

Office of the Commission on Police Practices



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Office of the Commission on Police Practices



Description

On November 3, 2020, the voters of San Diego approved Measure B creating a new independent Commission on Police Practices (Commission) and replacing the Community Review Board on Police Practices (CRB). The purpose of the Commission on Police Practices is to provide an independent investigation of officer-involved shootings and in-custody deaths, and other significant incidents, and an unbiased evaluation of all complaints against the San Diego Police Department and its personnel, in a process that will be transparent and accountable to the community. The Commission on Police Practices will also evaluate and review SDPD policies, practices, training, and protocols and represent the community in making recommendations for changes.

The Office of the Commission on Police Practices was established in April 2021 as an independent department that is responsible for managing and coordinating the day-to-day operations of the Commission so that the Commission follows its purpose and mission as well as state, local, and federal law. The department is also assisting with the transition of the Commission from the CRB. In Fiscal Year 2024, the department will acquire and relocate to a new location, continue hiring essential staff, create new internal procedures for staff, Commissioners, and SDPD, and provide administrative support for the Commission.

For more information, please visit the Commission's website at www.sandiego.gov/cpp.

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The vision is:

The purpose of the Commission on Police Practices is to provide an independent investigation of officer-involved shootings and in-custody deaths, and other significant incidents, and an unbiased evaluation of all complaints against the San Diego Police Department and its personnel, in a process that will be transparent and accountable to the community. The Commission on Police Practices will also evaluate and review SDPD policies, practices, training and protocols and represent the community in making recommendations for changes.

The mission is:

The mission of the Commission is to hold law enforcement accountable to the community and to increase community trust in law enforcement, resulting in increased safety for both the community and law enforcement.

Goals and Objectives

Goal 1: To ensure that the Commission provides an independent investigation of officer involved shootings, in-custody deaths and other significant incidents, and to provide an unbiased evaluation of all complaints against San Diego Police Department officers and its Personnel in a process that will be transparent and accountable to the Community

- Develop operating procedures for Commission investigations
- Ensure all Internal Affairs (IA) investigations are reviewed by the Commission on a timely basis
- Audit of Category II complaints
- Develop a procedure for Shooting Review Board reports following the discipline of officer's procedures

Goal 2: To advocate for polices that promote fair and humane policing and ensure the safety of both community members and police officers

- Ensure that the Commission is identifying and producing timely recommendations to SDPD and Mayor
- Enhance IA investigations involving discrimination allegations

Goal 3: To operate transparently, keep the community informed about the activities of the Commission, and provide opportunities to receive public input on the Commissions operations

- Hire a Community Engagement Coordinator
- Publish redacted minutes of closed meetings with case detail like CLERB
- Compile & release more data as recommended in the ordinance to an Open Data Portal
- Create a communication plan that includes social media, media opportunities, press releases and the Commission website
- Maintain community email groups, increase programmatic awareness & outreach and create a brochure
- Release case reports that meet the criteria for SB1421 & SB16

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Goal 4: To encourage persons, with complaints about the actions of SDPD sworn personnel, to file a complaint and widely publicize the procedures for filing a complaint to make the process as simple as possible

- Collaborate with SDPD to improve and streamline the intake process
- Seek stakeholder feedback for process improvements and engagement with city officials, Council, and community organizations
- Collaborate with SDPD to create procedures and a guideline script for complaint process
- Identify community meetings, schools, & churches to provide presentations on the complaint process

Goal 5: To ensure that the Commission reaches and maintains an expert level of understanding of policies and procedures through ongoing training and education

- Provide continuing education training to Commission members to ensure compliance with Commission procedures, Bylaws and Brown Act
- Create resource guides for training purposes
- Create training academy schedule for newly appointed Commissioners
- Encourage Commissioner participation in training opportunities such as attendance at NACOLE conferences & Webinars, Menu trainings, PERT trainings, Ride-Along and other specialized trainings
- Keep the Commission abreast of current issues related to the Commission’s mission

Goal 6: To ensure increased operational efficiencies within the department and address any disparities in the department

- Including community panels in the hiring process for select positions within the commission
- Identify and address problematic issues within the department
- Hire diverse and experienced staff
- Streamline processes and technology to maximize staff time and meet department goals

Budget Equity Impact Statement	
Budget Equity Lens Summary Base Budget	Budget Equity Lens Summary Budget Adjustment
<p><i>Is there an opportunity to adjust the department’s ongoing Base Budget to address disparity?</i></p> <p>Yes</p> <p>Collaborating with the Department of Race & Equity to educate all communities regarding complaint procedure process; Collaborating with the Department of Race & Equity to educate and train the Commissioners and staff on select topics; Collaborating with SD Access 4 All for WiFi access to allow for the Commission to meet in various locations throughout the City of San Diego; Providing laptop computers for all Commissioners</p>	<p><i>Do the Budget Adjustments address a disparity?</i></p> <p>No</p> <p>No approved budget adjustments pertaining to equity.</p>

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Budget Equity Impact Statement

for producing reports and for communication purposes so that personal devices are not used for the work of the Commission.	
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Key Performance Indicators

Performance Indicator	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	Goal
Number of Regular & Special Meetings ¹	N/A	N/A	N/A	11	19	17
Number of Closed Session Meetings ¹	N/A	N/A	N/A	25	14	9
Number of Component Trainings for Newly Appointed Commissioners ²	N/A	N/A	N/A	N/A	N/A	10
Percentage of newly appointed Commissioners that completed training program within 90 days from appointment ²	N/A	N/A	N/A	N/A	N/A	100%

1. This Key Performance Indicator was revised from the number of open session meetings to the number of regular & special meetings for accuracy purposes. The Commission holds regular meetings monthly with a longer open session for Commission business and educational topics that occurs every 4th Tuesday of the month at 6pm. The Commission also holds special meetings for business. These meetings are open to the public. The Commission’s regular meetings may consist of either a closed session, open session, or both. Closed sessions are for the deliberation of cases by the Commission and are closed to the public. In Fiscal Year 2023, the Commission held 17 regular meetings and 2 special meetings. The 17 regular meetings consisted of 14 closed sessions and 6 open sessions.
2. The KPI target was dependent on the appointment of new Commissioners. In May 2023, new Commissioners were appointed by City Council. As of June 2023, the newly appointed Commissioners were still going through the background check and validation process and will not be considered official until they take the oath of office. Once the new Commissioners are officially sworn in, they will be trained on a variety of topics to provide them with the tools to effectively meet all responsibilities and duties mandated in the Municipal Code.

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Department Summary

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
FTE Positions (Budgeted)	7.00	11.50	12.00	0.50
Personnel Expenditures	\$ 398,523	\$ 1,693,262	\$ 1,742,795	\$ 49,533
Non-Personnel Expenditures	92,891	857,090	499,022	(358,068)
Total Department Expenditures	\$ 491,415	\$ 2,550,352	\$ 2,241,817	\$ (308,535)
Total Department Revenue	\$ 12	\$ -	\$ -	\$ -

General Fund

Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Commission on Police Practices	\$ 491,415	\$ 2,550,352	\$ 2,241,817	\$ (308,535)
Total	\$ 491,415	\$ 2,550,352	\$ 2,241,817	\$ (308,535)

Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Commission on Police Practices	7.00	11.50	12.00	0.50
Total	7.00	11.50	12.00	0.50

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 117,676	-
Addition of In-house Legal Support Addition of 0.50 General Counsel to retain legal counsel, independent of the City Attorney.	0.50	102,069	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	6,452	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	1,620	-
Operating Expense Reduction Reduction of non-personnel expenditures due to finalizing department start-up operations.	0.00	(186,140)	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
One-Time Additions and Annualizations	0.00	(350,212)	-
Adjustments to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2023			
Total	0.50	\$(308,535)	\$-

Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
PERSONNEL				
Personnel Cost	\$ 277,054	\$ 1,311,539	\$ 1,293,329	(18,210)
Fringe Benefits	121,470	381,723	449,466	67,743
PERSONNEL SUBTOTAL	398,523	1,693,262	1,742,795	49,533
NON-PERSONNEL				
Supplies	\$ 5,458	\$ 9,825	\$ 12,695	2,870
Contracts & Services	78,390	813,163	453,273	(359,890)
<i>External Contracts & Services</i>	78,198	793,593	434,953	(358,640)
<i>Internal Contracts & Services</i>	192	19,570	18,320	(1,250)
Information Technology	8,442	26,602	25,554	(1,048)
Energy and Utilities	600	5,000	5,000	-
Other	-	2,500	2,500	-
NON-PERSONNEL SUBTOTAL	92,891	857,090	499,022	(358,068)
Total	\$ 491,415	\$ 2,550,352	\$ 2,241,817	\$(308,535)

Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Other Revenue	\$ 12	\$ -	\$ -	-
Total	\$ 12	\$ -	\$ -	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
2000024	Administrative Aide 2	1.00	1.00	1.00	\$ 58,888 - 70,962	\$ 70,962
20001111	Budget/Legislative Analyst 1	0.83	0.00	0.00	36,489 - 219,002	-
20000295	Community Development Coordinator	1.00	0.00	0.00	106,107 - 128,422	-
20000924	Executive Assistant	1.00	1.00	1.00	59,068 - 71,442	71,442
20001220	Executive Director	1.00	1.00	1.00	67,740 - 249,134	211,548
20001153	General Counsel	0.08	0.50	1.00	36,489 - 297,577	161,762
20001135	Performance Auditor	0.50	0.00	0.00	36,489 - 219,002	-
20001234	Program Coordinator	0.75	3.00	3.00	36,489 - 198,900	348,081
20001222	Program Manager	0.83	4.00	4.00	67,740 - 249,134	633,748
20000015	Senior Management Analyst	0.00	1.00	1.00	82,066 - 99,234	82,066
	Budgeted Personnel					(298,093)
	Expenditure Savings					
	Vacation Pay In Lieu					11,813
FTE, Salaries, and Wages Subtotal		7.00	11.50	12.00		\$ 1,293,329

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	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Fringe Benefits				
Employee Offset Savings	\$ 298	\$ -	\$ 710	710
Flexible Benefits	38,253	102,452	91,050	(11,402)
Long-Term Disability	1,168	4,301	4,875	574
Medicare	3,975	17,829	20,030	2,201
Other Post-Employment Benefits	16,676	65,424	56,889	(8,535)
Retiree Medical Trust	621	3,072	3,276	204
Retirement 401 Plan	-	9,722	13,103	3,381
Retirement ADC	31,741	134,072	235,462	101,390
Risk Management Administration	2,991	13,398	12,871	(527)
Supplemental Pension Savings Plan	23,552	23,670	2,129	(21,541)
Unemployment Insurance	399	1,560	1,575	15
Workers' Compensation	1,796	6,223	7,496	1,273
Fringe Benefits Subtotal	\$ 121,470	\$ 381,723	\$ 449,466	\$ 67,743
Total Personnel Expenditures			\$ 1,742,795	