



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Audits and Investigations

April 13, 2017

### MEMORANDUM

TO: Karen R. Toles, Chair  
Health, Education, and Human Services Committee (HEHS)

THRU: David H. Van Dyke, County Auditor *DHV*

FROM: Amy Lee, Staff Auditor *AL*

RE: Citizen Complaint Oversight Panel (CCOP)  
Fiscal Year 2018 Budget Review

#### Budget Overview

The FY 2018 Proposed Budget for the Citizen Complaint Oversight Panel is \$302,200. This is an increase of \$37,600, or 14.2%, over the FY 2017 Approved Budget. The General Fund budget increases by \$37,600 primarily due to an increase in compensation to support two full-time positions, as well an increased fringe benefits rate. The Citizen Complaint Oversight Panel's expenditures are funded entirely by the General Fund.

#### Budget Comparison - General Fund

Approved Fiscal Year 2017 to Proposed Fiscal Year 2018

Category	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	% Change- Est vs App	FY 2018 Proposed	Change Amount	Percentage Change
Compensation	\$ 125,913	\$ 127,200	\$ 129,400	1.7%	\$ 152,800	\$ 25,600	20.1%
Fringe Benefits	41,805	44,300	45,100	1.8%	53,800	9,500	21.4%
Operating Expenses	64,211	93,100	93,200	0.1%	95,600	2,500	2.7%
<b>Total</b>	<b>\$ 231,929</b>	<b>\$ 264,600</b>	<b>\$ 267,700</b>	<b>1.2%</b>	<b>\$ 302,200</b>	<b>\$ 37,600</b>	<b>14.2%</b>

Authorized Staffing Count - General Fund

	FY 2017 Approved	FY 2018 Proposed	Change Amount	Percentage Change
Full-Time	1	2	1	100.0%
Part-Time	1	0	-1	-100.0%
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0.0%</b>

**Staffing Changes and Compensation**

- General Funds are provided for two (2) full-time positions. This staffing level changed from the authorized staffing level in FY 2017 as a result of changing the part-time Administrative Specialist to a full-time position. The FY 2018 budgeted salary for the Administrative Specialist is \$42,000.
- The FY 2018 General Fund compensation is proposed at \$152,800, which represents an increase of \$25,600, or 20.1%, above the FY 2017 Approved Budget. This proposed increase is primarily due to changing the Administrative Specialist position from part-time to full-time.

**Fringe Benefits**

- Fringe Benefit expenditures are proposed to increase \$9,500, or 21.4%, over the FY 2017 level.

A five-year trend analysis of fringe benefit expenditures is included below:

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Proposed
Fringe Benefit Expenditures	\$ 31,134	\$ 38,335	\$ 41,805	\$ 45,100	\$ 53,800
As a % of Compensation	25.6%	30.3%	33.2%	34.9%	35.2%
Annual % Change	-	23.1%	9.1%	7.9%	19.3%

**Operating Expenses**

- In FY 2018, operating expenses are proposed at \$95,600 and comprises the following major items:
  - General & Administrative Contracts \$79,000
  - Office Automation 12,800
  - Training 2,000
  - Operating and Office Supplies 700
  - Printing and Reproduction 500
- Overall, operating expenses are increasing by \$2,500, or 2.7%, over the approved FY 2017 level primarily due to an increase in General and Administrative Contract obligations.
- The accompanying table compares the FY 2018 Proposed Budget operating expenditures with the FY 2017 Approved Budget operating expenditures. In four (4) of the categories, the FY 2018 Proposed Budget level remains unchanged compared to the FY 2017 budget. FY 2018 expenditures increase in three (3) categories.

Operating Objects	FY 2017 Budget	FY 2018 Proposed	FY 2017 - FY 2018	
			\$ Change	% Change
General & Administrative Contracts	\$ 77,100	\$ 79,000	\$ 1,900	2.5%
Training	1,500	2,000	500	33.3%
Membership Fees	300	400	100	33.3%
Office Automation	12,800	12,800	-	0.0%
General Office Supplies	700	700	-	0.0%
Printing	500	500	-	0.0%
Telephone	200	200	-	0.0%
<b>TOTAL</b>	<b>\$ 93,100</b>	<b>\$ 95,600</b>	<b>\$ 2,500</b>	<b>2.7%</b>

- The most significant increase between the FY 2018 Proposed Budget and the FY 2017 Approved Budget is in General & Administrative Contracts (\$1,900 increase), and is as a result of an attempt to align the legal service contract with actual costs.

## **HIGHLIGHTS**

### **Workload/Performance Trends**

- The mission of the Citizen Complaint Oversight Panel is to strengthen the partnership between citizens and the Prince George's County Police Department by assuring the public that investigations of alleged excessive force, abusive language and/or harassment are complete, thorough, and impartial; and that the report and recommendations of the investigating unit are reasonable and appropriate under the circumstances.
- The Panel provides monitoring and evaluation of the Police Department's misconduct investigations for County residents, citizens, and visitors in order to ensure the investigations of misconduct complaints are thorough, impartial, and resolved appropriately.
- A full Panel consists of seven (7) members. Currently, the panel is whole. One (1) member's term has expired. The current panel members are as follows:

Name	Term Expiration Date	Eligible for Re-appointment
Dale Crowell	2019	No
* Angela King	2013	No
Mary Godfrey	2018	Yes
Blanco High	2019	Yes
Michael Doaks	2018	Yes
Andrew Ellis	2018	Yes
Cardell Montague	2019	Yes

\* The Panel hopes to retain the panel member until she is replaced.

- The panel members were compensated a total of \$49,412.50 in FY 2016. They are paid \$50 per hour, with a per person maximum of \$15,000 a year.

- The Panel normally meets 4-5 days per month to review cases. The Panel met 53 times in FY 2016 and is expected to meet 47 times in FY 2017. However, as workload dictates, there may be additional meetings held. The number of cases reviewed and the number of related allegations are listed below beginning with FY 2014:

Case Workload	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Total Number of Cases Received for Review	220	165	145	142	150
Total Number of Allegations Reviewed	873	746	594	497	480
Average Number of Allegations per Case	3.97	4.52	4.10	3.50	3.20

- The following chart provides a detail of allegations by type:

Distribution of Allegations- Comparison to Prior Years

Type of Allegation	CY 2015	*CY 2016	**CY 2017
Attention to Duty	23	Not Available	4
Conduct Related	219		38
Criminal Misconduct	29		6
Ethics Violation	18		5
Firearms Charges	9		2
Use of Force	185		32
Harrassment/Discrimination	21		2
Use of Language	113		20
Procedure Violation	129		23
<b>Total</b>	<b>746</b>		<b>132</b>

\* Statistics for 2016 Calendar Year are not available at this time. These stats will be available in the Calendar Year 2016 annual report to be published by June 30, 2017.

\*\* YTD as of 2/28/17

- Historically, the Panel was able to produce a report on the distribution of allegations by type and police district. When an incident occurred, the allegation report showed the district in which the police was assigned, but not the district in which the incident actually occurred. However, as of FY 2016 this reporting capability was no longer viable due to a malfunction in the database that contains this information. As of FY 2017, the issue remains unresolved. The 1991 database currently used by the CCOP is a DOS-based Clipper system that must be replaced with a web-based system. The timeframe for replacement is still undetermined.
- In FY 2017, year to date, approximately 92% of cases have been reviewed within the 40-day case review standard.
- The CCOP has yet to fulfill the necessary requirements to earn the Certified Practitioners of Oversight (CPO) Credential. The CCOP has learned that the certification is based on the individual and not the agency. The CCOP chair will determine who will earn the certification. The Administrative Specialist

has attended three of the last five conferences. The most recent NACOLE annual conference was attended by staff in 2016, in Albuquerque, New Mexico.

- The CCOP provides resources for their customers in both English and Spanish. Non-English speaking customers may receive assistance when needed from the Health Department staff located in the Largo Government Center. The percentage of the Panel's workload that deals with non-English speaking customers is less than 1%.

### **Program Management**

- The percentage of Police Department's officer misconduct investigations reviewed that satisfactorily meet the Panel's standards for impartiality, thoroughness and appropriateness is estimated to reach 92% in FY 2017, and projected to remain at 92% in FY 2018.
- In FY 2016, the Chief of Police implemented 25% of the Panel's recommendations to mitigate police misconduct. The estimated percentage remains unchanged at 25% for FY 2017 year-to-date, and FY 2018 is projected at the same level. This projected percentage rate falls below the national benchmark, which was 34% in 2016 according to NACOLE.
- In FY 2017, the CCOP has participated in the following community relations activities:
  - The CCOP continued its participation with a group of NACOLE agencies that provide technical assistance to jurisdictions around the country seeking to establish oversight components.
  - A Panel member participated in a community forum in Oxon Hill, Maryland.
  - The CCOP assisted a Howard University doctoral student with his dissertation on police accountability and community perspective/participation in the era of intense public and media scrutiny.
  - The CCOP continues to provide outreach assistance via printed material, web, and telephone interactions with local, regional, and national organizations as well as providing information on demand.
- The CCOP's 2016 Annual Report is anticipated to be released by June 30, 2017.