

# POLICE

## Mission Statement

The Sarasota Police Department is dedicated to providing professional law enforcement service for our community while safeguarding constitutional guarantees and forming responsible partnerships with those we serve to achieve safety, quality of life and respect for the law.

## Description of Operations

The Sarasota Police Department is committed to professionally protect lives and property within our community; to prevent and detect crime; to apprehend criminals; to provide training for personnel; to supervise training of employees; and to enhance the quality of life through community involvement in the development and delivery of services that utilize all available resources. Through our commitment to community oriented policing philosophies, our goal is to maintain the City as a safe place for people to live, work and enjoy their recreational pursuits.

The Police Department is located on Ringling Boulevard in the Public Safety Building and operates three community based substations: Gillespie Park on North Osprey Avenue; the South District Substation on Hillview Street; and the Rosemary Substation located on Central Avenue.

The major components of the Police Department are the Uniform Services Division, the Criminal Investigations Division, the Support Services Division and the Office of the Chief.

## Cost Center Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	23,765,834	24,911,288	23,715,730	0	23,715,730
Operating Expenditures	3,607,949	3,676,793	3,824,784	0	3,824,784
Capital Expenditures	400,568	144,011	120,175	0	120,175
Transfer Expenditures	63	63	63	0	63
<b>Totals</b>	<b>27,774,414</b>	<b>28,732,155</b>	<b>27,660,752</b>	<b>0</b>	<b>27,660,752</b>

## Personnel Summary

Actual Positions	259.00	229.00	0.00	229.00
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## Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
LICENSES & PERMITS	73,375	78,000	105,000	0	105,000
INTERGOVERNMENTAL	14,808	0	0	0	0
CHARGES FOR SERVICES	91,402	106,000	172,070	0	172,070
FINES & FORFEITURES	449,850	391,000	405,060	0	405,060
OTHER MISCELLANEOUS REVENUES	95,367	58,600	27,800	0	27,800
TRANSFERS	965,596	983,090	1,223,981	0	1,223,981
INTRAGOVERNMENTAL SERVICES	286	0	0	0	0
<b>Totals</b>	<b>1,690,684</b>	<b>1,616,690</b>	<b>1,933,911</b>	<b>0</b>	<b>1,933,911</b>

# CHIEF OF POLICE

## Description of Operations

The Chief of Police is the executive officer of the Sarasota Police Department. The Chief is ultimately responsible for decisions regarding policy, enforcement and use of resources in conjunction with the City Manager and the City Commission.

The Chief of Police maintains command authority over all Police Department employees, both sworn and non-sworn. The following operating units are within the office of the Chief of Police:

The Internal Affairs Unit maintains the confidence of the public in the integrity of the employees of the Sarasota Police Department by thoroughly investigating all complaints and inquiries of the public and the press.

The Planning and Inspections Unit is the unit most responsible for the Department's accreditation by the Commission for Florida Law Enforcement Accreditation. This process assures that the department is in compliance with over 300 professional standards ranging from interrogation procedures to mandatory emergency supplies in Patrol cars, to control of cash in the Fiscal Unit.

The Recruiting and Backgrounds Unit is responsible for maintaining the Department's level of officers during a period of high numbers of retirements in the ranks. The unit actively seeks qualified candidates to maintain staffing levels at or near the Department's authorized strength while upholding the high standards required for participation as an officer.

## CITYWIDE PRIORITIES

### PRIORITY - Safe Community

#### Strategy

To maintain the current staffing level of sworn police officers for the City of Sarasota at or near 95% of its budgeted strength.

#### Task

To actively seek qualified applicants for the position of sworn police officer for the City of Sarasota.

To actively seek to recruit minority applicants for the position of sworn police officer in order to more accurately reflect the City of Sarasota's minority population.

## PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Background Investigator's man-hours	Number	1,880	1,880	1,880	1,880
<b>Output Measure</b>					
Sworn officers hired	Number	13	9	10	10
<b>Effectiveness Measure</b>					
Officers retained	Number	10	9	8	8
<b>Efficiency Measure</b>					
Background hrs per retained applicant	Number	188	208	235	235

## Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
711099 ADMINISTRATION-CHIEF	1,544,116	1,388,366	1,200,695	0	1,200,695
711110 MEDIA LIAISON	70,004	77,109	0	0	0
711115 INTERNAL AFFAIRS SECTION	300,061	351,265	361,783	0	361,783
711122 PLANNING AND INSPECTIONS	118,967	133,358	139,785	0	139,785

## CHIEF OF POLICE

711270	BACKGROUNDS	130,009	162,320	49,204	0	49,204
721099	ADMINISTRATION-ADMINISTRATIVE C	227,488	195,764	169,818	0	169,818
Totals		\$2,390,645	\$2,308,182	1,921,285	0	\$1,921,285

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	1,067,549	1,111,840	926,356	0	926,356
Operating Expenditures	1,321,813	1,196,342	994,929	0	994,929
Capital Expenditures	1,283	0	0	0	0
Totals	\$2,390,645	\$2,308,182	1,921,285	0	\$1,921,285

### Personnel Summary

Actual Positions		14.00	8.00	0.00	8.00
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# UNIFORM SERVICES DIVISION

## **Mission Statement**

To respond to all calls for service from the community and provide for the community's safety through the delivery of professional and courteous uniformed police services.

## **Description of Operations**

The Uniform Services Division is the largest division within the Police Department. It continually strives for law enforcement excellence through a division-wide commitment to community policing. The Division, now more than ever, is stressing zone accountability and community policing in the apprehension of criminals, supervising the training of recruits, and enhancing the quality of life through community involvement. The Uniform Services Division is responsible for patrolling the City and responding to homicides, arsons, burglaries, robberies, traffic enforcement issues, accidents and batteries, among other calls.

The units within the Uniform Services Division are described below:

The Uniform Patrol Unit consists of 107 Patrol Officers, including one Captain, six Lieutenants, twelve Sergeants and 88 trained Patrol Officers. The officers work 12-hour shifts. Each shift is staffed with 22 officers during the day, and 24 officers at night, three Sergeants overseeing the three districts of the City, and a shift Lieutenant. As part of the emphasis on community policing, three community-based substations have been established.

During 2007, several areas experienced record activity. The number of arrests increased by 10% and narcotic arrests overall were up by 18%. With a focus on designated "hot spots" and special locations, injury crashes decreased 12% and total crashes decreased by 12%.

The Court Liaison facilitates essential communication between the Police Department and the State Attorney's Office, Public Defender's Office, Judges, Hearing Officers and private counsel. The Court Liaison receives, logs and monitors all upcoming subpoenas. Officers' court appearances, as well as any non-appearances, are logged and transmitted to the Division Captains. The Liaison assisted in serving over 11,400 subpoenas to sworn personnel last year.

The Citizen Volunteer Program currently has 70 volunteers and 6 vehicles. The Citizen Volunteer Program has also formed a partnership with Project Lifesaver International to deploy specially trained teams with the most reliable technology available to quickly locate and return wandering Alzheimer/other dementia afflicted adults and children to their families and care givers.

The Traffic Unit provides a safe driving, walking and bicycling environment for the citizens and visitors to the City of Sarasota. The unit operates through proactive enforcement to reduce inappropriate driving behaviors. In the prior year, the Traffic Unit alone wrote approximately 4,716 citations, handled 3,964 calls for service, made 773 arrests and assisted on 229 calls for service.

The School Crossing Guards get Sarasota's children safely to school through eighteen crossing and school zones during the school year.

The Canine Unit supports the Patrol Officers and Vice/Narcotics Detectives in the apprehension of fleeing or hiding suspects, detection of hidden narcotics, and the recovery of evidence. All dogs are cross-trained as patrol dogs and narcotic detection dogs. All are trained in the areas of article searches, area and building searches, tracking, felony stops and contacts, and narcotic detection. This year the unit assisted in the discovery of narcotics and the apprehension of numerous felony suspects. The unit continues to work with the Sarasota Airport Police in their continuing efforts regarding homeland security with numerous hours of foot patrol being done at the airport. The unit also continues to work drug sweeps in the schools assisting the Sarasota Sheriff's Office and the North Port Police.

The Marine Patrol Unit's primary responsibility falls within the unique atmosphere of our waterways. The unit provides a safe boating and recreational environment on our bays, canals, and beaches through proactive education and enforcement.

The Neighborhood Enforcement (NET)/Community Resource Team (CRT) is responsible for operations and investigations dealing with street crimes. The NET unit is a pro-active street crimes unit attacking pattern crimes. It is involved in conducting undercover operations to identify and arrest individuals involved in the crime of prostitution or solicitation for prostitution. It also conducts covert operations as directed by the Criminal Investigations Division. The CRT addresses quality of life issues and ensures that a drug-free environment exists in the areas where residents are trying to live a

## UNIFORM SERVICES DIVISION

productive lifestyle in public housing. The CRT officers provide special and particular service to the Public Housing Authority of the City of Sarasota. The Public Housing Authority relies on the CRT for comprehensive law enforcement, conflict resolution, environmental issues affecting the quality of life in public housing, crime prevention and intervention, youth and sporting activities, and after school programs. CRT interacts with many local agencies and neighborhood and community associations.

### **CITYWIDE PRIORITIES**

#### **PRIORITY - Safe Community**

##### **Strategy**

Communications between the Patrol Officers and the communities they serve is important in reducing crime and enhancing the quality of life in those communities. In addition to meetings attended routinely by Crime Prevention and the Community Resource Team, the Uniform Services Division strives to improve police-community relations by having patrol officers attend meetings with various community groups throughout the City. Each of the District Lieutenants attend about 100 community meetings per year.

##### **Task**

Patrol officers shall attend at least 24 community meetings per year.

#### **PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Patrol officers	Number	110	122	122	122
<b>Output Measure</b>					
Community meetings attended	Number	280	300	300	300
<b>Effectiveness Measure</b>					
Community meetings resulting in issues	Number	280	300	300	300
<b>Efficiency Measure</b>					
Issues from meetings resolved	Number	279	300	300	300

#### **PRIORITY - Safe Community**

##### **Strategy**

To identify those locations and related traffic violations within the City that have a high propensity for contributing to traffic crashes. Once identified, the Traffic and Patrol Units seek to reduce the number of injury accidents by concentrating enforcement efforts on those locations where these crashes are likely to occur.

##### **Task**

To identify crash-prone locations, their causes, and selectively enforce those violations to reduce the number of injury crashes.

#### **PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Officers in traffic patrol	Number	110	122	122	122
<b>Output Measure</b>					
Citations issued	Number	21,475	22,598	23,721	24,000
<b>Effectiveness Measure</b>					
Crashes at crash-prone intersections	Number	513	474	435	396
<b>Efficiency Measure</b>					
Citations issued per officer at crash-prone intersections	Number	12.17	3.88	3.57	3.25

## UNIFORM SERVICES DIVISION

### PRIORITY - Safe Community

#### Strategy

To cover areas that cannot be patrolled by traditional methods. Foot and bicycle patrol is an excellent way to put City officers in contact with the public. Foot/bike patrol also lends itself to open communication between the officers and the citizens for information on potential crimes or neighborhood problems.

#### Task

Patrol seeks to increase foot/bicycle patrol by at least 3% during each year.

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Foot/bike officers in patrol	Number	8	10	10	10
<b>Output Measure</b>					
Walking/biking patrol hours per year	Number	8,953	10,777	11,100	11,433

### PRIORITY - Safe Community

#### Strategy

To provide for an improved quality of life through the aggressive enforcement of state and local criminal laws.

#### Task

To identify, apprehend and prosecute criminal offenders.

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Staff hours	Number	10,725	11,583	12,162	12,770
<b>Output Measure</b>					
Part 1 crimes - public housing	Number	49	132	119	107
Part 1 crimes - City	Number	1,980	2,048	2,028	2,028
<b>Effectiveness Measure</b>					
Part 1 crimes (public housing vs. City)	Number	2.47/100	6.45/100	5.81/100	5.22/100
<b>Efficiency Measure</b>					
Part 1 Crimes in pub hous'g per staff hr	Number	.005	.011	.010	.008

### **Department Expenditures by Cost Center**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
723099 ADMINISTRATION-PATROL UNIT	170,170	188,149	199,160	0	199,160
724000 UNIFORM PATROL	11,029,672	11,415,767	11,904,189	0	11,904,189
724136 COURT LIAISON	53,842	55,057	59,911	0	59,911
724137 VOLUNTEER PROGRAM	7,511	4,975	9,471	0	9,471
724140 TRAFFIC ENFORCEMENT	739,536	693,888	764,153	0	764,153
724146 SCHOOL CROSSING GUARDS	135,826	173,750	152,957	0	152,957
724153 CANINE	503,884	550,464	555,779	0	555,779
724167 MARINE PATROL	222,433	251,985	214,837	0	214,837
724171 CRIME PREVENTION	113,222	115,337	0	0	0
724172 NEIGHBORHOOD WATCH	102,619	110,434	0	0	0
724180 COMMUNITY RESOURCE TEAM	655,903	662,153	0	0	0

## UNIFORM SERVICES DIVISION

724192	GANG COORDINATOR	52,639	99,837	0	0	0
724195	TIF FUNDED	382,997	772,011	1,108,756	0	1,108,756
724196	TIF FUNDED-SPECIAL EVENTS	15,285	0	70,225	0	70,225
724197	NEIGHBORHOOD ENF./COMM. RES. TEA	682,273	621,095	994,046	0	994,046
Totals		\$14,867,812	\$15,714,902	16,033,484	0	\$16,033,484

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	14,169,455	14,944,955	14,900,706	0	14,900,706
Operating Expenditures	682,523	737,947	1,103,778	0	1,103,778
Capital Expenditures	15,834	32,000	29,000	0	29,000
Totals	\$14,867,812	\$15,714,902	16,033,484	0	\$16,033,484

### Personnel Summary

Actual Positions	145.00	135.00	0.00	135.00
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### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
INTERGOVERNMENTAL	14,808	0	0	0	0
FINES & FORFEITURES	416,470	365,000	370,060	0	370,060
OTHER MISCELLANEOUS REVENUES	22,598	6,000	5,500	0	5,500
TRANSFERS	925,330	953,090	1,178,981	0	1,178,981
INTRAGOVERNMENTAL SERVICES	286	0	0	0	0
Totals	\$1,379,492	\$1,324,090	\$1,554,541	\$0	\$1,554,541

# CRIMINAL INVESTIGATIONS DIVISION

## **Mission Statement**

To provide timely follow-up investigation of reported felony crimes and other high profile cases. To respond to felony crime scenes and to initiate investigations and process crime scenes.

## **Description of Operations**

The Criminal Investigations Division provides follow-up investigations of reported felony crimes and other high profile cases. Follow-up efforts utilize the following techniques:

- Case review and assignment for investigation;
- Interviewing witnesses and victims of crimes;
- Evaluating, gathering and processing physical evidence;
- Locating, interviewing, arresting and successfully prosecuting suspects;
- Preparing written documents and case reports;
- Case presentation to prosecutors, judges and juries;

The Criminal Investigation Division is divided into the following units to effectively carry out its duties:

Administration - Provides planning (both tactical and strategic), organizing, budgeting, allocation of resources and general management of the investigators. Secretarial and clerical support are also provided within the Administration Unit.

Crimes Against Property - This unit investigates felony and high profile cases listed as follows: burglary, grand theft, grand theft auto, scrap metal thefts, pawns and white collar crime.

Crimes Against Children - In addition to acting as the liaison between the various Juvenile Justice agencies, members of this unit provide assistance to the youth of our community through the teaching of Drug Abuse Resistance Education and Gang Resistance Education and Training. Personnel assigned serve as liaisons with various schools in the City. They also investigate juvenile-on-juvenile crimes and crimes where juveniles are victims. This is especially true when juveniles are the victims of adult sexual offenders. This unit continues to work with the U.S. Department of Justice Computer Crimes Against Children Program.

Crimes Against Persons - This unit investigates felony and high profile cases listed as follows: homicide, sexual battery, robbery, aggravated assault and aggravated battery.

The Victim Advocate provides services to the victims of serious crimes and their family members. The Victim Advocate serves as a liaison between the Police Department, the State's Attorney and various community groups dedicated to helping preserve the rights of crime victims.

The Criminalistics Unit is the forensic arm of the Police Department. They are responsible for the evaluation, collection, preservation and analysis of physical evidence gathered in the course of a criminal investigation. In addition, they provide identification services of criminal suspects by maintaining the Department's fingerprint files and submit D.N.A. samples for comparison to existing databanks.

Intelligence Unit - The primary function of the Intelligence Unit is to collect, evaluate, and disseminate information. They also participate in Regional District Six and FBI Terrorism Task Forces. Within the Intelligence Unit, a Crime Analyst provides timely analysis of developing crime trends to both Uniform Services and Criminal Investigations personnel to aid in solving and preventing crimes and a Gang Coordinator tracks all known and suspected gang members. Technology collects data on known and suspected gang members. Other obligations include graffiti eradication, gang prosecution and working with multi-agency gang task forces. The officer is proactive in contacts of gang members in our community.

## **CITYWIDE PRIORITIES**

### **PRIORITY - Safe Community**

#### **Strategy**

The sale of drugs from rental property is a major contributor to the decline of some of the City's older neighborhoods. Often, prostitution activity accompanies the sale of drugs. In addition to the increase in vehicular and foot traffic narcotics sales

## CRIMINAL INVESTIGATIONS DIVISION

create, criminal activity from nuisance crimes to thefts, robberies and even homicides can be a result. Therefore, the Police Department seeks to actively decrease such nuisances by aggressively enforcing drug and prostitution laws and abating them through civil and criminal prosecution.

**Task**

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Actively abate nuisance properties within the City through investigation and prosecution.

**PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Detective hours worked per year	Number	1,832	1,832	1,832	1,832
<b>Output Measure</b>					
Abatement cases handled	Number	44	57	60	60
<b>Effectiveness Measure</b>					
Abatement cases invest' by adjudication	Percent	23%	25%	25%	25%
<b>Efficiency Measure</b>					
Abatement cases adjudicated	Number	10	14	15	15

**PRIORITY - Safe Community**

**Strategy**

In order to maximize investigative resources, the Police Department will continue to assign investigations to detectives based on whether the offense is a crime against property or a crime against persons. The goal is to aggressively investigate felony criminal offenses, identify and apprehend the perpetrator and assist in their prosecution.

**Task**

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Maintain the clearance rate for Part I crimes at or above the average clearance rate for the prior three years.

**PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Detectives	Number	19	18	18	18
<b>Output Measure</b>					
Cases handled	Number	1,970	1,780	1,800	1,900
<b>Effectiveness Measure</b>					
Case clearance rate	Percent	23%	32%	32%	32%
<b>Efficiency Measure</b>					
Caseload per Detective	Number	104	99	100	106

## CRIMINAL INVESTIGATIONS DIVISION

### Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Total
722175 NUISANCE ABATEMENT	150,048	189,929	219,218	0	219,218
722211 ADMINISTRATION V/N	340,586	350,235	348,342	0	348,342
722212 TACTICAL NARCOTICS	651,957	876,159	847,284	0	847,284
722213 STRATEGIC NARCOTICS	693,047	734,345	545,255	0	545,255
729099 ADMINISTRATION-CRIMINAL INVES'	444,261	418,615	425,293	0	425,293
729190 CRIMES AGAINST PROPERTY	1,019,740	1,063,318	916,815	0	916,815
729193 CRIMES AGAINST CHILDREN	815,643	715,573	870,259	0	870,259
729194 VICTIM ADVOCATE	72,429	65,814	70,860	0	70,860
729199 CRIMINALISTICS	536,541	483,576	508,979	0	508,979
729201 CRIMES AGAINST PERSONS	517,720	518,087	643,033	0	643,033
729202 PROPERTY & EVIDENCE	222,197	252,809	216,290	0	216,290
729205 CRIME ANALYSIS	67,259	67,879	0	0	0
729207 INTELLIGENCE	225,837	224,908	269,206	0	269,206
Totals	\$5,757,265	\$5,961,247	\$5,880,834	\$0	\$5,880,834

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	5,363,583	5,579,047	5,420,624	0	5,420,624
Operating Expenditures	333,216	373,164	453,210	0	453,210
Capital Expenditures	60,466	9,036	7,000	0	7,000
Totals	\$5,757,265	\$5,961,247	\$5,880,834	\$0	\$5,880,834

### Personnel Summary

Actual Positions	59.00	54.00	0.00	54.00
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### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
CHARGES FOR SERVICES	48,806	50,000	114,070	0	114,070
FINES & FORFEITURES	2,830	0	0	0	0
OTHER MISCELLANEOUS REVENUES	68,880	51,300	21,250	0	21,250
TRANSFERS	40,266	30,000	45,000	0	45,000
Totals	\$160,782	\$131,300	\$180,320	\$0	\$180,320

# **SUPPORT SERVICES DIVISION**

## **Mission Statement**

To ensure that the officers have the necessary equipment and support to provide high quality law enforcement services to our citizens.

## **Description of Operations**

The Support Services Division of the Sarasota Police Department is responsible for most non-operational support activities that allow the Police Department to provide law enforcement services to the community. The Support Services Division is responsible for ensuring that officers have the necessary equipment and support to accomplish their missions. It is also responsible to process, file and retain the official police reports received by the agency and to make them available to the public in accordance with applicable state laws. The Support Services Division coordinates outside requests for the services of off-duty officers and provides administrative support for all city-approved special events. Finally, the Support Services Division is responsible for the efficient and timely response of the Special Weapons and Tactics Unit, the Crisis Negotiations Unit, the Explosive Materials Unit, the Underwater Search and Recovery Unit and Field Force Units in emergency situations. To carry out these activities the department maintains facilities in a clean, attractive and aesthetically pleasing manner to provide a safe, pleasant working environment.

The Support Services Division consists of the following units:

A Technical Manager, a Police Lieutenant, oversees the Property and Evidence Unit, the Management Information Systems (MIS) Unit, the Off-Duty Coordinator, Special Events Units and all of the Specialized Units:

The Special Services Section is responsible for certain support functions which enable the Police Department to operate in an efficient and professional manner. The section co-ordinates outside requests for the services of off-duty officers. The section provides administrative support for all city-approved special events. Special Services is also responsible for the efficient and timely response of Special Weapons and Tactics (S.W.A.T.) Unit., Crisis Negotiation Team, Hazardous Device Unit, Underwater Rescue and Field Force units in emergency situations.

The Special Services Section is comprised of the following units:

Off-Duty Coordinator and Special Events Unit - The Sarasota Police Department allows, under certain conditions, its officers to work on off-duty assignments. These off-duty assignments must meet the criteria set by the Sarasota Police Department. Off-duty assignments must meet the guidelines set forth by the Police Department and City rules, in addition to Florida State Statutes 493, 112 and 561.

The Special Weapons and Tactics Unit - The main objective of the S.W.A.T. Unit is to respond to critical incidents and provide for the safety and protection of hostages, innocent citizens, responding police officers and perpetrators.

The Explosive Materials Unit - The Sarasota Police Department provides for the availability of specially trained units capable of responding to emergencies involving explosives or the threat of explosives and other situations within the City of Sarasota.

The Underwater Search and Recovery Unit - Provides for the availability of a specially trained unit capable of responding to emergencies and other situations occurring within jurisdictional waterways where the use of underwater divers may be needed.

The Crisis Negotiation Unit - Consists of police personnel who are highly trained and specially equipped to respond to critical incidents involving hostage takers, barricaded subjects, suicidal persons or other crisis intervention situations in which the skills of a negotiator would be beneficial.

Emergency Management Unit - A unit dedicated to maintaining the supplies and equipment needed to respond to any type of local emergency situation.

The Property and Evidence Unit is charged with receiving, logging maintaining and disposing of all property and/or evidence received during the course of police operations. Their major responsibility is to track evidence through the criminal justice process to ensure its integrity, preserving the evidence for criminal prosecution via chain of custody requirements. They also seek to return found, recovered and safekeeping property to its rightful owner with a minimum of delay.

## **SUPPORT SERVICES DIVISION**

The Management Information Systems (MIS) Unit is comprised of Computer Information Systems, the Terminal Agency Coordinator, and the Statistics Reporter. MIS incorporates, and is responsible for, the latest hardware and software technology as it relates to Police Department activities. MIS is also responsible for Terminal Agency Agreements with both FCIC/NCIC and the Florida Department of Law Enforcement (FDLE). MIS also provides professional level technical support to the Police Department for telecommunications, and has primary technical cognizance over Police Department data communications and mobile computer systems and equipment.

The Administrative Services Unit is comprised of a Manager responsible for overseeing the order, title and tracking of the Department's fleet of vehicles. The Manager assigned to this Section is also responsible for tracking the department inventory and overseeing the Quartermaster, Supply Services and the Building Maintenance Manager. The Manager supervises the activities of Alarm Enforcement, the Records Unit, the Fiscal Office and the Payroll and Personnel Office.

The Records Unit is responsible for the data entry of all police reports. The unit also provides copies and criminal background checks to the public and various law enforcement related agencies.

The Building Maintenance Unit is responsible for maintaining Police facilities and grounds in a clean, attractive, and aesthetically pleasing manner to provide a safe, pleasant working environment for both employees and the general public.

The Quartermaster is responsible for ordering, maintaining and issuing uniforms, equipment and general supplies for the Police Department.

Fiscal Control Unit - The office is involved in preparing and managing the Police Department budget; supplying needed decision-making information to the Chief, the Administrative Captain and the Divisions and management of grants and alternate funding sources.

Personnel Unit - The office is responsible for payroll, personnel records, benefits and H.I.P.P.A. issues for the entire police department.

The Alarm Enforcement Unit oversees compliance of all alarm systems (commercial and residential) within the City of Sarasota. In accordance with City Ordinance 97-3971, any individual or business owning, possessing or operating a burglar alarm within the City of Sarasota is required to obtain an annual permit.

The Training Services Section ensures that all officers have the training necessary to provide quality service to the community. One civilian manager oversees the Training Unit and the Armory.

The Training Unit is commissioned with the responsibility of providing mandated continuing professional training and education and ensuring that all officers maintain their Law Enforcement State Certification. The unit is responsible for the training of recruits and is involved in the Less Lethal Weapon Program Training for assigned Sergeants of the Police Department.

### **CITYWIDE PRIORITIES**

#### **PRIORITY - Safe Community**

##### **Strategy**

The purpose of registering security alarms with the Police Department is to 1) establish standards relating to the use of security systems; 2) establish and maintain emergency contact numbers so premises can be properly secured in the event of an activation; 3) provide for the peace and quiet of neighborhoods by limiting the amount of time an external sounding device can remain active; 4) provide for an efficient use of police resources regarding alarm activations by identifying those alarms subject to repeated malfunction and by forcing the alarm owners to take corrective action.

##### **Task**

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To register every known alarm system in the City and to continue to educate owners and reduce false alarms.

## SUPPORT SERVICES DIVISION

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Alarms registered with SPD	Number	3,118	3,107	3,100	3,120
<b>Output Measure</b>					
Alarm activations within City	Number	3,077	2,514	2,500	2,300
<b>Effectiveness Measure</b>					
Alarms registered in the City, over activations	Percent	1%	24%	24%	35%
<b>Efficiency Measure</b>					
Alarm revenue generated	Dollars	\$104,800	\$103,000	\$135,000	\$140,000

### PRIORITY - Safe Community

#### Strategy

To provide proactive training to Department personnel and supervise the training of recruit officers.

#### Task

To ensure that 100% of all officers maintain their Law Enforcement State Certification.

To provide additional training to enhance the knowledge, skills and abilities of all personnel.

To ensure the successful completion of field training by as many recruit officers as possible by employing remedial training techniques based on the identified deficient areas.

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Field training hours for officers	Number	9,724	10,615	3,106	82
<b>Output Measure</b>					
Recruits trained	Number	13	19	7	1
<b>Effectiveness Measure</b>					
Recruits passing field training	Number	10	16	7	1
<b>Efficiency Measure</b>					
Field training hrs per retained recruit	Number	748	559	444	82

## SUPPORT SERVICES DIVISION

### Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Total
731099 ADMINISTRATION-BUREAU COMMA	160,625	227,314	208,420	0	208,420
731198 CIVIL SEIZURES	2,074	3,600	3,720	0	3,720
731441 COMPUTER OPERATIONS	846,447	807,952	1,134,040	0	1,134,040
732161 OFF-DUTY COORDINATOR	42,599	46,607	51,512	0	51,512
732168 SPECIAL EVENTS	210,097	66,321	71,136	0	71,136
732231 COMMUNICATIONS - POLICE	129,895	129,879	0	0	0
733156 S.W.A.T.	362,656	316,227	220,645	0	220,645
733159 EXPLOSIVE MATERIALS UNIT	2,942	10,438	10,427	0	10,427
733162 UNDERWATER SEARCH AND RECOV	8,883	8,726	10,184	0	10,184
733165 CRISIS NEGOTIATION UNIT	6,488	11,445	12,577	0	12,577
733420 EMERGENCY MANAGEMENT UNIT	57,589	2,700	6,962	0	6,962
734400 FLEET MAINTENANCE	469,740	441,890	0	0	0
735099 ADMINISTRATION-ADMINISTRATIVI	123,614	118,061	110,436	0	110,436
735206 CRIME STATISTICS	19,118	175	0	0	0
735241 RECORDS	436,534	510,885	553,167	0	553,167
735411 BUILDING MAINTENANCE	435,567	418,229	454,770	0	454,770
735412 QUARTERMASTER	68,285	74,854	78,156	0	78,156
735430 FISCAL	146,182	188,441	120,393	0	120,393
735442 TELECOMMUNICATIONS	366,631	405,944	0	0	0
735452 PAYROLL & PERSONNEL	111,521	124,393	132,963	0	132,963
735455 ALARM ENFORCEMENT	109,875	125,100	71,300	0	71,300
736099 ADMINISTRATION-PROFESSIONAL S'	225,161	276,012	144,685	0	144,685
736250 IN-SERVICE TRAINING	360,936	359,981	356,456	0	356,456
736290 ARMORY	55,233	72,650	73,200	0	73,200
Totals	\$4,758,692	\$4,747,824	\$3,825,149	\$0	\$3,825,149

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personnel	3,165,247	3,275,446	2,468,044	0	2,468,044
Operating Expenditures	1,270,397	1,369,340	1,272,867	0	1,272,867
Capital Expenditures	322,985	102,975	84,175	0	84,175
Transfer Expenditures	63	63	63	0	63
Totals	\$4,758,692	\$4,747,824	\$3,825,149	\$0	\$3,825,149

### Personnel Summary

Actual Positions	46.00	32.00	0.00	32.00
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## SUPPORT SERVICES DIVISION

### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
LICENSES & PERMITS	73,375	78,000	105,000	0	105,000
CHARGES FOR SERVICES	42,596	56,000	58,000	0	58,000
FINES & FORFEITURES	30,550	26,000	35,000	0	35,000
OTHER MISCELLANEOUS REVENUES	3,889	1,300	1,050	0	1,050
	\$150,410	\$161,300	\$199,050	\$0	\$199,050