

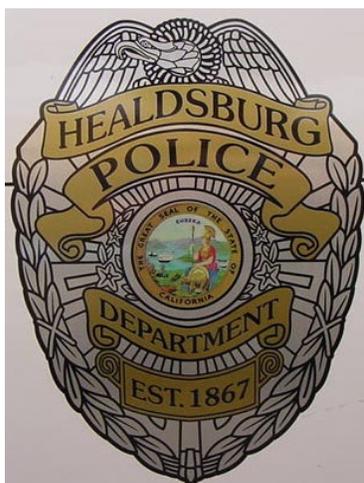
CITY OF HEALDSBURG



Police Department Annual Report 2005-2006



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2005—2006 Annual Report



On behalf of the dedicated women and men of the Healdsburg Police Department, I am pleased to present the Fiscal Year 2005-2006 Annual Report.

No law enforcement agency has all of the necessary resources to keep a community safe on its own. Public Safety and Crime Prevention requires a collaborative partnership between the community and its local Police Department. A truly successful Police Department requires the active support of citizens, both residents and members of the business community. And we have that support from our community. This past year we encountered a serious serial arson case, one of which was rapidly solved by community members stepping forward and supplying our officers with much needed information.

In February of 2006 the city experienced a series of arsons to three businesses, one of them was hit twice. Within eight days of the first fire, the police department had the suspect in custody. We were able to do this because a citizen in Healdsburg “got involved” and helped set up a meeting between her and the suspect. During that meeting, the suspect gave her information only the arsonist would have known. Unbeknownst to the arsonist, she was recording the conversation on her cell phone. Within minutes officers surrounded the park and arrested the suspect for four counts of arson. He is currently spending a ten year sentence in the Atascadero State Prison.

Our Department’s motto, “Mission First, People Always,” describes the commitment we share with the citizens of Healdsburg to enhance the quality of life in our community. The dedicated employees and volunteers of the Healdsburg Police Department devote their time and services to help make the City of Healdsburg a safer place to live and work. In doing so, a partnership is formed that is the foundation of the Department’s Community Oriented Policing philosophy. Those partnerships have made a significant difference and together, we will continue to make Healdsburg an ever more desirable place to live, work and visit.

In this report you will find information related to our services, our budget, and our strategic direction. If you would like more information about the Department or the City, please log on to our website at www.ci.healdsburg.ca.us. Should you desire additional information that isn’t included on our website or in this report, please contact us at (707) 431-3367. We welcome and encourage your thoughts and comments.

Sincerely,

SUSAN E. JONES, Chief of Police



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Healdsburg Police Department Mission Statement

THE PRIMARY MISSION
of the Healdsburg Police Department is to maintain the public peace,
safeguard lives and property,
and to provide for a quality of life whereby those persons within the City of
Healdsburg have a sense of security and freedom in their daily
activities.

Statement of Values

We, of the Healdsburg Police Department, recognize our contribution to
the quality of life and safe environment in our community through the
provision of professional law enforcement services. We will meet the
challenge of providing these services by basing our thoughts and actions
on the following shared values:

Service to our Community
Integrity
Responsibility – Accountability
Professionalism
Pride in and Enjoyment of our Profession

Our Motto

“Mission First, People Always”



Exceptional Performances by Healdsburg Employees



This year we recognized an Outstanding Officer and Civilian Employee of the Year, 2005. The employees were selected by their peers for consistently performing outstanding work throughout the year. The Officer of the Year was **Darryl Erkel**. He has been with the department since September of 2004. He came from the Cotati Police Department. He was recognized for his hard work and his ability to be a team player.

The Employee of the Year went to **Larry Farnady**, he has been with the department for 22 years working as a Dispatcher and a Reserve Police Officer. Larry was commended for his team work and work ethic.

In addition to Outstanding Employee Awards, the following employees were recognized for their outstanding contributions to the City this past year.

Officers Steve Cox and Allison Hurley received Outstanding Service Pins for their continual dedication to the department and mission.

Officer Nick Castaneda received recognition from Mothers Against Drunk Drivers (MADD) and the Department for logging in 40 arrests of driving under the influence in 2006.

Officers Steve Cox, Darryl Erkel, Matt Jenkins, Steve Moore and Luis Rodriguez received Superior Performance Awards for their teamwork in a large Narcotic Case that resulted in the arrest of two individuals and the destruction of a large amount of narcotics.

Officer Allison Hurley received a Superior Performance Award for her work on the Serial Arson case resulting in the arrest and conviction of the perpetrator.

Officer Allison Hurley, Mike Hallett, Matt Jenkins, and Sergeant Kevin Young received Superior Performance Awards for their work on the Intruder case. The District Attorney ruled the case "Justifiable Homicide" and no charges were filed against the resident.

Officers Steve Moore and Luis Rodriguez received Life Savings Pins for saving a distraught male who had hung himself in a tree. They were able to resuscitate him at the scene.



Mayor's Community Policing Awards

The Mayor's Community Policing Award is presented to citizens who have performed a meritorious act in order to either assist law enforcement or to save human life or to prevent the loss or destruction of property.

Since September 1992, George and Debbie Georgeson have provided free lunches to the Adopt a Cop Program operated by the Healdsburg Police Department. Each fifth grade class in Healdsburg's Unified School District adopts a police officer for the year. During that year the officer meets with the class, usually on a weekly basis, then takes two of the students to lunch at McDonalds. This allows the children some individual time with a police officer so they can ask him/her questions and get a tour of the police facility.

Since 1992, George and Debbie have donated approximately 4,500 lunches to 100 fifth grade classes and their Adopt a Cop Officers. Their generosity and dedication to the Adopt a Cop Program is much appreciated by the Police Department.



Front row left to right: Sgt. Rick Urteago, George Georgeson, Chief Susan Jones, Dispatcher Linda Haviland.

Middle row left to right: Sgt. Blaine Spotswood, Mayor Mike McGuire, Debbie Georgeson,
Back row left to right: Vice-Mayor Gary Plass, Sgt. Tony Pinochi, Officer Darryl Erkel,
Councilmember Jason Liles, Officer Joe Lozinto and Sgt. John Haviland.



Personnel & Operations

Healdsburg Police Department



2005—2006 Annual Report

Personnel

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>	<u>Education</u>
Susan E. Jones	Chief of Police	27	MBA
Pam Pryal	Youth Services Counselor	24	MS
Carol Wilson	Administrative Assistant	9	Some college
Blaine Spotswood	Sergeant / Patrol	26	AA
Rick Urteago	Sergeant / Patrol	26	Some college
Kevin Young	Sergeant / Patrol	18	AA
John Haviland	Sergeant / Administration	8	BA
Matt Jenkins	Sergeant / Patrol	5	BA
Joe Farmer	Officer / School Officer / Bilingual	28	AA
Steve Cox	Officer/ Field Training Officer	27	AA
Joe Lozinto	Officer/ Field Training Officer	25	Some college
Mike Hallett	Officer	23	AA
Steve Moore	Officer	17	Some college
Tom Whitmore	Officer / Range Master	17	Some college
Allison Hurley	Officer	10	BA
Mike Shooter	Officer / Field Training Officer	8	Some college
Darryl Erkel	Officer / Foot Patrol	6	Some college
Luis Rodriguez	Officer / Detective / Bilingual	6	BA
Nick Castaneda	Officer / Bilingual	1	AA
Jose (Nati) Garcia	Officer / Bilingual	1	BA
Roy Takeda	Parking Enforcement Property & Evidence	5	AA
Christina Ramos	Records Technician / Bilingual	24	High School
Linda Haviland	Lead Dispatcher	23	High School
Larry Farnady	Dispatcher	23	AA
Colleen Simmons	Dispatcher	20	Some college
Sylvia Frey	Dispatcher / Bilingual	16	Some college
Kim Sturla	Dispatcher	7	Some college
Tiffany Mitchell	Dispatcher	1	Some college
Barbara Monroy	Part-time Dispatcher	1	Some college



Operational Components

Police Administration

Administration of the Department consists of the Chief, an Administrative Sergeant, and a full-time Administrative Assistant. Administration is responsible for upper level managerial oversight of all major operational units of the agency including:

- Coordination and direction of the Police Department.
- Recruitment and Employment, organizational staffing, administration and personnel management.
- Budgeting and fiscal management, grant writing.
- Strategic Planning.
- Research and Development.
- Internal Investigations, training and professional standards.
- Permit approval and Special Event Coordination.

Investigations

The Healdsburg Police Department Investigations Unit is comprised of one Detective who is assigned to the unit for a three-year period. The Detective is responsible for follow-up investigation of all crimes, which are beyond the resources of the Patrol Division. S/he is also the liaison to the other Investigative Units in the County. The Detective investigates all "Crimes against Persons" cases. These are classified as; assault with a deadly weapon, sexual assault, domestic violence, battery, child abuse, elder abuse, and terrorist threats. The Detective also investigates "Property Crimes" involving burglary, theft, embezzlement, forgery, stolen vehicles, and vandalism. In addition to Investigations, this unit provides services for special projects, long-term problem solving and acts as a liaison to various countywide task forces and committees.

Support Services - Records and Communications

This unit's functions are handled by a Lead Dispatcher, 5 fulltime Dispatchers, and one Records Technician. The Unit is overseen by the Administrative Sergeant. The Dispatchers play a vital role in the interface between the Department and the citizens of this City. Of the approximately 24,000 contacts the Department has had this year with our citizens, Dispatchers were the initial point of contact in 55% of them. Dispatchers perform a wide variety of tasks including researching and routing requests for information, completing records and/or warrants checks for officers and authorized agencies, processing and maintaining restraining orders and missing persons information and completing a number of different data entry, records management, and administrative duties.



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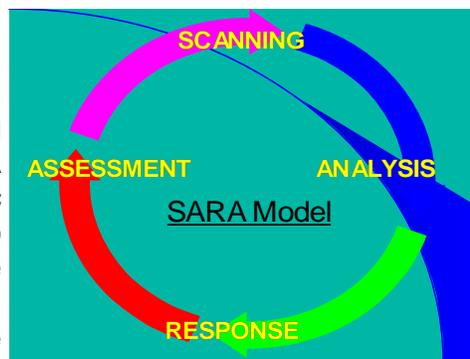
Field Operations - Patrol

The Healdsburg Police Department operates a Patrol Division of four Sergeants and ten Officers. Our patrol staff works the 4/10 plan which allows for the best coverage during peak demand times and the Sergeants work a combination of the 4/10 and 12-hour shift plan.

The Patrol Division handled a total of 22,922 calls for service in 2005. These included calls to handle criminal investigations, traffic collisions and suspicious circumstances, burglary and robbery alarms at residential and commercial buildings, medical aid calls, calls to assist other allied agencies, and calls to assist citizens with civil matters. Also included are traffic enforcement, parking enforcement, crime suppression, and directed patrol.

In addition to routine patrol, officers make regular security checks of the City's parks and licensed establishments. Officers working the graveyard shift continue the time-honored tradition of "shaking the door knobs" in the downtown to provide an additional measure of security to our merchants.

Community policing is a large part of the patrol function. Although it is a department wide philosophy, the patrol officers are the ones who employ the problem solving process the most. To do this they utilize the SARA model to develop problem solving strategies for chronic community problems. After scanning the problem to identify what the symptoms are, the officers analyze why it is occurring. Once the analysis is completed, they develop a response that will either eliminate the problem or greatly reduce its effects on the community.



The assessment is performed to monitor how successful the response was. If the response did not have acceptable results, then the SARA model is performed again.

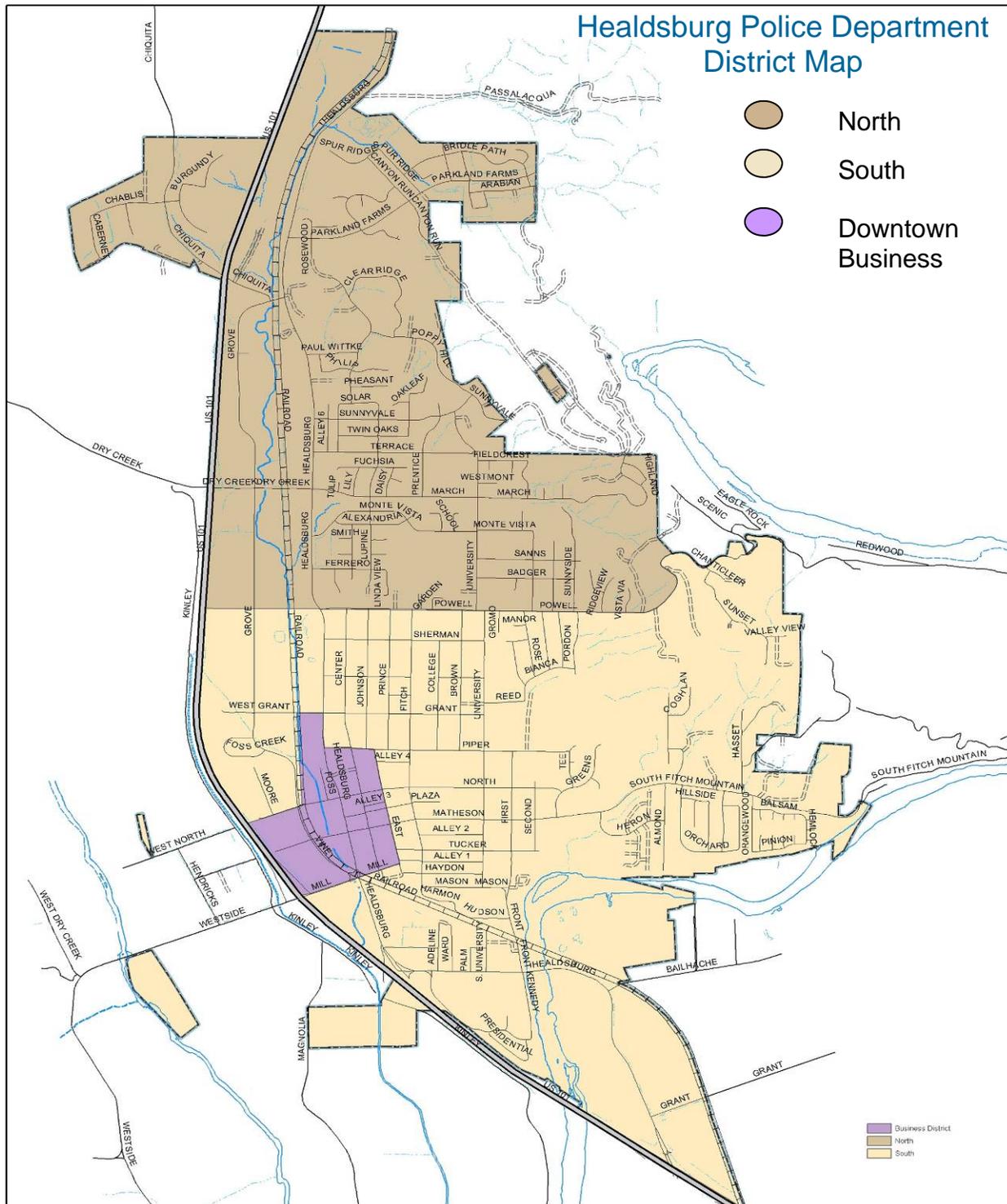
Chronic problems range from traffic complaints, graffiti, loud businesses, neighborhood issues and areas of blight that affect the quality of life for our residents.

To ensure accountability, the City is divided into three districts; north, south and the downtown business district. The Foot Patrol officer is assigned to the downtown business district and teams of patrol officers are assigned to the north or south districts.

Healdsburg Police Department



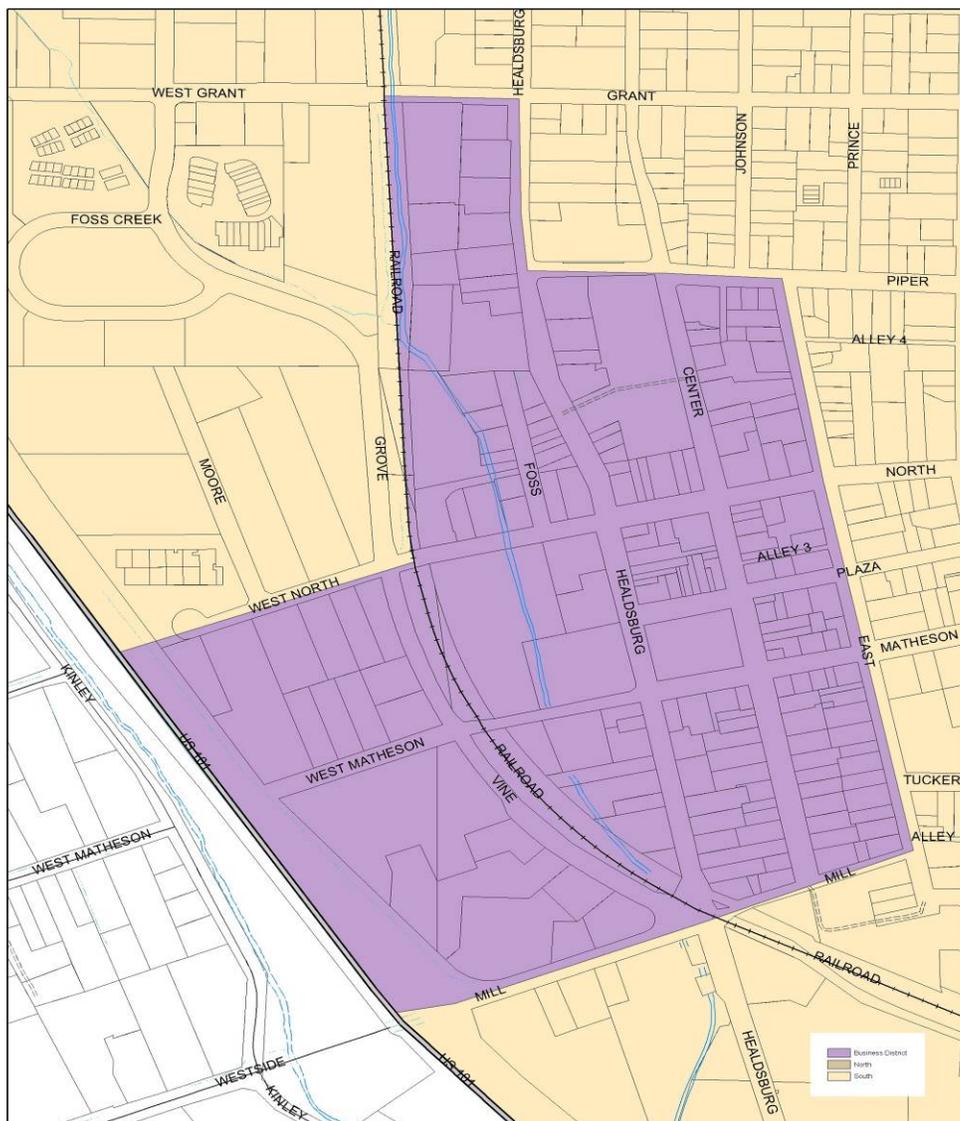
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Downtown Foot Patrol

Our downtown Foot Patrol Officer works with the local merchants to help them better safeguard themselves from being a victim of theft. His beat covers the entire Business District in Healdsburg. He facilitates crime prevention programs in the area, works with the Chamber of Commerce on the Crime Alert Program, acts as a liaison with the downtown businesses, practices Crime Prevention Through Environmental Design (CPTED) principals, works with code enforcement, public works, planning, electric, etc., and responds to and investigates all crimes that occur in the downtown business district.





Property and Evidence

The Community Service Officer assigned to this unit handles all property that comes into the police department whether it is found, evidence in a crime, or held for safe keeping. In 2005, the property officer booked 1,557 items into our evidence room. He is also responsible for getting the items ready for auction through the on-line service of Propertyroom.com. They take our unclaimed property and sell it on-line. They also offer a service called, Stealitback.com. If you are a victim of a crime and you locate your property on their website, you can “steal it back” by letting them know that it is yours. You won’t have to buy it and they will return it to you at no charge. The police department realized close to \$5,000 in revenue from the on-line auction in 2005.

Police Interns

The Healdsburg Police Department offers two College Intern positions each year. The participating colleges are Santa Rosa Junior College and Sonoma State University. Each year we assist two students with their college credits by allowing them to work at the Police Department in a variety of assignments. This allows the student an opportunity to see what it is like to work in law enforcement.

Domestic Violence Advocate

The Healdsburg Police Department has a Domestic Violence Advocate funded by the YWCA. The Advocate works full time to provide referrals for such services as counseling, legal advocacy, safe temporary housing, and support groups. The goals of this position are to support, educate, empower, and advocate on the behalf of survivors of domestic violence and sexual assault.

The duties of the Advocate include providing direct support services to survivors of domestic violence and their children, reviewing all assigned domestic violence cases and attempting direct contact with the survivors, arranging for emergency shelter in the YWCA Safe House or other shelter as appropriate, and coordinating other services for survivors and/or their children, as well as assisting in the Restraining Order Clinic.

School Resource Officer

Our School Resource Officer works with the Healdsburg Unified School District by being assigned directly to the schools. S/he investigates all criminal cases that occur on school property, either at the High School, Middle School or two elementary schools. In addition, s/he conducts a variety of presentations on relevant topics for the students and acts as a truant officer when needed.



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Jail Operations

The Department operates a 24 hour holding facility that is used mainly for short term offenses such as public intoxication, DUI, and cite or bail releases. All felony arrests, some warrants and parole or probation violations are transported to the Santa Rosa Jail Facility.

Youth Service Counselor

The Healdsburg Police Department enjoys having an on-staff Youth Services Counselor, Pam Pryal. She conducts a number of programs designed to give youth an opportunity to turn their lives around. Pam conducts Diversion Programs, Family Group Conferencing, Drug/Alcohol Programs for the Healdsburg Junior and High Schools, Alcohol Programs for the Fourth and Sixth Grade classes and the Adopt a Cop Program. Pam's services are the main reason why our juvenile crime incidents are so low. Her recidivism rate was 4% for 2005.

For the 2005 year, Pam maintained an average monthly case load of 176. She receives referrals from the school district as well as from the officers and this year she received 487 new referrals. The restitution received for the four Family Group Conferences she held was \$880. In addition, she assigned juveniles to 688 hours of community service work.



Parking Enforcement Unit

This unit consists of one full and one part-time Community Service Officer. Their sole function is to enforce parking and vehicle abatement laws within the City. In 2005, the parking enforcement officers generated \$27,093 in abandoned vehicle fines and \$64,207 in parking fines. On average, the Parking Enforcement Officers write a total of 3,000 citations.



Accomplishments



MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2005-2006

- An Anti-camping Ordinance was adopted that allows the city to take immediate enforcement action for illegal camping and expedite the process of cleaning up the campsites. This will help lower the impact the campsites have on public health and safety.
- We entered into an agreement with the American Medical Response West (AMR), that allows Healdsburg Officers to collect the necessary blood samples needed from suspects to prove their cases. In addition, the prisoner can be housed at the Healdsburg Police Temporary Holding facility while waiting for AMR's phlebotomist or paramedic to arrive to take the sample, allowing the officer to remain in the City and available for emergency calls if needed.
- Our old livescan was upgraded and replaced with a new livescan that will save us approximately \$600 annually in landline costs.
- We donated two used patrol cars to the Santa Rosa Criminal Justice Training Center in exchange for free range time for biannual firearms qualifications.
- Healdsburg is continuing to share resources (i.e., training, investigations, personnel, etc.) with the three other smaller cities, Cloverdale, Cotati and Sebastopol, in an effort to cut costs.
- The Peace Officers Standards and Training deemed staff in compliance during their annual inspection in 2005.
- A POST Audit of the Department, focusing on Property and Evidence and Management, was initiated and the results will be publicized mid-year 2006.
- The following grant was awarded to the Police Department.
 - Indian Gaming Special Distribution Funds, \$74,265. It pays for traffic enforcement efforts toward making the City safer for our visitors and residents.
- A twelve-hour shift for Patrol Sergeants was implemented resulting in 24-hour supervision on the weekends and a reduction of overtime costs.
- We obtained the ability to receive all 911 calls made from cellular phones within the City limits and extending beyond the limits to the greater Healdsburg area. We can also find the location of most of those phones via GPS technology.
- Chief Susan Jones was appointed to the Small Agencies Committee of the California Police Chiefs Association. Their purpose is to encourage and support small municipal police departments by providing a forum for communication, needs assessment, training, and mentoring to assist in carrying out their responsibilities and achieving their goals and objectives.



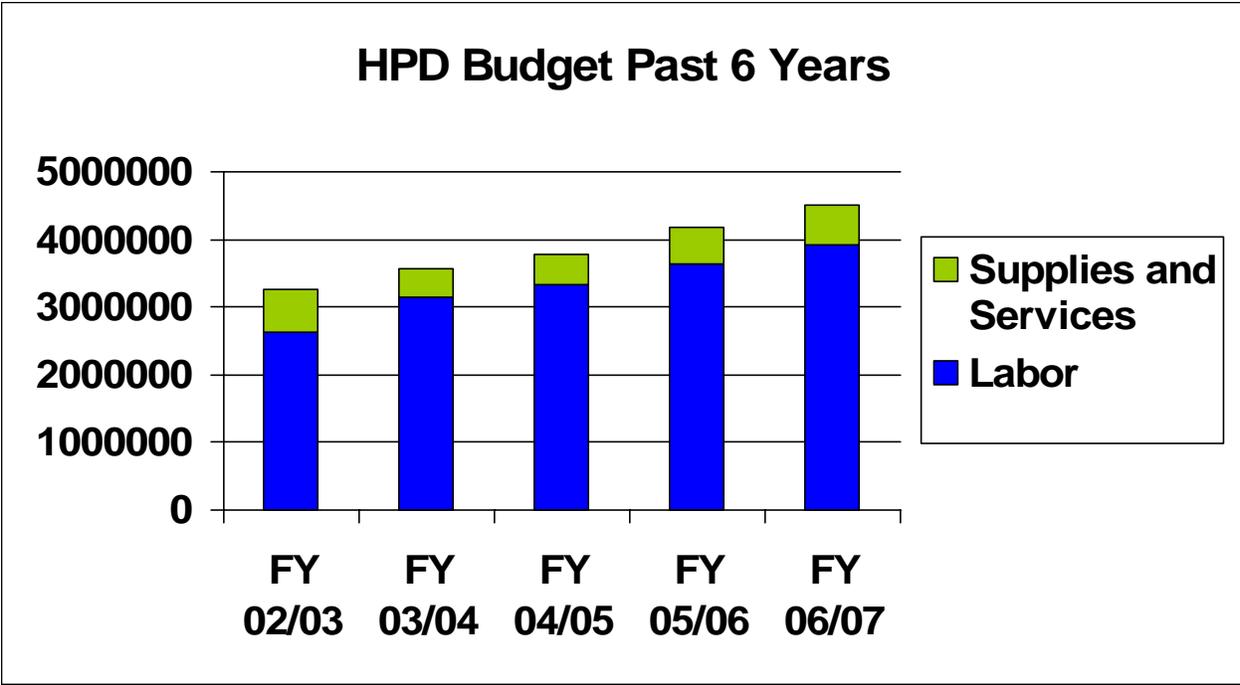
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Budget



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Property Tax	\$ 300,713
Sales Tax	2,595,313
Indian Gaming Grant	74,265
Vehicle License Fees	743,755
Misc. General Fund Revenues	110,592
Misc. Police Charges	141,488
Use of Reserves	216,875





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The City Council adopted a balanced general fund budget for 2005-2006 by using one-time revenue sources and contingency reserves. Total appropriations added to the budget for the police department to maintain existing service levels totaled \$291,140. In addition, \$10,000 was added to the department for employee training and staff restructuring .

The largest increase in the budget is due to wages and benefits. The cost of the PERS retirement and healthcare benefits have increased tremendously over the past several years and wages have increased to keep up with the annual cost of living. The wages and benefits of the police department has increased 13% from fiscal year 2004-2005.

The one-time revenues cannot be counted upon each year. The Indian Gaming grant is a year-by-year grant and only available when there is funding for it. Generally, it is granted to fund a particular program or needed equipment, not to fill the gap in the general fund. However, it is extremely useful when purchasing equipment that is needed and that general fund monies would normally be used for. The contingency reserve fund is the City’s Savings Account and as we all know, there is only a finite amount of money in any savings account. We have to continue to research alternative funding strategies for the future to eliminate the use of contingency funds.

Fiscal Year 2006-2007 Funding

Funding for the fiscal year 2006-2007 will again require the use of one-time revenue sources. The contingency reserves will again be tapped for \$325,379.

The department has applied for another Indian Gaming Grant totaling \$123,000 for

new portable radios, mobile radios and base stations. Our current models are over eleven years old and have begun failing. If we are awarded this grant, it will save the contingency reserves from additional withdrawals.

Funding Sources for FY 06/07	
Property Tax	\$1,168,905
Sales Tax	2,561,590
Vehicle License Fees	83,455
Misc. General Fund Revenues	330,980
Misc. Police Charges	37,070
Use of Reserves	325,379



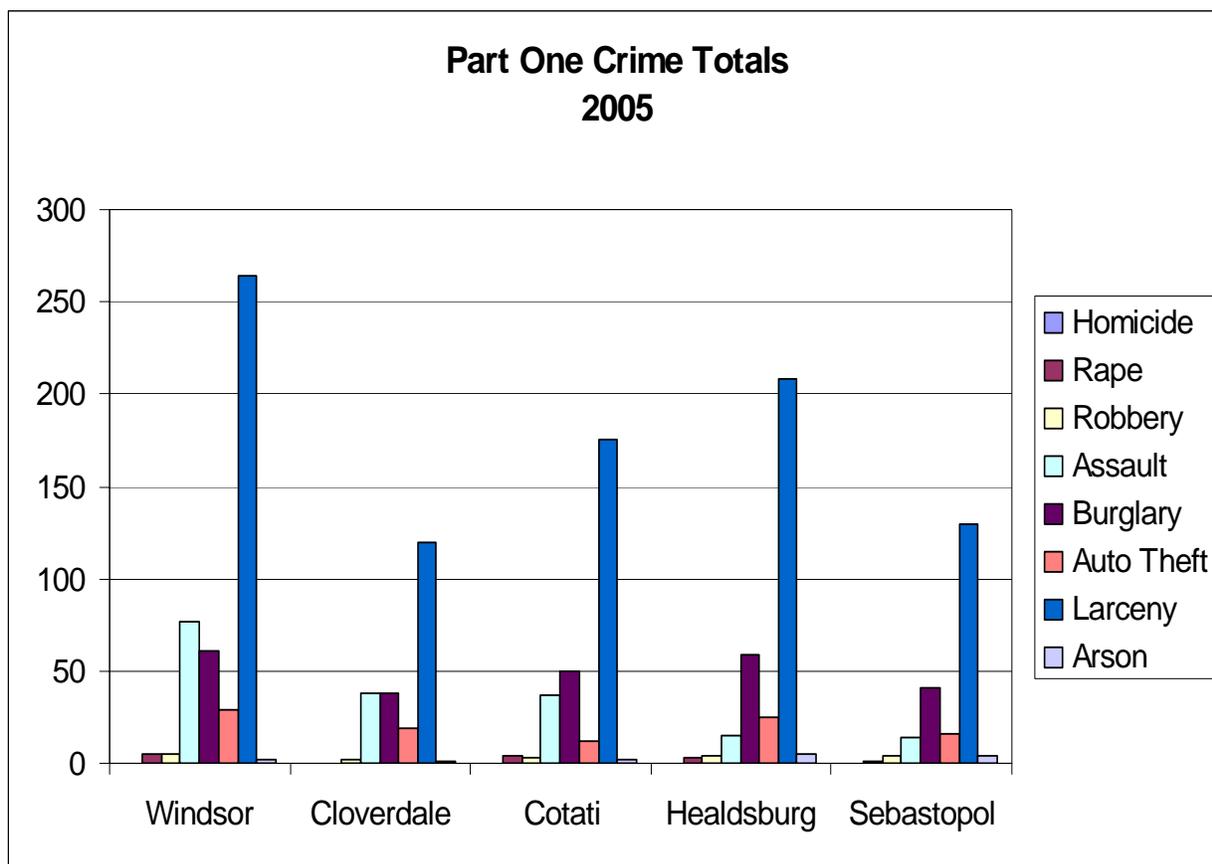
Department Statistics



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Part One felony crimes are recorded for the National Crime Information Center to document trends in crime. The Part One crimes are murder, forcible rape, robbery, aggravated assault, burglary, larceny, arson, and auto theft. The Department also tracks Part Two crimes, which include malicious mischief, vandalism, and all other misdemeanors.

The table below shows how we measure up with the other smaller cities in Sonoma County. Windsor has the largest population at approximately 28,000 with Cotati having the smallest population at roughly 7,000.

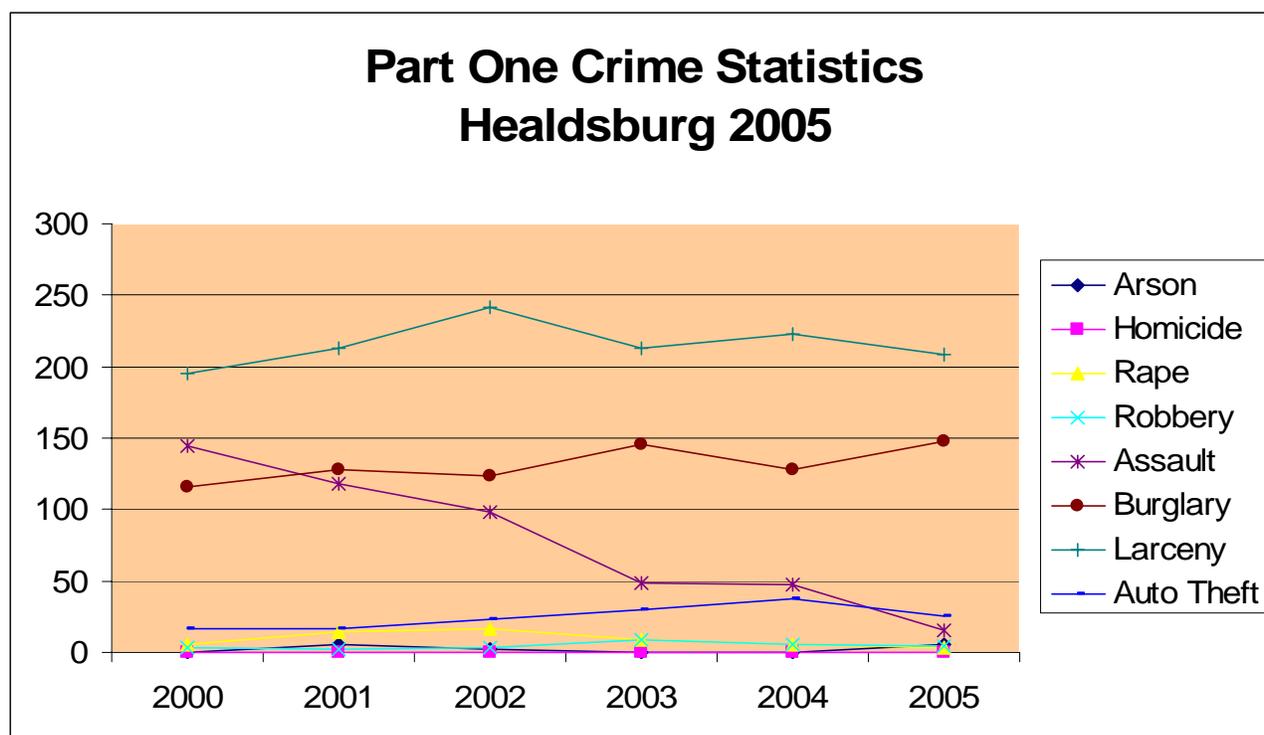




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In comparing our Part One crime activity with past years we've noticed a remarkable trend in the reduction of aggravated assaults. Since the year 2000, aggravated assaults have gone down by 100%! All other categories have declined as well except for a slight rise in Burglaries and in Arson, meaning that we experienced five more arsons and 20 more burglaries that last year. Overall, crime continues to drop with a 1.5% reduction from the year 2004.

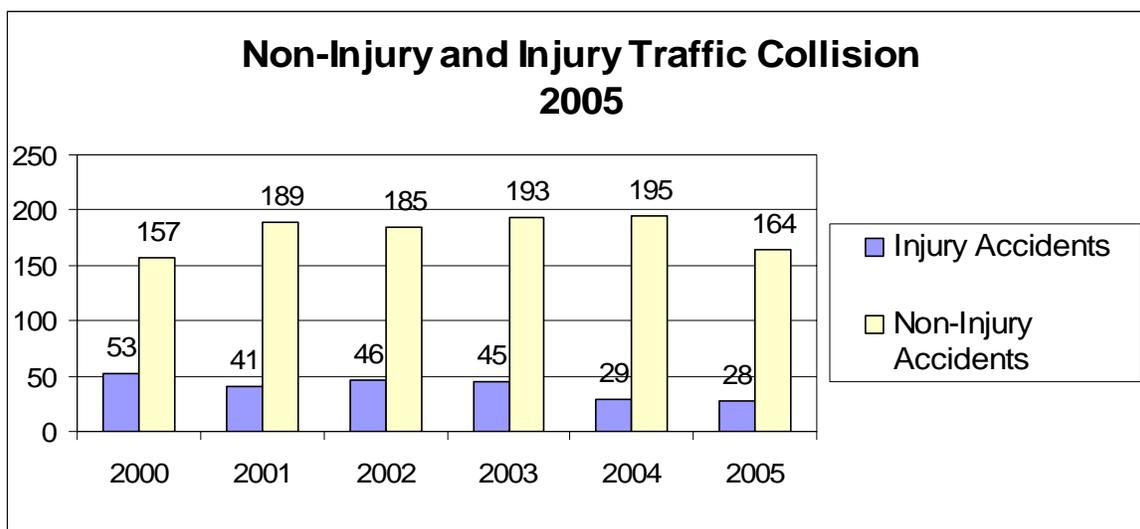
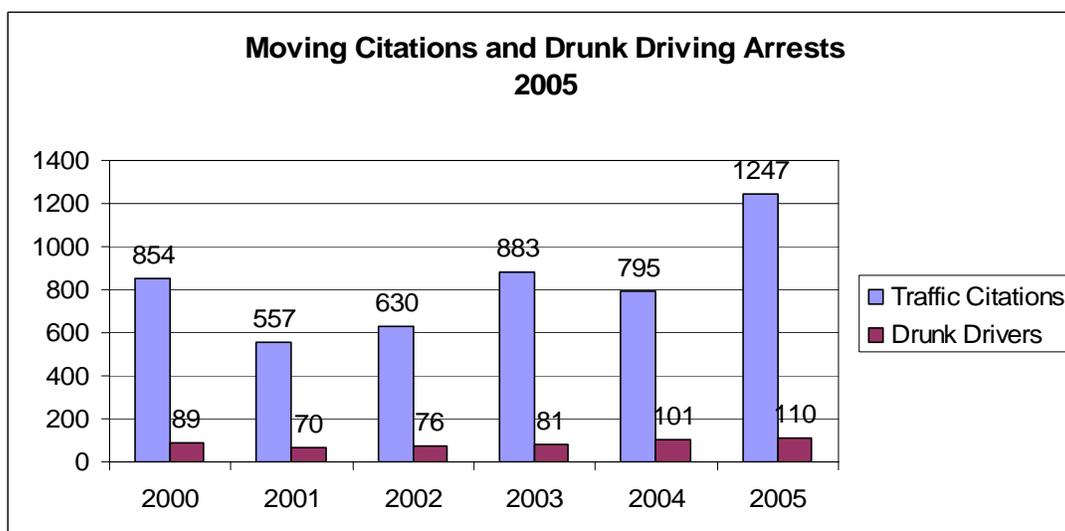
A note about those arsons, four of them were perpetrated by the serial arsonist in February of 2005.





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Traffic collisions are recorded and classified as injury, non-injury, bicycle related, and pedestrian related. The information is used to pinpoint where more focus on traffic enforcement may be needed, or where a modification in traffic controls may be warranted. With the \$74,000 we received from the Indian Gaming Committee, we were able to concentrate our efforts on traffic enforcement. This resulted in an increase in traffic citations and driving under the influence arrests and a decrease in traffic collisions.





Looking Forward



MAJOR POLICE DEPARTMENT GOALS FOR FISCAL YEAR 2006-2007

This coming fiscal year we hope to finalize the 5-year Strategic Plan for the Department. The information that we receive from POST (Peace Officers Standards and Training) will allow us to move forward with that project.

We will continue working with Sonoma County Law Enforcement agencies to better pool our resources and to work closely with each other in cooperative ventures. The department will also focus on developing our employees through police related training either in-house or outside POST courses. In addition, emphasis continues to be placed on employees completing their college degrees for future promotional opportunities, and to better reflect the community that we serve.

The two unfinished areas on the second floor of the police department will be finished this next year allowing us to move employees to larger working spaces and reduce the cramped quarters from the first floor. The two areas will be divided into a large office area and an equipment/file room.



Unfinished area on the second floor in its current state.



How to Contact Us

Emergency (24 Hours)	911 or (707) 431-3377*
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*Either number can be called from a cell phone. Calls made to 911 from Healdsburg will ring directly into the Healdsburg Police Department Communications Center.

Non-emergency/General Information (24 Hours)	(707) 431-3367
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Police Administration (Business Hours)

Office of the Chief of Police	(707) 431-3368
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Administrative Services Bureau	(707) 431-3372
 Parent Awareness Coalition	

Training and Recruitment	(707) 431-3374
 Special Events	
 Reserve Officer Program	
 Ride-a-longs	

Detective Unit (Business Hours)	(707) 431-3371
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Detective	(707) 431-3371
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Records Unit (Business Hours)

Records	(707) 431-3490
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www.ci.healdsburg.ca.us