



Pacifica Police Department 2003 Annual Report



***MISSION STATEMENT
OF THE
PACIFICA POLICE DEPARTMENT***

To uphold the quality of life in the City of Pacifica, we, the members of the Pacifica Police Department, are committed to serving all the citizens with the highest standard of ethics, professionalism, respect, and fairness.

We realize our authority derives from the people of the community we serve.



WE ARE COMMITTED TO:

The safeguarding of constitutional guarantees;

The preservation of peace, order and safety by fair and practical enforcement of laws and ordinances;

The prevention of crime through a proactive and collaborative effort with the community.



Our goals are to solve problems in the community by encouraging a mutually beneficial relationship, to provide the highest level of professional service to all, and to maintain our;

“TRADITION OF COMMUNITY SERVICE”

Pacifica Police Department

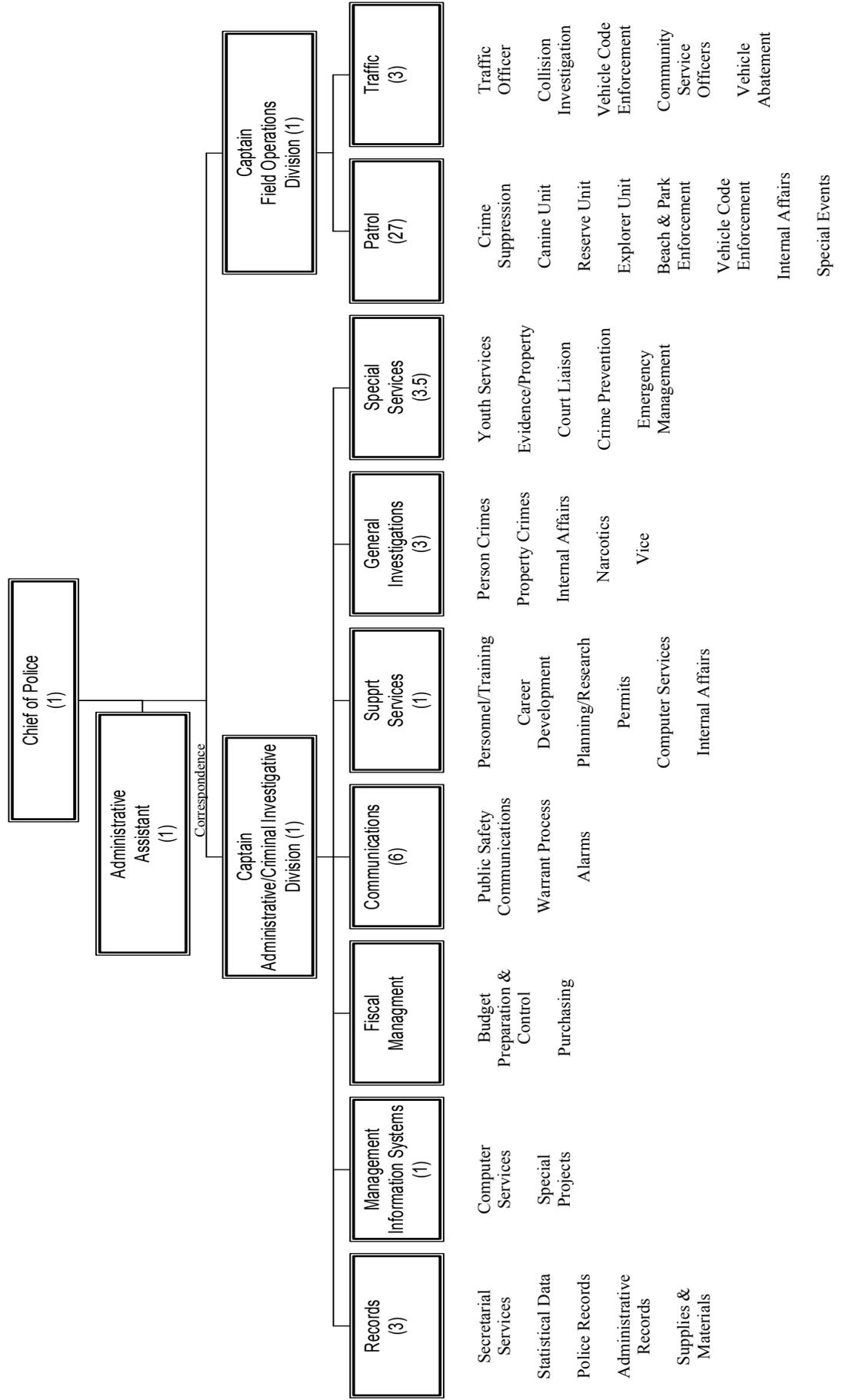
Annual Report 2003

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Pacifica Police Department

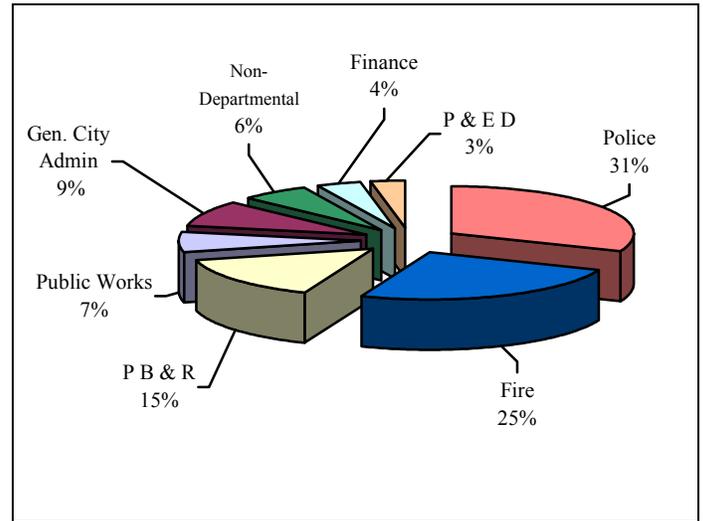
Organizational Chart



Pacifica Police Department

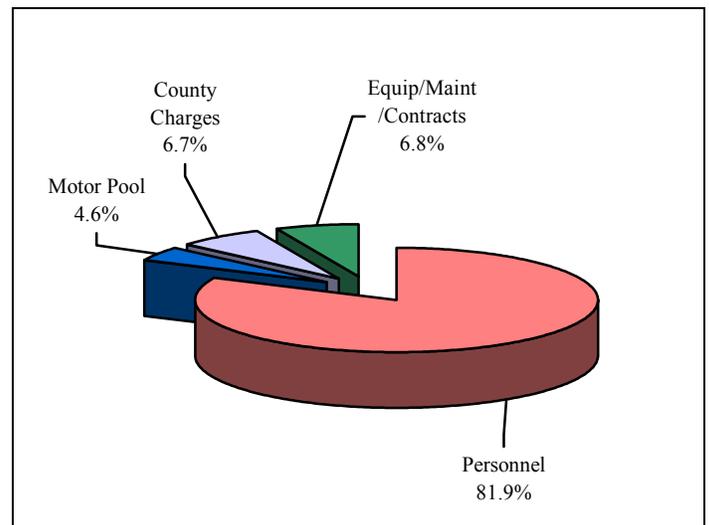
Budget Information – 2003

CITY OF PACIFICA



Police	-	\$6,348,050	-	31%
Fire	-	\$4,940,350	-	25%
P B & R	-	\$3,097,259	-	15%
Public Works	-	\$1,358,475	-	7%
General City Administration	-	\$1,809,025	-	9%
Non-Departmental	-	\$1,276,875	-	6%
Finance	-	\$ 816,034	-	4%
Planning & Economic Development	-	\$ 602,700	-	3%

POLICE DEPARTMENT



Personnel	-	\$5,196,850	-	81.9%
Motor Pool	-	\$ 293,500	-	4.6%
County of San Mateo	-	\$ 425,850	-	6.7%
Miscellaneous Expense: Equipment/Maintenance/Contracts	-	\$ 431,850	-	6.8%

Pacifica Police Department

Per Capita Expenditures and Staffing Comparison

Per Capita Expenditures

The following comparisons are based on data collected from 2002 State and County reports. Local data is based on 2002 and 2003 reports.



When comparing police department budgets, Pacifica has a full program budget and all expenses are included therein, including proportioned insurance costs, full vehicle expenses with amortization, utilities, and on down to paper clips. There are a variety of methods used by the compared agencies, which charge various costs to a general service accounts.

Per Capita Staffing

Full Time Police Personnel Per 1000 Population

	Sworn	Civilian	Total
National	2.30	0.80	3.10
Pacific States	1.70	0.60	2.30
San Mateo County	1.85	0.70	2.56
Pacifica	0.90	0.38	1.29
<hr/>			
Number of Police Personnel	36.00	15.50	51.50
San Mateo County Average	43.95	24.65	68.60
To Match San Mateo County Average	7.95	9.15	17.10

The national average of officers per 1000 population has decreased to 2.30 sworn and civilian personnel has increased to 0.80. Pacific States and San Mateo County remained the same in sworn personnel and saw a slight decrease in civilian employees. Pacifica has seen a decrease in personnel and to match the overall county average we would need to increase our staffing by 17.10 people. The Pacifica Police Department has consistently been below the national and county average in this area, yet we continue to provide a full range of services to our residents.

Pacifica Police Department

Assessment of the Organization for 2003

YEAR 2003 AT A GLANCE

In March 2003, the Little Brown Church was vacated and the move to the new Pacifica Police Facility was made.

We were challenged with the loss of five sworn police officer positions and one dispatcher position. Two additional police officer positions were retained with grant funding and with participation through a regional task force, which provides reimbursement back to the City.

In June 2003, the department was able to implement a School Resource Officer in Terra Nova High School, Oceana High School and Ingrid B. Lacy Middle School. This Position was funded through the state COPS grant.

In 2003, the department implemented the Electronic Tracking System. This systems allows law enforcement to track funds taken from participating financial institutions during a robbery.

The department was able to participate in a Regional Identity Theft Task force through federal funding.

The department completed a multi-jurisdictional data-sharing project.

PLANS FOR 2004

The “Tradition of Community Service” will continue to emphasize a full service organization that models, honesty, integrity and commitment to each other and the community we serve.

The main emphasis for 2004 will be:

1. Continue to work through the budget crisis, and commit organizationally to do our very best.
2. Secure funding through ABAG and other sources to equip officers in the field with less than lethal tasers.
3. Convert in-car cameras from video to digital systems, which should reduce overtime related costs significantly.
4. To develop a protocol system with the County Crime Lab to more accurately project yearly costs.

Pacifica Police Department

Department Divisions and Responsibilities

Criminal Investigative Division

Juvenile (0510)

The Juvenile Division Sergeant is responsible for investigating the majority of crimes against children, including physical and sexual abuse and child neglect, as well as all missing persons cases and crimes against dependent adults. The Juvenile Division receives and processes all juvenile arrests,

meets with parents and juveniles to assist with family issues and problems and makes appropriate referrals to other agencies. He or she also acts as a liaison between the police department and other local, county and state juvenile-related agencies.

Criminal Investigations, Narcotics Task Force, and Technical Services (0520/0525)

The Criminal Investigative Division is responsible for the investigation and follow up of all serious offenses that are not solved by the Field Operations Division. Examples of these types of crimes would be homicide, armed robbery, rape, burglary, and auto theft. Assigned officers also conduct all investigations that require traveling outside of Pacifica, handle undercover surveillance, undercover investigation, and stakeouts of suspects and problem locations identified throughout the city. Criminal Investigative Division personnel

assist the San Mateo County Narcotics Task Force, when necessary. When personnel are assigned to the Task Force, they remain the responsibility of the Criminal Investigative Division supervisor and commander. A Forensic Technician provides technical support in the collection, preservation, photographing and processing of evidence, and also provides expert testimony in both Municipal and Superior Court. Lost and found property, along with evidence is managed by the Property Clerk under the supervision of the Forensic Technician.

Disaster Preparedness (0550)

Personnel assigned these responsibilities prepare and maintain an operational emergency management plan for all city departments for use in managing a major disaster. Disaster exercises are conducted within the city in conjunction with the

San Mateo County Sheriff's Office of Emergency Services. Personnel assigned to emergency preparedness are trained in the Standard Emergency Management System used throughout the State of California.

Pacifica Police Department

Department Divisions and Responsibilities Continued

Crime Prevention/Court Liaison (0580)

The Crime Prevention Officer is responsible for coordinating all crime prevention programs within the City of Pacifica. These programs include: Neighborhood Watch, Red Ribbon Week, and home and commercial security inspections and plan review. The Crime Prevention Officer also coordinates the Citizen Police Academy.

Beginning in 2001, the Crime Prevention duties were assigned half time to a Community Service Officer that spends the other half time filing cases with the San Mateo County District Attorney's office.

Administrative Services Division

Communications Section (0530)

Communications handled over 20,000 incoming calls for assistance each year, including all 9-1-1 calls. Police resources are dispatched through the Communications Center on a 24-hour basis. The Communications Center also provides 9-1-1 initial telephone contact for fire and medical calls and dispatch services to Public Works and the North Coast County Water District on weekends and evenings. In addition to dispatch responsibilities, dispatchers index police reports and process warrants. Communications is responsible for input, maintenance and purging information from a variety

of automated computer systems used by law enforcement throughout the Bay Area and the State of California, in addition to information shared with the National Criminal Information Center. Updating and managing alarm permits, geographic computer files and Emergency Notification files are also the responsibility of the communications personnel. In addition to this, on weekends, evenings and holidays, the Communications Center is responsible for all routine calls made to the department.

Records Section (0540)

The Records Section handles routine business calls made to the department. Personnel prepares, maintains, and processes all files and written documents required by law and internal policy. Records personnel process report requests for citizens and various outside agencies, process permit applications, citations, subpoenas, victim letters, clearance letters, records checks, vehicle releases, juvenile record sealing, fingerprints, court

dispositions and transmittal of monies. In addition to these tasks, personnel orders and maintains supplies, prepare reports and department documents for microfilming, maintain computerized records systems, and provide state mandated statistical data on a monthly basis. Assistance and referrals are offered to approximately 8,000 citizens a year who come into the police facility.

Pacifica Police Department

Department Divisions and Responsibilities Continued

Field Operation Division

Patrol Services and Traffic Service (0560/0570)

The Field Operation Division contains the bulk of the department's personnel. Both the patrol and traffic services fall within the Field Operations Division and are staffed with uniformed officers. Patrol and traffic officers are the primary contact for citizens within the community. Patrol services contains several units and programs, on an as needed basis, to accomplish a mission. These programs include, but are not limited to, the Police Reserve Unit, Police Explorer Unit, Canine Unit and the Community Service Officers. The canine units provide tracking of suspects and crowd control, in addition to conducting public demonstrations. In addition to these programs,

patrol officers participate in the Northern San Mateo County Gang Task Force. Many officers within the organization hold collateral assignments. Within patrol services, there are a number of officers trained as hostage negotiators to deal with situations involving barricaded subjects or other critical incidents that may arise. In addition to handling routine calls for service, the patrol and traffic services are responsible for security at special events, such as the Fog Fest, Fourth of July, dances, football games, and carnivals. Patrol and traffic services working as a team with the Communications and Records Sections, handle over 20,000 calls for service each year.



Pacifica Police Department

2003 Crime and Police Service Analysis

Part I Crimes

Overall, Part I (serious crime) decreased by 17.2% during 2003 and Part II crimes increased by 3.9%

Robbery remained the same at 15.

There were increases in the following categories:

- 100 % in Homicide (0 to 1)
- 23.3% in Commercial Burglary (43 to 53)

There were decreases in the following Part I crimes:

- 40.0% in Sexual Assault (7 to 5)
- 40.0% in Aggravated Assault (70 to 42)
- 31.7% in Auto Burglary (227 to 155)
- 14.4% in Residential Burglary (90 to 77)
- 12.4% in Auto Theft (97 to 85)
- 10.7% in Larceny (271 to 242)

Part II Crimes

Part II Crimes saw an overall increase of 3.9% and a decrease of 32.4% in Neglect/Abuse, child or elder.

Clearance Rates

In comparing Pacifica's Part I Clearance Rate of 22% to other areas, we are just above the National average of 20%.

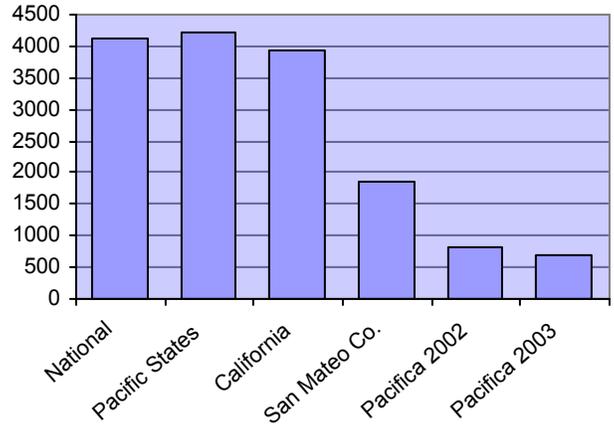
Arrests

In 2003, arrests of adults for felonies decreased by 29.8% and misdemeanors increased by 26.3%. Arrests for criminal warrants increased by 20.0% and arrests for traffic warrants decreased by 2.6%. Arrests of juveniles for misdemeanors increased by 30.5% and juveniles arrested for felonies remained the same.

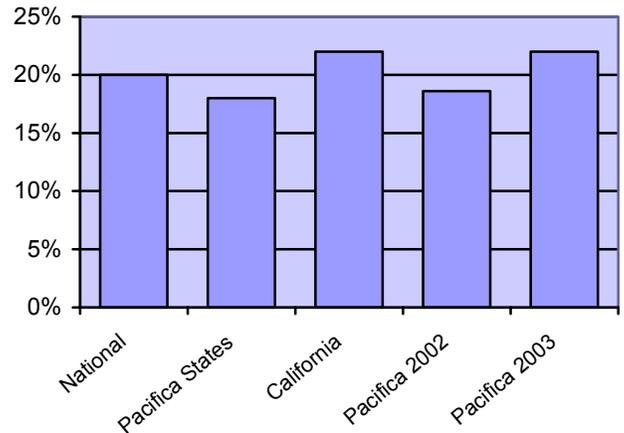
Traffic Accidents

Overall, automobile accidents decreased by 12.2%. Injury accidents decreased by 24.6%, property damage accidents decreased by 12.6% and hit and run accidents increased by 2.9%. There has been one fatal accident in the last year.

Serious* Reported Crime Rate Per 100,000 Population



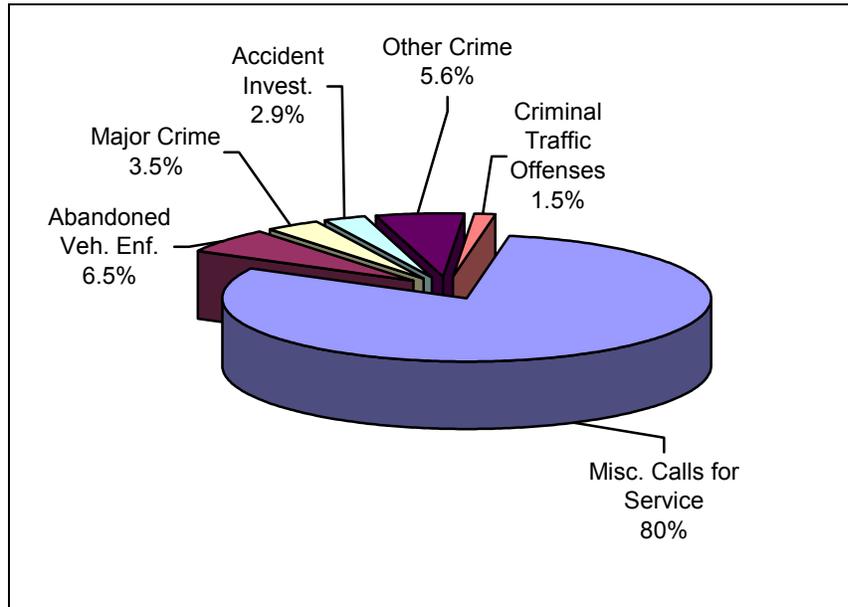
Serious* Crime Clearance Rate



*Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, and Auto Theft.

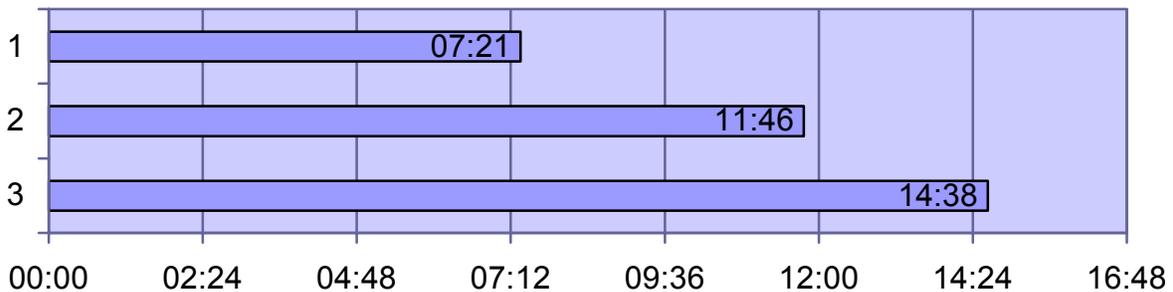
Pacifica Police Department

Calls For Service



Response Times

- PRIORITY 1 - Life Threatening
- PRIORITY 2 - Immediate Response
- PRIORITY 3 - All Other Calls for Service



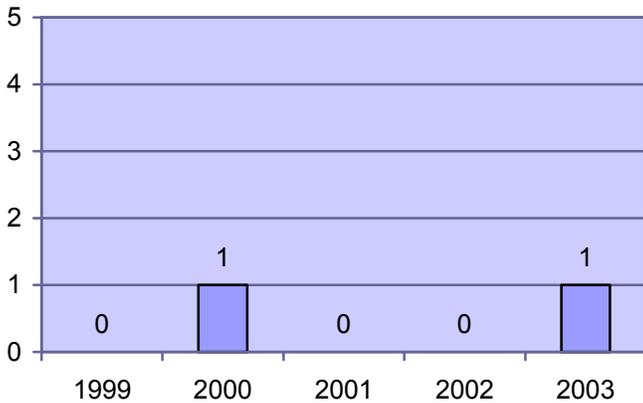
The average response time for Priority 1 calls increased significantly in 2003 from 4:58 to 7:21. The response time for Priority 2 calls increased from 9:27 to 11:46 and response times for Priority 3 calls increased from 13:41 to 14:38. This increase in response times can be attributed to the department's personnel reduction of five sworn police officers. The department remains committed to maintaining the lowest response time possible, along with the safe and prudent action of the officers responding to emergency calls.

Pacifica Police Department

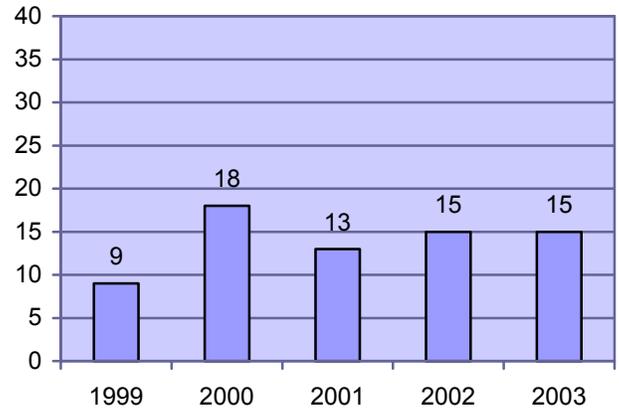
Five Year Crime Comparison

Part I Crimes

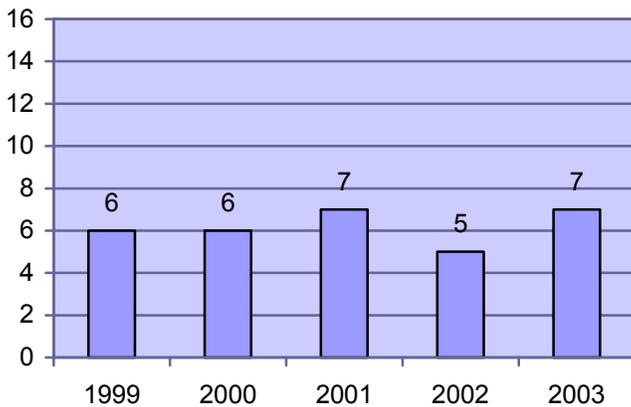
Homicide



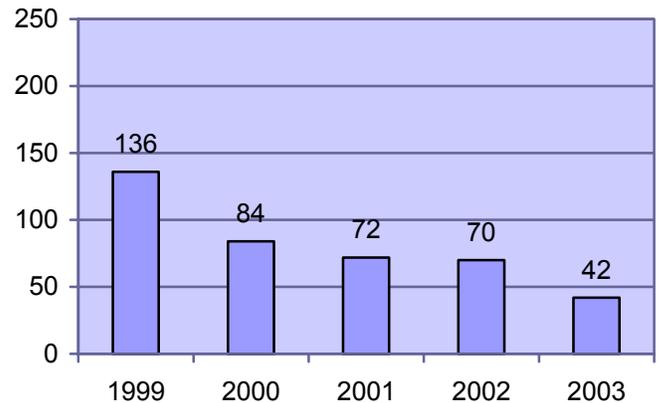
Robbery



Sexual Assault



Aggravated Assault



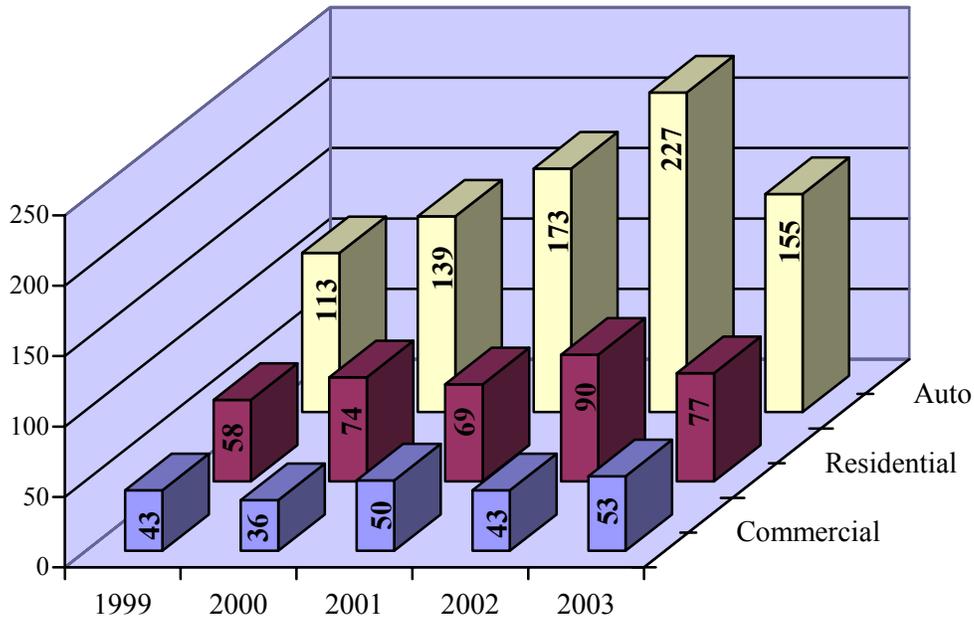
This year the City experienced a decrease of Part I crimes of 17.2% and an increase of 3.9% in Part II crimes. The five areas that affected the Part I crimes were a 40% decrease in aggravated assault, 14.4% decrease in residential burglary; 31.7% decrease in auto burglary; 10.7% decrease in larceny and a 12.4% decrease in auto theft. The four areas that affected the Part II crimes were a 100% increase in arson (1 to 2); 6.6% increase in assault; 1.6% increase in other felonies; and a 14.9 % increase in other misdemeanors.

Pacifica Police Department

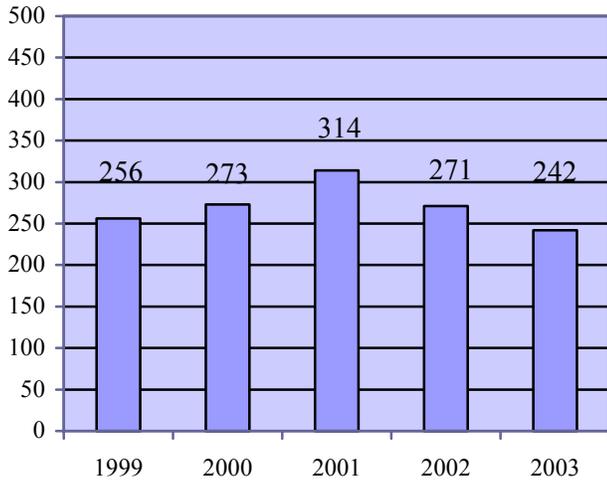
Five Year Crime Comparison Continued

Part I Crimes Continued

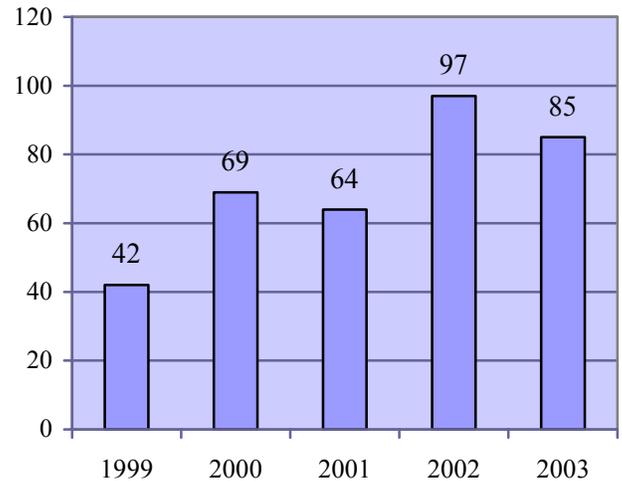
Burglary



Larceny



Auto Theft



Pacifica Police Department

Five Year Crime Comparison Continued

YEAR	1999	2000	2001	2002	2003
PART I CRIMES					
HOMICIDE	0	1	0	0	1
RAPE	6	6	7	5	7
ROBBERY	9	18	13	15	15
AGGRAVATED ASSAULT	136	84	72	70	42
RESIDENTIAL BURGLARY	58	74	69	90	77
COMMERCIAL BURGLARY	43	36	50	43	53
AUTO BURGLARY	113	139	173	227	155
LARCENY	256	273	314	271	242
AUTO THEFT	42	69	64	97	85
TOTAL:	663	700	762	818	677
PART II CRIMES					
ARSON	5	4	5	1	2
ASSAULT/ALL OTHER	140	271	299	289	308
VANDALISM	282	295	422	302	289
NEGLECT/CHILD ABUSE	88	43	41	37	25
OTHER FELONIES	40	51	58	126	128
OTHER MISDEMEANORS	151	299	334	295	339
TOTAL:	706	963	1159	1050	1091
ACCIDENTS					
PROPERTY DAMAGE	183	295	353	414	362
HIT & RUN	122	108	135	102	105
INJURY	96	82	99	122	92
FATAL	0	2	0	0	1
TOTAL:	401	487	587	638	560
TOTAL LESS PROPERTY DAMAGE:	218	192	234	224	198
ARRESTS:					
ADULT-FELONY	162	175	190	245	172
ADULT-MISDEMEANOR	443	420	520	544	687
WARRANT CRIMINAL	88	78	94	85	102
WARRANT TRAFFIC	23	25	20	38	37
JUVENILE-FELONY	72	55	63	38	38
JUVENILE-MISDEMEANOR	143	153	142	82	107
TOTAL:	931	906	1029	1032	1143
CALIFORNIA VEHICLE CODE					
MOVING CITATIONS	4218	3060	2938	3230	5072
NON-MOVING CITATIONS	3246	3006	10418	5480	1830
14601'S	103	77	99	148	151
DRUNK DRIVING	62	153	118	138	146
TOTAL: (CITATIONS ONLY)	7464	6066	13356	8710	6902
MISCELLANEOUS					
ALARMS-FALSE	892	776	687	682	550
AUTO-TOWED	334	476	423	415	360
AUTO-MARKED	2088	1186	1321	1461	896
COMMITMENTS	135	141	173	163	169
MARIJUANA CITATIONS	47	43	59	76	40
NARCOTIC VIOLATIONS	116	110	106	104	123
OFFICER INITIATED	2471	N/A	N/A	N/A	N/A
CALLS FOR SERVICE	7390	7356	8131	8258	7667
TOTAL CALLS FOR SERVICE:	16217	19981	20673	19356	19353

Pacifica Police Department

Personnel

The Pacifica Police Department consists of fifty-one and one-half employees; thirty-six of whom are sworn police officers, including supervisors and managers. The department volunteer program is comprised of eight Reserve Police Officers and nine Police Explorers. The department serves a population of 39,800; which reflects a ratio of 0.90 sworn officers per one thousand citizens.

Our sworn officer profile averages 36.44 years of age; 11.48 years of Pacifica Police Department service. Degrees held by employees consist of eight Associate, fourteen Baccalaureate, and three Masters. Four employees are working toward higher degrees.

The department has a realistic career development program with components of education, training, assignment rotation, career counseling, performance evaluation, contemporary position specifications and a merit entrance and promotional system.

During 2003, employees received approximately fifty-two written commendations from the public and two Pacifica Police Department divisional commendations. There were five formal citizen complaints received and investigated. Two of the complaints were not sustained. In the three other complaints, only portions of the allegations were sustained.

A Police Officer in today's society must deal with difficult physical, mental, and emotional demands

while displaying tact, diplomacy, discretion, and the ability to make prompt and prudent decisions. Training to handle these varied job dimensions include subjects such as criminal law and evidence, interviewing techniques, sexual assault and rape investigation, crowd control, management, supervision, communications, records, etc. The department provided approximately 10,126.5 hours of training during the calendar year 2003. Thirty-three training and information bulletins were published and provided to department personnel.

We have continued our quality control program to ensure quality service to the citizens of Pacifica. Supervisors and Corporals continue to conduct reviews on calls for service handled by each officer as well as dispatchers on a continuous basis. A review of these reports for 2003 show the service rate as follows:

Excellent	88%
Good	11%
Poor	1%

Personnel turnover during 2003 was 6%, three sworn officers; however the department lost 5 positions due to budget cuts, which is a 10% loss of personnel.

Pacifica Police Department

Training Comparison – All Police Personnel 1999 - 2003

Comparative Breakdown of Training Hours for the Past Five Years

TYPE OF TRAINING	1999	2000	2001	2002	2003
In Service	4465	1645.5	1716	1685	2242.5
Roll Call (Includes Firearms Training)					
Field Training	2012	2590	4500	6740	3952
Outside Training (Includes Academy)	3967	4039	4391	11544	2828.5
Canine Training	371	339.5	441	139	785
Reserve Training	1094	326.5	887	232.5	318.5
TOTAL	11909	8940.5	11935	20340.5	10126.5
AVERAGE PER EMPLOYEE (EXCLUDING ACADEMY AND RESERVE TRAINING)	173	57.5	156.7	210.8	281.3

FIELD TRAINING

The 2003 Field Training decreased significantly when compared to 2002. Overall, there was a decrease of 2788 hours. This can be directly attributed to the city budget situation in which the Police Department lost positions, for police officers and dispatchers, and was placed under a hiring freeze. There were 1400 hours of Field Training given to officers in 2003 that had been hired in 2002 prior to the hiring freeze.

The two new dispatchers hired in 2003 (before the hiring freeze) had 2000 hours of Field Training. The three new non-paid reserve officers hired had 522 hours of Field Training.

OUTSIDE TRAINING

The outside training decreased significantly when compared to 2002. Overall, there was a decrease of 8715.5 hours. This can be directly attributed to the 7460 hours the nine new police officers hired in 2002 spent at the Basic Academy that year compared to the 2003 hiring freeze we had at the police department. We also suffered from the budget problems the State of California had in 2003. Due to lack of POST reimbursement from the State for training schools until July 2003, outside training was minimized. On the positive side, we conducted POST certified classes at our facility and thus increased our In Service training approximately 25% (from 1685.5 hours in 2002, to 2242.5 hours in 2003).

The average amount of training each employee received in 2003 increased almost 34% (281.3 hours in 2003 compared to 210.8 hours in 2002). Employees in 2003 received more training when compared to 2002 figures. This is impressive in that it was accomplished with less people.

CANINE TRAINING

The Canine Training was over five and one half the times more in 2003 (785 hours) then 2002 (139 hours) due to the fact we now have two canine units in our department.

Pacifica Police Department

Personnel Turnover

1970 TO 2003
Percent

