CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE ~~09/24/02~~ 10/01/
AGENDA ITEM 7-4
WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: Chief of Police

SUBJECT: Creation of the Office of Ethical Standards

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolutions:

1. Approving the creation of an Office of Ethical Standards;
2. Appropriating $14,928 for a position upgrade from sergeant to lieutenant; and
3. Amending the Positions and Salaries Resolution to reflect the requested changes.

DISCUSSION:

As part of the Hayward Police Department's commitment to quality service, we must maintain the highest ethical standards possible throughout our organization. Understanding our responsibility to maintain the public trust and to remain above reproach is paramount in this endeavor. To do so, we must examine every possible method and means of upholding this commitment and insuring the integrity of our organization remains at the highest ethical standards. By creating an Office of Ethical Standards, the Police Department can focus resources and expand its commitment toward insuring these standards are maintained throughout the organization.

As we continue to deal with our community's growing concerns, we are faced with increasingly complex issues, which often test the abilities and resources of our organization. Most recent concerns have addressed violence associated with gangs and drug sales. This has warranted numerous reactions from our Department ranging from reestablishing investigative units, to increasing community collaboration, to increased proactive police enforcement. With these changes comes an added responsibility of ensuring these reactions have no effect on the ethical standards and operations of our organization. The current Internal Affairs Office, which is staffed solely by a police sergeant, is in place as part of that commitment. However, it serves as a reactive tool, focused on actions that have already occurred. While this type of process remains necessary, it lends very little assistance in identifying more global concerns, and provides little support for proactive and preventative measures. It is these concerns that we would like to address and focus upon to help aid in our efforts to maintain our ethical standards.

PROPOSAL:

Through re-organization, we plan to replace and increase the existing duties of our current Internal Affairs efforts, by creating an Office of Ethical Standards. By replacing the Internal Affairs Sergeant with a lieutenant and by adding an inspector, the current personnel addressing these concerns will be doubled. This office will then increase its focus and responsibilities, creating a more effective platform to insure our high standards are maintained. The increased authority and resources would be necessary to accommodate the increased responsibility that the office will undertake, such as research and development into the early warning signs of police misconduct, improved public accessibility, Departmental auditing, as well as policy and training reviews.

By assigning a lieutenant to command this office we will increase the office's operational authority, which will be needed to support the integrity of its newly assigned responsibilities. This upgrade will also indirectly serve as an example, both within and outside our organization, of our continued commitment to ethical standards.

FISCAL IMPACT:

No cost proposal

- The salary difference between a Lieutenant and Sergeant ($14,928.17) will be fully offset by revenue generated by Narcotic Asset Seizure Program. The Internal Affairs supervisor has historically required minimal overtime expenditures; therefore the offset overtime liability is insignificant.

- An existing Inspector's position will be transferred from the Investigation Division.

CONCLUSION:

As an organization we have always been committed to insuring the highest level of service is provided to our community, while maintaining the highest ethical standards; as is witnessed in our Mission Statement. We have been successful thus far in obtaining these standards, and are devoted to doing everything within our means to insure this continues to be the case. The purpose of this upgrade is to take the next step in ensuring our efforts are spread throughout every aspect of our endeavors. By increasing our efforts, and adding proactive methods aimed at increasing awareness and improving personnel and operational ability, we will enhance our effectiveness in maintaining these high levels of standards.

Prepared and Recommended by:

Craig Calhoun, Chief of Police

Approved by:

Jesús Armas, City Manager

Attachment: Draft Resolution

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

RESOLUTION AMENDING THE POSITIONS AND SALARIES RESOLUTION TO REFLECT THE CREATION OF THE OFFICE OF ETHICAL STANDARDS WITHIN THE HAYWARD POLICE DEPARTMENT

WHEREAS, the Hayward Police Department is committed to quality service and desires to maintain the highest ethical standards possible in the organization; and

WHEREAS, the police department proposes to reorganize by creating an Office of Ethical Standards and replacing the Internal Affairs Sergeant with a lieutenant and assigning an inspector to increase its focus and responsibilities and create a platform to maintain a high level of standards.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward hereby approves the creation of an Office of Ethical Standards by replacing the internal investigations sergeant with a lieutenant and adding an inspector at no additional cost to the department.

BE IT FURTHER RESOLVED that the Positions and Salaries Resolution is hereby amended as follows:

POLICE DEPARTMENT

Investigation Division - 1801/1830

	13 Inspector	32.61	34.24	35.91	37.61	39.46

Office of the Chief - 1804/1810

	1Chief of Police	53.98	56.58	59.36	62.25	65.09
	1 Police Lieutenant				45.97	48.21
	1 Inspector	32.61	34.24	35.91	37.61	39.46
	1 Administrative Analyst II			37.97	39.80	41.83
OR	Administrative Analyst I	23.60	24.77	26.03	27.31	28.66
	1 Administrative Secretary	22.73	23.66	24.60	25.51	26.53

IN COUNCIL, HAYWARD, CALIFORNIA _____ , 2002

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:_____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

_____
City Attorney of the City of Hayward

DRAFT NH 9/18/02

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

RESOLUTION AMENDING RESOLUTION 02-084, AS AMENDED, THE BUDGET RESOLUTION FOR FISCAL YEAR 2002-03, RELATING TO AN APPROPRIATION OF FUNDS FOR THE POLICE DEPARTMENT OFFICE OF ETHICAL STANDARDS

BE IT RESOLVED by the City Council of the City of Hayward that Resolution No. 02-084, as amended, the Budget Resolution for fiscal year 2002-03, is hereby amended by approving an appropriation of $14,928 from the Undesignated General Fund Balance, Fund 100, to the General Services Fund, Fund 100 1810 5110, for the above position.

IN COUNCIL, HAYWARD, CALIFORNIA _____ , 2002

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST:_____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

_____
City Attorney of the City of Hayward