



**CITY OF PARK RIDGE
POLICE DEPARTMENT**

MEMORANDUM

DATE: April 12, 2017
TO: Joe Gilmore, Acting City Manager
FROM: Chief Frank Kaminski
RE: Budget Proposal – Reorganization of Records Section

Please consider the following staff proposal in the 2017-2018 budget:

Description:

This is a proposal to reorganize the staffing in the Records Section. In FY17, (3) Record's Technicians were budgeted for, for a total of 82 hours per week. I am proposing restructuring the staffing in Records as follows:

<u>FY17 Adopted Budget</u>	<u>Proposed Staffing</u>	<u>Change</u>
Part-time 25 hours/week	Part-time 29 hours/week	Increase 4.0 hours/week
Part-time 28 hours/week	Part-time 29 hours/week	Increase 1.0 hours/week
Part-time 29 hours/week	Full-time	Increase 8.5 hours/week
N/A	Part-time 29 hours/week	Increase 29 hours/week

The overall change equates to 42.5 hours, (Approximately 1.13 FTE). FY17 Adopted Budget 2.19 FTE, FY18 Proposed Budget = 3.32 FTE).

Both the part-time and full-time Police Records Technicians would be under the general supervision of the Records Supervisor and would be responsible for a variety of administrative functions within the Records Section to include auditing, validating and retrieving information from various sources, including Law Enforcement Automated Data System (LEADS), Computer Assisted Dispatch (CAD), EnRoute Law Records Management System (RMS), Naviline RMS and One Solution RMS; auditing daily reports; processing FOIA requests, responding to internal departmental requests, as well as other requests made by phone, mail or in person; conducting record checks; and maintaining accurate files. In addition to the regular functions of a Records Technician, the full-time Records Technician would assist the Records Supervisor and provide back-up for many of the operational duties of the supervisor.

Justification:

1. Body Cameras anticipated to be implemented in 2018

- Our discussions with other agencies that have implemented body cameras have identified that they have had to increase their staff to accommodate and manage this new program. We have been advised to take the appropriate measures to properly plan for this program, including ample research, securing the proper equipment, developing and establishing new policies and procedures and training staff prior to going online. *This is not a turn-key operation.* Elgin PD had to assign a Commander as a full-time Project Manager and it took a year and a half to test out 7 cameras, and the project was just recently submitted to the Council for approval. Gurnee PD assigned a Commander and it took approximately 2 years to research and develop the program. They are just in the implementation phase.

Current news articles indicate that agencies that have implemented body cameras have needed to add additional staff to manage the videos and handle FOIA and court related requests for video footage.

Many articles discuss the suspension of body camera usage as a result of malfunctioning equipment and the inability to keep up with the storage demands and costs. This reinforces the need to properly plan and develop this program in anticipation of all personnel and fiscal demands.

- We will need additional staff to research, develop, implement and monitor this program.
- There are issues with space and storage that may also need to be addressed to accommodate staffing, equipment, and the storage of records.
- Our Experience with FOIA's for audio have proven to be very time-intensive. Simple 911 audios that are typically only minutes long can take hours to review and redact. A recording must be listened to in its entirety for content, then needs to be dissected and redacted, which is a timely process.
- It is anticipated that FOIA's related to body cameras will be very labor intensive, in addition to the storage issues. *We do not want to be in a position where we are unable to comply with FOIA demands. Minooka PD discontinued its body camera use after 6 months due to the administrative burden (A typical domestic incident, which may be an hour long, may have 4 officers on scene, resulting in 4 hours of video that needs to be uploaded, reviewed in its entirety, then scrutinized for proper redactions).*

2. Compliance with increasing FOIA demands

- Since 2013, we have been tracking the receipt and time spent on FOIA requests.
 - The number of FOIA's received by this department has increased over 16% and the annual processing time has increased over 70%. IT IS IMPORTANT TO NOTE: these increases do not even account for FOIA's relating to body cameras.

	Annual # of FOIAs	Annual Processing time (hrs)
2013	651	209.48
2014	654	295.35
2015	716	333.96
2016	761	357.00

- The anticipated implementation of body cameras next year will likely have a very large impact on an increase of FOIA requests, as they will expand the opportunities for requests to be made of any police contact, which by far exceeds the number of records that are currently requested.
- 3. Increased staffing would accommodate the growing demands that have resulted from continual changes in statutory compliance requirements mandated by the State.
 - Annual changes to FOIA law
 - Public Act 99-697, specifically pertaining to the automatic expungement of civil cannabis and drug paraphernalia violations, which will require development and implementation of policy, as well as increase the number of expungements that we already process.
 - We have previously averaged 25 expungements per year.
 - There were over 80 cannabis and drug paraphernalia violations in both 2014 and 2015, most of which would now be civil violations and would qualify for auto-expungement (over three times the average annual # of expungements).
- 4. Stabilization needs to be provided in the Records Section, as well as reliability and longevity in staffing. There has not been a stable work environment or continuity in the last five years, as these positions have turned over six times.
- 5. This part-time position has been viewed as a job for upward mobility within the City to full-time positions. In fact, in the last five years, (2) of our previous (6) employees transitioned to full-time positions within the City, (1) transitioned to a part-time position in a different department, (2) transitioned to outside full-time employment and (1) left employment for personal reasons. These trends would imply that the part-time status may have some bearing on the longevity of this part-time position.

2012 1 vacancy
 2013 0 vacancies
 2014 1 vacancy
 2015 1 vacancy
 2016 3 vacancies

In addition, since the fall of 2014, when we changed dispatch centers, we have had (4) vacancies and subsequently (4) new hires. Currently, of the three part-time positions, (2) have less than five months of service and (1) part-time position was filled effective January 9, 2017.

6. It takes nearly six months to fully train a new part-time Records Tech, and the turnover in this position has resulted in many setbacks and backlogs.
 - There are a total of (6) systems, (3) CAD and (3) RMS for which the Records Tech must be trained, as well as LEADS training and FOIA training for which they must complete to be proficient.
 - Because all the Records Tech positions are part-time, training is limited to a part-time day and takes longer overall as a result.
 - Each time a position is filled, the training period requires a large time commitment from all staff, which further compounds existing backlogs and creates new backlogs.
7. Continuous turnover in this position has hampered the completion of regular tasks, due to training demands and the many CAD/RMS conversion issues, which the supervisor is responsible for overseeing. There are many tasks and projects left undone as a result of each turnover, creating a larger backlog each time.
 - Backlog includes, but is not limited to:
 - 2 years of document imaging (2014 & 2015)
 - 3 years of records disposal (which entails a thorough review of all records and retention of specific exceptional cases per mandated requirements)
 - 3 months of accident entry (2015 manual crash reports that need to be entered into the RMS)
 - 2015 to present (citation entry into the RMS)
 - Monthly reports (includes both departmental and state reporting for 2015)
 - IUCR
 - Juvenile Monitoring population reports
 - IDOC Lock-up population reports
 - Racial Profiling audits and submissions
8. It is anticipated that we will be expanding our RMS program to include citation management of E-tickets, as well as programs to share police information with the community, such as CrimeReports, or P2C (Police to Community).
9. Sufficient staffing and coverage for absences due to illness, vacation, training, etc. needs to be provided. Currently there are only portions of the day wherein two employee's schedules overlap, and if one is sick or on vacation, there may be no staff on-duty, leaving the Records Supervisor staffed alone without assistance.
10. This position would assist with many of the routine functions of the Records Supervisor, enabling her to focus on departmental reporting and crime statistics/analysis, as well as overall management of the Section and the RMS program.

11. This position would enhance the opportunity for succession planning and to provide back-up for the Records Supervisor; assisting with many of the Supervisor's daily functions and acting in her place in her absence. Currently, there is no one trained to assist and/or perform a majority of the functions of the Supervisor, leaving the department vulnerable if an unexpected leave was to arise.

Conclusion:

The goal for FY18 would be to implement these staffing changes and reevaluate our needs for FY19 to determine if any further changes would be necessary.

	FY18 Budget	FY19	FY20
Salary	\$ 28,571	\$ 28,928	\$ 29,290
Pension	\$ 2,720	\$ 2,754	\$ 2,788
Benefits	\$ 16,601	\$ 17,066	\$ 17,578
Other	\$ -	\$ -	\$ -
Total	\$ 47,892	\$ 48,748	\$ 49,656