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OAKLAND
2013 JAN -3 PM 3:23

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Howard A. Jordan
Chief of Police

SUBJECT: Request for the Hiring of OPD Personnel DATE: December 28, 2012

City Administrator
Approval

Date

1/3/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council accept this report and approve the proposed resolution authorizing the City Administrator to conduct an expedited hiring of one Latent Print Examiner III position and 20 Police Service Technician II (PST II) positions to assist sworn personnel with crime reduction efforts.

OUTCOME

The City will be authorized to begin the process of completing the hiring processes for the above referenced staff for the purpose of implementing crime reduction strategies that will free-up sworn officers from work duties that PST IIS can absorb. This action commits funding for the FY 2013-2015 Operating Budget in advance of the budget development and deliberation process, but enables the City to use the remainder of FY 2012-2013 to complete the hiring processes. It is likely that these positions will not be filled until the June –July timeframe.

BACKGROUND/LEGISLATIVE HISTORY

In recent years, the City of Oakland has faced budget challenges and reductions in staff which have resulted in a 34% reduction of civilian staff within the Oakland Police Department (OPD) and 25% reduction of sworn staff. While workload has not reduced proportionately, OPD has had to shift work to the remaining staff which has resulted in the OPD struggling to maintain appropriate levels of service provided to residents. The Department's goal is to implement crime reduction strategies as quickly and efficiently as possible and increasing staffing levels will play a significant role in addressing/reducing crime within the City in that sworn officers can be better utilized for conducting sworn work while civilians provide critical work functions in support of reducing crime.

Item: _____
Finance and Management Committee
January 15, 2013

Due to the unacceptable levels of crime in Oakland, this request was brought forth at the request of City Councilmembers and had been formally advanced by Mayor Quan. Because the increase of sworn strength will only increase at the rate of completed scheduled academies, the Mayor and City Councilmembers have looked for other ways to support law enforcement efforts. These efforts include assistance from California Highway Patrol, a proposal for contracting with Alameda County Sheriff's during this temporary period of low police staffing (subject to "meet and confer"), and bringing back non-sworn field duty staff.

The City is making significant efforts to increase the number of sworn staff as quickly as possible. An additional increase in civilian staff levels will supplement services provided and provide invaluable assistance in crime reduction efforts. The 20 Police Service Technicians will be used exclusively in the field to support Patrol Officers in their crime suppression efforts. Adding a Crime Lab position will support the important investigative work performed by Oakland's Crime Lab, as discussed in the Public Safety Committee in detail last year.

ANALYSIS

OPD is currently operating with insufficient sworn and non-sworn staffing levels. Although in process, hiring sworn personnel is a complex, time consuming task where actions to hire today do not show in the field for several months; as an example, OPD must ensure a thorough background investigation for all peace officers are in accordance with POST requirements, provide extensive in-class training, and extensive in-field training. The non-sworn hiring process is not subject to POST requirements and can be executed quickly and is ideal for offsetting work duties assigned to sworn officers.

Services that non-sworn staff provides play a critical role in crime reduction efforts and have proven to be invaluable. For example, a Latent Print Examiner III would be responsible for overseeing identification, development, and comparison of latent print evidence from items found at crime scenes or submitted to the laboratory for examination/comparison. The Police Services Technician II positions would support sworn personnel in the field. Their duties would include, but not be limited to the following:

- Answering questions and responding to complaints, service requests or referrals from public, agencies, or City departments;
- Patrolling assigned area;
- Issuing citations and/or warnings for parking, standing or stopping violations;
- Responding to non-hazardous criminal complaints such as vandalism, petty theft, locked auto burglary;
- Writing crime reports and reviewing incident reports for completeness and accuracy;
- Obtaining statements, documents, and other evidentiary material from witnesses/victims; collecting, preserving and transporting physical evidence; transporting victims, witnesses and juveniles;

- Retrieving and disposing of found, lost or stolen property; and
- Photographing vehicles, crime and accident scenes, juvenile and adult suspects and victims, employees, and applicants.

PUBLIC OUTREACH/INTEREST

This item did not require any additional public outreach other than the required posting on the City's website. All efforts to reduce violent crime in the City of Oakland are in the best interest of residents and the business community.

COORDINATION

The Budget and City Attorney's Office were consulted during the preparation of this report.

Given that this report is issued at a time when the City is in process of fulfilling its Court Ordered requirements relative to the assignment of a Compliance Director, prior to taking any action, the City shall work collaboratively with the Compliance Director and the monitors, as agents of the Federal Court, to ensure that this action complies with the outstanding provisions of the NSA and of the Amended MOU.

COST SUMMARY/IMPLICATIONS

The estimated annual cost of salaries and benefits associated with hiring 20 PST IIs and one Latent Print Examiner III are as follows:

1.0 PST = \$70,000 x 20 = \$1,400,000
Latent Print Examiner III = \$133,600

Recruiting and background costs for both positions are estimated at \$98,598

Initial and ongoing operations and maintenance (O&M) costs associated with adding these positions are noted in the charts below:

Summary of One-Time and Ongoing Costs

	One-Time FY 2012-2013	Annual Ongoing FYs 2013-2015	Comments
Recruiting and Background	98,598		Staff overtime for backgrounds; polygraphs, testing materials, psych and medical exams, fingerprints, etc.; not ongoing unless replacing positions
Subtotal: Recruiting and Background	\$98,598	\$	
20.0 PSTs II		1,400,000	20.0 PSTs II @ \$70K each with salary and benefits; ongoing will increase by approximately 5% annually
Vehicles (12)	480,000	124,848	Assumes 2 shifts (day/night) + 2 spare
Laptop/Radio	200,000	57,333	Assumes initial laptop and radio, ongoing maintenance and replacement
Other Equipment	20,000	4,000	Body Armor, belts, etc.; replacement as needed; body armor replacement every five years
Training	10,000	3,500	Initial 40 hour training in-house; assumes 3 rounds of training for staggered hiring
Subtotal: PSTs, Equipment, Training, Etc.	\$ 710,000	\$1,589,681	
1.0 Latent Print Examiner III		133,600	Salary and benefits; ongoing will increase; ongoing will increase by approximately 5% annually
Computer HW/SW	500	667	Initially, Wacom tablet for evaluation of latent print impressions (each examiner requires one); ongoing increase for O&M for supplies and materials
Training	800	2,000	Initial training in statistical applications to latent print analysis; ongoing, annual attendance at the International Association for Identification Conference
Subtotal: Latent Print Examiner III	\$ 1,300	\$ 136,267	
Grand Total	\$ 809,898	\$ 1,725,948	

If this proposal is approved, Council will authorize an appropriation to OPD's General Purpose Fund (1010) budget as noted above. One-Time expenditures would need to be appropriated from the General Purpose Fund balance in the amount of \$809,898 and \$1,725,948 would need to be committed in FYs 2013-2015 Operating Budgets (given duration to complete the hiring process). If there is the ability to fill the positions during FY 2012-2013, the incremental amount of dollars to fund the positions during the current FY would need to come from the General Purpose Fund balance. For example, in the best case scenario, if it is possible to fill all of these positions by

June 1, the City would use from the General Purpose Fund balance \$167,000 for one month of salary for the 20 PST IIs and \$11,133 for the Latent Print Examiner.

SUSTAINABLE OPPORTUNITIES

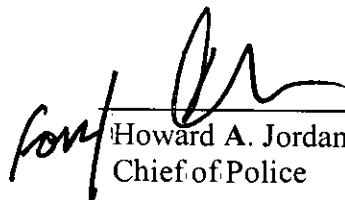
Economic: Increasing staffing levels will assist OPD in reducing crime and improving public safety. Improved public safety encourages growth in commercial activity in Oakland; thereby increasing tax revenue.

Environmental: No environmental opportunities are identified in this report.

Social Equity: Increasing staffing levels will assist OPD in realizing our mission to provide the people of Oakland an environment where they can live, work, play, and thrive free from crime and the fear of crime.

For questions regarding this report, please contact Cecilia Belue, OPD Personnel Manager, at 510-238-6971.

Respectfully submitted,


Howard A. Jordan
Chief of Police


Prepared by:
Cecilia Belue
Personnel Manager
Oakland Police Department

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 JAN -3 PM 3: 23

OAKLAND CITY COUNCIL

Approved as to Form and Legality


City Attorney

RESOLUTION NO. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE TO USE AN EXPEDITED HIRING PROCESS TO HIRE 20 POLICE SERVICES TECHNICIAN II POSTINGS AND ONE LATENT PRINT EXAMINER III POSITION AT A FIRST YEAR COST OF TWO MILLION THREE HUNDRED FORTY-THREE THOUSAND FOUR HUNDRED NINETY-EIGHT DOLLARS (\$2,343,498) WHICH INCLUDES ONE MILLION FIVE HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED DOLLARS (\$1,533,600) FOR SALARIES AND BENEFITS AND EIGHT HUNDRED NINE THOUSAND EIGHT HUNDRED NINETY-EIGHT DOLLARS (\$809,898) FOR RECRUITING, HIRING, MAINTENANCE AND OPERATIONS; AND AN ANNUAL COST THEREAFTER OF ONE MILLION SEVEN HUNDRED TWENTY-FIVE THOUSAND NINE HUNDRED FORTY-EIGHT DOLLARS (\$1,725,948) WHICH INCLUDES ONE MILLION FIVE HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED DOLLARS (\$1,533,600) FOR SALARIES AND BENEFITS AND ONE HUNDRED NINETY-TWO THOUSAND THREE HUNDRED FORTY-EIGHT DOLLARS (\$192,348) FOR OPERATIONS AND MAINTENANCE COSTS.

WHEREAS, maintaining appropriate staffing levels will play a significant role in reducing violent crimes within the city; and

WHEREAS, the increase of sworn strength will only increase at the rate of completed scheduled academies; and

WHEREAS, conducting an expedited hiring of 20 PST is that can be deployed in the field will assist sworn members; and the addition of one Latent Print Examiner III will expand the capacity in the Crime Lab and provide staff supervision; and

WHEREAS, funding for these additional positions is estimated to cost annually \$1,533,600 in salaries and benefits and;

WHEREAS funding for these additional positions are \$809,898 in initial hiring costs and \$192,348 in ongoing operations and maintenance costs and;

WHEREAS, funding for these positions should be allotted from the General Purpose Fund unaudited fund budget; and;

WHEREAS, funds will be appropriated into the General Purpose Fund (1010) Budget; and

WHEREAS, a recently released Revenue and Expenditure report suggests the City of Oakland can afford to make budget adjustments due to the unanticipated increase in both one-time and on-going revenues; now, therefore be it

RESOLVED: That the City Council authorizes the City Administrator, or her designee, to conduct an expedited hiring process of one Latent Print Supervisor III position and 20 Police

Services Technician II positions to assist OPD sworn personnel with crime reduction efforts; and
be it

FURTHER RESOLVED: That 20 PST II positions and one Latent Print Examiner III position be added to OPD's General Purpose Fund baseline budget (1010) as well as the associated appropriation of \$1,533,600 in salaries and benefits, \$809,898 in initial hiring costs and \$192,348 in ongoing operations and maintenance costs.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, KALB, GALLO, KAPLAN, KERNIGHAN, MCELHANEY, SCHAAF and
PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California