

AGENDA REPORT

TO: DEANNA SANTANA
CITY ADMINISTRATOR

FROM: Sean Whent
Interim Chief of Police

SUBJECT: Informational Report from OPD
Regarding Civilianization

DATE: December 2, 2013

City Administrator
Approval

Date

12-5-13

COUNCIL DISTRICT: City-wide

RECOMMENDATION

Staff recommends acceptance of this informational report from the Oakland Police Department (OPD) which covers the Department's efforts to civilianizing sworn positions where feasible, and deploying sworn members to the field.

BACKGROUND/LEGISLATIVE HISTORY

This informational report identifies the number of Full Time Employee (FTE) positions and the sworn classification supplanted by civilian.

In November 1995, the Police Executive Research Forum (PERF) completed a management study of OPD recommending several sworn administrative positions be civilianized in order to reallocate sworn members to law enforcement functions.

- In April 2008, an informational report was completed, reporting on the progress and the cost assessment for the newly created civilian positions.
- In September 2010, a supplemental report was published detailing OPD's strategic goals as outlined in the five year strategic plan addressing the issue of civilianization in OPD.

There were 47 potential positions which were identified in the 2008 report that were suitable for civilianization; see the following table:

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Table 1 2008 Recommendations for Civilianization

FTE Count	Sworn Classification	Civilian Classification	Assignment	*Cost
4	Sergeant of Police	Police Communications Dispatcher, Sr.	Communications	\$430,376
5	Police Officer	Police Evidence Technician	Patrol	\$442,118
6	Police Officer	Police Services Technician II	Desk Officer	\$438,630
1	Captain of Police	Police Services Manager II	Internal Affairs	TBD
2	Lieutenant of Police	Police Services Manager I	Internal Affairs	TBD
7	Sergeant of Police	Complaint Investigator III	Internal Affairs	\$935,007
10	Police Officer	Complaint Investigator II/Intake Technicians	Internal Affairs	\$1,153,641
3	Police Officer	Range Master	Recruit Training	TBD
1	Lieutenant of Police	Police Services Manager I	Recruit Training	TBD
2	Sergeant of Police	Police Personnel Operations Specialist	Recruiting & Backgrounds	\$230,675
4	Police Officer	Administrative Analyst II	Recruit Training	\$398,679
2	Police Officer	Systems Analyst III	Information Technology	\$267,145
47			Total	\$3,857,641

*All salaries were calculated at Step One and fully burdened according to Administrative Instructions 1303 (A1) (Fringe Benefits and Organizational Overhead Rates). Costs did not include any Operations & Maintenance (O&M), overtime or premiums associated with these classifications.

ANALYSIS

An analysis was conducted of the current need related to the civilianization full-time employee (FTE) positions and the sworn classifications supplanted by civilian employees as well as a cost assessment to report on the progress made to date, see table below.

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There were 25 potential positions which were identified in the recent review that would be suitable for civilianization. In addition, there is a need to increase the administrative support based on increase sworn staffing. Several of the requested administrative support positions were removed from the budget during the financial crisis; however the workload did not decrease but increased with less staff, therefore increasing overtime demands.

Recommendations for Civilianization and Administrative Support Needs:

The implementation timeframe for each priority is defined by categories and listed below. All salaries are calculated at Step Five and fully burdened according to AI 1303 (Fringe Benefits and Organizational Overhead Rates). These are unfunded positions that have been identified to add the necessary administrative support for the Agency.

Short Term - to be implemented within 1 year

1. Intake Technicians (5), Internal Affairs to perform intake duties within the Internal Affairs Division, replacing (5) Police Officers that will be deployed to other sworn assignments. Cost: **\$550,800.**
2. Police Services Technician II
 - a. (3) Traffic Investigation to manage traffic cold cases, replacing (3) Police Officers that will be deployed to sworn assignments.
 - b. (4) Patrol Desk - replacing (4) Police Officers that will be deployed to other sworn assignments, to perform desk services to the community and public. Cost: **\$533,400.**
3. Additional Administrative Support for the Police Services Agency
 - a. Assistant to the Agency Director (1) to provide policy and program development, planning and preparation of reports and proposed legislative policy for the Office of the Chief of Police agency. Cost: **\$207,742.**
 - b. Administrative Analyst II (4) to provide dedicated administrative support for each Deputy Chief. Cost: **\$510,145.**
 - c. Public Information Officer II (1) to provide communication expertise, community relations, and the full range of professional public information duties involving the Agency, the City and the Community. Cost: **\$147,615.**
 - d. Police Records Specialists (5) to support the increase in sworn staffing and provide administrative support. Cost: **\$426,220.**
 - e. Crime Analyst II (4) to provide crime analysis duties to all districts and the specialty units. Cost: **\$510,145.**
 - f. Accountant II (1) to provide difficult accounting and auditing tasks in the Fiscal Services Division. Cost: **\$123,932.**

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Mid-Term - to be implemented within 2 to 3 years

- a. Systems Programmer II (3) Police Information Technology to provide information technology expertise to the Agency in all aspects of technology needs, replacing (3) Police Officers that would be deployed to sworn assignments. Cost: \$360,681.
- b. Management Assistant
 - a) (1) Identification Detail, replacing (1) Sergeant of Police who would then be deployed to other sworn assignments. Cost: \$120,227.
 - b) (1) Property and Evidence Unit, replacing (1) Sergeant of Police who would then be deployed to other sworn assignments. Cost: \$120,227.

Long-Term - to be implemented within 4 to 5 years

- a. Police Services Manager II (1) Internal Affairs, replacing (1) Captain of Police who would then be deployed to other sworn assignments. Cost \$205,674.
- b. Management Assistant (3) BFO Admin, replacing (3) Sergeant of Police who would then be deployed to other sworn assignments. Cost: \$360,681.

Costs do not include any overtime or premiums associated with these classifications. The O&M (computers, phone lines, work stations, email, training, etc) cost for these positions is approximately \$164,000, based on an estimated cost of \$4,000 per employee.

In order to implement the recommendations for civilianization, the City would have to meet and confer with the Oakland Police Officers' Association, Local 21 and/or Local 1021 SEIU. Such meetings have not occurred and may impact the outcome of the above list. In addition, the City's Compliance Director would need to approve this effort.

In December 2008 and September 2010, the Department reported to the Council on its efforts to civilianize several sworn positions within the Department, decreasing (1) Sergeant of Police in the Communications Division, and (1) Sergeant of Police and (1) Police Officer in the Training Division.

There has been progress made on civilianizing a number of sworn positions since the 2010 report:

- * Lieutenant of Police – Police Services Manager I, Personnel
- * Police Officer – Police Services Technician II
 - o Traffic Investigations
 - o Patrol Desk
- * Police Officer – Intake Technicians, Internal Affairs in progress

KEY ISSUES AND IMPACTS

The challenges faced by OPD are directly affected by the City of Oakland's current budget constraints that will have a significant impact on the hiring of additional civilian staff to supplant

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sworn positions. If sworn positions are moved out into the field, then the total number of civilian positions funded by the city will increase.

PUBLIC OUTREACH/INTEREST

OPD continues to actively dialogue with community members in regards to civilianizing positions and increasing police presence in the City.

COORDINATION

The Budget Office and the City Attorney's Office were consulted in preparation of this report. Prior to implementing these recommendations, a meet and confer with Local 21 and Local 1021 will be required.

COST SUMMARY/IMPLICATIONS

The salary, benefits and O&M costs associated with any civilianized positions would require additional appropriation to the Oakland Police Department budget. The Agency cannot effectively support and provide services to the City and Community without additional staffing.

SUSTAINABLE OPPORTUNITIES

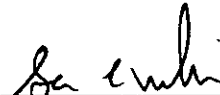
Economic: Civilianizing OPD will increase the number of sworn officers on the streets, making it safer and more attractive to those looking to live, work and visit the City.

Environmental: By increasing the number of sworn officers patrolling the City, it is anticipated that crime will decrease and environmental conditions associated with crime will be improved.

Social Equity: With more officers responding to calls for services and proactively addressing neighborhood issues, the quality of life will improve throughout the City of Oakland.

For questions concerning the contents of this report, please contact Donna Hoppenhauer, Acting Captain of Police at 238-3552.

Respectfully submitted,



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Interim Chief of Police
Oakland Police Department

Prepared by:
Donna Hoppenhauer
Acting Captain of Police

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