, and the destruction of confiscated deadly/dangerous weapons and contraband.

<b>Performance Indicators</b>	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Adopted Budget</b>
Evidence Processed*	N/A	11,000	12,000
Found Property Processed*	N/A	1,500	1,550

**POLICE - Civilian Volunteer Patrol (2040)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	52,880	-	52,880	S- 0.00
	-	-	-	NS - 0.00
<b>Total</b>	<b>\$52,800</b>	<b>-</b>	<b>\$52,800</b>	<b>0.00</b>

**Program Description**

The Civilian Volunteer Program consists of civilians who volunteer their time to participate in the following Police Department Volunteer Units: Chaplains, Civilian Volunteer Patrol (CVP), Volunteers in Policing (VIP), Police Reserve Officers, and Explorer Scouts. These volunteer units assist the Police Department in a variety of assignments including conducting patrol and surveillance in assigned areas, report unusual and/or criminal activity, monitor City parks, assist with accident scene traffic control, review pawn slips, assist with missing person investigations/searches, crime alert flyer distributions, and provide added support for Police special events, as well as other duties to assist the community and the Department. The Chaplains also provide spiritual support to families and Police personnel on an as needed basis.

**Program Responsibilities**

- Major functions and services provided by this unit include - Reserves, augmented patrol and related duties, attend community events, participate in special details, Explorer program, Civilian Volunteer Patrol, Volunteers in Policing, Chaplains, assist with clerical support duties, and provide other assistance to the public.
- Generate community interest and involvement that aids in the reduction of crime by providing training and resources
- Seek expanded community participation through increased recruitment efforts.
- Provide supervision and administrative oversight for the Police Cadet program.

**Service Level Changes**

There are no service level changes to report for this program.

## Performance Measures

### Goal Statement

The Civilian Volunteer Program is a support program that provides assistance to the full-time sworn and civilian staff of the Police Department in support related capacities. The CVP's are instrumental in community relations and other events in providing the public information on Police Department functions. Additionally, the CVP's encourage community participation in the Police Department's Civilian Police Academy.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Volunteer Hours	N/A	9,000	9,000

**POLICE - Park Enforcement (2045)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	245,000	-	245,000	S- 0.00
	-	-	-	NS - 0.00
<b>Total</b>	<b>\$245,000</b>	<b>-</b>	<b>\$245,000</b>	<b>0.00</b>

**Program Description**

The City of Pomona entered into an agreement for Security Guard Services for Park Security of the entire city park facilities. The company, American-1 Airtight Security is organizationally assigned to the Police Dept under Operations Division. The security personnel patrol the park facilities and report any usual occurrences and/or maintain the safety and well being of those who frequent and use the park facilities.

**Program Responsibilities**

- City Parks Security Patrols
- Public information and assistance
- Report notification and relay of information concerning suspicious activity and possible crime incidents in the most professional manner.
- Ensure optimum public safety is maintained at all City Park facilities and Civic Center.
- Maintain an efficient reporting system by accurately documenting and recording specific patrolled areas.

**Service Level Changes**

There are no service level changes to report for this program.

**Performance Measures****Goal Statement**

The goal of the Park Enforcement program is to provide security services for City Park facilities to ensure the safety and well-being the public who frequent and use these facilities.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Security Patrol Hours	N/A	13,000	13,000



**POLICE - Vice Forfeiture (2046)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	-	-	-	S- 0.00
	-	-	-	NS - 0.00
<b>Total</b>	-	-	-	<b>0.00</b>

**Program Description**

The Vice Unit investigates and provides enforcement targeting street prostitution, illicit massage parlor operations, and escort services, which offer sexual services for sale. The assigned Vice Officer files criminal cases with the District Attorney's office and provides expert testimony to obtain convictions. The Vice unit regularly coordinates efforts with other local law enforcement agencies due to the highly transitory nature of the prostitution trade. The Vice Unit investigates all crime incidents related to prostitution by gathering data and maintaining records. The Vice Unit also conducts specialized field enforcement details and coordinates undercover sting operations to deter street prostitution.

**Program Responsibilities**

- Development and implement specialized vice enforcement programs, details and deployments targeting prostitutes and solicitors for prostitution.
- Identify and track street prostitution offenders.
- Conduct business checks of exotic dance locations, massage parlors and other businesses suspected of allowing illegal activity.
- Prepare press releases and promote relations with local media.
- File in-custody cases with the District Attorney.

**Service Level Changes**

**Vice Forfeiture:** Eliminate the overtime appropriation for the vice forfeiture program. These type of specialized detail overtime deployments will not be conducted.



## Performance Measures

### Goal Statement

The goal of the Vice Forfeiture Program is to reduce the incidence of Vice related crimes by providing enforcement targeting street prostitution, illicit massage parlor operations, and escort services, which offer sexual services for sale. In order to achieve this goal the Vice Forfeiture Program gathers data and maintains records on all crime incidents related to prostitution, provides field enforcement, and coordinates undercover sting operations.

<b>Performance Indicators</b>	<b>FY 2006-07 Estimate</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Proposed Budget</b>
Undercover Prostitution Details	N/A	13	15

**POLICE - Communications Support (2058)**

**Department: 2000 Fund: General - 101**

**Fiscal Year 2008- 09 Adopted Budget**

	<b>Expense</b>	<b>Revenue</b>	<b>Exp Less Rev</b>	<b>Allocated Staff</b>
General Funds	599,092	-	599,092	S- 0.00
	-	-	-	NS - 3.00
<b>Total</b>	<b>\$599,092</b>	<b>-</b>	<b>\$599,092</b>	<b>3.00</b>

**Program Description**

The Communications Support Services Program designs, installs, maintains, and repairs radio, telephone, and data communications equipment and electronic devices for all City departments. This program is also charged with the responsibility of installation, programming, maintenance, and repair of fire and burglar alarm systems located in City buildings. Central station monitoring equipment is maintained in the Police Dispatch Center, which records all alarms, trouble reports, and administrative messages. Additionally, this program maintains all City radio licenses and ensures that compliance is maintained with all applicable State and Federal regulations.

**Program Responsibilities**

- Maintain and support the Radio Communications Systems for both the Police Department and Civilian networks.
- Oversee Fleet responsibilities for the Pomona Police Department, including new car builds and maintenance of electronic systems.
- Maintenance and installation of City-wide public address systems, fire, and burglar alarms systems
- Maintain and support video surveillance and communications systems
- Emergency on call 24/7 response for communications equipment and police facilities.
- Ensure that the City's communications capabilities are adequately maintained and able to continue to function during both normal and emergency operations, by performing continuous testing, servicing, diagnostics, repair and upgrading of radio communications equipment
- New police facility transition planning for electronic communications systems.

**Service Level Changes**

**Communications:** Elimination of one vacant Communications Technician.

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## Performance Measures

### Goal Statement

It is the goal of the Communications Support Services Program to design, install, maintain, and repair radio, and data communication equipment and electronic devices for all City departments, while keeping on the forefront leading technologies. This program is also charged with the responsibility of installation, programming, maintenance, and repair of fire and burglar alarm systems located in City buildings. Additionally, this program maintains all City radio licenses and ensures that compliance is maintained with all applicable State and Federal regulations.

<b>Performance Indicators</b>	<b>FY 2006-07 Actual</b>	<b>FY 2007-08 Estimate</b>	<b>FY 2008-09 Adopted Budget</b>
Police Communication Work Orders	1,650	1,650	1,700

