

# ***Police Department***

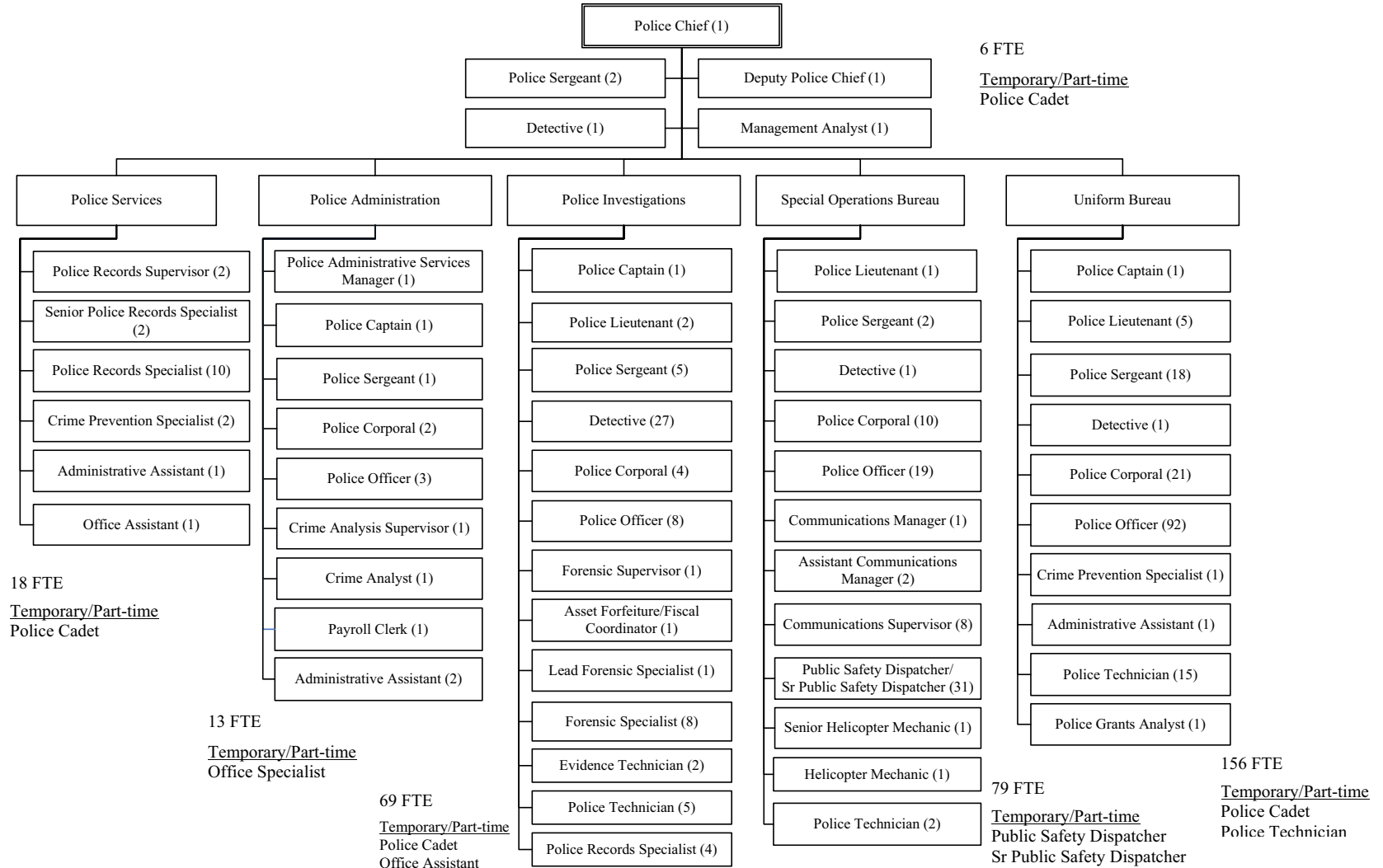
***Bureau of Police Administration***

***Police Services***

***Uniform Bureau***

***Police Investigations***

**2008-09 Organizational Chart**  
**Police Department**  
 Effective July 1, 2008  
 (341 Full-time employees)



**City of Ontario**  
**Summary of Personnel and Organizational Changes**

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<b><u>Police Department</u></b>	<b><u>2005-06</u></b>	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
<b>Office of the Police Chief</b>			
Deputy Police Chief	1	1	1
Detective	1	1	1
Management Analyst	1	1	1
Police Chief	1	1	1
Police Sergeant	2	2	2
	<hr/>	<hr/>	<hr/>
	6	6	6
<b>Police Administration</b>			
Administrative Assistant	1	1	2
Crime Analysis Supervisor	1	1	1
Crime Analyst	1	1	1
Crime Prevention Specialist	4	4	0
Payroll Clerk	0	0	1
Police Administrative Services Manager	0	0	1
Police Captain	0	1	1
Police Corporal	2	2	2
Police Grants Analyst	1	1	0
Police Lieutenant	1	0	0
Police Officer	3	3	3
Police Sergeant	1	1	1
	<hr/>	<hr/>	<hr/>
	15	15	13
<b>Police Services</b>			
Administrative Assistant	2	2	1
Communications Supervisor	10	0	0
Crime Prevention Specialist	0	0	2
Office Assistant	1	1	1
Operations Supervisor	1	0	0
Payroll Clerk	1	1	0
Police Administrative Services Manager	1	1	0

***Summary of Personnel and Organizational Changes******Fiscal Year 2008-09***

	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>
Police Records Specialist	15	14	10
Police Records Supervisor	2	2	2
Public Safety Dispatcher/Sr. Public Safety Dispatcher	31	0	0
Senior Police Records Specialist	2	2	2
	<hr/> 66	<hr/> 23	<hr/> 18
<b>Special Operations Bureau</b>			
Assistant Communications Manager	0	0	2
Communications Manager	0	0	1
Communications Supervisor	0	10	8
Detective	0	1	1
Helicopter Mechanic	0	1	1
Operations Supervisor	0	1	0
Police Corporal	0	10	10
Police Lieutenant	0	1	1
Police Officer	0	19	19
Police Sergeant	0	2	2
Police Technician	0	2	2
Public Safety Dispatcher/Sr. Public Safety Dispatcher	0	31	31
Senior Helicopter Mechanic	0	1	1
	<hr/> 0	<hr/> 79	<hr/> 79
<b>Uniform Bureau</b>			
Administrative Assistant	1	1	1
Crime Prevention Specialist	1	1	1
Detective	2	1	1
Helicopter Mechanic	1	0	0
Police Captain	1	1	1
Police Corporal	31	21	21
Police Grants Analyst	0	0	1
Police Lieutenant	6	5	5
Police Officer	111	92	92

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***Summary of Personnel and Organizational Changes******Fiscal Year 2008-09***

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	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>
Police Sergeant	20	18	18
Police Technician	17	17	15
Senior Helicopter Mechanic	1	0	0
	<hr/>	<hr/>	<hr/>
	192	157	156
<b>Police Investigations</b>			
Asset Forfeiture/Fiscal Coordinator	1	1	1
Detective	27	27	27
Evidence Technician	2	2	2
Forensic Specialist	8	8	8
Forensic Supervisor	1	1	1
Lead Forensic Specialist	1	1	1
Police Captain	1	1	1
Police Corporal	4	4	4
Police Lieutenant	2	2	2
Police Officer	8	8	8
Police Records Specialist	4	4	4
Police Sergeant	5	5	5
Police Technician	3	4	5
	<hr/>	<hr/>	<hr/>
	67	68	69
<b><i>Total Police Department</i></b>	<b>346</b>	<b>348</b>	<b>341</b>

## Police Department

Total Funds:	\$63,415,078
General Fund:	\$62,161,038
Other Funds:	\$1,254,040

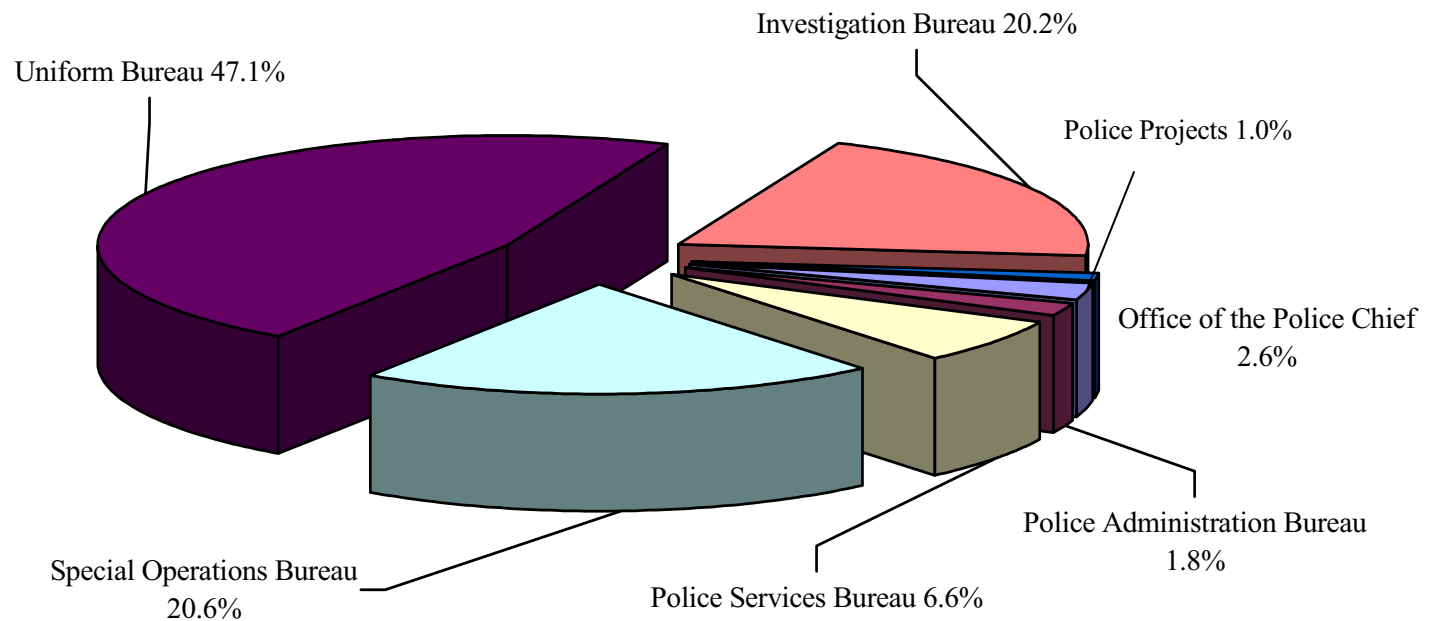
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### OTHER FUNDS CONSIST OF:

C.D.B.G. - \$194,977

Asset Seizure - \$417,325

General Fund Grants - \$641,738



## AGENCY SUMMARY FOR FISCAL YEAR 2008-09

### Police Department

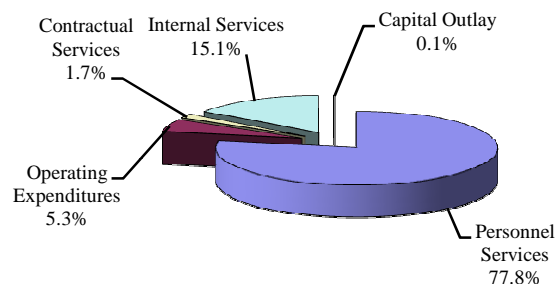
The primary function of the Police Department is to provide public safety services for the City. Included in the Department are: Office of the Police Chief; Police Administration; Police Services; Uniform Bureau; Police Investigations; and Police related projects and/or grants.

### Service Objective:

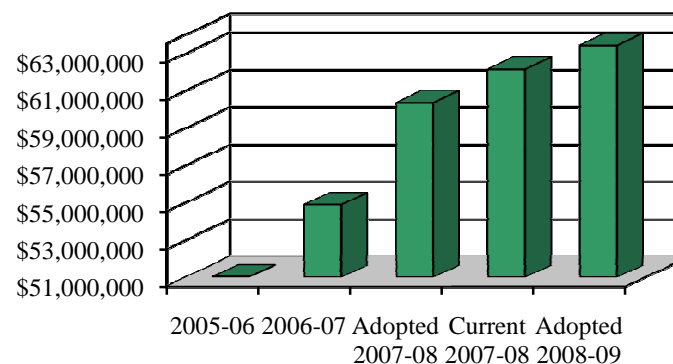
The mission of the Ontario Police Department is to protect the rights and privileges of all within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace. To provide those services in a positive, empathetic, and professional manner which reflects the sensitivity to the needs of the community and the individual.

### Adopted Budget Expenditures

**\$63,415,078**



### Expenditures



### Budget

<u>Expenditures Category</u>	<u>FY 2005-06</u>	<u>FY 2006-07</u>	<u>Adopted FY 2007-08</u>	<u>Current FY 2007-08</u>	<u>Adopted FY 2008-09</u>	<u>% Change to Adopted 07-08</u>
Personnel Services	\$ 38,882,868	\$ 41,405,413	\$ 42,982,030	\$ 43,540,501	\$ <b>49,347,942</b>	14.8%
Operating Expenditures	\$ 3,596,550	\$ 3,327,200	\$ 3,659,335	\$ 4,261,145	\$ <b>3,374,986</b>	-7.8%
Contractual Services	\$ 608,147	\$ 778,239	\$ 1,101,430	\$ 1,333,380	\$ <b>1,117,030</b>	1.4%
Internal Services	\$ 7,871,042	\$ 8,992,275	\$ 9,261,172	\$ 9,278,234	\$ <b>9,550,440</b>	3.1%
Debt Services	\$ -	\$ -	\$ -	\$ 7,903	\$ -	0.0%
Capital Outlay	\$ 72,781	\$ 383,202	\$ 3,353,666	\$ 3,720,462	\$ <b>24,680</b>	-99.3%
<b>Total Expenditures</b>	<b>\$ 51,031,388</b>	<b>\$ 54,886,329</b>	<b>\$ 60,357,633</b>	<b>\$ 62,141,625</b>	<b>\$ 63,415,078</b>	5.1%
Annual Percentage Change		7.6%	10.0%	3.0%	2.0%	
Annual Amount Change		\$ 3,854,942	\$ 5,471,304	\$ 1,783,992	\$ 1,273,453	

Historical data may reflect fluctuations due to organizational restructuring.

**Police Department  
2008-09 Department Summary**

<b>Department Title (Department ID)</b>	<b>Detail Book Page Number</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Adopted Budget</b>	<b>2007-08 Current Budget</b>	<b>2008-09 Adopted Budget</b>	<b>% Change to Adopted Budget 2007-08</b>
Special Operations Bureau/COPS/Multi Enforcement Team (019)	152	\$ 2,550,678	\$ 3,062,937	\$ 3,385,596	\$ 3,397,848	\$ 3,766,851	11.3%
Special Operations Bureau/Special Operations Bureau Mgmt (024)	153	-	-	-	83,297	242,862	0.0%
Special Operations Bureau/Canine (026)	154	654,986	703,291	696,308	696,308	938,516	34.8%
Special Operations Bureau/Air Support (028)	156	2,146,660	2,132,580	5,300,578	5,343,382	2,507,806	-52.7%
Special Operations Bureau/Communications (033)	159	4,030,453	4,159,065	5,103,498	5,147,979	5,332,310	4.5%
Special Operations Bureau/SWAT (195)	161	190,105	252,600	286,355	291,441	282,625	-1.3%
Office of the Police Chief (248)	162	1,320,458	1,393,142	1,437,036	1,466,444	1,658,198	15.4%
Police Administration (016)	164	1,090,535	1,229,796	1,488,515	1,425,941	830,864	-44.2%
Police Administration/Crime Analysis (029)	166	235,770	247,484	274,380	274,380	290,297	5.8%
Police Services/Personnel Recruitment (031)	167	602,466	568,613	535,091	535,091	577,673	8.0%
Police Services/Records Processing (032)	169	1,527,371	1,622,113	1,904,084	1,853,393	1,832,317	-3.8%
Police Services/Crime Prevention (034)	171	416,272	479,604	482,224	482,224	432,679	-10.3%
Police Services/Public Service Police (035)	173	196,600	196,600	196,600	196,600	194,977	-0.1%
Police Services/Personnel Training (036)	174	1,027,976	995,068	1,008,769	1,049,393	1,211,799	20.1%
Uniform Bureau/Command Management (017)	176	280,981	364,335	383,383	387,323	528,265	37.8%
Uniform Bureau/Traffic Support Services (018)	177	1,909,041	2,231,881	2,253,157	2,266,029	3,028,580	34.4%
Uniform Bureau/Storefront-Ontario Mills (020)	179	2,574,045	2,542,283	2,373,596	2,396,131	2,646,598	11.5%
Uniform Bureau/Patrol (021)	181	18,704,458	20,684,247	21,473,367	21,810,155	23,086,488	7.5%
Uniform Bureau/Extra Duty - Other (022)	183	338,005	361,527	357,000	357,000	367,710	3.0%
Uniform Bureau/Drug/Gang Special (027)	183	18,500	19,000	19,000	19,000	66,000	247.4%
Police Investigations/Police Investigations Mgmt (037)	184	281,617	221,098	235,215	239,190	284,499	21.0%
Police Investigations/Detective Division (038)	185	5,531,044	5,591,227	5,787,921	5,798,141	6,893,894	19.1%
Police Investigations/Narcotics (039)	187	3,170,495	3,464,550	3,392,881	3,418,504	3,896,922	14.9%
Police Investigations/ID/Evidence (040)	188	1,178,385	1,319,836	1,462,371	1,472,063	1,523,285	4.2%
Police Investigations/Federal Equitable Shares (193)	190	278,960	86,815	357,239	245,039	351,325	-1.7%
Police Project (309)	192	775,528	956,634	163,469	1,489,329	641,738	94.2%
<b>TOTAL POLICE DEPARTMENT</b>		<b>\$ 51,031,388</b>	<b>\$ 54,886,329</b>	<b>\$ 60,357,633</b>	<b>\$ 62,141,625</b>	<b>\$ 63,415,078</b>	<b>4.8%</b>

Historical data may reflect fluctuations due to organizational restructuring.



**Police Department  
Major Accomplishments  
Fiscal Year 2007-08**

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**Office of Chief of Police**

- Conducted a Team Building Workshop as part of the department's succession planning, resulting in the development of a mission statement and three overarching goals: 1) Provide effective and accountable services; 2) Be responsive and responsible to the community; and 3) Promote effective communication, respect, and teamwork.
- Added the rank of Lieutenant to the command staff structure to strengthen organizational communication.
- Created the Special Operations Bureau to optimize span of control of special units within the Uniform Bureau.
- Actively sought and obtained various technology, personnel, and equipment related grants, totaling over \$2 million in state and federal funding.
- Entered the 2007 National Law Enforcement Challenge, which is a competition between similar sizes and types of law enforcement agencies recognizing the best overall traffic safety programs. The areas of concentration include efforts to enforce laws and educate the public about child safety seats, pedestrian safety, seat belt use, bicycle safety, DUI enforcement, and accident reduction programs and enforcement.
- Ranked fourth in the 2007 National Night Out celebration for cities with populations of 100,000 to 299,999.
- Amended the Ontario Municipal Code to increase the department's ability to handle and deter unruly parties as well as improve public safety.
- Received and put in service the Unified Command Vehicle.
- Named as part of the Riverside Urban Area Security Initiative (UASI) project under the Federal Homeland Security Grant Program.
- Purchased and implemented digital voice recorders and TASERCams<sup>TM</sup> to reduce liability and citizen complaints.

**Police Department  
Major Accomplishments  
Fiscal Year 2007-08**

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**Uniform Bureau**

***Traffic Division***

- Increased public awareness in the use of seat belts through the "Click it or Ticket" program (achieved 93% compliance).
- Increased driving under the influence saturation patrols.
- Promoted child and pedestrian safety through the Office of Traffic Safety Grant.
- Increased public awareness on traffic safety through the Primary Collision Factor Grant.
- Participated in the California Law Enforcement Challenge for traffic safety.

***COPS/MET Unit***

- Completed Crime Free Multi-Housing program seminars for property owners/managers.
- Educated metal recyclers due to increased metal thefts.
- Added two School Resource Officers to middle schools through grant funding.
- Implemented youth awareness and education programs through the "Reach Out West End" grant.

***Patrol Division***

- Continued with increased deployment of Police Technicians in the field to handle calls for service, resulting in freeing officer time and reducing crime by 15%.
- Received and put in service a jail/booking transportation van.
- Implemented the Area Command concept to increase the effectiveness of community policing and enhance community relations.

***Air Support Unit***

- Responded to more than 7,500 calls for service and first on-scene 97.62% of the time—saving 21,961 officer hours and canceling 11,796 responding officers/units which kept officers available for other calls.
- Completed or assisted in 606 arrests and in the recovery of \$1,639,000 worth of stolen property and assets.
- Participated in the Make-A-Wish foundation and Loma Linda University Hospital cancer program for kids.
- Received recognition from the City's insurance provider for a well-run facility and maintenance program with "top-notch" personnel.

**Police Department  
Major Accomplishments  
Fiscal Year 2007-08**

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- Received an Aviation Safety Excellence Certificate in aviation safety, aircraft and facility maintenance, and flight personnel expertise and training.
- Received and put in service a new B-2 helicopter.

***K-9 Unit***

- Trained two canines in narcotics detection.
- Completed approximately 1,500 narcotic searches, resulting in the seizure of 1,500 lbs. of marijuana, 70 lbs. of cocaine, 50 lbs. of methamphetamine, 2 gallons of PCP, 1,900 vicodin and “ecstasy” tablets, and the recovery of \$200,000 in cash.
- Completed 600 suspect searches, saving approximately 2,500 officer hours.
- Assisted in the arrest of over 1,000 suspects, 10 of which would not have been apprehended without the use of canine assistance.

**Investigations Bureau**

- Participated in several Rural Crimes Task Force details within the San Bernardino/Riverside County area.
- Received and put in service an armored rescue vehicle.
- Completed several vice suppression operations.
- Command management deployed 6 days in the field.

**Services Bureau**

***Communications Division***

- Completed customer service training for public safety dispatchers, police records specialists, and police technicians.
- Completed the 800 MHz radio migration to San Bernardino County radio services.
- Completed radio controller upgrades.
- Completed the Mobile Command Post computer and communications system implementation.
- Completed the Communications Division wireless headphone upgrade.

**Police Department  
Major Accomplishments  
Fiscal Year 2007-08**

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***Records Division***

- Streamlined department-issued communications equipment to reduce costs.
- Completed implementation of the Kronos timekeeping program department-wide, reducing staff hours to process timecards.
- With the assistance of the Information Technology department, coordinated the networking of department printers and copiers to reduce costs.
- Completed the upgrade of the direct connection to the Department of Justice, California Law Enforcement Telecommunications Systems (CLETS).

***Personnel Training/Recruitment Division***

- Maintained staffing levels at 92% filled for calendar year 2007 (both sworn and professional staff).
- Increased entrepreneurial efforts in providing POST-certified courses to outside agencies while meeting the department's training needs in light of a 10% reduction to the training budget.
- Provided Deputy leadership classes for 30 department employees.
- Completed Law Enforcement Response to Terrorism training for sworn personnel.
- Completed National Incident Management System, Standardized Emergency Management Systems, and Incident Command System training for full-time department personnel to meet federal mandate.
- Conducted 6 walk-in tests for police recruits with an average turnout rate of 80 applicants.
- Developed a program to assist female police officer applicants with physical agility tests.
- Implemented a recruitment web page with hiring process information, generating several interest e-mails per week.

**Police Department  
Major Goals  
Fiscal Year 2008-09**

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**Office of Chief of Police**

**Maintain the Current High Level of Public Safety**

- Finalize a succession plan for command staff.
- Continue to train a workforce that displays a strong commitment to providing high quality customer services, to achieve greater community satisfaction.
- Develop a 5-year strategic plan for the department.
- Continue to work with City staff and Council to implement recommendations in the Matrix Police Department workload study.
- Review and evaluate the volunteer program to increase participation and usage.
- Monitor New Model Colony development to ensure timely hiring of police personnel and acquisition of necessary equipment.
- Research and develop a new personnel evaluation form to reflect an organizational community policing philosophy.
- Resolve citizen complaints within 90 days.
- Implement an online policy manual system for timely update of department general orders as laws and case laws change.

**Pursue City's Goals and Objectives by Working with Other Governmental Agencies**

- Explore grant funding for equipment and crime prevention education to enhance service delivery objectives.

**Operate in a Businesslike Manner**

- Develop online reporting systems for citizens to report certain crime via the Internet.

**Uniform Bureau**

**Maintain the Current High Level of Public Safety**

***Traffic Division***

- Conduct 18 CDL/DUI Checkpoints.
- Improve the department's standing in the California Law Enforcement Challenge through public education.

**Police Department  
Major Goals  
Fiscal Year 2008-09**

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***COPS/MET (Multi-Enforcement Team) Unit***

- Conduct 12 “Operation Clean Street” programs.
- Review the City’s alarm ordinance and make necessary recommendations to further reduce the drain on resources from false alarms within the City.
- Institute a Loud Party Enforcement program.

***Patrol Division***

- Improve team policing techniques.
- Increase proactive time to address quality of life issues and crime patterns.

***K-9 Unit***

- Ensure all canine are trained in narcotics detection.
- Replace two retiring canines.

**Investigations Bureau**

**Maintain the Current High Level of Public Safety**

***Detective Division***

- Continue to improve the “Excellence through Teamwork” concept for criminal investigations.
- Integrate the Investigations Bureau into the Area Command concept.
- Complete training on the GPS system to track paroled gang members and registered sex offenders.
- Host one multi-jurisdictional gang sweep detail.
- Conduct two registered sex offender compliance checks within the City.

***Narcotics Division***

- Create a regional Vice Enforcement Task Force to deal with the increase of vice crimes in the Inland Empire.

**Police Department  
Major Goals  
Fiscal Year 2008-09**

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- Complete installation and implementation of the “Western States Information Network” (RISSNET) Program which shares narcotics information across the nation.

***Forensics Division***

- Provide continual Forensic science training for all assigned personnel as it becomes available from the International Association for Identification and the Southern California Association for Fingerprint Officers. Continue to host Forensic classes.
- Upgrade the physical security of the Evidence Section to provide more positive control and safer working conditions.

***Crime Prevention Unit***

**Focus Resources in Ontario’s Commercial and Residential Neighborhoods**

- Increase and improve the department’s outreach efforts using the Internet and the City's/Department's webpage(s).
- Develop and implement a bilingual Citizen’s Academy.

**Services Bureau**

**Operate in a Businesslike Manner**

- Complete the Deputy Leadership Training Program for Services Bureau personnel.
- Complete the installation of VHF mobile radios to Patrol fleet and base stations in the Communications Division to expand communication capability.
- Implement an updated Emergency Medical Dispatch Protocol Reference System in accordance with federal, state, and regional standards.
- Upgrade the CAD/RMS system.

**Maintain the Current High Level of Public Safety**

***Personnel Training/Recruitment Division***

- Continue to train employees on “quality of life” issues identified by the community and provide them with proper tools and direction.
- Evaluate the cost effectiveness of the department’s policy on purchasing/replacing employee uniforms.

**Police Department  
Performance Measures  
Fiscal Year 2008-09**

	Page, Goal #	Actual <sup>1</sup> FY 2006-07	Estimated FY 2007-08	Target FY 2008-09
FBI Crime Index (Part 1 Crimes) <sup>1</sup>	Pg. xxviii, 2	7,404	6,765	6,392
California Crime Index (Part 1 Crimes) <sup>2</sup>	Pg. xxviii, 2	5,183	4,604	4,542
Average Response Time for Priority E-call Service <sup>3</sup>	Pg. xxviii, 2	4.54	4.35	4.2
Traffic Collision Index Clearance Rate	Pg. xxviii, 2	24	25	25
Percent of Part 1 crime rate from Ontario Mills Mall and vicinity <sup>4</sup>	Pg. xxviii, 2	10.4%	12.3%	12.0%
Hours donated by departmental volunteers	Pg. xxviii, 2	10,389	12,731	13,000
Projected number of Citizen Complaints with a Police Officer	Pg. xxviii, 2	41	23	30

<sup>1</sup> – FBI Crime Index includes homicide, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, arson

<sup>2</sup> – California Crime Index includes homicide, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, theft and larceny-theft over \$400

<sup>3</sup> – Priority E-calls include: Aircraft Crash, Code-3 Assist Other Jurisdiction, Code-3 Pursuit Assist, Shooting, Stabbing, Officer Down, Code-3 Fire Dept Assist, Earthquake – no previous data is available since this is a new priority definition

<sup>4</sup> – Area boundaries: East side of Milliken Ave. to 15 Fwy; I-10 Fwy to Fourth Street



