Willows Police Department

STATUS, IMPLEMENTATION PLAN AND FISCAL UPDATE

Establishment of the department…

With Council action in August and September, 2026, the Department is reestablished.

Application with and certification by POST is pending until the appointment of a Chief

Implementation efforts…

- Organizational development
- Interim service arrangements
- Recruitment
- Facility renovations
- Technology
- Vehicles and equipment
- Training
- Regulatory approvals

Organizational development

- Policies and procedures
- Interim Chief of Police
- Proposed structure
- Deployment model/schedule
- Department identity

Policies and Procedures



Proposed Structure

Classification	Positions
Chief of Police	1
Police Sergeant	2
Police Officer	6
Administrative Services Technician	1
Community Service Officer	1
TOTAL	11

Deployment Model

Position	SUN	MON	TUE	WED	THU	FRI	SAT
Chief	x	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	x
AST	x	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	x
CSO	x	0800-1800	0800-1800	0800-1800	0800-1800	x	x
Sgt 1	1200-2200	x	x	x	1500-0100	1500-0100	1500-0100
Sgt 2	x	1200-2200	1200-2200	1200-2200	1200-2200	x	x
Ofcr 1	x	0700-1700	0700-1700	0700-1700	0700-1700	x	x
Ofcr 2	0700-1700	x	x	x	0700-1700	0700-1700	0700-1700
Ofcr 3	x	1600-0200	16-0200	1600-0200	1600-0200	x	x
Ofcr 4	1600-0200	x	x	x	1600-0200	1600-0200	1600-0200
Ofcr 5	x	2130-0730	2130-0730	2130-0730	2130-0730	x	x
Ofcr 6	2130-0730	x	x	x	2130-0730	2130-0730	2130-0730

Hourly Coverage

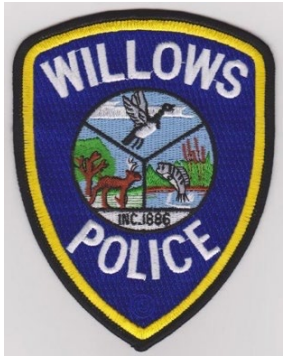
Hour	SUN	MON	TUE	WED	THU	FRI	SAT
2400 to 0100	2	2	2	2	5	3	3
0100 to 0200	1	1	1	1	4	2	2
0200 to 0300	1	1	1	1	2	1	1
0300 to 0400	1	1	1	1	2	1	1
0400 to 0500	1	1	1	1	2	1	1
0500 to 0600	1	1	1	1	2	1	1
0600 to 0700	1	1	1	1	2	1	1
0700 to 0800	1	1	1	1	2	1	1
0800 to 0900	1	1	1	1	2	1	1
0900 to 1000	1	1	1	1	2	1	1
1000 to 1100	1	1	1	1	2	1	1
1100 to 1200	1	1	1	1	2	1	1
1200 to 1300	2	2	2	2	3	1	1
1300 to 1400	2	2	2	2	3	1	1
1400 to 1500	2	2	2	2	3	2	2
1500 to 1600	2	2	2	2	4	3	3
1600 to 1700	3	3	3	3	6	3	3
1700 to 1800	3	3	3	3	4	2	2
1800 to 1900	3	3	3	3	4	2	2
1900 to 2000	3	3	3	3	4	2	2
2000 to 2100	3	3	3	3	4	2	2
2100 to 2200	4	4	4	4	6	4	4
2200 to 2300	2	2	2	2	5	4	4
2300 to 2400	2	2	2	2	5	4	4

PD Identity – Patch/Logo











PD Identity - Badges







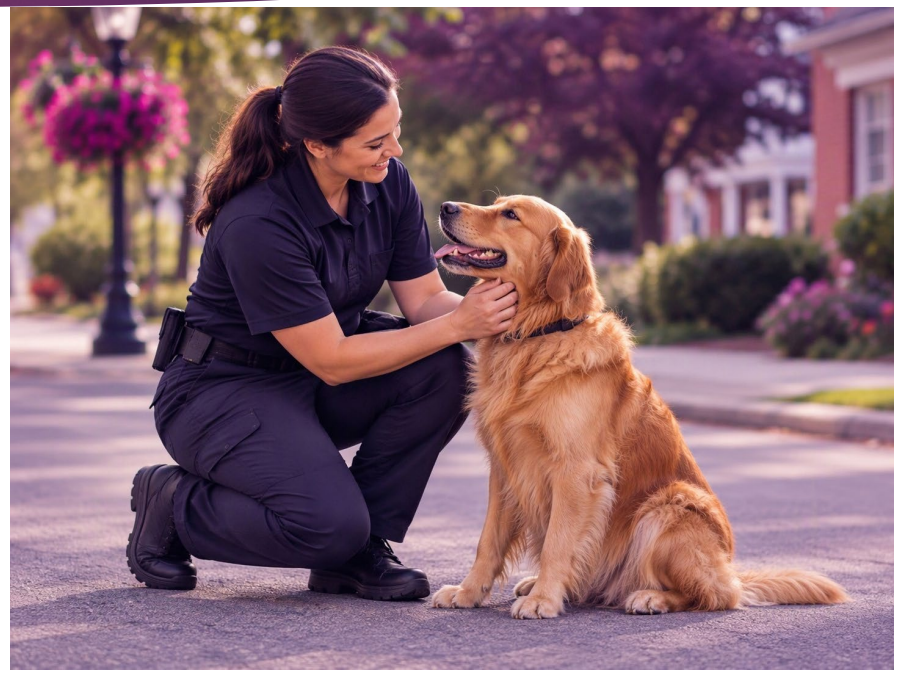
PD Identity - Vehicles

Equipment

- Vehicles – fully equipped ($110,000.00 each)
- Handheld radios
- Body worn cameras
- Firearms – personal and vehicle
- Uniforms/officer personal equipment
- Other

Interim service arrangements

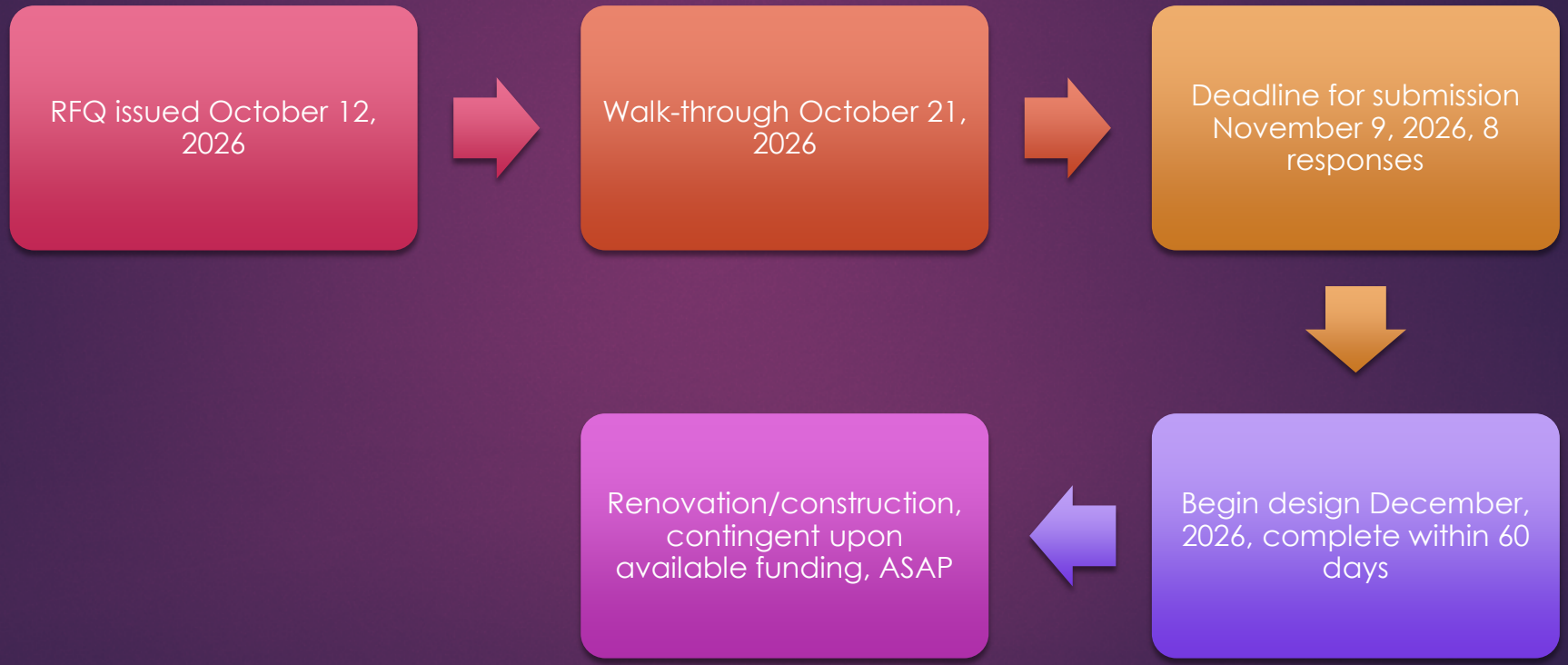
- "Gap services"
- Animal Services
- Dispatch



Recruitment

- Chief – Recruitment starts February, 2027; appointment by April, 2027
- AST and Sergeants
- Officers
- CSO

Facility renovations



Technology Plan

1

Part I – CLETS/NCIC/DOJ connection to Glenn County Sheriff's Office

2

Part II – Police Department network and hardware

3

Part III – CAD/RMS acquisition and integration

PD Network and Hardware

Location	Computers	Printers
Chief of Police	One desktop computer with two monitors	One single-user desktop laser printer
Administrative Services Technician	One desktop computer with two monitors	None (see large-capacity network printer below)
Sergeants' Office	Two desktop computers with single monitors	One networked printer shared by both sergeant workstations
Patrol/Report Writing	Two desktop computers with single monitors	One networked printer shared by both workstations
Property/Evidence	Two desktop computers with single monitors (one for the officers' evidence preparation area and one for the property clerk inside the Evidence/Property Storage area)	One networked single-user desktop printer for the clerk inside the evidence room; one networked single-user desktop printer for the officers' preparation area; and, if needed, up to two label printers for evidence and property labels or bar codes
Main Administrative Services Technician work area	None	One large-capacity network printer accessible to all other workstations in the department

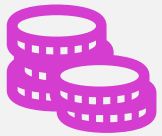
Fiscal



Current and immediately projected expenditures



Personnel start-up costs



Projected salary and benefit costs

Fiscal – Current & Immediately Projected

Cost item	FY 2026–27	Estimated amount	Status / basis
Consultant – paid	FY 2026–27	$13,353.00	Paid
Consultant – immediately pending	FY 2026–27	$4,000.00	Approximate
Lexipol	FY 2026–27 and next FY	$9,215.00	Paid
CSO, 0.5 FTE	Nov–Jun	$33,206.35	Projected
Interim police chief salary	Dec–Apr	$56,674.90	Projected; no benefits assumed
Permanent chief salary	May–Jun	$37,858.83	Projected
Consultant – remaining services	FY 2026–27	TBD	TBD
Facility design consultant	FY 2026–27	TBD	Procurement pending
Facility remodel	FY 2026–27	TBD	Dependent on design and funding
Technology/network implementation	FY 2026–27	TBD	MITC estimate pending
CAD/RMS annual subscription	Upon selection	$6,700–$19,000/year	ARMS preliminary proposal
CAD/RMS setup	Upon selection	~$5,100	ARMS preliminary proposal
Police vehicles / fleet	FY 2026–27 to FY 2027–28	$1,100,000	Planning estimate
Sworn startup equipment	Per officer	$10,000	Preliminary; excludes some unpriced items

Fiscal – Start-up costs per officer

- Background Investigation: $3,000
- Psychological exam: $500
- Polygraph: $400
- Physical: $300
- Estimated Equipment Costs per officer (Gun, uniform, leather gear, safety gear, radio, etc): $10,000

Fiscal – Total estimated start-up

Classification	Positions	Hiring Costs	Equipment Costs	Total
Police Sergeants	2	$8,400	$20,000	$28,400
Police Officers	6	$25,200	$60,000	$85,200
Total	8	$33,600	$80,000	$113,600

Projected salary & benefits

Classification	Positions	Fully Burdened Costs*
Chief of Police	1	$211,317
Police Sergeant	2	$325,396 (2 @ $162,698 each)
Police Officer	6	$853,044 (6 @ $142,174 each)
Administrative Services Technician	1	$96,620
Community Service Officer	1	$98,541
TOTAL	11	$1,584,918
Sworn Officer Incentive Pay Estimates @ 7% (FTO, POST Certificates, Education, etc.)		$97,282
Overtime @15% of Sworn exc. Chief (Vacation, Sick Leave, Workers Comp, Court Training, etc)		$175,000
TOTAL		$1,857,200
*Budgeted at the highest rate. Actual costs may be less		

Training/Regulatory Approval

- Training
  - POST-approved Field Training Program
  - Specialized assignment & responsibility training
  - POST Mandates
- Regulatory Approval
  - POST
    - FTO Program
    - Hiring standards
    - Background investigations
  - DOJ
    - CLETS
    - NCIC

Next Steps…



INTERIM CHIEF APPOINTMENT



COMPLETE POST AND DOJ APPLICATION PROCESSES



FINALIZE ADOPTION OF POLICIES AND TRAINING SYSTEMS



IMPLEMENT TECHNOLOGY PLAN



RECRUITMENT/BACK GROUNDS/HIRING



PROCURE FLEET AND EQUIPMENT

Schedule timeline

Attachment A: Willows Police Department Projected Start-up timeline.

#	TASK	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
1	Council resolution																		
2	City ordinances establishing PD																		
3	Council approval of job descriptions and salaries																		
4	Submit application to POST																		
5	Obtain Lexipol contract																		
6	Facility RFQ																		
7	GAP Services																		
8	Interim chief process and appointment																		
9	Facility design																		
10	Facility remodel																		
11	Obtain CAD/RMS system																		
12	Approve PD insignia																		
13	Establish uniform specs																		
14	Chief recruitment/appointment																		
15	Complete POST Certification process																		
16	Admin Services Tech recruitment/appointment																		
17	Sergeant recruitment/appointment																		
18	Officer recruitment/appointment																		
19	CSO recruitment/appointment																		
20	Officer orientatin/ field training																		
21	Purchase vehicles																		
22	Configure/personalize Lexipol																		
23	Acquire/establish PD computer network																		
24	Configure CAD/RMS																		
25	Complete DOJ ORI application																		
26	Establish CLETS Administrator																		
27	Establish POST EDI connection																		
28	Develop FTO program/obtain POST approval																		

Completed

In-progress

Upcoming/pending