

# HEALDSBURG POLICE DEPARTMENT

## 2008 ANNUAL REPORT



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## Message from the Chief



As Chief of Police, I am pleased to share with you the Healdsburg Police Department's 2008 Annual Report.

Building and leading this department are responsibilities that I take very seriously. Our department is one that is designed to deliver extraordinary service utilizing the talents of extraordinary people. We focus on innovative and creative ways to police our community and the saying, "We've always done it that way" is not part of our culture. We have created a department that empowers our employees for independent decision-making and proactive problem-solving, and our community can be assured that we are working in a partnership with them, side-by-side.

Our employees are individuals who are enticed by our motto, "Mission First, People Always", and each person brings high energy, innovation, self-motivation and passion to our city. As a result, we enjoy a relatively low crime rate and a high case closure rate.

I hope you enjoy reading about our department, our accomplishments, and our future goals.

Sincerely,

Susan E. Jones, Chief of Police



Chief Jones leading the annual HFFCF Twilight Parade

## 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 and Enjoyment of our Profession

## Our Motto

“Mission First, People Always.”



# HEALDSBURG POLICE DEPARTMENT

## Department Personnel

<u>Personnel Name</u>	<u>Position</u>	<u>Years of Service</u>	<u>Education</u>
Susan E. Jones	Chief of Police	29	MBA
Pam Pryal	Youth Services Counselor	26	MS
Carol Wilson	Administrative Assistant	11	Some college
Rick Urteago	Sergeant / Patrol	28	Some college
Kevin Young	Sergeant / Patrol	20	BA
John Haviland	Sergeant / Administration	10	BA
Matt Jenkins	Sergeant / Patrol	7	MS
Luis Rodriguez	Sergeant / Patrol / Bilingual	8	BA
Steve Cox	Officer / Field Training Officer	29	AA
Joe Lozinto	Officer / Field Training Officer	27	Some college
Mike Hallett	Officer	25	AA
Steve Moore	Officer / Range Master	19	Some college
Tom Whitemore	Officer / Range Master	19	Some college
Allison Hurley	Officer	12	BA
Mike Shooter	Detective	10	Some college
Darryl Erkel	Officer / Foot Patrol / FTO	8	Some college
Nick Castaneda	Officer / FTO / Bilingual	3	BA
Jose (Nati) Garcia	Officer / FTO / Bilingual	3	BA
Katie Close	Officer	1	Some College
Scott Eland	Officer	1	Some College
Roy Takeda	Property & Evidence	7	AA
Stacey Miller	Parking Enforcement	1	BA
Christina Ramos	Records Technician / Bilingual	26	High School
Linda Haviland	Lead Dispatcher	25	High School
Larry Farnady	Dispatcher	25	AA
Colleen Simmons	Dispatcher	22	Some college
Sylvia Frey	Dispatcher / Bilingual	18	Some college
Tiffany Mitchell	Dispatcher	3	Some college
Barbara Monroy	Dispatcher	2	Some college

## Employees of the Year

### Civilian Employee of the Year — Christina Ramos

Records Officer Christina Ramos has been with the HPD since 1983. She was voted employee of the year by her co-workers for the following reasons.

*"She has given a lot of years to the department, and a lot of help to all of the police department employees."*

*"She never says no when you ask her to help you with a project."*

*"Christina is always willing to assist anyone when needed. She does so with a great attitude and you never feel as though you are 'putting her out'".*

*"Christina often takes it upon herself to do things for others. She has a great 'can-do' attitude."*

*"Christina is a team player from the get-go. And she's very funny."*



### Officer of the Year — Sergeant Matt Jenkins

Sergeant Jenkins joined the HPD in 2002 and has made quite the impression since then. He was nominated by his fellow co-workers for officer of the year for the following reasons.

*"...he leads by great example and motivates others to do better."*

*"He is always willing to help out with computer issues or police work with a calm, patient, and educated demeanor. Matt has a great skill of being able to multi task with various assignments and accomplishes them with great success. Examples of that are being a Sergeant, Union President, FTO Sergeant, ABC Grant coordinator, he's also approachable..."*

*"Matt is always very professional, nonjudgmental, and has a wonderful sense of humor. He's...well-informed and knowledgeable, but never 'a know it all'. I don't think I have ever heard anyone say a bad thing about Matt."*

## Awards

### **Sonoma County Officer of the Year Sergeant Kevin Young**

Sergeant Kevin Young was recognized as the 2007 Sonoma County Officer of the Year by the Exchange Club. Sergeant Young has had a 20-year career with the Healdsburg Police Department where he has served in Patrol, Investigations and Administration.

Sergeant Young was recognized for his many achievements in 2007 including his work in resolving a Los Angeles County Sheriff's Office cold case by developing information that led to the successful arrest of the homicide suspect. He also led a team of Officers to locate and arrest a fugitive wanted by the Connecticut Attorney General's Office for fraud, and worked with officers to locate and arrest a homicide suspect wanted by the Sonoma County Sheriff's Office.

Sergeant Young's love of the job comes through in his approach to problem solving and his relationships with others.



### **Superior Performance Award Officer Mike Hallett**



Officer Mike Hallett was awarded a Superior Performance Award for his work in a graffiti case. Superior Performance Awards recognize employees who, while serving in an official capacity and in the best interests of the department, distinguish themselves through the accomplishment of an outstanding service. Officer Hallett worked a gang related graffiti case that resulted in the successful prosecution of the suspect.

## Retirements

### Sergeant Blaine Spotswood



After 28 years of exemplary service to the City of Healdsburg, Sergeant Blaine Spotswood, retired in February. He entered the police department on March 15, 1980 as a patrol officer; and was promoted to Sergeant on January 1<sup>st</sup>, 1984.

He was the classic example of a road warrior who has spent many hours working the midnight shift. Sergeant Spotswood held the positions of Detective Sergeant and Administrative Sergeant. Sergeant Spotswood also directed the Critical Incident Response Team for many years.

The City Council of the City of Healdsburg designated March 15, 2008 as Sergeant Courtland Blaine Spotswood day.

### Officer Joe Farmer

After 28 years of law enforcement experience, Officer Joe Farmer retired to enjoy another chapter in his life. Joe's retirement took effect at the end of December.

Officer Farmer began his career in November of 1980 with the Belmont Police Department, where he spent time as a Detective. He handled a high profile case that resulted in him being on the hit television show, America's Most Wanted.

Joe came to the Healdsburg Police Department in November of 1990. During his career with us he was on the Containment Team and he was the first Downtown Foot Patrol Officer. Most recently, he was the School Resource Officer.

Joe has many friends at the Police Department and he will be missed.



## New Employees

### Officer Katie Close

Katie Close comes to us from the Santa Rosa Police Department and before that, she worked for Sonoma County Animal Care and Control as an Animal Control Officer. Katie has a Search and Rescue dog and is a member of the California Rescue Dog Association.



### Officer Scott Eland

Scott Eland came to the Healdsburg Police Department in March of 2007 as a Community Services Officer. He was formerly with the Sequoia National Park where he was a Park Ranger and supervisor. He was also an accomplished fire fighter with the Park Brigade unit and he drove the ambulance and practiced EMT and EMS techniques.

Scott worked as our Parking Enforcement Officer for about a year, when he expressed an interest in becoming a police officer. He was sent to the Santa Rosa Criminal Justice Training Center in Windsor to complete the police academy, and he graduated on August 22, 2008.



### Community Service Officer Stacey Miller

Stacey Miller is the Police Department's newest Community Service Officer. She will be responsible for Parking Enforcement and Vehicle Abatement as well as back up to the Property and Evidence function.

Stacey formerly worked for the Twin Cities Police Department (Corte Madera and Larkspur) in the Traffic Unit. There, she worked parking enforcement, installed infant and child car seats, investigated vehicle accidents, and conducted training for the community in Emergency Preparedness.

## Operational Components

### Police Administration

This division manages the administrative functions of the department and prepares and implements the department budget, monitors employee recruitments and promotions, applies for and manages grant programs, reviews all employee evaluations, and maintains professional standards through training and policy review. All citizen complaints are reviewed and assigned for investigation through this office. The office also analyzes crime statistics and staffing needs.

### Investigations

The responsibilities of Investigations are to investigate major crime scenes and collect evidence. They analyze fingerprints and other physical evidence, maintain court evidence, process and destroy contraband evidence; monitor activities of individuals on probation and parole, and conduct major investigations with crimes requiring out-of-town follow-up. Additionally, this division maintains gang tracking and participates on countywide task forces including high profile drug cases.

### Communications

The responsibilities of this division are to maintain/operate a full 911-dispatch center for Police. They receive and process all calls for service, maintain communications with officers in the field and monitor the status of police units and field personnel. Dispatchers conduct inquiries for police officers such as warrant checks, criminal histories and vehicle registration information. Dispatchers are the critical link between citizens in need of service and law enforcement officers. They also process records and work with the Records Officer in obtaining important data and the dissemination of information.





## Patrol Operations

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 an average of 1400 calls for service in 2008. 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.

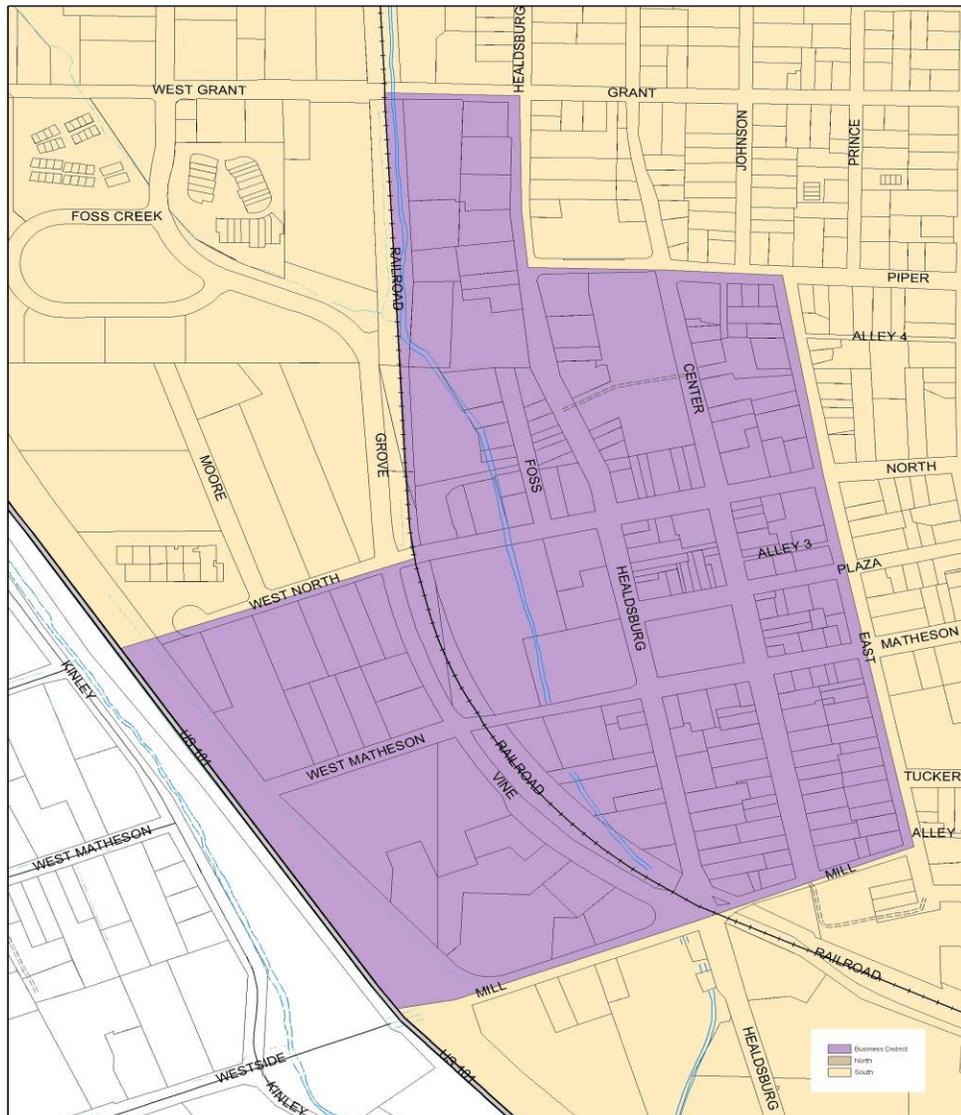
Community policing is a large part of the patrol function. Although it is a department wide philosophy, the patrol officers are the ones who employ the problem solving process the most. To do this they utilize the SARA model to develop problem solving strategies for chronic community problems. After 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.

## 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.



## 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.

## School Resource Officer

The School Resource Officer (SRO) divides his/her time at all of the Healdsburg schools and the Foss Creek After School Program. S/he works toward building relationships with students, faculty, staff and parents, providing counseling and education, conducting enforcement and other activities associated with creating a safer school environment and attending special events. The SRO also conducts presentations to educate students and facilitate a discussion about issues such as alcohol and drug abuse, rules of the road, gangs, criminal law, police procedures and other topics of interest that are expressed by students.

## 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 Services 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 9% for 2008. A majority of the recidivism was for skate park, skateboard, and bicycle violations.

For the 2008 year, Pam maintained an average monthly case load of 142. She receives referrals from the school district as well as from the officers and this year she received 599 new referrals. The restitution covered for 2008 was \$1285. In addition, she assigned juveniles to 1318 hours of community service work.

## **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.

## 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 2008, the property officer booked 1,132 items into our evidence room. He is also responsible for getting the items ready for auction through the on-line service of Property-room.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 \$6,800 in revenue from the on-line auction in 2008.



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 \$6,800 in revenue from the on-line auction in 2008.

## 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 2008, the parking enforcement officers generated \$68,728 in abandoned vehicle fines and \$54,951 in parking fines. The Parking Enforcement Officers write a total of 1,780 citations.



## Accomplishments

### Major Departmental Tasks Completed:

- Several personnel changes took place. Officer Mike Shooter was appointed to Detective. Luis Rodriguez was promoted to Sergeant. Sergeant Blaine Spotswood and Officer Joe Farmer retired. Officers Katie Close and Community Service Officer Stacey Miller were hired. Scott Eland was moved from Community Service Officer to Police Officer.
- The Department received \$4,000 from the Office of Traffic Safety (OTS) for the "Click It or Ticket" seatbelt program.
- HPD received a grant from the Department of Alcoholic Beverage Control (ABC) in the amount of \$25,221 for a Prevention Program targeting minors who use alcohol.
- The State E911 Program reimbursed \$23,068.31 towards our RIMS mapping and RIMS 911 interface. These costs were originally borne by the City when the department changed CAD/RMS software.
- HPD's DUI checkpoint in Healdsburg screened approximately 600 vehicles. Five arrests for DUI were made and 8 drivers were arrested for driving without a license. One warrant arrest and one arrest for violation of probation were also made. 14 Vehicles were towed.
- HPD sponsored training on August 21st at 9:00 am in Council Chambers. It was part of the ABC grant and was a merchant education class that assisted them with identifying under aged drinkers.
- HPD was approved for 10 portable EMS kits for the patrol vehicles through the County-wide Homeland Security Grant. Each vehicle will soon have a \$350.00 pelican case medic pack on board.
- HPD became a Safe Medicine Disposal site.
- The Bureau of Justice Assistance with the U.S. Department of Justice awarded HPD \$6,989 to be used for purchasing new bulletproof vests for the officers this fiscal year.

- Implemented new emergency notification system that will automatically call residences and businesses in specific geographic areas to warn residents in the event of a serious emergency. The system is called TENS and is accessed through the County EOC. HPD Dispatch will activate this system, in the event of a significant emergency.
- HPD participated in three county-wide warrant sweeps resulting in several arrests.
- Implemented new Crime Prevention Program – Security Checks of Residential and Business properties.
- The department purchased new Computer Aided Dispatch/Records Management and Property and Evidence software that will enhance the department's effectiveness by reducing the amount of time it takes for officers to write reports. In addition, grant information will become much easier to pull and Property and Evidence will implement a bar coding system that will allow the Property Officer the ability to easily track property and evidence destruction dates.



DUI Checkpoint on Healdsburg Avenue

# HEALDSBURG POLICE DEPARTMENT

## Budget

For the 2008/2009 Fiscal year, the Police Department has an budget of \$5,020,700, which accounts for 64% of the City of Healdsburg's general fund.

The budget has been developed in a period when the local economy, housing market and retail sales continue to slow at unprecedented levels. Locally, retail sales have been projected to grow at a flat or negative rate over the next few years. The overall trend for revenue growth is low in the general fund, which has made it difficult to close the gap to fund continuing service levels for public safety.

The fiscal year 2007/2008 and 2008/2009 budgets have required the use of contingency reserves. In order to minimize the use of contingency reserves, the Police Department, removed budgeting for information services replacement and vehicle replacement for the 2008/2009 budget. This saved the City \$103,200. The Police Department continues to look for alternative funding strategies for the future to eliminate the need to use contingency reserves.

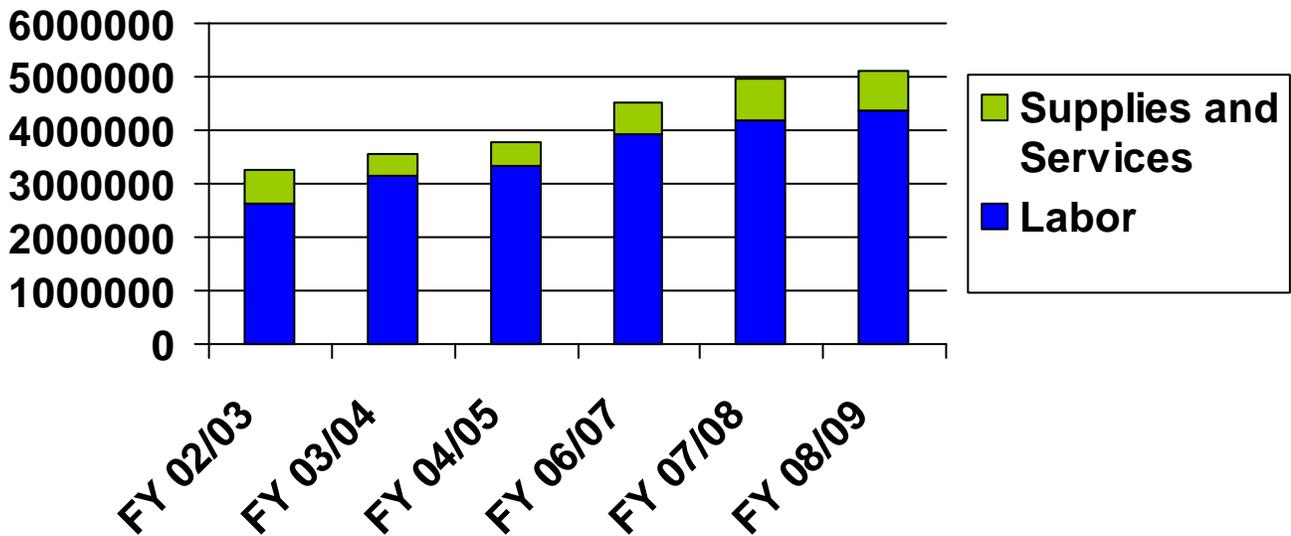
### Funding Sources for FY 07/08

Property Tax	\$ 1,178,395
Sales Tax	2,631,865
Transient Occupancy Tax	193,800
Indian Gaming Grant	-
Vehicle License Fees	85,959
Misc. General Fund Revenues	191,985
Misc. Police Charges	170,084
Use of Reserves	526,226
<b>Total</b>	<b>\$4,978,315</b>

## Funding Sources for FY 08/09

Property Tax	\$ 1,325,370
Sales Tax	2,680,529
Transient Occupancy Tax	234,025
Indian Gaming Grant	-
Vehicle License Fees	73,000
Misc. General Fund Revenues	177,500
Misc. Police Charges	120,531
Use of Reserves	409,745
<b>Total</b>	<b>\$5,020,700</b>

## HPD Budget Past 6 Years



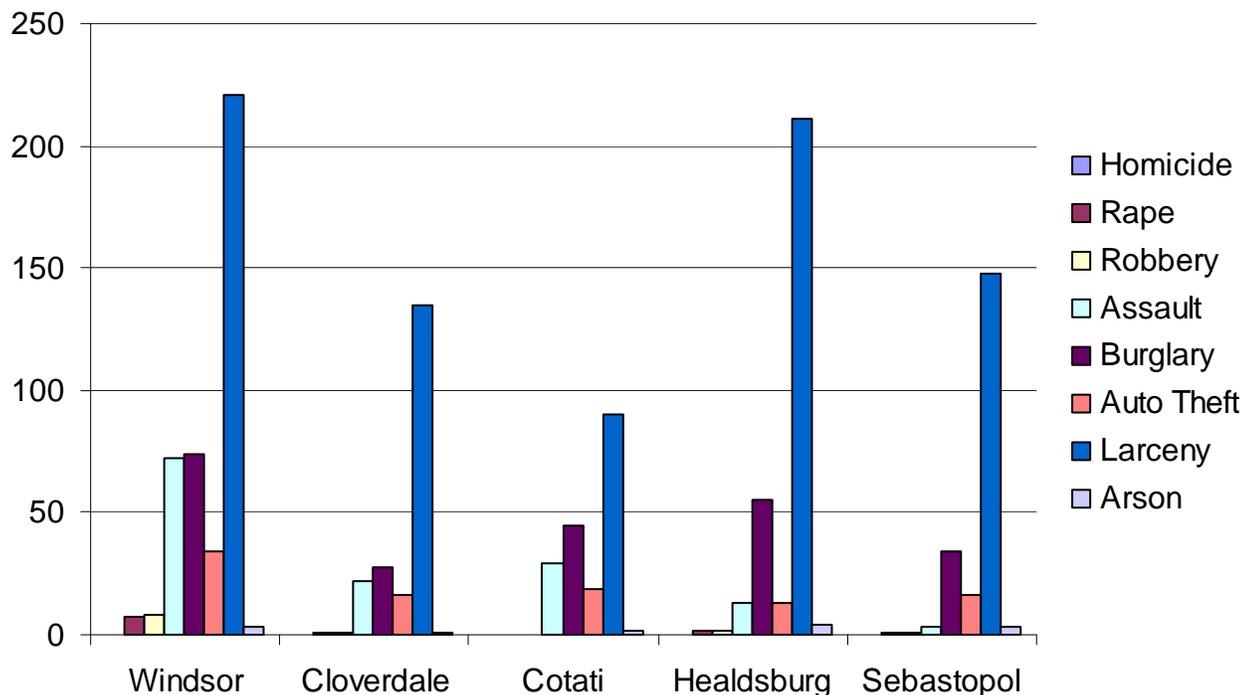
## Department Statistics

### Part I Crimes

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 Healdsburg measures up with all other smaller cities in Sonoma County. Windsor has the largest population at approximately 28,000 and Cotati having the smallest population at roughly 7,000.

**Part One Crime Totals  
2007**

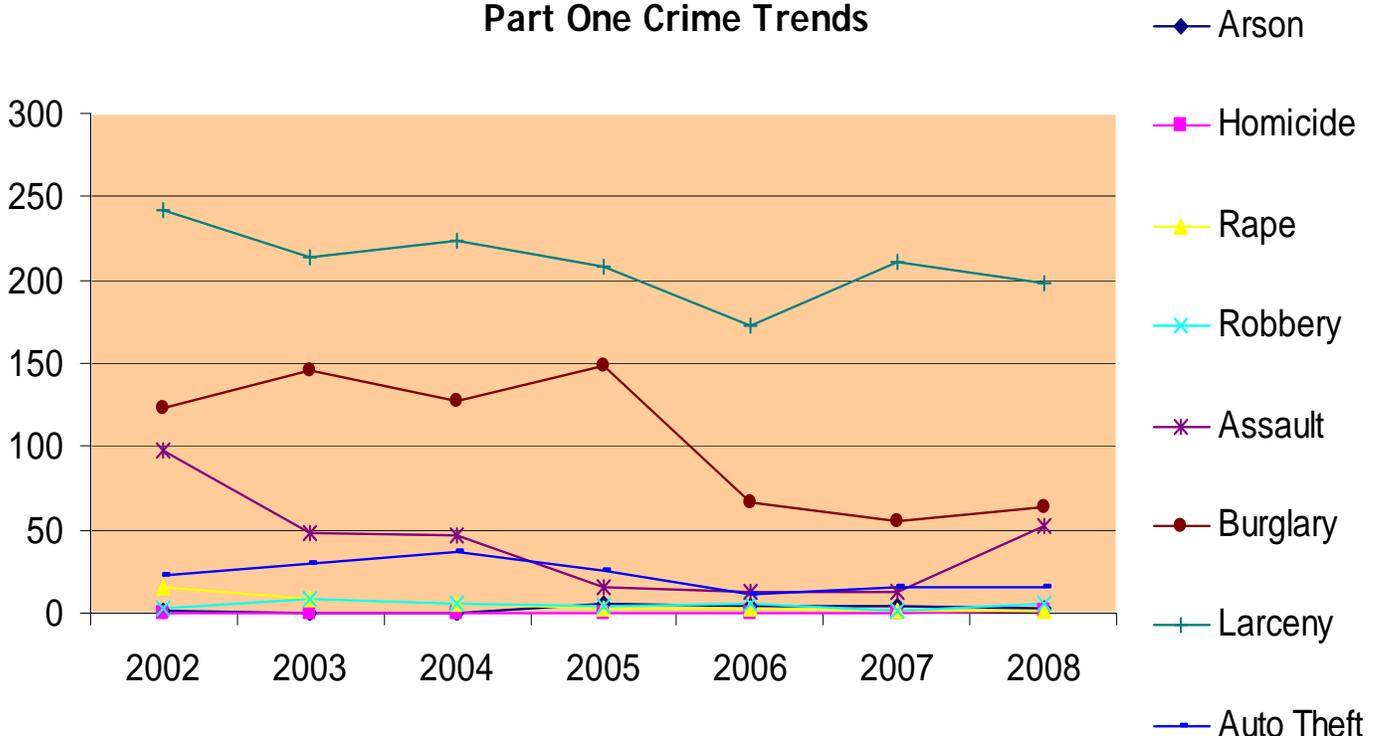


## Crime Trends

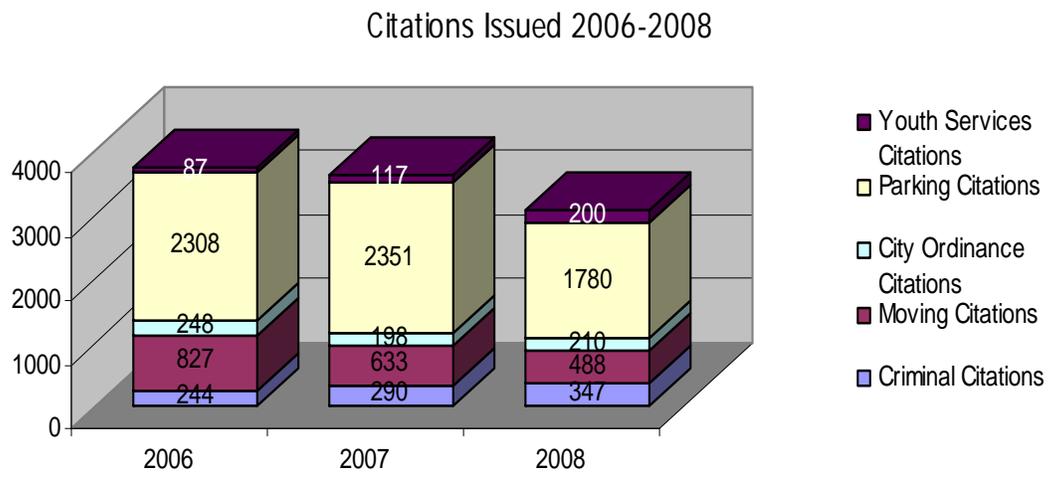
In comparing our Part One crime activity with past years we've noticed a remarkable trend in the reduction of aggravated assaults and burglaries. Since the year 2002, aggravated assaults have gone down by 86% and burglaries has down by 55%. Overall, Part I crimes has decreased by 40% since 2002.

In 2008, Healdsburg experienced an increase in burglaries and assaults. These increases could be explained as a result of the downturn in the economy, as crimes such as thefts tend to increase in during economic downturns.

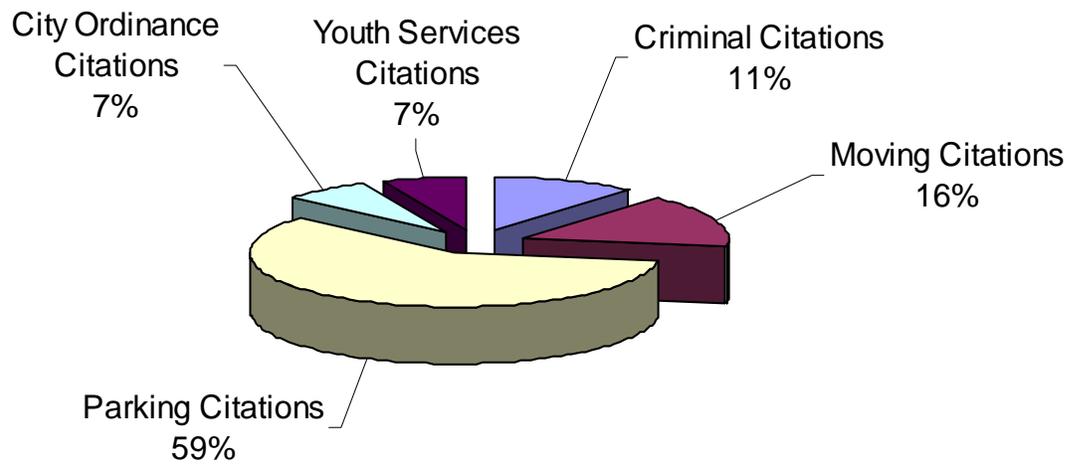
Part One Crime Trends



## Citations

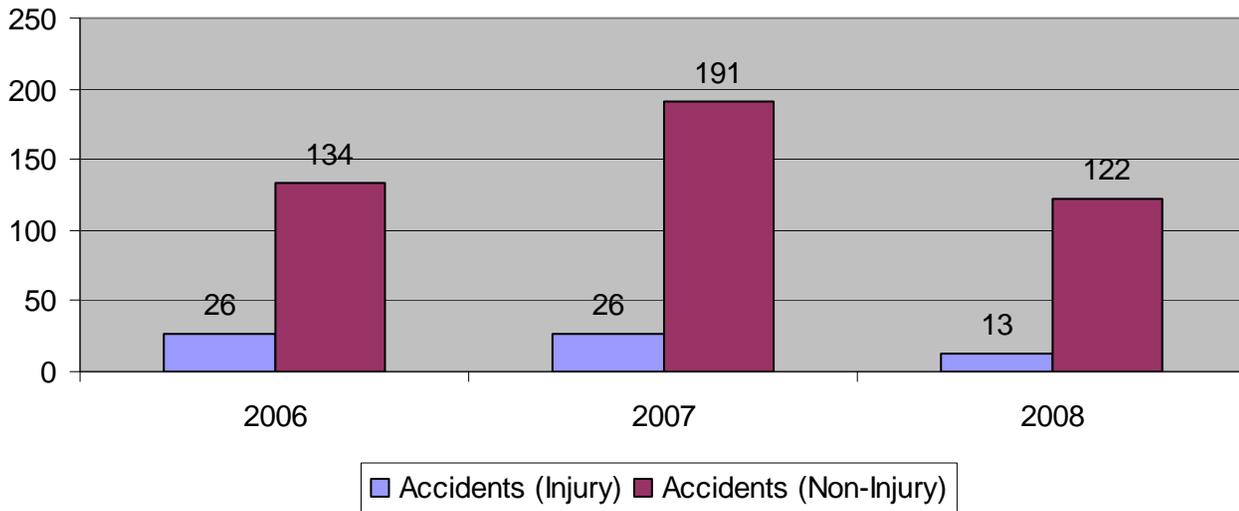


Breakdown of Citations Issued (2008)



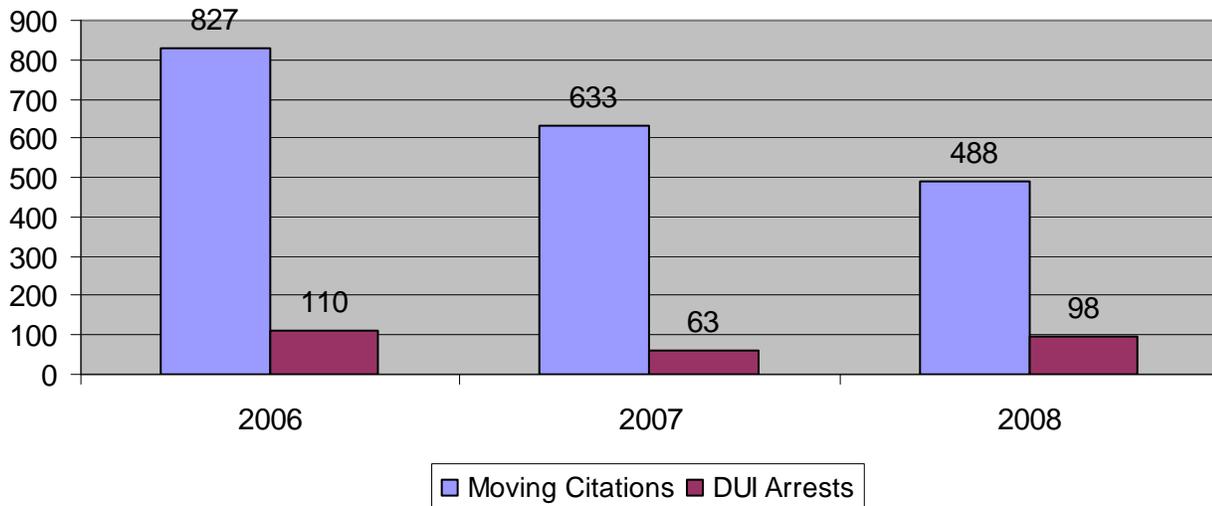
## Traffic Accidents

Injury and Non Injury Traffic Collisions 2006-2008



## Moving Violations and Driving Under the Influence

2006-2008



## Looking Ahead

### Major Police Department Goals for 2009

- Implement After School Program at the Healdsburg Community Center.
- Upgrade the 911 System - The State is funding the upgrade as part of the Emergency Management System. The cost to upgrade the system will run approximately \$100,000.
- Continue with county-wide Warrant Sweeps.
- Continue to research alternative funding sources.
- Restructure command and supervisory positions to allow the return of the Lieutenant position.
- Locate grant funds to assist in purchasing needed equipment for the department.
- Anticipate future retirements and prepare department for the hiring of new personnel.

### Future Police Objectives

HPD 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.

## Phone Numbers

### Emergency (24 Hours)

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**911 or (707) 431-3366\***

\* Either number can be called directly from a cell phone. Calls made to 911 in Healdsburg will ring directly into the Healdsburg Police Department Communications Center.

### Non-Emergency/General Information (24 hours) (707) 431-3377

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### Police Administration (Business Hours)

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Office of the Chief of Police	(707) 431-3368
Administrative Services Bureau	(707) 431-3372
Training and Recruitment	(707) 431-3163
Special Events	
Reserve Officer Program	
Ride-a-Longs	

### Detective Unit (Business Hours)

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Detective	(707) 431-3372
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### Records Unit (Business Hours)

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Records	(707) 431-3490
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**HEALDSBURG POLICE DEPARTMENT  
238 CENTER ST  
HEALDSBURG, CA 95448**

**[WWW.CI.HEALDSBURG.CA.US](http://WWW.CI.HEALDSBURG.CA.US)**