



## Agenda Report

20-238

Agenda Date: 3/17/2020

### REPORT TO COUNCIL

#### SUBJECT

Action on the Police Department's Recommendation to Name the Police Building's Temporary Holding Facility as the "Carla Munoz Temporary Holding Facility" [Council Pillar - Deliver and Enhance High Quality Efficient Services and Infrastructure]

#### BACKGROUND

The Police Building includes a Temporary Holding Facility to house detainees for up to 24 hours while 1) booking paperwork is being processed, 2) transportation is being arranged to an appropriate facility, 3) a police interview is being conducted and/or 4) a temporary protected environment is necessary (e.g. sobering, etc.).

Carla Munoz began her career with the City of Santa Clara in 1975 volunteering as a Police Cadet. From February 1998 to November 1999, she worked as-needed as a Law Clerk I. In November 1999, she was hired full-time as a Community Service Officer. In March 2000, she promoted to the Police Department's first ever Jail Service Officer (JSO).

JSOs manage the Temporary Holding Facility and are the custodial personnel responsible to supervise detainees. JSOs fingerprint and photograph arrestees in the booking process, conduct searches and inventory of property, maintain all detention records, monitor building security, participate in facility inspections and audits, release prisoners, lead tours and support the customer services needs at the front desk. JSOs are certified to utilize specialized equipment, and Carla served as a trainer for many of the devices used in the Temporary Holding Facility.

During her career, she was instrumental in developing internal policies guided by State and federal mandates. In addition, she served on the advisory committee for the design, planning and operation of the Temporary Holding Facility in Levi's Stadium which opened in 2014.

Outside of work, Carla was very generous with her time. She was a fixture at Special Olympics and Police Activities League (P.A.L.) events and was instrumental in establishing the P.A.L. Golf Tournament.

Carla wore JSO Badge #1 until her retirement on November 3, 2019. She passed away two weeks later on November 17, 2019. The City Council adjourned their November 19, 2019, meeting in Carla's honor.

The Police Department would like to name the Police Building's Temporary Holding Facility in honor of Carla Munoz as she was an individual who made outstanding contributions to the Santa Clara community and spent her career serving the Police Department.

**DISCUSSION**

On February 10, 2020, and in accordance with Council Policy 035 ("Naming of Facilities"), the Governance and Ethics Committee approved staff's recommendation to name the Police Building's Temporary Holding Facility in honor of retired Jail Service Officer, Carla Munoz.

With Council approval of the Governance and Ethics Committee recommendation, the family will be notified, and signs will be ordered. The Department will conduct an unveiling ceremony with the family at a later date.

**ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

**FISCAL IMPACT**

There is no fiscal impact for the current action.

If the Council approves naming of the Temporary Holding Facility in Carla's honor, the Police Department would utilize Asset Forfeiture Funds to purchase two signs, one at each entrance to the Temporary Holding Facility.

**COORDINATION**

This report was coordinated with the City Manager's Office and the Mayor and Council Offices.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve the naming of the Police Building's Temporary Holding Facility as the "Carla Munoz Temporary Holding Facility".

Reviewed by: Daniel Winter, Assistant Chief of Police

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Council Policy 035 - Naming of Facilities
2. DRAFT 02-10/20 Governance and Ethics Committee Meeting Minutes