

## POLICE SERVICES STEERING COMMITTEE

Wednesday April 2, 2008

4:30pm – 6:00pm

200 North Main, Ann Arbor

### Members Present:

Paul Bunten	Chief of Police Saline
Jeff Irwin	County Commissioner, Chair of Board
Ruth Ann Jamnick	Ypsilanti Township
Pat Kelly	Dexter Township
Karen Lovejoy Roe	County Commissioner
Herb Mahony, Designee	County Under Sheriff
William McFarlane	Superior Township
Michael Moran	Ann Arbor Township
Mark Ouimet	County Commissioner

**Members Absent:** Dan Minzey, Kenneth Schwartz, Brenda Stumbo, Kenneth Unterbrink, Patricia Vaillencourt

**Staff Present:** Mary O'Hare (Facilitator), David Behen, Linda Wicks (Recording Secretary)

**Sheriff Leadership Present:** Lt. Brian Filipiak

**Others Present:** Mike Radzik, Megan Ferguson (EMU Intern, City of Saline Police Department)

### 1. Call to Order

The meeting was called to order by Facilitator O'Hare, 4:35 pm, at the Washtenaw County Building, 200 North Main, lower level conference room.

### 2. Approval of Minutes

Jamnick moved for approval of the March 5, 2008, Police Services Steering Committee meeting minutes; Irwin seconded; all in favor.

### 3. Citizen Participation

None.

### 4. Committee Check-In

McFarlane inquired about a regional dispatch meeting/presentation mentioned via email, which is scheduled to take place in April. Behen clarified that this presentation is aligned with a study on regional dispatch that *U/M Ford School of Public Policy* students are undertaking this semester, indicating that the presentation is an overview of the student's recommendations, and is scheduled for Friday, April 11, 1:30pm, in the County building at 200 North Main, Ann Arbor. Behen stated that *PSSC* members are invited to attend this U/M regional dispatch project presentation. O'Hare further clarified that this is different than the ongoing conversation about regional dispatch that Scott Patton is working on. O'Hare inquired if the U/M presentation could be offered again at a *PSSC* meeting, if *PSSC* members are not able to attend on April 11. She noted that this may be something to pursue if appropriate, either "live" or via taped presentation or documentation. *PSSC* members asked to be updated ASAP regarding alternate presentation options, to assist with their scheduling for April 11; Behen indicated he would have additional information distributed to *PSSC* members.

**5. Review/Approve Draft 2008 PSSC Workplan**

O'Hare asked for comments/changes/discussion regarding the draft *2008 PSSC Workplan*, distributed prior to the meeting, noting that this draft document was based on conversation inputs from the March 5, 2008, *PSSC* meeting. **Kelly moved for approval of the 2008 PSSC Workplan (attached to minutes); Bunten seconded; all in favor.** O'Hare stated that this 2008 *PSSC* Workplan will be monitored throughout the year, and will drive *PSSC* meeting agendas. O'Hare indicated that one of the first Workplan items to be addressed would be the sponsorship of local unit trainings around the reporting system, data collected and/or methodology; noting that this could be achieved either via Open Forums or presentation information. She indicated that planning for this local unit training should take place at the May *PSSC* meeting, so it may commence during June 2008.

**6. Review Policy Drafts Requested at March 5, 2008, PSSC Meeting**

Mahony said that initial policies have been drafted regarding two issues discussed at the March *PSSC* meeting, indicating that he would like to use today's meeting to gather further input/feedback before bringing the model policies to the *PSSC*.

**Court Issue Policy**

Mahony shared an example of this "Court Issue" and a need for policy, indicating that this Court Issue initially arose as a conversation with Ann Arbor Township, as they were reviewing the "out of area" reports and were trying to determine where 2.5 shifts were that ended up out-of-township during 2007. Mahony explained what had happened was that a Deputy that was then working in Ann Arbor Township got notice of a jury trial that related to an occurrence that had happened over 18 months prior arising out of work in Ypsilanti Township; with the Deputy now logging time against Ann Arbor Township for the original Ypsilanti occurrence.

Mahony noted that, while this situation does not really happen that often, there is no clear policy on how to deal with these situations. He stated the issue was that this took the Ann Arbor Township Deputy out of their township, noting the need then to determine how to best provide the service that would have been there. Mahony indicated two possible options: 1) Hire overtime to fill the Ann Arbor Township shift, charging this cost against Ypsilanti Township 2) If Ypsilanti is already over staffing minimum, move a Deputy to Ann Arbor Township to avoid overtime costs.

Kelly suggested that the policy might best be a mix of these two solutions; noting that if there is an "extra" person that can be moved from the Township with the court case, this would be the first solution, and that if this is not possible the alternate solution of hiring overtime and charging the township with the court case would occur. She inquired about statistics regarding how often this situation may occur, suggesting that if statistics justify, perhaps this could be "called mutual aid".

McFarlane stressed the ultimate need for the township with the Deputy currently serving to be "held harmless" with the Township with the Court Case providing the service or covering the cost.

Radzik cautioned that sending a Deputy from the Township with the Court Case to the Deputy's current Township could "feed the pond" for more of the same, with the Deputy covering in the jurisdiction getting involved in occurrences in that area.

Mahony indicated that this situation really only impacts day shifts, since Deputies on afternoons or midnights would already be on overtime and billed directly to the jurisdiction that has the court case.

Radzik inquired about situations when the court case may be in a non-billable jurisdiction, and also about situations when the Deputy was a prior School Liaison officer, and is in frequent court cases resulting from being stationed at the school prior, noting that if the School Liaison Officer is pulled out to cover for the officer

in court this will impact the school dramatically. Mahony indicated that in areas where they do not have an accountable party, the County General Fund \$500k back-fill monies would be need to be used.

### **Training Issue Policy**

Mahony said that the Sheriff's Department does monthly training for their core services teams (SWAT, Hostage Negotiation & Dive Team), separate from the training that all Sheriff employees must attend; with any overtime for these core services team trainings covered by the County's \$500k backfill monies. Mahony indicated that the training issue is regarding what should be done to provide for in-service training for the 81 contract employees that exist. He stated that about 40 weeks out of the year, Wednesday's are used for training to provide for this basic in-service training. He stated that to deal with this training need, all staff is scheduled for Wednesdays, with no one allowed to take this as a day off, providing what they term Wednesday "Super Staffing," allowing staff to be pulled from areas to cover for training needs. He stated the training issue to be determined is "how far should they pull them down for training?" **Mahony stated his proposal that staffing not be brought down below the highest level of those working on the adjacent day – providing a consistency of the norm of available resources.**

Mahony indicated that this "Wednesday" training day coverage provides about 45 Deputies agency-wide on any given Wednesday that can be used for either attending training or covering for training.

Moran asked for clarification regarding the training, with Mahony responding that this is training every Deputy must attend, independent of number of years on the job. Mahony further clarified that this "core" training that every Deputy must go through is different than the "Core Services" training for specialized teams. He indicated that the "core" training for all Deputies totals about 40-60 hours and includes:

- Bloodborne Infectious Diseases
- Annual First Aid & CPR Recertification
- Legal Update
- Fire Arms Qualification
- Defensive Tactics
- Cultural Diversity

Ouimet inquired regarding how the Sheriff's Office communicates with a jurisdiction when they will be taking a Deputy for training or training coverage. Mahony responded that this would be on the schedule, showing Deputies going to training and any assignments to cover for training.

Kelly requested a point of clarification confirming that a Deputy would never be taken to cover a benefit time off situation.

Mahony indicated that the overtime billing for January and February has just been finalized, indicating that it has been reviewed and every occurrence of overtime has been validated. He stated that, because the software application had been rolled out mid-December, the January billing had been loaded with errors, but that there were much fewer in February and virtually none in March. Mahony confirmed that there will always be a lag before the overtime billing can be sent out, but not as significant a lag as with the initial billing. Mahony further explained that overtime billings align with what was actually paid, and that pay periods may cross over months; therefore sometimes the billing process can't even begin until mid-way through the next month. He indicated that the March overtime bill should be available by the end of April. Ouimet noted that this lag time in billing may impact financial statements for Townships; with the County showing this as monies due, but the township not yet showing as money owed. Mahony stressed the importance of taking this lag time into account if townships are doing annual projections.

McFarlane inquired about the billing issue for the jurisdictions that may be receiving a credit referencing the recruit/shifts not filled issues addressed earlier this year. Mahony shared his understanding that the billing for overtime will always be separate from the monthly PSU bill, with the credit due to jurisdictions that did not receive shifts of service (recruit issue) applying to the monthly Deputy bill. McFarlane inquired if there would be documentation supporting the overtime billing explaining it, with Mahony responding that there is backup documentation available.

Irwin suggested that the *PSSC* may want to discuss the option of billing by pay period, rather than by month, indicating that this might be more accurate and easy to track.

Radzik inquired if the proposed “Training Issue Policy” regarding Wednesdays can be predicted with any degree of certainty that it will be equitable, further inquiring if there could be any way to prove this in writing. Mahony responded that he was sure there is a way, but that this has not been looked at; stressing the reality that it can overall save the system as a whole, and that the savings would seem to be proportionate to the number of people that need to be trained. Irwin noted that the costs and benefits should be proportional. Radzik inquired if this could be tracked for a year to see what the costs/benefits are per jurisdiction, with Mahony responding that he would make a note of this request.

Mahony indicated he would go forward with the Policy concepts discussed at this *PSSC* meeting, and more fully develop these policies for *PSSC* review/approval. O’Hare asked that he forward these draft policies out to *PSSC* members prior to the May 7, 2008, *PSSC* meeting.

### **Court Case Adjournments**

O’Hare reported on behalf of Scott Patton (Assistant to County Administrator for Public Safety) regarding “Court cases that are adjourned before Deputies get there”. Patton had been asked to check into this issue, and has reported that there is a process through the Prosecuting Attorney’s Office to notify the Deputy and their Sergeant, indicating that this is one of the evaluation criteria that Prosecuting Attorneys are evaluated on. O’Hare indicated that the concept of a broader notification “central email” address, rather than trying to notify a specific Deputy and/or Sergeant, had been suggested.

Mahony stressed that the issue is less the amount of cases that get adjourned ahead of time, and more the number of Deputies that stand in court for hours, only to find out that the court case will be adjourned at that time.

Radzik suggested the need for notification beyond adjournments, indicating that often times the Defense Attorney knows in advance that they are going to waive the exam, and there is no need for the Deputy to be in court.

Moran inquired if there was any agreed upon protocol in District Courts regarding whose cases get called first, in terms of officers that are prosecuting: State, County, City. Mahony indicated that the concept of calling cases involving Officers on overtime first has been explored with “the bench” a number of times, with limited success.

O’Hare summed up that there may be some opportunity to continue the conversation around improving communications in this area. Mahony noted that Lenawee County may have come up with an interesting solution that is projected to cut court time by about a third, through improved scheduling of cases. He noted that he hopes to visit Lenawee to learn more about this solution. Moran inquired if this issue had been addressed yet by the CJCC. O’Hare suggested that this might be another issue for the CJCC to explore.

Radzik stated that there had been a SWAT call-out in Superior Township, with the SWAT Team activated about 11pm and lasting until about 7am, the entire midnight shift. He inquired regarding when this becomes “long term” vs. mutual aid, noting that an entire shift should be considered long term, and further noting that long-term vs. mutual aid was an issue that the *PSSC* had left fairly vague in their discussions. Mahony indicated he would need to explore the situation further, indicating that the specific dynamics of this particular situation may have kept changing, and what was thought to be a two-hour situation became extended incrementally as further area interviews continued on.

**7. Adjournment**

The meeting was adjourned by Facilitator O’Hare at 5:30 pm.

**Next Meeting:**

Wednesday, May 7, 2008

4:30pm – 6:00pm

200 North Main, lower level conference room

Approved by Committee: 7 May 2008



Police Services  
 Work plan for the Police Services Steering Committee 2008

Draft

Objective	Accountability	Target Date
Provide ongoing information to local officials to operate with this new methodology		May/June
<p><b>Details</b></p> <p>Local unit workshops for feedback and information</p> <p>On-line report system (training provided on system and use of data)</p>		
Accomplishments:		

Objective	Accountability	Target Date
Monitor progress of Regional Dispatch		May/June
<p><b>Details</b></p> <p>Ongoing reporting on discussions and actions related to progress on regional dispatch</p> <p>How does this impact discussions on police services for 2010/2011</p>		
Accomplishments:		

Objective	Accountability	Target Date
Monitor success of contracts and 08 methodology		Standing Agenda Item throughout 2008
<p><b>Details</b></p> <p>Quarterly reports reviewed on provision of county-wide services including deployment of general road patrol deputies</p> <p>Monitor cost of methodology – including overtime costs</p> <p>Comparative analysis of jurisdictions that contract with those that do not (review available statistics)</p> <p>Approach to service and service levels</p>		
Accomplishments		

Objective	Accountability	Target Date
Exploration of Regional Law Enforcement Services		September/October Meetings
<p><b>Details</b></p> <p>Cost and appropriate staffing to provide law enforcement services to the county residents</p> <p>Funding structure to support a regional model</p> <p>Coordination opportunities and challenges with local jurisdiction police agencies</p> <p>Deployment and services philosophy</p>		
Accomplishments:		

Objective	Accountability	Target Date
Cost containment for providing Police Services to Washtenaw County citizens		July/August
<p><b>Details</b></p> <p>Select areas to explore costs</p> <p>Monitor Union negotiations for POAM</p> <p>Compare cost structures with other units of government</p> <p>Use feasibility studies to look at alternative methods</p>		
Accomplishments:		

Objective	Accountability	Target Date
Planning for 2010/2011 Police Services contracts		December meeting
<p><b>Details</b></p> <p>Discuss policy for recommended minimum staffing levels</p> <p>Approach to publicizing recommendations</p>		
Accomplishments		