



**CITY OF VALLEJO
AD-HOC CITIZENS PUBLIC SAFETY ADVISORY COMMITTEE**

**WEDNESDAY, OCTOBER 17, 2012
6:30 p.m.**

AGENDA

**CITY COUNCIL CHAMBERS, 2ND FLOOR
555 SANTA CLARA STREET, VALLEJO**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Committee without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Those wishing to address the Committee on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Committee may address the Committee during the "COMMUNITY FORUM" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Committee will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Committee. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990) and the federal rules and regulations adopted in implementation thereof.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. COMMUNITY FORUM

Anyone wishing to address the Committee on any matter not listed on the agenda but within the jurisdiction of the Committee to resolve, may speak after stating his/her name and address for the record.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF MINUTES OF OCTOBER 3, 2012 MEETING

6. OLD BUSINESS

No reports.

7. NEW BUSINESS

A. REPORT FROM THE CITY COUNCIL PUBLIC SAFETY COMMITTEE

B. PRESENTATION BY MARK CORREIA, Ph.D. – ASSOCIATE PROFESSOR AND CHAIR – DEPARTMENT OF JUSTICE STUDIES, SAN JOSE STATE UNIVERSITY

- a. Dr. Correia is scheduled to make a presentation.

C. REPORT FROM VALLEJO POLICE DEPARTMENT

- a. Brief update on department activities and initiatives. (10 minutes)

D. REPORT FROM VALLEJO FIRE DEPARTMENT

- a. Brief update on department activities and initiatives. (10 minutes)

E. SUBCOMMITTEE REPORTS

- a. Reports from subcommittee chairpersons. Staff report enclosed regarding potential action on Community Subcommittee reports.

F. AGENDA TOPICS FOR FUTURE MEETINGS

- a. Discussion of draft schedule of agenda topics for future meetings and by motion adopt schedule of agenda topics. Staff report enclosed.

G. WRITTEN COMMUNICATIONS

- a. Review written communications.

8. ADJOURNMENT

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AFFIDAVIT OF POSTING CITY OF VALLEJO	
I, <u>Tarienne Giver</u> certify that I caused to be posted the	
notice of <u>Agenda for the 10/17/12 Ad-hoc Citizens</u> Public Safety Advisory Committee	
designated on <u>10/15/12</u>	<u>Tarienne Giver</u>
(Date)	City Clerk / Designee

**CITY OF VALLEJO
AD-HOC CITIZENS PUBLIC SAFETY ADVISORY COMMITTEE
COUNCIL CHAMBERS
October 3, 2012**

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Chairperson Schivley.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

A roll call was conducted:

Present: Kathy Beistel, Karol Heppe, Kevin Kelley, Joanne Schivley, Robert Schussel, William Tweedy and Pat Dunn.

Absent: Burky Worel and Sid DeJesus (was present prior to the meeting and was called to police incident)

Staff present: Craig Whittom and Alan Cohen.

4. COMMUNITY FORUM

Speakers: Cephus Johnson, Beatrice Johnson, Patrick Cecchini.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

Moved by Committee member Tweedy and carried unanimously by members present, approval of the agenda and consent calendar of the September 19, 2012 minutes:

A. Approval of Minutes of September 19, 2012 Meeting.

Action: Approved minutes

6. OLD BUSINESS – None.

7. NEW BUSINESS

A. REPORT FROM THE CITY COUNCIL PUBLIC SAFETY COMMITTEE – None.

B. REPORT FROM VALLEJO POLICE DEPARTMENT

No report.

C. REPORT FROM VALLEJO FIRE DEPARTMENT

Committee member Dunn provided a report.

D. SUBCOMMITTEE REPORTS

Finance Subcommittee - Committee Member Schivley reported that they are waiting for information from staff.

Community Subcommittee – Committee Member Beistel reported on subcommittee work to date. Certain reports have been submitted and more are forthcoming.

Operations Subcommittee – Committee member Heppe reported that subcommittee has completed certain recommendations which will be completed for inclusion in a future packet.

E. AGENDA TOPICS FOR FUTURE MEETINGS

The schedule of agenda topics was discussed.

Moved by Committee member Tweedy and carried unanimously by members present, approved direction to staff to present a recommendation to extend the term of the committee to December 12, 2012 and the final meetings of the committee:

October 17, 2012 (Mark Correia – speaker, Community Subcommittee report).

November 7, 2012 (Ms. Liat Metzenheimer - speaker, Richmond Police Chief - speaker, Operations Subcommittee report).

November 20, 2012 (Revenue Subcommittee report, Second Priority area report, Third Priority area report).

December 5, 2012 (review final report).

December 19, 2012 – if needed (review final report).

Community members spoke to the committee.

F. WRITTEN COMMUNICATIONS

None.

8. ADJOURNMENT

The meeting was adjourned at 8:22 p.m.



NEW BUSINESS E

Date: October 17, 2012
TO: Ad-Hoc Citizens Public Safety Advisory Committee
FROM: Craig Whittom, Assistant City Manager *CW*
SUBJECT: SUBCOMMITTEE REPORTS

RECOMMENDATION

Receive reports from subcommittees.

Review Community Subcommittee reports and approve by motion the inclusion of these reports in the final Committee report to the City Council Public Safety Committee.

DISCUSSION

The Community Subcommittee reports are attached for review and potential action.

Verbal reports from the other subcommittees will be presented at the meeting.

DOCUMENTS ATTACHED

Draft report template.

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COMMUNITY SUBCOMMITTEE REPORT
TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

1

TECHNOLOGY

Subject Area

Communications

Issue

Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

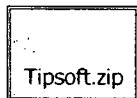
Purchase and implement mobile application; TipSoft. TipSoft allows citizens to submit anonymous tips (via a text-like method) to the police as well as receive alerts of activities in their community. TipSoft is an application which citizens can subscribe to, at no cost (to the citizen). The cost to purchase the application is \$3196 annually (there are multi-year subscription options). TipSoft is part of CrimeReports, it would be an add-on to the existing tool.

Background

Citizens, in general, feel out of touch with Public Safety and wants more information / transparency into the activities in the community and within the Police Dept. Many people do not feel comfortable with providing tips about crimes in their neighborhoods. TipSoft allows for both activity notification and anonymous tip submission.

Sources for further information

See attached literature on the TipSoft application.



Currently being used successfully by the Antioch PD

COMMUNITY SUBCOMMITTEE REPORT
TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

2

PUBLIC SAFETY COMMUNITY PARTNERSHIP

Subject Area

Communication

Issue

Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

Implement program which provides services similar to/same as the Beat Health program to focus on Drug, Criminal, Civil Nuisance Abatement to enhance, protect, and promote the quality of life in Vallejo with an emphasis on the shared responsibility between citizens, businesses, community agencies police and fire. Programs within Beat Health could include:

- Neighborhood Watch
- Community Cleanup
- Fire Prevention
- Anti-graffiti
- Landlord/Tenant Training
- Vehicle Abatement
- Business Liaison
- Formation of Neighborhood Associations

With current resourcing program would need to start small and grow/expand. Initial location should be in the downtown area utilizing already owned city property.

Make Public Safety members (all levels) more accessible to the community by implementing (or re-implementing) programs such as:

- Town Hall meetings
- Coffee with a Cop
- Bike patrols in the downtown area(s)
- Educational programs in the schools
- Annual/bi-annual Open House

Background

There is a real or perceived lack of transparency with Vallejo Public Safety.

Sources for further information

Beat Health: <http://www.ci.vallejo.ca.us/GovSite/?serviceID1=175>

COMMUNITY SUBCOMMITTEE REPORT
TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

3

MEDIA

Subject Area

Communication

Issue

Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

Utilize all feasible forms of media, including social media services (Facebook, Twitter, Nextdoor, etc), print (newspaper), and electronic newsletters to provide better, more immediate communication with the community

Suggested content:

- Weekly/bi-weekly PS updates/reports; similar to reports that are provided during Public Safety meetings uploaded to City sites (City, Police, Fire)
- Public Safety newsletter; this could be attached to the "Vallejo News" or be a subscription option (same process as 'subscribing to Vallejo News or CC Agenda's)
- Print updates, newsletter (or excerpts) in the newspapers/on-line & print (Times Herald, IBVallejo (VIB), etc)

Background

There are many free media outlets available to improve communication with the community which are not being utilized or utilized for maximum benefit.

Sources for further information

COMMUNITY SUBCOMMITTEE REPORT
TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

4

PUBLIC SAFETY TRANSPARENCY

Subject Area

Communication

Issue

Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

Develop "Customer Satisfaction Survey" to be sent to everyone the places a call for service. Survey will be a short list of 'how did we do' type questions, which will allow for anonymous return. Recommend a separate survey for Police and Fire. This will allow both Police and Fire to perform analytics on service(s) and identify areas that are being done well and areas of opportunity to improve. Management of the survey collection and analysis could be performed by a volunteer.

Background

Currently there is no method to understand the citizen's satisfaction / dissatisfaction with services received, or to understand, with any tangible data where Public Safety service can be improved.

Sources for further information

COMMUNITY SUBCOMMITTEE REPORT
TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

5

VOLUNTEER RESOURCES

Subject Area

Volunteer Resources / Services

Issue

Underutilization of Volunteers

Recommendation

Hire a qualified and experienced full-time Volunteer Services Coordinator to manage Police Dept volunteers and activities. Some of the responsibilities of this role would be to develop/implement volunteer training programs, provide assignments to volunteers so as to best utilize their strengths, recruit new volunteers, and develop new programs. Recommend taking advantage of the offer from the Vacaville Volunteer Services Coordinator to develop job description/responsibilities and to recruit/hire the right person. Estimated base salary of ~\$65,000 (+ benefits). Cost elimination could far exceed the cost of the position (Vacaville = \$516,000 annually).

Background

There are approximately 30 active volunteers with VPD, with many others who would like to become volunteers. There are ~46 activities for which volunteer services could be utilized, however because the coordination of volunteer activities is managed by multiple (sworn) Police personnel (in addition to their 'regular job'), there is confusion, underutilization of and dissatisfaction among the volunteers, many times causing volunteers to stop volunteering their services out of frustration.

Sources for further information

Vacaville Volunteers in Police Service presentation

Vallejo volunteer tasks vs Vacaville volunteer tasks

Checklist

VALLEJO VOLUNTEER JOBS	VACAVILLE VOLUNTEER JOBS
bike safety aide	crime analysis
cadet aide	crime free housing
child care for victims & witnesses	crime prevention
city hall patrol	records
collateral assignment	livescan/fingerprinting
community policing aide	VCERT
computer skills tutor	emergency & special callouts
crime data liaison	graffiti task force
crime prevention aide	mail run
crime stoppers aide	park and bike patrol
disaster hotline	senior wellness & vacation checks
domestic violence information aide	department tours
emergency contact file coordinator	parking enforcement
graffiti monitor	training academy
internet aide	K-9 agitator
investigations aide	patrol assistant
language interpreter	citizen ride alongs
lobby greeter	F.I.R.S.T
mail run/car wash	narcotic enforcement team
megans law aide	investigative services
missing persons follow up	property & evidence
most wanted program aide	video live feed monitoring
newsletter editor	youth services
newsletter graphics	alarms
newsletter photos	clerical assistance
parking enforcement	D.A. runner
pawnshop detail	animal services
police facility tour guide	afternoon patrols
police historical museum aide	night patrols
police librarian	patrol code compliance
police probation team aide	
police services evaluation aide	
police training role aide	
program evaluation and audits aide	
sexual assault investigations unit aide	
sub station aide	
technical materials aide	
toy and food collection liaison	
traffic assistance detail	
video aide	
video librarian	
volunteer administrative aide	
volunteer background investigator	
volunteer training coordinator	
volunteer website development team	

COMMUNITY SUBCOMMITTEE REPORT
TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

6

PUBLIC SAFETY PROCEDURE ACCESS

Subject Area

Communication

Issue

Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

Identify the top X calls for service in the City. Create a high-level process for each issue which will help educate the public on the process, timeframes, contacts, resources, etc. Publish these processes to City websites. The 'process' documentation being recommended is at a high-level, not internal procedural documentation.

Background

Frustration within the community due to lack of understanding of what happens after you place and receive a call for service; what happens after police/fire respond, who can / should be contacted for further information and/or updates, what resources are available for additional assistance.

Sources for further information



NEW BUSINESS F

Date: October 17, 2012
TO: Ad-Hoc Citizens Public Safety Advisory Committee
FROM: Craig Whittom, Assistant City Manager *aw*
SUBJECT: AGENDA TOPICS FOR FUTURE MEETINGS

RECOMMENDATION

Discuss and approve by motion agenda topics for upcoming meetings.

DISCUSSION

Staff has prepared a draft schedule of agenda topics based on the approved motion from the meeting of October 3, 2012.

DOCUMENTS ATTACHED

Draft Agenda Topics

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Ad Hoc Citizens Public Safety Advisory Committee – Draft Agenda Topics

October 17, 2012

November 7

Ms. Liat Metzenheimer – speaker

Richmond Police Chief -speaker, Operations Subcommittee report

Review of written Subcommittee reports for Resolution First Priority Study Area
(Operations)

November 20

Review of written Subcommittee reports for Resolution First Priority Study Area
(Revenue)

Review of Second Priority area report

Review of Third Priority area report

December 5

Review final report.

December 19, 2012

If needed review final report.