

BROWN TAYLOR SEPTEMBER 2007 SUMMARY OF RECOMMENDATIONS FOR THE KPPCSD

Chapter / Section Recommendation Cost Page

Chapter II
Section 1

• Field Services

- Although four (4) officers are required to maintain an optimum of 50% “proactive patrol” time, to employ a realistic schedule with appropriate depth of resource for officer safety and consistency in coverage nine (9) field officers are required.
- Maintain the proposed staffing plan for optimum supervisory coverage: Wednesday overlap for Department training and meetings; With alternating four days off every other weekend:
 - ✎ Two sergeants working a 12 hour day during the evening hours
 - ✎ One sergeant working an 8 hour day during the day shift
 - ✎ Six officers working a 4/10 plan with a Wednesday overlap.
- Deploy Officer Field Resource to meet Calls-for Service Demand as displayed in this Section.
- Focus on officer proactive time available (uncommitted time -78% / 82%) for “target enforcement”, “community (service) engagement”, “Problem Oriented Policing Programs”, (leash law, no smoking ordinance, graffiti)

No Cost

Chapter !!
Section 2

Investigative Services

- That the follow-up case management and investigative processes put in place with the day shift sergeant as Investigations Manager be retained.
- The an evaluation should be made regarding the follow-up contact with felony crime victims for those cases that have insufficient leads to continue with a follow-up investigation.
- A review of issues associated with improving Department Clearance Rates should be initiated by Department Management.
- An assessment / evaluation of the costs associated with West-NET participation vs. current or projected need should be made for the 08/09 District Financial Plan.

No Cost

Chapter II
Section 3

- **Emergency Comm.**
- **Records Management**
 - Retain the Service Agreement with Richmond for Emergency Communication Services, (F/Y 070-08 annual cost \$72,000).
 - It is not recommended that District Staff spend time researching alternative providers for communication services.
 - Retain the Service Agreement with the City of Richmond for Records Management Services, (F/Y 07-08 annual cost \$10,000)
 - Review the aforementioned Service Agreements with Richmond to Confirm Scope of Services, Coordinating Committee Responsibilities, and Agreement content as to "Form" and "Legality".
 - With review of the Emergency Communications Agreement, set with Center Management as a component of the Service

Agreement, Performance Objectives” using 9-1-1 and Response Time information provided by the Center since July 2006.

No Cost

Chapter III

• **Org Structure**

- Maintain the 2007 / 2008 authorized sworn staffing level at one (1) Chief of Police, three (3) Police Sergeants, six (6) Police Officers
- Increase KPPCSD authorized staffing with the addition of one non-sworn analyst / administrative aide position, (Assistant to the General Manager / Chief of Police) at approximately \$57,705.00, 75% of which paid for through SLESF funding, (\$43,279.00) and 25% through KPPCSD funding, (\$14,426.00).
- Develop a Job Description and begin the hiring process for the new Assistant To The General Manager Chief of Police Position.

No Cost Covered In the 07/08 F/Y

Chapter IV

• **Training**

- Review and Assess the 2007 Master Training Plan for Potential Recalibration of Remaining Training Initiatives to Assure Continued Focus on Other Department Service Delivery Objectives.
- Review the Draft” Proposed Master Training Plan for 2008 to Assure Department Training Objective are Incorporated in the Plan.
- Include Individual Training Objectives for Personal Career Development as Part of the Annual Performance Review Process.
- Incorporate High Liability / Critical Incident Policy Review as Part of the Annual Performance Review Process.

No
Cost

Chapter V

- **Attrition**

- That a District Process be Established to Conduct Exit Interviews for Employees Leaving District Employment and that Findings be Reported Quarterly to the General Manager and Two Board Police Liaison Members

No Cost

Chapter VI Section 1

- **Leadership**
- **Values**
- **Mission**

- That a POST Sponsored Department Team Building Retreat Scheduled with Focus on Resolving Internal Conflict and Setting Customer Service Objectives with a Follow-up Session in Four to Six Months.
- Administer a Department Employee Attitude Survey (example follows), a Minimum of Once Per Year.
- Administer a Community Customer Satisfaction Survey, Minimum of Once Per Year.
- Develop an Exit Interview Process as set forth in Chapter V (Attrition p- 85)

No Cost

Chapter VI
Section 2

• **Policies**
• **Procedure**

- That one Supervisor be specifically assigned the responsibility of updating these policies. This assignment should be a two year assignment to assure that complacency and procrastination do not impact this significant assignment.
- That all personnel in conjunction with individual annual performance reviews, review Policies and Procedures of “high liability” such as “use of force”, “pursuit driving”, “harassment policy”, “firearms”, etc.; And sign off on each acknowledging that they understand each policy.
- Special Memorandums modifying current policy / procedures should be maintained in a special file and updated to the Master Policy / Procedures Manual two times per year.
- Distribution of Department policies and procedures should reside on CD and / or Officer E-mail for scheduled distribution as new or modified policies are approved.

No Cost

Chapter VI
Section 3

• **Information Systems**

- For F/Y 08-09 modify existing computers to provide internet access
- Re-design the District Web-Site from a police based site to a District based site.
- Order the MDC’s with COPS Funding.
- Develop an internal e-mail system for all personnel access to include a calendar system much like “Microsoft Access”.

\$10,000

Chapter VI
Section 4

- **Fleet Management**

- Over time reduce the patrol fleet to four patrol vehicles.
- Continue to maintain a monthly vehicle Maintenance Log for each vehicle.

- That the collateral duty as District Fleet Manager be assigned by Shift (day or overlap) not by individual.

No Cost

Chapter VI
Section 5

- **Property & Evidence**

- That a full independent audit / inventory of the Property and Evidence room be accomplished by February of 2008.

No Cost