



## Item No. 4 Town of Atherton

### **CITY COUNCIL STAFF REPORT – STUDY SESSION**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: STEVEN D. MCCULLEY, CHIEF OF POLICE**

**DATE: MARCH 2, 2022**

**SUBJECT: POLICE DEPARTMENT ANNUAL REPORT AND ANNUAL  
INTERNAL AUDIT/INSPECTION REPORTS**

#### **RECOMMENDATION**

Receive and file the Police Department Annual Report and Annual Internal Audit & Inspection Reports.

#### **BACKGROUND/ANALYSIS**

The Atherton Police Department publishes an Annual Report to catalog and highlight our agency's accomplishments over the past year. The Annual Report provides a comprehensive review of department activities, crime rate, and highlighted stories of community interest. In 2021, FBI Part 1 crimes in Atherton were down 20% as compared to 2020. A hard copy of this Annual Report is included in your City Hall mailboxes and is provided to the community upon request. Digital copies of this Report are available on the Town's website.

Annual audits and inspections are conducted by the Police Chief to ensure that procedures, practices, and members of the department adhere to policy and shared mission and goals. This is a critical administrative function which ensures readiness with a focus on improving officer safety and mitigating risk and liability. Annual audits/inspections are conducted to ensure objective review of department facilities, property, evidence items/storage, equipment, personnel, administrative, and operational activities outside the normal supervisory and line inspection procedures and the chain of command. The annual audits and inspections include:

- Automated License Plate Reader (ALPR) Camera Audit (completion pending)
- Body Worn Camera Audit
- Evidence and Property Audit (completion pending)
- Firearms Audit and Weapons Inspections
- K-9 Program Audit
- Officer Inspections
- Reserve Officer Unit Audit
- Taser Audit

- Vehicle Inspection Audit

The Evidence and Property Audit as well as the ALPR Audit are in the final stages of completion and will be provided to the Council at an upcoming meeting to Receive and File. Staff is prepared to address any questions the Council may have on the remaining reports, to include the Annual Report; but there is no action required. The Report and Audits are Receive and File only.

**FISCAL IMPACT**

There is no fiscal impact relate to this staff report.

**GOAL ALIGNMENT**

- Goal E – Strengthen Community Engagement and Transparency
- Goal F – Be a Forward-Thinking, Well-Managed, Well-Planned Town

**PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or  X  has not been before a Town Committee or Commission.

- \_\_\_ Audit/Finance Committee (meets every other month)
- \_\_\_ Bicycle/Pedestrian Committee (meets as needed)
- \_\_\_ Civic Center Advisory Committee (meets as needed)
- \_\_\_ Environmental Programs Committee (meets every other month)
- \_\_\_ Park and Recreation Committee (meets each month)
- \_\_\_ Planning Commission (meets each month)
- \_\_\_ Rail Committee (meets every other month)
- \_\_\_ Transportation Committee (meets every other month)
- \_\_\_ Tree Committee (meets each month)

**ATTACHMENTS**

- A. Annual End of Year Report
- B. Automated License Plate Reader (ALPR) Camera Audit (completion pending)
- C. Body Worn Camera Audit
- D. Evidence and Property Audit (completion pending)
- E. Firearms Audit and Weapons Inspections

- F. K-9 Program Audit
- G. Officer Inspections
- H. Reserve Officer Unit Audit
- I. Taser Audit
- J. Vehicle Inspection Audit



# Town of Atherton

## Department of Police 2021 Annual Report

# A MESSAGE FROM CHIEF McCULLLEY

## About Us

It is an honor and a privilege to have served as your Chief of Police since 2017.



Our full-time sworn staff of 21, plus a Training Manager, a Communications Supervisor, four Communications Dispatchers, a Code Enforcement Officer, a Dispatcher/Code Enforcement Officer, a Support Services Coordinator, three Level One Reserve Officers and five Per Diem dispatchers make up this professional team.

The department provides a full range of police services to a population of more than 7,100 residents. The Town's population increases sharply during weekdays due to the nine private and public schools within the Town limits and on-going construction projects.

The men and women of the Atherton Police Department serve with unmistakable pride and integrity, which has garnered the organization tremendous community support. Subscribing to a philosophy of community policing, they provide a unique and personalized brand of customer service seldom seen in other police agencies. Through strong police / community partnerships, the Town of Atherton enjoys an extremely low crime rate, contributing to a very desirable quality of life for our residents.

Twitter: #AthertonPolice

# Atherton's History

## **Fair Oaks**

In 1866, Atherton was known as Fair Oaks, and was a flag stop on the California Coast for the Southern Pacific Railroad between San Francisco and San Jose for the convenience of the owners of large estates living north of Menlo Park. The entire area was called Menlo Park. It was part of the Rancho de las Pulgas, which is now southern San Mateo County.

## **Incorporation of Atherton**

In 1923, Menlo Park wanted to incorporate its lands to include Fair Oaks. During a meeting of the representatives of the two communities, the Fair Oaks property owners maintained their community as a strictly residential area and they would incorporate independently. Both groups rushed to Sacramento but the Fair Oaks committee arrived first. It was at that time they realized that they could not keep the name Fair Oaks, as it was already the name of a town near Sacramento. It was decided to honor Faxon Dean Atherton who had been one of the first property owners in the south peninsula and name the town for him. Atherton was incorporated on September 12, 1923.

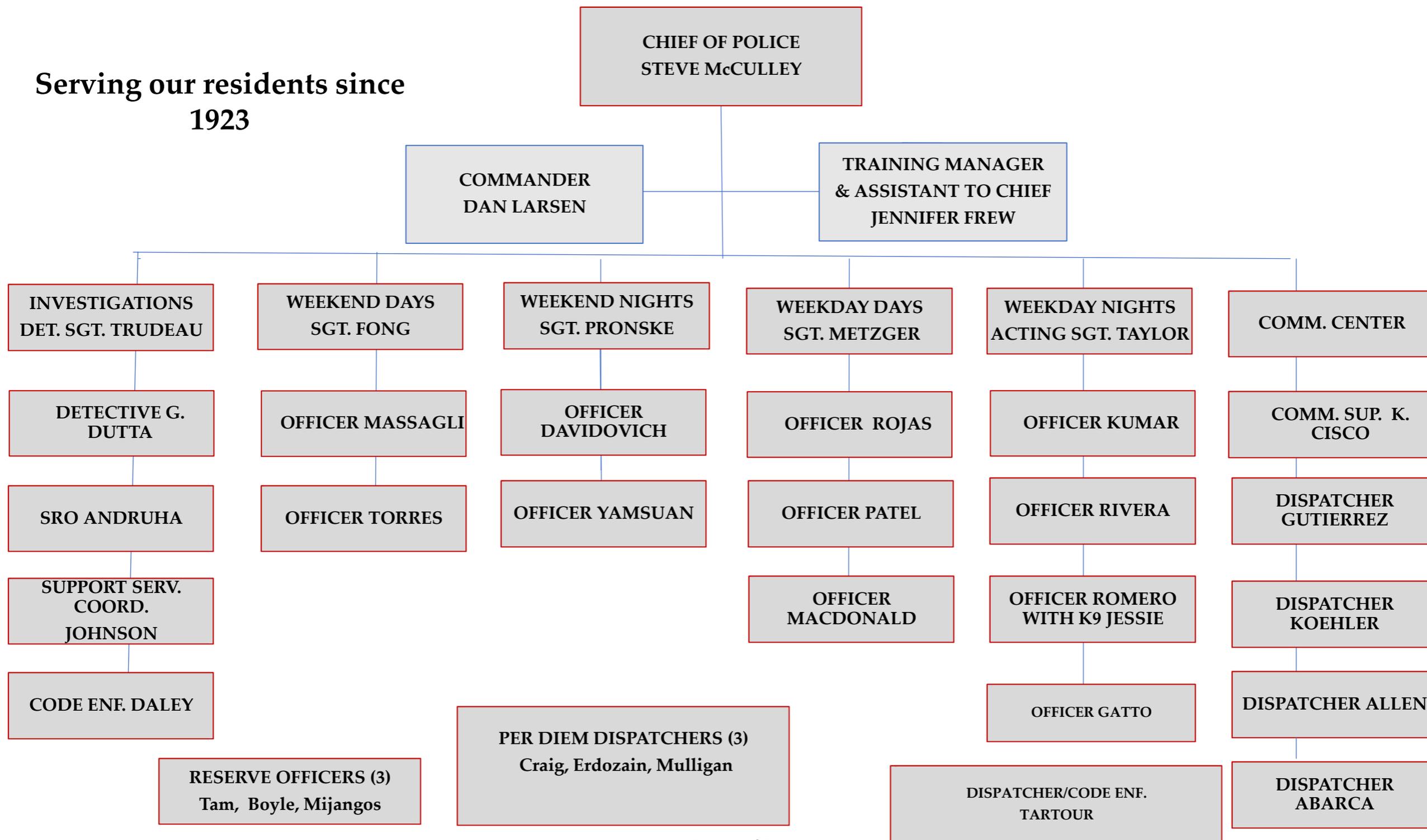
# History ...

## Town Name

- Faxon D. Atherton, originally from Massachusetts, had spent several years as a trader in tallow, hides, and merchandise. His friend and business associate, Thomas Lark, had written to him about the opportunities for family and business on the San Francisco peninsula. Atherton purchased over 600 acres in 1860. His home, Valparaiso Park, was built several years later.
- Atherton is still a plain of oaks. Native live oaks, white oaks, bays, redwoods, cedars, pines, and other ornamental trees cover the six square miles of town. There are approximately 50 miles of roads. The population is approximately 7,100 with approximately 2,500 households.
- Ms. Olive Holbrook-Palmer left Holbrook Palmer Park, 22 acre park, to the Town in 1958. It is an open, tree-covered park, which offers recreational programs and facilities for functions including a little league baseball park.

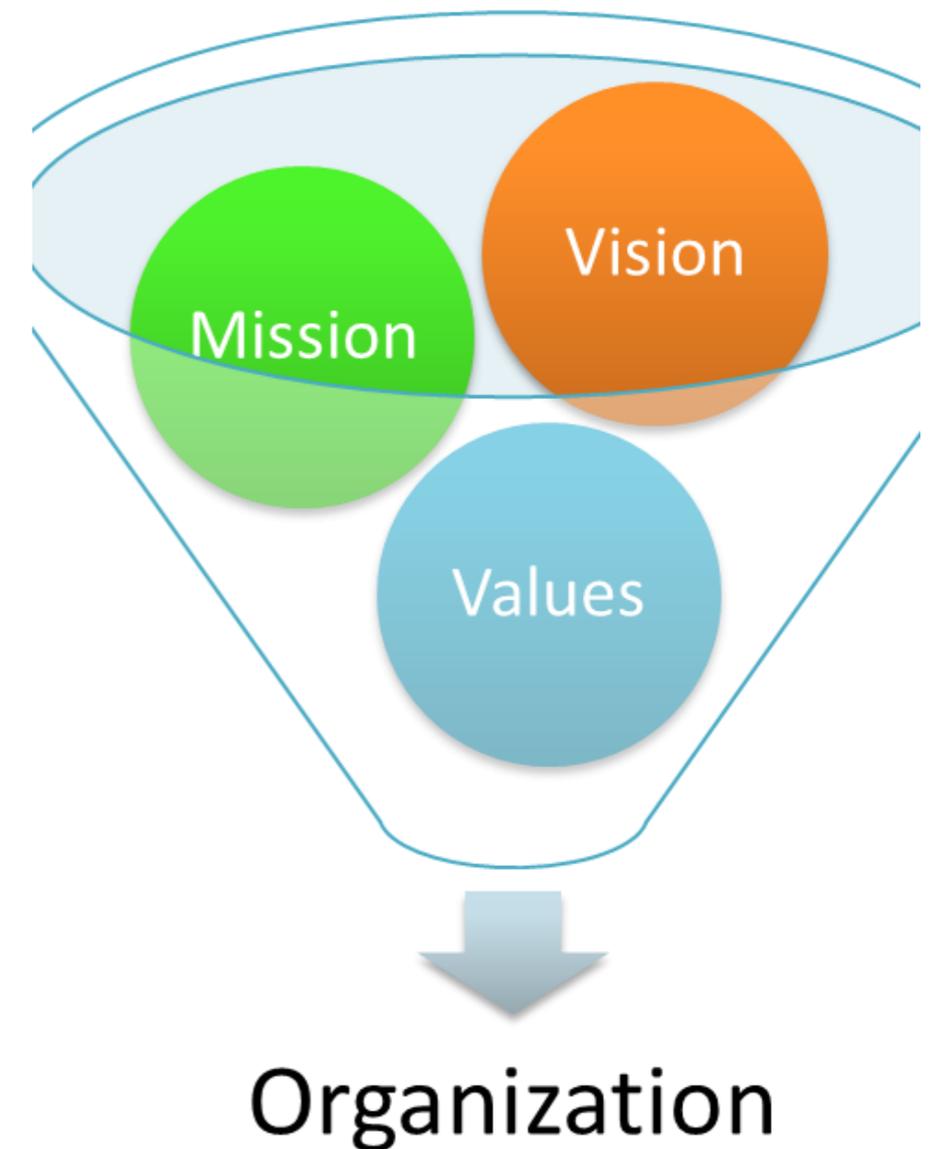
# ATHERTON DEPARTMENT OF POLICE

Serving our residents since  
1923



# Departmental Vision, Mission Statement, Value Statement and Motto

- Our Vision is to ensure the Town of Atherton is one of the safest municipalities in the State of California achieved through the delivery of quality law enforcement services.
- Our Mission is to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve and deliver those quality services which enhance security and safety in our community and enhance the lives of our residents. To support this mission, we will work in strong partnership with the community and the citizens we serve.
- Our Value is to Serve with Honor, Integrity and Professionalism.
- Our Motto is No Call Too Small.



# Departmental Goals

**Customer Service** – Provide professional, courteous and quality police services.

**Proactivity** – Provide crime prevention through proactive policing methods.

**Traffic Safety** – Conduct enforcement operations, traffic safety education outreach and engineering observations.

**Training** – Provide quality training for all agency personnel.

**Disaster Preparedness** – Provide emergency police response and disaster readiness services to the community.

**Employee Safety and Wellness** – Provide all employees with the proper training, equipment and resources to safely conduct daily operations.

# Atherton's Divisions

## Administration

The Atherton Police Department is committed to providing exceptional public safety services and believes in taking a leadership role in fostering community partnerships. By cooperating to identify and solve issues we can make this great town even greater. This unit includes the Chief of Police, Police Commander and the Assistant to the Chief/Training Manager.

## Communications and Records

The Police Communication Center located at the front of the Police Department operates 24 hours a day, 365 days a year. Citizens who call the Police Department speak with a dispatcher who immediately radios the reported information to Officers in the field, thus enabling a very fast **response time**. **The Communications Center** is a modern facility utilizing the latest technology to efficiently and effectively handle complaints and concerns. Residents with alarm systems connected to the Police Department have their alarms monitored in the Communications Center.

# Investigations Division

- The Investigation Division is responsible for investigating cases reported through the Patrol Division. Some of the crimes investigated include thefts, home and auto burglaries, identity theft, crimes against children, and sexual assaults. The goal is to arrest the person(s) responsible for the alleged crime. In addition, the Investigations Division works closely with the San Mateo County District Attorney's Office to assist in the prosecution of the investigated cases.
- The Investigations Division is also responsible for staying updated on legal issues and disseminating that information to the Patrol Division. The Detectives also work closely with the community to make sure they are informed of current crime trends.

# Canine / Patrol Divisions

## Patrol

- The backbone of a police organization, patrol officers and supervisors handle day-to-day calls on the radio, attend public meetings, handle traffic collision investigations, write citations for moving violations and vehicle equipment violations, perform inspections of citizen's homes for crime prevention preparedness, and conduct highly visible patrols throughout the Town. Patrol Officers are always uniformed and work seven days a week, 24 hours a day. This is designed to deter criminal opportunity and ensure our residents have the sense of security they have come to know and expect in Atherton.

## Canine Unit

- The Atherton Police Department's K-9 Unit was created to lend an atmosphere of service and safety in the community, utilizing canines in general and specialized patrol to enhance crime prevention, crime suppression, criminal investigation, and police officer/citizen protection.

# Property / Evidence ~ Code Enforcement

## Property/Evidence

Atherton Police Officers and the Atherton Police Property section collect and recover many items of property each week. Once items are submitted as evidence or booked into the Property Room, only the property officer can handle or release items.

All property releases are done by appointment only.

## Code Enforcement

Code Enforcement is the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety, welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs.

# Traffic Division

## Traffic

- The Atherton Traffic Safety Program was established in 1995, and was formed in response to the ever-increasing flow of traffic within the Town. The main goal of the program is to reduce fatalities and injury collisions through both enforcement and education, with a high concentration in school zones.
- The Town of Atherton consists of 50 miles of paved roadway within its jurisdiction. 45.25 miles are small two-lane roadways not designed to carry a high volume of traffic or large, over sized vehicles. Our Traffic Officers spend a great deal of time addressing areas where complaints have been received, as well as reducing the amount of commercial vehicles over 3 tons that use our roadways. Traffic Officers also adjust shifts to work nighttime hours during the holidays such as DUI enforcement, Click It or Ticket and distracted driver awareness.

# Traffic Division



The Traffic Division is dedicated to promoting a safe environment for pedestrians, bicyclists and motorists alike. The Traffic Division uses education and enforcement to ensure the best delivery of services to the community we serve.

The Traffic Division consists of two Motor Officers and one Reserve Officer, and is overseen by the Traffic Sergeant.

The Traffic Division completes traffic enforcement on all streets within the Town of Atherton and focuses heavily on areas with traffic complaints.

All marked police vehicles and police motorcycles are equipped with moving radar systems, and the Department currently possesses hand-held Lidar units. Both the radar systems and the Lidar units are used to measure the speed of motorists.

The Traffic Division handles traffic collision incidents and prepares reports for involved motorists, insurance companies and the District Attorney's Office.

The Traffic Division also works uniformed patrol as needed, trains new officers, and handles administration functions as needed to keep the police department working in an efficient manner.

# ATHERTON

## PART ONE CRIMES: 2020 & 2021

Cases Reported Atherton	2020	2021
Homicide	0	0
Rape	2	1
Robbery	3	3
Aggravated Assault	10	9
Simple Assault	6	3
Burglary	31	28
Larceny	98	75
Stolen Vehicle	4	3
Arson	0	0
<b>TOTALS</b>	<b>154</b>	<b>122</b>



# PART ONE CRIMES IN SAN MATEO COUNTY

Cases Reported – SM County	2020	2021
Homicide	16	NA
Rape	275	
Robbery	520	
Assault	1870	
Burglary	2155	
Larceny	11,250	
Stolen Vehicle	2199	
Arson	103	
<b>TOTALS</b>	<b>18,388</b>	



# PART ONE CRIMES IN CALIFORNIA

Year	2020	2021
Homicide	2202	Not Yet Available Until July 2022
Rape	13,439	
Robbery	44,684	
Aggravated Assault	113,539	
Burglary	145,377	
Stolen Vehicle	168,046	
Larceny	527,748	
Arson	11,759	
<b>TOTALS</b>	<b>1,026,794</b>	



# RESPONSE TIMES DEFINED

- In general, there are three types of ***Calls for Service*** from the Police Department. In order of priority: High, Medium, and Low.
- **High Priority** calls are in-progress events where persons or high-value property are in immediate danger and require a multiple officer response. This is a lights and siren response to a crime in progress, injuring collision, and medical emergencies.
- **Medium Priority** calls are in-progress events without an immediate danger to persons or property. Multiple officers may be necessary for these calls. These calls take precedence over all other calls for service and require an immediate police response (non-lights and siren); but the incident may not be in progress. The most common medium priority calls are burglary, robbery, sexual assault, active physical altercations, and residential burglary alarm activations. The latter is the most frequent call in Atherton.
- **Low Priority** calls are other calls for service. Events that may no longer be in-progress, so immediate response is not as urgent. Normally requires a single officer. Officers may or may not be immediately dispatched to these calls. Low priority calls are dogs off leash in the Park, parking violations, construction noise or activity, and follow-up police reports.

# POLICE DEPARTMENT RESPONSE TIMES

Year	2020	2021
High Priority Emergency Lights and Siren	2:18 Minutes	2:04 Minutes
Medium Priority	4:33	4:35
Low Priority	7:46	7:26



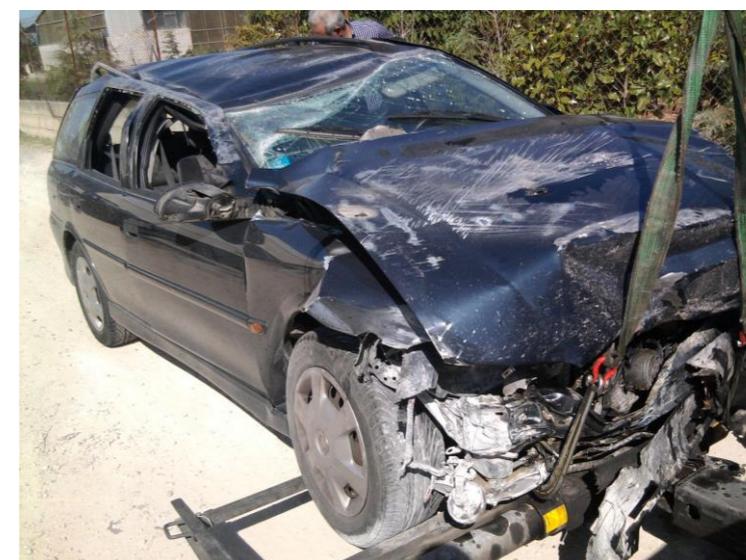
# Traffic Safety Enforcement Statistics

Traffic Citations/Warnings	2020 Citations/Warnings	2021 Citations/Warnings
Other Moving	178 / 394	464 / 771
Speed	426 / 1010	743 / 1662
Bicycle	0 / 6	0 / 0
Pedestrian	0 / 2	0 / 2
Unlicensed Driver	206 / 2	372 / 20
Insurance	37 / 56	62 / 13
Suspended Driver	51 / 1	85 / 0
Drugs	21 / 0	36 / 0
DUI	14 / 0	61 / 0
Other Criminal	0 / 0	6 / 1
Mechanical	74 / 59	108 / 81
Parking	64 / 6	142 / 2
Truck Route	0 / 0	0 / 7



# Traffic Collisions

Traffic Collisions	2020	2021
Non-Injury	27	41
Minor Injury	16	9
Severe Injury	0	2
Fatality	1	0
Total	44	52



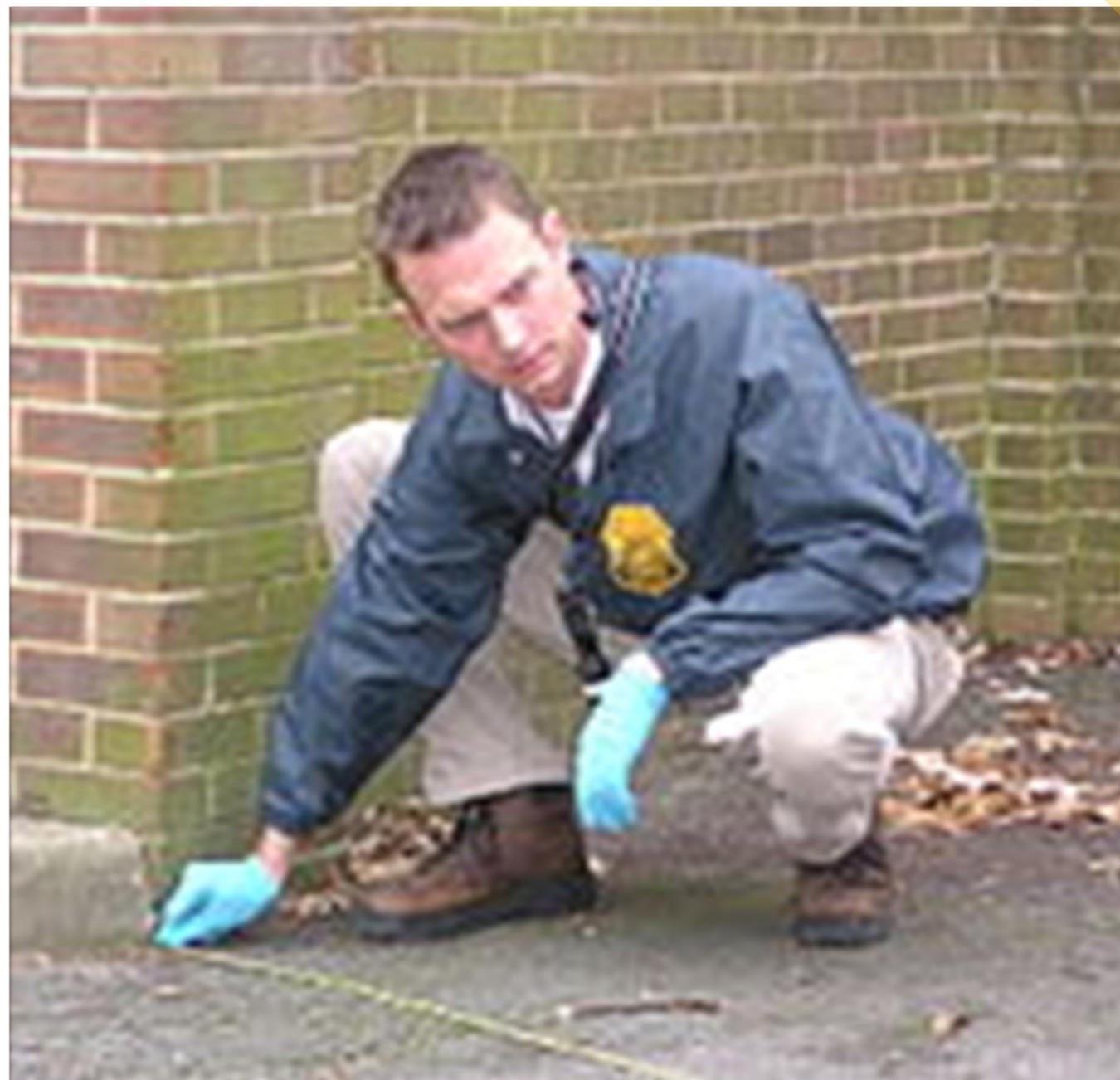
# Car vs. Bike Collisions & Car vs. Pedestrian Collisions

Auto vs. Bike Collisions	2020	2021
Driver at Fault	3	1
Bicycle at Fault	2	0
Passenger at Fault	0	0
Unknown Fault	1	0
<b>Totals</b>	<b>6</b>	<b>1</b>

Auto vs. Pedestrian Collisions	2020	2021
Driver at Fault	<b>0</b>	<b>2</b>
Pedestrian at Fault	<b>1</b>	<b>1</b>
Unknown Fault	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>1</b>	<b>3</b>

# Investigations

- **Investigations Division**
- The Investigations Division consists of one Sergeant and one Detective. Police officers assigned to the Investigations Division are provided additional specialized training in order to prepare them for a specific investigative assignment. Cases handled by the Investigations Division consist of the following:
  - Homicide, Suicide, Sexual Assault, Robbery, Burglary, Theft, Identity Theft, Fraud, Child Abuse and Neglect, Elder Abuse and Neglect.
- The Investigations Unit also handles the following additional duties:
  - Working uniformed patrol, training new officers, and administration functions to keep the police department working in an efficient manner.



	2020	2021
<b>Total Cases to Investigations</b>	<b>36</b>	<b>34</b>
Information Only	1	1
Closed Cases	0	0
Suspended Cases	27	19
Referred – Hillcrest DA	1	1
Cited Adult	0	0
Referred – Outside Agency	6	1
Adult Arrest	3	2
Referred – Adult DA	8	7
Located/Returned	0	0
Unfounded	0	0
Cleared By Other Means	0	0
Referred to School	0	0
Cited - Juvenile	0	0
Juvenile Arrest	0	2
Active Cases	11	2



## School Statistics 2021

School	Incidents	Community Outreach	Traffic Enforcement	Cases
Adelante Selby Lane	596	14	10	4
Encinal	565	44	10	8
Laurel	324	17	3	0
Las Lomitas	542	24	12	0
Menlo-Atherton HS	874	164	24	36
Menlo College	589	9	3	10
Menlo School	151	17	3	1
Sacred Heart	113	17	3	4

# School Resource Officer

- One sworn officer serves as a School Resource Officer (SRO) assigned to our nine schools on a long-term basis trained to perform three major roles: law enforcement officer, law-related counselor, and law-related educator. In addition, the SRO works in collaboration with the schools and the community as a resource for safety and security issues. As a law enforcement officer, the school becomes the officer's patrol. The SRO assists the school administration in maintaining a safe and secure environment. School administrators benefit from the SRO's training, knowledge, and experience in handling a variety of situations. The SRO provides a highly visible presence to deter or identify trespassers on campus. SROs are responsible for investigating violations of criminal law. An SRO's sworn duty to enforce the law does not contradict the need for the SRO to be a positive role model, but rather supports it. It is essential for an SRO to endorse high moral standards and use good judgment and discretion. Through this, students learn and understand what a professional police officer does.

# TYPES OF Cases Taken at MAHS in 2021

- **Grand Theft**
- **Petty Theft**
- **Possession of Controlled Substance**
- **Informational Report**
- **Threatening a School Official**
- **Criminal Threats**
- **Burglary**
- **Possession of Burglary Tools**
- **Prowling With Intent To Commit Theft**
- **Sexual Battery**
- **Looting**
- **Restraining Order Violation**
- **Attempted Suicide**
- **Possession of gun on campus**
- **Trespass**
- **5150**
- **Vandalism**
- **Suspicious Circumstance**
- **Assault on a School Employee**
- **Outside Aid**
- **Warrant Arrests**

# Communications Center

- The dispatcher is the first person to gather clues and cues about an emergency. An experienced, well-trained dispatcher is able to gather high quality, vitally important information that can help first responders form an early understanding of what they will be facing upon arrival at the emergency scene.
- Callers are often distraught when calling 911 and the dispatchers have the difficult task of both calming the caller and extracting quality information from them.
- Depending on the type of emergency, location and time of day, a dispatch center can receive dozens of calls about an emergency.



# Dispatch/ Records

	2020	2021
<b>Total Calls for Service</b>	<b>7426</b>	<b>10,017</b>
Total Number of Cases	647	705
Cases Sent to the DA	128	233
Misdemeanor Arrest	122	220
Felony Arrests	23	41
Citations Processed	2949	5127
Parking Cites Routed	69	157
Clearance Letters	93	136
Warrants Entered/Updated	34/20	124/86
CAD Entries Made	15,923	28,177
Phone Calls Handled	21,189	30,148



# K-9 History

Since 1966, the Atherton Police Department K-9 Unit has had more than 15 dogs assist officers to help the department with its primary function, the preservation of life and property. The K-9 Unit assists in achieving this goal by promoting an atmosphere of service and safety in the community, utilizing canines in general and specialized patrol to enhance crime prevention, crime suppression, criminal investigation, and Police Officer/Citizen protection.

In recent years, our Belgian Malinois K-9s have come to us from Germany with about two years of intensive training in disciplines such as scent detection, searching for humans, apprehension, etc. Our K-9 handlers must learn to speak a considerable German vocabulary to communicate and work successfully with our K-9s.

When the K-9 teams are not being used to search for suspects, they are a great partner to have as backup on a patrol stop, or any other call involving a person who may not want to cooperate with the police. When the K-9 team arrives, suspects tend to become very cooperative.



# Canine



K9 JESSIE

K9 Logs	2020	2021
Total Training Hours	94.5	150
Art –	47.5	0
Jessie –	47	150
Bites	0	0
Non-Bite apprehension	0	0
Cases	6	8



K9 ART Retired

# Staff Training

- **Total Training Hours FY 20-21**  
**3,248.75**
- **Briefing Training Hours**  
**33.4**
- **POST Reimbursement**  
**\$4807.49**
- **TOTAL \$ FOR FY 20-21**  
**\$ 41,384.32**
- 3 major categories of training:

Mandatory, Essential and Desirable thru the Commission on Peace Officer Standards and Training (POST). Training prevents and reduces risk liability, enhances skills and promotes career development along with succession planning.

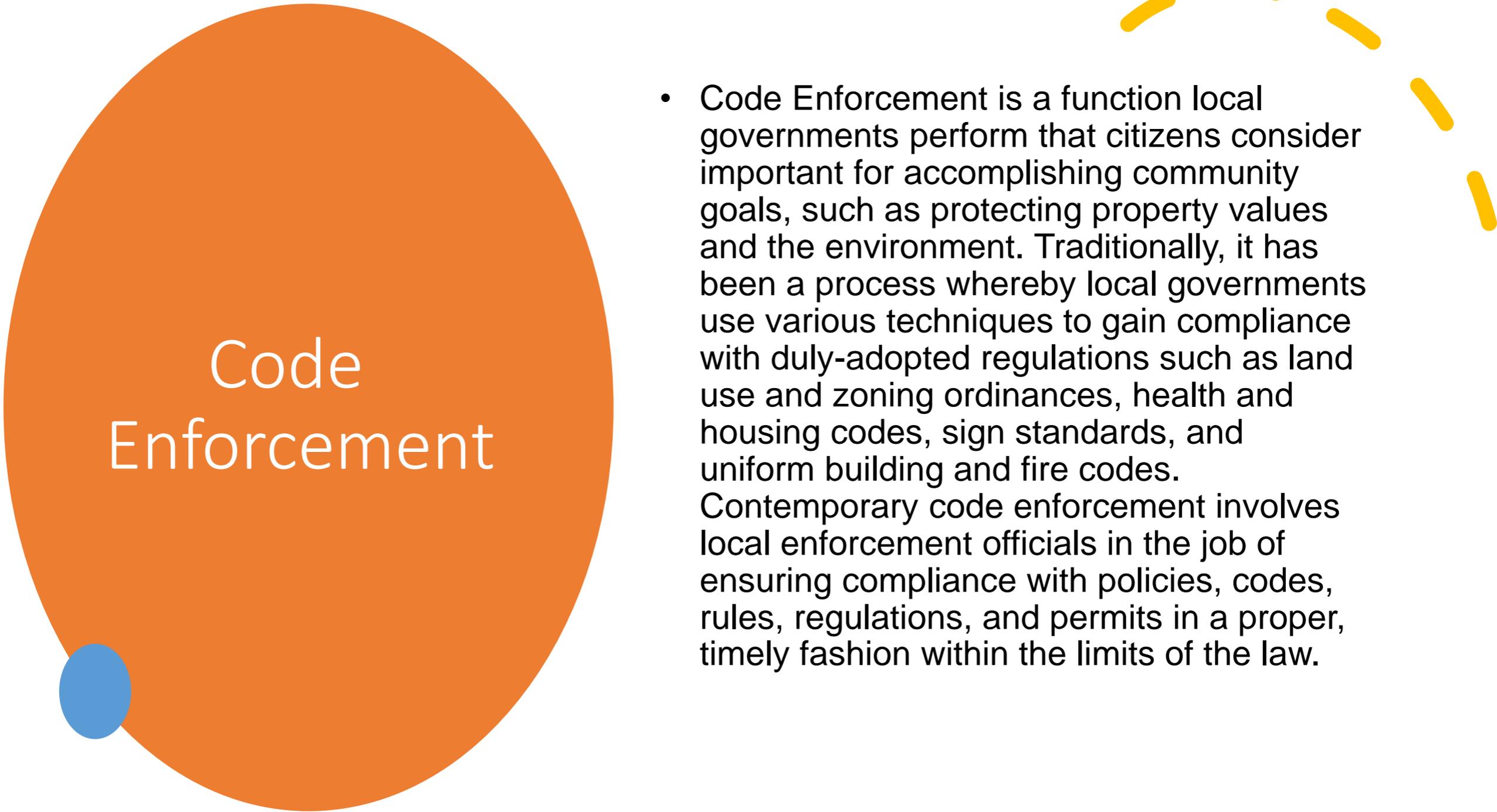
Some areas of training include:  
Firearms, Taser, Defensive Tactics,  
Mental Health (CIT), Active Shooter,  
Driver Training (EVOC) &  
Supervisory Courses.



# Code Enforcement



- **PARKING**
- **WORK HOURS**
- **MAINTENANCE**
- **TREE PROTECTION ZONE**



# Code Enforcement

- Code Enforcement is a function local governments perform that citizens consider important for accomplishing community goals, such as protecting property values and the environment. Traditionally, it has been a process whereby local governments use various techniques to gain compliance with duly-adopted regulations such as land use and zoning ordinances, health and housing codes, sign standards, and uniform building and fire codes. Contemporary code enforcement involves local enforcement officials in the job of ensuring compliance with policies, codes, rules, regulations, and permits in a proper, timely fashion within the limits of the law.

# Code Enforcement Case Load



	<b>Activity</b>	<b>2020</b>	<b>2021</b>
1.	New Cases	241	169
2.	Closed Cases	254	155
3.	Total Open Cases (YTD)	163	14
4.	Written/Formal Notices Issued	143	47
5.	Citations Issued	300	143
6.	Amount in Citations	<b>\$155,100</b>	<b>\$203,760</b>

# CODE ENFORCEMENT

	2020	2021
Cases Opened Total	241	169
Compliant Cases	254	155
Cases Pending	183	38
Written Notices Issued	143	47
Total Citations Issued	300	143
Total Amount of Citations	\$155,100	\$203,760
Number of CAD Incidents	1002	67
Paid Citations	\$83,750	\$164,760
Citations Rescinded	\$ (32,200)	\$ (2600)
Heritage Tree Penalties Paid	\$\$85,470	\$134,700
Compliance Rate	105.4%	91.1%
Citation Collection Rate	68.1%	70.6%

# Support Services Coordinator



- Our Support Services Coordinator, formerly titled Community Service Officer, performs a variety of administrative, professional and technical tasks in support of the Department. She is also the Department Liaison with several outside organizations. Her primary responsibilities include:
- Preserving the security and integrity of all evidence, upholds crucial chain of custody procedures, digital evidence duplication and maintenance ;
- Department liaison with San Mateo County Government agencies, including the Forensic Lab, District Attorney's office and both Criminal and Traffic courts;
- Production of all digital media recordings (body worn cameras, in car video, 911 calls, radio traffic);
- Monitoring and maintenance of the vehicle fleet, uniform equipment and business supplies;
- Police Dispatching.

# PROPERTY AND EVIDENCE, LIAISON BETWEEN DISTRICT ATTORNEY AND COURTS

## EVIDENCE SENT FOR LAB ANALYSIS IN CRIMINAL CASES TO SAN MATEO COUNTY CRIME LAB

TYPE OF TESTING	2020	2021
TOXICOLOGY	18	43
CHEMISTRY (DRUG TESTING)	12	15
FIREARMS	0	4
LATENT (FINGERPRINTS)	7	4
FORENSIC BIOLOGY (DNA)	6	6
<b>TOTAL</b>	<b>43</b>	<b>72</b>

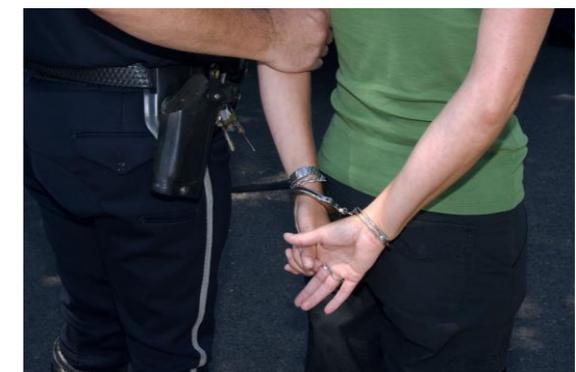


## ITEMS MANAGED WITHIN THE POLICE DEPARTMENT

TYPE OF PROPERTY	2020	2021
FIREARMS	24	41
CURRENCY	6	31
NARCOTICS	46	80
OTHER (ID, CREDIT CARDS, WEAPONS, CLOTHING, ETC.)	711	511
<b>TOTAL</b>	<b>787</b>	<b>663</b>



TYPE OF ARREST	2020	2021
MISDEMANOR	122	224
FELONY	23	43
WARRANT	25	52
JUVENILE	8	8
INFRACTION	3	24
<b>TOTAL</b>	<b>181</b>	<b>351</b>



# Budget

## Overtime

FY 20-21 Budgeted \$350,000 Adjusted \$400,000+



### Main reasons for Overtime:

- Shift Coverage = 2 + 1 model
- Court
- Training
- Vacation
- Sick Leave – 48/50 Light Duty

# Community Outreach



**Shop With A Cop – December 2021**



# ALARM VS. FALSE ALARM CALLS

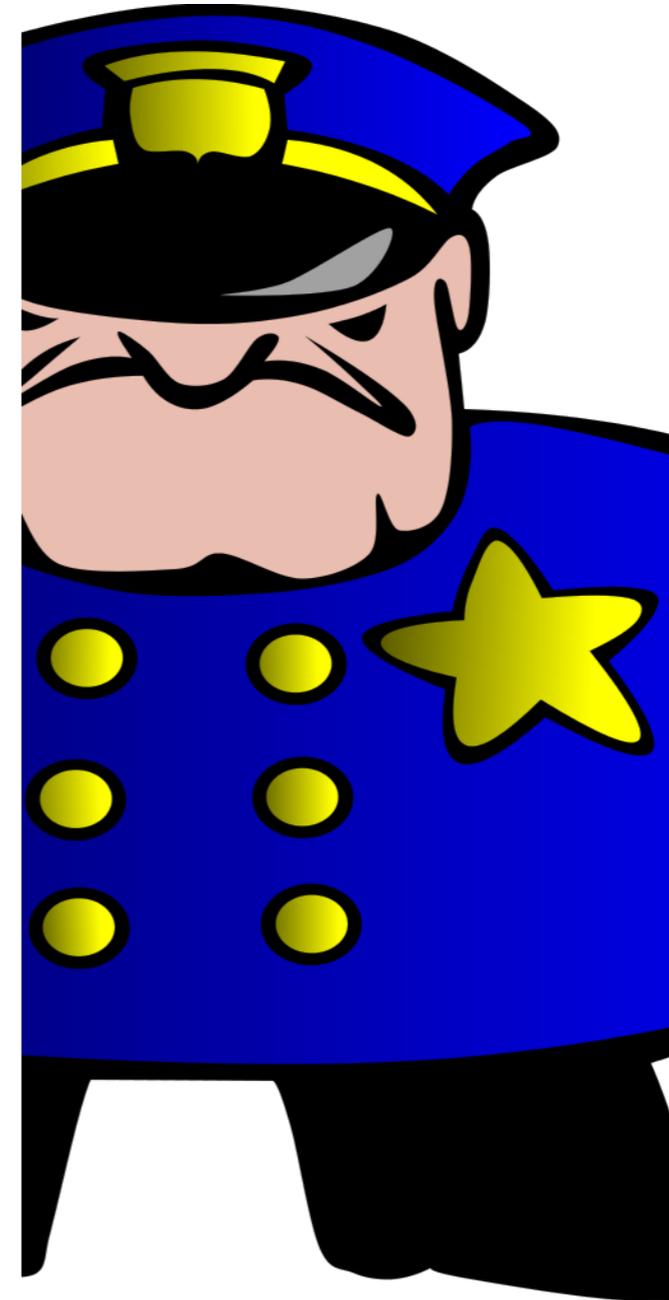
	2020	2021
Total Alarms Processed (Does NOT include fire alarms)	819	1580
Dispatch Center Processed/ Handled	819	1580
Officers Responded To	455	1099
New Alarm Permits	315	41

# Reserve Officer Program

- The Atherton Police Department's Reserve Officer unit assists with patrol. Reserve Officers are sworn officers working part time shifts. They handle day-to-day calls on the radio, handle traffic collision investigations, write citations for moving violations and vehicle equipment violations, attend public functions, perform inspections of citizen's homes for crime prevention preparedness and conduct highly visible patrols throughout the Town. Reserve Officers also assist in filling vacant shifts which allows full time officers to take personal time off and attend trainings.
- The Atherton Police Department utilizes three Reserve Officers. One unique trait of the Atherton Police Department Reserve Officer Unit is that our experienced Reserve Officers are paid instead of volunteering their time.

# Challenges = Opportunities

- Burglaries
- False Alarms
- Maintaining Officer Staffing – 2 + 1 on each shift
- Minimizing Overtime
- Retention
- Succession Planning



Questions ???



## ATHERTON POLICE DEPARTMENT

### Inter-Department Correspondence

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To: Chief McCulley

From: Commander Larsen

Date: February 10<sup>th</sup>, 2022

Subject: Body Worn Camera Audit for July 1<sup>st</sup>, 2021 – December 31<sup>st</sup>, 2021

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**Audit Purpose:** The purpose of the audit was to measure sergeant/officer compliance with Lexipol Policy 450.5.1 – Portable Audio/Video Recorders, enforcement related contacts.

**Audit Scope:** The audit included random incidents recorded from body worn cameras (BWC) of sergeants, officers, and reserve officers from July 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2021.

**Audit Methodology:** The methodology for this audit was as follows: to review approximately 10% of the number of incidents for each sergeant/officer where their BWC should have been activated and determine whether they activated their BWC. During this reporting period, the Atherton Police Department generated 13,919 incidents. A filter was used to focus on incidents where a BWC should have been activated, this resulted in 4,853 incidents. When you divide 4,853 incidents by the 19 patrol sergeants/officers, you get 255 incidents per officer. 10% of 255 is 25.5. Thus, over this reporting period, a sample of 25 incidents for each patrol sergeant/officer will be reviewed to gauge our department's compliance with policy section 450.5.1.

**Audit Results:**

Overall department: 91.5% compliant

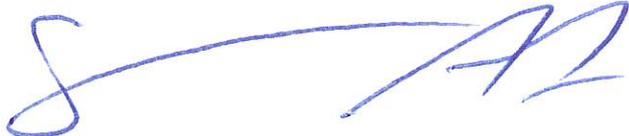
Sergeants: 90.6% compliant

Officers: 91.6% compliant

Reserves: 91.5% compliant

**Audit Action Items:** No individual sergeants/officers were below 80% compliance. I recommend all sergeants/officers review policy section 450.5.1, which requires sergeants/officers to activate their BWCs during traffic stops, calls for service, and any other appropriate police activities.

07/25/2022 Our goal continues to be 100% compliance. All personnel will be required to review our policy on body cam use.





**ATHERTON POLICE DEPARTMENT**

**Inter-Department Correspondence**

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To: Chief McCulley

From: Commander Larsen

Date: February 25<sup>th</sup>, 2022

Subject: 2021 Firearms Audit

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**Audit Purpose:** The purpose of this audit was to ensure compliance with Lexipol Policy Section 310 with special attention to subsections 310.4 Firearms Qualifications and 310.8 Rangemaster Duties (“The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operations.”)

**Audit Scope:** This audit included checking qualification records and firearm inspection records for 2021.

**Audit Methodology:** The methodology for this audit is as follows: to review range qualification records for each sworn member and determine the department’s compliance with Policy 310.4. During 2021, APD consisted of 28 sworn members and 3 quarterly qualifications were conducted for a total of 71 possible qualifications (8 sworn members did not work the entire year). All sworn members completed their required qualifications for 100% compliance with Policy 310.4.

To review records for each firearm and determine the department's compliance with Policy 310.8. All department firearms were inspected in early 2022 by Armorer MacDonald.

**Audit Results:**

Policy 310.4 Firearms Qualifications: 100% compliant

Policy 310.8 Firearms Inspections: 100% compliant

**Additional Information:** Refer to the Range 2021 binder (retained by Manager Frew) for qualification forms, practice range curriculums, and instructor trainings/qualifications.

Attached to this memorandum:

- Master list of department pistols/rifles, including inspection dates/results.
- 2021 range training/qualification document. This document includes a list of all department owned and personal firearms used by department personnel.

02-25-22 Review & approved.



2021 RANGE TRAINING/QUALIFICATIONS

RANGE	40mm Launcher	RANGE	RANGE	RANGE	RANGE	NAME	WEAPON(S)/ SERIAL #
1-21-21		5-25-21	9-28-21		Chief McCulley	Glock 34 BHUX897 Glock 43 BHPS985 Remington 870	
<del>1-19-21</del>				<del>Retired 3-16-21</del>	<del>Commander Wade</del>	<del>Glock 43 BHPS993 Glock 19 BGNX725 Colt M4 #81</del>	
3-9-21	Instructor	5-27-21	9-30-21		Commander Larsen	Glock 43x BTGS653 Glock 17 BGTM154 S & W 9mm HWB5321 Colt AR #8 Remington 870	
1-19-21		5-25-21	9-28-21		Sgt. Kockler - LD	S & W 9mm HW86015	
1-21-21	6-4-21	7-14-21	9-30-21		Sgt. Metzger	Sig P226 U761761 Remington 870 Colt AR 15 #1	
1-21-21	4-27-21	5-25-21	9-28-21		Sgt. Pronske	Glock 19 BGNX728 Colt AR 15 #1 Remington 870	
<del>1-19-21</del>				<del>Resigned 4-20-21</del>	<del>Sgt. Robbins</del>	<del>Glock 45 BHZF364 Glock 43 BRUL433 Stag Arms S032388 Remington 870</del>	

												AR 15 #6
RANGE	40mm Launcher	RANGE	RANGE	RANGE	RANGE	NAME	WEAPON(S)/ SERIAL #					
12-15-21					48/50	Off. Greene	S & W HWC0024 S & W M & P DVD8137					
1-21-21				7-14-21	9-28-21	Off. Massagli	Glock 17 BGTM158 Glock BGXB346 Sig P365 66A274258 Sig Z0L011828 Remington 870					
1-13-21	4-23-21	5-27-21	9-30-21			Off. Romero	Glock 17 BGTM159 Sig P365 66A403408 Colt AR 15 - #13 Remington 870					
1-19-21		5-25-21	9-28-21			Off. Torres	Glock 17 BKPR979 Colt AR 15 - #14 Remington 870					
1-19-21	4-27-21	5-25-21	7-20-21	9-28-21		Off. Davidovich	Glock 17 BKPR980 Sig 9mm 66A732674 AR 15 LE 363818 Glock 48 BLUR062 Remington 870					
1-21-21	4-23-21	5-25-21	9-28-21			Off. Yamsuan	Glock 17 BEPT331 Glock 17 BKPR981 Glock 26 AECN646 Sig SP0103089 AR 15 #3					

RANGE	40mm Launcher	RANGE	RANGE	RANGE	NAME	WEAPON(S)/ SERIAL #
1-19-21	4-27-21	5-25-21	9-30-21		Off. Kumar	Glock 17 BKPR982 Glock 19 BFDV295 Colt AR 15 - #2 Remington 870
1-19-21	4-23-21	5-27-21	9-30-21		Off. Gatto	Glock 19 BGNX729 Glock 17 LCC980 Glock 40 BBXV366 S & W Shield HWB3476 Colt AR 15 - #10 Remington 870
1-21-21	4-23-21	5-27-21	9-30-21		Off. Taylor	Browning 73092773 Glock 17 BNB046 AR 15 #15 Remington 870
1-13-21	4-27-21	5-27-21	9-30-21		Off. Andruha	Glock 17 BGTM155 Glock 43 BCPG649 Glock 43 BHPS986 Colt AR 15 - #17 Remington 870
4-22-21	4-23-21	5-27-21	9-30-21		Off. Patel	Glock 17 BNB045 Glock 10 BCCT341 Remington 870
10-7-21	10-30-21				Off. Rivera	Glock 19 BGNX773 Remington 870
1-21-21		5-25-21	9-28-21		Reserve Officer Tam	Glock 17 BGNX772 Remington 870 Colt AR 15 - #9

RANGE	40mm Launcher	RANGE	RANGE	RANGE	NAME	WEAPON(S)/ SERIAL #
<del>2-2-21</del>		<del>7-14-21</del>	<del>Resigned 9-2021</del>		<del>Reserve Officer Clark</del>	<del>Glock 17 BGTM167 AR 15 #7</del>
1-21-21		7-14-21	9-28-21		Reserve Officer Boyle	Springfield 40 XDM325120 Glock 17 BGTM161 Remington 870 Sig 58J172584 AR 15 #3
1-19-21	4-23-21	5-25-21	11-18-21		Reserve Officer Mijangos	JP Enterprises JPN1703186 AR 15 Glock 19 BGNX774 Sig P320 58H24G916 Remington 870

## APD DUTY PISTOL, MASTER LIST 2020

Glock 17, 9MM, (X17)

- G17 GEN5 S/N: BGTM154 – LARSEN INSPECTED: 2/22/22, No issues
- G17 GEN5 S/N: BGTM155 – ANDRUHA INSPECTED: 2/19/2022, No issues
- G17 GEN5 S/N: BGTM156 – ARMORY INSPECTED: 2/22/22, No issues
- G17 GEN5 S/N: BGTM157 – ARMORY INSPECTED: 2/22/22, No issues
- G17 GEN5 S/N: BGTM158 – MASSAGLI INSPECTED: 2/23/22, No issues
- G17 GEN5 S/N: BGTM159 – ARMORY INSPECTED: 2/22/22, No issues
- G17 GEN5 S/N: BGTM161 – BOYLE INSPECTED: 2/18/22, No issues
- G17 GEN5 S/N: BGTM162 – TRUDEAU INSPECTED: 2/23/22, No issues
- G17 GEN5 S/N: BKPR979 – TORRES INSPECTED: 2/22/22, No issues
- G17 GEN5 S/N: BKPR980 – DAVIDOVICH INSPECTED: 2/16/22, No issues
- G17 GEN5 S/N: BKPR981 – YAMSUAN INSPECTED: 2/16/22, No issues
- G17 GEN5 S/N: BKPR982 – KUMAR INSPECTED: 2/19/22, No issues
- G17 GEN5 S/N: BNBN045 – ARMORY INSPECTED: 2/22/22, No issues
- G17 GEN5 S/N: BNBN046 – TAYLOR INSPECTED: 2/19/22, No issues
- G17 GEN5 S/N: BVBX095- ROJAS INSPECTED: New at inspection
- G17 GEN5 S/N: BVBX096- MACDONALD INSPECTED: New at inspection
- G17 GEN5 S/N: BSHW454- ROMERO INSPECTED: New at inspection

Glock 19, 9MM (X13)

- G19 GEN5 S/N: BGNX726 – ARMORY INSPECTED: Sold to LC Action 10/21
- G19 GEN5 S/N: BGNX727 – ARMORY INSPECTED: 2/22/22, No issues
- G19 GEN5 S/N: BGNX728 – PRONSKA INSPECTED: 2/16/22, No issues
- G19 GEN5 S/N: BGNX729 – GATTO INSPECTED: 2/16/22, No issues
- G19 GEN5 S/N: BGNX730 – DUTTA INSPECTED: 2/17/22, No issues
- G19 GEN5 S/N: BGNX771 – ARMORY INSPECTED: 2/22/22, No issues
- G19 GEN5 S/N: BGNX772 – TAM INSPECTED: 2/22/22, No issues
- G19 GEN5 S/N: BGNX773 – ARMORY INSPECTED: 2/22/22, No issues
- G19 GEN5 S/N: BGNX774 – MIJANGOS INSPECTED: 2/16/22, No issues
- G19 GEN5 S/N: BGNX775 – KOCKLER INSPECTED: 2/22/22, No issues
- G19 GEN5 S/N: BGNX776 – FONG INSPECTED: 2/16/22, No issues
- G19 GEN5 S/N: BGNX777 – ARMORY INSPECTED: 2/22/22, No issues

Glock 34, 9MM, (X2)

- G34 GEN5 S/N: BHUX897 – MCCULLEY INSPECTED: 2/22/22, No issues
- G34 GEN5 S/N: BHUX900 – ARMORY INSPECTED: 2/22/22, No issues

Glock 43, 9MM, (X5)

- G43 S/N: BHPS985 – MCCULLEY INSPECTED: 2/22/22, No issues
- G43 S/N: BHPS986 – ANDRUHA INSPECTED: 2/23/22, No issues
- G43 S/N: BHPS992 – TRUDEAU INSPECTED: 2/22/22, No issues

- G43 S/N: BHPS994 – METZGER INSPECTED: 2/22/22, No issues
- G43X S/N BTGS653-LARSEN INSPECTED: 2/22/22, No Issues

PERSONNEL DUTY HANDGUNS

- SIG P226 S/N U761720 – METZGER INSPECTED: 2/25/22, No issues



**\*\*TO BE INSPECTED**

## APD DUTY RIFLE, MASTER LIST 2020

Department Owned

- COLT M4 CARBINE S/N: LE045780 (#1) PRONSKE INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE047635 (#2) KUMAR INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE047515 (#3) YAMSUAN INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE047614 (#4) KOCKLER INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE047633 (#5) ARMORY INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE047631 (#6) DUTTA INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE045713 (#7) ARMORY INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE047632 (#8) LARSEN INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363761 (#9) TAM INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE364002 (#10) GATTO INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363710 (#11) MCCULLEY INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363818 (#12) DAVIDOVICH INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363731 (#13) PATEL INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363834 (#14) TORRES INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363623 (#15) TAYLOR INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE363623 (#16) RIVERA INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE322838 (#17) ANDRUHA INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE317520 (#18) GREENE INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE322851 (#19) TRUDEAU INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE322839 (#20) ARMORY INSPECTED: 2/22/22, No issues
- COLT M4 CARBINE S/N: LE322894 (#21) FONG INSPECTED: 2/22/22, No issues
- COLT M4 CAR.AUTO S/N: A0198560 (#A1) INSPECTED: 2/22/22, No issues
- COLT M4 COMMANDO S/N: LE392888 (#M1) METZGER INSPECTED: 2/22/22, No issues
- COLT M4 COMMANDO S/N: LE392808 (#M2) ARMORY INSPECTED: DESTROYED 09/20
- COLT M4 COMMANDO S/N: LE396052 (#M3) BOYLE INSPECTED: 2/22/22, No issues
- COLT M4 COMMANDO S/N: CRO26562 (#M4) MACDONALD INSPECTED: 2/22/22, No issues
- COLT M4 COMMANDO S/N: CRO26616 (#M5) ROJAS INSPECTED: 2/22/22, No issues
- SIG M400 SBR S/N 21J005300 (SWAT) ROMERO INSPECTED: 2/22/22, No issues

Personally Owned

- SMITH & WESSON M&P15 S/N: TF10361 MACDONALD INSPECTED: 2/22/22, No issues
- SIG SAUER M400 S/N: 20L011828 MASSAGLI INSPECTED: 2/22/22, No issues
- JP ENTERPRISE AR-15 S/N: JPN1703186 MIJANGOS INSPECTED: 2/22/22, No issues

40 mm Less Lethal Launchers

- DEF TECH 40mm Launcher S/N: D37491 Vehicle 12 INSPECTED: 2/23/22, No issues
- PENN ARMS 40mm Launcher S/N: GS5126 OFFICERS INSPECTED: 2/22/22, No issues
- PENN ARMS 40mm Launcher S/N: GS5127 OFFICERS INSPECTED: 2/23/22, No issues



## ATHERTON POLICE DEPARTMENT

### Inter-Department Correspondence

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To: Commander Daniel Larsen

Date: February 13, 2022

From: Sergeant Krystal Pronske

Subject: K9 Audit, 2021

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**Audit Purpose:** The purpose of the audit was to measure the Atherton Police Department Police Service Animal (K9) Unit's compliance with Lexipol Policy 315-Police Service Animals, the K9 unit's compliance with PackTrack training records, recommended minimum training hours per United States Police Canine Association (USPCA) / the North American Police Work Dog Association (NAPWDA) / the National Police Canine Association (NPCA), and budget compliance.

**Audit Scope:** The audit included a review of Policy 315, K9 teams' hours trained using the PackTrack database, and budget review of 2020/2021 fiscal year.

**Audit Methodology:** The methodology for the audit was a review of all previously mentioned data for the 2021 calendar year.

**Audit Results:** Our K9 teams were not meeting the industry standard recommended training hours, nor Policy 315. Policy 315 and the United States Police Canine Association (USPCA) / the North American Police Work Dog Association (NAPWDA) / the National Police Canine Association (NPCA) recommends K9 teams train for a minimum of 16 hours per month, 4 hours per week, for a total of 192 hours per year to prevent the dogs responsiveness to their handler from deteriorating and causing potential liability to both the Atherton Police Department and the Town of Atherton. It should be noted our training hours did increase substantially; during this review our training hours were at 78.125% meeting the standard, where the previous year we were at 24.48%. This is most likely due to other trainings, vacations, or scheduling conflicts.

Our K9 unit currently consist of one team, with the retirement of K9 Qancy and the leave of Officer Greene; however, our working team was consistent with inputting training hours into PackTrack. The hourly breakdown of hours for our K9 teams during the year of 2021 are as follows (per PackTrack database):

- Greene/Art 0 hours
- Romero/Jessie 150.2

The budget for the fiscal year of 2020/2021 listed a K9 unit budget of \$14,000.00. As of 02/08/2022, 45.05% of the budget was used with a remaining balance of \$7,693.40.

The K9 team equipment is not following Policy 315, as there is currently only one bite suit which is a size large. The following items are not present – medium sized bite suit, hand protectors (2 sets), boots (foot protection), 100' leash (long line), scratch pants, undercover sleeves (including neoprene gauntlets), protective helmets (2) for agitators (football-style with face shield), ski vests (2) for agitators (rib protectors for muzzle work), "Police Service Animal Training" signs (2 minimally), hurdles, red guns (four).

**Audit Action Items:** I recommend the authorization of purchasing the following K9 unit team training equipment: "Police Service Animal Training" signs (2 minimally) and red guns (two minimally), and to continue to monitor the K9 unit to maintain compliance with Policy 315.

02/25/2022 Reviewed & Approved.  
In 2021 training hours were impacted by class cancellations due to COVID. Research will be done with our K9 training vendors to determine if we need an on site training equipment

J AI



## ATHERTON POLICE DEPARTMENT

### Inter-Department Correspondence

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To: Chief S. McCulley

From: Commander D. Larsen

Date: February 17<sup>th</sup>, 2022

Subject: 2021 Officer Inspections

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**Audit Purpose:** The purpose of this audit/inventory is to account for all department issued equipment and repair, replace, or issue missing equipment.

**Audit Scope:** This audit is specifically intended for all Atherton Police Department sworn personnel (including reserve officers).

**Audit Methodology:** The audit process shall be reviewing completed officer inspection checklist forms. All sworn personnel were requested to complete the form. I obtained all completed forms and reviewed them for any equipment issues.

**Audit Results:** The following items were identified as needing to be replace/issued:

- Officer Andruha – missing flexicuffs w/cutter
- Officer Rivera – missing OC canister w/holder
- Officer Taylor – missing class-b short sleeve shirt and OC canister w/holder

## ATTACHMENT 5

- Officer Yamsuan – missing rain gear, riot bag, and flexicuffs w/cutter
- Officer Gatto – missing duty jacket and flexicuffs w/cutter
- Sergeant Metzger – missing flexicuffs w/cutter
- Res. Officer Tam – did not complete inspection checklist form

**Audit Action Items:** I recommend the above items be replaced/replenished at the officer or sergeant's request as the above listed items are optional equipment.

02242020- Renewed + approved.  
Concur with recommendation  
S - A2



**ATHERTON POLICE DEPARTMENT  
ANNUAL OFFICER INSPECTION CHECKLIST**

DATE: 1/25/12 OFFICER: ANONIMA SERGEANT: KOAKLAN / TRIVICAN

ITEM	MODEL	SERIAL #	YES / NO
Badge		13	
Duty Pistol	Glock 17	BGTM 155	
Pistol Holster			YES
Ammo Magazines	Glock (3)	1587-01	
Back up Pistol			NO
Pistol Holster			NO
Ammo Magazines			NO
Rifle	M4	LE 322888	
Ammo Magazines			YES (2)
Taser	TASER	X12008221C	
Taser Holster			YES
Taser Cartridges (2)		(1)	YES
Duty Belt			YES
Handcuffs w/Case			YES
Handcuff Key			YES
Impact Weapon/Baton			YES
Flashlight	STREAMLIGHT		YES
Class A-Hat w/Band**			YES
Class A-Long Sleeve Shirt			YES
Class B-Short Sleeve Shirt			YES
Class A-Wool Pants			YES
Ike Jacket*			YES
Duty Boots			YES
Uniform Tie w/Clasp			YES
Tie Bar***			YES
Uniform Metal Name Tag****			YES
BDU Long Sleeve Shirt			YES
BDU Short Sleeve Shirt			YES
BDU Pants			YES
Under Armor SS shirt			NO
Under Armor LS shirt			NO
Duty Jacket			YES



ITEM	MODEL	SERIAL #	YES / NO
Duty Baseball Cap			YES
Duty Rain Gear – Pants/Jacket			YES
California Driver's License Exp. date - (10/22/24)	CDL	B3271744 (10/22/24)	
First Aid/CPR Card Exp. date -			YES
OC Canister & holder Exp. date - 12/22	SABRE 200	040517-E1	
Ballistic Vest Exp. date -			YES
Tactical Vest Exp. date -			YES
Trauma Plate Exp. date -			YES
Portable Radio & Holder			YES
Traffic Safety Vest			YES
Gas Key Fob			YES
Chevron Gas Card			YES
Miranda Card			YES
Ballistic Helmet			YES
Riot Bag			YES
Riot Baton (26") w/Ring			YES
Gas Mask w/Filters Exp. date -			YES
Flexicuffs w/Cutters			NO

**\*Ike Jacket Band**

Officer – None  
Sgt. – (1) Blue  
Commander – (1) Gold  
Chief – (2) Gold

**\*\*Hat Band**

Officer – Black  
Sgt. – Silver  
Command Staff – Gold

**\*\*\*Tie Bar**

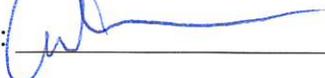
Employees – Silver  
Command Staff – Gold

**\*\*\*\*Nameplate**

Employees - Silver  
Command Staff – Gold

Employee Signature: 

Date: ~~10/25/22~~ 1/25/22

Supervisor's Signature: 

Date: 1-25-2022

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ATHERTON POLICE DEPARTMENT

### Inter-Department Correspondence

To: Commander Daniel Larsen

Date: February 7, 2022

From: Sergeant Krystal Pronske

Subject: Reserve Unit Audit, 2021

**Audit Purpose:** The purpose of the audit was to measure reserve unit compliance with Lexipol Policy 346-Reserve Officers, Level One Reserve average minimum hour requirement per Commission Regulation 1008(b)(1)(A), and budget compliance.

**Audit Scope:** The audit included a review of Policy 346, reserve officer hours worked using the PlanIt database, and partial budget review of 2021/2022 fiscal year.

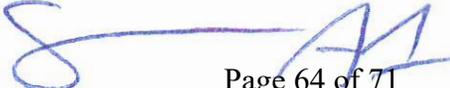
**Audit Methodology:** The methodology for the audit was a review of all previously mentioned data for the 2021 calendar year.

**Audit Results:** Our reserve officers are following all sections of Policy 346 with Sergeant Pronske (myself) as the Reserve Coordinator. Commission Regulation 1008(b)(1)(A) states reserve officers need a minimum average of 16 hour per month for a total of 192 hours per year to keep their qualifying service. The hourly breakdown of hours for our reserve officers during the year of 2021 are as follows (per finance database):

- Tam: 198.5 hours
- Clark: 127.50 hours – no longer employed
- Boyle: 1,162 hours
- Mijangos: 489.5 hours
- Trudeau: 515 hours – transitioned to full time

The budget for the fiscal year of 2021/2022 listed a reserve salary budget of \$96,356.12. As of 01/25/22, 40.09% of the budget was used with a remaining balance of \$57,724.81.

**Audit Action Items:** I recommend continued monitoring of the reserve unit to maintain compliance with Policy 346 and Commission Regulation 1008(b)(1)(A).

02-15-2022 - Reviewed - Approved for file  




**ATHERTON POLICE DEPARTMENT**  
**Inter-Department Correspondence**

---

To: Chief McCulley

From: Commander Larsen

Date: February 17<sup>th</sup>, 2022

Subject: 2021 Taser Audit

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**Audit Purpose:** The purpose of the audit is to ensure compliance with Lexipol Policy Section 307 – Conducted Energy Device with special attention to subsections 307.5.1 – Application of the Taser Device and 307.9 – Training.

**Audit Scope:** This audit is specifically intended for all Atherton Police Department sworn personnel who were issued and use a Taser device.

**Audit Methodology:** The methodology for this audit shall be to review all field deployments and training records for each sworn member and determine the department's compliance with Lexipol Policy 307 – Conducted Energy Device.

**Audit Results:**

Lexipol Policy 307.5.1 – Application of the Taser Device: There was one (1) Taser deployment during the 2021 calendar year (Report 21-294). The use of the Taser device was reviewed and documented in a police report and a use of force report. The use of the Taser device was deemed lawful and within policy.

Lexipol Policy – 307.9 – Training: This policy states proficiency training for personnel who have been issued a Taser device should occur every year. During 2021, 23 department members were issued Taser devices. Of those 23 members, 21 completed their annual Taser certification for 91.3% compliance.

**Audit Action Items:** I recommend the goal of 100% training compliance for the 2022 calendar year. Axon released a software named Axon Performance and if purchased, Axon Performance will make it possible to audit compliance with the recommended daily spark test prior to every shift for the Taser device.

02-25-2022 Reviewed + Approved  
The two officers out of compliance will complete the required training by March 11, 2022





**ATHERTON POLICE DEPARTMENT**  
**Inter-Department Correspondence**

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To: Chief McCulley

From: Commander Larsen

Date: February 24<sup>th</sup>, 2022

Subject: 2021 Vehicle Inspection Audit

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**Audit Purpose:** The purpose of this vehicle inspection audit is to ensure all APD patrol vehicles, unmarked vehicles, and motorcycles have the proper equipment necessary for deployment and the equipment is functional.

**Audit Scope:** This is an annual audit conducted at the beginning of each calendar year and encompasses all the equipment assigned to each vehicle (for the comprehensive list of equipment, see the attached excel spreadsheets).

**Audit Methodology:** The Auditor (Sgt. Kockler & CSO Johnson) use a pre-designated vehicle equipment checklist to go through each patrol vehicle (9), unmarked vehicle (5), and motorcycle (5).

**Audit Results:** The vehicle inspection determined the following:

- 1 vehicle (19) was missing a cellphone. This is a new vehicle that was recently put into service.
- 1 vehicle (17) was missing bolt cutters.

- 1 vehicle (19) was missing a fire extinguisher. This is a new vehicle that was recently put into service.
- 2 vehicles (3 & 4) were low or missing flares.
- 2 vehicles (3 & 15) were missing jumper cables.
- 2 vehicles (3 & 19) were missing school maps.
- 3 vehicles (3, 15, & 19) were missing a rolatape.
- 3 vehicles (3, 12, & 14) were low or missing traffic cones.
- 3 vehicles (3, 12, & 14) were missing traffic safety paint.
- 4 vehicles (19, MC-3, MC-4, & Spare MC) were missing ABAG collision forms
- 9 vehicles (3, 4, 12, 14, 17, 18, 19, MC-2, & Spare MC) were missing traffic safety vests.

**Audit Action Items:** I recommend the above items be replaced/replenished. Sgt. Kockler and CSO Johnson are in the process of replacing/replenishing the items.

02-24-2022 - Reviewed + approved.  
Concur with recommendation  
S - AI

ITEMS	3 CAR	4 CAR (R-2)	SUV 12 (CMD)	SUV 14	SUV 15	SUV 16 (R-1)	SUV 17	SUV 18	SUV 19
ABAG Collision Forms	YES	YES	YES	YES	YES	YES	YES	YES	needed
APD CELL	650-743-3112	650-399-6645	650-743-3115	650-868-4845	650-815-8176	650-399-6551	650-399-5027	650-743-3118	needed
Bolt Cutters	YES	YES	YES	YES	YES (2)	YES	needed	YES (2)	YES
Defibrillator (medical bag?)	YES	No	YES (5/23)	YES (5/23)	YES (5/23)	YES	YES (5/23)	YES (5/23)	YES (5/23)
Entry Ram/Breaching (sup)	YES	No	YES	YES (2)	No	No	No	No	No
Fire Extinguisher (Srcv Date)	YES	YES	YES	YES (2/21)	YES (2/19)	YES	YES (2/21)	YES (2/21)	needed (OF)
Flares	needed (OF)	needed (OF)	YES	YES (7)	YES (4)	YES	YES (13)	YES (4)	needed (OF)
Gate Opener	YES	needed (OF)	YES	YES	YES	YES	YES	YES	YES
ICS Board	YES	needed (OF)	YES	YES	needed (set up?)	YES	YES	YES	YES
Jumper Cables	needed (OF)	YES	YES	YES	needed (set up?)	YES	YES	YES	YES
Medical Bag	YES	YES	YES	YES	YES	YES	YES	YES	YES
Narcan	YES	ask Jen	ask Jen	YES	YES	YES	YES	YES	ask Jen
Police/Caution Tape	YES	YES	YES	YES (3)	YES (5)	YES	YES (1)	YES (1)	YES
Radar Remote	YES	decoy	YES	YES	YES	YES	YES	See Metzger	YES
Moving Radar Unit	YES	YES	YES	YES	YES	YES	YES	YES	YES
Radar Tuning Forks	See Metzger	YES	YES	YES	See Metzger	YES	See Metzger	YES	See Metzger
Rolltape	needed	YES	YES	YES	needed	YES	YES	YES	needed
School/Campus Maps	needed	decoy	YES	YES	YES	YES	YES	YES	needed
Traffic Safety Cones	No	YES	No	No	YES (4)	YES	YES (3)	YES (4)	needed
Traffic Safety Paint	needed (OF)	YES	needed (OF)	needed (OF)	YES (1)	YES	YES (1)	YES (1)	YES
Traffic Vest	needed	needed	needed	needed	YES	YES	needed	needed	needed

As of 2-16-2022 As of 2-16-2022 As of 2-16-2022 As of 1-25-2022 As of 1-19-2022 As of 1-19-2022 As of 1-19-2022 As of 1-19-2022 As of 2-16-22 As of 2-16-22

needed  
follow up with employee  
decoy car - needed?

Inspector: Signature: Date:

Compliant - YES NO

ITEMS	MC-1 Rojas	MC-2 Boyle	MC-3 McDonald	MC-4 Metzger	Spare MC
ABAG Collision Forms	YES	YES	needed	needed	needed
AR	YES	YES	YES	YES	No
Gate Opener	YES	YES	YES	YES	See Metzger
Narcam	YES	YES	YES	YES	ask Jen
Radar Unit	YES	YES	YES	YES	YES
Radar Tuning Forks	YES	YES	YES	see Metzger	see Metzger
Traffic Vest	YES	needed	YES	YES	needed

As of 1-19-2022, Sgt. Kockler As of 2-2-2022, Sgt. Kockler As of 1-19-2022, Sgt. Kockler As of 1-19-2022, Sgt. Kockler As of 1-19-2022, Sgt. Kockler

Inspector:  
Compliant - YES NO  
Comments -

Signature:

Date:

Vehicle Inventory Checklist 2022

ITEMS	CEO (AT-74)	Det. (AT-S2)	Commander (AT-S4)	Chief (AT-S5)	Det. Sgt. (AT-S6)
ABAG Collision Forms	YES	YES	YES	YES	YES
APD CELL	No	No	No	No	No
Bio-Hazard kit	No	No	No	No	No
Bolt Cutters	No	No	YES	No	YES
Defibrillator / Pads Exp.	No	No	No	No	No
Fire Extinguisher (Srcv. Date)	No	No	YES (2/21)	YES (2/21)	No
Flares	No	No	No	No	No
Gate Opener	YES	YES	YES	YES	YES
Gun Lock Box	No	YES	YES	YES	YES
ICS Board	No	No	No	No	No
Medical bag	Toyota Brand	YES	YES	YES	YES
Narcan	No	YES	YES	YES	YES
Police/Caution tape	No	YES	No	No	No
Radar Unit	No	No	No	No	No
Rotatape	No	No	No	No	No
School/Campus Maps	No	No	No	No	No
Traffic Safety Cones	No	No	No	No	No
Traffic Safety Paint	No	No	No	No	No
Traffic Vest	No	No	No	YES	No

As of 1-17-2022

As of 1-17-2022

As of 1-25-2022

As of 1-17-2022

As of 1-17-2022

Inspector:  
Compliant - YES NO  
Comments -

Signature:

Date:

Vehicle Inventory Checklist 2022