

# POLICE



## MISSION STATEMENT

The mission of the Burbank Police Department (BPD) is to protect life and property, provide professional police services, and work in partnership with the community.

The Department has also adopted the following core values: Respect - Protecting the rights and dignity of all people as determined by the United States Constitution and the laws of the State of California; Integrity - Commitment to ethical behavior and acceptance of individual responsibility and accountability for all of our actions and decisions; and Excellence - Quality through continuous improvement.

To accomplish its mission, the Department operates four major divisions: Patrol, Investigations, Administrative Services, and Support Services.

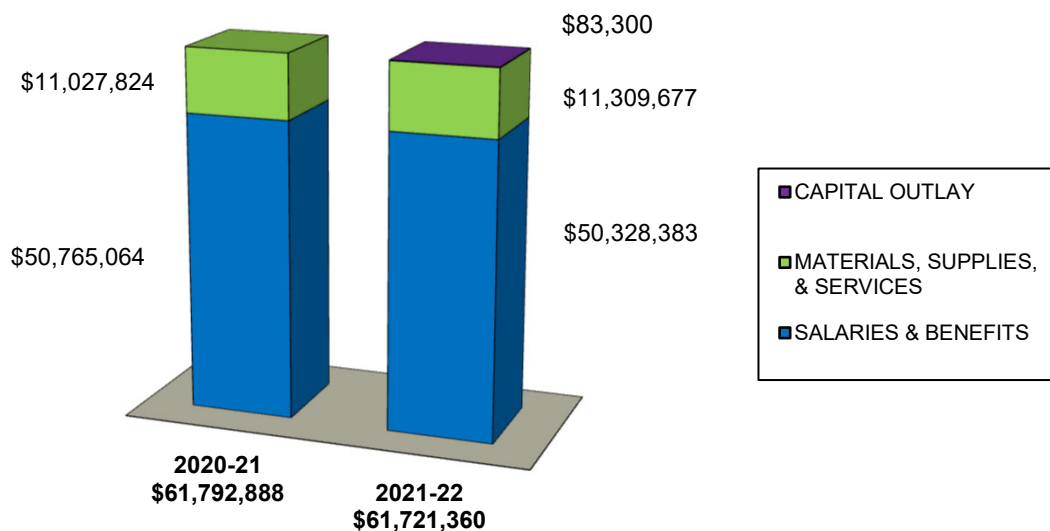
## CHANGES FROM PRIOR YEAR

The adopted budget includes increased funding to support the enhancement of the services of the Department's Mental Health Evaluation Team (MHET) and to cover contractual adjustments. Increased MHET services will include a specially designed vehicle with a modified interior to provide transportation for individuals experiencing a mental health crisis in need of emergency hospitalization. Funds will also be used for adjustments to the Probation Officer contract with Los Angeles County to provide juvenile caseload services and to conduct specialized cleaning and decontamination services for all Department vehicles.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>271.280</b>	<b>274.280</b>	<b>274.280</b>	
<b>Salaries &amp; Benefits</b>	\$ 51,023,050	\$ 50,765,064	\$ 50,328,383	\$ (436,681)
<b>Materials, Supplies &amp; Services</b>	9,948,919	11,027,824	11,309,677	281,853
<b>Capital Expenses</b>	765,593	-	83,300	83,300
<b>TOTAL</b>	<b>\$ 61,737,561</b>	<b>\$ 61,792,888</b>	<b>\$ 61,721,360</b>	<b>\$ (71,528)</b>

## DEPARTMENT SUMMARY



## 2020-2021 WORK PROGRAM HIGHLIGHTS

- Pursuant to the Independent Monitor Agreement with the City of Burbank, the Office of Independent Review (OIR) provided its annual monitoring report of the Department at the joint City Council/Police Commission meeting held on July 14, 2020. Overall, the report found that the Department continues to perform effectively while serving the residents of the City. The report highlighted the Department's commitment to conducting meaningful assessments whenever force is used and commended the Department in taking all received complaints seriously and investigating them with objectivity and thoroughness. Several positive initiatives were noted, including advances in technology with the implementation of the body-worn and in-car camera systems, the impressive positive response received from the 2019 Community Survey, the work of the MHETin responding to issues surrounding the homeless population, the Department's commitment to maintaining a positive presence in the community through various community events, and the robust use of social media platforms.
- The Department has continued to maintain compliance within the Commission on Accreditation for Law Enforcement Agencies (CALEA) professional accreditation program. Initially accredited in 2014 and reaccredited in 2017, the Department is currently in the fourth year of its second reaccreditation cycle, with the next reaccreditation award scheduled for Fall 2021. The reaccreditation process requires continual quality assurance review of agency policies and processes in addition to the ongoing collection of various forms of documentation to demonstrate operational compliance with approximately 400 accreditation standards. The Department participated in compliance reviews in November 2020 and May 2021, during which CALEA assessors reviewed approximately 50 percent of the applicable standards. Areas reviewed included the use of force policy and incidents, disciplinary procedures, internal investigations, recruitment, training, property and evidence control, and jail operations.
- In August 2020, the Department finalized the completion of its 2020 - 2022 Strategic Plan. The plan was developed through a committee comprised of sworn and non-sworn staff at various levels of operational areas within the Department. The plan establishes an ambitious 22 initiatives to meet objectives within four identified goals: Optimizing Technology, Improving Quality of Life, Succession Planning, and Emergency Preparedness. Each initiative has an assigned project lead with various workgroups working towards the implementation to ensure continued progress towards achieving all goals and objectives by the end of the calendar year 2022.
- The Department maintained a variety of operational changes and safety measures in order to mitigate exposure and spread of the COVID-19 virus, both for employees and the members of the community we serve. These measures included continued acquisition and use of personal protection equipment such as gloves, eye protection, and face coverings, daily non-touch temperature screenings for all personnel, use of rapid-response testing for employees upon possible exposure, redundant deep cleaning processes throughout the Police/Fire facility, daily disinfecting of all vehicles, medical screening on appropriate calls by Communications Center personnel, and COVID-19 specific medical screening for all inmates prior to entering the jail facility. The Department's continued agility in responding to the pandemic has ensured the safety and health of officers and non-sworn personnel as they performed their duties and provided uninterrupted public safety services to the community throughout the pandemic.
- The Department debuted the new film permit website 'filmburbankca.com' on July 1, 2020. Development and implementation of the website was a year-long endeavor that involved collaboration with multiple City departments to include the Fire, Parks and Recreation, Community Development, and Public Works. The new website has streamlined the film permit process and created numerous efficiencies including allowing for the electronic submission of permits, automation and centralization of payments, and providing real-time information on permit requirements and status. The new website offers a contemporary look, provides an easy-to-navigate platform for users (to include members of the production industry and City staff), and brings the City up-to-date by providing a web-based system for film permitting services. The new website supports the important role of the production industry as part of the Burbank community and further solidifies the City's moniker as the "Media Capital of the World".
- The Burbank Police Department submitted a grant application for funding to support ongoing initiatives towards the detection of Fentanyl and response to Fentanyl exposure. Fentanyl is a highly dangerous synthetic opioid and continues to be a major public health concern with exposure in the field posing significant safety concerns for first responders. The Federal Bureau of Justice Assistance identified the detection of Fentanyl as a primary area of emphasis as an emerging challenge for law enforcement agencies. This funding will assist in the immediate and safe detection and identification of Fentanyl and other types of narcotics in the field. The grant was awarded in the amount of \$14,851 and was approved by Council on December 15, 2020.

## 2020-2021 WORK PROGRAM HIGHLIGHTS - cont.

- Despite limitations for available training opportunities due to the pandemic, the Police Department remained active in identifying and participating in contemporary training for staff at all levels. Approximately 50 members of staff, including supervisors and members of the Command Staff, attended training sessions titled 'Why'd You Stop Me/Community Policing in the 21st Century'. The focus of this training is increasing trust by proactively engaging with members of the community in both formal and informal settings, thus enhancing both officer and community safety. The curriculum includes topics such as implicit bias, procedural justice, tactical communications, and also supports a recommendation from the 2018 OIR monitoring report regarding the use of force incidents and identifying opportunities where disengagement may have been an option. This training incorporates communication strategies and de-escalation techniques that maximize the opportunity for professional interactions in support of this recommendation.
- With social distancing constraints in place due to the pandemic, the Department's Community Outreach and Personnel Services (COPS) Bureau developed new and innovative programs to maintain engagement opportunities with the community. In October 2020, the Department held a 'Reverse Trick or Treat' event, encouraging community members to color and decorate printable pumpkin templates and display the decorated pumpkins on the windows of their houses and apartments. Officers searched residences within the City for decorated pumpkins, sharing photos on social media and leaving behind a bag of treats for participants with over 260 households participating in the event. The Department also participated in the annual Heroes and Helpers holiday event aimed at providing less fortunate families with financial assistance to purchase gifts and other necessities during the holiday season. Staff worked with local businesses to secure donations and other items for the event, including gift cards and holiday food items, that were compiled in holiday-themed gift baskets. On December 9th, 2020, the Department worked in partnership with the Boys and Girls Club to host a socially-distanced drive-through event in the parking lot of the police station. Set to a backdrop of holiday decorations and music, 30 families drove through the event and were presented with gift baskets. Both events were well-received by community members, with many participants posting photos and tagging the Department on social media and expressing their appreciation to the Department for hosting these unique events.
- The Department continued optimizing social media for ongoing connectivity to the community. As of December 31, 2020, the Department had 85,805 dedicated followers across all various social media platforms, a 15 percent increase in the total number of followers from 2019.
- The Department continued its focused effort to recruit well-qualified candidates to fill its ranks of sworn officers and civilian positions through assertive ongoing recruitment efforts, utilization of the National Testing Network (NTN), and implementation of processes to expedite the background, onboarding, and orientation processes. The Department experienced great success in sworn recruitment during 2020, hiring a total of 23 candidates for either police recruit or police lateral. The Department is now competitive with staffing compared to other agencies in the region.
- Expanded the patrol-based Victim Follow-Up Assignment and Tracking System (V-FATS) to ensure timely follow-up with victims of property crimes by patrol officers. When a victim is not home, a customized door hanger is left at the location with the assigned beat officer's name and other pertinent information.
- Through grant funding, the Animal Shelter completed the installation of new feline cat condos and towers to replace older and deteriorating feline living quarters. The new feline living quarters are state of the art and were developed with input from veterinarians from the University of California Davis. These cat condos assist in the prevention of disease, offer feline residents improved mobility and behavioral health, and have an improved design for durability.

# Patrol Division

## 001.PD01A-H



The Patrol Division is responsible for responding to all calls for services, conducting initial field investigations, and preventing crime through proactive, directed, and non-directed patrols. Patrol Division personnel are first responders to critical incidents and major events. The Division consists of the Patrol Bureau, Traffic Bureau, Special Weapons And Tactics (SWAT) Team for resolution of critical incidents, the K-9 Unit, Air Support Unit, Gang Enforcement Detail, and the Bicycle Detail. The functional objectives of the Patrol Division are the prevention of crime, deterrence of crime, apprehension of offenders, recovery and return of property, movement of traffic, public service, and disaster response.

The Traffic Bureau, a significant component of the Patrol Division, regulates and enforces pedestrian and vehicular traffic and parking laws and investigates traffic collisions. This Bureau is responsible for providing traffic education to the public. The Traffic Bureau also oversees Parking Control, which is a stand-alone cost center. The Traffic Bureau also oversees Citation Management, which is responsible for processing parking citations, scheduling appeals, issuing all residential and commercial alarm permits, and invoicing accordingly.

As a major production center for the motion picture and television industry, the City of Burbank actively promotes a positive atmosphere for production companies that film within City limits. The Film Permit Section is under the supervision of the Traffic Bureau.

A variety of operational changes have been made to increase effectiveness by concentrating deployments where/when call and crime volumes are heaviest and by increasing communications across all levels of the organization. Enhancement strategies in training, management, and equipment have also been implemented to support the heightened expectations.

### OBJECTIVES

- Ensure discussion of current crime and traffic trends in each roll call briefing before each shift.
- Ensure each officer has at least one specific crime or traffic mission to accomplish during each shift.
- Provide visible crime prevention activities by uniformed patrol officers.
- Ensure daily self-initiated interaction between patrol officers and community members.
- Document all self-initiated, voluntary community contacts for inclusion in a database to enhance crime prevention efforts.
- Utilize strategic crime reduction tactics based upon accurate and timely crime trend analysis.
- Enforce traffic laws, target high accident locations, and assist in orderly traffic movement.
- Promptly investigate all observed or reported suspicious activities.
- Utilize the Gang Enforcement Detail to monitor all gang activity occurring in or affecting the City of Burbank. The Gang Detail will continue to interdict illegal gang-motivated activities by gathering criminal intelligence, engaging in enforcement activities, and applying other resources where appropriate.
- Prioritize the response to an investigation of violent crime, individuals driving under the influence of alcohol and/or drugs (DUI), and hate crimes.
- Make the investigation of violent crimes, Driving Under the Influence (DUI), hate crimes, and drug offenses a priority.
- Maintain readiness of the SWAT Team for the resolution of critical incidents.
- Utilize the Joint Air Support Unit to support patrol and traffic operations.
- Maintain emergency preparedness of all Patrol Division personnel.
- Ensure an emphasis on visible police patrols in the Burbank Town Center, the Empire Center, Downtown Burbank, and Magnolia Park.
- Maintain liaison with other Area C mutual aid law enforcement agencies.
- Provide an emphasis on self-initiated park checks by patrol personnel. Enforce all associated laws as appropriate and work in collaboration with the Parks and Recreation Department.
- Enhance public awareness of traffic safety through education programs at local schools, assisted living facilities, and other public forums.
- Continue to seek grant funding to support DUI and seatbelt enforcement activities.
- Conduct timely follow-up visits to crime victims by the patrol officers assigned to the beat where the crime occurred.
- Continue to support and participate in community education and public awareness programs such as the Neighborhood Watch program.
- Continue directed and external training to develop and enhance the skill sets of the Patrol and Traffic Bureau personnel to facilitate the delivery of service and crime reduction.

### CHANGES FROM PRIOR YEAR

Increased funding of \$49,536 will support specialized cleaning and decontamination services for all Department vehicles, including Patrol, Parking Control, Animal Shelter, Jail, and Forensics vehicles, in an effort to ensure the continued health and safety of staff and members of the community.

# Patrol Division

## 001.PD01A-H



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>111,150</b>	<b>111,150</b>	<b>113,150</b>	<b>2,000</b>
60001.0000 Salaries & Wages	\$ 398,993	\$ 249,332	\$ 358,017	\$ 108,685
60002.0000 Salaries & Wages - Safety	11,112,660	12,784,179	12,827,596	43,417
60002.3505 Safety Holiday Pay	466,374	561,049	564,618	3,569
60002.2004 Salaries Safety: Field Training Officer	44,999	-	-	
60006.0000 Overtime - Non-Safety	9,227	10,000	10,000	
60007.0000 Overtime - Safety	2,459,201	485,969	485,969	
60012.0000 Fringe Benefits	97,124	63,095	99,174	36,079
60012.1008 Fringe Benefits:Retiree Benefits	231	2,269	4,135	1,866
60012.1509 Fringe Benefits:Employer Paid PERS	35,039	25,588	36,334	10,746
60012.1528 Fringe Benefits:Workers Comp	7,194	11,231	19,009	7,778
60015.0000 Wellness Program Reimbursement	225	-	-	
60016.0000 Fringe Benefits - Safety	1,860,945	2,141,728	2,105,123	(36,605)
60016.1008 Fringe Safety:Retiree Benefits	(4,940)	101,460	101,974	514
60016.1509 Fringe Safety:Employer Paid PERS	2,633,016	2,200,761	2,165,521	(35,240)
60016.1528 Fringe Safety:Workers Comp	2,532,683	2,047,158	1,398,147	(649,011)
60016.1531 Fringe Safety:PERS UAL	3,741,469	3,879,947	4,230,803	350,856
60012.1531 Fringe Benefits:PERS UAL	103,361	59,212	72,198	12,986
60023.0000 Uniform and Tool Allowance	94,227	95,000	95,000	
60027.0000 Payroll Taxes Non-Safety	4,386	3,615	5,191	1,576
60028.0000 Payroll Taxes Safety	192,655	193,506	194,187	681
60031.0000 Payroll Adjustments	28,434	-	-	
<b>Salaries &amp; Benefits</b>	<b>25,817,504</b>	<b>24,915,099</b>	<b>24,772,996</b>	<b>(142,103)</b>
62085.0000 Other Professional Services	\$ 24,728	\$ 30,000	\$ 30,000	
62135.0000 Governmental Services	64,800	39,800	39,800	
62170.0000 Private Contractual Services	5,344	7,175	63,711	56,536
62220.0000 Insurance	1,287,622	1,224,133	1,301,309	77,176
62300.0000 Special Dept Supplies	55,607	26,000	26,000	
62310.0000 Office Supplies, Postage & Printing	10,663	14,000	14,000	
62316.0000 Software & Hardware	31,162	39,710	39,710	
62405.0000 Uniforms & Tools	4,767	7,850	7,958	108
62420.0000 Books & Periodicals	1,313	1,730	1,480	(250)
62435.0000 General Equipment Maint & Repair	4,922	8,000	8,250	250
62455.0000 Equipment Rental	1,538	2,075	2,075	
62470.0000 Fund 533 Office Equip Rental Rate	164,077	164,077	217,108	53,031
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,079,053	1,049,332	1,008,430	(40,902)
62485.0000 Fund 535 Communications Rental Rate	886,533	887,313	888,518	1,205
62496.0000 Fund 537 Computer System Rental	1,047,093	1,830,076	1,832,383	2,307
62700.0000 Memberships & Dues	199	545	545	
62745.0000 Safety Program	3,309	12,670	12,670	
62755.0000 Training	35,360	43,550	43,550	
62820.0000 Bond Interest & Redemption	227,653	161,282	87,572	(73,710)
62845.0000 Bond/Cert Principal Redemption	1,119,250	1,243,000	1,380,500	137,500
62895.0000 Miscellaneous Expenses	7,708	9,400	9,616	216
<b>Materials, Supplies &amp; Services</b>	<b>6,062,701</b>	<b>6,801,718</b>	<b>7,015,185</b>	<b>213,467</b>
70011.0000 Operating Equipment	\$ 80,106	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	15,038	-	-	
<b>Capital Expenses</b>	<b>95,144</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 31,975,349</b>	<b>\$ 31,716,817</b>	<b>\$ 31,788,181</b>	<b>\$ 71,364</b>

# Investigation Division

## 001.PD02A-D



The Investigation Division is responsible for conducting criminal investigations as well as collecting and analyzing evidence to support criminal prosecutions. The Investigation Division consists of the Detective Bureau, Forensics Specialist Section, and the High Tech Crime Unit.

### Detective Bureau

The Detective Bureau consists of the Crimes Against Persons Unit and the Crimes Against Property Unit. The Crimes Against Persons Unit is comprised of the Juvenile Detail, Criminal Intelligence Detail, and Persons Detail. The Crimes Against Property Unit is comprised of the Crimes Against Property Detail and the Vice/Narcotics Detail. The School Resource Officers (SROs) report to the Juvenile Detail.

The Persons Detail investigates all violent crimes and those having the potential for violence. The Arson/Explosive Investigator is assigned to this Detail. The Criminal Intelligence Detail investigates most hate crimes and other criminal investigations that are sensitive in nature. The Property Detail investigates all larcenies, including burglary, auto theft, and fraud. The Vice/Narcotics Detail investigates complaints regarding alcohol, commercial sex, gambling, and narcotics violations. In addition, the Vice/Narcotics Detail has a detective specifically assigned to investigate gang-related crimes while acting as a liaison between the Investigations Division and the Patrol Division. The Juvenile Detail investigates juvenile crimes and child abuse investigations. The Juvenile Detail also oversees the School Resource Officer and Probation Officer programs.

### Forensics Section

The Forensics Section processes crime scenes to collect and preserve evidence and conducts latent fingerprint comparisons using the Multimodal Biometric Identification System (MBIS) and the Integrated Automated Fingerprint Identification System (IAFIS) to identify suspects. The IAFIS is a national fingerprint and criminal history system maintained by the Federal Bureau of Investigation (FBI), Criminal Justice Information Services (CJIS) Division. The IAFIS maintains the largest biometric database in the world.

### High Tech Crimes Unit

This unit is responsible for the forensic search and recovery of evidence from electronic devices such as computers and cell phones. The unit is part of the Internet Crimes Against Children (ICAC) Task Force, assisting with tips and investigating technology-facilitated child sexual exploitation and internet crimes against children.

## **OBJECTIVES**

- Thoroughly investigate, solve, and assist in the prosecution of all cases with workable leads.
- Properly assess all narcotics and money laundering cases for potential asset forfeiture.
- Aggressively work to recover stolen property.
- Inform businesses that selling alcohol and tobacco products to minors is prohibited to reduce alcohol-related accidents and teen smoking.
- Successfully interact with juvenile victims and offenders to provide the proper intervention of a court or other social agencies to reduce recidivism.
- Thoroughly search for, collect, process, and analyze criminal evidence.
- Utilize technology, crime analysis, and forensic resources to solve and/or prevent crime.
- Actively participate in various multi-agency task forces.
- Actively identify crime trends and utilize appropriate resources to apprehend those responsible.
- Maintain current affiliation with professional law enforcement organizations most closely associated with criminal investigations.
- Conduct decoy programs targeting alcohol and cigarette sales to minors.

## **CHANGES FROM PRIOR YEAR**

Funds in the amount of \$10,000 will cover contractual adjustments for the existing contract with the County of Los Angeles Probation Department. This is a cost-sharing agreement with the County, with the City paying half of the cost for services of a full-time Deputy Probation Officer to provide caseload supervision for court-ordered juvenile probationers, conduct individual and group counseling with referred juveniles and caregivers, participate in the School Attendance Review Board, and serve as a liaison between the Police Department and County Probation Department.



# Investigation Division

## 001.PD02A-D



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Year</b>	<b>39,250</b>	<b>39,250</b>	<b>39,250</b>	
60001.0000 Salaries & Wages	\$ 320,698	\$ 364,407	\$ 370,829	\$ 6,422
60002.0000 Salaries & Wages - Safety	4,534,807	4,842,590	4,789,097	(53,493)
60002.3505 Safety Holiday Pay	180,129	207,236	207,456	220
60006.0000 Overtime - Non-Safety	31,767	9,800	9,800	
60007.0000 Overtime - Safety	1,171,956	113,488	113,488	
60012.0000 Fringe Benefits	57,553	76,163	81,191	5,028
60012.1008 Fringe Benefits:Retiree Benefits	386	3,781	5,018	1,237
60012.1509 Fringe Benefits:Employer Paid PERS	25,385	38,463	38,492	29
60012.1528 Fringe Benefits:Workers Comp	5,651	6,136	5,744	(392)
60016.0000 Fringe Benefits - Safety	795,878	690,476	678,609	(11,867)
60016.1008 Fringe Safety:Retiree Benefits	(1,543)	32,131	31,450	(681)
60016.1509 Fringe Safety:Employer Paid PERS	1,022,086	832,767	807,943	(24,824)
60016.1528 Fringe Safety:Workers Comp	952,732	774,643	521,640	(253,003)
60016.1531 Fringe Safety:PERS UAL	1,415,108	1,554,527	1,624,745	70,218
60012.1531 Fringe Benefits:PERS UAL	62,717	45,843	55,029	9,186
60023.0000 Uniform and Tool Allowance	29,942	46,000	46,000	
60027.0000 Payroll Taxes Non-Safety	4,298	5,284	5,377	93
60028.0000 Payroll Taxes Safety	79,744	73,222	72,450	(772)
60031.0000 Payroll Adjustments	1,449	-	-	
<b>Salaries &amp; Benefits</b>	<b>10,690,744</b>	<b>9,716,957</b>	<b>9,464,358</b>	<b>(252,599)</b>
62085.0000 Other Professional Services	\$ 17,000	\$ 18,325	\$ 18,825	\$ 500
62125.0000 Medical Services	13,283	21,000	21,000	
62135.0000 Governmental Services	94,000	91,500	117,000	25,500
62140.0000 Special Services	55,976	10,000	10,000	
62170.0000 Private Contractual Services	10,492	17,700	17,700	
62300.0000 Special Dept Supplies	11,117	13,250	13,250	
62310.0000 Office Supplies, Postage & Printing	11,830	12,500	12,500	
62405.0000 Uniforms & Tools	1,922	2,550	2,550	
62420.0000 Books & Periodicals	399	780	780	
62435.0000 General Equipment Maint & Repair	5,219	7,050	7,050	
62455.0000 Equipment Rental	3,989	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	34,040	34,040	3,875	(30,165)
62475.0000 Fund 532 Vehicle Equip Rental Rate	251,453	249,678	224,667	(25,011)
62496.0000 Fund 537 Computer System Rental	168,950	215,543	254,355	38,812
62700.0000 Memberships & Dues	1,941	2,500	2,500	
62710.0000 Travel	813	1,100	1,100	
62745.0000 Safety Program	398	500	500	
62755.0000 Training	33,402	38,000	38,000	
62895.0000 Miscellaneous Expenses	1,011	950	950	
<b>Materials, Supplies &amp; Services</b>	<b>717,234</b>	<b>740,966</b>	<b>750,602</b>	<b>9,636</b>
70011.0000 Operating Equipment	\$ 7,952	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	11,672	-	-	
<b>Capital Expenses</b>	<b>19,624</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 11,427,602</b>	<b>\$ 10,457,923</b>	<b>\$ 10,214,960</b>	<b>\$ (242,963)</b>

# Administrative Services Division

## 001.PD03A-E



The Administrative Services Division is made up of the following: Office of the Chief of Police, Police Finance Section, Internal Affairs Bureau, Professional Standards Bureau, Community Outreach and Personnel Services Bureau, and the Crime Analysis Section. The Division provides operational support to the other divisions in the Department and is responsible for quality control assurance. The Office of the Chief of Police is responsible for overseeing the implementation of policies and procedures for the effective operation of the Department. The Police Finance Section administers the Department's budget and is responsible for allocating grant funding for law enforcement operations. The Professional Standards Bureau is responsible for policy and procedures updates, audits and inspections, and discovery requests. The Internal Affairs Bureau conducts administrative investigations, such as citizen complaints, and is responsible for the management of department-wide administrative investigations in the IAPro Early Warning System. The Division is also responsible for the research, assessment, and procurement of emerging technology for law enforcement use and crime analysis. The Crime Analysis Section provides relevant information regarding crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of crime.

### OBJECTIVES

- Recruit, hire, and train qualified applicants with emphasis on gender and ethnic diversity to maintain authorized strength.
- Develop Police Explorers and Police Cadets for future careers in law enforcement as outlined by the California Commission on Peace Officer Standards and Training.
- Prepare new police recruits for the Police Academy by participating in a pre-academy program.
- Provide an avenue for community conflict resolution for non-criminal incidents.
- Maintain an employee scheduling and overtime tracking system to ensure efficient resource management.
- Establish, implement, and maintain department policies for reaccreditation by the CALEA.
- Provide training mandated by State, City, and accrediting agencies, coordinate other basic and ongoing training for employees, as well as fostering continued advancement in tactics, investigative, and supervisory practices.
- Maintain a Police Shooting Range for high-quality firearms and defensive tactics training.
- Maintain collaboration with the LA Department of Mental Health via the MHET Program to intervene in mental health cases and utilize the appropriate health care networking systems to manage high utilizers of mental health services.
- Provide the public with current crime information via CrimeMapping to enhance community-based policing efforts.
- Develop timely crime analysis reports to direct crime prevention and enforcement efforts.
- Purchase needed equipment and services as economically feasible as possible while ensuring high-quality standards.
- Conduct Community Academies in English, Spanish, Armenian, and for the hearing impaired, to give citizens a better understanding of the Department's operations.
- Provide other community crime prevention programs such as Neighborhood Watch, Business Watch, and safety presentations.
- Provide volunteer training for them to assist police personnel, support public safety, maximize police responsiveness, and promote positive relationships between members of the Police Department and the community.
- Work in conjunction with the City's Public Information Officer to utilize the Department's website and social media avenues to produce and broadcast crime prevention information.
- Provide information and a liaison to the media.
- Update the Department's Policy Manual as necessary through the use of a professional policy service (Lexipol).
- Continue to implement the IAPro Early Warning System by conducting annual audits to identify top utilizers for complaints, use of force incidents, and claims against the department.
- Assist the Department and employees with workers compensation issues.
- Produce timely Crime Alerts and a monthly newsletter for public dissemination through social media networks.
- Conduct internal affairs and citizen complaint investigations in an impartial, efficient, and timely manner.
- Continue to improve Internal Affairs Bureau roll-out protocols for critical incidents.
- Maintain a matrix of recurring internal audits and conduct audits.
- Provide administrative support and quality control to the other divisions.
- Oversee the Department's budget, purchasing, grants, and other financial systems.
- Coordinate and manage homeland security and other grant programs.
- Direct contact for the OIR as it relates to any staff report recommendations requiring a response from the Department.
- Serve as the clearinghouse for all administrative projects and internal investigations.

### CHANGES FROM PRIOR YEAR

Increased funding of \$83,300 will support the enhancement of the services of the Department's Mental Health Evaluation Team (MHET). Increased MHET services will include a specially designed vehicle with a modified interior to provide transportation for individuals experiencing a mental health crisis in need of emergency hospitalization.



# Administrative Services Division

## 001.PD03A-E



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>28,750</b>	<b>31,750</b>	<b>32,750</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 1,163,933	\$ 1,275,009	\$ 1,280,775	\$ 5,766
60002.0000 Salaries & Wages - Safety	1,918,781	2,144,008	2,297,637	153,629
60002.3505 Safety Holiday Pay	58,964	83,324	88,139	4,815
60006.0000 Overtime - Non-Safety	24,186	7,200	7,200	
60007.0000 Overtime - Safety	226,595	54,329	54,329	
60012.0000 Fringe Benefits	157,274	293,054	324,446	31,392
60012.1008 Fringe Benefits:Retiree Benefits	1,352	10,964	15,856	4,892
60012.1509 Fringe Benefits:Employer Paid PERS	97,513	124,651	121,071	(3,580)
60012.1528 Fringe Benefits:Workers Comp	42,906	32,937	23,475	(9,462)
60012.1531 Fringe Benefits:PERS UAL	146,865	185,776	209,058	23,282
60016.0000 Fringe Benefits - Safety	224,153	270,253	285,841	15,588
60016.1008 Fringe Safety:Retiree Benefits	(722)	13,369	10,483	(2,886)
60016.1509 Fringe Safety:Employer Paid PERS	394,762	367,309	385,780	18,471
60016.1528 Fringe Safety:Workers Comp	390,358	341,673	249,075	(92,598)
60016.1531 Fringe Safety:PERS UAL	575,916	621,234	633,131	11,897
60022.0000 Car Allowance	-	4,488	4,488	
60023.0000 Uniform and Tool Allowance	10,596	9,000	9,000	
60027.0000 Payroll Taxes Non-Safety	16,226	18,488	18,571	83
60028.0000 Payroll Taxes Safety	28,752	32,296	34,594	2,298
60031.0000 Payroll Adjustments	9,095	-	-	
<b>Salaries &amp; Benefits</b>	<b>5,487,505</b>	<b>5,889,362</b>	<b>6,052,949</b>	<b>163,587</b>
62000.0000 Utilities	\$ 318,415	\$ 324,767	\$ 324,767	
62085.0000 Other Professional Services	27,920	46,600	46,600	
62135.0000 Governmental Services	75,000	134,300	100,800	(33,500)
62170.0000 Private Contractual Services	69,102	129,600	129,600	
62170.1001 Temp Staffing	20,000	-	-	
62200.0000 Background Checks	9,153	7,900	7,900	
62300.0000 Special Dept Supplies	144,348	92,450	92,450	
62310.0000 Office Supplies, Postage & Printing	2,721	2,725	2,725	
62316.0000 Software & Hardware	111,877	124,100	124,100	
62405.0000 Uniforms & Tools	1,219	2,000	2,000	
62420.0000 Books & Periodicals	519	660	660	
62435.0000 General Equipment Maint & Repair	1,022	4,750	4,750	
62451.0000 Building Maintenance	5,043	5,500	5,500	
62455.0000 Equipment Rental	50,053	69,690	69,690	
62470.0000 Fund 533 Office Equip Rental Rate	117,457	64,538	64,538	
62475.0000 Fund 532 Vehicle Equip Rental Rate	43,925	39,447	38,154	(1,293)
62496.0000 Fund 537 Computer System Rental	123,278	177,410	204,165	26,755
62525.0000 Photography	585	4,000	4,000	
62700.0000 Memberships & Dues	10,469	13,720	13,720	
62710.0000 Travel	13,922	14,090	14,090	
62745.0000 Safety Program	41,052	39,350	39,350	
62755.0000 Training	61,346	90,500	90,500	
62800.0000 Fuel - Gas	135	1,000	1,000	
62830.1000 Credit Card Merchant Fees	5,862	-	-	
62895.0000 Miscellaneous Expenses	2,693	5,030	5,030	
<b>Materials, Supplies &amp; Services</b>	<b>1,257,117</b>	<b>1,394,127</b>	<b>1,386,089</b>	<b>(8,038)</b>
70011.0000 Operating Equipment	\$ 650,825	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	-	-	83,300	83,300
<b>Capital Expenses</b>	<b>650,825</b>	<b>-</b>	<b>83,300</b>	<b>83,300</b>
<b>Total Expenses</b>	<b>\$ 7,395,447</b>	<b>\$ 7,283,489</b>	<b>\$ 7,522,338</b>	<b>\$ 238,849</b>

# Animal Shelter

## 001.PD04A



The Animal Shelter is part of the Support Services Division and is responsible for enforcing all laws related to the regulation, care, treatment, and impounding of animals, including licensing, inspection of kennels, stables and pet stores, and investigation of complaints. It is a full-service Animal Shelter that provides animal recovery, temporary shelter, adoption services, education, and enforcement to protect the welfare of animals and the community we serve.

### OBJECTIVES

- Provide timely responses to citizen calls for service concerning loose domesticated animals, animal concerns, or complaints.
- Operate an efficient animal registration program.
- Maintain an active spay/neuter education program.
- Continue to promote the microchip animal identification program.
- Actively promote animal adoption and public education through community events, the Police Department website, social media, and other media outlets.
- Promote kitten adoption by nurturing and socializing newborn kittens through the Kitten Foster Program.
- Provide responsible animal care and the adoption of healthy animals by diagnosing and treating animals through the medical and vaccination program.
- Support the Career Technical Education Program to increase public awareness and inspire young people to consider a career in animal care.
- Continue educating elementary school students on animal care and other animal-related topics to foster compassion and understanding and diminish the potential for animal cruelty.
- Educate the community on co-existing with the various wildlife indigenous to Burbank.
- Actively apply for grants to enhance and support animal care programs.
- Actively seek community partnerships to enhance the services provided to the community and the animals served by the Shelter.
- Utilize volunteers to maximize the Shelter's operational effectiveness.
- Enhance the quality of life and adoption rates of long-term resident dogs through the Adult Dog Foster Program.

# Animal Shelter

## 001.PD04A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	
60001.0000 Salaries & Wages	\$ 691,812	\$ 875,237	\$ 900,230	\$ 24,993
60006.0000 Overtime - Non-Safety	60,465	45,136	45,136	
60012.0000 Fringe Benefits	108,552	218,758	236,081	17,323
60012.1008 Fringe Benefits:Retiree Benefits	1,079	9,452	10,036	584
60012.1509 Fringe Benefits:Employer Paid PERS	62,368	89,572	90,155	583
60012.1528 Fringe Benefits:Workers Comp	113,685	93,231	70,234	(22,997)
60012.1531 Fringe Benefits:PERS UAL	152,797	136,734	137,435	701
60015.0000 Wellness Program Reimbursement	154	-	-	
60027.0000 Payroll Taxes Non-Safety	10,576	12,691	13,053	362
60031.0000 Payroll Adjustments	4,262	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,205,751</b>	<b>1,480,811</b>	<b>1,502,360</b>	<b>21,549</b>
62000.0000 Utilities	\$ 73,740	\$ 73,987	\$ 73,987	
62085.0000 Other Professional Services	8,916	14,000	14,000	
62170.0000 Private Contractual Services	8,508	12,500	16,000	3,500
62300.0000 Special Dept Supplies	109,886	110,250	110,250	
62310.0000 Office Supplies, Postage & Printing	12,250	19,500	19,500	
62405.0000 Uniforms & Tools	1,080	6,500	6,500	
62420.0000 Books & Periodicals	200	200	200	
62435.0000 General Equipment Maint & Repair	477	500	500	
62455.0000 Equipment Rental	749	900	900	
62470.0000 Fund 533 Office Equip Rental Rate	-	-	2,852	2,852
62475.0000 Fund 532 Vehicle Equip Rental Rate	35,179	41,148	35,404	(5,744)
62496.0000 Fund 537 Computer System Rental	86,186	92,683	92,447	(236)
62700.0000 Memberships & Dues	250	425	425	
62710.0000 Travel	-	450	450	
62755.0000 Training	1,685	2,500	2,500	
<b>Materials, Supplies &amp; Services</b>	<b>339,106</b>	<b>375,543</b>	<b>375,915</b>	<b>372</b>
<b>Total Expenses</b>	<b>\$ 1,544,857</b>	<b>\$ 1,856,354</b>	<b>\$ 1,878,275</b>	<b>\$ 21,921</b>

# Parking Enforcement

## 001.PD05A



Parking Enforcement is responsible for maintaining traffic safety by enforcing parking laws, removing vehicles that are obstructing the roadway, and impounding abandoned vehicles. Parking enforcement also supports traffic control efforts at special events and oversees the School Crossing Guard program, which provides service to specific school sites within the Burbank Unified School District.

### OBJECTIVES

- Actively pursue parking enforcement to encourage voluntary compliance with State and local parking laws.
- Provide a program for impounding vehicles abandoned on public property.
- Ensure rapid and effective response to citizen complaints related to parking issues.
- Aggressively enforce fire lane and disabled parking violations.
- Assist the Crossing Guard Program as needed.
- Participate in and support traffic control efforts at special events.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Year</b>	<b>25,280</b>	<b>25,280</b>	<b>25,280</b>	
60001.0000 Salaries & Wages	\$ 726,402	\$ 1,066,706	\$ 1,130,469	\$ 63,763
60006.0000 Overtime - Non-Safety	12,875	10,034	10,034	
60012.0000 Fringe Benefits	119,632	173,182	185,041	11,859
60012.1008 Fringe Benefits:Retiree Benefits	1,950	19,116	20,296	1,180
60012.1509 Fringe Benefits:Employer Paid PERS	46,284	112,591	68,506	(44,085)
60012.1528 Fringe Benefits:Workers Comp	11,786	9,814	6,670	(3,144)
60012.1531 Fringe Benefits:PERS UAL	120,946	116,205	102,273	(13,932)
60015.0000 Wellness Program Reimbursement	1,350	-	-	
60023.0000 Uniform and Tool Allowance	-	150	150	
60027.0000 Payroll Taxes Non-Safety	23,557	43,567	45,562	1,995
60031.0000 Payroll Adjustments	2,390	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,067,170</b>	<b>1,551,365</b>	<b>1,569,001</b>	<b>17,636</b>
62170.0000 Private Contractual Services	\$ 7,438	\$ 14,500	\$ 14,500	
62300.0000 Special Dept Supplies	1,054	2,200	2,200	
62310.0000 Office Supplies, Postage & Printing	7,672	8,000	8,000	
62405.0000 Uniforms & Tools	2,413	10,000	10,000	
62435.0000 General Equipment Maint & Repair	-	9,500	9,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	76,277	75,741	79,228	3,487
62496.0000 Fund 537 Computer System Rental	56,443	85,023	99,088	14,065
<b>Materials, Supplies &amp; Services</b>	<b>151,297</b>	<b>204,964</b>	<b>222,516</b>	<b>17,552</b>
<b>Total Expenses</b>	<b>\$ 1,218,467</b>	<b>\$ 1,756,329</b>	<b>\$ 1,791,517</b>	<b>\$ 35,188</b>

# Communication Center

## 001.PD06C



The Police Department operates a state-of-the-art 911 Communication Center which attained certification in 2013 by the National Center for Missing and Exploited Children. One of the functions of the Communication Center is to receive calls regarding potential emergencies and to provide first responders with as much accurate and complete information as possible to ensure a swift response by critical personnel to all emergency situations. The Communication Center is the vital first step in handling emergency calls from citizens for the Police and Fire Departments. Utilizing a system known as Computer-Aided Dispatch (CAD), the Communication Center assists with the efficient handling of requests for emergency and non-emergency services. The system is capable of reducing response times by making recommendations of service units to dispatch, taking into account the geographic location of the request and the availability of patrol units.

### OBJECTIVES

- Maintain an effective Communication Center operation, ensuring that citizens receive a rapid response to calls for service.
- Ensure emergency preparedness such that emergency calls can be answered in the event of a disaster or other event that could incapacitate the 911 Communications Center.
- Develop and maintain new written policies in accordance with national standards.
- Provide supervisors with essential training in supervision and risk management.
- Continue to seek enhancements to the new NG911 System and provide ongoing training on the delivery of advanced emergency services.
- Install CAD monitors in various locations in the Department to enhance resource management and improve service delivery.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	
60001.0000 Salaries & Wages	\$ 896,129	\$ 1,104,159	\$ 1,180,530	\$ 76,371
60006.0000 Overtime - Non-Safety	337,810	156,130	156,130	
60012.0000 Fringe Benefits	187,526	242,759	259,723	16,964
60012.1008 Fringe Benefits:Retiree Benefits	1,234	12,098	12,846	748
60012.1509 Fringe Benefits:Employer Paid PERS	83,206	116,544	122,539	5,995
60012.1528 Fringe Benefits:Workers Comp	44,398	63,379	76,853	13,474
60012.1531 Fringe Benefits:PERS UAL	209,651	198,084	174,319	(23,765)
60015.0000 Wellness Program Reimbursement	450	-	-	
60027.0000 Payroll Taxes Non-Safety	17,259	16,010	17,118	1,108
60031.0000 Payroll Adjustments	1,555	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,779,218</b>	<b>1,909,163</b>	<b>2,000,058</b>	<b>90,895</b>
62170.0000 Private Contractual Services	\$ 9,846	\$ 10,000	\$ 10,000	
62300.0000 Special Dept Supplies	1,388	1,500	1,500	
62405.0000 Uniforms & Tools	1,862	2,000	2,000	
62420.0000 Books & Periodicals	525	850	850	
62435.0000 General Equipment Maint & Repair	726	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	29,440	43,429	52,556	9,127
62755.0000 Training	2,650	4,500	4,500	
62895.0000 Miscellaneous Expenses	240	240	240	
<b>Materials, Supplies &amp; Services</b>	<b>46,677</b>	<b>63,519</b>	<b>72,646</b>	<b>9,127</b>
<b>Total Expenses</b>	<b>\$ 1,825,895</b>	<b>\$ 1,972,682</b>	<b>\$ 2,072,704</b>	<b>\$ 100,022</b>

# Support Services Division

## 001.PD07A-E



The Support Services Division consists of bureaus and units that provide logistical and operational support for the other divisions of the Department. The Records Bureau, Property and Evidence Unit, and Facility Maintenance Unit help support the law enforcement mission of the Department.

The Records Bureau is responsible for gathering and processing all information related to arrests of adults and juveniles and all criminal records. Responsibilities also include researching and providing criminal history records to field officers, assisting the Jail with inmate searches, entering data involving criminal records, and assisting citizens at the public counter. The Records Bureau acts as the Custodian of Records in handling Subpoenas Duces Tecum and is responsible for completing Department of Justice audits of various databases, sealing records, and ensuring compliance with state and federal laws relating to public records requests. Maintaining the Department's records retention schedule and overseeing the approved destruction of records also falls under the Records Division.

The Property and Evidence Unit ensures the proper storage, disposal, and chain of custody of all property in the Department's custody in accordance with applicable policies and laws. The Property and Evidence Room operates in accordance with the International Association for Property and Evidence (IAPE) professional standards and best industry practices.

The Facility Maintenance Unit continually monitors and manages various facility security systems and addresses all building maintenance issues.

### OBJECTIVES

- Conduct an ongoing review of policies and procedures.
- Adopt a revised Property and Evidence Manual providing best practice standards for packaging, storage, management, and recordation of evidence.
- Efficiently process and maintain all police records while maintaining citizen confidentiality.
- Continue to maintain a facility that is safe and secure for all employees and members of the public.



# Support Services Division

## 001.PD07A-E



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>26,250</b>	<b>26,250</b>	<b>23,250</b>	<b>(3,000)</b>
60001.0000 Salaries & Wages	\$ 1,313,387	\$ 1,439,399	\$ 1,358,465	\$ (80,934)
60002.0000 Salaries & Wages - Safety	417,847	586,874	465,011	(121,863)
60002.3505 Safety Holiday Pay	5,867	15,068	7,169	(7,899)
60006.0000 Overtime - Non-Safety	99,807	30,350	30,350	
60007.0000 Overtime - Safety	34,463	13,159	13,159	
60012.0000 Fringe Benefits	280,239	349,488	341,131	(8,357)
60012.1008 Fringe Benefits:Retiree Benefits	1,814	17,391	19,469	2,078
60012.1509 Fringe Benefits:Employer Paid PERS	129,786	150,554	139,635	(10,919)
60012.1528 Fringe Benefits:Workers Comp	53,365	79,117	83,959	4,842
60012.1531 Fringe Benefits:PERS UAL	247,028	281,212	290,649	9,437
60015.0000 Wellness Program Reimbursement	1,511	-	-	
60016.0000 Fringe Benefits - Safety	66,401	67,417	47,138	(20,279)
60016.1008 Fringe Safety:Retiree Benefits	(141)	3,049	1,906	(1,143)
60016.1509 Fringe Safety:Employer Paid PERS	94,616	99,266	76,352	(22,914)
60016.1528 Fringe Safety:Workers Comp	129,171	92,338	49,296	(43,042)
60016.1531 Fringe Safety:PERS UAL	197,624	213,000	146,120	(66,880)
60023.0000 Uniform and Tool Allowance	2,250	19,000	19,000	
60027.0000 Payroll Taxes Non-Safety	20,162	20,871	19,698	(1,173)
60028.0000 Payroll Taxes Safety	6,591	8,728	6,847	(1,881)
60031.0000 Payroll Adjustments	4,958	-	-	
<b>Salaries &amp; Benefits</b>	<b>3,106,747</b>	<b>3,486,281</b>	<b>3,115,354</b>	<b>(370,927)</b>
62135.0000 Governmental Services	\$ 58,777	\$ 145,825	\$ 145,825	
62170.0000 Private Contractual Services	7,410	10,000	10,000	
62300.0000 Special Dept Supplies	9,031	8,000	8,000	
62310.0000 Office Supplies, Postage & Printing	10,691	12,500	12,500	
62405.0000 Uniforms & Tools	1,003	6,400	6,400	
62420.0000 Books & Periodicals	-	515	515	
62435.0000 General Equipment Maint & Repair	6,782	11,240	13,740	2,500
62455.0000 Equipment Rental	686	3,640	3,640	
62470.0000 Fund 533 Office Equip Rental Rate	6,553	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	12,836	14,758	15,133	375
62496.0000 Fund 537 Computer System Rental	113,352	145,033	157,465	12,432
62700.0000 Memberships & Dues	368	725	725	
62755.0000 Training	6,812	10,000	10,000	
62895.0000 Miscellaneous Expenses	-	400	400	
<b>Materials, Supplies &amp; Services</b>	<b>234,302</b>	<b>369,036</b>	<b>384,343</b>	<b>15,307</b>
<b>Total Expenses</b>	<b>\$ 3,341,049</b>	<b>\$ 3,855,317</b>	<b>\$ 3,499,697</b>	<b>\$ (355,620)</b>

# Air Support Unit

## 001.PD08A



In 2007, the cities of Burbank and Glendale pooled resources for the purpose of creating a Joint Air Support Unit (JASU). The merger enabled both cities to become more efficient and economical while enhancing the level of airborne law enforcement. The JASU operates out of a joint helicopter facility at the Burbank Airport, pursuant to a helicopter maintenance and operations lease between the two cities and the Bob Hope Airport Authority. The lease was entered into in 1993 and has an initial term of 30 years.

The Air Support Unit provides airborne crime suppression, responds to critical incidents, coordinates field responses, and is a force multiplier that enhances officer safety. The unit also engages in special operations assisting other City departments, with an emphasis on narcotics interdiction, code enforcement, Water and Power, and aiding the Fire Departments in airborne command and control operations involving the deployment of firefighters and equipment.

### OBJECTIVES

- Emphasize routine and special operations proficiency training to ensure safety as a top priority.
- Integrate the helicopter program into the City's disaster planning, establishing missions and areas of responsibility.
- Provide special flight operations as necessary.
- Provide proper maintenance to ensure the safe operation of the aircraft.
- Provide air insertion capability for the Special Weapons and Tactics Team.
- Familiarize Department personnel with Air Support operations.
- Continue to share air resources with the City of Glendale.
- Continue cooperative patrol and flight schedule with the City of Pasadena.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	
60001.0000 Salaries & Wages	\$ 3,919	\$ -	\$ -	
60002.0000 Salaries & Wages - Safety	281,456	292,986	293,002	\$ 16
60002.2004 Salaries Safety: Field Training Officer	7,198	-	-	
60002.3505 Safety Holiday Pay	11,444	12,081	12,182	101
60007.0000 Overtime - Safety	44,985	4,373	4,373	
60012.0000 Fringe Benefits	707	-	-	
60016.0000 Fringe Benefits - Safety	41,813	42,269	41,544	(725)
60016.1008 Fringe Safety:Retiree Benefits	(95)	1,970	1,986	16
60016.1509 Fringe Safety:Employer Paid PERS	68,694	50,309	49,348	(961)
60016.1528 Fringe Safety:Workers Comp	58,616	46,797	31,861	(14,936)
60016.1531 Fringe Safety:PERS UAL	90,206	97,397	110,642	13,245
60023.0000 Uniform and Tool Allowance	2,100	5,000	5,000	
60028.0000 Payroll Taxes Safety	5,143	4,423	4,425	2
<b>Salaries &amp; Benefits</b>	<b>616,186</b>	<b>557,605</b>	<b>554,363</b>	<b>(3,242)</b>
62135.0000 Governmental Services	\$ 391,233	\$ 369,367	\$ 369,367	
62220.0000 Insurance	8,394	9,515	9,209	(306)
62220.1003 Insurance:Helicopter	73,479	75,000	75,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	401,364	292,811	306,358	13,547
62496.0000 Fund 537 Computer System Rental	5,000	7,047	7,967	920
<b>Materials, Supplies &amp; Services</b>	<b>879,471</b>	<b>753,740</b>	<b>767,901</b>	<b>14,161</b>
<b>Total Expenses</b>	<b>\$ 1,495,657</b>	<b>\$ 1,311,345</b>	<b>\$ 1,322,264</b>	<b>\$ 10,919</b>

# Jail Operations

## 001.PD09A



The Jail is integral to any local government's public safety function and is an essential element of the local criminal justice system. The Jail provides a facility for prisoner bookings and short-term detention of pre-arraigned inmates. A well-managed, professional operation results in a safe and clean jail environment, which in turn reduces litigation and liability exposure and helps maintain a positive public image. An effective jail operation is achieved through compliance with standards and the efforts of a well-trained, motivated workforce.

### OBJECTIVES

- Maintain a jail facility that meets or exceeds Federal, State, and local standards.
- Provide ongoing training and implement best practices involving handling belligerent prisoners, suicide prevention, strip searches, high-risk inmates, and prevention of assaults upon staff.
- Maintain the Jail Manual with current rules and regulations.
- Maintain monthly training regimen to review critical policies and procedures and for emergency preparedness, including fire suppression planning and emergency evacuation procedures.
- Provide ongoing review and, if necessary, amend booking procedures related to screening inmates for medical, psychological, and mental health issues.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
60001.0000 Salaries & Wages	\$ 620,634	\$ 656,296	\$ 693,486	\$ 37,190
60006.0000 Overtime - Non-Safety	202,044	162,060	162,060	
60012.0000 Fringe Benefits	133,337	154,019	164,687	10,668
60012.1008 Fringe Benefits:Retiree Benefits	694	7,562	8,029	467
60012.1509 Fringe Benefits:Employer Paid PERS	55,116	68,219	70,852	2,633
60012.1528 Fringe Benefits:Workers Comp	112,552	100,676	72,400	(28,276)
60012.1531 Fringe Benefits:PERS UAL	115,723	100,073	115,374	15,301
60027.0000 Payroll Taxes Non-Safety	11,684	9,516	10,056	540
60031.0000 Payroll Adjustments	440	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,252,224</b>	<b>1,258,421</b>	<b>1,296,944</b>	<b>38,523</b>
62125.0000 Medical Services	\$ 151,350	\$ 163,180	\$ 163,180	
62135.0000 Governmental Services	2,144	12,000	12,000	
62170.0000 Private Contractual Services	52,764	60,700	65,210	4,510
62300.0000 Special Dept Supplies	33,605	48,700	48,700	
62405.0000 Uniforms & Tools	1,581	4,000	4,000	
62420.0000 Books & Periodicals	-	50	50	
62435.0000 General Equipment Maint & Repair	-	1,500	1,500	
62496.0000 Fund 537 Computer System Rental	17,418	27,721	33,490	5,769
62700.0000 Memberships & Dues	41	500	500	
62755.0000 Training	2,111	5,720	5,720	
62895.0000 Miscellaneous Expenses	-	140	130	(10)
<b>Materials, Supplies &amp; Services</b>	<b>261,014</b>	<b>324,211</b>	<b>334,480</b>	<b>10,269</b>
<b>Total Expenses</b>	<b>\$ 1,513,238</b>	<b>\$ 1,582,632</b>	<b>\$ 1,631,424</b>	<b>\$ 48,792</b>

# POLICE

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.500	4.500	7.500	3.000
ADM ANALYST II (M)	2.000	2.000	0.000	-2.000
ANIMAL CTRL OFCR	4.000	4.000	4.000	
ANIMAL SHELTER SUPT	1.000	1.000	1.000	
COMM OP	12.000	12.000	12.000	
COMM SUPV	4.000	4.000	4.000	
CRIME ANALYST	2.000	2.000	2.000	
CROSSING GUARD	14.280	14.280	14.280	
EXEC AST	1.000	1.000	1.000	
FORENSIC SPECIALIST	3.000	3.000	3.000	
FORENSIC SPECIALIST SUPV	1.000	1.000	1.000	
INTERMEDIATE CLK	1.000	1.000	1.000	
JAILER	9.000	9.000	9.000	
JAIL MGR	1.000	1.000	1.000	
KENNEL ATTENDANT	3.000	3.000	3.000	
PARKING CTRL OFCR	10.000	10.000	10.000	
PARKING CTRL SUPV	1.000	1.000	1.000	
POL ADMSTR	1.000	1.000	1.000	
POL CADET	3.500	3.500	3.500	
POL CAPTAIN	4.000	4.000	4.000	
POL CHIEF	1.000	1.000	1.000	
POL LIEUTENANT	9.000	9.000	9.000	
POL OFCR	95.000	95.000	95.000	
POL OFCR - DETECTIVE ASGNMT	29.000	29.000	29.000	
POL RCRDS MGR	1.000	1.000	1.000	
POL RCRDS TECH	8.000	8.000	8.000	
POL RCRDS TECH SUPV	3.000	3.000	3.000	
POL SERGEANT	22.000	22.000	22.000	
POL TECH	11.000	11.000	11.000	
PRIN CLK	2.000	2.000	1.000	-1.000
PUBLIC SFTY FACILITY TECH	1.000	1.000	1.000	
SR ADM ANALYST (M)	0.000	0.000	2.000	2.000
SR ANIMAL CTRL OFCR	1.000	1.000	1.000	
SR CLK	4.000	4.000	4.000	
SR RANGEMASTER-ARMORER	1.000	1.000	1.000	
SR SEC	2.000	2.000	0.000	-2.000
VETERINARIAN	1.000	1.000	1.000	
VETERINARY TECH	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>271.280</b>	<b>274.280</b>	<b>274.280</b>	