



CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: January 6th, 2026

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To: Honorable Mayor and City Councilmembers
From: Police Chief Sean McDonagh
Subject: Update on Community Service Volunteer (CSV) Program and Update on Status of Police Citizen Academy

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RECOMMENDATION:

That the city council receive and file this report updating the council and community on Community Service Volunteer (CSV) Program and Police Citizen Academy.

EXECUTIVE SUMMARY

This report provides an update on the police department's Community Service Volunteer (CSV) Program and the proposed Police Citizen Academy. The CSV Program, inactive for over five years due to COVID-19, requires a full review of structure, recruitment, training, oversight, and risk management before revival.

Critical staffing shortages in patrol and dispatch, combined with high service demands, mandatory training, and the police chief's responsibilities as Director of Emergency Management, require all staff resources to focus on essential public safety operations. There is currently insufficient capacity to administer the CSV Program or Police Citizen Academy until staffing stabilizes and personnel are fully trained.

BACKGROUND:

The CSV Program and Police Citizen Academy aim to enhance community engagement, transparency, and public understanding of law enforcement operations. Both require substantial staff time for recruitment, screening, training, supervision, curriculum development, and ongoing administration.

The CSV Program has not operated since COVID-19. Reestablishing it requires program review, development of recruitment and training processes, staff oversight, and risk management.

DISCUSSION:**Department Staffing and Operational Demands****Staffing and Operational Demands**

The department currently faces:

- Three officer vacancies, with applicants entering background checks soon with a 4-7 month training process to follow.
- One frozen officer position that could be reopened.
- Three dispatcher vacancies, with a multi-step recruitment and 4–7 month training process to follow.

Even with successful recruitment, it may take up to a year for new staff to be fully operational. Existing personnel must supervise and train them, further limiting capacity for additional programs. Some staff are currently averaging approximately 288 hours per month, well above the standard 160 hours per month to maintain minimum staffing while meeting mandatory training and certification requirements.



Community Service Volunteer (CSV) Program

Revival of the CSV Program requires:

- Comprehensive program review and redesign
- Recruitment and background checks for volunteers
- Staff oversight and training development
- Policy, procedures, and risk management

Current staffing shortages and operational demands make safe and effective administration of the program difficult and infeasible at this time.

Police Citizen Academy

Similarly, the Police Citizen Academy demands significant staff time for planning, curriculum development, instruction, and coordination. Current staffing and the chief's emergency management duties prevent the allocation of sufficient resources without impacting essential services.

STAFF (RESPONSIBLE DEPARTMENT) ANALYSIS:

The police department's staffing is fully committed to core law enforcement functions, emergency management, and daily operations. High enforcement activity, including the highest proportion of arrests in the county, adds further workload.

Given these constraints, the department cannot safely or effectively administer the CSV Program or Police Citizen Academy at this time. Staffing levels and operational demands will continue to be monitored, and the feasibility of reinstating these programs will be reassessed when conditions allow, with updates provided to the city council as they come to hand.

CITY COUNCIL GOALS/PRIORITIES/GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 2: PUBLIC SAFETY

Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.

Goal 4: HIGH PERFORMANCE ORGANIZATION

Restoring public trust

Improve Public Communications

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received public comment. If staff receives public comments following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting and will be posted to the city website.



FISCAL IMPACT:

There is no fiscal impact at this time beyond staff time.

RESTATED RECOMMENDATION:

1. That council receive and file this report

APPROVALS:

Department Head Approval:	SM	Approval Date:	12/30/2025
CEQA Determination (Planning):	N/A	Approval Date:	
<u>The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)</u>			
Administrative Services (Financial):		Approval Date:	12/30/2025
<u>Costs authorized in City Approved Budget:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Account Code (f applicable) _____			
City Attorney Approval:	AM	Approval Date:	12/30/2025
City Manager Approval:	MG	Approval Date:	12/30/2025