



CITY OF COCONUT CREEK CITY COMMISSION MINUTES

**Government Center
4800 W. Copans Road
Coconut Creek, Florida**

**Date: July 26, 2018
Time: 6:00 p.m.
Workshop Meeting**

CALL TO ORDER

Mayor Rydell called the meeting to order at 6:01 p.m.

PRESENT UPON ROLL CALL:

Mayor Joshua Rydell
Vice Mayor Sandra L. Welch
Commissioner Rebecca A. Tooley
Commissioner Lou Sarbone
Commissioner Mikkie Belvedere
City Manager Mary C. Blasi
City Attorney Terrill C. Pyburn
City Clerk Leslie Wallace May

POLICE OPERATIONS AND DATA ANALYSIS REPORT

Leonard Matarese, Director of Research and Project Development for the Center for Public Safety Management (CPSM), introduced himself and Dr. Carol Rasor-Cordero, Senior Public Safety Consultant, who began a *PowerPoint* presentation. She summarized the project methodology for gathering and analyzing the data and report findings, noting that the City has a progressive and well-managed Police Department focused on community needs and relationship building.

Dr. Rasor-Cordero discussed the report recommendations in order of priority, including the following:

- To reduce property crimes in Coconut Creek, the department should consider an increase in public education with a focus on target hardening of residential and business locations.
- Each unit in the department should engage in the responsibility for projecting and tracking overtime costs to enable a more defined analysis of overtime allocations by unit.
- Create a Calls-For-Service (CFS) working group to explore the potential of eliminating workload demands and non-emergency CFS from patrol workload.
- Explore options for web-based reporting and deferred service responses.
- Balance the four patrol teams with equal staffing of one lieutenant, two sergeants, and ten police officers.
- Add two police officers to the Special Enforcement Team (S.E.T.)
- Designate one member of the S.E.T. as the criminal intelligence officer and task that position with the responsibility of developing criminal intelligence that can be used to direct enforcement actions.

- Develop a process to aggressively debrief prisoners in CCPD custody.
- Adopt a strategic approach to traffic safety. Place the responsibility for traffic safety with the Operations commander and use the Traffic Unit as the research and planning arm to support this effort.
- Have the SWAT commander track all overtime for both SWAT team members and the negotiators.
- Identify a civilian staff member to serve as the civilian training liaison to the professional development coordinator.
- Reassign the responsibility for PBA from the detective division.
- Evaluate responsibilities of crime analyst. Hire an administrative assistant or another crime analyst for increasing workload.
- Consider scheduling the crime scene technicians to attend a Blood Spatter Analysis course when the training is available.
- Install card reader system on crime labor and install camera system in lab. Consider purchasing the File on Q software program to track evidence processed by the Crime Scene Unit.
- Update Internal Affairs (IA) policy to include standardized matrix for consistent discipline and time frame for citizen notification of outcome of the complaint.
- Utilize the capabilities of IAPro for tracking internal affairs complaints.
- Publish summary, findings and any disciplinary action from IA cases to promote transparency and training.
- Each School Resource Officer (SRO) should maintain monthly statistics as to activities performed to track workload.
- Ensure that the general order pertaining to Property and Evidence Unit is updated to meet accreditation standards.
- Have the Internal Affairs Unit conduct random and unannounced audits of the Property and Evidence Unit.
- Provide annual training to the Property and Evidence Custodian and Technician.
- The daily missing report log should be emailed to the officer's respective commander; the Records Unit should not be tasked with contacting officers.
- Review pay scale for records clerk, fill the two vacancies, and add an additional position for workload.
- Hire a social media specialist.
- Establish a crisis communication plan for critical events and issues.
- Identify the appropriate social media platforms and secure verified profiles.
- Create an internal communication strategy to solidify buy-in from department members.

- Revise the general order for frequency of vehicle inspections and consider different documenting of inspections for tracking purposes.
- Adopt a strategic planning philosophy and process for the department. Create a Strategic Planning Unit consisting of one position.
- Create the Office of Professional Development and Excellence, to be commanded by a lieutenant. Office would comprise of Internal Affairs, Strategic Planning Unit, Accreditation Manager, and the Training Unit.
- Create the Community Outreach and Special Enforcement Division, commanded by a lieutenant reporting to the Operations Division commander. Consisting of the Traffic Unit, Public Service Aides, the S.E.T., and Community Services Division.

Dr. Rasor-Cordero commended the Police Department for being an exemplary organization. She commented that the City may consider adopting the recommendations that best fit the department's funding and strategic direction and determine the time-line for implementation.

Police Chief Albert “Butch” Arenal thanked the Commission and City Manager Blasi for their support of the Police Department and the opportunity to complete the operations analysis. He commented on several of the recommendations that had already been implemented, including:

- Addition of two police officers to the S.E.T.
- Development of a program for debriefing prisoners.
- Adoption of a strategic approach to traffic safety using data driven policing.
- Identification of a civilian staff member to serve as civilian training liaison.
- Removing the PBA responsibility from the detective division.
- Providing a blood splatter analysis course for crime scene technicians when it becomes available.
- Installation of a card reader system on the crime lab and processing center doors.
- Update to the general order pertaining to Property and Evidence Unit to meet accreditation standards.
- Internal Affairs Unit conducting audits of the Property and Evidence Unit.
- Fill records clerk vacancy.
- Addition of a social media specialist.
- Update to the general order for frequency of vehicle inspections and documenting of inspections.

Discussion ensued regarding detective clearance rates for cases closed by arrest and prosecution and department benchmarks for measuring performance. Dr. Rasor-Cordero responded to a question from the Commission regarding the findings on the regional E-911 Dispatch System, noting that the analysis and findings regarding the regional E-911 Dispatch System were completed by an independent team member. Discussion ensued regarding the methodology used for the SWAT analysis. Dr. Rasor-Cordero spoke about the physical space in the Police Department building and the growing needs of the department. City Manager Blasi noted that they were seeking nine new positions in the Police Department, both sworn and civilian, to address the recommendations, but this did not include the four additional positions the Commission approved in last year's budget pending the results of the operations analysis. Discussion ensued regarding the pay range for the records clerk position.

The Commission gave consensus for staff to hire the four additional police officers that were pending the results of the analysis and one additional patrol lieutenant.

ADJOURNMENT

The meeting was adjourned at 6:58 p.m.

Transcribed by Marianne Bowers

Leslie Wallace May, MMC
City Clerk

Dated