

CITY COUNCIL MEETING  
January 27, 1993 -

Special Town Hall  
mtg.

BUDGET PRESENTATION FOR POLICE DEPARTMENT

CC-21(b)

Mayor Pennino opened the meeting and reminded the audience of the following guidelines for public input at the "Town Hall" meetings.

"Specifically, the public is invited to tell the City Council:

1. What City services do you (the public) feel could be reduced or eliminated?
2. What ideas do you have for making the City more efficient?
3. What City services are you willing to pay more for in order to maintain them?
4. What City services are you UNWILLING to see cut, no matter what?"

Police Chief Williams introduced the subject and presented an overview of the responsibilities of the Police Department. The Police Chief also informed the City Council and the public that due to the increased workload and a temporary reduction of staff in the Records Division, the Police Department is closing this section to the public on Wednesdays beginning February 3, 1993 until it is caught up on its workload.

The following speakers then presented the specifics of their Divisions in the Police Department:

- a) Captain Larry Hansen, Patrol Division;
- b) Captain Jim Schick, Police Services Division;
- c) Sergeant Garold Murray, Investigations Division; and
- d) Sergeant Richard Dean, Narcotics/Gang Division.

Following a lengthy discussion among the Council and those who had made presentations, the Mayor then opened the hearing to the public. Speaking regarding the matter were the following:

- a) Frank Alegre, 2000 Edgewood Drive, Lodi;
- b) Virginia Snyder, 412 East Oak Street, Lodi;
- c) Clarence Hartley, Lodi resident;
- d) Arthur Price, 1053 Port Chelsea Drive, Lodi;

CITY COUNCIL MEETING  
January 27, 1993

- e) Virginia Lahr, 311 East Elm Street, Lodi;  
and
- f) Jean Davenport, 445 Almond Drive #45, Lodi.

JAN 2

L O D I P O L I C E D E P A R T M E N T

M e m o r a n d u m

To: City Manager  
From: Police Chief  
Date: January 26, 1993  
Subject: Closure of Records Section

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We have been short a police clerk in the records section since Oct. 1992 due to maternity leave. She will not be back to work until April. Due to the budget problems we have not been able to hire additional help and the data entry and filing have been falling behind. At the time she went on leave data entry was about three days behind. At present we are thirty days behind. In addition to this we have just learned another clerk from records has been selected for jury duty in a homicide trial, expected to last at least four weeks.

In order to relieve the work load on the remaining personnel I feel it is necessary to close records section to the public every wed. This will allow the remaining clerks an opportunity to complete the work without having to deal with the public.

The impact on the public should be minimal as the section will still be open four days a week to provide reports, etc. Prior to implementing this on Wed. 2-3-93 we will have the news sentinel run a story and will also post a notice at the counter.

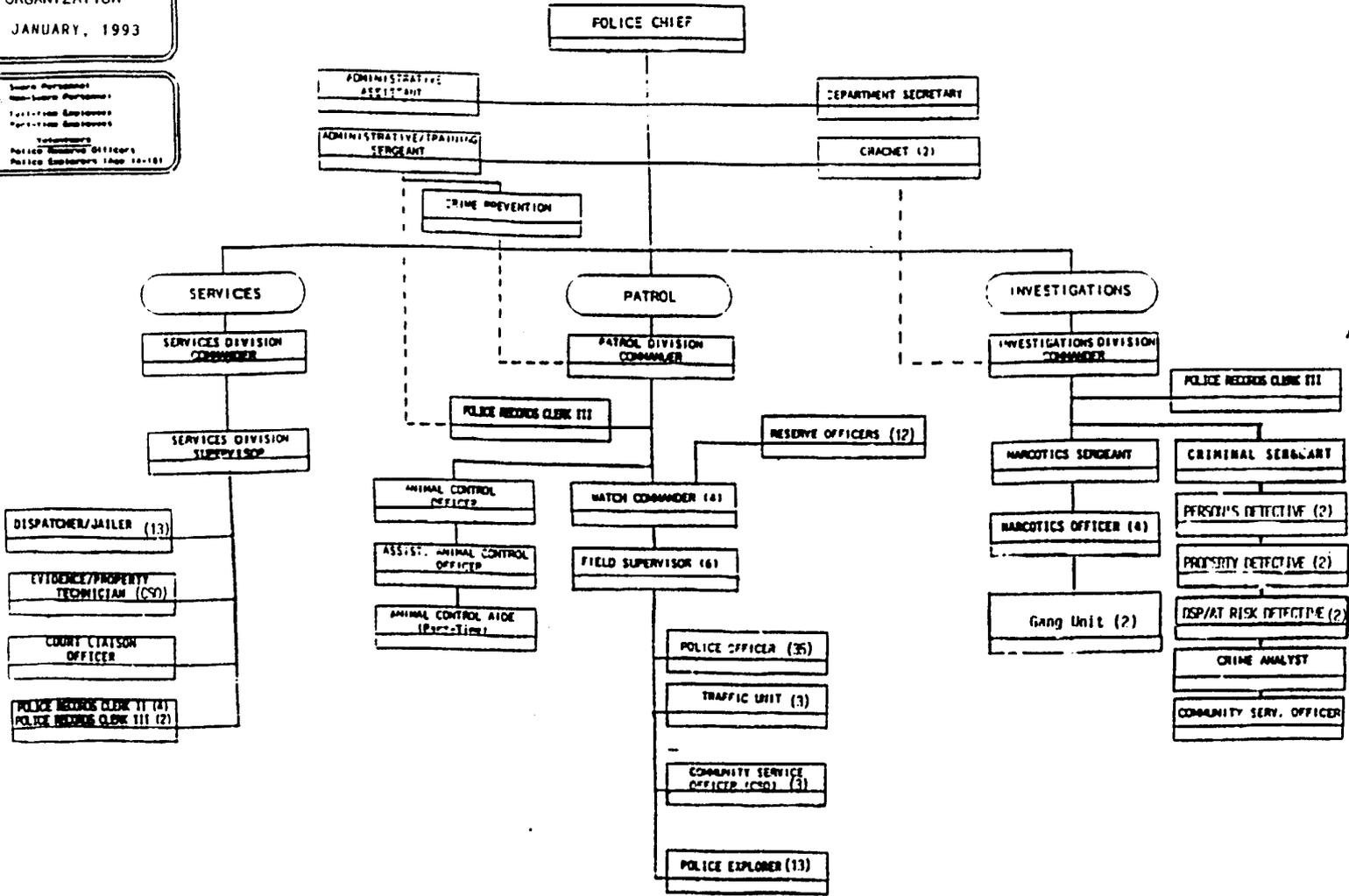
# LODI POLICE DEPARTMENT



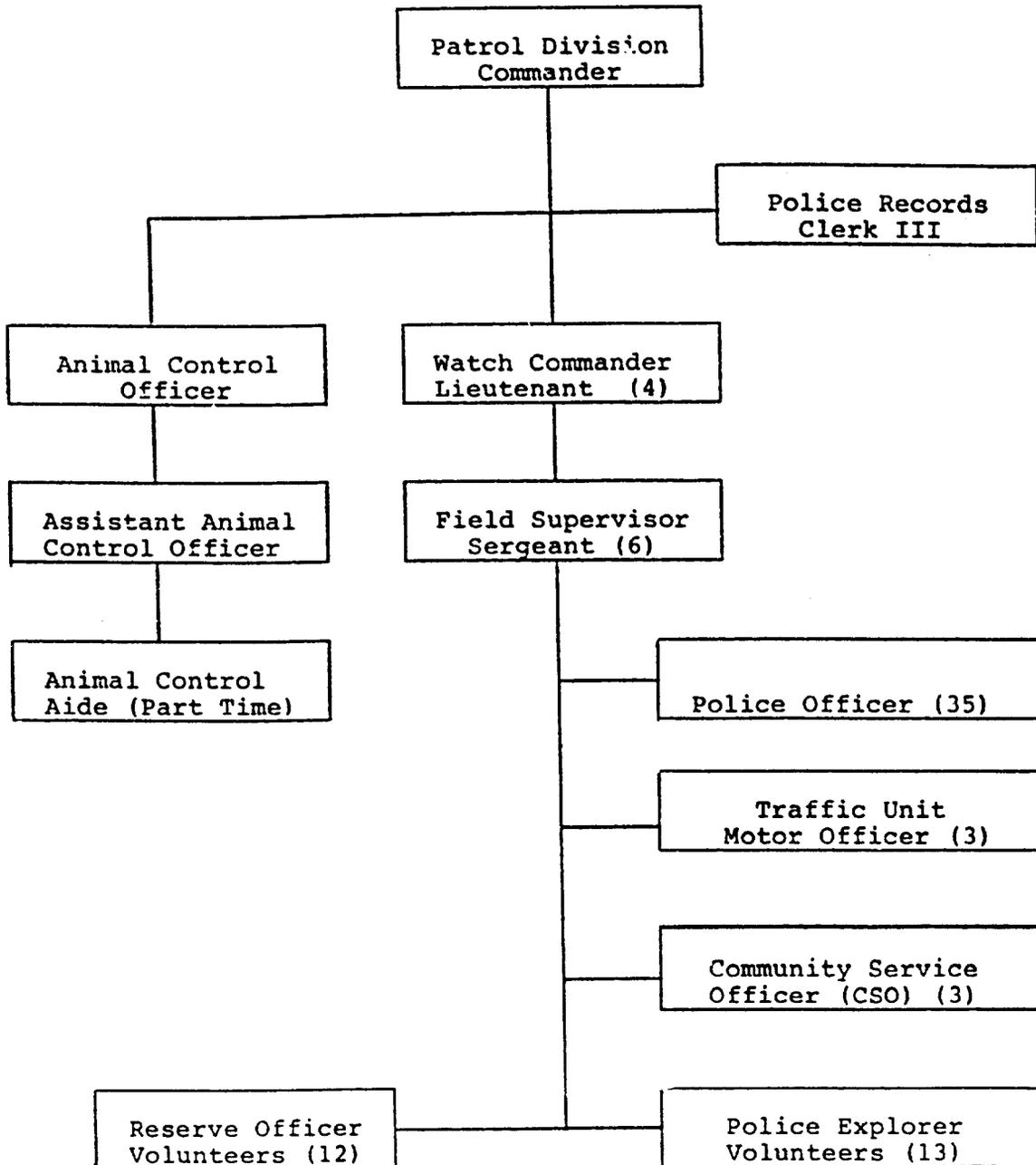
*An Honor to Serve . . . A Duty to Protect*

POLICE  
DEPARTMENT  
ORGANIZATION  
JANUARY, 1993

69	Sworn Personnel
33	Non-Sworn Personnel
174	Total Personnel
1	Volunteers
12	Police Reserve Officers
13	Police Explorers (Age 16-18)

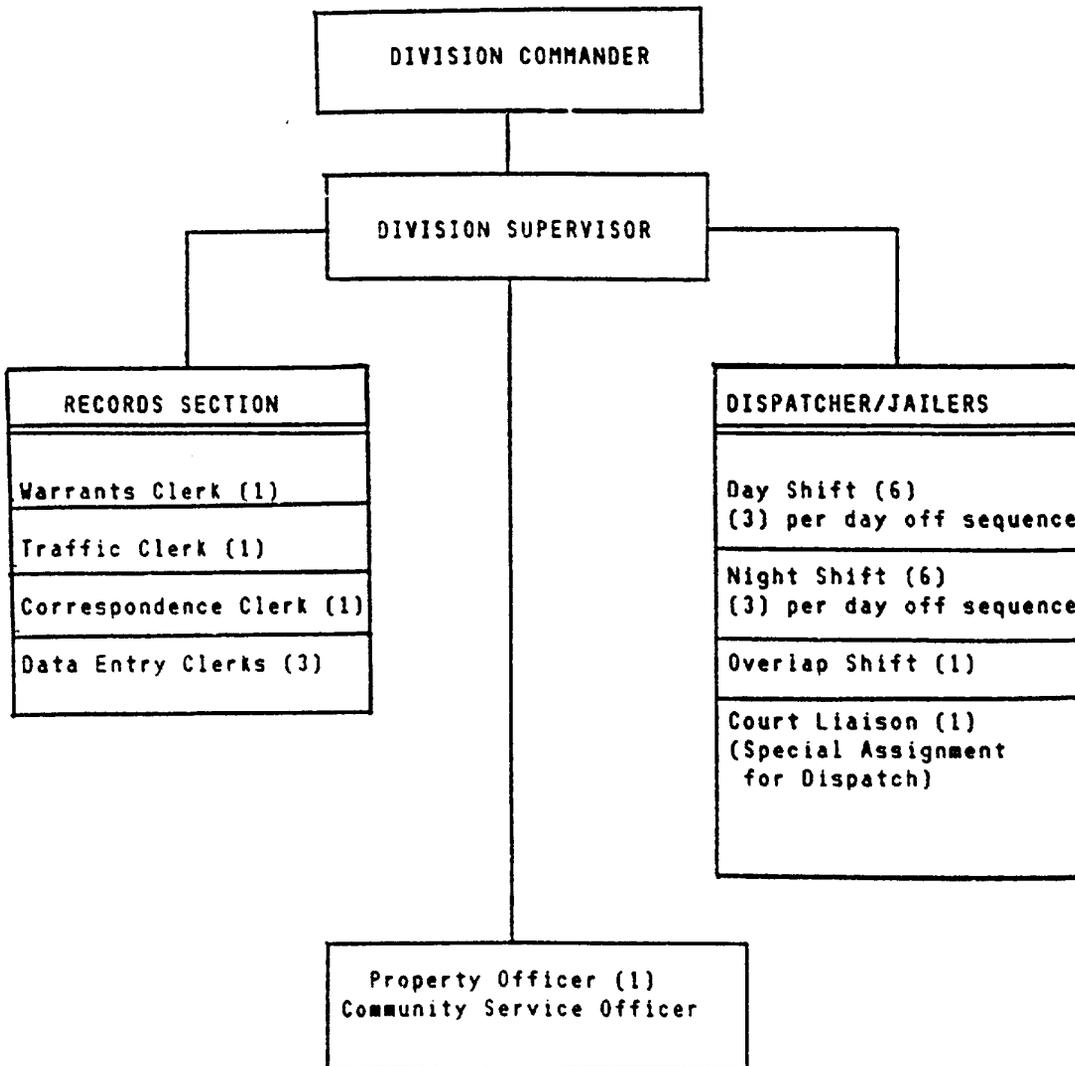


LODI POLICE DEPARTMENT  
PATROL DIVISION

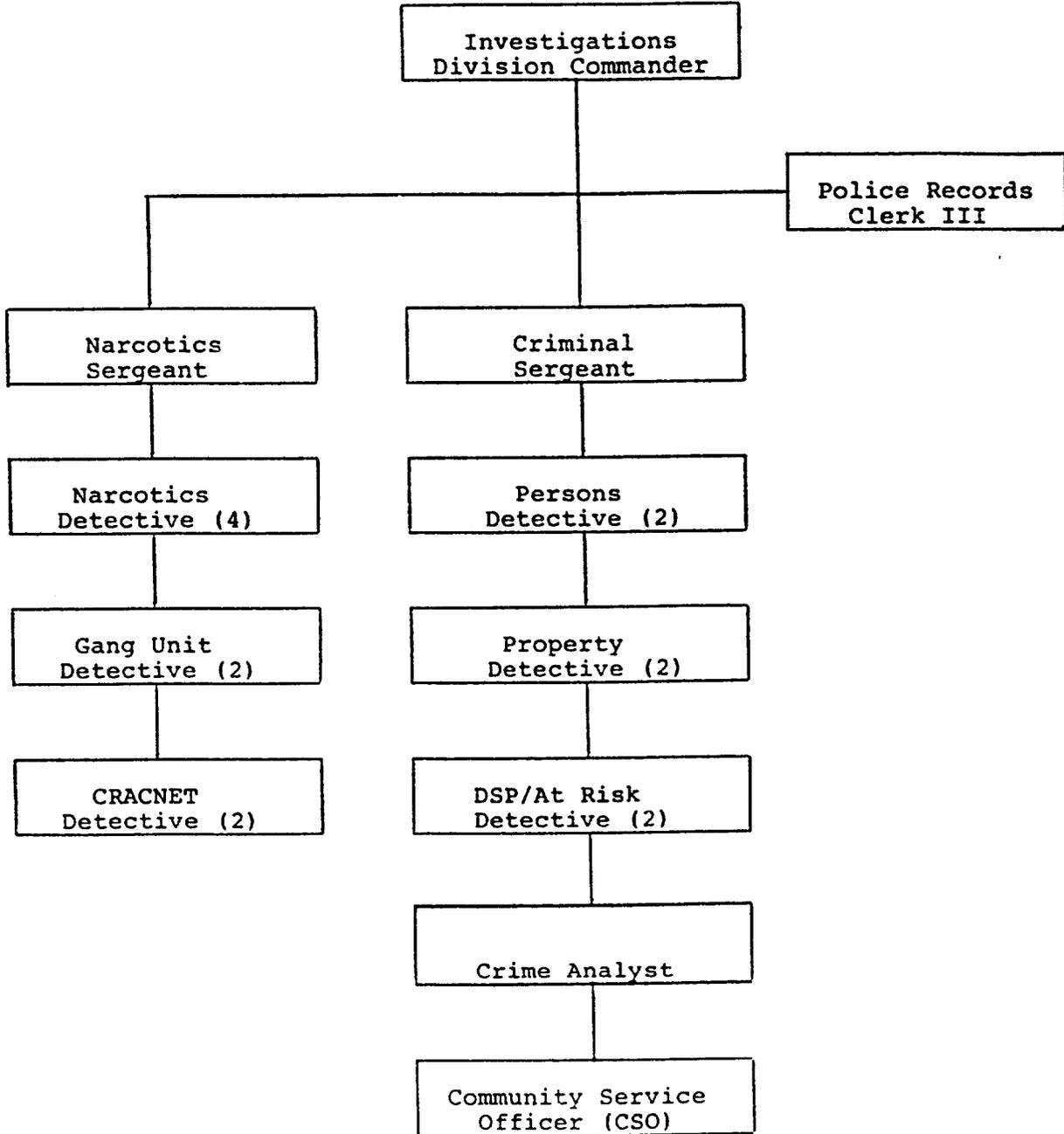


L O D I P O L I C E D E P A R T M E N T

S E R V I C E S D I V I S I O N



LODI POLICE DEPARTMENT  
INVESTIGATIONS DIVISION



LODI POLICE DEPARTMENT

20+ YEAR COMPARISON (1971 - 1993)

YEAR	POPULATION	NO. OF SWORN OFFICERS	SWORN OFFICERS per 1,000	TOTAL LPD EMPLOYEES	TOTAL LPD EMPLOYEES per 1,000
1971/72	29,078	40	1.37	51	1.75
1972/73	29,950	40	1.34	51	1.70
1973/74	31,231	44	1.40	59	1.88
1974/75	31,100	44	1.41	59	1.89
1975/76	31,500	44	1.39	59	1.87
1976/77	32,150	44	1.36	59	1.83
1977/78	32,250	44	1.36	60	1.86
1978/79	32,932	48	1.45	64	1.94
1979/80	33,350	50	1.49	66	1.97
1980/81	35,221	50	1.41	66	1.87
1981/82	35,574	50	1.40	66	1.85
1982/83	36,928	50	1.35	66	1.78
1983/84	38,318	54	1.40	70	1.82
1984/85	39,475	56	1.41	74	1.87
1985/86	41,281	56	1.35	80	1.93
1986/87	43,293	60	1.38	84	1.94
1987/88	45,794	62	1.35	91	1.98
1988/89	48,042	63	1.31	96	1.99
1989/90	49,221	64	1.30	100	2.03
1990/91	50,328	68	1.35	104	2.06
1991/92	51,874	69	1.33	105	2.02
1992/93	52,539	69	1.31	105	1.99

STAFFING CHANGES - FIVE-YEAR PERIOD

FISCAL YEAR	PATROL	INVESTIGATIONS	TECHNICAL SERVICES	ADMIN.	TOTAL
1988-1989	52	12	19	6	89
1989-1990	54	13	20	6	93 +1
1990-1991	56	14	22	6	98
1991-1992	56	16	24	6	102
1992-1993	53	20	23	6	102

Above total employees do not include Reserve Officers (which are volunteer), Explorers (volunteer high school students), or the Animal Shelter.

LODI POLICE DEPARTMENT  
FIVE-YEAR BUDGET SUMMARY

<u>Fiscal Year</u>	<u>Total Personnel \$</u>	<u>Total Other \$</u>	<u>Yearly Total</u>
1988-1989	\$4,088,670	\$436,870	\$4,525,540
1989-1990	\$4,233,561	\$540,474	\$4,774,035
1990-1991	\$5,056,505	\$608,845	\$5,665,350
1991-1992	\$5,512,480	\$694,920	\$6,207,400
1992-1993	\$5,991,687	\$601,473	\$6,593,160

CITIZEN COST FOR POLICE PROTECTION  
BASED ON  
AVERAGE HOUSEHOLD OF THREE (3)

<u>City</u>	<u>Population</u>	<u>Police Budget</u>	<u>Household Cost Per Month</u>
Manteca	41,500	\$ 4,500,000	\$27.11
Lodi	52,539	\$ 6,593,160	\$31.37
Tracy	38,000	\$ 4,788,900	\$31.50
Roseville	50,000	\$ 7,000,100	\$35.00
Stockton	221,585	\$37,000,000	\$41.74

\*Manteca has the lowest police staffing in San Joaquin County.

LODI POLICE DEPARTMENT

<u>Year</u>	<u>Calls For Service</u>
1988	41,947
1989	42,953
1990	44,830
1991	42,720
1992	57,899

This represents a 35.6% increase in calls in the last five years. Lodi population has increased approximately 9.4% in the last five years.

LODI POLICE DEPARTMENT  
20+ YEAR COMPARISON (1971 - 1993)

YEAR	POPULATION	No. of PART 1 CRIMES	CRIME RATE per 1,000
1971/72	29,078	418	1.43
1972/73	29,950	611	2.04
1973/74	31,231	618	1.97
1974/75	31,100	752	2.41
1975/76	31,500	777	2.46
1976/77	32,150	784	2.43
1977/78	32,250	835	2.58
1978/79	32,932	1057	3.20
1979/80	33,350	*2808	8.41
1980/81	35,221	2697	7.65
1981/82	35,574	2833	7.96
1982/83	36,928	2775	7.51
1983/84	38,318	2571	6.70
1984/85	39,475	2982	7.55
1985/86	41,281	3401	8.23
1986/87	43,293	3786	8.74
1987/88	45,794	3964	8.65
1988/89	48,042	4497	9.36
1989/90	49,221	4537	9.21
1990/91	50,328	4413	8.76
1991/92	51,874	4509	8.69
1992/93	52,539	4227	8.04

\*Calculations include all larcenies.

L O D I      P O L I C E      D E P A R T M E N T

M e m o r a n d u m

To:            City Manager  
From:          Police Chief  
Date:          January 26, 1993  
Subject:       BUDGET REDUCTIONS

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The following are options I would suggest as ways to reduce the Police Department budget in the 1993-94 fiscal year.

With personnel costs being 90% of our total budget it becomes obvious any meaningful cuts can only come through a reduction in personnel. It is almost certain that reductions in personnel must result in the level of service delivery, be it the loss of programs, the increase in response time, or the manner in which we provide the service.

I would like to list several options for cost reduction with the approximate savings attached to each. Depending on the actual loss of revenues, any one, or a combination of the options, could be used.

The first thing I have attempted to do is to cut costs without having to lay anyone off. This does not mean we would not lose positions. For instance, between now and July, there will be three retirements in the Department; Myself, Lt. Bruce Dick, and Officer Leland Schmiedt. If both my position and the Lieutenant's position were filled from the ranks we would have three vacancies on patrol. With the current hiring freeze we would be able to save approximately \$187,500 in personnel costs. Obviously this would leave us with three less patrol officers. When you consider I removed one patrol officer from the street for the Gang Unit, this would make us four short on the street.

We now have a choice to make. Do we reduce the level of service on the street by not responding to certain types of calls, taking them over the phone or by mail rather than assign an officer, or do we cut programs?

Two officers are currently assigned to the Combined Rural and City Narcotics Enforcement Team (CRACNET). One of those positions is funded by a grant, and the funding is

contingent on the City funding one person for the team. By bringing these two officers back to the City we would make up for half of our manpower shortage. By the same token we would be picking up one more salary and our net savings would only be \$125,000. The negative impact to this proposal would be the lack of ability to work major drug dealers. Our own narcotics unit often develops the information, but only CRACNET has the resources to pursue major dealers, which is their main focus.

A second source of manpower would be the Drug Suppression Unit (DSP). We currently have two officers assigned to this unit. The officers teach in the schools in an effort to stop drug abuse before it starts. Once again, we have one officer funded by the City, and one funded by the school district. If we were to disband this unit, we would have two additional officers for the street one of which we are not presently funding. The negative side of disbanding this unit needs no further explanation than we are removing an investment in our future. I will discuss this further under privatization.

Another possible cost reduction without loss of personnel would be to eliminate the Canine Unit. This would result in a cost savings of approximately \$50,000, based on care and feeding of the animals and overtime costs. The negative aspect of this would be the loss of the dogs in searches, both building and outdoor. This could result in more danger to officers, fewer suspect apprehensions and more time spent in searches. Of equal importance is the loss in goodwill the dogs bring with the public.

Further significant cost reductions would require laying off employees. If my first recommendation were to be followed, then I do not believe we could afford to lose further sworn officers. This would mean cutting non-sworn positions. While I do not believe dispatch is sacrosanct, there would be no cost savings in further cuts in that area. Due to the combination of duties, police, fire, 911 and the jail, overtime would be dictated to keep at minimum staffing levels. Historically, this unit has been undermanned due to turnover. At the present time we are one dispatcher short, another is in training (which takes six months), and a third is on light duty due to injuries.

Crime Analyst: Reduction is approximately \$45,000.00. This individual currently prepares bulletins for patrol on the "most wanted" individuals, and conducts research for crime trends in an effort to be proactive rather than reactive.

Community Services Officer (CSO): Reduction is approximately \$32,000.00. We currently have seven community service officers as follows:

Three - Patrol  
One - Investigations  
One - Technical Services  
Two - Administration

Prior to the current budget year there were no CSO's in the Services Division and four in Patrol. Due to the need to reduce the current budget, we eliminated one dispatch position, which was vacant at the time.

Upon the retirement of Property & Evidence Technician Mack Flanders in 1987, the position was downgraded and filled by a dispatcher on special assignment for two reasons, a salary reduction and a place to assign a dispatcher who needed a break from the stress of dispatch. Recently this position has been downgraded further and is now being filled by a CSO reassigned from patrol.

We have two CSO's assigned to the Crime Prevention Unit. Their duties include:

Neighborhood Watch - 3,000 Citizens Actively Participating

Over 250 groups developed in Lodi  
118 Group meet on a regular basis  
Average of 33 new groups developed each year  
CSO's organize and instruct all new groups  
3,000 members receive a monthly newsletter  
Interact with and resolve neighborhood disputes  
Hold follow-up meetings  
Inform groups of activity in their area regularly

Citizens Awareness - Over 1,200 Have Completed This Course

85 to 100 attend classes annually  
11 week course offered twice each year

Crime Prevention Fair

10,000 people attended last year  
Working on 7th Annual event set for May 16, 1993  
Raise approximately \$5,000 annually through local contributions  
Over 50 organizations & businesses take part in the event

National Night Out

Organized over 50 Neighborhood Watch groups to meet  
Each group was visited by the CSOs  
Lodi received a National Award for efforts in 1991 &  
1992  
Lodi's Hilborn Street-California's 1992 Grand Prize  
Winner

Programs & Presentations

<u>Program Type</u>	<u># Programs</u>	<u>Attendees</u>
Safety Patrol Training	11	390
K-6th School Programs	20	600
K-6th Assembly Programs	19	5,600
Preschool/After School	78	2,340
Bicycle Safety Rodeos	17	620
Tours of Police Dept.	52	780
High School & Jr. High	15	489
Citizens Awareness	22	80
Neighborhood Watch Programs	33	500
Churches/Civic Groups/etc.	57	1,740
Business Safety/Security	13	210
In-touch/Home & Business Security Checks, etc.	29	29
Total	<u>366</u>	<u>13,378</u>

Student Safety Patrol - 400 Students Participate Each Year

Monitor Student Safety Patrol activities weekly  
Secure contributions and hold annual appreciation  
parties  
Provide Safety Patrol training to students  
Handle all Safety Patrol complaints against drivers

Special Activities

- \*Stranger Danger - Programs were given to 2,500 Lodi students and adults in an immediate response to attempted abduction in January, 1992
- \*Red Ribbon Week-3,600 Students Attended Assembly Programs
- \*Distribute Crime Prevention Information at 10 individual Fairs, Carnivals & Special Community Events annually
- \*Coordinate volunteers to assist in special events
- \*Provide SID the Police Robot, McGruff the Crime Dog, and Vince and Larry (Safety Belt Dummies) at special events
- \*Fingerprint Children

Additional Responsibilities

Compile informational newsletter for Neighborhood Watch  
Design brochures covering Crime Prevention Issues  
Document Police Department training on videotape  
Review commercial development plans for impact on law enforcement concerns  
Compile crime statistics for citizens  
Maintain Free video checkout library of over 30 tapes  
Communicable Disease Prevention Video - City of Lodi  
Safety Committee  
120 Follow-up letters sent to victims regarding Police response/service

We could eliminate all or part of this program. To do so puts us in a reactive rather than proactive position, which I believe will ultimately cost money due to the increase in crime, requiring more police response in addition to the cost to the taxpayer in losses.

We have three CSO's assigned to patrol. While the duties are interchangeable I have chosen not to lump them together at this time. Each person's duties keep them busy full time.

One CSO is primarily responsible for the removal of abandoned cars from City streets. This individual is also assigned to assist property owners who desire to have abandoned vehicles removed from their property. This is necessary as the tow services will not remove the vehicle until we have inventoried it.

The second CSO position is responsible for subpoena service. In 1992 we received 2,677 subpoena's for service. A subpoena may require service on one person or several persons. In addition the person under subpoena often moves between the time of the incident and the issuance of the subpoena, requiring extra work to locate the individual.

The third CSO preforms a variety of tasks which would be considered beneficial to both patrol and services division. These tasks include: setting up the radar trailer and Officer Gregory (the dummy) each morning; transporting police vehicles to MSC for both routine and emergency service; monitoring the entrance door, taking telephone reports and directing citizens to the proper location; processing evidence which has been brought in for fingerprints, etc.; and delivering Council packets.

In addition to the above duties, all of these CSO's are trained as Field Evidence Technicians and are called to crime scenes to attempt to locate finger prints, collect evidence and take photographs. They also handle theft reports and other crimes which would not necessarily require a patrol officer.

Can we cut one of these positions? Yes, but not without providing less service. We must serve subpoena's and we must have the cars serviced. We would still be able to respond to abandoned vehicles but not in the proactive mode we are in at present.

Administrative Assistant: Reduction is approximately (\$54,114.00). This position does much of the background research for projects such as this one. The following is a list of the job responsibilities of the Administrative Assistant:

- Coordinate, prepare, monitor & evaluate the Police Department Budget.
- Approve, coordinate & monitor all purchasing for the Police Department in conjunction with the Purchasing Department.
- Review, prepare & submit grant applications to funding agencies. Monitor grants for compliance with government guidelines and prepare quarterly reports. Analyze data to see if goals & objectives of grant were achieved and generate final report.
- Conduct surveys & perform research and statistical analysis for a variety of subject matter, including crime statistics, traffic statistics, arrest & jail population analysis.
- Provide and evaluate specific statistical information on certain areas and crimes.
- Provide statistical analysis for performance evaluation of all patrol officers.
- Assists in the design & implementation of various operational issues (i.e. beat design for deployment).
- Design & implement all departmental forms (must verify government compliance on some forms).
- Manage inventory of all forms.
- Monitor police inventory of equipment (i.e. radios, computers)
- Assist with revisions of various departmental policies.
- Generate reports (including computer graphics).
- Implement community service programs (In-Touch) and supervise other employee.
- Interface with media.

Represent the Police Department at professional and community meetings as needed.

If we eliminate this position, some of the duties could be divided up between other staff members. The area most affected would be in statistics and research, which require a great amount of time, but would then have to be low on the list of priorities.

I have asked each Division Commander to prepare an organization chart for their respective division and to list division and personnel responsibilities. These are included for your information.

CIVILIANIZATION:

Over the past nine years we have made every possible attempt to civilianize the department. This has been done for two reasons. The first was as a cost savings, both in salary and benefits. The second was to relieve officers from performing tasks which do not require a sworn officer.

The results of this can be seen in the number of Community Service Officers we presently have. Not only has this been cost effective, but has provided a higher level of service. The reason for the higher level of service lies in the fact that when they were hired the CSO's knew what their job was going to be and wanted to do that job. Prior to that we hired sworn officers who knew those tasks were a part of their job, but in reality, they were not the important aspects.

In times of cutbacks we find ourselves in a quandary. Do we cut back the number of sworn officers or civilians? If we cut the number of sworn positions and a major event occurs, will we have the necessary manpower to respond and protect public safety? If we reduce Civilians, do the sworn personnel then pick up the slack left by that vacancy?

I believe it will be necessary to do a combination of things. We presently maintain a level of service which most departments reduced a number of years ago. I believe we need to:

- 1) Not respond to some calls, such as non-injury traffic collisions, and

- 2) Establish a telephone report unit to take all reports which would not require the presence of an officer. (Captain Hansen's report addresses this issue further.)

SERVICES DIVISION COMMANDER:

Some departments (approximately 50%) have civilianized this position, as this division head has no sworn personnel working for them. I do not believe there would be a salary savings by doing this, but we could save roughly \$9,500 in benefits.

DRUG SUPPRESSION PROGRAM:

As I mentioned earlier in my remarks, we currently have two officers in the Drug Suppression Program, one funded by the school. Some departments have replaced the officers with civilians with a varying degree of success. This could be considered, but the results are questionable.

ALARM RESPONSE:

In 1992 the police department responded to 2,225 alarm calls. Of those calls approximately 15 were bonified entries, and of those 15, in only three cases was the responsible arrested. The average time spent on an alarm call is roughly 20 minutes. This means 741 man-hours in 1992. In addition to the cost in dollars is the liability.

We look at each alarm as a valid alarm requiring as rapid a response as possible, placing both officers and citizens in jeopardy. I would propose that the alarm company installing the alarm respond to the alarm and notify us in those instances where there is a break in. This would reduce the officer's time responding, standing by and writing a report. It would also reduce time for dispatchers and police clerks. This is a case of a small portion of the population receiving a higher level of service and the entire community paying for it.

I can think of no other area where we could use civilians. As you are aware, we have been considering the use of senior volunteers for some time and this is currently scheduled for a future shirt sleeve session. I believe this program, if properly administered, can be very valuable.

January 26, 1993  
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INCREASE IN USER FEES:

The David Griffith Study has identified \$74,900 in user fees. I recommend we implement these fees.

## STAFFING OF PATROL DIVISION

### 1988 (53)

Division Commander (1)  
Patrol Lieutenant (4)  
Patrol Sergeant (6)  
Motor Officer (3)  
Police Officer (34)  
Community Svs. Officer (4)  
Police Records Clk III (1)

### 1993 (53)

Division Commander (1)  
Patrol Lieutenant (4)  
Patrol Sergeant (6)  
Motor Officer (3)  
Police Officer (35)  
Community Svs. Officer (3)  
Police Records Clk III (1)

## PATROL PERSONNEL

Patrol officers work 10 hour shifts and although it does not happen every day, it is not unusual for our officers to go from call to call the entire shift. On a busy shift there is an average of 5-7 calls waiting for an officer to clear. We average five police officers on a shift plus a supervisor.

Our average response time to a call is 11 minutes for non-emergency calls and 3-5 minutes for emergency type calls. Our calls for service have increased dramatically over the past five years: 41,947 in 1988 - 57,899 in 1992. Calls for service are incidents that require a police officer's attention such as reported crimes, suspicious circumstances, suspicious persons, traffic stops, follow-up investigations, etc.

The Lodi Police Department Traffic Unit was established in 1986 with the assignment of three police officers to full time traffic enforcement. Since this program was initiated, our accidents have consistently decreased from 1,325 in 1986 to 999 in 1992. To reduce or eliminate officers from this program would definitely cause our accident rate to increase again.

## DUTIES OF THE PATROL DIVISION

Prevent crime, detect and arrest violators of the law, protect life and property, preserve the public peace, and enforce all criminal laws of the state of California and the ordinances of the City of Lodi.

## SERVICES PROVIDED BY THE PATROL DIVISION

1. Respond to crimes in progress and enforce all appropriate laws
2. Respond to citizens calls for service
3. Respond to silent alarms
4. Investigate all reported crimes and document on appropriate crime reports (14,777 in 1992)
5. Investigate unusual or suspicious activities
6. Enforce traffic laws and investigate all traffic accidents

7. Develop tactical plans to address specific crime and/or community issues
8. Develop and implement DUI checkpoints
9. Provide patrol and security of special events such as:
  - Lodi Grape Festival
  - Fourth of July Celebration at Lodi Lake
  - Field and Fair Day
  - Lodi Street Fair
  - Crime Prevention Fair
  - Lodi/Tokay Band Review
  - Numerous other events such as the triathlon, Memorial Hospital Walk for Life, March of Dimes Walkathon, etc.
10. Initiate proactive patrol activities on a continuous basis.

**DUTIES OF PATROL SUPERVISORS (4 Lieutenants / 6 Sergeants)**

1. Coordinate activities of police officers, community service officers, motor officers and dispatchers
2. Direct personnel in major incidents
3. Review and approve all crime reports
4. Oversee Lodi City Jail operations and Dispatch Center (1700-0800 hours weekdays, 24 hours a day on weekends)
5. Investigate citizen complaints against police officers
6. Supervise major crime investigations
7. Provide direction and interpretation on enforcement of all codes and ordinances
8. Respond to citizen inquiries
9. Direct officers in proactive stance to deal with community concerns

**REDUCTIONS IN PATROL DIVISION IN PAST FIVE YEARS**

In 1992-93 one police officer position was taken from Patrol Division and added to the Investigations Gang Unit. In addition, one community service officer position was transferred from Patrol Division to Services Division to fill in for a vacated dispatcher position. The crime analyst position was transferred to the Investigations Division. Patrol Division now has 35 officers and 10 first line supervisors assigned to four shifts (refer to organizational chart). In addition, three police officers are assigned to motorcycles and three community service officers are assigned to Patrol Division.

If police officer or community service officer positions are eliminated, the following impacts could occur:

1. Eliminate investigation of private property accidents
2. Non-injury/property damage only traffic accidents could be low priority (more than 1 hour response time)
3. Dramatic increase in our telephone reporting unit in which citizens would be required to call the police department between certain hours to report low priority type calls over the phone.

4. Dramatic decrease in towing of abandoned automobiles
5. Dramatic decrease in the amount of technical identification work conducted during investigations (i.e., eliminate most of the fingerprinting work)
6. Could result in a "code blue" stance in which citizens would be told that we are responding to nothing but emergency type calls and to call back in one to two hours to see if an officer is available, or to call back the next day
7. Eliminate animal calls after dark and weekends
8. Reduce or eliminate civic type presentations in schools and service clubs (i.e., K-9 demos, Traffic presentations, Crime Prevention presentations, etc.)
9. Eliminate extra patrol requests
10. Loud party calls and loud stereo calls could become very low priority
11. Eliminate DUI checkpoints and reduce our ability to respond to D.U.I.R.R. calls
12. We could possibly eliminate our presence at special events such as the Fourth of July or Grape Festival, and turn that function over to private security. However, our experience has been that we end up sending officers anyway, and often times the private security personnel have created the problem
13. It is difficult to assess the impact of preventive patrol tactics if the number of police officers is reduced. A patrol presence has an impact that is at the very least comforting to citizens and often prevents crimes from occurring
14. Preventive patrol tactics could be virtually eliminated and we could become reactive rather than proactive

STAFFING:

1988

Police Captain  
Dispatchers (13)  
Records Clerks full time (5)  
Records Clerks part time (2)

1993

Police Captain  
Services Supervisor  
Dispatchers (14)  
Records Clerks full time (6)  
Community Service Officer (1)

STAFFING CHANGES 1988 - 1993

1. In 1988, the position of "Services Supervisor" was added to Services Division.
2. In 1990, two part time Records Clerks positions were consolidated into one full time position.
3. In 1991, two dispatcher/jailer positions were added.
4. No positions have been added to Services Division since 1991.

DISPATCH/JAIL\_SECTION:

The Lodi Police Department has fourteen (14) dispatcher/jailer positions. One position is a "Special Assignment" as the Court Liaison person. This position is rotated among dispatcher/jailers every two to four years. The remaining staff perform both dispatch and jail functions during their work hours.

1. DISPATCH:

Dispatchers receive complaints and requests for police, fire, and emergency medical services from citizens entering the Police Department and via telephone. They receive, coordinate, and broadcast radio and telephone messages for police officers. Dispatch deploys field units for general and emergency situations and monitors the status of all police units. They access City, County and State law enforcement computerized information systems for police officers and the Fire Department.

2. JAIL:

Jailers assist arresting officers in processing prisoners including searching, booking, and transportation. Take custody of prisoner property and issue property receipts. Photograph and fingerprint prisoners and allow telephone access. They are responsible for care and safety of prisoners including medical screening, visitation, and meals. Jailers perform security checks and move prisoners as required. Upon the prisoner's release jailers complete release documents and return property.

RECORDS SECTION: (Note: The average pay, with benefits, for each position is \$30,618 annually.)

1. WARRANTS CLERK:

Processes incoming, outgoing and foreign warrants (approximately 200 per month). Enters warrants into State computer system. Sends warrant abstracts to other agencies. Processes and mails warrants with citations to other agencies and processes warrants and bail for distribution to courts. Processes civil Restraining Orders, maintains Restraining Order files and enters them into State computer system. Corrects LPD computer data and does name consolidations. Processes subpoenas for records. Keeps warrant pouches/files current for officers.

2. PHOTOCOPY CLERK:

Copies all police reports (an average of sixty (60) per day, and distributes to appropriate units within the police department and to State agencies as mandated. Prepares forms to notify owners of towed and stored vehicles. Performs data entry into department computer.

3. DRIVER LICENSE COMPLAINT CLERK:

Prepares a daily average of 20-25 license complaint files in duplicate for District Attorney for prosecution of suspended licenses and unlicensed driver citations. Obtains Department of Motor Vehicle printouts, alleges prior convictions, retrieves and photocopies related reports. Enters citations into LPD computer. Orders office supplies for the Department. Processes mail for City Hall daily. Performs data entry.

4. CORRESPONDENCE CLERK:

Maintains traffic accident log. Processes all correspondence requests to records, copies, mails, and files reports requested. Checks arrest files for accuracy and issues files for new arrests. Purges marijuana reports and seals records per State mandates. Conducts monthly Department of Justice validations. Bills insurance companies for reports. Prepares background checks for other agencies. Tracks photocopier use and prepares time sheets for records personnel.

5. DAILY LOG CLERK:

Corrects errors in daily log. Tracks missing reports and follows up with officers. Makes corrections to Uniform Crime Report files. Performs data entry.

6. TRAFFIC CLERK:

Processes and files traffic citations. Enters citation information into LPD computer. Corrects Uniform Crime Report files. Performs data entry.

7. ALL CLERKS:

Assist citizens at the police counter with a variety of requests. Answer and direct telephone calls, collect fees, do administrative purging of records, fax police correspondence, issue bicycle licenses, issue police clearance letters, conduct weapons registrations, and perform data entry. File reports, citations, court disposition forms, arrestee photographs, and other department records. One clerk is assigned to Detective Division as temporary secretary when their secretary takes vacation, holiday or sick leave (an average of five weeks per year).

SUPPORT POSITIONS:

1. COURT LIAISON: (\$39,620)

A special assignment for a dispatcher. Processes all arrests and routes complaint information to the District Attorney and Courts. Processes all City permit applicants and billing for same. Fingerprints citizens. Attends daily court arraignment of prisoners in custody. Acts as liaison between Courts and District Attorney regarding problems with complaint filings. Maintains narcotics and sexual offense registration files. Processes driving under the influence forms to Department of Motor Vehicles. Issues City employee ID cards. Makes photographs from negatives. Prepares State required monthly population and jail feeding reports for the Chief of Police. Prepares monthly juvenile population report for the State. Submits fingerprints to the State on unidentified persons. Substitutes as property technician in her absence.

2. PROPERTY TECHNICIAN: (CSO \$35,202)

Receives, maintains, and disperses all property and evidence for the Department. Inventories, orders, and receives supplies for the jail and Field Evidence Technicians. Receives, maintains, and tracks all property records for property and evidence in the custody of LPD. Obtains court orders for destruction and dispersal of drugs, weapons, and other property. Pick up and delivery of evidence at the Department of Justice laboratories. Maintains and disposes of bio-hazardous materials. Maintains booking camera. Cleans and maintains photograph developer. Substitutes for Court Liaison in her absence.

SERVICES DIVISION BUDGET REDUCTION

Elimination of one Records Clerk II position:

Budget savings: \$29,876.70 (including benefits).

One Records Clerk is currently on maternity leave since October, 1992. When she left, the unit was two to three days behind on data entry, which is normal. All filing was up to date. Since her absence, the work load has been redistributed to the remaining clerks. As a result, we are approximately thirty (30) days in arrears on data entry. Filing of property reports, photograph negatives and court disposition reports are approximately three months in arrears.

Elimination of one Dispatcher/Jailer position:

Budget savings: \$39,620.46 (includes benefits).

One dispatch position has already been eliminated during this fiscal year. The Property Officer (special assignment for a dispatcher) position was replaced by a Community Service Officer at an annual salary savings of \$4,452.48.

The elimination of one dispatch position would be the one "Overlap" dispatcher. This position is used to cover for training schools, vacations, and vacant positions which would otherwise require overtime to maintain staffing.

Elimination of a dispatch position would be counter productive to the department. Dispatch requires a minimum of six months training before employee is capable of functioning without a training officer. Due to vacancies and turnover, nearly 1,000 hours of overtime has already been expended in dispatch during fiscal year 1992/93 to maintain minimum staffing levels. In the past five years dispatch has had a turnover of SIXTEEN (16) persons. This in a unit which only has thirteen (13) positions.

I do not recommend any reduction in staffing for Services Division.

STAFFING OF POLICE INVESTIGATIONS DIVISION

1988 STAFF (12)

Division Commander  
Admin Clerk III  
Division Sergeant  
Persons Detective  
Property Detective  
Property Detective  
Juvenile Detective  
Co-Op Detective  
Narcotics Detective  
Narcotics Detective  
CRACNET Detective  
DSP/At Risk Detective \*  
(1/2 Paid LPD, 1/2 LUSD)

1993 STAFF (20)

Division Commander  
Police Records Clerk III  
Criminal Unit Sergeant  
Persons Detective  
Persons Detective  
Property Detective  
Property Detective  
Property Detective  
DSP/At Risk Detective  
\*DSP/At Risk Detective  
Community Service Officer  
\*Crime Analyst  
\*Narco/Gang Unit Sergeant  
Narcotics Detective  
Narcotics Detective  
Narcotics Detective  
Narcotics Detective  
Gang Detective  
Gang Detective  
CRACNET Detective  
\*CRACNET Detective

- \*DSP                    One position paid by LUSD and one position paid by LPD for "Here's Looking At You 2000" program. This is a parallel program to DARE that was originally started with one officer, and it was found that a minimum of two Police Officers are critical to keeping this a viable program.
- \*CRACNET                One position is paid by grant funds, and is tied to us committing one position. If we pulled our one position we would lose the grant position, thus discontinuing our part of the County-Wide Task Force.
- \*NARCO/GANG  
UNIT SERGEANT        Was not an additional Sergeant position in the department. It was an upgrade position within Investigations Division.
- \*CRIME ANALYST        Was originally part of Patrol Division and later assigned to Investigations Division.

SUMMARY:

Excluding intra-departmental re-distribution of resources and one position upgrade, in the past five years the Investigations Division has experienced the addition of: Two (2) Narcotics Detectives, one (1) DSP Detective, one (1) CRACNET Detective and one (1) Community Service Officer. As stated earlier, the DSP and CRACNET positions are tied to reciprocal obligations LPD has with other agencies (LUSD & OCJP).

L O O D I P O L I C E D E P A R T M E N T

M E M O R A N D U M

To: Chief Williams  
From: Captain Adams  
Date: January 20, 1993  
Subject: INFORMATION FOR TOWN-HALL MEETING  
INVESTIGATIONS DIVISION

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Criminal Investigations Unit:

Total of nine (9) personnel as follows: (1) Detective Sergeant, (2) Persons Detectives, (2) Property Detectives, (2) DSP Detectives assigned to LUSD to administer the Drug Suppression Program & At Risk, after school programs, (1) CSO Evidence Teck / Documents Investigator, (1) Crime Analyst. The assignment breakdowns for duties are as follows:

**Persons Detectives:** Conduct original and follow-up investigations on major crimes involving homicide, robbery, sexual assaults, felony assault, domestic violence, firearms offenses, child molests and abuse & other cases as assigned.

**Property Detectives:** Conduct original & follow-up investigations related to burglary, grand theft, possession of stolen property, auto theft, embezzlement, fraud, questioned documents / forgery & other assigned cases.

**DSP / At Risk Detectives:** Conduct 4 th 6 grade classes for LUSD using "Here's Looking At You 2000" curriculum, which parallels the DARE concept. Detectives also develop and supervise after school programs at Woodbridge and Sr Elementary schools, public speaking to service clubs and parents groups to educate the community to substance abuse issues. LUSD pays the salary of one Detective and LPD pays the other.

**CSO Evidence Teck / Document Investigator:** (civilian) Conducts investigations on numerous documents fraud cases (ie checks) to obtain all court evidence (excluding suspect contacts) and submits cases to DA for criminal complaint. Crime scene evidence processing on major crime scenes and evidence processing. This service is becoming more critical now that the State is starting to charge cities for various evidence services not billed in the past.



5) All Investigations Division Detectives have an assigned Pager, paid with asset seizure funds. This has greatly increased accessibility to on and off-duty Detectives. Two Cellular phones are used in the Investigations Unit (asset seizure) which are invaluable on certain types of investigations. The Narcotics Unit is also equipped with pagers and cellular phones.

NARCOTICS AND GANG UNITS:

The Narcotics and Gang Units have a total of nine (9) personnel as follows: (1) Detective Sergeant, (4) Narcotics Detectives, (2) CRAC-NET Detectives and (2) Gang Detectives.

**Narcotics Detectives:** Are responsible for the investigation of narcotics usage, sales and distribution. They conduct undercover investigations, write search warrants, coordinate activities with other agencies and account for the majority of narcotic arrests, drug and asset seizures:

1992 Arrests

Felony Narcotics	114
Misdemeanor Narcotics	40
Other Felony & Misdemeanor	73
Total	227

1992 Seizures

Marijuana	30 Pounds	Methamphetamine	18 Pounds
Cocaine	12 Ounces	Heroin	1 Ounce

Total Street Value of Drugs Seized - \$746,000.

Cash and Property Seized \$55,000. (LPD's approximate cut \$33,500)

A typical narcotics investigation including: a controlled buy using an informant, preparation of a search warrant, execution of the warrant, seizure and processing of evidence and assets, booking and interviews of suspects, preparation of reports and discussions with DA, preliminary hearing and other court appearances, takes approximately 40 hours each.

Staffing minimums for basic narcotics operation include:

Meeting with an informant away from LPD.....	2 Detectives
Search warrant service.....	4 Det's & 1 Sgt
Controlled buy.....	3 Detectives
Buy/Bust.....	4 Det's & 1 Sgt
Rolling surveillance.....	3 Detectives
Sacramento St. surveillance & arrest.....	3 Detectives

CRAC-NET Detectives: LPD has two (2) Detectives committed to the Combined Rural and City Narcotics Enforcement Team (CRAC-NET). One position is funded by a state DCJP grant and is tied to our commitment to staffing the second position. The CRAC-NET Unit is based out of Stockton and its mission is to investigate and arrest what would be termed "Large Scale" drug dealers, which require considerable investigative time and financial resources. The unit is supervised by a State Bureau of Narcotic Enforcement Agent (BNE) and is overseen by a council of Chief's of Police.

Gang Unit: The Gang unit is in the developmental stages. The Gang Detectives are conducting investigations of gang related crimes, developing information on gangs and gang members in the community, they participate in the City Gang Task Force and help manage the Late Night Basketball Program. Later duties will include an intervention program in the schools, witness protection, and tactical operations. The Unit has already proved invaluable in the investigation of recent drive-by shooting cases.

#### CHANGES IN PAST FIVE YEARS

In January of 1991 a Detectives position within the Investigations Division was upgraded to Sergeant and it was becoming impossible for one Sergeant to adequately supervise fourteen employees performing a wide variety of jobs. The upgrade allows for one Sergeant to supervise the Criminal Investigations Unit and one Sergeant to supervise the Narcotic and Gang Units.

In October of 1992 two officers were assigned to the newly formed Gang Unit. These positions were not additional LPD positions, but were existing resources. One officer was taken from Patrol Division and one officer was taken from Investigations Division.

#### SERVICES CONTRACTED OUT

Currently we send urine out to F&M Analytical Services for analysis. Up until December of 1992 the DA's Office was paying the bill out of a special fund. That fund was eliminated and now agencies are responsible for the total bill. At this time best estimates are that our annual cost will be approximately \$8,000. to \$10,000.

Another procedure change may end-up costing us significantly. In the past CRAC-NET has covered the cost of clean-up of clandestine labs. through a state DOJ fund. It appears now that LPD will have to pay the clean-up costs of these drug labs. The cost for lab clean-up can range between \$3,000. and \$15,000. each. In 1992 LPD did four (4) lab cases and there is no reason to expect that number will decrease. Sgt. Dean & I are working with the City Attorney to determine the best way to recoup the costs from the arrestee and or property owner. At present the funding is available through asset seizure funds, but we strongly feel that the people responsible for the labs or the people owning the property who benefit from the clean-up should pay.

#### SERVICE REDUCTIONS

1) The Criminal Investigations Unit Detectives are already stretched to minimum levels. Any reduction in Persons and Property Detectives would severely impact the ability of investigate serious crimes which impact the community.

2) Drugs and Gangs are the root cause of a number of crimes including; burglary, robbery, auto theft, assaults, domestic violence, etc.. It is unreasonable to believe that we can eliminate drugs and gangs completely, but creating an environment where being involved in drugs and gangs is not tolerated, keeps the problems in check. The Narcotics and Gang Units make Lodi a community where drug dealers and gang members feel vulnerable. A reduction in either of these units will no doubt have a ripple effect on the crime rate and the public's sense of security.

3) CRAC-NET attacks large scale and mobile drug dealers who do not limit themselves to city and county boundaries. The elimination of one (1) Detective from LPD's CRAC-NET commitment would cease LPD's participation in this coordinated effort as the state grant would stop, thus eliminating both positions. The ripple effect could be a total elimination of the program as agencies do not participate.

4) DSP /At Risk Detectives do not normally through bad guy's in jail or seize large amounts of drugs or property, therefore traditional impressive police statistics are not available. Their effectiveness is more difficult to measure as the educate and touch the lives of young people, parents and faculty. Their mission is to teach and inspire out young people to SAY NO to drugs and substance abuse, to stand-up against peer pressure and to think for themselves and think responsibly. The non-traditional role Police Officers fill does make a difference and experts in the field all advise the "Working- Enthusiastic Police Officers" are the best people to fill this role. If we cut the program to one (1) DSP we would most likely loose funding from LUSD for their part and it is not a viable program with only one.

Townhall  
page 6

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5) Crime Analyst position does provide valuable services to Investigations as noted. This position may be the ONLY real area we could cut without a substantial reduction in service delivery. We would have to transfer some duties to the CSO (ie LPD Wanted) and eliminate some investigations and administrative research. The new computer system may assist us in retrieving information that the Crime Analyst normally would have done. This is a resource that is very nice to have, but in these tight economic times and budget reductions we could function without it. Although the position would be lost, the person filling that position could presently be absorbed into the department with a current opening in the 911 dispatch area. The net savings to the City per year would be -\$42,357. (salary & benefits).

6) Community Support Officer (CSO) is invaluable in fraudulent documents investigations, evidence processing and major crime scene evidence collection. Although we have a criteria and screening process for acceptance of fraud documents we still do a lot of work in this area and the CSO saves us from using a Detective to investigate these cases. If we stopped all fraud documents investigations we would be in essence saying that writing bad checks in Lodi was now legal, a signal I hope we never send. Also, if the Crime Analysis position were eliminated the CSO would be needed to do weekly projects that we would need to continue.

Respectfully,

  
Jerry J. Adams  
Commander,  
Investigations Division

cc/ Sergeant Dean  
Sergeant Murray

CITY OF LODI  
ANIMAL CONTROL STATISTICS

	<u>1988</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>
Complaints	5,892	5,723	5,521	5,786	5,314
Miles Driven	12,713	12,938	12,681	13,289	13,477
Dogs Impounded	937	953	906	962	813
Dogs Redeemed	332	322	301	307	258
Dogs Sold	61	75	82	85	100
Dogs Destroyed	543	556	523	570	455
Cats Impounded	1,236	1,292	1,309	1,438	1,113
Cats Redeemed	65	58	63	58	42
Cats Sold	5	11	11	10	16
Cats Destroyed	1,149	1,223	1,276	1,370	1,055
Citations Issued	40	35	57	23	17
Dead Dogs Impounded	98	104	90	100	95
Dead Cats Impounded	276	307	288	250	261
Misc. Impounded	101	82	211	174	224
Misc. Fees Collected	\$6,539.50	\$7,090.00	\$7,128.50	\$7,157.50	\$7,428.75
License Fees Collected	\$2,039.00	\$1,909.50	\$1,862.00	\$1,784.00	\$1,524.00