

Memorandum Date: December 3, 2012
Solano Community College Police Department
Office of the Chief of Police

To: Yulian Ligioso
Vice President of Finance and Administration

From: Ed Goldberg
Interim Chief of Police

Subject: Work Projects Status Report

The following is a list of highlights of our Police Department's accomplishments during the last three months:

1. After screening more than 30 part-time police officer applicants, we now have three individuals in the background process. If they pass the remaining process, they will be hired on or before January 15, 2013. We are also looking at the next three on the list for continuing in the process.
2. We have submitted the required documentation to proceed with the hiring of two full-time officers and will post the opening this week.
3. After screening more than 25 applicants for part-time community service officer, we now have four individuals entering the background process this week. If they pass the remaining process, they will be hired on or before December 31, 2012.
4. We have established key policies and procedures to increase professionalism and consistency in performance and reduce liability. These policies include use of force, emergency vehicle operation, employee conduct and performance, use of a Taser, evidence processing, mandatory reporting requirements, and report writing.
5. We have completed a training audit based on California Police Officer Standards in Training (P.O.S.T.) compliance requirements and we are proactively addressing our employee training deficits.
6. We are holding monthly staff meetings at which we are providing a variety of in-house training and department updates.
7. We have established a new weekly reporting system to memorialize and convey to administration our employees' good work (along with other pertinent information).
8. We are in the process of completing a comprehensive equipment inventory throughout our Department to establish accountability and dispose of that which has no use for us.
9. We have established a police report maintenance and purging procedure in compliance with the California Public Records Act and other state report system requirements.