

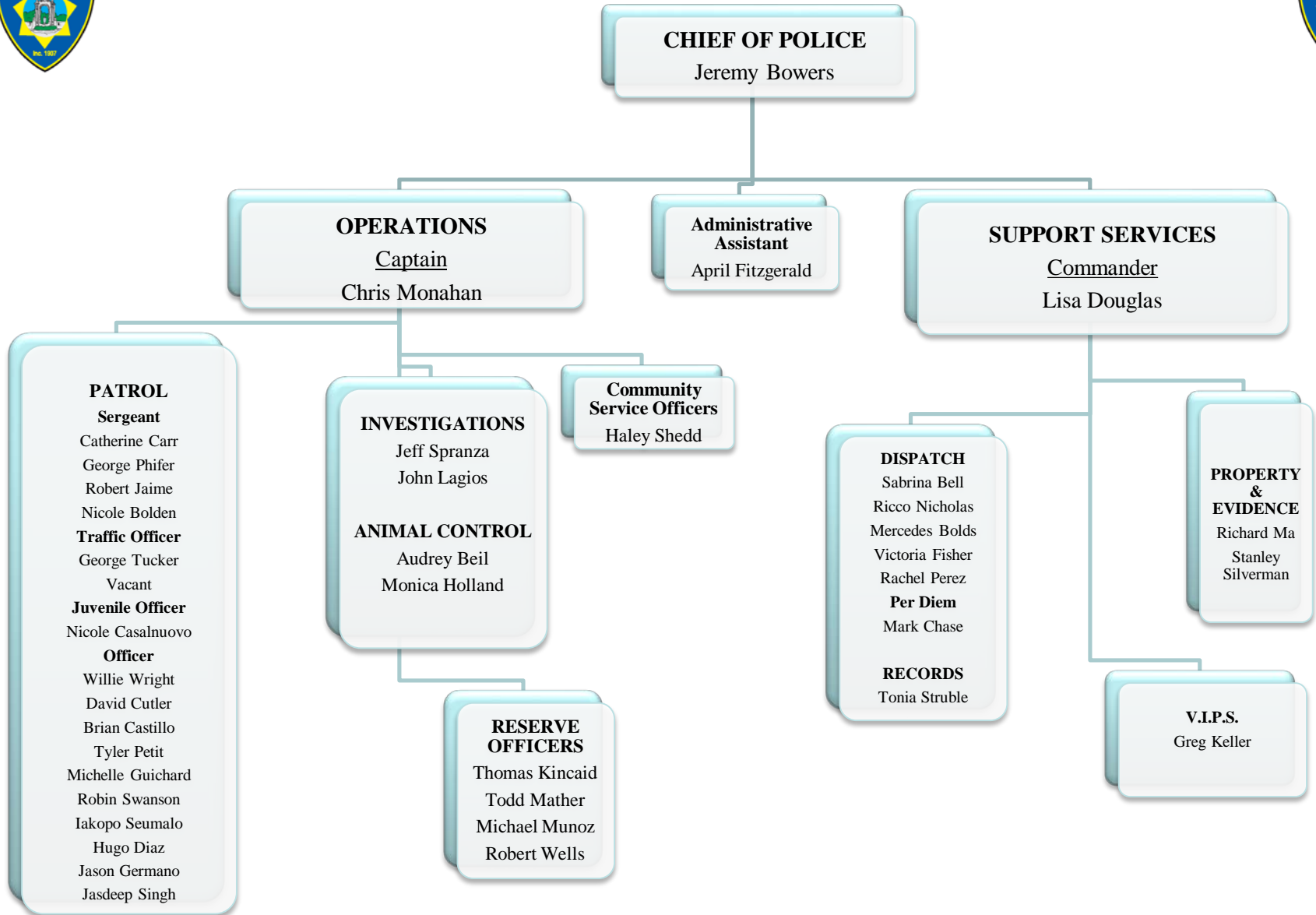
Police



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Piedmont Police Department



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FUNCTIONAL DESCRIPTION

Under the city charter, the police department is charged to preserve the peace, protect life and property, and enforce the local, state and federal statutes. The Piedmont Police Department is a full-service, community law enforcement agency. To accomplish all tasks assigned to the police department, the organization is divided into three functional areas, Administration, Operations (Patrol), and Support Services, which includes full-time/part-time personnel and volunteers.

➤ **Administration** – Office of the Chief of Police

All management, supervisors and employees (sworn and non-sworn) within the department are under the authority and direction of the chief of police. Specifically, administration functions include personnel; appointment and retention of employees; employee grievances; citizen clearance letters; council reports; citizen complaints; employee discipline; traffic surveys; personnel files; development and enforcement of department policies; supervision of volunteers; monthly Department of Justice statistical reports; and staff reports. The chief also issues concealed weapons permits; attends council meetings; and consults with department heads, city engineers, and legal counsel to make recommendations to ensure that all city ordinances, and state and federal laws are observed and enforced. In addition, the chief serves as the department representative to citizen groups, press relations, and professional organizations; and interacts with department union representatives and legal counsel.

➤ **Operations** - Captain

Responsible for operations of officers, includes the management of patrol and traffic; criminal investigations; juvenile investigations; recruitment and background investigations; Neighborhood Watch and community outreach; response to all calls for service; report writing; police reserves; animal control; dog licenses; parking enforcement; training; administrative reviews; internal affairs; range; scheduling; payroll; peddlers/solicitors; fleet maintenance; contract services; crossing guards; press releases/public information officer duties ; Department Policies; equipment purchase and upkeep; and review and preparation of POST/DOJ audits.

➤ **Support Services** - Commander

Coordinates dispatch center; CAD/RMS systems; EBRCSA systems; ALPR systems; Public Safety Camera systems; records; social media; parking and traffic citations; volunteer programs; contract services; balance and oversee the collection of report fees; parking citation hearings; budget; purchasing; accounts payable; city telephones; court liaison; crime analysis, statistics and mapping; property/ evidence; computers; equipment purchase and upkeep; Live Scan fingerprinting; and review and preparation of DOJ audits.

	2016	2017	2018	2019
Total calls for service	14,648	12,182	11446	14351
Investigations generated	1,028	814	750	855
UCR Part 1 Incidents				
Homicide	0	0	0	0
Rape	5	8	1	3
Robbery	17	3	10	5
Assault	12	11	15	7
Burglary	65	60	47	47
Theft	108	97	123	162
Auto Theft	25	16	25	19
Arson	0	0	1	1
Total	232	195	222	244
Auto Collisions				
Fatal	0	0	0	0
Injury	5	6	12	4
Non-Injury	37	34	44	34
Hit & Run	35	20	34	32
Total	77	60	90	70
Arrests & Citations Issued				
Arrests	250	150	142	149
Criminal/ Vehicle	887	875	716	796
Vehicle Warnings	440	362	340	440
Parking Citations	1,427	374	572	1149

Serious Offenses – The City of Piedmont experienced an increase in UCR Part 1 reported from 222 reported incidents in 2018 to 244 reported incidents in 2019. This increase was driven by an increase in thefts. Despite the increase, incidents of residential burglaries stayed flat and robberies decreased from 10 reported incidents in 2018 to 5 reported incidents in 2019. Suspects were identified and/or arrested in each of the reported robberies.

Traffic – The total number of collisions reports decreased from 91 reports in 2018 to 73 in 2019. Injury collisions decreased from 12 the previous year to 4 in 2019, and hit and runs decreased from 34 in 2018 to 32 in 2019. There were no fatalities in 2019.

2019 New Employees

(Full-time employee)

Officer Hugo Diaz

Officer Jason Germano

2019 Promotions

None

2019 Retirements

None

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POLICE

2019/20 ACCOMPLISHMENTS

- Researched, proposed and received council approval to expand ALPR program
- Researched, proposed and received council approval to begin a Public Safety Camera Program
- Hired and trained two new police officers, one new dispatcher, and one animal control officer
- Initiated E-Citation Program
- Initiated (Community Service Officer) CSO Program
- Transitioned to a new server environment
- Managed Tobacco Grant (including submission of quarterly reports, receipt of reimbursement funds) and implemented Juvenile Officer Program in collaboration with the PUSD
- Participated in PUSD Health Council

2020/21 PRIORITIES

- Hold Team Building workshop to refresh 3 year Department Strategic Plan
- Complete installation and begin operation of new Automated License Plate Reader (ALPR) locations
- Implement the Public Safety Camera Program
- Continue to manage Tobacco Grant, Juvenile Officer program and PUSD Health Council involvement
- Plan grant application for continuation of the Juvenile Officer position
- Implement “text to 911” and NextGen 911
- Transition to **National Incident-Based Reporting System/California Incident-Based Reporting System** (NIBRS/CIBRS)
- Work with City Administration, Public Works and Fire Department on Essential Services Building master plan
- Develop alternative Public Safety Answering Point (PSAP)
- Implement new scheduling and timekeeping software to interface with City’s new financial management software

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POLICE
2020-21

	Approved Budget 19/20	Estimated Expenditures 19/20	Proposed Budget 20/21	Budget % Change
SALARIES	4,148,000	4,354,315	4,478,352	8.0%
FRINGE BENEFITS	1,538,800	1,518,090	1,674,966	8.8%
PERSONNEL EXPENSES	131,800	109,500	100,500	-23.7%
SUPPLIES & SERVICES	745,288	760,888	804,368	7.9%
TOTAL	\$ 6,563,888	\$ 6,742,793	\$ 7,058,186	7.5%

STAFF			
	<u>Employees</u>	<u>First Step</u>	<u>Last Step</u>
MANAGEMENT			
Police Chief	1	-	18,418
MID-MANAGEMENT			
Police Captain with 6% POST	1	13,228	16,074
Support Services Commander	1	-	12,475
	2		
POLICE			
Sergeant with POST Advanced + SD	1	-	13,131
Sergeant with POST Advanced + Supv Cert	2	-	12,862
Sergeant with POST Adv, Supv Cert + SD	1	-	13,377
Police Officer	1	8,005	9,660
Police Officer + Shift Differential	1	8,325	10,047
Police Officer with POST Intermediate	2	8,405	10,144
Police Officer with POST Int + SD	1	8,741	10,549
Police Officer with POST Advanced	1	8,565	10,337
Police Officer with POST Advanced + SD	4	8,908	10,750
Detective with POST Advanced	2	8,965	10,820
School Resources Officer with POST Int	1	8,805	10,627
Traffic Officer with POST Intermediate	1	8,805	10,627
	18		
GENERAL - LOCAL 790			
Animal Control Officer w/ 2% EDU	2	4,812	5,847
Dispatcher with 2% POST & Shift Diff.	2	6,376	7,747
Dispatcher with 2% POST Certificate	3	6,130	7,449
Police Records Specialist	1	5,464	6,638
	8		
CONFIDENTIAL			
Administrative Assistant	1	5,536	6,732
Total	30		

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EXPENDITURES

City of Piedmont
Proposed 2020 - 21 Budget

		Approved	Estimated	Proposed	Budget
Description	Account #	19/20	19/20	20/21	% Change
Police					
Salaries					
Regular Salaries	408-010-001	3,594,000	3,801,738	3,909,198	9%
Part Time Salaries	408-010-002	188,000	187,478	193,102	3%
Overtime Salaries	408-010-003	366,000	365,099	376,052	3%
Object Total	408-010	4,148,000	4,354,315	4,478,352	8%
Health Insurance					
Medical Insurance	408-011-001	501,000	446,106	484,344	-3%
Dental Insurance	408-011-002	60,000	54,977	56,763	-5%
Vision Plan	408-011-003	7,500	7,110	7,050	-6%
Object Total	408-011	568,500	508,193	548,157	-4%
Retirement					
PERS: Normal Cost	408-012-001	587,500	545,500	661,600	13%
PERS: UAL Payment	408-012-003	377,500	466,800	469,700	24%
PERS: Cost Share	408-012-004	(216,600)	(233,600)	(240,600)	11%
Object Total	408-012	748,400	778,700	890,700	19%
Other Benefits					
FICA	408-013-009	96,400	100,229	102,830	7%
Life Insurance	408-013-001	13,600	14,320	14,741	8%
Disability Insurance	408-013-002	2,600	2,761	2,841	9%
Uniform Allowance	408-013-003	42,000	43,500	43,500	4%
Medicare Insurance	408-013-005	60,400	63,427	65,237	8%
Concern EAP Program	408-013-006	3,900	3,960	3,960	2%
Auto Allowance	408-013-007	3,000	3,000	3,000	0%
Object Total	408-013	221,900	231,197	236,109	6%
Personnel Expenses					
Memberships/conf/training	408-031-001	20,500	20,500	20,500	0%
P.O.S.T.	408-031-004	62,500	54,000	45,000	-28%
Marijuana Training (BSCC Gran	408-031-005	48,800	35,000	35,000	-28%
Object Total	408-031	131,800	109,500	100,500	-24%
Department Supplies					
Office Supplies	408-051-001	16,500	16,500	16,500	0%
Object Total	408-051	16,500	16,500	16,500	0%
Telephone/Internet	408-052	185,200	185,200	185,200	0%
Equipment/Main/Gas/Oil					
Auto Expense	408-053-001	35,000	35,000	35,000	0%
Oil & Gasoline	408-053-002	37,450	37,450	37,450	0%
Object Total	408-053	72,450	72,450	72,450	0%

EXPENDITURES

City of Piedmont

Proposed 2020 - 21 Budget

		Approved	Estimated	Proposed	Budget
Description	Account #	19/20	19/20	20/21	% Change
Police					
Contract Services					
Jail Services/Crime Lab	408-054-001	25,000	30,000	30,000	20%
Animal Shelter	408-054-002	52,370	52,370	57,370	10%
CAL-ID Program	408-054-003	8,000	1,500	3,000	-63%
Other Contract Services	408-054-005	254,068	270,668	302,648	19%
Object Total	408-054	339,438	354,538	393,018	16%
Other Expenses					
Police Reserves	408-056-002	2,500	3,000	3,000	20%
Crime Prevention	408-056-003	2,500	2,500	2,500	0%
Miscellaneous Expenses	408-056-008	43,500	43,500	43,500	0%
Tuition Reimbursement	408-056-009	7,200	7,200	7,200	0%
Object Total	408-056	55,700	56,200	56,200	1%
Information Services					
Software	408-060-002	76,000	76,000	81,000	7%
Object Total	408-060	76,000	76,000	81,000	7%
Total Police		6,563,888	6,742,793	7,058,186	8%

POLICE

PERSONNEL EXPENSES

Memberships/Conferences/Training **101-0408-031-001**

2019-20 Budgeted Amount	\$ 20,500
2019-20 12-Month Estimate	\$ 20,500
2020-21 Proposed Amount	\$ 20,500

Conferences provide the opportunity to attend a variety of workshops on current police practices, new legislation and programs. The police chief attends the California Police Chief and International Association of Chiefs of Police conferences each year. The command officers also attend conferences during each fiscal year to enhance their knowledge and skill-sets. In addition, the Department sends the Property Room Clerk and the Support Services Commander to the annual CAPE (California Association of Property and Evidence) Conference. Attendance at this conference is necessary for maintaining best practices in property and evidence collection and storage and the mitigation of errors that could result in liability to the Department and City.

Additionally, Department members maintain memberships in a variety of police and law enforcement associations in the state and Bay Area. The associations frequently meet on a monthly basis to exchange ideas.

Auto Allowance **101-0408-031-007**

2019-20 Budgeted Amount	\$ 3,000
2019-20 12-Month Estimate	\$ 3,000
2020-21 Proposed Amount	\$ 3,000

Contractual auto allowance for the Support Services Commander (\$250 per month).

P.O.S.T **101-0408-031-004**

2019-20 Budgeted Amount	\$ 62,500
2019-20 12-Month Estimate	\$ 54,000
2020-21 Proposed Amount	\$ 45,000

Peace Officer Standards and Training (P.O.S.T.) representatives annually inspect our training and recruitment records to ensure the police department is in compliance with P.O.S.T. regulations and legislative mandates. The 2019-20 budget amount was due to the increased training as a result hiring six new police officers, two new Animal Control Officers and the Captain's attendance to the Senior Management Institute for Policing (SMIP) session provided by the Police Executive Research Forum (PERF). The P.O.S.T reimburses the City for a limited number training courses and associated costs.

BSCC Grant Drug Training

101-0408-031-005

2019-20 Budgeted Amount	\$ 48,800
2019-20 12-Month Estimate	\$ 35,000
2020-21 Proposed Amount	\$ 35,000

Grant funds have been provided by the Board of State & Community Corrections to increase positive outcomes between municipal law enforcement and high-risk populations. Specifically the Department will use these funds to support the training, equipment and pragmatic needs to address drug endangered youth.

DEPARTMENTAL SUPPLIES

Office Supplies

101-408-051-001

2019-20 Budgeted Amount	\$ 16,500
2019-20 12-Month Estimate	\$ 16,500
2020-21 Proposed Amount	\$ 16,500

These funds cover the purchase of all office and departmental supplies. The Department routinely utilizes volume retail outlets when purchasing office supplies to minimize expenditures.

TELEPHONE/INTERNET

101-0408-052-001

2019-20 Budgeted Amount	\$ 185,200
2019-20 12-Month Estimate	\$ 185,200
2020-21 Proposed Amount	\$ 185,200

This account includes charges for the telephone system for all City operations, telephone lines, long distance and toll charges, pay telephone rental fee, cellular telephones, e-mail and monthly internet fees, and dedicated telephone lines for fax machines. Telephone equipment and services for City Administration, Finance/Human Resources, Public Works, Recreation, Fire and Police are covered under this account.

Police Department - This account also funds costs that are related directly to the Department. The Department maintains the dedicated frame relay lines for direct connections to the Alameda County Sheriff's Office and to provide wireless communications to our patrol vehicles. Additionally, Alameda County Sheriff's Department invoices a switcher fee that permits access to Department of Motor Vehicles and Department of Justice (stolen vehicles, property, wanted persons, arrest records) information. Currently, the county is upgrading the law enforcement IT line known as LawNet in order to provide increased and enhanced data sharing abilities between all of the county law enforcement agencies. The yearly cost for LawNet as well as the annual cost for Verizon wireless connection fees associated with the mobile computers contained in the police vehicles and with the ALPR camera system are included in this budget category.

EQUIPMENT/MAINTENANCE/GAS/OIL

Vehicle Maintenance

101-0408-053-001

2019-20 Budgeted Amount	\$ 35,000
2019-20 12-Month Estimate	\$ 35,000
2020-21 Proposed Budget	\$ 35,000

This category includes replacement and repair of tires, brakes, lights, body damage and routine preventive servicing of police vehicles.

Oil & Gasoline

101-0408-053-002

2019-20 Budgeted Amount	\$ 37,450
2019-20 12-Month Estimate	\$ 37,450
2020-21 Proposed Budget	\$ 37,450

The Department calculated the 2019-20 costs by using the average annual usage (10,700 gallons) and estimated cost of \$3.50 per gallon (down from \$4.50 per gallon in 2015-16). The estimated per gallon cost includes product cost, taxes and delivery fees, all of which may vary due to market volatility.

CONTRACT SERVICES

Jail Services/Crime Lab

101-0408-054-001

2019-20 Budgeted Amount	\$ 25,000
2019-20 12-Month Estimate	\$ 30,000
2020-21 Proposed Budget	\$ 30,000

Jail contracts with the City of Berkley and the Alameda County Sheriff's Office includes booking fees and the housing of prisoners. This category is also used for the maintenance of the Department's booking area and related booking materials. Crime and DNA laboratory services are also included in this account.

Animal Shelter

101-0408-054-002

2019-20 Budgeted Amount	\$ 52,370
2019-20 12-Month Estimate	\$ 52,370
2020-21 Proposed Budget	\$ 57,370

This account includes contract services to the City of Berkeley for animal shelter facilities. The City of Emeryville contracts with the City of Piedmont for their animal services and shares the costs. 2020-21 increase is due to higher percentage of live animals from Piedmont and Emeryville which were brought to the shelter, as well as estimated increased operating expenses of the animal shelter.

CAL-ID Program

101-0408-054-003

2019-20 Budgeted Amount	\$ 8,000
2019-20 12-Month Estimate	\$ 1,500
2020-21 Proposed Budget	\$ 3,000

CAL-ID is a statewide effort to increase the identification of criminal suspects through the comparison of latent fingerprints found at crime scenes with those on file with the State of California. The City of Piedmont and other Alameda County law enforcement agencies jointly fund this program. The City's fee assessment is based on the population, however, Live Scan services are also reflected in the budgeted amount. The reduction is due to a cessation of finger printing offered to the general public

Other Contract Services

101-0408-054-005

2019-20 Budgeted Amount	\$ 254,068
2019-20 12-Month Estimate	\$ 270,668
2020-21 Proposed Budget	\$ 302,648

2FA - Provides security for access to the Department's information systems and mobile devices.

ALPR Maintenance - Contract for the yearly maintenance for the Automated License Plate Reader system installed on the patrol vehicle.

Aladtec - The Department's shift scheduling software which will replace the paper and pen system thereby increasing accuracy and efficiency.

All City Management Services - Contracted company that provides trained school crossing guards for the City of Piedmont. The City pays for crossing guard services at Oakland/Grand, Oakland/Bonita, Oakland/Highland, and Oakland/El Cerrito. The budgeted amount also includes crossing guard services provided at Highland/Craig and Linda/Lake which is reimbursed to the City by the Piedmont Unified School District (PUSD). The overage in FY 2019-20 and increase in FY 2020-21 is due to the addition of crossing guard services on Magnolia Avenue for the PUSD construction. These costs have been, and will be, reimbursed to the City by the PUSD

All Traffic Solutions - Contractual renewal for the data analysis and remote access to the City's two digital speed signs located on Highland and Oakland Avenues purchased in 2015-16 and for the speed trailer purchased in 2018-19.

Capture - Contract is for the 24-hour recorder and playback units in the dispatch center. This unit records police phone, Emergency 911, and police and fire radio transmissions as required by state law. It also includes the audio log and video recording system for the Department's detective offices and prisoner booking room. The Department has utilized Customer Premise Equipment (CPE) funds to offset some of the cost, and the savings is reflected in the decrease noted below.

Calico - Yearly contribution/fee for use of the interview facilities, consulting services, and support personnel specifically related to child abuse cases.

Critical Reach - Computer system used to create and distribute wanted flyers on suspected

criminals and other information sharing purposes amongst law enforcement agencies state-wide.

CopWare - Law enforcement specific digital reference repository which includes the California Legal Sourcebook.

Data Ticket - Contract for processing and collecting parking ticket fines and accompanying administrative reports including auditing. Fees are based on the number of citations written and processed and both the fees, as well as the number of parking tickets written in a year. \$10,000 estimate from Lisa. We're added the admin cite fees to this. Animal Control citation.

East Bay Regional Communications Systems Authority (EBRCSA) - Contractual service fees for public safety (both police and fire) radios, as well as yearly radio maintenance/service costs.

Evidence.Com - Contract with TASER International for evidence storage related to the body-worn cameras.

Forensic Logic - Search engine and information network for information sharing between law enforcement agencies.

Hewlett Packard - Server for the county message switch.

Leads Online-Investigative search tool utilized by the Departments Investigative Unit.

Lexipol - Provider of Department policies and associated training delivered through a web-based development system.

Net Motion - Maintenance for the Department's VPN

Odin Systems, Neology, PIPS - Contract for yearly maintenance and equipment for the 39 fixed ALPR cameras throughout the City.

Public Engines - Provider of CrimeReports.com services for the City of Piedmont.

Training Innovations - Training management software which the Department uses to track all training provided to Department members.

	<u>2019-20</u> <u>Budgeted</u>	<u>2019-20</u> <u>Estimated</u>	<u>2020-21</u> <u>Proposed</u>
2FA	\$ 570	\$ 570	\$ 785
3M Technology	\$ 4,800	\$ 4,800	\$ 0
Aladtec	\$ 2850	\$ 2850	\$ 3,000
All City Management Services	\$ 115,600	\$ 154,200	\$ 160,000
All Traffic Solutions	\$ 4,250	\$ 4,250	\$ 11,475
ALPR Maintenance	\$ 52,000	\$ 30,000	\$ 52,000
Capture (OpenEye/Varent Audio log)	\$ 1,900	\$ 1,900	\$ 2,100
CopWare	\$ 600	\$ 600	\$ 600
Calico	\$ 1,800	\$ 1,800	\$ 2,000
Critical Reach	\$ 300	\$ 300	\$ 300
Data Ticket	\$ 9,000	\$ 9,000	\$ 9,000
East Bay Regional Communication Systems Authority (EBRCSA)	\$ 27,500	\$ 27,500	\$ 27,500
Evidence.Com	\$ 17,593	\$ 17,593	\$ 17,593
Forensic Logic	\$ 1,800	\$ 1,800	\$ 2,000
Hewlett Packard	\$ 1,200	\$ 1,200	\$ 1,200
Leads Online	\$ 1,785	\$ 1,785	\$ 1,800
Lexipol	\$ 6,820	\$ 6,820	\$ 7,420
Net Motion	\$ 2,250	\$ 2,250	\$ 2,250
Public Engines	\$ 700	\$ 700	\$ 800
Training Innovations	\$ 750	\$ 750	\$ 825
Total	\$ 254,068	\$ 270,668	\$ 302,648

OTHER EXPENSE

Police Reserves

101-0408-056-002

2019-20 Budgeted Amount	\$ 2,500
2019-20 12-Month Estimate	\$ 3,000
2020-21 Proposed Amount	\$ 3,000

Uniforms and safety equipment for the reserve police officers, police chaplain, citizen volunteers, part-time community service officers and volunteer Explorer Scouts are purchased from this account.

Crime Prevention

101-0408-056-003

2019-20 Budgeted Amount	\$ 2,500
2019-20 12-Month Estimate	\$ 2,500
2020-21 Proposed Amount	\$ 2,500

Crime prevention pamphlets, community outreach materials, Bike Rodeo and other public information brochures are paid from this account.

Miscellaneous Expense

101-0408-056-008

2019-20 Budgeted Amount	\$ 43,500
2019-20 12-Month Estimate	\$ 43,500
2020-21 Proposed Amount	\$ 43,500

Flares, batteries, Department equipment, safety equipment for police officers, animal control officers and parking enforcement officers, range equipment and ammunition, citations, officer furniture, recruitment supplies and equipment are included in this account.

Tuition Reimbursement

101-0408-056-009

2019-20 Budgeted Amount	\$ 7,200
2019-20 12-Month Estimate	\$ 7,200
2020-21 Proposed Amount	\$ 7,200

Tuition reimbursement is provided as a benefit in the Memorandum of Understanding between the City of Piedmont and employee groups. Currently, the Department has two employees requesting tuition reimbursement benefits this fiscal year.

INFORMATION SERVICES

Software/Hardware

101-0408-060-002

2019-20 Budget Amount	\$ 76,000
2019-20 12-Month Estimate	\$ 76,000
2020-21 Proposed Amount	\$ 81,000

New World Systems provides the servicing and maintenance of the computer software in the Department. The service covers both the Standard and 24/7 Emergency Software Maintenance contracts for the police computer aided dispatch (CAD) system and records management system (RMS). It also pays for various investigative and analytical subscription services. Costs in this budget category are based on contractual agreement. The proposed increase reflects the procurement of offsite hardware for administrative staff.

END OF POLICE DEPARTMENT BUDGET

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