

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

P. O. Box 30158
Los Angeles, CA 90030
Telephone: (213) 486-0150
TDD: (877) 275-5273
Ref #: 1.3

ERIC GARCETTI
Mayor

August 19, 2014

The Honorable Budget and Finance Committee
The Honorable Public Safety Committee
c/o Holly Wolcott
Office of the City Clerk
City Hall, Room 395
Los Angeles, California 90012

Honorable Members:

Enclosed for your review are the Los Angeles Police Department's responses to the following Special Studies assigned to the Department during the Fiscal Year 2014-2015 Budget deliberations:


- R. 156. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding per capita information for other cities and the change in the size of the Department's as it relates to crime rates.
- ✓ R. 157. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the average number of non-light duty sworn officers assigned to civilian duties.
- R. 158. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the number or ratio of support staff to sworn. The report should include historical data for the past five years and identify best practices in this area.
- R. 160. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the cost difference of having sworn positions performing civilian duties. What is the fiscal impact of doing so.
- R. 161. Instruct the Los Angeles Police Department, with the assistance of the City Attorney to report to the Public Safety Committee regarding the investments made and efforts the City should undertake to reduce liability payouts.
- R. 164. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding how many hours a day officers are spending on completing paperwork. The report should include how many people, steps or forms are involved in filing a police report and how many required traveling to another office or facility.

Honorable Budget and Finance Committee
Honorable Public Safety Committee
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We look forward to the opportunity to discuss these issues with you. If you have any questions regarding this information, please contact me at (213) 486-8410.

Very truly yours,

CHARLIE BECK
Chief of Police

A handwritten signature in black ink that reads "Sandy Jo MacArthur". The signature is written in a cursive, flowing style.

SANDY JO MacARTHUR, Assistant Chief
Director, Office of Administrative Services

Enclosures

R. 157. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the average number of non-light duty sworn officers assigned to civilian duties.

In 2010 the LAPD performed an extensive review of the numbers of sworn employees performing civilian duties. Due to the amount of staff time required to perform this review, the 2010 report is being forwarded for your information. At that time about half of the Department entities reported that they assign sworn personnel to perform duties of vacant civilian employees. The remaining workload is either being performed by civilian personnel or not being done at all.

A copy of the 2010 report is attached.

LOS ANGELES POLICE DEPARTMENT



CHARLIE BECK
Chief of Police

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: (213) 486-8410
TDD: (877) 275-5273
Ref #: 12.3.1

ANTONIO R. VILLARAIGOSA
Mayor

September 24, 2010

The Honorable Budget & Finance Committee
City Council, City of Los Angeles
City Hall, Room 395
Los Angeles, California 90012-4801

Honorable Members:

It was requested that the Los Angeles Police Department (Department) update the findings of a survey conducted in February 2009 regarding sworn personnel performing civilian duties. In response to this request, the following survey was redistributed to Department entities:

- Have you assigned sworn personnel to perform civilian duties?
- If yes, what civilian duties are being performed by these sworn personnel? Please identify ranks and paygrades of the civilian personnel that previously performed these duties.
- Identify ranks and paygrades of the sworn personnel performing these duties.
- What percentage of time is spent by each of the sworn personnel performing civilian duties?

Attachment A identifies the entities that have assigned sworn personnel performing civilian duties and the number of sworn assigned per entity. Of the 87 entities surveyed, 42 entities assigned 154 sworn personnel to perform the duties of 120 vacant civilian positions. Eighteen of the 21 Area Stations, four Traffic Divisions, and 20 of the Detective and specialized divisions are assigning sworn personnel to backfill civilian vacancies.

Attachment B identifies the number and classification of the vacant civilian positions backfilled by sworn personnel, the number and rank of sworn performing the duties and the percentage of time sworn spend performing these duties. Sixty-six (43 percent) of the 154 sworn personnel identified spend 100 percent of their time performing civilian duties. The sworn personnel identified as performing these duties are in every rank from Police Officer I to Lieutenant II, with the majority falling within the ranks of Police Officer II and III.

Attachment C identifies which sworn personnel within each entity are performing the civilian duties and the specific duties being performed. The number of sworn reflected in this data total 169 (15 more than the 154 sworn identified) because ten officers perform the duties of several different civilian classifications and were counted in more than one category. The largest

The Honorable Budget & Finance Committee

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number of sworn (78) are performing clerical duties such as timekeeping, scheduling, supplies, data entry and answering phones, while 30 are performing analytical and administrative duties. Twenty-nine sworn are performing various Police Service Representative (PSR) and Senior PSR duties such as property disposition, subpoena control, staffing the front and detective desks and special projects, and 18 are performing various technical, specialized, maintenance and security duties. The remaining 14 are performing crime analysis and Compstat (computer statistics) duties.

Attachment D reflects the duty status of the 154 sworn personnel. Thirty-three are permanent light-duty, 28 are temporary light-duty and 93 are full duty. Of the 93 full duty officers, 26 spend 100 percent of their time and 67 spend various percentages of their time performing civilian duties. The 67 full duty officers performing civilian duties part-time equates to 21 full-time bodies; therefore, 47 full duty officers spend 100 percent of their time performing civilian duties.

The survey shows that about half of the Department entities assign sworn personnel to perform the duties of vacant civilian positions. The duties of the remaining civilian vacancies are either being performed by civilian personnel or not being performed at all.

If you have any questions, please contact Senior Personnel Analyst Francois Gardere, Acting Commanding Officer, Personnel Division, at (213) 486-4650.

Very truly yours,

CHARLIE BECK
Chief of Police

A handwritten signature in black ink, appearing to read "Sandy Jo MacArthur". The signature is fluid and cursive, with a large initial "S" and "M".

SANDY JO MacARTHUR, Assistant Chief
Director, Office of Administrative Services

Enclosures

**# OF SWORN PERFORMING CIVILIAN DUTIES BY ENTITY
JULY 2010**

ENTITY	# OF SWORN
77th Street Area	6
Administrative Investigation Division	1
Air Support Division	1
Central Area	2
Central Bureau	2
Central Traffic Division	3
Commercial Crimes Division	6
Criminal Investigation Division	3
Detective Support & Vice Division	2
Devonshire Area	3
Emergency Operations Division	9
Facilities Management Division	1
Gang & Narcotics Division	1
Harbor Area	2
Hollenbeck Area	1
Hollywood Area	4
Internal Audits & Inspections Division	1
Juvenile Division	3
Metropolitan Division	6
North Hollywood Area	5
Northeast Area	4
Olympic Area	3
Pacific Area	2
Planning & Research Division	15
Property Division	1
Public Information Office	2
Rampart Area	4
Risk Management Division	3
Robbery Homicide Division	6
South Traffic Division	2
Southeast Area	3
Southwest Area	4
Special Operations Division	3
Topanga Area	5
Training Division	15
Valley Traffic Division	4
Van Nuys Area	2
West Bureau	1
West Los Angeles Area	2
West Traffic Division	2
West Valley Area	5
Wilshire Area	4
	154

**SWORN PERFORMING DUTIES OF CIVILIAN VACANCIES BY CLASSIFICATION
JULY 2010**

CIVILIAN CLASSIFICATION	# CIVILIAN VACANCIES	# of SWORN/% of TIME PERFORMING DUTIES
Audio Visual Technician	2	3 P3s-12.5% ea
Clerk Typist	16	29 - 8 P2s: 4-100% ea; 1-75%; 1-40%; 2-10% ea 4 P3s+1: 4-5% ea 5 P3s: 2-100% ea; 1-20%; 1-4%; 1-2% 3 Sgt1s: 1-25%; 2-15% 5 Sgt2s: 1-15%; 4-5% ea 2 D2s: 2-20% ea 2 D3s: 1-30%; 1-20%
Crime & Intelligence Analyst 1	13	12 - 6 P2s-100% ea 5 P3s-100% ea 1 D2-15%
Crime & Intelligence Analyst 2	1	2 - 1 P2-35% 1 P3-35%
Community Police Aide	5	16 - 1 P2-100% 8 P3s: 1-100%; 7-15% ea 4 Sgt2-15% 1 D1-100% 1 D2-15% 1 D3-15%
Equine Keeper	1	1 P3-75%
Maintenance Laborer	6	5 - 2 P2s-50% ea 3 P3s: 1-100% ea; 1-50%; 1-45%
Management Aide	3	4 P2s: 1-100%; 2-50% ea; 1-20%
Management Analyst 1	2	2 - 1 P2-100% 1 D2-3%
Management Analyst 2	15	15 - 5 P2s-100% ea 2 P3s-100% ea 6 Sgt1s: 5-100% ea; 1-90% 1 Sgt2-100% 1 D2-50%
Police Service Representative 2	20	28 - 13 P2s: 9-100% ea; 1-85%; 1-55% ; 1-30%; 1-25% 8 P3s: 3-100% ea; 1-55%; 2-33.3% ea; 2-30% ea 2 D1s: 1-100%; 1-25% 1 D2-50% 3 D3s: 1-50%; 1-33.3%; 1-25% 1 Lt2-25%
Police Student Worker	1	3 - 1 D1-33.3% 1 D2-33.3% 1 D3-33.3%
Police Surveillance Specialist	2	3 - 2 P2s-26.6% ea 1 D2-26.6%
Principal Photographer	1	1 Sgt2-33%
Public Relations Specialist	1	2 - 1 P2-35% 1 P3-40%

CIVILIAN CLASSIFICATION	# CIVILIAN VACANCIES	# of SWORN/% of TIME PERFORMING DUTIES
Secretary	3	3 – 1 P2-40% 2 Sgt2s-30% ea
Security Officer	3	5 P3s: 2-100%; 3-33.3% ea
Senior Clerk Typist	18	27– 9 P2s: 3-100% ea; 4-50% ea; 1-40%; 1-10% 9 P3s: 4-100% ea; 1-80%; 1-75%; 1-50%; 1-30%; 1-20% 1 Sgt1s: 1-10% 2 Sgt2s: 1-50%; 1-20% 1 D1-75% 1 D2-20% 3 D3s: 1-30%; 2-20% ea 1 Lt2-30%
Senior Management Analyst 1	4	5 – 4 P3s: 1-90%; 1-45%; 2-10% ea 1 Sgt1-100%
Senior Management Analyst 2	1	1 Lt2-100%
Senior Police Service Rep 1	1	1 P2-100%
Transit Aide	1	1 P3-100%
22	120	*169

***The actual number of sworn is 154 (15 less than the 169 reflected) because 10 officers perform the duties of several different civilian classifications and were counted in more than one category.**

ADMINISTRATIVE SERVICES BUREAU	
Facilities Management Division	
MA2	
PO3	
100%	

PO3 Sharon Harper, 24195

What duties are performed by sworn personnel?

(MA2) -Adjutant

CENTRAL BUREAU	
Operations-Central Bureau	
CIANI	
PO2	
100%	

PO3 Ritchie Tijerina, #32503
PO2 Asta Webster, #26841

What duties are performed by sworn personnel?

(CIANI) -Crime Analysis detail

CENTRAL BUREAU	
Central Area	
PSR1	
PO2	
85%	

PO2 Maisoun Issa, #37241
PO2 Cynthia Wapp, #32523

What duties are performed by sworn personnel?

(PSR1) -administrative records for the Safere Cities Task Force; (CT)- administrative duties in the Area Office

CENTRAL BUREAU			
Central Traffic Division			
MA1	SGT	CT	
PO2	PO2		
100%	100%	100%	
PO2 Corinne Fernandez, #33847			
PO2 Gina Meza #34937			
PO2 Raul Rodriguez, #26161			

What duties are performed by sworn personnel?

(MA1) - Compstat and Traffic Stats; (SCT)- Analytical Unit traffic stats access, input and filing; (CT) -OLOTS inpt and reports

CENTRAL BUREAU			
Hollenbeck Area			
SGT			
D1			
75%			
D1 Rosalinda Cummings, #26113			

What duties are performed by sworn personnel?

(SCT) -Auto Clerk who handles auto releases and handling public inquiries for impounded vehicles, auto theft, etc...

CENTRAL BUREAU			
Northeast Area			
MA2	SGT	PSR2	PSR2
PO2	PO3	PO2	PO2
100%	100%	100%	100%
PO2 Hugh Trujillo, 33665			
PO3 Christine Perkins, 25569			
PO2 Ofelia Tello, 35286			
PO2 Kelly Mahon, 31067			

What duties are performed by sworn personnel?

(MA2) -Crime Analysis; (SCT) -Administrative duties; (PSR2) - Sick and IOD coordinator; (PSR2) -Subpoena Control

CENTRAL BUREAU		Rampart Area	
CIANI	PSW		
PO3	(rotating) D1; D2; D3		
100%	33.3%		

PO3 Richard Blankenship,
23971
D1 Jeff Cortina, 35632
D2 Vincent Balarama,
22979
D3 Tim Blake, 25612

What duties are performed by sworn personnel?
(CIANI) - Crime Analysis detail; (PSW) - Detective Desk

CHIEF OF POLICE incl Chief of Staff		Public Information Office	
Pub. Rel. Spec			
PO3	PO2		
40%	35%		

PO3 Wendy Reyes, 36912
PO2 Teneisha Dabine,
33318

What duties are performed by sworn personnel?
(Pub Rel Spec) - The PO3 writes "The Beat" magazine and the "Year in Review" -which includes researching, editing, and graphic designing. The PO2 is responsible for "COP Talk" and is the editor and graphic designer. Both author the LAPD Blog entries, take photographs, and produce podcasts of Chief of Police news conferences and special events.

OFFICE OF SPECIAL OPERATIONS		Air Support Division	
SECY			
PO2			
40%			

PO2 Chieko Minahara-
Biligan, 34350

What duties are performed by sworn personnel?
(SECY) -Completes timekeeping and overtime entries, Teams II coordinator, filing, and other administrative duties as needed.