



**CITY OF VALLEJO
AD-HOC CITIZENS PUBLIC SAFETY ADVISORY COMMITTEE**

**WEDNESDAY DECEMBER 5, 2012
6:30 p.m.**

AGENDA

**CITY COUNCIL CHAMBERS, 2ND FLOOR
555 SANTA CLARA STREET, VALLEJO**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Committee without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Those wishing to address the Committee on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Committee may address the Committee during the "COMMUNITY FORUM" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Committee will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Committee. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990) and the federal rules and regulations adopted in implementation thereof.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. COMMUNITY FORUM

Anyone wishing to address the Committee on any matter not listed on the agenda but within the jurisdiction of the Committee to resolve, may speak after stating his/her name and address for the record.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF MINUTES OF NOVEMBER 20, 2012 MEETING

6. OLD BUSINESS

No reports.

7. NEW BUSINESS

A. REPORT FROM THE CITY COUNCIL PUBLIC SAFETY COMMITTEE

B. REPORT FROM VALLEJO POLICE DEPARTMENT

a. Brief verbal update on department activities and initiatives. (10 minutes)

C. REPORT FROM VALLEJO FIRE DEPARTMENT

a. Brief verbal update on department activities and initiatives. (10 minutes)

D. FINAL REPORT FROM AD-HOC CITIZENS PUBLIC SAFETY ADVISORY COMMITTEE TO CITY COUNCIL PUBLIC SAFETY COMMITTEE

a. A draft final committee report has been prepared by staff. Staff report enclosed.

E. FUTURE MEETING

a. Discussion of need for meeting on December 12, 2012. No staff report enclosed.

8. ADJOURNMENT

**CITY OF VALLEJO
AD-HOC CITIZENS PUBLIC SAFETY ADVISORY COMMITTEE
COUNCIL CHAMBERS
November 20, 2012**

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Chairperson Schivley.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

A roll call was conducted:

Present: Kathy Beistel, Karol Heppe, Kevin Kelley, Joanne Schivley, Robert Schussel, Burky Worel, William Tweedy, Sid DeJesus, and Pat Dunn.

Absent: None

Staff present: Craig Whittom and Alan Cohen.

4. COMMUNITY FORUM

Speakers: Ernestine Lawson.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

Moved by Committee member Worel and carried unanimously by members present, approval of the agenda and consent calendar of the November 7, 2012 minutes.

A. Approval of Minutes of November 7, 2012 Meeting.

Action: Approved minutes

6. OLD BUSINESS – None.

7. NEW BUSINESS

A. REPORT FROM THE CITY COUNCIL PUBLIC SAFETY COMMITTEE

City Council member Gomes made a report.

**B. PRESENTATION BY FRANCINE TOURNOUR, CITY OF SACRAMENTO
OFFICE OF PUBLIC SAFETY ACCOUNTABILITY**

Ms. Tournour provided a presentation and responded to questions from

Committee members.

C. REPORT FROM VALLEJO POLICE DEPARTMENT

Committee member DeJesus provided a report.

D. REPORT FROM VALLEJO FIRE DEPARTMENT

Committee member Dunn provided a report.

E. SUBCOMMITTEE REPORTS

- a. Reports from subcommittee chairpersons. Staff report enclosed regarding potential action on Community Subcommittee reports.

Community Subcommittee – No report.

Operations Subcommittee – No report.

Finance Subcommittee - Committee member Schivley reviewed the draft report. The Committee discussed certain issues associated with the report.

F. PRIORITY AREA TWO DRAFT REPORT

Staff reviewed the draft report. The committee discussed the draft report and Committee member Heppe's reports.

G. PRIORITY AREA THREE DRAFT REPORT

This item was not discussed.

H. AGENDA TOPICS FOR FUTURE MEETINGS

This item was not discussed.

8. ADJOURNMENT

The meeting was adjourned at 10:25 p.m.



NEW BUSINESS D

Date: December 5, 2012
TO: Ad-Hoc Citizens Public Safety Advisory Committee
FROM: Craig Whittom, Assistant City Manager *aw*
SUBJECT: FINAL REPORT CITY OF VALLEJO AD-HOC CITIZENS PUBLIC SAFETY ADVISORY COMMITTEE REPORT TO THE CITY COUNCIL PUBLIC SAFETY COMMITTEE

RECOMMENDATION

Discuss, make changes and approve by motion the submission of the Report of the City of Vallejo Ad-Hoc Citizens Public Safety Advisory Committee to the City Council Public Safety Committee.

DISCUSSION

A draft final report has been prepared by staff for the Committee's review, discussion, modification and approval (watermark – DRAFT 113012). The draft final report is attached. Please note the following features of the draft final report:

1. The report consolidates certain individual subcommittee reports (e.g. Use of Volunteers, Increasing Police Presence) into a single report. This was an attempt to simplify the report and reduce duplication of subject areas.
2. Areas of the report that are red-lined or have strikethroughs reflect changes to the subcommittee reports that were presented to the Committee and discussed. Changes are designed to enhance readability or add items discussed during the committee's review of the subject matter.
3. The Priority Area Two section of the report includes the language that was presented to the Committee at its November 20, 2012 meeting. The Chair and Vice Chair of the Committee have provided input and staff has attempted to reflect that input in an Alternate Priority Area Two Recommendation. That alternative recommendation is attached for the Committee's discussion.

DATE: December 5, 2012
SUBJECT: FINAL REPORT CITY OF VALLEJO AD-HOC CITIZENS PUBLIC
SAFETY ADVISORY COMMITTEE REPORT TO THE CITY COUNCIL
PUBLIC SAFETY COMMITTEE

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Staff also recommends that the Committee approve the development of a cover memo to identify certain elements of the Committee's work and that is already reflected in modified practices of the City's public safety departments.

DOCUMENTS ATTACHED

Draft Final Report
Alternate Priority Area Two Recommendation

K:\PUBLIC\CMAd-Hoc CPSAC\December 5, 2012\120512 Final Report REP.doc

**CITY OF VALLEJO AD-HOC CITIZENS PUBLIC
SAFETY ADVISORY COMMITTEE**

**REPORT TO THE
CITY COUNCIL PUBLIC SAFETY COMMITTEE**

December 5, 2012

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Review of best practices in other cities of police and fire departments in terms of efficient operations, revenue generation, reducing calls for service, crime suppression, increasing police presence, and enhancing technology to reduce crime and create a safer community.

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III. Priority Area 2 Recommendations

Review of best practices in other cities of Citizens Police Commissions, including approaches, powers, limitations and the impact of various models of citizen review.

A. Enhance transparencyPage 24

IV. Priority Area 3 Recommendations

Review of current and future trends in public safety compensation methodology.

A. Public compensation methodologyPage 26

BACKGROUND

The committee was established pursuant to city council Resolution No. 12-050 N.C.

The committee met on Wednesdays, generally on a bi-weekly basis, at 6:30pm in the Vallejo City Council Chambers located at City Hall. The Committee meetings were advertised and televised.

Committee Members

- Kathy Beistel
- Karol Heppe
- Kevin Kelley
- Joanne Schivley (Chair)
- Robert Schussel (Vice-Chair)
- William Tweedy
- Burky Worel
- Sidney DeJesus (Police Department representative – non-voting)
- Pat Dunn (Fire Department representative – non-voting)

City Council Liaisons:

- Mayor Osby Davis
- Councilmember Stephanie Gomes

City Staff:

- Craig Whittom, Assistant City Manager
- Alan Cohen, Assistant City Attorney

Sources for further information

A website was created to contain the agendas, speaker presentations and significant information gathered by the Committee through its research. A link to the information is as follows:

<http://www.ci.vallejo.ca.us/GovSite/default.asp?serviceID1=1021&Frame=L1>

Priority Area 1 – Issue A

Efficient Operations – Use of Volunteers

Recommendation

- Establish a coordinated volunteer program commencing in the Police Department and subsequently expanded to serve all City of Vallejo departments. Trained volunteers can perform tasks presently assigned to paid personnel including, but not limited to: clerical support, data entry, alarm billings (eliminating current paid outsourcing), fingerprinting, couriers, department tours (improving community relations), checking on seniors and homes whose occupants are vacationing, parking enforcement, surveillance camera monitoring, property and evidence custody, code enforcement.
- Hire a full-time Special Services Supervisor to manage a program similar to Vacaville's "Volunteers in Public Service". Cost of program manager approximately \$65,000.85K to \$90,000K plus volunteer costs approximately \$5,000K to produce savings of \$516,000.K

Background

There are approximately 30 active volunteers with VPD, with many others who would like to become volunteers. There are ~46 activities for which volunteer services could be utilized, however because the coordination of volunteer activities is managed by multiple (sworn) Police personnel (in addition to their 'regular job'), there is confusion, underutilization of and dissatisfaction among the volunteers, many time causing volunteers to stop volunteering their services out of frustration.

Many citizens have expressed interest in volunteering to assist the city. Due to the lack of any coordinated program, the city has not been able to take advantage of their offers. Individual city departments do not have the time, expertise or other resources to create and administer an effective volunteer program

Sources for further information

- Vacaville Special Services Supervisor Susanne Johnson's Presentation on Volunteers in Police Service
- Solano County Sheriff Gary Stanton's Presentation on Sheriff's Active Volunteer Experience Presentation
- Vallejo volunteer tasks vs. Vacaville volunteer tasks (attached)

Checklist

VALLEJO VOLUNTEER JOBS	VACAVILLE VOLUNTEER JOBS
bike safety aide	crime analysis
cadet aide	crime free housing
child care for victims & witnesses	crime prevention
city hall patrol	records
collateral assignment	livescan/fingerprinting
community policing aide	VCERT
computer skills tutor	emergency & special callouts
crime data liaison	graffiti task force
crime prevention aide	mail run
crime stoppers aide	park and bike patrol
disaster hotline	senior wellness & vacation checks
domestic violence information aide	department tours
emergency contact file coordinator	parking enforcement
graffiti monitor	training academy
internet aide	K-9 agitator
investigations aide	patrol assistant
language interpreter	citizen ride alongs
lobby greeter	F.I.R.S.T.
mail run/car wash	narcotic enforcement team
megans law aide	investigative services
missing persons follow up	property & evidence
most wanted program aide	video live feed monitoring
newsletter editor	youth services
newsletter graphics	alarms
newsletter photos	clerical assistance
parking enforcement	D.A. runner
pawnshop detail	animal services
police facility tour guide	afternoon patrols
police historical museum aide	night patrols
police librarian	patrol code compliance
police probation team aide	
police services evaluation aide	
police training role aide	
program evaluation and audits aide	
sexual assault investigations unit aide	
sub station aide	
technical materials aide	
toy and food collection liaison	
traffic assistance detail	
video aide	
video librarian	
volunteer administrative aide	
volunteer background investigator	
volunteer training coordinator	
volunteer website development team	

Priority Area 1 – Issue B

Increasing Police Presence

Recommendation

- Review job descriptions for all levels of staffing to determine possible realignment of duties and assure that employees have the knowledge, skills, and abilities needed for these positions.
- Utilize non-sworn personnel and cadets for duties not requiring sworn officers to improve availability of sworn officers.
- Consider absorbing Traffic Division into Patrol to eliminate officers from each division covering the same ground.
- Change scheduling to better utilize limited number of sworn officers.
- Consider "layered" staffing during higher needs, to ensure effective and positive police response
- Reduce police officers' total compensation package to be commensurate with other employee groups. Police raises of 6.29% and .3% should be rolled back and a pay cut commensurate with other employee groups (10%) should be applied. Reduce city paid portion of police health care coverage to 75% of premiums to move toward equalization of benefits for all employee groups. Savings from these reductions to be utilized to hire more police officers.
- Reduce other benefits such as holidays, vacation, etc to move toward standardization of benefits.
- Allocate 20% of Measure B funds to increase police staffing. As the economy improves, reduce this allocation by the amount revenue increases so that police funding is not dependent on Measure B funds by sunset of this additional sales tax.
- That the Chief of Police be authorized to recruit for officers immediately in response to the anticipated attrition of 10-15 officers over the coming year (2013). Once the attrition is documented with a formal resignation letter from an officer, that the Police Chief be authorized to hire a new officer to ensure that there is no gap or reduction in force as a result of the attrition.
- That the City Council consider a goal of 125 officers on the force by 2016.
- That the City Council consider a patrol workload study and the findings of the POST report that is under development in establishing its targeted number of sworn officers on the force.
- That the City Council retain any budget savings from unfilled approved sworn police officer positions in the Police Department to be used exclusively for the hiring of police officers.

Background

Law enforcement faces innumerable challenges created by the current constantly changing environment. Regular periodic realignment of duties is necessary to maximize the effectiveness of limited personnel. Fuller utilization of non-sworn personnel and cadets will maximize the availability of sworn officers.

Combining Traffic and Patrol Divisions will enable better coverage with fewer officers. Scheduling changes can have the effect of bolstering manpower.

Most other employee groups have experienced cuts in salary and increases in health care premiums in the past three years. The benefit inequities that exist between employee groups are unfair and negatively affect morale.

Support for Measure B was primarily dependent on the promise of improved public safety based on the following wording of the ballot measure:

"To enhance funding for 9-1-1 response, police patrols, firefighter and paramedic services, youth and senior programs, street and pothole repairs, graffiti removal, economic development and general City services."

The public deserves what they voted for, and for which they are paying.

As of October 2012 the City of Vallejo Police Department currently had 93 sworn positions. Of those, 8-9 are on long term disability; ten are funded/allocated outside of patrol functions. That brings the total officers that are general funded based and available for local unrestricted deployment to @75 officers. As a point of reference, at the agency peak of staffing the total sworn was 158. In the era where council and the mayor requested CHP support (Operation Safe Streets – twelve CHP officers on loan) the staffing (absent CHP personnel) was 133.

The department is anticipating an exodus of 10-15 veteran officers over the next seven to eight months. The normal timeline for bringing new officers "on board" varies from agency to agency with a worst case scenario of eight months. That statistic does not take into account the challenges Vallejo will face in recruitment due to well publicized issues and events. Lateral candidate acquisition will be extremely problematic.

Sources for further information

- Antioch Police Chief Allan Cantando's Presentation
- Chief Magnus website: www.wesupportrichmond.com
- Report from the International Association of Chiefs of Police
- City of Vallejo Budget
- City of Vallejo Records
- City of Vallejo Labor Contracts
- 2011 General Election Ballot
- Community Forum input
- Meeting with VPD Chief Joe Kreins
- Committee members Kelley and Worel (historical data)
- An analysis of the impact of downsizing on the ability of Vallejo's police to close offenses by arrest (IBVallejo.com).

Priority Area 1 – Issue C

Revenue Generation

Recommendation

- Greater emphasis on parking enforcement, especially Handicapped Parking.
- Increase all parking fines to align better with other communities.
- Greater emphasis on abandoned vehicle fines.
- Fees for Police Reports and Crime Reports.

Background

Badge #2094: 2,322 Citations Issued 11/15/11 through 8/1/12, Fines: \$171,470

Badge #2095: 482 Citations Issued 1/5/12 through 8/1/12, Fines \$66,563

Badge #3010-389: 768 Citations Issued (Primarily Disabled Parking Violations) 11/8/11 through 8/1/12, Fines \$261,278

3,572 Citations Issued, Total Fines = \$499,311

Using 188 days (11/8/11 through 8/1/12 less weekends and holidays), 3572 citations averages 19 citations per day or approximately 6 citations per day per officer.

The operational costs of two Police Clerks with offsetting revenue are as follows using data from FY 11/12:

Police Clerks Salary & Benefits - 2 @ \$82,332.65	\$164,665	
Part-time Annuitant	\$25,111	
Annual Vehicle Maintenance - 2 @ \$7,000	14,000	
Auto-Cite Services	10,229	
Cite Documents (Tickets)	4,000	
TOTAL EXPENSES	(\$218,005)	\$192,894
Traffic Fine Revenue (Collected)	\$177,000	
Interfund Transfer (JAG Grant for 1 Police Clerk)	72,000	
TOTAL REVENUE	\$249,000	
NET REVENUE	\$ 30,995	56,106

The third parking officer (part time retired annuitant) was funded by salary savings. If the third parking officer was in place for a full year the program would be cost / revenue neutral.

Sources for further information

- City of Vallejo Parking Enforcement Records

Priority Area 1 – Issue D

Reducing Calls for Service

Recommendation

These recommendations are related to the discussion of the Public Safety Community partnership (Issue M).

- Through data collection, identify hot spots, repeat offenders and repeat victims, and focus attention on these locations and individuals.
- Implement Community Policing supported by foot patrol and bike patrols, to connect officers with residents, deepen familiarity and build trust.
- Consistently assign officers to specific neighborhoods.
- Establish "Knock and Talk" program to go door-to-door and talk to residents.
- Establish policies to ensure residents can reach their officers by direct phone and e-mail
- Work with Home Owner Associations and Neighborhood Watch groups to understand and respond to resident concerns.
- Consider predictive software to identify "hotspots" similar to what has been developed for the City of Santa Clara.

Background

Fewer calls for service are generated when "would be" perpetrators know citizens are aware of abnormal activity in their neighborhoods and are actively involved in crime prevention. Police need to build relationships and trust to maximize the benefits of citizen participation. Provide officers with business cards that provide contact information.

Sources for further information

- Antioch Police Chief Allan Cantando's Presentation
- Chief Magnus website: www.wesupportrichmond.com
- Report from the International Association of Chiefs of Police

Priority Area 1 – Issue E

Crime Suppression

Recommendation

- Promote, expand and support the highly successful Neighborhood Watch program.
- Promote the Citizens Police Academy and Citizens on Patrol.
- Educate the public regarding police procedures.
- Rebuild trust and improve communication with the public through quarterly Town Hall Meetings hosted by the Police Department. Communication must be regular and sincere. Presentation of statistics is encouraged.
- Improve communication with the public through informal programs such as ride-alongs, tours of the VPD, "Coffee with the Cops."
- Sensitize police officers to the citizens.
- Develop an ordinance to establish a daytime curfew for young people to reduce truancy and youth-related crime.
- Develop an ordinance to require banks and mortgage companies to register and maintain vacant/foreclosed properties.
- Strengthen and enforce existing vacant and abandoned building ordinance.
- Develop an ordinance to prohibit nuisance behaviors such as public urination, public drinking and other behaviors that reduce the quality of life in our community.
- Enforce existing noise ordinance.
- Install additional surveillance cameras focusing on "hot spots."
- Institute a "Cease fire program" similar to that in Richmond, California.

Background

Crime is reduced when suppression involves the entire community. Greatest results are achieved when a partnership exists between citizens and the police. The City Council needs to develop and require enforcement of ordinances that prevent and suppress crime.

Richmond's Cease fire program is a movement to reduce the number of gun-related homicides quickly without the cost and heartache of sending more young people to jail. Community and civic leaders work together with law enforcement to change the culture and communicate a powerful anti-violence.

Sources for further information

- Michael Rains, Senior Partner, Law Firm of Rains, Lucia & Stern
- Barbara Attard, Police Review Board Consultant
- Antioch Police Chief Allan Cantando's Presentation
- Chief Magnus website: www.wesupportrichmond.com
- Report from the International Association of Chiefs of Police
- Richmond, CA Ceasefire Program Website

Priority Area 1 – Issue F

Efficient Operations – Enhancing Technology

Recommendation

- Increase number of surveillance cameras.
- Provide body cameras for every sworn officer and require their use.
- Provide car cameras for each police vehicle.
- Post Vallejo's Most Wanted on City and Police Websites.
- Utilize Facebook.
- Use programs (Comstat, Crimeview, etc) to link people with real-time information.
- Use programs (ShotSpotters, Comstat, etc) to stop crime and apprehend criminals.
- Use PredPol to forecast where crimes are likely to take place next.
- Purchase and implement mobile application; TipSoft. TipSoft allows citizens to submit anonymous tips (via a text-like method) to the police as well as receive alerts of activities in their community. TipSoft is an application which citizens can subscribe to, at no cost (to the citizen). The cost to purchase the application is \$3196 annually (there are multi-year subscription options). TipSoft is part of CrimeReports, it would be an add-on to the existing tool.

Background

Surveillance cameras have proven to deter crime and more quickly apprehend perpetrators. Body and car cameras accurately record incidents, thereby reducing city exposure to claims and litigation. Measure B funds have been designated for one-time expenses, therefore, purchase of these three types of cameras qualify.

Forecasting likely locations for criminal activity will enable police to concentrate their limited resources.

Citizens, in general, feel out of touch with Public Safety and wants more information / transparency into the activities in the community and within the Police Dept. Many people do not feel comfortable with providing tips about crimes in their neighborhoods. TipSoft allows for both activity notification and anonymous tip submission.

Sources for further information

- City of Vallejo Records
- Antioch Police Chief Allan Cantando's Presentation
- Chief Magnus website: www.wesupportrichmond.com
- Report from the International Association of Chiefs of Police
- CNN

Priority Area 1 – Issue F (continued / descriptions)

Efficient Operations – Enhancing Technology

PREDPOL

CNN: For something that predicts the future, the software is deceptively simple looking. A map of a city is marked up with small red squares, each indicating a 500-by-500-foot zone where crimes are likely to take place next. A heat-map mode shows even more precisely where cars may be stolen, houses robbed, people mugged.

The program is called PredPol, and it calculates its forecasts based on times and locations of previous crimes, combined with sociological information about criminal behavior and patterns. The technology has been beta tested in the Santa Cruz, California police department for the past year and in an L.A. police precinct for the past six months, with promising results.

Predictive-analytics software is the latest piece of policing technology working its way into law-enforcement stations around the country, although it's going up against tight budgets, bureaucracy and a culture still clinging to its analog ways.

PredPol's system features a map of a city marked with red squares to show zones where crimes are likely to occur.

"We had to try something because we were not being offered more cops," said Zach Friend, a crime analyst with the Santa Cruz Police Department. Last year, Friend contacted researchers working on the algorithm -- originally used for predicting earthquake aftershocks -- after reading an article in the LA Times.

At the time, his city had experienced a 30% increase in crime and a 20% decrease in police staff. He knew they had to try something. At first the Santa Cruz police department used the software to estimate where home, car and vehicle burglaries might take place, handing printouts of the maps to officers at the start of their shifts. Later it expanded it to bike thefts, battery, assault and prowling. The city has seen a 19% reduction in burglaries over the past year.

While these kinds of experiments are promising, most police stations are still a far cry from the futuristic headquarters we see on TV shows like CSI. Real police departments lag behind your typical American teenager when it comes to technology -- some police cars still record video on VHS tapes, and it's not uncommon to fill out a police report on carbon paper.

Last month, San Francisco Mayor Ed Lee announced plans to develop a smartphone app that would allow officers to file police reports from the field. But SFPD chief information officer, Susan Giffin, told the Bay Citizen the department doesn't have the budget to buy smartphones on which to run the app. (San Francisco police officers only got e-mail addresses for the first time last year.)

Thankfully for crime fighters, it's not all landlines, beepers and fax machines. Cool new crime-fighting technology is still being developed and tested by agencies around the country. There are gadgets such as Taser's small wearable cameras for police and other security professionals. The units can mount on a pair of Oakley sunglasses or a shirt collar, and they have accompanying Android and iOS apps.

In Southern Florida, many police departments are using portable fingerprint scanners to ID suspects and bring up any outstanding warrants on the spot. The smartphone-sized devices cost \$2,500 apiece.

A ShotSpotter system uses microphones positioned around a city to detect gunshots and triangulate their location within 40 to 50 feet. A human at ShotSpotter's headquarters confirms if it's a gunshot and alerts the police. The system starts at \$40,000 for every square mile of coverage.

Some of the more widely adopted tech is decidedly low-budget. Police can Google suspects and check their Facebook profiles to gather information. Friend says the Santa Cruz department has had more luck posting photos of wanted suspects to the official department Facebook page than through traditional police channels. (The unusually tech-savvy department also has a Twitter account, blog, and YouTube channel.)

Now predictive policing software is picking up steam, thanks to a few well-publicized test cases, low overhead and impressive drops in crime rates that, while they can't be directly tied to any one initiative, bode well for the maps.

PredPol is new to the field, but IBM has been testing predictive policing software since 2010, using databases of past crimes and information like timing and weather to identify trends and map out predictions. The company has worked with police departments in Memphis, New York City, and most recently Charleston, South Carolina. A final hurdle for all types of new technology is getting the officers themselves to adopt and use it. "Law enforcement agencies historically are conservative in their approach to change. That includes to adopting all kinds of technology, from computers in the cars to even radios," said Friend. A new generation of police who have grown up immersed in technology will likely help ease the transition by communicating to older officers that the new tools only enhance what they already know.

Seasoned patrol cops rely on their instincts, developed over years of experience walking the same streets and patrolling familiar neighborhoods. Experts say this new technology can cut down on paperwork and make policing more efficient so the police can focus on what they do best. "It doesn't replace what they do," said Friend of PredPol. "When they get into those locations, they still need to be good cops."

Priority Area 1 – Issue G

Efficient Operations – Training

Recommendation

- To balance public and officer safety, provide training to reduce fatalities in, and the number of, officer involved shootings.
- Require use of body cameras and car cameras to reduce funds expended on Claim Settlements and Lawsuits.
- Institute program to reduce payments for Workers Compensation Claims.

Background

In the last six fiscal years the city has settled 291 claims involving public safety for a total of \$714,255. In the past (information to be inserted) years the city has lost (information to be inserted) lawsuits involving public safety for a total of \$(information to be inserted). Incidents recorded on body and car cameras will provide irrefutable evidence of occurrences which will significantly reduce payouts on claims and lawsuits. “A progressive city should view a highly resourced and trained police force as the appropriate cost of doing business rather than using public funds to establish an annual line item for legal settlements.”

In the last eleven years, 1204 public safety Workers Compensation claims have cost the city \$23,306,216. A program similar to Vallejo Sanitation and Flood Control's may help lower this expense.

Provide training in domestic violence, dealing with the mentally ill, hate crimes, conflict resolution, diversity in the workplace, community relations and community policing skills, etc.

Sources for further information

- City of Vallejo Records
- Report from the International Association of Chiefs of Police

Priority Area 1 – Issue H

Allocation of Measure B Funds – Fire Department

Recommendation

Allocate sufficient Measure B funds to purchase an SUV type vehicle to enable a two person response team to respond to medical calls.

Include a Deputy Fire Chief position in the Fire Department Command structure.

Background

For many years, an engine and required staff have responded to non-fire (medical) calls. Since 98% of calls to the Fire Department are for medical emergencies, the present method of response is extremely expensive both in staff and equipment costs. A smaller vehicle will reduce current staff and equipment costs. It will also reduce future expense by extending the life of large, expensive engines. Support for Measure B was primarily dependent on the promise of improved public safety based on the following wording of the ballot measure:

“To enhance funding for 9-1-1 response, police patrols, firefighter and paramedic services, youth and senior programs, street and pothole repairs, graffiti removal, economic development and general City services.”

The public deserves what they voted for, and for which they are paying.

Sources for further information

2011 General Election Ballot

Priority Area 1 – Issue I

Method/alternatives for handling cold calls for service

Recommendation

The VPD explore how police cadets or qualified volunteers can be used to assist with non-emergency responses to received crime reports from residents.

Background

During the public comment section of several meetings members of the community expressed their concerns that due to the current staffing of the VPD many crimes are not receiving immediate police attention and/or if the crime is not in progress these residents are being referred to the police station to file their own police reports.

VPD has admitted that due to understaffing police officers often do not have the time to respond to people's homes and take reports of certain types of crimes and/or crimes not in progress.

Sources for further information

Ad Hoc Public Safety Advisory Committee community forum

Priority Area 1 – Issue J

5-year crime reduction plan

Recommendation

Seek out funding grants to hire a consultant to work with staff to develop a 5-Year Crime Reduction Plan for the City of Vallejo.

Background

During the public comment section of the meeting a member of the community expressed their opinion that if the VPD does not have a 5-year Crime Reduction Plan it would be important to develop one.

At the Operations Sub-committee on Sept. 17, 2012 VPD Chief Kreins reported that he strongly supports pro-active policing and adoption of a 5-Year Crime Reduction Plan but that current VPD resources and personnel do not allow for such a plan. Chief Kreins said, "We are in crisis planning."

Sources for further information

- Ad Hoc Public Safety Advisory Committee community forum comments
- Ad Hoc Public Safety Advisory Committee correspondence
- Meeting with VPD Chief Joe Kreins

Priority Area 1 – Issue K

Plan for law enforcement in the downtown area

Recommendation

That Chief Kreins continue to work with downtown stake holders to find a way to fund a dedicated officer and prioritize enforcement efforts in the downtown area.

Background

During the public comment section of the meeting a member of the community expressed their concern that the downtown area has become an increased target for vandalism, burglary and theft and the need for VPD to establish a plan, policy and procedure for addressing these unique needs.

At the Operations Sub-committee with VPD Chief Kreins on Sept. 17, 2012 he reported that he has recently met with local downtown groups who are looking into finding a way to fund a downtown patrol officer with a possible cost offset funded by the VPD.

The chief indicated he had private funding currently for one full time position downtown; though it was not clear to him at the time if that funding only extended to the end of 2012. Subsequent information suggests that the Vallejo Police Department wants to charge time and a half for this resource.

His intent was to meet with the stakeholders and obtain a clear picture of funding through 2013. Concurrent with that meeting, the chief was going to recommend in lieu of one full time position, using the allocated funds to staff various configurations (vehicle, bike patrol, foot patrol) in the area that would allow for flexible deployment.

It was the chief's position that in terms of impacting crime patterns a wide array of enforcement options at his disposal would be most effective.

Sources for further information

- Ad Hoc Public Safety Advisory Committee community forum
- Meeting with VPD Chief Joe Kreins

Priority Area 1 – Issue L

AB109 (Assembly Bill 109)

Recommendation

That the Chief of Police continue to work with County Law Enforcement Agencies and meet with the State appointed Committee of Seven to solicit funding for the hiring of as many police officers the Chief determines is (minimally) required to keep on top of the influx of parolees into the City of Vallejo and to monitor their probation compliance in an effort to minimize recidivism and to protect the residence of Vallejo.

Background

As early as last year the State of California began early release and transfer of California Department of Corrections inmates from the CDC to the County and back into the community into probation. The Solano County Sheriff established a plan for the influx of inmate into the County Jails and is establishing probation programs to handle the increase in the probation population through the use of Day Reporting Centers. Many of these probationers will end up in residents of Vallejo and prior to the subcommittee's meeting with the Police Chief it was unclear what if anything the VPD has done to address this issue.

The Police Chief said currently strike teams are being deployed county wide (through state funding) to conduct searches and probation checks on these new offenders in our area(s).

At the Operations Sub-committee on Sept. 17, 2012 VPD Chief Kreins reported that he has been involved with this transition through his involvement with Marin County (Chief Kreins' prior assignment was with the city of Novato in Marin County). Chief Kreins said a Committee of Seven was established by the State to oversee funding distributions to Counties that will be handling the custody, probation management and outreach programs these probationers will need for such things as housing and treatment Chief Kreins said no money was designated for frontline local communities/cities law enforcement agencies. Chief Kreins intends to pursue a meeting with the Committee of Seven to solicit funding to hire officers to accommodate local Vallejo law enforcements needs related to the transition and influx of probationers. Chief Kreins said he will be working with other County Law Enforcement agencies in this endeavor.

Sources for further information

- Ad Hoc Public Safety Advisory Committee community forum
- Meeting with VPD Chief Joe Kreins

Priority Area 1 – Issue M

Public Safety Community Partnership – Enhancing the community's ability to assist with crime reduction. Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

Implement program which provides services similar to/same as the Beat Health program to focus on Drug, Criminal, Civil Nuisance Abatement to enhance, protect, and promote the quality of life in Vallejo with an emphasis on the shared responsibility between citizens, businesses, community agencies police and fire. Programs within Beat Health could include:

- Neighborhood Watch
- Community Cleanup
- Fire Prevention
- Anti-graffiti
- Landlord/Tenant Training
- Vehicle Abatement
- Business Liaison
- Formation of Neighborhood Associations
- Quarterly reports by the Police Chief and the Fire Chief to the City Council

With current resourcing program would need to start small and grow/expand. Initial location should be in the downtown area utilizing already owned city property.

Make Public Safety members (all levels) to be more accessible to the community by implementing (or re-implementing) programs such as:

- Town Hall meetings (quarterly)
- Coffee with a Cop
- Bike patrols in the downtown area(s)
- Educational programs in the schools
- Annual/bi-annual Open House

Background

There is a real or perceived lack of transparency with Vallejo Public Safety.

Sources for further information

Beat Health: <http://www.ci.vallejo.ca.us/GovSite/?serviceID1=175>

Priority Area 1 – Issue N

Media – Need improved methods of communicating and informing citizens of activities in the neighborhoods and City

Recommendation

Utilize all feasible forms of media, including social media services (Facebook, Twitter, Nextdoor, etc), print (newspaper), and electronic newsletters to provide better, more immediate communication with the community

Suggested content:

- Weekly/bi-weekly PS updates/reports; similar to reports that are provided during Public Safety meetings uploaded to City sites (City, Police, Fire)
- Public Safety newsletter; this could be attached to the Vallejo News (City's e-newsletter) or be a subscription option (same process as 'subscribing to Vallejo News or CC Agenda's)
- Print updates, newsletter (or excerpts) in the newspapers/on-line & print (Times Herald, IBVallejo (VIB), etc) and Vallejo News.

Background

There are many free media outlets available to improve communication with the community which is not being utilized or utilized for maximum benefit.

Sources for further information

Priority Area 1 – Issue O

Public Safety Transparency – Develop and implement survey to obtain citizen feedback on Police Department services. ~~Need improved methods of communicating and informing citizens of activities in the neighborhoods and City~~

Recommendation

Develop “Customer Satisfaction Survey” to be sent to ~~everyone~~ a representative sample of individuals that have placed a recent the places a call for service. Survey will be a short list of ‘how did we do’ type questions, which will allow for anonymous return. Recommend a separate survey for Police and Fire. This will allow both Police and Fire to perform analytics on service(s) and identify areas that are being done well and areas of opportunity to improve. Management of the survey collection and analysis could be performed by a volunteer.

Background

Currently there is no method to understand the citizen’s satisfaction / dissatisfaction with services received, or to understand, with any tangible data where Public Safety service can be improved.

Sources for further information

Priority Area 1 – Issue P

Public Safety Procedure Access – Need improved methods of communicating and informing citizens how to communicate and obtain information from the Vallejo Police Department. of activities in the neighborhoods and City

Recommendation

Identify the top X calls for service in the City. Create a high-level process for each issue which will help educate the public on the process, timeframes, contacts, resources, etc. Publish these processes in the Police Department and Fire Department sections of the to City websites. The 'process' documentation being recommended is at a high-level, not internal procedural documentation.

Background

Frustration within the community due to lack of understanding of what happens after you place and receive a call for service; what happens after police/fire respond, who can/should be contacted for further information and/or updates, what resources are available for additional assistance.

Sources for further information

DRAFT 11/2012

Priority Area 2 – Issue A

Enhance transparency and community confidence in the Police Department communication with the public. Ensure that the complaint process is accessible and that complaints are reviewed in a neutral manner.

Recommendation

That the City Council direct the City Manager to develop modifications to the Human Relations Commission Ordinance that achieve the following objectives:

- Provide a forum for the Police Department to receive feedback from the community and Commission on its methods of communication.
- Provide citizens with a forum to make suggestions regarding the complaint process to ensure that the process is accessible and responsive.
- Make recommendations to the City Manager, Police Chief and City Council regarding Police Department communication and citizen complaint policies that are within the Charter jurisdiction of the City Council.
- Provide input to the City Manager and Police Chief regarding Police Department policies and procedures that have community impacts.
- Ensure that there is an opportunity for communication and dialogue between the Commission and the Police Chief on a regular basis.
- Receive an annual report from the Chief of Police regarding implementation of improved communications policies and statistical information regarding citizen complaints received by the Police Department.

Background

The Committee solicited presentations from a variety of speakers on this subject. These presentations are archived on the City website. The Committee also received comments from the public regarding their concerns about the Vallejo Police Department's communications with residents, particularly those community members that were associated with Officer involved shootings. The Committee received regular reports from Vallejo Police Department representative / Committee member Sidney de Jesus regarding changes being implemented at the Vallejo Police Department.

VPD citizen complaint history as reported to the Committee 2005 to May 2012:

- 2005 – 45 complaints
- 2006 – 44 complaints
- 2007 – 29 complaints
- 2008 – 26 complaints
- 2009 – 33 complaints
- 2010 – 13 complaints
- 2011 – 10 complaints
- 2012 (May) – 0 complaints

Sources for further information

- Joseph Kreins, VPD Interim Police Chief
- Dr. Mark Correia, San Jose State, Professor
- Barbara Attard, Consultant
- Michael Rains, Esq.
- Liat Metzenheimer, past member Vallejo Human Relations Commission
- Allan Cantando, Antioch Police Chief
- Ad Hoc Public Safety Advisory Committee community forum speakers
- Roster of U.S. Civilian Oversight Agencies

DRAFT 113012

Priority Area 3 – Issue A

Are there trends in public compensation methodology that the City of Vallejo should consider?

Recommendation

That the City Council consider the following trends in public safety compensation:

1. Additional financial contributions by employees to costs traditionally borne by the employer. (e.g. pension, health care).
2. Continue to explore and understand new ideas in California or other states regarding trends in public safety compensation.

Background

The compensation methodology California cities for public-safety employees is relatively consistent. Compensation consists of salary, pension, health care and special pays. Staff and the Committee did not find a good source of information to evaluate any trends significant trends or examples of alternate structures to compensation. There is a trend to increase financial contributions by employees to costs employees traditionally borne by the employer. (e.g. pension, health care).

Sources for further information

ALTERNATIVE PRIORITY AREA 2
RECOMMENDATION

DRAFT 113012

Priority Area 2 – Issue A

Enhance transparency and community confidence in the Police Department communication with the public. Ensure that the complaint process is accessible and that complaints are reviewed in a neutral manner.

Recommendation

That the City Council consider one of the following three options listed in order of highest priority:

- A. Hire a part time auditor in the model of the City of Sacramento (see attached information regarding City of Sacramento Office of Public Safety Accountability)
- B. Create a City of Vallejo Police Advisory Review Board that achieves the following objectives:
 - Provide a forum for the Police Department to receive feedback from the community and Board on its methods of communication.
 - Provide citizens with a forum to make suggestions regarding the complaint process to ensure that the process is accessible and responsive.
 - Make recommendations to the City Manager, Police Chief and City Council regarding Police Department communication and citizen complaint policies that are within the Charter jurisdiction of the City Council.
 - Provide input to the City Manager and Police Chief regarding Police Department policies and procedures that have community impacts.
 - Ensure that there is an opportunity for communication and a meeting of the Board in which the Police Chief attends no less than twice per year.
 - Receive an annual report from the Chief of Police regarding implementation of improved communications policies and statistical information regarding citizen complaints received by the Police Department.
 - Shall have five members.
 - Shall be appointed by a majority of the City Council.
 - Shall meet monthly.
 - Representatives of the Vallejo Police Department and Vallejo Fire Department serve as non-voting representatives to the Board (similar to the Ad-Hoc Committee representatives).
 - Members must be residents of Vallejo.
 - Members shall not be current or former members of the Vallejo Police Department or Vallejo Fire Department.
 - Members may assist citizens fill out a complaint and accompany the citizen to speak to watch commander or Internal Affairs.
 - Criteria for applicants to the Board shall be established and published.
- C. Modify the City of Vallejo Human Relations Commission Ordinance to include the following objectives described in Recommendation B above.

Background

The Committee solicited presentations from a variety of speakers on this subject. These presentations are archived on the City website. The Committee also received comments from the public regarding their concerns about the Vallejo Police Department's communications with residents, particularly those community members that were associated with Officer involved shootings. The Committee received regular reports from Vallejo Police Department representative / Committee member Sidney de Jesus regarding changes being implemented at the Vallejo Police Department.

VPD citizen complaint history as reported to the Committee 2005 to May 2012:

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Sources for further information

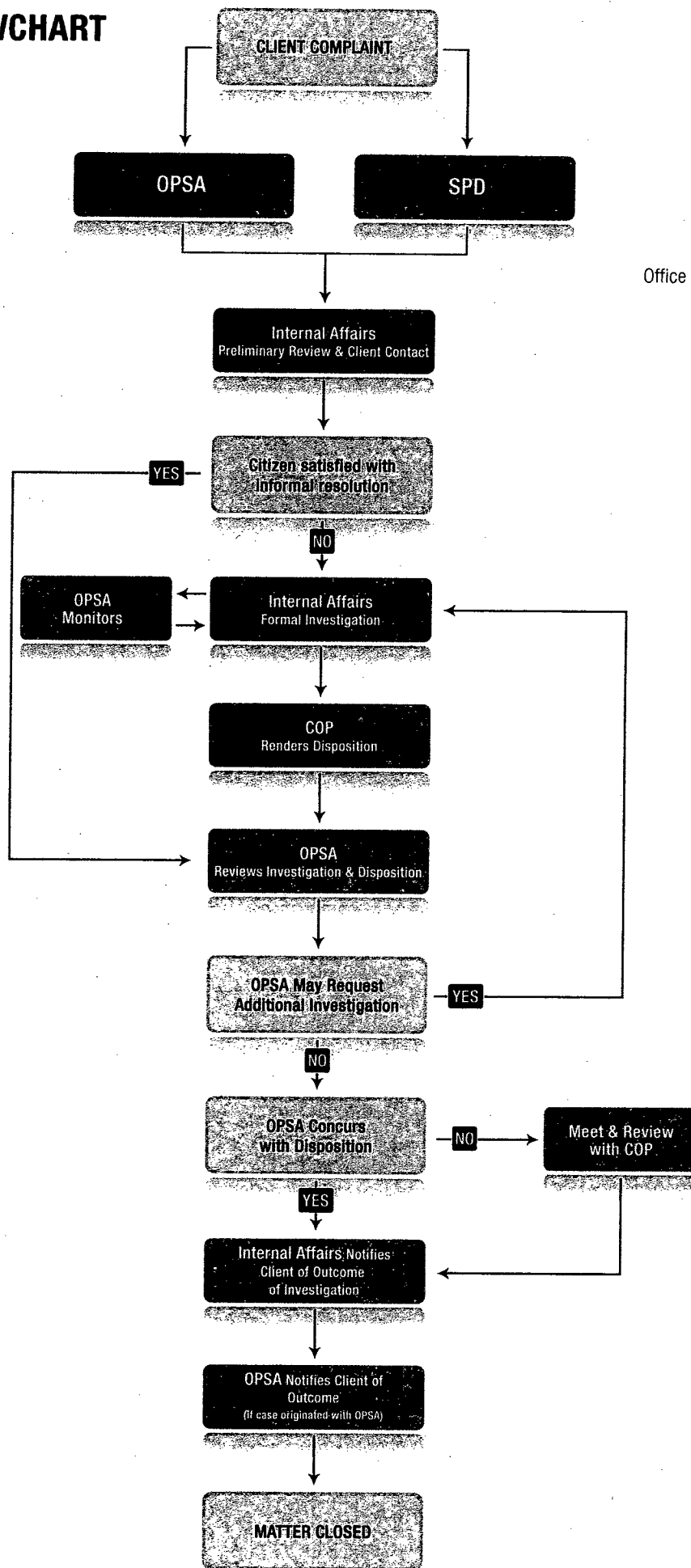
- Joseph Kreins, VPD Interim Police Chief notes regarding the City of Novato Police Advisory Review Board (attached)
- Dr. Mark Correia, San Jose State, Professor
- Barbara Attard, Consultant
- Michael Rains, Esq.
- Liat Metzenheimer, past member Vallejo Human Relations Commission
- Allan Cantando, Antioch Police Chief
- Ad Hoc Public Safety Advisory Committee community forum speakers
- Roster of U.S. Civilian Oversight Agencies

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COMPLAINT FLOWCHART



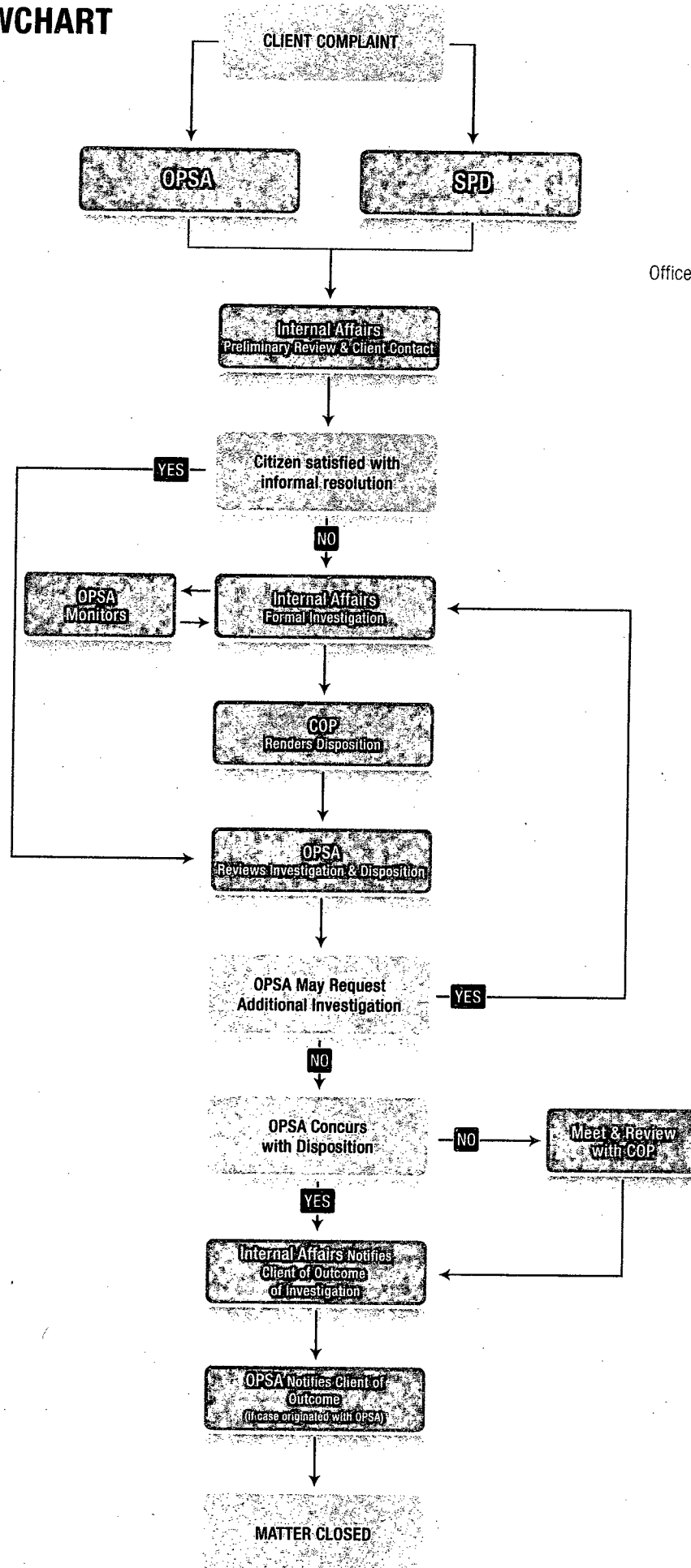
Office of Public Safety Accountability (OPSA)
Sacramento Police Department (SPD)
Chief of Police (COP)



COMPLAINT FLOWCHART



Office of Public Safety Accountability (OPSA)
Sacramento Police Department (SPD)
Chief of Police (COP)



Office of Public Safety Accountability (OPSA)

Purpose, Authority and Procedures Statement

I. PURPOSE

The purpose of this statement is to set forth the authority of the Director, Office of Public Safety Accountability and to establish the procedures to be utilized in performing the duties of the position. The position has been established for the purpose of monitoring the investigations of citizen complaints concerning misconduct by employees of the Sacramento Police Department and the Sacramento Fire Department. The Director has broad oversight powers that include the evaluation of the overall quality of performance by public safety employees and the authority to encourage systemic change. In addition, the Director will specifically track and monitor high profile or serious complaint cases to conclusion, review completed investigations, and advise the City Manager of any deficient investigations.

II. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR

Under the direction, control and supervision of the City Manager, the Director shall have the following authority and responsibility as related to the Sacramento Police Department and Fire Department:

- A. Monitor all investigations conducted by the Sacramento Police Department concerning allegations of unnecessary or excessive force.
- B. Monitor all investigations of citizen complaints alleging other categories of misconduct, as the Director deems necessary.
- C. Request further investigation in those cases, which require additional investigation as determined by the Director.
- D. Receive all documents, reports or any other item necessary to monitor an investigation of citizen complaints and force investigations.
- E. Produce an annual report to the City Manager in which the Director will compile statistical information including number of complaints filed, number sustained and action taken. The Director will provide in the annual report an analysis of trends and patterns. The Director will make recommendations for improvements in the complaint process, training needs of public safety personnel or other measures the Director believes will improve the overall citizen complaint process, including recommendations for systemic changes.

- F. Accept and document complaints directly from citizens as an alternative procedure for receiving citizen complaints concerning public safety personnel. A separate complaint form from that utilized by the Sacramento Police Department or Fire Department shall be created and utilized by the Director. All such complaints shall be forwarded to the respective public safety department for investigation as soon as possible.
- G. Interview and/or reinterview complainants and citizen witnesses as needed.
- H. Provide complainants with timely updates on the status of investigations, excluding disclosure of any information, which is confidential or legally protected.
- I. Serve as a liaison to complainants who would otherwise be unfamiliar with or intimidate by the complaint/investigative process.
- J. Monitor and/or independently investigate any other matter as directed by the City Manager.
- K. Serve in public information capacity which will include providing public information on pending investigations as directed by the City Manager and making presentations in various community forums, excluding disclosure of any information, which is confidential or legally protected.
- L. If the Chief of Police or Fire Chief or their designated representative denies any request from the Director, the Director may direct his request to the City Manager for further consideration.

III. PROCEDURES - RECEIVING AND MONITORING COMPLAINTS, INTERVIEWS

- A. The Director or his representative shall be available to accept complaints by members of the community against Sacramento public safety personnel. The Director, or his representative, shall receive complaints from citizens in person, in writing, or over the telephone, and shall follow similar procedures for accepting complaints as followed by the Sacramento Police Department and Fire Department including:
 - 1. All complaints must be received by the Director within one (1) year of the incident-giving rise to the complaint. No complaint shall be accepted by the Director if it is not filed within one (1) year after the date of the incident giving rise to the complaint.
 - 2. The complaint form for Police employees shall substantially comply with the requirements of California Penal Code section 148.6, subdivision (a)(2).

3. The Director or representative shall, as soon as possible, notify the Sacramento Police Department or Fire Department upon receipt of a complaint against an employee of the Sacramento Police Department or Fire Department. The Police Chief or Fire Chief or their designated representative shall process the complaint pursuant to the procedures set forth in the Citizen Complaint Manual.

B. The Director shall monitor all Sacramento Police Department investigations concerning complaints alleging excessive or unnecessary force by police employees while the investigation is in progress.

The Director shall have authority to monitor investigations of all other citizen complaints while the investigation is in progress as the Director deems necessary. The procedures for facilitating the monitoring of investigations are as follows:

1. The Police Chief or Fire Chief or their designated representative shall notify the Director in writing of all complaints from whatever source received by personnel of the Sacramento Police Department or Fire Department. The notice shall include the identity of the individual designated to represent the Police Chief or Fire Chief throughout the complaint process, (hereafter "designated representative"). The Director shall give prior written notice to the Police Chief or Fire Chief, through the designated representative, of his intent to monitor an investigation. Upon such notice, the Director shall have authority to monitor all aspects of the investigation.

2. The Police Chief or Fire Chief or their designated representative shall as soon as possible provide all documents, reports, or other items requested by the Director, which relate to the matter under investigation.

3. The Director may be present when interviews of employees, citizen complainants and/or witnesses are conducted by the Sacramento Police or Fire Department. The Director may submit questions during the interview. Questions submitted by the Director shall be asked by the interviewer in accordance with state and federal law. Subsequent to an initial interview, if the Director believes that additional questions need to be asked to gather relevant information that was not elicited during the initial interview, the Director may request, through the Police Chief or Fire Chief or their designated representative, that employees, citizen complainants and/or witnesses be re-interviewed. The Director may be present during any subsequent interviews.

4. The Director shall be placed on the Critical Incident call-up list for the Police Department and the High Profile Incident Notification call-up list for the Fire Department, and will be notified when critical incidents occur. The Director will have the option of responding to any and all such incidents. The Director shall have the authority to monitor interviews of subject employees, employee witnesses and citizens immediately after such incidents.

In the case of the Sacramento Fire Department the following are examples of High Profile Incidents:

- 4.1 Serious misconduct
 - 4.2 Vehicle accidents with death/serious injury involving Fire Apparatus
 - 4.3 Fire related death/serious injury of Fire Department personnel
 - 4.4 OSHA response for Fire Department personnel (Industrial Accident)
 - 4.5 Law enforcement arrest of Fire Department personnel
 - 4.6 Harassment issues involving Fire Department personnel
 - 4.7 Work place violence claims against Fire personnel
 - 4.8 EMS patient care complaints that rise to a level of disciplinary action (behavior related issues as opposed to medical care issues)
5. If the Police Chief or Fire Chief or their designated representative denies any request from the Director, the Director may direct his request to the City Manager for further consideration.

- C. The Director may interview or re-interview complainants and citizen witnesses as the Director deems necessary.
- D. In all other matters where the City Manager directs monitoring by the Director, the procedures set forth in Section III. shall apply.

IV. AUDITS

The Director shall review all completed investigations of excessive or unnecessary force by Police officers. The Director shall have authority to review all in progress and completed investigations into citizen complaints regarding the Sacramento Fire Department. The Director, as the designated representative of the City Manager, shall have authority to review the handling of complaints, inquiries or investigations of any other matter as directed by the City Manager. The procedures in matters under review by the Director are as follows:

- A. The Police Chief or his/her designated representative shall forward to the Director a copy of all records concerning investigations of excessive or unnecessary force against Sacramento Police officers no later than 10 working days after the investigation is completed. These records shall include the disposition of the complaints.

- B. The Police Chief or his/her designated representative shall make available upon request by the Director all records which reflect a complaint or inquiry, including, but not limited to, incident reports, supplemental attachments to a call history, incident logs, case summary reports or complaints classified as frivolous, unfounded or exonerated within the meaning of Penal Code section 832.5.

- C. The Director shall review the file and, thereafter may request that the Police Chief or Fire Chief or their designated representative conduct further investigations. The Director shall identify and substantiate the reasons for requesting additional investigation to the Police Chief or Fire Chief, through the designated representative.
 - 1. If the Director believes that relevant questions were not asked during an interview, and/or that relevant information was not gathered, the Director may request that the Police Chief or Fire Chief, through their designated representative, re-conduct such interview(s) with public safety employees, citizen complainants and/or witnesses who were previously interviewed.
 - 2. If the Director believes that interviews of public safety employees, citizen complainants and/or witnesses should have been conducted but were not, the Director may request that the Police Chief or Fire Chief, through their designated representative, conduct such interviews.
 - 3. When interviews are conducted, the Director is authorized to be present. The Director may submit questions during the interview and the interviewer shall ask questions submitted by the Director in accordance with state and federal law.

- D. If the Police Chief or Fire Chief or their designated representative denies any request from the Director, the Director may direct his request to the City Manager for further consideration.

V. ANNUAL REPORT

- A. The Director shall prepare an annual report. The Director's annual report shall include, but is not limited to, the following:
 - 1. A statistical analysis documenting the number of complaints by category, the number of complaints sustained and the actions taken.
 - 2. An analysis of trends and patterns.
 - 3. Specific recommendations for change.
- B. The Director's report shall not contain any information concerning the discipline of any particular employee, nor make reference to or identify any particular employee, nor shall the report comment upon or make any recommendation concerning potential civil or criminal liability of specific employees, or citizens. Whenever disclosure of information may possibly reveal the identity of a particular employee, the information shall be sanitized so that accurate statistical data may be conveyed while simultaneously protecting the employee's identity. However, if the circumstances are such that disclosure of any information will necessarily reveal the identity of a particular employee, the information shall be excluded from the annual report.
- C. The report shall be forwarded to the City Manager for dissemination to the Mayor, City Council, City Attorney, Police Chief, Fire Chief, Labor Relations Director, and the City Clerk for filing as a public record.

VI. CONFIDENTIALITY OF RECORDS

Any personnel records, citizen complaints against city personnel employed by the Police Department or Fire Department and information obtained from these records, including records in Internal Affairs files, which are in possession of the Director or staff, shall be confidential and shall not be disclosed to any member of the public, except in accordance with applicable law. All original files provided by the Police Chief or Fire Chief or their designated representative to the Director shall be returned to the respective department within ninety (90) days after case closure and submission for final review. The Director, and his representative, is responsible for the confidentiality, security and safekeeping of all Sacramento Police Department and Fire Department files in the Director's possession.

Investigative reports prepared by the OPSA may only be submitted only to the City Manager and City Attorney when litigation is pending or highly probably.

VII. COOPERATION AND COORDINATION

The Director shall report directly to the City Manager. However, the Director shall meet periodically with the Police Chief and Fire Chief and their respective Internal Affairs Commanders regarding recommendations to improve the Sacramento Police and Fire Departments investigative process within the framework of applicable law and labor agreements.

VIII. PUBLIC RELATIONS

- A. The Director and/or his representative shall publicly comment on pending complaints and investigations as directed by the City Manager. Public comments shall conform to State law regarding confidentiality of public safety personnel records and shall exclude disclosure of any information regarding protected aspects of investigations.
- B. An important aspect of the Director's responsibility shall be devoted to providing public information, including printed literature, radio and television, and public presentations at community meetings. Communications should be sensitive to our diverse community and written material presented in a multilingual format.
- C. The Director shall not disclose information that is confidential or legally protected.

City of Novato – Police Advisory Review Board

Why the Review Board was established:

- The Citizen – Police Advisory Review Board was established by the Novato City Council in 1992 by way of City Ordinance
- The Board was set up as an unbiased independent body completely separate from the Police Department. Its purpose was to advise the City Council, City Manager and Chief of Police on matters pertaining to the administration of the Police Department
- The Board met quarterly at the Police Department
- The Board encourages citizens to express ideas and concerns regarding police services
- The Board was also established for the purpose of encouraging positive police-community relations
- One goal of the board was to initiate, suggest and present programs to the public regarding departmental policies and services
- Another goal was to review and recommend programs addressing cultural and ethnic diversity within the Police Department – and to review the Department's hiring practices and procedures
- Another goal was to review policy and procedure relative to crime prevention and crime suppression
- And finally, the Board would review, recommend and develop policies and procedures to assist in facilitating the citizen complaint process

What the Review Board Cannot do:

- The Board cannot investigate complaints that had not been first filed with the Novato Police Department of the City Manager and the City Manager authorized what complaints the Board was entitled to investigate
- The Board cannot impose discipline on police officers for alleged misconduct
- The Board cannot impose or change policy
- The Board cannot hear an appeal if the citizen had initiated legal action against the City
- The Board is not entitled to receive, review, copy or investigate citizen's complaints against individual police personnel except as expressly authorized by the Council Resolution
- In making its recommendations to the Chief of Police regarding policies or programs, the Board shall not attempt to direct the method of implementation of any resulting changes to Police Department programs, policies or procedures

Board Compliance:

- The Board's investigation shall comply with all federal, state and local laws and any binding labor contracts or agreements and shall preserve the privacy of City Employees, the confidentiality of their personnel files and the confidentiality of other confidential information to maximum extent permitted by law, including but not limited to the closing of meetings or portions thereof consistent with applicable provisions of the Brown Act, and state law.
- The Board shall suspend any pending investigation if the complainant initiates litigation or files a claim against the City related to the complaint.
- No member of the Board shall divulge confidential information, including identities of witnesses and contents of confidential testimony and documents either during his/her term of office or thereafter. Prior to taking office, each member of the board shall take an oath to comply with this requirement of confidentiality.

Citizen Complaints:

- If a citizen who had filed a complaint with the police department was not satisfied with the outcome, they had the opportunity to appeal the department's decision through the Police Advisory & Review Board
- The appeal of that complaint to the board must be first authorized by the City Manager
- Upon reviewing an appeal, the Board would send its finding and recommendations to the City Manager. The City Manager then reports the Board's findings to the Chief of Police

What constitutes a complaint?:

- On-Duty police conduct which violates federal, state or local laws, or which violates Police Department policies regulations or procedures. Examples might include unnecessary or excessive use of force, failure to perform a required duty, unwarranted actions such as improper stops, searches, arrests, racial or sexual slurs and discourteous treatment of an individual.

Notification:

- Written notification will be given by the department to the complainant regarding the disposition of the complaint

Board Members:

- Appointed to 2 year terms – Must live in the City Limits and are subject to a background check

Board Staff Duties:

- The Assistant City Manager shall plan and direct the work of the Police Advisory and Review Board