



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** September 17, 2018
FROM: Matthew Bronson, City Manager
PREPARED BY: John Peters, Chief of Police
SUBJECT: Police Department Audit/Review Implementation Work Plan

RECOMMENDATION

Approve the implementation plan for carrying out the recommendations in the Police Department Audit/Review.

BACKGROUND

The 2017-18 work plan for implementing the Public Safety Major City Goal included strategic planning and forecasting as an initiative for the Police Department. On July 9, 2018, Council received a report on a comprehensive audit and review of various aspects of the Police Department. The report, completed by RW Martin Consulting, LLC and RJ Haydon Management Services, identified 37 specific recommendations to improve the Police Department over the next several years. These recommendations were incorporated into the following areas within the report:

- Patrol operations
- Detective operations
- Dispatch center
- Property and evidence
- Citizen complaints
- Use of force by officers
- Community policing and outreach
- Building/facility evaluation

These recommendations help provide a roadmap for continually improving law enforcement services in our community and how the Police Department delivers these services. To improve the functionality and efficiency in operations for the Police Department, staff developed an Implementation Work Plan (included as Attachment 1) based on the information contained in the report and the input provided by the Council during the July 9th meeting.

The work plan describes the tasks to be completed to implement each recommendation along with an anticipated completion date. Eight recommendations have already been completed, ten are scheduled to be completed by January 31, 2019, and several of the remaining recommendation have anticipated completion dates by June 30, 2019. Some of the recommendations have variable completion dates associated with meet and confer requirements or consideration of future budget requests.

FISCAL IMPACT

The cost of implementing future recommendations will be presented as items are brought forward to the Council for consideration.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Approve the implementation work plan for carrying out the recommendations in the Police Department Audit/Review; or
2. Do not approve the implementation work plan; or
3. Provide direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. Police Department Audit/Review Implementation Work Plan.

Development Review Study Implementation Plan

June 2018

Attachment 1

#	Recommendation	Responsibility	Phase 1 (FY19)	Phase 2 (FY 20)	Phase 3 (FY 21)	Comments
1	Agree on the implementation plan	Chief of Police	X			Completed
ISSUES RELATED TO DEPARTMENTAL FUNCTIONS						
Operations						
2	(#1) Reduce Sergeants' involvement in handling routine calls except for emergencies	Operations Commander		X		Current staffing levels do not allow for this. To be reviewed for FY20
3	(#10) Review call volume to officer on-duty ratios to optimize patrol coverage	Operations Commander	X			Completed
4	(#12) Collateral assignments to Sergeants for special operations as outlined	Operations Commander	X			Completed, will be reviewed annually
5	(#16) Assign supervisory oversight of Detective Bureau to a Sergeant	Administration Commander			X	Only possible with the addition of a 5th Sergeant position
6	(#17) Acquire Detective Case Management Software	Administration Commander		?		This is dependent on partnership with the SLO County District Attorneys Office
7	(#18) Keep two Detectives assigned or flex the schedule to allow max. coverage	Administration Commander	X			Completed (Both Detectives are currently unavailable)
8	(#22) Complete an audit of the property and evidence items	Administration Commander	X			Completed
9	(#24) Retain/Purchase seartrain container for evidence storage in rear parking lot	Administration Commander		X		Currently reviewing what will fit given the space limitations and storage needs in the lot
10	(#27) Provide more info on department website on officers responsible for CPP	Chief of Police	X			Completed
11	(#28) Coordinate Coffee with a Cop events with Chamber of Commerce	Operations Commander	X			Completed
12	(#29) Increase bicycle patrols when staffing allows	Operations Commander	X			Completed; Grant funding obtained and as staffing allows
Management and Leadership						
13	(#6) Provide Senior Police Officers with POST Supervisory training	Administration Commander	X	X	X	In Process
14	(#11) Adjust the Commander's work schedule from 4/10 plan	Chief of Police	X			Completed; Commanders work a 9/80 plan allowing for additional weekly coverage
15	(#13) Start a succession plan for future leadership turnover	Chief of Police	X	X	X	In Process with a multi-year completion anticipated
16	(#25) Record ALL citizen complaints regardless of severity level	Chief of Police	X			Implement in January 2019
17	(#26) Change Use of Force reporting to include Show of Force reporting	Chief of Police	X			Implement in January 2019
18	(#36) Work with SLO District Attorney on cannabis related offenses	Chief of Police	X			In Process
19	(#37) Update Alarm Ordinance to increase patrol efficiency	Chief of Police	X			Will be considered by Council in early 2019
Personnel						
20	(#2) Increase complement of Sergeants from four to five for improved field supervision	City Council			X	Will be considered during future budget processes
21	(#4) Staff motorcycle officer position full-time	Chief of Police		X		Current staffing levels do not allow for this. To be reviewed for FY20
22	(#21) Cross train Communications and Records personnel	Chief of Police		X		Implement in FY 20
Budgetary						
23	(#14) Increase sworn staffing from 19 to 23 over time	City Council		X	X	Will be considered during future budget processes
24	(#15) Create Community Services Officer Program	Chief of Police		X		Will be considered during future budget processes
25	(#23) Upgrade part-time Records position to full-time	Chief of Police	X			Will be considered during future budget processes
26	(#30) Acquire properties at 702/750 West Grand for City facilities expansion	City Council	X	X	X	Will be considered during future budget processes

Attachment 1

Development Review Study Implementation Plan

June 2018

#	Recommendation	Responsibility	Phase 1 (FY19)	Phase 2 (FY 20)	Phase 3 (FY 21)	Comments
27	(#31) Reassess AB1600 Growth Mitigation Fees to increase costs for expansion	City Council	X	X	X	City Council policy decision
28	(#35) Develop Equipment Replacement Funds for department equipment needs	City Council	X	X	X	City Council policy decision
Meet and Confer						
29	(#3) Add lower level bilingual pay (\$30/mo) for basic spanish speaking skills	City Council			X	Tied to future MOU negotiations
30	(#5) Create job description for Senior Police Officer w/ Intermediate Certificate Required	City Council			X	Tied to future MOU negotiations
31	(#20) Adjust MOU language to be consistent with current shift exchange protocol	City Council			X	Tied to future MOU negotiations
32	(#32) Adjust MOU language regarding "buy-back" programs according to evaluations	City Council			X	Tied to future MOU negotiations
33	(#33) Adjust MOU language regarding uniform allowance ending on 31st day of leave	City Council			X	Tied to future MOU negotiations
Human Resources						
34	(#7) Correct job descriptions to remove "Lieutenant" and replace with "Commander"	Human Resources	X			Implement in FY 19
35	(#8) Adjust job descriptions with "Abilities to..." statement	Human Resources	X			Implement in FY 19
36	(#9) Create hiring incentive program to attract sworn officers	Chief of Police	X			Completed
37	(#19) Recruit bilingual dispatcher candidates for future openings	Human Resources				No current vacancies. Will implement when opportunity occurs
38	(#34) Add policy acknowledgement page to annual evaluations covering city policies	Chief of Police	X			Completed