



THE PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Audits and Investigations

April 18, 2018

MEMORANDUM

TO: Mary A. Lehman, Chair
 Health, Education, and Human Services Committee (HEHS)

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

FROM: Kendal Gray, Staff Auditor *KG*

RE: Citizen Complaint Oversight Panel (CCOP)
 Fiscal Year 2019 Budget Review

Budget Overview

The FY 2019 Proposed Budget for the Citizen Complaint Oversight Panel is \$313,100. This is an increase of \$10,900, or 3.6%, over the FY 2018 Approved Budget. The increase is primarily due to an increase in compensation for the two full-time positions, as well as 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 2018 to Proposed Fiscal Year 2019

Category	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimated	% Change- Est vs App	FY 2019 Proposed	Change Amount	Percentage Change
Compensation	\$ 140,790	\$ 152,800	\$ 152,800	0.0%	\$ 164,900	\$ 12,100	7.9%
Fringe Benefits	44,199	53,800	53,800	0.0%	58,400	4,600	8.6%
Operating Expenses	79,611	95,600	94,900	-0.7%	89,800	(5,800)	-6.1%
Total	\$ 264,600	\$ 302,200	\$ 301,500	-0.2%	\$ 313,100	\$ 10,900	3.6%

Staffing Changes and Compensation

	FY 2018 Approved	FY 2019 Proposed	Change Amount	Percentage Change
Full-Time	2	2	0	0.0%
Part-Time	0	0	0	0.0%
Total	2	2	0	0.0%

- General Funds are provided for two (2) full-time positions. This staffing level remains unchanged from the authorized staffing level in FY 2018.
- The FY 2019 General Fund compensation is proposed at \$164,900, which represents an increase of \$12,100, or 7.9%, above the FY 2018 Approved Budget. This proposed increase is primarily due to the cost of an anticipated cost-of-living increase and merit increases for employees.

Fringe Benefits

- Fringe Benefit expenditures are proposed to increase \$4,600, or 8.6%, over the FY 2018 level.

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

Fringe Benefits Historical Trend

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimate	FY 2019 Proposed
Fringe Benefit Expenditures	\$ 38,335	\$ 41,805	\$ 44,199	\$ 53,800	\$ 58,400
As a % of Compensation	30.3%	33.2%	31.4%	35.2%	35.4%
Annual % Change		9.1%	5.7%	21.7%	8.6%

Operating Expenses

- In FY 2019, operating expenses are proposed at \$89,800 and comprise the following major items:
 - General & Administrative Contracts \$79,000
 - Office Automation 6,200
 - Training 2,500
 - Printing 800
 - General Office Supplies 700
- Overall, operating expenses are decreasing by \$5,800, or 6.1%, below the approved FY 2018 level primarily due to a decrease in Office Automation charges.
- The accompanying table compares the FY 2019 Proposed Budget operating expenditures with the FY 2018 Approved Budget operating expenditures. In four (4) of the categories, the FY 2019 Proposed

Budget level remains unchanged compared to the FY 2018 budget. FY 2019 expenditures increase in two (2) categories, and decrease in one (1) category.

Operating Objects	FY 2018 Budget	FY 2019 Proposed	FY 2018 - FY 2019	
			\$ Change	% Change
Training	\$ 2,000	\$ 2,500	500	25.0%
Printing	500	800	300	60.0%
General & Administrative Contracts	79,000	79,000	-	0.0%
General Office Supplies	700	700	-	0.0%
Membership Fees	400	400	-	0.0%
Telephone	200	200	-	0.0%
Office Automation	12,800	6,200	(6,600)	-51.6%
TOTAL	\$ 95,600	\$ 89,800	\$ (5,800)	-6.1%

- The most significant increase between the FY 2019 Proposed Budget and the FY 2018 Approved Budget is in Training (\$500 increase), and is as a result of the increase in cost associated with the National Association of Civilian Oversight of Law Enforcement Conference (NACOLE).
- The most significant decrease the FY 2019 Proposed Budget and the FY 2018 Approved Budget is in Office Automation (\$6,600 decrease), and is as a result of a change in the methodology used to allocate these charges County-wide.

HIGHLIGHTS

Workload/Performance Trends

- The Citizen Complaint Oversight Panel provides evaluation and monitoring of police misconduct investigations for County residents and visitors in order to ensure police transparency and accountability. The panel conducts its duties by reviewing police misconduct cases to ensure that the report and recommendation of the investigative unit, within the Police Department, 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 at full complement. Members may server two (2) 4-year terms. The current panel members are as follows:

Name	Appointment Date	Term Expiration Date	Eligible for Re-appointment
Dale Crowell	Reappointed 2015	2019	No
Florence Felix-Lawson	Appointed 2017	2021	Yes
Mary Godfrey	Appointed 2014	2018	Yes
Blanco High	Appointed 2014	2019	Yes
Michael Doaks	Appointed 2015	2018	Yes
Kimberlei Richardson	Appointed 2017	2022	Yes
Cardell Montague	Appointed 2015	2019	Yes

- The panel members were compensated a total of \$31,738 for FY 2018, as of March 23, 2018. They are paid \$50 per hour, with a per member annual maximum of \$15,000.
- The Panel has a 30 calendar day review standard, however a 10-calendar day extension can be requested.
- The Panel normally meets 3-5 days per month to review cases. The Panel met 32 times in FY 2018 and 43 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 2015:

Case Workload	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total Number of Cases Received for Review	165	145	150	142	142
Total Number of Allegations Reviewed	746	594	563	472	472
Average Number of Allegations per Case	4.52	4.10	3.75	3.32	3.32

- 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 were assigned, but not the district in which the incident actually occurred. Currently, this reporting capability is no longer available due to a crashing of the 1991 DOS-based Clipper database System that contains this information. The CCOP is currently testing a new web-based system developed by the Office of Information Technology (OIT), which will expand the Panel’s reporting capabilities.
- In FY 2017, the Panel reviewed 89% of cases within the standard time requirement, while in FY 2018 the Panel reviewed approximately 92% of their caseload within the standard time.
- 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 two of the last three conferences including the 2016 NACOLE Annual conference in Albuquerque, New Mexico. To receive certification the person must attend two (2) annual NACOLE’s conferences within three (3) consecutive years. The 2018 NACOLE Conference will be in St. Petersburg, Florida from September 30, 2018 to October 4, 2018.

- 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

- In FY 2017, the Chief of Police implemented 25% of the Panel's recommendations to mitigate police misconduct. The estimated percentage remains unchanged at 25% for FY 2018 year-to-date, and FY 2019 is projected at the same level.
- In FY 2018, the CCOP has provided assistance to the Chesapeake Beach NAACP's efforts to establish a law enforcement oversight component, as well as provided both research and technical assistance to Howard University study on law enforcement and a University of Maryland Ph.D. student's dissertation on law enforcement oversight.
- The CCOP's 2017 Annual Report is scheduled for publication on June 30, 2018, once the new web-based system is fully operational.