



CITY OF SUISUN CITY POLICE DEPARTMENT

701 Civic Center Blvd.
Suisun City, California 94585

Aaron Roth
Chief of Police

REQUEST FOR QUALIFICATION SUISUN CITY POLICE DEPARTMENT NEEDS ASSESSMENT

PURPOSE:

The CITY OF SUISUN CITY POLICE DEPARTMENT is seeking a Police Department Needs Assessment. This request is open to any licensed, bona-fide contractor with experience in these types of assessments. The consideration and selection will take place in accordance with all local, state and federal rule, laws and regulations. Any questions or points of clarification shall be emailed to **Daniel Healy** dhealy@suisun.com no later than **March 2, 2020** any additional information that is requested will be provide via email to all bidders.

BACKGROUND:

Suisun City has a population of roughly 29,000 people, with full-service police, dispatch and code enforcement personnel. This assessment is intended to capture the current state of the department, as well as the future needs of the department. The City desires to implement industry best practices in accordance with the President's Task Force on 21st Century Policing. The City desires to have a 10-year road map for the police department facilities, personnel and infrastructure, based on the development envisioned in the 2015 Suisun City General Plan.

SCOPE OF SERVICES:

- Current Capabilities
 - Assess the current facilities based on the staffing and needs of the agency.
 - Assess to the Department's capability to host, train and interact with the community within the current facilities.
 - Assess the baseline service delivery capabilities of patrol, investigations, dispatch, records, property, code enforcement, community service officers and volunteers, within the current resources, facilities and infrastructure.
 - Assess the current capabilities to interact with the media, hold a press conference or other media outreach, within the current resources, facilities and infrastructure.
 - Assess the current capabilities to provide training and education to personnel, within the current resources, facilities and infrastructure.
 - Assess the current capabilities to both temporarily detain prisoners and conduct suspect interviews in a secure environment within the current facility.
- Future Needs
 - Project future needs based off of current capabilities and need for future expansion of service delivery and population for; patrol, investigations, dispatch, record, property, code enforcement and volunteers and make recommendations with regard to expanding services

DIVISIONS: AREA CODE (707)

DISPATCH / RECORDS 421-7373 ■ ADMINISTRATION 421-7350 ■ CODE ENFORCEMENT 421-3223

FAX 422-8074

in areas like traffic enforcement, special investigations, community resource and school resource officers.

- Recommend industry best practices for staffing based on patrol coverage, investigations, dispatch, record, property, evidence and code enforcement service delivery needs.
- Recommend facilities improvements, remodeling and/or building based on 10-year needs.
- Recommend future training and education facilities and infrastructure, based on the increased need for training, de-escalation, and legal updates.
- Recommend future technology and social media needs of the City over a 10-year time frame.
- Recommend procedures and policies based on industry best practices and needs of the Department.
- Recommend best practices for building trust and legitimacy with the community.

DELIVERABLES:

- The assessment will culminate in the creation of a report outlining the current capabilities and future need of the City based on growth and development of the City. The report will include the current status of the agency and actionable steps to improve, remodel, build or increase; facilities, personnel, and infrastructure. This plan should include a prioritized, needs based matrix. The matrix should include the estimated cost of the fix, any alternatives and the consequence of not making the improvement(s). These items should be forecast over a 10-year period of time, recognizing that any major capital improvement will require the stepped implementation of the solution(s).
- This assessment can include; phone, email or other survey means to gather data from employees. The assessment will include at a minimum two on-site visits to tour current facilities, review procedures and obtain supporting documentation.
- This assessment will not only be given in written report form, as stated above, but there will also need to be at least two in person presentations, one possibly to the city council during a public council meeting.

QUALIFICATION REQUIREMENTS:

- Any combination of past projects that demonstrate the ability to gather data, review policies, assess best practices and forecast current capabilities and future needs. Experience in previous police department strategic planning, organizational audits, needs assessments and development/growth forecasting is highly desirable. Experience applying California State Law, State of California Commission on Police Officer Standards and Training, and industry best practices to municipal law enforcement agencies is highly desirable.

SUBMISSION INSTRUCTIONS:

- Submission shall be forwarded as a PDF to dhealy@suisun.com or physically mailed to:

Commander Healy
Suisun City Police Department
701 Civic Center Bl
Suisun City, CA
94585

- Submission should include:
 - Bios or resumes of staff that would be assigned to the project
 - One or more relevant work samples
- Submissions must be emailed or post-marked no later than March 2, 2020.
- Applications will be reviewed, and all submitters will be contacted via email by March 30, 2020.

