Police Department

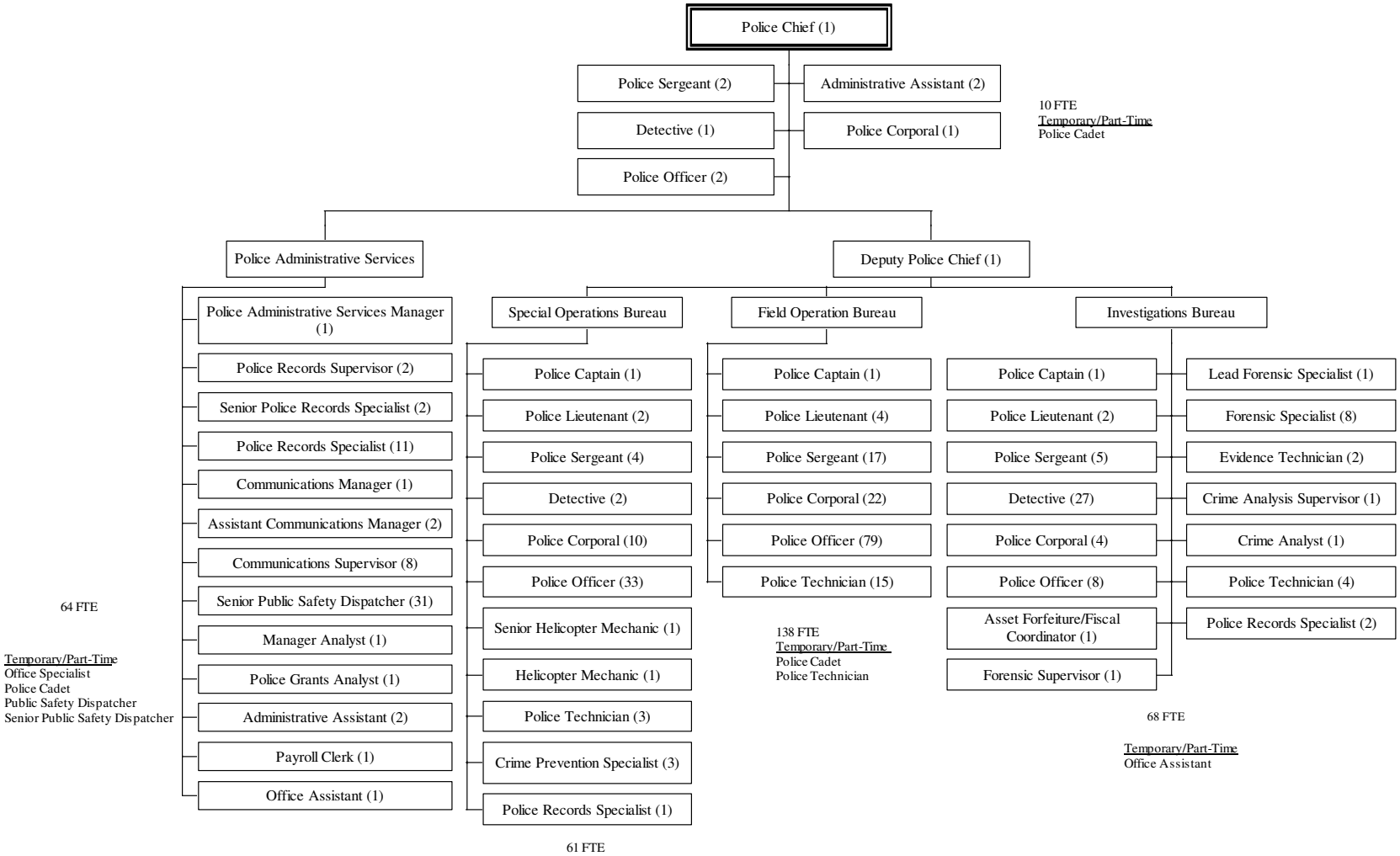
Administrative Service
Field Operations Bureau
Investigations Bureau
Special Operations Bureau

2009-10 Organizational Chart

Police Department

Effective July 1, 2009

(341 Full-time employees)



City of Ontario

Summary of Personnel and Organizational Changes

	2007-08	2008-09	2009-10
Police Department			
Office of the Police Chief			
Administrative Assistant	0	0	2
Deputy Police Chief	1	1	1
Detective	1	1	1
Management Analyst	1	1	0
Police Chief	1	1	1
Police Corporal	0	0	1
Police Officer	0	0	2
Police Sergeant	2	2	2
	6	6	10
Administrative Services Bureau			
Administrative Assistant	1	2	2
Assistant Communications Manager	0	0	2
Communications Manager	0	0	1
Communications Supervisor	0	0	8
Crime Analysis Supervisor	1	1	0
Crime Analyst	1	1	0
Crime Prevention Specialist	4	0	0
Management Analyst	0	0	1
Office Assistant	0	0	1
Payroll Clerk	0	1	1
Police Administrative Services Manager	0	1	1
Police Captain	1	1	0
Police Corporal	2	2	0
Police Grants Analyst	1	0	1

	2007-08	2008-09	2009-10
Police Grants Analyst	1	0	1
Police Officer	3	3	0
Police Records Specialist	0	0	11
Police Records Supervisor	0	0	2
Police Sergeant	1	1	0
Senior Police Records Specialist	0	0	2
Senior Public Safety Dispatcher	0	0	31
	15	13	64
Police Services			
Administrative Assistant	2	1	0
Crime Prevention Specialist	0	2	0
Office Assistant	1	1	0
Payroll Clerk	1	0	0
Police Administrative Services Manager	1	0	0
Police Records Specialist	14	10	0
Police Records Supervisor	2	2	0
Senior Police Records Specialist	2	2	0
	23	18	0
Special Operations Bureau			
Assistant Communications Manager	0	2	0
Communications Manager	0	1	0
Communications Supervisor	10	8	0

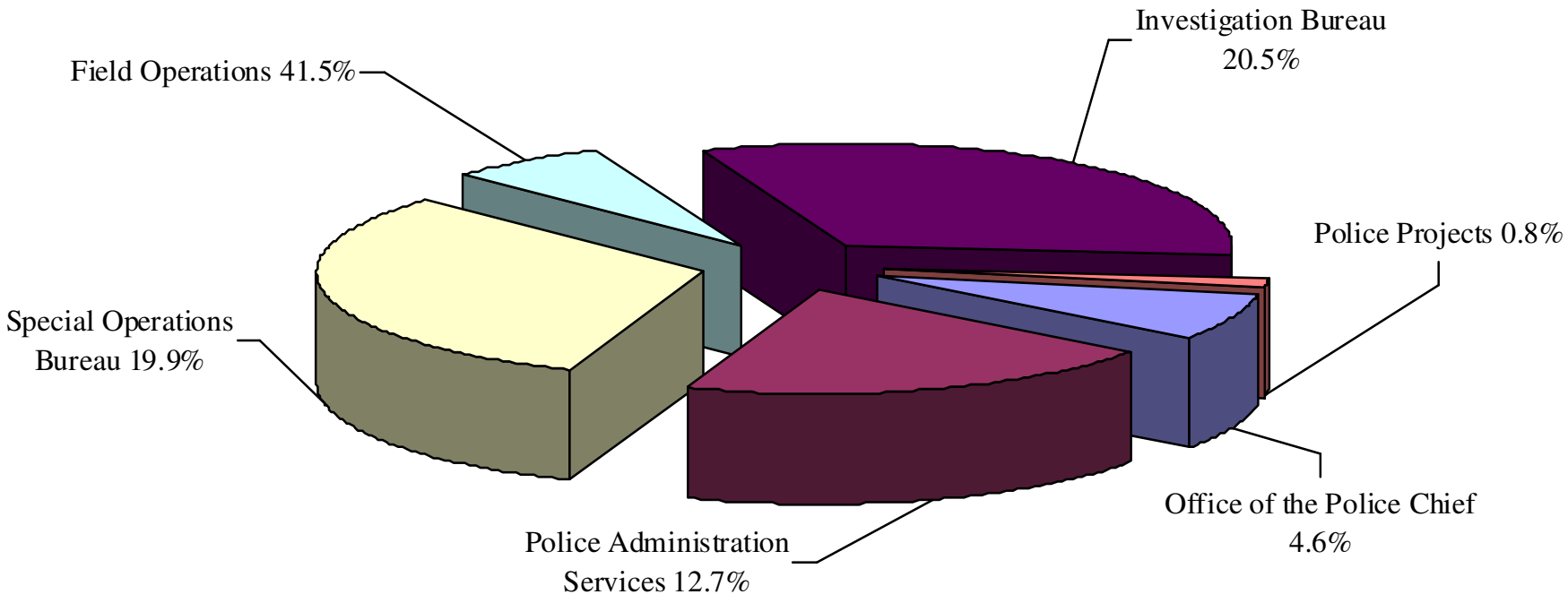
	2007-08	2008-09	2009-10
Operations Supervisor	1	0	0
Detective	1	1	2
Helicopter Mechanic	1	1	1
Police Captain	0	0	1
Police Corporal	10	10	10
Police Lieutenant	1	1	2
Police Officer	19	19	33
Police Records Specialist	0	0	1
Police Sergeant	2	2	4
Police Technician	2	2	3
Senior Helicopter Mechanic	1	1	1
Senior Public Safety Dispatcher	31	31	0
	48	48	61
Field Operations			
Administrative Assistant	1	1	0
Crime Prevention Specialist	1	1	0
Detective	1	1	0
Police Captain	1	1	1
Police Corporal	21	21	22
Police Grants Analyst	0	1	0
Police Lieutenant	5	5	4
Police Officer	92	92	79
Police Sergeant	18	18	17
Police Technician	17	15	15
	157	156	138

	2007-08	2008-09	2009-10
Investigations Bureau			
Asset Forfeiture Fiscal Coordinator	1	1	1
Crime Analysis Supervisor	0	0	1
Crime Analyst	0	0	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	2
Police Sergeant	5	5	5
Police Technician	4	5	4
	68	69	68
Total Police Department	***348***	***341***	***341***

Police Department

Total Funds:	$62,560,913
General Fund:	$61,388,042
Other Funds:	$1,172,871

OTHER FUNDS CONSIST OF:
C.D.B.G. - $198,477
Asset Seizure - $460,857
General Fund Grants - $513,537



AGENCY SUMMARY FOR FISCAL YEAR 2009-10

Police Department

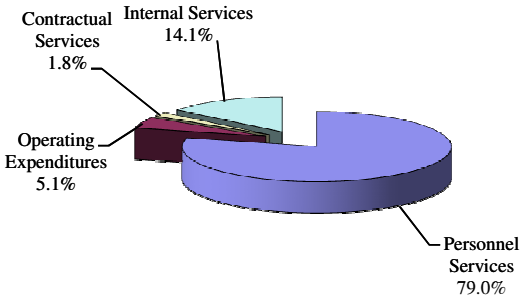
The primary function of the Police Department is to provide public safety services for the City. Included in the Department are: Office of the Police Chief; Police Administration; Police Services; Uniform Bureau; Police Investigations; and Police related projects and/or grants.

Service Objective:

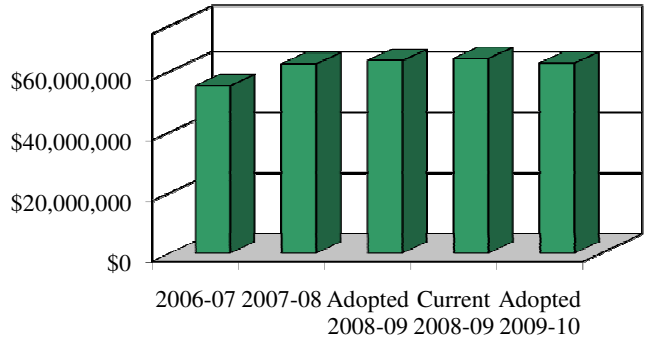
The mission of the Ontario Police Department is to protect the rights and privileges of all within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace. To provide those services in a positive, empathetic, and professional manner which reflects the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

Adopted Budget Expenditures

$62,560,913



Expenditures



Budget

Expenditures Category	FY 2006-07	FY 2007-08	Adopted FY 2008-09	Current FY 2008-09	**Adopted FY 2009-10**	% Change to Adopted 08-09
Personnel Services	$ 41,405,413	$ 44,830,484	$ 49,299,822	$ 49,731,589	**$ 49,381,457**	0.2%
Operating Expenditures	$ 3,538,634	$ 3,621,746	$ 3,423,106	$ 3,629,426	**$ 3,171,920**	-7.3%
Contractual Services	$ 778,239	$ 984,811	$ 1,117,030	$ 1,148,211	**$ 1,157,182**	3.6%
Internal Services	$ 8,992,275	$ 9,289,332	$ 9,550,440	$ 9,550,440	**$ 8,850,354**	-7.3%
Debt Services	$ -	$ 7,903	$ -	$ -	**$ -**	0.0%
Capital Outlay	$ 383,202	$ 3,601,831	$ 24,680	$ 56,993	**$ -**	-100.0%
Total Expenditures	$ 55,097,763	$ 62,336,108	$ 63,415,078	$ 64,116,659	**$ 62,560,913**	-1.3%
Annual Percentage Change		13.1%	1.7%	1.1%	-2.4%	
Annual Amount Change		$ 7,238,344	$ 1,078,970	$ 701,581	$ (1,555,746)	

Historical data may reflect fluctuations due to organizational restructuring.

Police Department
2009-10 Department Summary

Department Title (Department ID)	Detail Book Page Number	2006-07 Actual	2007-08 Actual	2008-09 Adopted Budget	2008-09 Current Budget	2009-10 Adopted Budget	% Change to Adopted Budget 2008-09
Special Operations Bureau/Traffic Support Services (018)	157	$ 2,231,881	$ 2,621,692	$ 3,028,580	$ 3,028,580	**$ 3,051,340**	0.8%
Special Operations Bureau/COPS/Multi Enforcement Team (019)	159	3,062,937	3,250,977	3,766,851	3,767,568	**4,451,522**	18.2%
Special Operations Bureau/Extra Duty - Other (022)	161	361,527	377,715	367,710	473,370	**461,266**	25.4%
Special Operations Bureau/Special Operations Bureau Mgmt (024)	162	-	14,346	242,862	250,562	**272,481**	12.2%
Special Operations Bureau/Canine (026)	163	703,291	746,457	938,516	938,516	**776,869**	-17.2%
Special Operations Bureau/Drug/Gang Special (027)	165	19,000	19,000	66,000	49,000	**49,000**	-25.8%
Special Operations Bureau/Air Support (028)	166	2,132,580	5,173,610	2,507,806	2,548,238	**2,519,627**	0.5%
Special Operations Bureau/Crime Prevention (034)	169	479,604	475,163	432,679	433,079	**409,366**	-5.4%
Special Operations Bureau/Public Service Police (035)	172	196,600	196,600	194,977	194,977	**198,477**	1.8%
Special Operations Bureau/SWAT (195)	173	252,600	329,330	282,625	287,884	**281,570**	-0.4%
Office of the Police Chief/Personnel Recruitment (031)	174	568,613	506,336	577,673	577,673	**424,960**	-26.4%
Office of the Police Chief/Personnel Training (036)	176	995,068	1,056,758	1,211,799	1,215,899	**1,061,529**	-12.4%
Office of the Police Chief (248)	179	1,393,142	1,452,735	1,658,198	1,658,630	**1,374,986**	-17.1%
Police Administration Services/Police Administration (016)	181	1,229,796	1,320,477	830,864	832,091	**958,472**	15.4%
Police Administration Services/Records Processing (032)	183	1,622,113	1,665,034	1,832,317	1,824,617	**1,706,639**	-6.9%
Police Administration Services/Communications (033)	186	4,159,065	4,551,908	5,332,310	5,380,693	**5,277,522**	-1.0%
Field Operations/Command Management (017)	188	364,335	462,191	528,265	528,265	**358,337**	-32.2%
Field Operations/Storefront-Ontario Mills (020)	189	2,542,283	2,827,604	2,646,598	2,646,598	**2,091,088**	-21.0%
Field Operations/Patrol (021)	191	20,684,247	21,944,427	23,086,488	23,108,581	**23,524,898**	1.9%
Investigations Bureau/Crime Analysis (029)	193	247,484	269,643	290,297	290,585	**283,891**	-2.2%
Investigations Bureau/Police Investigations Mgmt (037)	194	221,098	273,768	284,499	284,499	**293,681**	3.2%
Investigations Bureau/Detective Division (038)	195	5,591,227	6,276,021	6,893,894	6,893,894	**6,654,386**	-3.5%
Investigations Bureau/Narcotics (039)	197	3,464,550	3,510,146	3,896,922	3,896,922	**3,714,666**	-4.7%
Investigations Bureau/ID/Evidence (040)	199	1,319,836	1,418,305	1,523,285	1,486,406	**1,438,946**	-5.5%
Investigations Bureau/State & Local Asset Seizure (192)	-	211,434	60,549	-	-	**-**	0.0%
Investigations Bureau/Federal Equitable Shares (193)	202	86,815	238,708	351,325	369,938	**411,857**	17.2%
Police Project (309)	204	956,634	1,296,608	641,738	1,149,594	**513,537**	-20.0%
TOTAL POLICE DEPARTMENT		**$ 55,097,763**	**$ 62,336,108**	**$ 63,415,078**	**$ 64,116,659**	**$ 62,560,913**	-1.3%

Historical data may reflect fluctuations due to organizational restructuring.

Police Department
Major Accomplishments
Fiscal Year 2008-09

Office of Chief of Police

- Obtained various technologies, personnel, and equipment grant funding, totaling $947,673
- Implemented the Area Command Concept
- Implemented a computer statistics process using crime analysis data to improve supervisor accountability
- Completed the reorganization of the Administrative Services Bureau
- Obtained grant funding to implement an online reporting system (COPLOGIC)
- Implemented an online policy manual program (Lexipol) for timely update of the Department's General Orders when legislation and/or law cases change
- Ranked fifth in the 2008 National Night Out celebration for cities with populations of 100,000 to 299,999

Recruitment/Training Division

- Completed purchase and dissemination of Taser Cam™—an audio-video recording device—to all patrol personnel to reduce civil litigations
- Initiated digital recording system and storage procedures to ensure proper documentation of officer contacts with the public
- Completed implementation of the Safety Vests Program to meet federal guidelines
- Reorganized the Department's Recruitment Team to reduce costs by reassigning one sworn investigator to the Field Operations Bureau and eliminated contract services for professional staff background checks

Special Operations Bureau

Traffic Division

- Traffic collision injuries declined by 20%
- Increased public awareness in the use of seat belts through the Primary Collision Factor Grant and the "Click it or Ticket" Program
- Increased driving under the influence saturation patrols through the Office of Traffic Safety Grant, and also implemented a DUI enforcement unit to further efforts
- Participated in the California Law Enforcement Challenge for Traffic Safety

COPS/MET Unit

- Participated in various community revitalization programs—such as the Crime-Free Multi-Housing project, Crime Prevention through Environmental Design, Nuisance Abatement, Operation Clean Streets and Parks, West End Graffiti Task Force and Paint-Out program, School Resource Officer Program, and other business retention, truck stop inspections and enforcement, trespassing/loitering programs—all to maintain or improve the quality of life within the City
- Provided special operations safety support to several in-house divisions and allied agencies

Air Support Unit

- Responded to more than 7,400 calls for service and first on-scene 98.71% of the time—saving 22,842 officer hours and canceling 11,934 responding officers/units which kept officers available for other calls
- Enhanced safety training within the Air Support Unit through the Safety Management System program, pilot training, maintenance management, and promoting the team concept of "Safety First"
- Developed a high level of aviation maintenance standards to reduce short-term and long-term maintenance costs, and outsourcing of maintenance services, by increasing in-house inspections and maintenance capabilities
- Received recognition from the City's insurance provider for a well-run facility and maintenance program with "top-notch" personnel
- Presented with an "Aviation Safety Excellence Award" by the City Council for aviation safety, aircraft and facility maintenance, and flight personnel expertise and training

K-9 Unit

- Trained one dog in narcotics detection
- Completed all mandatory recertification training for canines and handlers
- Continued as a force multiplier to save officer hours in searching for suspects and contraband

Police Department
Major Accomplishments
Fiscal Year 2008-09

Field Operations Bureau

Patrol Division

- Restructured patrol deployment
- Used training officers/corporals to enhance field training of field technicians
- Began Area Command deployment
- Began use of Problem Oriented Po*l*icing in Patrol
- Increased use of crime statistics in patrol deployment

Investigations Bureau

Detective Bureau

- Applied the "Excellence though Teamwork" concept to criminal investigations, which resulted in either meeting or exceeding the overall national clearance rate average for Part 1 crimes
- Integrated the Area Command concept to improve efficiency and reduce crime
- Completed GPS system training to track gang members and registered sex offenders
- Hosted one multi-jurisdictional gang suppression detail and conducted two registered sex offender compliance checks within the City

Narcotics Division

- Joined the Regional Vice Enforcement Task Force, which included an FBI task force, to deal with the increase of Vice crimes within the Inland Empire area

Forensics Division

- Completed security modifications to the Evidence area to provide safer working conditions and improve the security of evidence

Administrative Services Bureau

Communications

- Restructured management oversight of the Communications Division
- Established a Police and Fire Operations unit to improve responsiveness and efficiency

- Enhanced the Public Safety Dispatcher Trainee program
- Completed installation of VHF radios in all patrol units

Fiscal Services Unit

- Participated in the Urban Area Security Initiative (UASI) grant process and secured local approval for two major Ontario Police Department operational enhancement programs (Police Helicopter Video downlink and the SWAT Support vehicle)
- Formed the Building Enhancement Committee to improve building safety and working environment
- Utilized grant funding to complete the installation of an audiovisual system for agency and community training rooms

Records Division

- Managed the implementation and training for the upgrade of the Police Department's Records Management System
- Completed the pilot test program integrating the Records Division personnel with the Communications Division Records Channel

Police Department
Major Goals
Fiscal Year 2009-10

Office of Chief of Police

Develop Strategies And Take Actions To Minimize The Negative Impacts Of The Global Financial Downturn On Ontario's Economy And The City's Fiscal Health

Maintain The Current High Level Of Public Safety

- 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
- Review and evaluate the Volunteer program to increase participation and usage
- Research and develop a new personnel evaluation form to reflect an organizational community policing philosophy.
- Resolve citizen complaints in a timely manner
- Conduct community meetings to increase public awareness of the Area Command plan and to address quality of life concerns.
- Continue multi-enforcement strategies with City departments (Code Enforcement, Streets, Solid Waste, etc.) to identify and develop solutions for quality of life concern

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

- Explore grant funding to enhance service delivery objectives

Operate in a Businesslike Manner

- Continue to develop strategies where 30% of Calls For Service (CFS) are responded to by alternative professional staff (civilian) responders

Recruitment/Training Division

Maintain the Current High Level of Public Safety

- Meet and exceed all state mandated training requirements such as those established by POST
- Continue to maintain the high level of public safety by recruiting candidates of the highest caliber

- Continue to train employees on "quality of life" issues identified by the community and provide employees with proper tools and direction
- Continue to increase in-house training through a "train the trainer" philosophy to reduce training costs
- Reinforce officer safety techniques by providing Advance Officer Training

Special Operations Bureau

Maintain the Current High Level of Public Safety

Traffic Division

- Continue to conduct traffic safety checkpoints
- Continue with the Seat Belt Safety and Awareness Program
- Continue to participate in the California Law Enforcement Challenge for Traffic Safety
- Continue to seek grant funding from the California Office of Traffic Safety to increase traffic safety

COPS/MET (Multi-Enforcement Team) Unit

- Continue implementing Operation Clean Street and Operation Clean Park programs
- Review the City's Alarm Ordinance and make necessary recommendations to further reduce false alarms within the City
- Continue to seek grant funding from the California Office of Traffic Safety, Alcoholic Beverage Control, Ontario-Montclair School District, and the Chaffey Joint Union High School District to maintain the current level of service to the community and schools
- Enforce of new OMC ordinances concerning camping and public nuisances
- Recommend acquisition and implementation of the Graffiti Tracker program
- Improve and enhance responses to critical incidents
- Create, train, and equip a professional Fugitive Criminal Apprehension Unit

Air Support Unit

- Continue to work as a force multiplier in conjunction with the Field Operations Bureau to save officer hours and increase officer safety, availability, and efficiency
- Maintain or improve the high level of "first on-scene" ratio for next fiscal year
- Complete pilot training program by 2010 per succession plan
- Increase in-house aircraft maintenance to reduce costs and increase operational efficiency

Canine Unit

- Continue recertification and specialized training of canine officers
- Ensure all canines are trained in narcotics detection
- Continue to save officer hours as a force multiplier through searches and arrests

Resources in Ontario's Commercial and Residential Neighborhoods

Crime Prevention Unit

- Increase and improve outreach efforts using the Internet and the City's/Department's web site
- Continue with the award-winning annual Ontario National Night Out

Field Operations Bureau

Maintain the Current High Level of Public Safety

Patrol Division

- Evaluate deployment and overtime expenses
- Continue the deployment and training of Police Technicians to handle calls for service
- Enhance and encourage community relations through briefing training and positive community contacts
- Fully implement the Area Command Plan
- Expand the use of Community Policing and Problem Oriented Policing efforts

Investigations Bureau

Maintain the Current High Level of Public Safety

Detective Bureau

- Work with in-house divisions to develop strategies to minimize fiscal impacts when conducting major/routine operations
- Continue to refine participation in the Area Command Plan to proactively combat crime
- Focus resources on commercial and residential neighborhoods when crime trends emerge in that area
- Continue completing registered sex offender compliance checks within the City
- Create a computer forensic working group to investigate information technology crimes
- Continue to host multi-jurisdictional gang suppression enforcements

Narcotics Division

- Train local regional law enforcement agencies on Vice Enforcement
- Conduct Vice Operations focusing on goals created by the Countywide Task Force CASE (Coalition Against Sexual Exploitation).
- Complete restructuring of the Narcotics Division to minimize operational costs
- Upgrade the Western States Information Network (RISSNET) to a web-based program to share narcotics intelligence nationwide

Forensics Division

- Attract forensic science training providers to Ontario to reduce training costs
- Continue to maintain high standards for forensic science training and certification
- Continue to evaluate the retention and disposal of evidence

Crime Analysis Unit

- Expand the use of the City's Geographical Information System (GIS) and analysis of the Records Management System (RMS) data in a problem-oriented policing approach to reduce crime
- Assist investigators with special and detailed reports (i.e., link charting and toll phone analysis for major crimes and link analysis for robbery/burglary series) to increase case solvability
- Provide Patrol, Investigations, and Crime Prevention with seasonal analysis for targeted crimes during the holiday season and high activity months (i.e., school breaks, etc.)

- Develop an electronic daily Crime Analysis Report (including maps, top calls for service locations, recent arrests, etc.) to assist area commanders and patrol officers in identifying crime hot spots and developing proactive crime control strategies to reduce crime

Administrative Services Bureau

Maintain the Current High Level of Public Safety

Communications

- Complete the reorganization of the Communications Division to improve organizational efficiency
- Upgrade the public safety phone system utilizing State 911 grant funds

Fiscal Services Unit

- Aggressively explore grant funding to enhance service delivery objectives
- Work with the City Internal Auditor to enhance accounting and budget processes, as well as internal controls
- Work with the City's Community and Public Services Agency to enhance the Police Department's work environment and improve redundant safety mechanisms by adding critical operating areas to the Police Department building's backup generator

Records Division

- Restructure the Records Division to ensure completion of administrative special projects
- Utilize the City "Lean Government" model to ensure Division efficiency and high quality service to all clients

Police Department

Performance Measures

Fiscal Year 2009-10

	Page # xxxiv-xxxvi Goal #	Actual [1] FY 2007-08	Projected FY 2008-09	Estimated FY 2009-10
FBI Crime Index (Part 1 Crimes) [1]	4	6,764	6,389	6,390
California Crime Index (Part 1 Crimes) [2]	4	4,604	4,425	4,772
Average Response Time for Priority E-call Service[3]	4	4.22	4.43	4.30
Traffic Collision Index Clearance Rate[4]	4	25	30	30
Percent of Part 1 crime rate from Ontario Mills Mall and vicinity [5]	4	12.3%	11.8%	11.2
Hours donated by departmental volunteers	4	12,731	11,750	12,000
Projected number of Citizen Complaints with a Police Officer	4	23	24	20

[1]- FBI Part I Crimes include: homicide, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, arson.
*FBI Part I Crimes for 2008 are preliminary counts and are based on the monthly UCR Part 1 Crimes submitted to DOJ. The FBI's Crime Report for 2008 will not be published until September 2009.

[2] – California Crime Index includes homicide, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, theft and larceny-theft over $400

[3] – 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. Response time includes: call processing, call holding, driving/enroute time.

[4] – Traffic Collision Index Clearance Rate determined by dividing the number of hazardous traffic cites by the number of injury/fatal traffic collisions.

[5] – Area boundaries: east side of Milliken to I-15 Fwy; I-10 Fwy to 4th Street