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## POLICE DEPARTMENT

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# "Enhancing The Quality Of Life Through Excellence In Policing"

### **MISSION:**

The mission of the Corona Police Department is to enhance the quality of life in our City through excellence in policing. In partnership with our community and through education, prevention, and enforcement, we will maintain order, deter crime, and achieve a presence of security. Our members pride themselves in being the model for law enforcement with vision, while performing with integrity and professionalism.

### **DEPARTMENT GOALS AND OBJECTIVES:**

1. Provide quality customer service by enhancing police professionalism and valuing community trust.
2. Focus on the reduction of crime and on quality of life issues through prevention and enforcement strategies, along with community partnerships.
3. Ensure efficiency in all applications within the organization by building and adopting strong organizational systems and practices.
4. Train all personnel towards excellence and develop to their fullest capacity.
5. Embrace change and challenge with modern technology.



# SCHEDULE OF POSITIONS BY DEPARTMENT

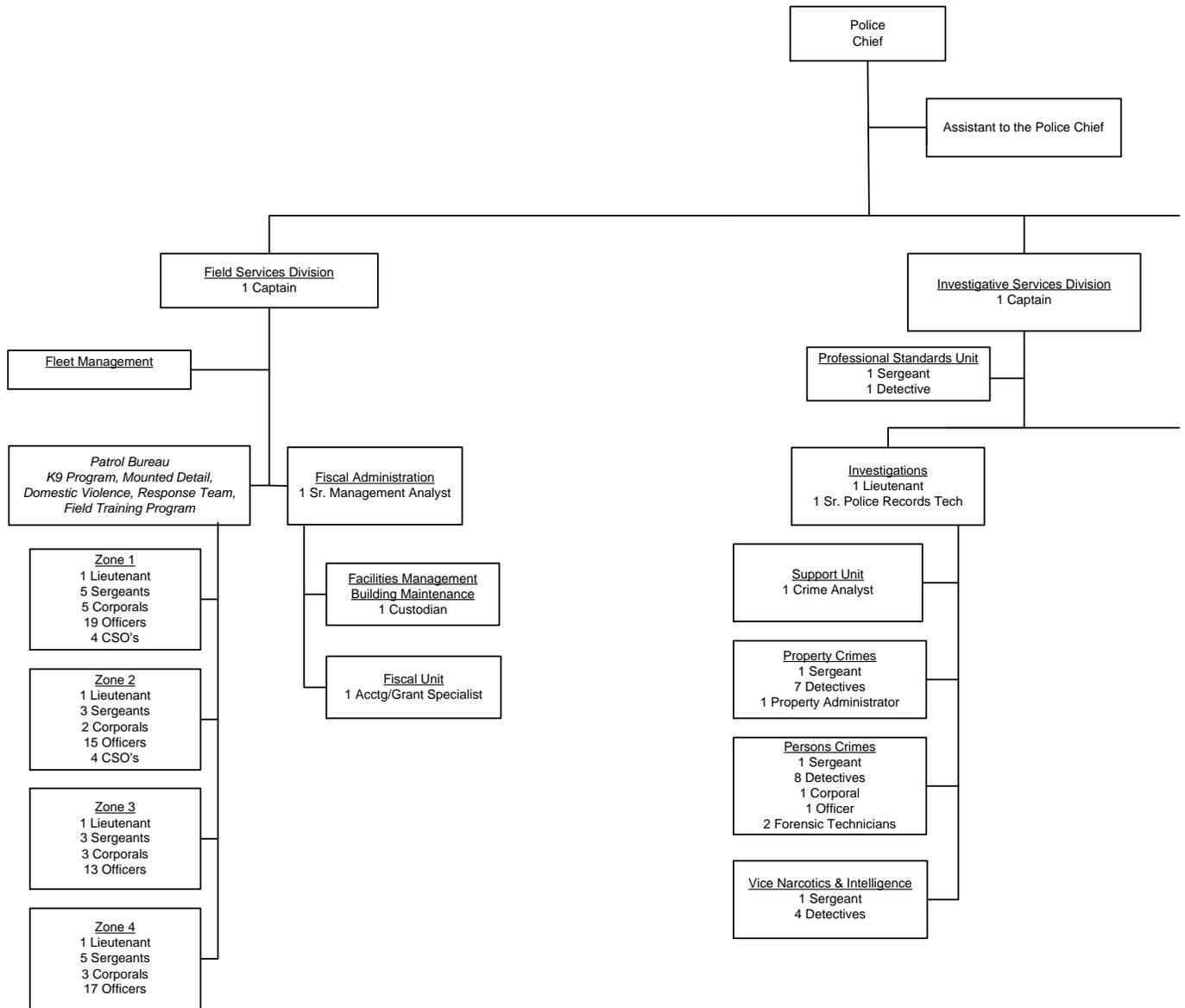
*For historical and salary information, please reference the Citywide  
Schedule of Positions located under the "Personnel" Section*

		<b><u>Authorized FY 2011-12</u></b>	<b><u>Adopted FY 2012-13</u></b>
<b><u>POLICE</u></b>			
Police Chief	s	1	1
Captain	s	2	2
Emergency Services Manager (Note 2)	s	0	0.5
Lieutenant	s	7	7
Sergeant	s	24	24
Senior Management Analyst		1	1
Detective	s	22	22
Police Officer III	s	16	16
Police Officer I / II	s	77	77
Police Records Supervisor		2	2
Public Safety Dispatch Supervisor		3	3
Crime Analyst		1	1
Animal Control Supervisor		1	1
Forensic Technician		2	2
Accounting / Grants Specialist		1	1
Public Safety Dispatcher I / II		20	20
Assistant to the Police Chief		1	1
Animal Control Officer II		2	2
Administrative Assistant		2	2
Animal Control Officer I		2	2
Community Services Officer I / II		9	9
Property Administrator		1	1
Senior Police Records Technician		1	1
Police Records Technician I / II		8	8
Senior Office Assistant		2	2
Custodian		<u>1</u>	<u>1</u>
<b><u>Subtotal Full Time Authorized Police</u></b>		<b>209.0</b>	<b>209.5</b>
<b><u>PUBLIC SAFETY SPECIAL FUNDING</u></b>			
Police Officer I / II - Special Funding (Note 1)	s	3	3
<b><u>Total Police</u></b>		<b>212.0</b>	<b>212.5</b>
s = Sworn Public Safety		152.0	152.5

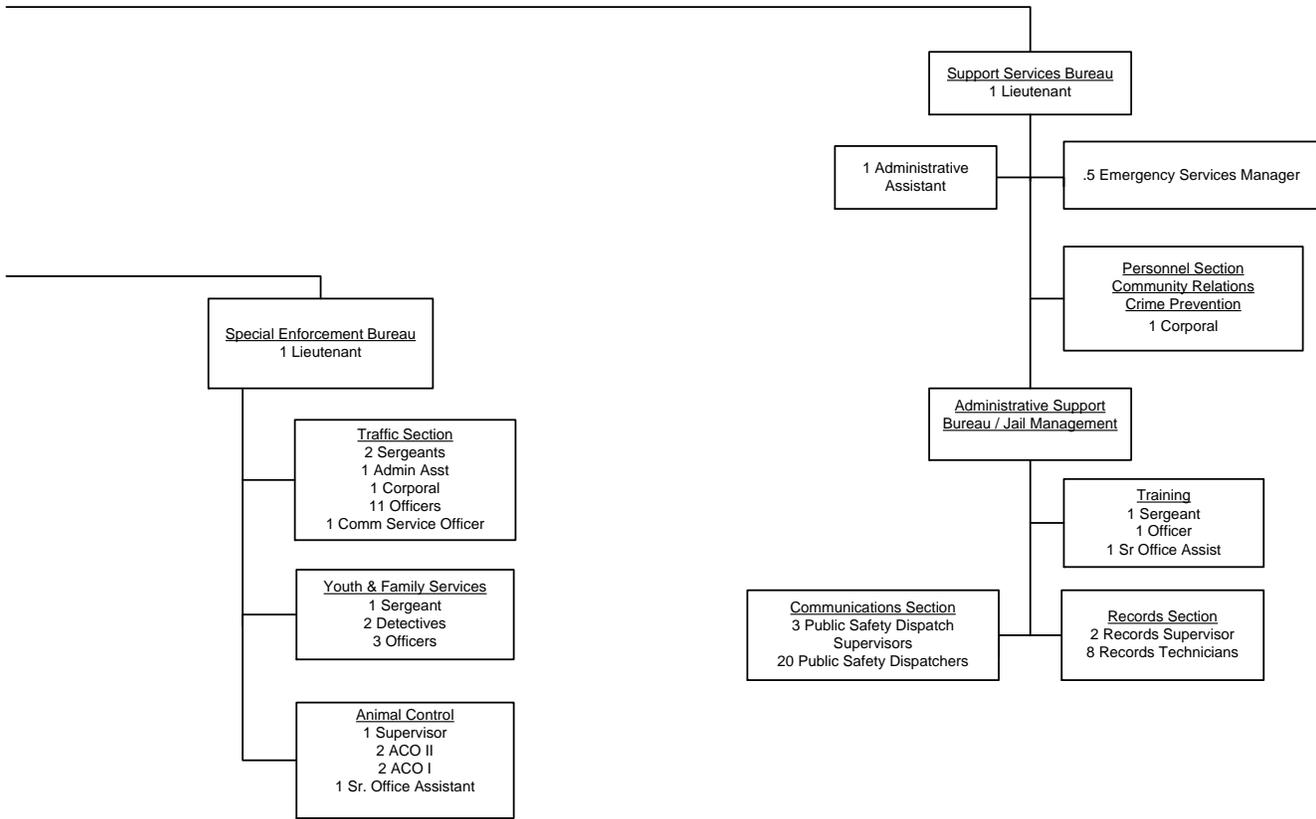
**Police Notes:**

- 1 *Corona-Norco Unified School District agreement (School Resource Officers) - three assigned to high schools. Agreement approved through 6/30/12. (City pays for 1.5, CNUSD pays for 1.5)*
- 2 *50% of the Emergency Services Manager position moving from Fire to Police in FY 2012-13.*

# Police Department



# Police Department



# FINANCIAL SUMMARY OPERATIONAL

## **POLICE**

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
<b>BUDGET SUMMARY</b>						
1000 Salaries - Benefits	\$ 37,759,356	\$ 35,481,417	\$ 38,899,178	\$ 36,765,374	\$ 36,156,979	\$ 34,740,014
2000 Services - Supplies	6,009,948	3,895,597	4,865,469	5,378,255	5,087,707	5,252,781
5000 Capital Outlay	-	19,164	-	-	-	-
Total Department	<u>\$ 43,769,304</u>	<u>\$ 39,396,178</u>	<u>\$ 43,764,647</u>	<u>\$ 42,143,629</u>	<u>\$ 41,244,686</u>	<u>\$ 39,992,795</u>

## **PROGRAMS**

3211 Administration	\$ 1,818,772	\$ 1,679,226	\$ 1,689,471	\$ 1,532,182	\$ 1,500,061	\$ 1,573,242
3221 Personnel Section	708,641	529,765	334,393	332,158	338,294	332,652
3222 Administrative Support	2,578,967	2,309,786	1,988,072	2,615,665	2,260,789	1,725,951
3223 Community Relations	28,970	28,904	25,903	25,903	22,396	25,903
3224 Training Section	419,336	556,527	540,944	541,180	460,679	522,662
3231 Patrol Bureau	18,834,731	17,163,894	20,568,539	19,536,282	18,827,597	19,637,454
3232 Traffic Bureau	3,272,235	2,634,057	3,385,997	3,185,151	3,341,240	3,673,392
3233 Animal Control Bureau	1,128,169	1,003,848	1,137,532	998,831	1,047,404	851,793
3234 Communication Services	2,732,713	2,797,828	2,604,976	2,609,172	2,740,768	2,754,109
3235 Special Enforcement and Tactics (SET) Team	1,167,139	931,407	1,203,162	1,225,216	1,187,252	-
3236 Air Support Unit	535,353	-	-	-	-	-
3241 Investigation Bureau	5,705,075	4,977,182	5,243,897	4,681,970	5,298,501	5,060,392
3242 Records Section	1,260,170	1,286,246	1,312,585	1,178,831	1,114,223	1,054,288
3243 Vice, Narcotics and Intelligence Section	1,176,862	910,659	1,000,611	993,577	861,286	1,053,637
3245 Youth and Family Services	1,029,396	1,493,352	1,795,290	1,732,805	1,282,292	769,662
3246 Defensive Tactics Team	9,407	6,799	8,778	8,778	7,648	8,404
3247 K-9/Mounted Police Unit	1,281,708	1,016,115	840,104	836,704	838,052	842,146
3249 Special Response Team	81,660	70,583	84,393	109,224	116,204	107,108
Total Programs	<u>\$ 43,769,304</u>	<u>\$ 39,396,178</u>	<u>\$ 43,764,647</u>	<u>\$ 42,143,629</u>	<u>\$ 41,244,686</u>	<u>\$ 39,992,795</u>

# FINANCIAL SUMMARY OPERATIONAL

**POLICE**

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
<b>FUNDING SOURCES</b>						
110 General Fund	\$ 42,949,863	\$ 38,874,011	\$ 43,197,742	\$ 41,144,027	\$ 40,604,611	\$ 39,223,740
231 CAL COPS Grants Fund	191,287	180,883	-	295,340	143,426	-
250 Asset Forfeiture Fund	106,560	50,471	160,578	167,617	90,219	260,579
411 US Department of Justice Grant Fund	47,406	26,605	-	159,718	97,306	-
422 Traffic Offender Fund	274,921	185,325	327,782	328,815	261,012	508,476
475 Successor Agency Administration Fund	74,069	78,883	78,545	48,112	48,112	-
572 Water Reclamation Utility Fund	125,198	-	-	-	-	-
Total Funding	<u>\$ 43,769,304</u>	<u>\$ 39,396,178</u>	<u>\$ 43,764,647</u>	<u>\$ 42,143,629</u>	<u>\$ 41,244,686</u>	<u>\$ 39,992,795</u>

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION - ADMINISTRATION:**

The Administration Program consists of the Chief of Police, two division commanding officers who are captains, one division lieutenant, one administrative sergeant, and clerical support. This program sets the direction and policy of the department through the office of the Chief. Each captain is responsible for one of two divisions including 1) Field Services Division, which directs uniformed officer activities including patrol and the fiscal unit; 2) Investigation Services Division, which directs the investigation of crimes, including vice and narcotics, filing of complaints, processing and storage of evidence, and Animal Control and traffic enforcement. One Lieutenant is responsible for Support Services Bureau, which directs future planning, crime prevention, training, personnel, records, and communications. The administrative sergeant is responsible for the Performance Standards which includes coordination of a community liaison, internal auditing processes, internal affairs coordination, and serves as the department's Media Relations Officers.

## **PROGRAM ONGOING OBJECTIVES:**

1. Provide clear direction to department employees regarding policies and procedures and how they relate to the employees' duties and responsibilities.
2. Maintain an efficient and effective operation through regular inspection of all department functions.
3. Direct the department towards diligently pursuing its basic mission of quality customer service, reduction of crime, efficiency of systems and service, and excellence through training.
4. Provide a consistent, supportive style of leadership that develops personnel and rewards superior performance and service.
5. Set standards of performance that ensure all department employees treat a diverse community with respect, courtesy, dignity, and empathy.

## **PROGRAM GOALS:**

1. Continue to collaborate with City staff in the planning and completion of the new Animal Control facility through January 2013.
2. Continue a leadership development and team building training for all police managers, specifically working with Police Sergeants and civilian supervisors to contribute toward the effectiveness and success of the department by June 2013.
3. Continue implementation, adoption and direction of the department mission and strategic goals by June 2013.
4. Continue to closely monitor fiscal spending and revenue sources to ensure that the department budget remains balanced during the fiscal year through June 2013.

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## **PROGRAM DESCRIPTION – PERSONNEL SECTION:**

The Personnel Section is part of the Support Services Division. In cooperation with Human Resources, the Personnel Section recruits, tests, and interviews prospective department employees. The section conducts detailed, confidential and privileged background investigations of all department employees prior to employment and is responsible for the maintenance of personnel records and for meeting standards in accordance with state and federal regulations. The section is responsible for the coordination and management of the police cadet and volunteer programs. In addition, the section assists with community events and participates in special research projects and department committees.

## **PROGRAM ONGOING OBJECTIVES:**

1. Coordinate with the Human Resources Department to develop recruitment programs for all department positions in an effort to find the most qualified applicants.
2. Complete thorough background investigations on all prospective department employees, meeting all state and federal mandated regulations.
3. Support community-policing programs throughout all divisions of the department.

## **PROGRAM GOALS:**

1. Process and fill approved positions for the Police Department by June 2013.
2. Continue to provide support for community policing efforts through June 2013.
3. Enhance the Cadet and Volunteer Programs through training and support through June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – ADMINISTRATIVE SUPPORT:**

The Administrative Support Program consists of the following areas of responsibility: 1) Administrative - policy development, planning, professional standards, legal liaison, and special project coordination; 2) Fiscal Management - budget development and administration, grant development and administration, facilities management, alarms and Web-Watch program management.

## **PROGRAM ONGOING OBJECTIVES:**

1. Administer the department budget, developing expenditure procedures and controls for sound fiscal management.
2. Research and recommend police policies and procedures to increase the effectiveness of employees.
3. Coordinate legal claims, identify and prevent liability exposures, and practice sound risk management in cooperation with Human Resources/Risk Management.
4. Maintain a workplace free of hazards to allow for a safe and comfortable work environment.
5. Research and develop management reports and monitoring systems to increase the efficiency, effectiveness, and productivity of department programs.

## **PROGRAM GOALS:**

1. Implement and train department personnel in the use of Telestaff by September 2012.
2. Encourage residents to renew alarm permits on-line through the City's website by sending inserts with renewal notices by January 2013.
3. Establish a network of grant specialists with other agencies to enhance grant seeking options by May 2013.

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## **PROGRAM DESCRIPTION – COMMUNITY RELATIONS:**

The Community Relations Section consists of two units: 1) Personnel – Public Education Programs; Neighborhood Watch, Business Watch, child safety, and education programs; 2) Volunteer Program – recruitment, coordination, placement and training. In addition, Community Relations coordinates special functions relating to the positive and professional image of the Corona Police Department.

## **PROGRAM ONGOING OBJECTIVES:**

1. Provide crime prevention tips and printed material to citizens to help them minimize the potential of becoming a victim.
2. Provide safety and educational programs to school age children, setting positive and attainable goals for youth.
3. Establish and maintain effective working relationships with the public, media, and community and business groups.
4. Manage the recruitment program for citizen volunteers to support and assist department operations and personnel.

## **PROGRAM GOALS:**

1. Work cooperatively with local schools regarding safety concerns through June 2013.
2. Work cooperatively with zone commanders and officers regarding specific projects or problems in municipal areas and neighborhoods with a demonstrated need through June 2013.
3. Work cooperatively with community organizations, groups, and members to provide information on safety and crime prevention through June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – TRAINING SECTION:**

The Training Section is part of the Support Services Division and is responsible for coordinating all state mandated training for department personnel. This section provides specialized in-house training programs to ensure that all employees have the best possible skills in order to provide superior services to the community. The Training Section also maintains training records in compliance with state laws and guidelines. The section coordinates all in-service training activities, firearms proficiency training, and manages the department shooting range facility in addition to the City Corporate Yard training facility.

## **PROGRAM ONGOING OBJECTIVES:**

1. Develop, coordinate, and provide professional training for all department personnel, meeting all federal, state, and department mandated regulations.
2. Develop all personnel to their fullest capacity through continued professional training.
3. Update the department training plan and implement Standard Operating Procedure for Training Request/Notification guidelines.
4. Ensure excellence in training through skills and competencies in the performance of sworn and non sworn duties.
5. Support community policing programs throughout all divisions of the department.
6. Continue to solicit police and civilian agencies for the purpose of using department training facilities for a fee.

## **PROGRAM GOALS:**

1. Continue to ensure all mandated Peace Officer Standards and Training requirements for all sworn personnel and dispatchers are met or exceeded by December 2012.
2. Continue to solicit and host in-house training classes as well as outside agencies for diversity and updated training trends by June 2013.
3. Update the Training Plan with additional or modified training mandates pursuant to Peace Officer Standards and Training guidelines and state and legislative mandates specific to each classification of employee in the Police Department by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – PATROL BUREAU:**

The Patrol Bureau is the first responder to a citizen's call for service. With a philosophy of community policing and problem solving, the department and Patrol Bureau work in partnership with the community, through education, prevention and enforcement, to prevent and solve crime problems, and enhance the quality of life within the City. Patrol officers investigate crimes from the beginning to their conclusion, unless they require a particular expertise, large time commitment, or a necessity to leave the City. The Patrol Bureau is able to devote more time to problem solving efforts through the use of civilian personnel, who handle less serious crime reports and other tasks, and the use of internet crime reporting. The City is divided into four geographical areas, each containing a deployment zone. Each zone is managed by a Lieutenant and patrolled by officers assigned to the zone. This enhances public access and community interaction creating closer ties and facilitates citizens and police working together to address community problems.

## **PROGRAM ONGOING OBJECTIVES:**

1. Maintain 24-hour, seven-days-a-week patrol for the City.
2. Enhance the prevention and reduction of crime through proactive problem solving, utilizing Computer Statistics, or COMPSTAT, to gather information, and provide directed patrols.
3. Manage appropriate personnel staffing levels for each watch based on workload and crime trends in order to provide timely, responsive service.
4. Enhance problem solving and crime prevention strategies through the use of COMPSTAT, interaction with other police divisions, City departments, and community partnerships. This will be done by providing quality customer service and professionalism, in order to increase public confidence and community safety.
5. Continue to develop professional skills, knowledge, and abilities of personnel through internal and external training.

## **PROGRAM GOALS:**

1. Continue to implement officer safety advances through the purchase and utilization of an in-car video camera system to assist in training issues and address and/or reduce litigious issues by July 2012.
2. Implement an updated scheduling program, Telestaff, to streamline coverage for training, shift coverage as well as e-mail notifications for court subpoenas by July 2012.
3. Expand our current COMPSTAT program with the evaluation of “predictive policing” computer model which utilizes a computer program to track a myriad of variables based on time, days of the week, type of property taken and type of crime by September 2012.
4. Improve the efficiency of patrol staff through the use of laptop style mobile data computers, or MDC, which will assist in keeping officers in the field and reduce the overall time per call by December 2012.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – TRAFFIC BUREAU:**

The Traffic Bureau is responsible for collision investigations, vehicle code enforcement, traffic flow regulations, commercial vehicle enforcement, supervision of parking enforcement officers, tow rotation regulations and oversight, tow rotation company inspections, special event permits, and automated enforcement cameras. This bureau also reviews City development plans related to public safety concerns and traffic issues.

## **PROGRAM ONGOING OBJECTIVES:**

1. Deploy motor officers during peak commute hours to relieve traffic congestion adjacent to freeways, school zones, and other identified problem areas.
2. Evaluate statistical data to identify problem traffic areas and deploy personnel for effective problem resolution.
3. Regulate commercial vehicle traffic through ongoing enforcement efforts, inspection of commercial vehicles, monitoring of truck routes, overweight vehicles, and commercial vehicle equipment.
4. Continue to resolve traffic safety issues through design, traffic and pedestrian flow, and by participating in the approval processes for future school construction, residential construction, and commercial construction.
5. Reduce alcohol related collisions and increase Driving Under the Influence, or DUI, enforcement efforts through dedicated enforcement activities and education.

## **PROGRAM GOALS:**

1. Evaluate the feasibility of continuing and expanding the Red Light Camera program under the direction of the program administrator by September 2012.
2. Implement the new Crossroad Collision Investigation module database used to facilitate the compilation of statistical information and to aid in a stream-lined process of dissemination of traffic collision reports to insurance companies and the public by September 2012.
3. Coordinate Driving Under the Influence programs in conjunction with the countywide "Avoid-the-30" programs, using roving patrols targeting areas identified as high frequency accident and alcohol/drug related locations on a quarterly basis through June 2013.
4. Conduct a minimum of four Drive-4-Life Teen Driver Programs by June 2013.
5. Conduct five enforcement programs to target crosswalk violations, seatbelt violations, railway violations, handicap parking violations, and unlicensed drivers by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – ANIMAL CONTROL BUREAU:**

The Animal Control Bureau is responsible for enforcement of City and state regulations pertaining to animal welfare. The bureau enforces the licensing requirements for the control of rabies for the safety of the community. The Animal Control Bureau provides the public with animal-related information and instructions for the control and over-population of unwanted animals, as well as the care and treatment of pets. The bureau is also responsible for impound, treatment, care, adoption, redemption, and disposal of domestic animals. Additionally, the bureau conducts quarantines of animals and investigations regarding reports of cruelty to animals.

## **PROGRAM ONGOING OBJECTIVES:**

1. Provide Field and Animal Shelter services in response to calls for service.
2. Actively pursue the licensing of dogs within the City to ensure compliance with rabies requirements and City ordinances.
3. Sponsor low-cost rabies vaccination and licensing clinics.
4. Ensure that all state mandated programs have full compliance and that animals are cared for in a safe and humane manner.
5. Provide public education on animal-related issues including child safety, animal care, and spay and neuter.
6. Strive to find homes for all adoptable animals in the shelter.
7. Maintain a seven days a week response capability to respond to service calls and at least four days a week of shelter services open to the public.

## **PROGRAM GOALS:**

1. Enhance the overall effectiveness of Animal Control personnel by requiring one or more of their presence in Patrol briefings at least once every two weeks to begin by July 2012.
2. Seek out at least two new and creative methods of adopting animals to good homes by August 2012.
3. Complete the construction of the new Animal Control Shelter and the relocation of the shelter operations to the new location by October 2012.
4. Present at least two community education programs at schools and community events to increase community awareness of services provided, animals available for adoption, and to educate the public to safely interact with animals by June 2013.
5. Provide at least two training sessions to Patrol Officers through Patrol briefings by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – COMMUNICATIONS SERVICES:**

The Communications Services Section provides support to the Police and Fire Departments through radio communications, Computer-Aided Dispatching, and Mobile Data Computer messaging. Communications Services is responsible for answering 9-1-1 emergency telephone lines including all wireless and Voice Over Internet Protocol calls from all providers in our jurisdiction, receiving and dispatching calls for service to police, fire, and medical personnel in Corona, Norco, and surrounding areas. The section also provides pre-arrival and often lifesaving Emergency Medical Dispatching, or EMD, instructions on medical emergencies. Additionally, Communications Services is an answering and relay point for after-hours calls for emergency service for other City departments such as Department of Water and Power, Public Works, and the Animal Control Division. Communications also facilitates the Citizen Assisted Reporting Program which includes reports both online and via the mail.

## **PROGRAM ONGOING OBJECTIVES:**

1. Provide quality service by answering and evaluating all incoming calls for service in an expeditious and courteous manner.
2. Prioritize and dispatch police and fire units in a prompt manner using Mobile Data Messaging and maintaining detailed and accurate records of information.
3. Support field units by processing requests for the following: additional personnel or equipment, computer inquiries, telephone contact, and communications between the public and other agencies or departments.
4. Process all medical emergencies and provide critical EMD pre-arrival instructions when appropriate via Computer Assisted Dispatching, or CAD.
5. Support the department's community policing and problem solving efforts through active participation and application.
6. Enhance community awareness of the Corona Police Department Communications Services section by participating in public programs.

## **PROGRAM GOALS:**

1. Create a communication protocol for the interoperability radio system and train all communications personnel on the functions and capabilities of the system by June 2013.
2. Integrate the Computer Aided Design Map System, or CADMap, to work with the City's Geographic Information System, or GIS, to provide updated streets and parcels currently unavailable on MapPoint by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – INVESTIGATION BUREAU:**

The Investigation Bureau includes four sections: Crimes Property, Crimes Persons, Identification Lab, and Property Section. Detectives investigate all crimes not solved by patrol officers' initial investigations and assist patrol officers in more serious investigations. The Forensics Section provides latent fingerprint identification, photographs, and processes items of evidence at crime scenes. The Forensics Section also provides in-service training to field personnel on forensic services. The Property Section ensures that items of evidence are properly preserved and available for on-going investigations and court presentations, returns property to the rightful owners, and disposes unclaimed property and contraband as prescribed by law. The Crimes Persons Section oversees Project Kids, a regionally based child abuse center. The center provides a child/family friendly, single site for comprehensive and multidisciplinary team response to the investigation and follow-up processes involved in child abuse cases.

## **PROGRAM ONGOING OBJECTIVES:**

1. Investigate all workable crimes for the purpose of identifying, apprehending, and prosecuting offenders and recovering lost or stolen property.
2. Collect, identify, and process evidence for investigations and court presentations.
3. Maintain property and evidence for on-going investigations, court presentations, and assist in the return of property to rightful owners.
4. Enhance criminal investigation and crime prevention efforts using crime analysis and problem solving strategies in cooperation with other police department bureaus, other City departments, and the community.
5. Ensure that major crimes are investigated thoroughly and accurately by maintaining an open and cooperative relationship with the Patrol Division.
6. Maximize resources through the continual review and improvement of investigative protocols and technology.

## **PROGRAM GOALS:**

1. Implement a Standard Operating Procedure, or SOP, for the Armed Prohibited Persons System, or APPS, to enable officers to use the information contained in the APPS database to identify and ultimately disarm dangerous criminals and other prohibited individuals who possess firearms within the City by September 2012.
2. Develop a protocol for uploading digital evidence onto the server through FileOnQ and eliminate the need to save digital evidence on a disk before logging it into property/evidence via a network link that will be created to copy the requested digital discovery to the District Attorney's Office by December 2012.
3. Implement a Property and Evidence SOP that will outline the property and evidence procedure, and a protocol in the event that no property and evidence were ever received by the Property Evidence Technicians by April 2013.
4. Conduct a training day every six months to ensure all detectives maintain their tactical skills involving the service of search warrants through June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – RECORDS SECTION:**

The Records Section provides support to the department in document control and dissemination of information. The Records Section provides first level contact for all Police Department business inquiries and is the primary service provider for public inquiries, vehicle and report releases, a variety of permits, and other front counter customer services. The Records Section is responsible for processing reports, arrest complaints, court dispositions, citations, and any related documentation. In addition, Records tracks and responds to all civil and criminal subpoenas and processes requests for the public disclosure of records. Records inputs data into the department's Records Management System, or RMS, the State's Criminal Justice Information System, or BCS, California Law Enforcement Telecommunications System, or CLETS, and the National Crime Information Center System for the purpose of collection and analysis of statistical data related to state and federal reporting requirements.

## **PROGRAM ONGOING OBJECTIVES:**

1. Process and maintain department records in accordance with state and federal laws through the introduction and application of available technology.
2. Promote the professional excellence of personnel through enhanced training and career development.
3. Provide prompt, efficient, and courteous service both in person and by telephone that reflects the professional goals of the department.
4. Address issues impacting the department's overall efficiency through the development of cooperative systems and practices.
5. Support the department's commitment to crime reduction through the application of community policing and problem solving strategies.

## **PROGRAM GOALS:**

1. Train and work together with Patrol Sergeants on the BCS coding of reports by July 2012.
2. Share with Dispatch personnel four CLETS entry related training bulletins developed by lead Records Technicians by July 2012.
3. Enhance the overall effectiveness of Records personnel by their attendance in three patrol briefings per week by July 2012.
4. Work cooperatively with Animal Control to implement the Laserfische document imaging system to improve their department record keeping by September 2012.
5. Improve Records effectiveness and efficiency by conducting a comprehensive review of Records procedures utilized by specialized assignments by September 2012.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – VICE, NARCOTICS, AND INTELLIGENCE SECTION:**

The Vice, Narcotics, and Intelligence Section, or VNI, is responsible for identifying and apprehending persons engaged in the illegal possession, manufacturing, sales, and use of narcotics and dangerous drugs. VNI also gathers intelligence and enforces prostitution and gambling laws. The section participates in one State and one County task force, consisting of various law enforcement agencies that pool resources to identify and apprehend those engaged in major illegal narcotics operations. VNI section personnel also conduct background investigations and administer massage permits.

## **PROGRAM ONGOING OBJECTIVES:**

1. Investigate illegal narcotics activity, with an emphasis on street level dealers who are adversely impacting the quality of life in Corona neighborhoods.
2. Suppress illegal prostitution and lewd conduct by assertive enforcement of vice laws.
3. Initiate asset forfeiture proceedings whenever appropriate during narcotic investigations.
4. Investigate illegal marijuana dispensaries by working with outside agencies and City departments to enforce administrative and criminal violations.
5. Ensure compliance with municipal codes relating to the operation of massage parlors.

## **PROGRAM GOALS:**

1. Coordinate with the Family Services Unit and the School Resource Officers to utilize the VNI Narcotics K-9 at the schools in the City, including but not be limited to enforcement searches, demonstrations, and faculty familiarization by December 2012.
2. Continue to evaluate the need for changing the licensing procedures and/or limiting the number of massage establishments within the City since the expiration of the City's moratorium in May 2011 by December 2012.
3. Continue to work to develop a larger pool of confidential informants in order to better serve the unit in identifying and building cases against street level dealers in the City by December 2012.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – YOUTH AND FAMILY SERVICES:**

The Youth and Family Services Section is comprised of special investigative, intervention, and school campus units. The Youth and Family Services Section also contains the Gang Unit which works in conjunction with uniformed personnel, Youth Diversion Team, or YDT, detectives, the Graffiti Restitution Coordinator and School Resource Officers, or SRO, to identify local street gang members, with an emphasis on prevention and intelligence. The investigative unit focuses on domestic violence and gang related crimes. Domestic Violence cases focus on arrest and prosecution and protection of children within the home. YDT provides intervention services to first-time juvenile offenders and at-risk youth and provides direct diversion counseling services for parents and juvenile offenders. In conjunction with the Corona-Norco Unified School District, the SRO Program provides full time police officers on high school campuses to prevent and deter crime, and provide technical and educational assistance to staff and students. The Police Permit Section processes all City permits that fall under the authority of the Police Department.

## **PROGRAM ONGOING OBJECTIVES:**

1. Maintain a strong relationship between the Corona Police Department and the Corona-Norco Unified School District to prevent and deter crimes that occur on school campuses or involve students.
2. Divert youth from the criminal justice system and reduce the likelihood of repeat criminal activity.
3. Provide youth and parent counseling and arrange referrals to appropriate agencies.
4. Identify street gangs, outlaw motorcycle gangs, and tagging crews who are participants in criminal street gangs or other patterns of criminal activity.
5. Process all City permits that fall under the authority of the Police Department.

## **PROGRAM GOALS:**

1. Develop an Outlaw Motorcycle Gang Resource/Intelligence Book by December 2012.
2. Provide High School Drug Awareness Training for faculty and staff covering incidents of drug use within high schools, with emphasis placed on the ease by which students can acquire medicinal marijuana cards and purchase the product anywhere in the county by December 2012.
3. Conduct at least three truant enforcement programs to assist with the reduction of trancies and suspensions at local schools by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – DEFENSIVE TACTICS TEAM:**

The Defensive Tactics Team is part of the Support Services Division and is responsible for coordinating, developing, and providing all state and City policy mandated use of force training for department personnel. This team provides specialized in-house and state certified training programs to ensure that all sworn employees have the best possible skills to safely perform their duties, protect members of the community, and reduce liability. The Defensive Tactics Team works in conjunction with the Training Section, collecting and maintaining use of force training records in compliance with state laws and guidelines. The team provides all in-service use of force training, including electronic control device, baton proficiency, and certification training. The Defensive Tactics Team manages the department's training mat room, related use of force training equipment, and all departmental issued electronic control devices and batons. Members of the Defensive Tactics Team may serve as expert witnesses in the event of civil litigation.

## **PROGRAM ONGOING OBJECTIVES:**

1. Develop, coordinate, and provide professional use of force training for all department personnel, meeting all federal, state, and department mandated regulations.
2. Train all sworn personnel in accordance with Peace Officer Standards and Training standards in officer safety, arrest and control tactics, and perishable use of force skills.
3. Develop and present departmental use of force, baton (impact weapon) and electronic control device training in accordance with federal, state, and department guidelines.
4. Reduce City and Police Department liability through professional training and documentation.

## **PROGRAM GOALS:**

1. Conduct a department-wide training needs and assessment survey to determine the training needs of sworn and non-sworn Community Service Officers staff as it relates to Defensive Tactics by July 2012.
2. Continue to provide individualized defensive tactics training/use of force training as recommended by the Use of Force Review Board or as recommended by a Field Training Officer, Manager, or Supervisor by June 2013.
3. Continue to provide Peace Officer Standards and Training mandated perishable skills training for all sworn staff below the rank of Lieutenant as directed by the Training Division by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – K9/MOUNTED POLICE UNIT:**

The Corona Police Canine and Mounted Units provide resources and support to patrol and other police divisions as requested. Canines provide for a much safer and more effective means of conducting building searches, apprehending fleeing criminals, tracking lost persons and suspects, narcotics and evidence searches, and scene control. The Mounted Unit is a team of specially trained, equestrian certified police officers. Mounted Unit officers provide a trained horse and some of their own equipment for a variety of assignments, including ceremonies, parades, holiday theft prevention patrol, search and rescue and other special events throughout the year.

## **PROGRAM ONGOING OBJECTIVES:**

1. Support the Police Field Services Division and enhance officer safety by providing well trained officer-canine teams. Teams will be utilized for a variety of searches, criminal apprehension, tracking, narcotic and evidence searches, and scene control.
2. Enhance community relations through public demonstrations with canine teams at schools, community clubs or organizations, and special events.
3. Support the Police Field Services Division by providing well trained equestrian certified mounted teams to be utilized for high visibility directed patrols and special events.
4. Enhance community relations by providing a positive and highly visible mounted equestrian presence at Police Department ceremonial events and public functions.

## **PROGRAM GOALS:**

1. Develop and implement a Corona Police Mounted Unit Operational Manual to include a mission statement, goals and objectives, unit organization, responsibilities, administration, operation, Mounted Officer selection procedure, Horse Selection Procedure, Use of Force, Rider and Horse Final Qualification by June 2013.
2. Maintain mounted and canine team proficiencies and excellence through continued training and participation in public presentations through June 2013.
3. Provide mounted deployments to assist in identifying and providing intelligence of homeless encampments located throughout the river bottoms by June 2013.
4. Develop and implement a Corona Police K-9 Unit Operational Manual to include a mission statement, goals and objectives, unit organization, responsibilities, administration, forms, operations, training, and equipment by June 2013.
5. Participate and train for one canine competition to maximize performance and improve efficiency by June 2013.
6. Continue to provide training programs for patrol personnel in working with and utilizing the department's narcotics detection K-9, explosive detection K-9, patrol K-9, and Mounted Team by June 2013.

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# POLICE DEPARTMENT

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## **PROGRAM DESCRIPTION – SPECIAL RESPONSE TEAM:**

The Special Response Team consists of sworn personnel who support the Field Services Division and the Investigative Division when the situation requires a specially trained team for maximum effectiveness towards the protection and safety of the community. Such incidents may include, but are not limited to: hostage situations, barricaded suspects, homicidal/suicidal individuals, dignitary protection, and high risk warrant services.

## **PROGRAM ONGOING OBJECTIVES:**

1. Provide specialized support in handling critical field operations where intense negotiations and specialized tactical methods are required.
2. Train and develop Special Response Team personnel to the fullest capacity in the area of critical incidents.
3. Provide trust and safety to citizens, officers, and the community during rescues or evacuations.
4. Identify and implement modern technology in specialized weaponry and equipment to support personnel during high risk situations.
5. Train Special Response Team personnel towards excellence to ensure efficiency and effectiveness in the area of hostage taking, barricaded suspects, snipers, terrorist acts, and other high risk incidents.

## **PROGRAM GOALS:**

1. Implement an organizational system to provide quarterly instructor level training by selected Special Response Team personnel to train patrol personnel to their fullest capacity during tactical events by July 2012.
2. Research grant funding opportunities to obtain the most modern equipment to enhance the tactical capabilities of the Special Response Team and provide a greater level of safety for officers and the community by July 2012.
3. Participate in two community events with static displays and scenario demonstrations to enhance community trust by December 2012.
4. Train with allied law enforcement agencies to establish working relationships for mutual aid involving high risk situations and to learn new tactics to enhance the safety of the Special Response personnel by December 2012.

