Culver City Police Department

Chief Manny Cid

FY 20/21 \$44.7 Budget

113 Sworn Staff (1 vacancy)

40 Professional Staff (3 vacancies)

30 Volunteers (11 Reserve Officers)

183 Total Team Members

Operations- Patrol

Captain Troy Dunlap

Lieutenants – 3
Sergeants – 7
Officers- 40
CSO- 2

- Day Watch 17 total
- Night Watch 8 total
 - 8 4/10 (Tuesday-Friday) 1400-0000
 1 Desk Officer daily
- Morning Watch 15 total
 - 7 4/10 (Tuesday-Friday) 2100-0700
 - 8 3/12.5 (Saturday-Monday) 1900-0730
- K9 Units 2
 - Narcotics and search capabilities
 - 1 Sunday-Tuesday 1400-0000
 - 1 Thursday-Saturday 1400-0000
 - Every Wednesday Training (10 hrs)
- Mental Health Officer 2
 - Co-response team police and clinician
 - 1 Sunday-Wednesday 1000-2000
 - 1 Wednesday-Saturday 1000-2000

- CSO 2
 - Assist at the front desk
 - Day Watch 1 (Monday-Friday) 0600-1500
 - Morning Watch 1 (VACANT, Monday-Friday) 1500-2300

- Special Enforcement Team (SET)
 - Combination of bike, vehicle, and foot patrol
 - 7 days a week 1200-2200
- **Jailer** 3
 - Book, transport, and supervise prisoners
 - G4S

Field Officer

- Radio Calls
- Mental Health Evaluation Holds
- Field Arrests/Citation Release Reports
- Extra Patrol areas of community/resident concern
- Vacation Checks
- Traffic Enforcement
- Traffic Control
- Warrant Pick-Ups
- Assist Other City Departments Public Works, CCFD, PRCS, Code Enforcement
- Mutual Aid Response
- Daily Briefings—current crime trends/patterns, case law, legislation, community concerns, policy review

K-9 Officer

- *Same as Field Officer
- Respond to requests for a canine unit after a felony crime has been committed (*CCPD or other law enforcement agency/task force)
 - search enclosed/confined areas where officer safety is at high risk
 - apprehension/locating of violent fleeing/barricaded felon
 - narcotics detection
 - article search for evidence or in regard for public safety
 - perimeter control (warrant services)
 - law enforcement officer protection
- Community Outreach (K9 Demonstrations schools, community events, etc)
- 10 hours of training every Wednesday (narcotics & article detection, subject apprehension)

Mental Health Officer

- Respond to radio calls of possible mental health
- Contact persons suffering from known mental illness
- 5150 psychiatric holds
- Assist Code Enforcement with homeless encampments
- Homeless Outreach
- Partners with LA County Dept of Mental Health, St.
 Joseph and other non profit organizations
- Follow-Up and provide resources for CC residents suffering from mental illness
- Assist CCPD Field Officers with mental illness/health field triage

Station Officer/CSO

- LiveScan (CSO)
- Ink Card Fingerprinting (CSO)
- Citation Sign Off (Officer)
- Phone Calls
- Lobby patron assistance
- Impounded/Stored Vehicle Release
- Reports
- Extra Patrol Requests
- Child Custody exchange supervision (Officer)
- Station Visitor check-in & COVID screening
- Jail Duties in absence of Jailer (Officer)
 - -Meals
 - -Hourly checks
 - -Inmate Release

Statistics

Patrol

- Radio Calls 55,017 (2019) 150 avg/day: 22,450 (as of July 1, 2020)
- Emergency Response Time: avg 3.5 4 minutes
- Non-Emergency Response Time: avg 9 10 minutes
- Mental Health Related Calls- 720 (2019) 2 avg/day
- 5150 Holds 380 (2019) 1.05 avg/day: 185 (as of July 1, 2020)
- Field Arrests/Citation Release 2,312 (2019) 6.33 avg/day: 840 (as of July 1, 2020)
- Reports 6,305 (2019) 17.27 avg/day: 2,413 (as of July 1, 2020)

Operations- Traffic

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Lieutenants – 1
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Sergeants – 1

Civilian Parking Supervisor – 1

Officers – 9

CSO - 3

PEO - 9

ASO - 2

- **Day Watch** 6 4/10
 - 2 Officers
 - 1 Comm. Officer
 - 1 Al Detective
 - 2 Red Light Det.
- **Night Watch** 3 4/10
 - 3 Officers
- CSO 3 3/9 + 1/8 Shifts
 - 3 CSOs

- **PEOs** -94/10
 - 2 PEOs 0330-1430 hrs
 - 5 PEOs 0730-1830 hrs
 - 1 PEO 0930-2030 hrs 5/8 Shift
 - 1 PEO (Front Desk)
- **ASO** 2 4/10 2 ASO

Traffic Officer

- Radio Calls
- Traffic Citations
- Field Arrests
- Traffic Collision Investigations
- Traffic Collision Reports
- Other Reports
- Parking Cites
- Trials by Declaration
- Commercial Vehicle Releases
- Commercial Task Force
- PAS Device Maintenance/Calibration
- DUI Enforcement
- Traffic/Criminal Court Trials

A.I. Detective

- Review TC reports
- Criminal Case Filings Fatal/Major TC Investigations
- DUI Follow Up Investigations
- Hit & Run Follow Up Investigations
- Court Case Discovery Packets
- DUI Check Point Planning/Set Up
- DUI Supply Maintenance
- Monthly SWITRS submissions
- Monthly/Annual Traffic Stats

Red Light Detectives

<u>ASO</u>

- Review/Issue Red Light Citations
- Court Trials
- Court Packs
- Trials by Declaration
- In-house Citation Reviews
- Yellow light timing
- Intersection Inspections

- Radio calls
- Reports
- Patrol duty
- Initial Investigations (bites, cruelty, licensing, permit violations, etc.)
- Follow Up Investigations
- Citizen's Animal Complaints
- Case Filings
- Case Hearings
- Pet License Follow Up
- Stray Animal Capture/Pick up
- Coyote Program Management
- Injured Wildlife Pick Up and Transport
- Dead Animal Pick Up/Disposal

Parking Supervisor

- Manage Crossing Guard Program
- Administer First Level reviews on parking citations
- Prepare Parking Citation Hearings for Hearing Examiner
- Oversee Parking Meter and Automated Kiosk Operations and Maintenance
- Manage Meter Collection Routes and Collections
- Oversee money count and preparation for money deposit to bank via Brinks.
- Order and Maintain Parking Supplies
- Complete AB408 Report for Monthly Payments to Court
- Conduct Parking Signage Reviews

<u>PEOs</u>

- Radio Calls
- Issue Parking Citations
- Operate AutoChalk Vehicle to Mark Time Zone
- Impound Abandoned Vehicles
- Impound Habitual Offer Vehicles
- Reports
- Extra Patrols Requests for Enforcement
- Traffic Control
- Minor Traffic Collision Information Exchanges
- Disabled/Misuse Placard Enforcement
- Property Pick Up for Field Officers
- Monitor Posted Signage for Validity
- Crossing Guard Duty Backfill

Traffic CSOs

- Parking Meter Collections
- Parking Meter Inspections & Error Reporting
- Money Counts
- Daily Money Count Reports
- Weekly Brinks Pickup
- Traffic Control
- Parking Meter Enforcement
- Crossing Guard Duty Backfill
- Collect Traffic Mail for Delivery
- Miscellaneous Station Duties

Statistics

- Traffic
 - Radio Calls
 – 4,583 (2019) ~ 12.5 avg/day
 - Traffic Citations 3833 (2019) ~ 10.5 avg/day
 - Field Arrests 83 (2019) ~ 0.23 avg/day
 - Traffic Collision Investigations 1921 (2019) ~ 5.26 avg/day
- A.I.
 - Criminal Case Filings 320 (2019) ~ .9 avg/day

- Red Light
 - Red Light Citations 40,515 issued (2019) ~ 111 avg/day
 - 16,493 (As of July 1, 2020)
 - Court Trials 1,892 cases (2019) ~ 36 avg/week
 - Court Packs 1,892 cases (2019) ~ 36 avg/week
 - Trials by Declaration 263 (2019) ~ 0.7 avg/day
 - In-house Citation Reviews 308 (2019) 6 avg/week
- PEOs
 - Radio Calls 3,834 (2019) ~ 10.5 avg/day
 - Parking Citations 39,357 (2019) ~ 110 avg/day

Administration Bureau

Assistant Chief Jason Sims

Lieutenant- 2

Sergeant- 4

Officers-4

Sr. Budget Analyst-1

IT Manager-1

Records/Property Supervisor-1

Records Technicians- 6

Property Technicians- 2

IT Technicians - 2

Administration Lieutenant

Manages the following Units:

- Personnel and Training
- Technical Support
- Administration
- Records
- Property

Custodian of Records

- Public Records Requests
- Civil Subpoenas
- U-Visa Requests
- Discovery Requests
- Clearance Letters
- Record Sealing

Public Information Officer

Technical Support Sergeant

TECHNICAL SUPPORT SUPERVISOR

RESPONSIBILITIES:

- Arbitrator 360
 - BWC/MAV (audit/duplicate/review)
- Executime
- Film Permits/Farmers Market
- Facilities
- Fleet
- Drones
- Reserves
- Alarm Ordinance
- Additional Collateral Duties:
- DORS (Desk Officer Report System)

Administration Sergeant

Assist the Command Staff with a variety of projects

Budget

Annual work plan

Strategic plan

Staffing issues

Personnel Investigations

Staff Reports

Authoring of Grants

Duty Manuel Review and Revision (Lexipol)

Emergency Operations Center

Vital Medical Services

Oversight of Employee Evaluations (NEO GOV)

 Ensuring all 153 sworn and non-sworn personnel evaluations are completed in a timely manner and reviewed by the chain of command.

Supervision of Volunteers in Patrol

Data Entry – Traffic Packets, Petty Theft Packets

Filing – Personnel and Training

Distribute Mail

Front Desk Assistance

Process Subpoenas

Management and Supervision of Community Relations and the PIP Team

Authoring of Press Releases

Media Relations

Updating Department Website

Handling of Department's various social media accounts

Hosting Neighborhood Watch Meetings

Coordinating Community Events

Community Relations Officer

Social Media & PD Website

• Post important information, press releases, pictures, and more on all social media platforms (Facebook, Twitter, Instagram, Nixle, Next Door, Website) and monitor conversations, comments and concerns of the public.

Community Liaison

• Point of contact for business owners and residents who have general questions or concerns about their community, specific incidents or are seeking to have a contact at the department.

Community Events

• Schedule and coordinate Community Events such as National Night Out, Coffee With A Cop, Curbside Coffee, Reading at CCUSD schools and more.

Neighborhood Watch

• Contact for Neighborhood Watch Captains, condo and apartment complex managers when coordinating and attending Neighborhood Watch meetings and presentations.

Citizens Police Academy

• Coordinate Citizens Police Academy, teach lessons, facilitate class, assist with forms and procedures.

VIPs

- Oversee our Volunteers in Patrol Program, who assist with community events, help create filing packets for detectives, give station tours, assist the Officer and CSO at the front lobby of the station and more.
- Participate in service club luncheons and fundraisers e.g. Exchange Club, Rotary Club and more.
- Promote and Pink Patch Project and Movember Foundation

Professional Standards Unit

- 1 Lieutenant and 1 Sergeant
- Complete administrative investigations
- Serves as Custodian of records for Pitchess Motions
- Manages IA Pro/Blue Team
- Tracks and reports use of force
- Manages Lexipol and Department policy updates

Senior Budget Analyst

Manages all Financial and Procurement tasks:

Budget

- Plans, organizes, prepares and monitors the department's budget (revenues, expenditures and grant funds).
- Provide budget analysis and forecasts for the Department's budget.
- Analyzes fiscal impact for programs and issues, requirements and requests for services.

Grants

• Research and prepare successful grant applications and grant reports. Manage grant awards and grant audits.

Procurement

 Execute and manage all Department expenditures (bids, Request for Proposals, Quotes, Purchase Orders).

Contracts

 Prepare professional services contracts and monitor the consultant's work to ensure the project objectives, budgets and schedules are consistent and conform to City policies.

City Council Agenda

 Coordinates the City Council agenda management process and review all staff reports.

<u>Liaison with other City Departments</u>

City Clerk, Finance, Purchasing

Risk Management

- Develops and recommends approval of objectives, policies, and programs in financial, data processing, and budget administration.
- Functions as a member of the Department's management team in discussing and reviewing overall departmental problems, priorities, and methods for addressing these problems
- Keep Command Staff informed of problems and issues within the department and within overall City operations of which the Chief may not be aware of.

Computer Systems Unit (CSU): CSU provides the Department technical support and assists with procurement of information technology products and services. The unit project manages or participates in projects that pertain to technology. The unit also provides technological guidance to the Department. CSU consists of a Systems Support Manager and an Information Systems Analyst. Below is an overview of the five major areas of support that CSU provides the Department.

1 Manager and 2 Technicians

Network Infrastructure:

Configure/Manage servers – physical and virtual

Configure/Manage switches and routers

Configure/Manage wireless hardware

Mobile Data Computers (MDC), In-Car Video Systems (MAV) Body Worn Cameras (BWC):

Configure/Manage MDCs

Configure/Manage MAV Systems

Configure/Manage BWCs

Configure/Manage communication between the systems and the Department

Parts replacement and troubleshooting failed systems.

Network Security:

Configure/Manage security hardware

Configure/Manage security software

Monitor network health

Response/Mitigate security incidents

Backup and Recovery:

Configure/Manage all backup of the Department's critical

data and systems.

Provide Data recovery/retrieval when needed

Assist staff with data retrieval during investigations

Service Desk:

Provide helpdesk support for the Department's staff

Assist staff onsite/remotely/telephonic with software/hardware issues

Install/configure software/hardware to assist staff with their work

Configure/Manage copiers and printers

Personnel and Training

Sergeant Responsibilities include the following:

- Hiring Department Personnel
 - Begin recruitment process with Human Resources
 - Schedule and plan testing procedures
 - Conduct background investigation
 - Complete internal training/orientation for all new employees
- Supervise Recruit Training Officer and Recruits
 - Supervise Recruit Training Officer who is at the LA County Sheriff's Academy
 - Prepare our recruits for the academy
 - Monitor performance of recruits
 - Teach learning domains at the academy

- Department Training/ POST Requirements
 - Distribute department training bulletins, monthly policy reviews and general orders
 - Conduct POST audits to ensure that officers are compliant with requirements
 - Administer online POST training
- Honor Guard
 - Oversee department's honor guard detail
- Arrest and Control/Tactics Team
 - Supervise Arrest and control/tactics team
 - Conduct arrest and control training every 2 years per POST guidelines
 - Teach new and current officers updated tactics and techniques
- Taser Instructor
 - Teach employees the taser guidelines and provide taser certification

Personnel and Training Continued

Range/Range Master responsibilities include the following:

Training

De-escalation Training

40 MM training

Active Shooter

Firearms Familiarization briefing training

Shooting Range

Gun Qualifications (Handgun, Shotgun, M-4)

Ordering Ammunition

Gun Maintenance

Equipment Ordering/ Maintenance

Vests (5 year expirations)

Hand gun, duty belt, riot gear etc.

Personnel and Training Continued

P&T Detective Responsibilities include the following:

Training

Reserve all department trainings for all the personnel (sworn and non-sworn)

- POST Mandated training
- Advanced officer training
- Civilian training

Reserve lodging, car rental, and flights

Create travel advance package for all trainings that require payment for food, travel, and registration.

Complete statement of expense for all trainings attended by employees.

POST

Update POST EDI accounts for the following:

- -New Employees appointments
- -Retired Employees appointments
- -Separated Employees appointments (Resign or Terminated)
- -Submit request for POST certificates (Basic, Intermediate, Advanced, Supervisory, Management, and Executive)
- -Update employee roster for promotions or demotions

- -Enter Training Reimbursement Request (TRR) forms
- -Keep track of department compliance analysis report
- -Submit request for supervisors that qualify for the Sherman Block Supervisory Leadership Institute
- -Certify courses presented by department personnel
- -Submit course attendance rosters for POST approved department trainings

New Employees

Schedule physical agility testing for new police recruit applicants

Conduct a full background check on new employees

Complete all needed clerical forms and log in accounts once employee is hired

Administrative orientation

Issue all needed and required city equipment to perform their job

Miscellaneous

Review Department of Justice (DOJ) returns for city business permits

Inventory COVID-19 supplies

Restock sanitation stations

Request COVID-19 testing and maintain log

Records & Property Supervisorial Duties

Access the following databases:

- Justice Data Interface Controller (JDIC)
- Mark 43, New World (RMS)
- Police Receipts System

Trainings:

- Property & Evidence Technician Course
- CAPE Training

- Supervise the work performance, training, and scheduling of Police Records and Property unit staff.
- Oversee Records Management Systems
- Daily time card entry and verification.
- Write staff quarterly and yearly reviews;
 Provide counseling to ensure career goals are attained
- Ensure records are properly organized to comply with the Department of Justice record control and statistical programs.
- Supervise RIPA (Racial and Identity Profiling Advisory) Compliance
- Review and respond to request for records and public information including Public Records.
- Fulfill U-Visa, record sealing requests, civil subpoenas, and Jeanne Clery Act request using appropriate procedures for document compilation.
- Produce clearance letters for the public.
- Coordinate records and information released to other law enforcement and judicial agencies.

- Provide highly responsible and complex staff assistance to Police Department management staff related to records and property unit functions.
- Classifies incoming crime reports in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Criteria; prepares criminal statistical reports required by the police department consistent with established deadlines
- Act as Agency CLETS Coordinator with the Department of Justice to matters pertaining to CLETS, NCIC, NLETS, etc.
- Issue CLETS Test and JDIC passwords to departmental and contracted staff.
- Assist with projects as needed.
- Purge records as approved by council.
- Complete audits and inventories on a monthly and yearly basis.
- Oversee monthly property/evidence money count.
- Ensure property destruction is completed accurately and timely.

Records Technician Duties

- Adhere to all state and federal record keeping laws.
- Maintain crime, arrest, and incident report files; Ensures that records are properly organized by keeping filing up-to-date using the RMS and Police Department's filing system.
- Check documents for completeness, accuracy, and compliance with legal requirements.
- Enter and retrieve information and data from law enforcement teletype and computer terminals. (Restraining Orders, Missing Persons, Stolen Vehicles, Property, WANTS)
- Document infraction and weight ticket citations to send to court.
- Retrieve, assemble, and disseminate reports and information in an accurate and timely manner for departmental staff. (Filing packages, WANTS, RAPS, CCHRS, DMV, Vehicle info, etc.)

Access the following databases:

- Justice Data Interface Controller (JDIC)
- Mark 43, New World, Webxtender, Vision (RMS)
- Crossroads
- E-Cites
- · California Sex & Arson Registry
- Tiburon CAD
- Police Receipts Systems

- Send weekly arrest report to media inquirers.
- Completes background checks for Culver City residents.
- Classify incoming crime reports in accordance to Uniform Crime Reporting Criteria.
- Verify and enter California Sex & Arson Registry documents.
- Accept walk-in, over the phone and email requests for reports, vehicle releases, and public records request.
- Assist jail staff with female inmates by performing jail checks, searches, and feeding of the female inmates.
- Prepare PD weekly deposit.
- Process taxicab permits on a yearly basis.
- Operate standard office machines to fulfill request.

Trainings:

- Records Clerk Course (40 hrs)
- CLETS Training

Property Technician Duties

- Receive, inventory, maintain chain of custody, and control all evidence and property (weapons, narcotics, blood and urine samples, rape kits, and safekeeping items.
- Book property into RMS systems.
- Ensure the proper filing of all evidence and property.
- Prepare property and evidence for destruction, auction, and court detailing.
- Release property to authorized persons in accordance to state and federal laws.
- Create receipts and track all narcotics, NIBIN, and rape kits dispatched to crime lab for testing and updated lab findings.
- Prepare and facilitate shredding bins for monthly destruction.
- Prepare monthly evidence and property cash deposit.
- Complete audits and inventories on a monthly and yearly basis.
- Assist on projects and task as directed by department personnel.

Access the following databases:

- Justice Data Interface Controller (JDIC)
- Mark 43, New World (RMS)
- Police Receipts System

Trainings:

- Property & Evidence Technician Course
- CAPE Training

Investigations Bureau

Captain Sam Agaiby

Lieutenant- 1

Sergeant- 3

Detectives- 18

SRO-1

Forensic Specialist- 3

Crime Analyst- 1

- 1 Lieutenant
- Adult Detectives
 - 1 Sergeant
 - 3 Crimes against Persons Detectives
 - 5 Property Crimes Detectives
 - 1 District Attorney Liaison
- Special Victims Unit/Juvenile Detectives
 - 2 Detectives
 - 1 School Resource Officer
- Crime Impact Team
 - 1 Sergeant
 - 5 Detectives

Task Forces

- 1 Detective High Tech Task Force Detective
- 1 Sergeant & 1 Detective Los Angeles Interagency Metropolitan Police Apprehension Crime Taskforce (LAIMPACT)

• Forensics Unit:

- 1 Senior Lead Forensic Specialist
- 2 Forensic Specialists

Crime Analyst:

• 1 Crime Analyst

Crimes against Persons Detectives:

• Assigned to investigate and file all crimes against persons, including but not limited to assault, domestic violence, robbery, terrorist threats, weapons violations, missing persons, and homicide.

Property Crimes Detectives:

• Assigned to investigate and file all property crimes, including but not limited to theft, TFMV/BFMV, GTA, recovered stolen vehicle, burglary, fraud, ID theft, forgery and all property crime arrests made pursuant to PC 836(a)(3).

DA Liaison Detective:

• Assigned to investigate and file all drug related, drug sales, public intoxication, and other miscellaneous incidents.

Special Victims Unit Detectives:

- Assigned to investigate and file all crimes involving juvenile victims, juvenile suspects, sexual assault, rape, social media threats
 of school violence, and
- Conduct follow up investigations on child and elder abuse reports forwarded to CCPD from Dept. of Social Services

School Resource Officer:

- Works in full police uniform and responds to any/all calls for service from any of the twenty schools located within Culver City.
- Documents reported crimes, threats made on social media, and other important school related incidents.
- Liaison with school Administration
- Promotes student engagement

Crime Impact Team:

 Assist Detectives with conducting field follow up investigations, conducting surveillance, serving search warrants, locating outstanding warrant suspects, conducting narcotics and vice investigations, and supplementing patrol for specific problems/crime suppression as needed.

Task Force Detectives:

- 1 Detective assigned to the Westside High Tech Task Force; conducts forensic examinations of all recovered electronic devices, cell
 phones, computers, and recently electronic data stored from vehicles infotainment systems; this detective is also attached to ICAC
 and investigates all tips received from National Center for Missing and Exploited Children and LAPD Internet Crimes Against
 Children Task Force.
- 1 Sergeant and 1 Detective: assigned to LA Impact; they work in conjunction with numerous other agencies within Los Angeles County to investigate large scale narcotics trafficking and money laundering
 - LA Impact accounts for the vast majority of the Department's Asset Forfeiture funds.
- Both Task Forces also provide our agency additional shared resources/personnel to assist with high profile crime investigations.

Forensics Unit:

- Assist with crime scene investigations including photographing, logging, and collecting evidence.
- Process items for evidence to identify suspects (i.e. DNA and fingerprint analysis)
- Coordinate with detectives and district attorney for court cases evidence presentation and testimony.
- Log and process evidence collected by patrol officers.

Crime Analyst:

- Responsible for collecting, analyzing and disseminating data related to crime trends, crime series, and suspect identification
- Preparing various administrative reports for the department, including the monthly statistical report generated from various data sources.
- Liaison with other regional crime analysists to share and compare data and crime trends.

Youth Diversion Program

- Public private partnership between the Culver City Police Department, Los Angeles County Department of Health and Human Services, and a local service provider The New Earth Organization. CCPD was one of the first police departments in Los Angeles County to take part in this ground breaking restorative justice program.
 - Goal: Divert youth offenders and keep them out of the criminal justice system
 - 41 youth diverted between June 2019 to current

Statistics

- The average number of cases assigned to the Investigations Bureau is approximately **6,000** cases each year.
- Detective Clearance rate for Part 1 Crimes for 2019: 35%
- Detective Clearance rate for Part 1 Crimes as of July 1, 2020: 27%

Forensics

- Total number of prints identified and led to identifying a suspect in a crime:
 - 2019:42
 - Jan Jul 1, 2020 : 22

•Questions?

