

**The Commission on Accreditation
for Law Enforcement Agencies, Inc.**



**Assessment Report for the
Oakland (CA) Housing Authority
Police Department**

2010

**Oakland Housing Authority Police Department
Assessment Report
December 2010**

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A. Agency name, CEO and AM

Oakland Housing Authority Police Department
1180 25th Ave
Oakland, CA 94601

Carel J. Duplessis
Chief of Police

Lieutenant James Williams
Accreditation Manager

B. Dates of the On-Site Assessment:

December 4 -7, 2010

C. Assessment Team:

1. Team Leader: Shane Loxterkamp
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2. Team Member
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D. CALEA Program Manager and Type of On-site:

Dennis Hyater

Fourth re-accreditation, B size (44 personnel) The OHAPD has authorized 32 sworn and 12 non-sworn positions; current staffing totals are 31 sworn and nine non-sworn positions.

5th edition Law Enforcement Accreditation

The agency utilizes CACE-L to track each activity mandated by applicable CALEA Accreditation Standards.

E. Community and Agency Profile:

1. Community profile

The City of Oakland was founded in 1852, and is the eighth-largest city in the state of California, and is the county seat of Alameda County. Oakland is located in Northern California in the San Francisco Bay Area, the sixth most populous metropolitan area in the United States.

The Oakland Housing Authority (OHA) was established on April 28, 1938 to provide low-income residents of the City of Oakland with access to low-cost housing. The Authority provides 3,308 public housing units on 268 sites; 1,386 units at large developments, 1,615 units at scattered sites, and 307 units in mixed-finance partnerships, and 11,142 Section 8 leased housing units (rental assistance to private owners).

The OHA operates under the jurisdiction of a seven-member Board of Commissioners. All board positions are appointed by the Mayor of the City of Oakland and approved by the City Council. Two of the Board members appointed by the Mayor must be public housing residents. Through formal adoption of policy they ensure that the Authority's purpose and accompanying responsibilities are carried out in an efficient and economical manner. The current Chairman of the Board of Commissioners is Mr. Moses Mayne.

2. Agency profile.

Founded in 1972, the Oakland Housing Authority Police Department (OHAPD) was originally titled the Security and Safety Services Department. The department had an authorized strength of 19 sworn employees, including the Director of Security, one administrative assistant, three sergeants, 15 officers, and three dispatchers. This Department was created to supplement the efforts of the Oakland Police Department (OPD) in combating criminal and narcotic activities occurring in and around Authority-owned or controlled properties. In 1981 OHAPD officers obtained peace officer status allowing OHAPD to better supplement the OPD.

The OHAPD is currently a B-size agency with thirty-two sworn positions. The agency employs twelve non-sworn staff assigned to departmental functions including communications, records, parking enforcement, the Customer Assistance Center, and Fraud Recovery. The agency does not provide full service policing to its population and operates as a supplemental policing entity to OPD. The OPD is the primary law enforcement agency in the city including at

Authority-owned properties. The utilization of OPD resources and other specialized equipment and units have allowed OHAPD to remain focused on its mission and better supplement OPD.

The agency is organized into two components, Administration/Support and Field Operations. Lieutenant James Williams oversees the Field Operations function; Chief Carel Duplessis oversees Administration and Support. A sergeant supervises officers assigned to the patrol function. Their primary responsibility is to respond to citizen calls for service although officers are expected to remain pro-active in their daily activities. In addition, the agency is committed to community oriented policing, and is actively involved in crime prevention and community programs. The agency operated its own communication center, however all 911 requests are dispatched through OPD.

3. Demographics (sworn personnel, service population, available workforce).

The demographic composition of the service area and agency is represented in the following table:

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
White	125013	31	104032	35.6	12	39	0	0	10	50	0	0
Black	142400	36	102777	35.2	9	29	3	10	7	35	1	05
Hispanic	87467	22	57270	19.6	7	22	1	03	3	15	1	05
Other	46592	11	28075	9.6	3	10	1	03	0	0	0	0
Total	401472	100	292154	100	31	100	5	16	20	100	2	1

The current census report (2000) shows that the available work force for the OHAPD is 292,145 with a total service population of 401,472. The actual workforce for OHAPD is 84% male and 16% female. The agency does reflect its service population and available workforce. In addition, the agency's female workforce is currently within the guidelines established by the national average for females in law enforcement. Chief Duplessis advised assessors that the need to maintain a workforce that reflects the community it serves is critical, and that the OHAPD will seek to employ only the most qualified candidates. A recruitment plan is currently in place which has provisions for the targeting of female and minority applicants.

4. Future issues (agency and community)

Funding is the main issue effecting OHAPD and its service environment. Housing Authorities received no additional funding from the United States

Department of Housing and Urban Development (HUD) to operate. HUD has determined that if housing authorities want to maintain police departments they would be required to locate funds from within its current operation to finance it. This means decreased funding which would normally go to the maintenance of properties or to the management of properties. With no reasonable hope of a dependable and adequate stream of federal funding for public housing, the OHA may be forced to identify other reasonable alternatives for replacing public housing which could affect the operation and structure of OHAPD.

The OPD recently laid off 80 police officers. OPD's reduction in staffing has already begun to increase OHAPD's overall workload, specifically the transferring of 911 calls from OPD. Ultimately, this reduction in staff could change OHAPD's overall patrol strategy.

The hiring and retention of police dispatchers has been problematic for the department. The department will focus on specific strategies to recruit and retain persons to this position. A new communications has provided a much better working environment for employees and should aid in retention strategies.

The Department's growth over the next year could increase. The department currently is being asked to expand policing services to other HUD sites. In 2010 the Department hired ten new officers; with an expansion by the end of 2011 the Department could have as much as 50% of the department with less than two years service in the OHAPD.

5. **CEO biography**

Chief Carel Duplessis began his law enforcement career with the Contra Costa County Sheriff's Department in 1990 and transferred to the OHAPD in 1991. In 1993 he was promoted to the rank of sergeant and was appointed as the Administrative Sergeant to the Chief of Police. In this capacity, he oversaw the agency's initial accreditation in 1999 as the Accreditation Manager. In 2000, he was promoted to the rank of lieutenant; and was named Chief of Police in 2002. Chief Duplessis has been credited with developing a business model for the OHAPD that now generates approximately \$500,000 of income. Chief Duplessis attended Columbia College, as well as many Executive Development courses. In 2004 he was recognized by the OHA and received its highest award. Chief Duplessis has served as a CALEA assessor as well as Team Leader since 2002.

F. Public Information Activities:

Public notice and input are a corner stone of democracy and CALEA accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

a. Public Information Session

The Public Hearing was held in the OHA Board of Commissioners Room located at 1619 Harrison Street on Monday, December 06, 2010 at 5:00 p.m. There were no attendees.

b. Telephone Contacts

The Public Access Phone-in session was held on Sunday, December 05, 2010 from 1:00 p.m. to 3:00 p.m. Assessors received one call the President of the California Police Accreditation Coalition (CALPAC) complementing the agency on their commitment to the process as well as CALPAC. She stated that the agency provides significant assistance to other CALPAC members and complimented Chief Duplessis who continues to assist with Mock Assessments in spite of his busy schedule.

c. Correspondence

No correspondence was received during the on-site.

d. Media Interest

There was no media attention during the on-site.

e. Public Information Material

The Public Notice for the on-site was distributed by Lt. Williams to key Authority Staff positions as well as the Communications Manager on November 08, 2010. It was also posted in the following key areas; 1619 Harrison, East District Office, West District Office, Service Center (Police Department Lobby), Oak Grove North and South and Adel Court. Mail-outs were also sent to Community leaders and citizens encouraging input during the on-site assessment. Letters of Announcement were also sent to various area and state-wide professional law enforcement organizations, including the Alameda County Sheriff's Office, CALPAC members, OPD, and the California Highway Patrol. All agency employees of the department also were encouraged to notify and interested citizens. The notice was published in a local newspaper as well as posted on the OHAPD website.

f. Community Outreach Contacts

The Assessment Team had numerous opportunities to solicit community contacts during the on-site. These contacts included a board member of the Housing Authority, the Senior Deputy District Attorney, and a Housing Authority staff member. All provided very positive comments about the agency and noted numerous examples of how agency personnel provided value added services to OHA tenants. Community involvement was noted to be a cornerstone of the agency. There were also numerous examples of quality investigations resulting in successful prosecutions.

The OPD has recently faced personnel cut backs resulting in reduced services. They commented that if it were not for the services provided by the OHAPD they would not be able to provide the proactive activities presently conducted and were certain this would result in a deterioration of the properties.

G. Essential Services

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration. (Chapters 1-17)

All sworn employees of the OHA are required to take an oath or affirmation prior to assuming sworn status. The oath requires them to enforce the laws of California and uphold the Constitution of the United States.

The agency has a unique vision statement that optimizes their commitment to the betterment of the families they serve.

“The vision of this Department is to be a premier police department for the Oakland Housing Authority, its residents and staff; a department that proudly executes the highest ethical and professional standards in performing our duties, continuously improving upon the safety and security conditions for residents and staff, and protecting the fixed assets owned by the Authority; creating a safe, nurturing environment where children can develop their talents and abilities for the betterment of themselves and their community, an environment free from destructive influences of drugs, violence and hopelessness; using creativity, technology and training to execute our business as a progressive community-oriented police department, a department that continuously promotes trust, relationships, cooperation and partnership with the community we serve.”

Ethics Training is conducted bi-annually for all agency personnel. Training occurs through shift briefings, POST tele-courses, and formal classroom training through a variety of agency courses. OHA members refer members of the public who require social diversion programs, such as detoxification, mental health, and drug abuse diversion programs to the Resident and Community Services Department. Employees are required to document such referrals in a memorandum that is forwarded through the chain of command to the Chief of Police. The Chief is responsible for disseminating the information to the Resident and Community Services Department. The agency provides numerous brochures for Seniors Safety, Domestic Violence and Sexual Assault, and Holiday Safety Tips.

Authority for OHA officers come from the California Penal code section 830.31. They are classified as Peace Officers where their authority extends to any place in the state for the purpose of performing their primary duty, or when making an arrest pursuant to Sec. 836 as to any public offense with respect to which there is immediate danger to

person or property, or of the escape of a perpetrator of that offence. This statute also allows for the carrying of firearms. Arrests can be made by sworn employees of the OHA in accordance with valid authority.

Sworn employees assigned to patrol are armed at all times while on duty, and carry only weapons issued or approved for on-duty use by the Department. Prior to carrying a weapon, employees are required to complete firearms training and demonstrate proficiency. Members are authorized to carry department issued or approved firearms while off-duty at their discretion. When carrying off-duty firearms, officers are required to have their badge and identification with them at all times.

Field reports are required in all cases involving arrests, citations, or summonses. The receiving Detention Facility is responsible for conducting the booking fingerprinting and photographing of the prisoner. OHA employees may take photographs of the prisoner for the purpose of placing the photos in the RMS for investigatory purposes.

The OHA has a list of criterion when it is acceptable not to arrest. These include situations involving minor youth offences, crowd situations, and high call volume. The policy clearly articulates that it is not the role of a sworn employee to decide whether an offence should not be prosecuted. This is the responsibility of the District Attorney's Office. Any decision to use discretion must be reached after careful consideration of all department criteria.

Strip searches are only conducted under the guidelines of the California Penal Code and then only with the permission of the watch commander. Cavity searches can only be conducted with a search warrant and by a physician.

When the application of force is reasonably necessary, sworn employees are required to the extent possible, utilize an escalating scale of options and shall not employ a more forceful measure unless it is judged that a lower level of force would not be adequate or such a level of force is attempted and actually found to be inadequate. Lethal force is justifiable as a means of defending oneself or another person from imminent danger of death or serious physical injury or when necessary to apprehend felons in very limited situations. The OHAPD does not authorize warning shots in any circumstance. The agency authorizes less lethal weapons including Oleoresin Capsicum Spray, Long or Extendable batons, TASER, Extended Range Impact weapons. All officers are required to be properly trained prior to deploying any less lethal weapon.

Immediate Supervisory notification is required in all cases when an officer discharges their firearm either accidentally or officially except at an approved range. Officers are also required to submit a written report to the Authority's Executive Director. The report is required to include comments and observations from the Incident Review Board. Employees are either reassigned to a non-patrol function or placed on a minimum of three days paid administrative leave when they are involved in a Use of Force incident or any action regardless of the nature in which serious injury or death results.

There are listings of all types and specifications of all lethal and less lethal weapons utilized by the agency, including on and off-duty firearms. All employees are required to complete annual training for all weapons issued to them. The training is documented and added to the employees training records. Employees who fail the second firearms qualification are provided a separate remedial training session for additional instruction and re-qualification prior to assuming official duties. The agency conducts a thorough annual analysis off all reportable Use of force Incidents. The analysis involves weapons, training, and policy.

The OHA physical jurisdiction encompasses a combination of real properties owned, leased, and operated by, or under the control of the OHA contained in the City of Oakland. This includes seven residential developments, five senior citizen developments, 262 scattered sites, and 11,500 privately owned, OHA subsidized Section 8 homes and apartments (properties leased by the OHA). In addition, OHA owns administrative and maintenance facilities throughout the city of Oakland. A site location map is maintained in the line-up and communication rooms.

The OPD has concurrent jurisdiction with that of the OHAPD. OPD has primary jurisdiction thorough the city and OHAPD serves as a supplementary resource in areas owned, leased, and subsidized or operated by the authority. OHAPD recognizes that the OPD is the primary law enforcement agency in the City of Oakland and has primary policing responsibility in all instances. OHAPD is not intended to replace OPD. The OPD is the initial assistance for Mutual Aid and if further assistance is required, the Alameda County Sheriff's Office is contacted.

In 2010 the OHAPD entered into an agreement with the Mandela Gateway Associates to provide policing services to their properties. The OHAPD maintains control of all personnel assigned to work under any contract. Included is the right to transfer personnel in and out of the unit. Cases of misconduct will be investigated and discipline shall be administered in all matters arising for the department. All personnel assigned to work under the contract will maintain all employee rights and privileges, training and promotional opportunities, and enjoy all fringe benefits that are in effect in this agency, unless specifically stated otherwise in the contract.

The Information Technology (IT) department is the only authorized area to install software. All external disks introduced to the network shall be inspected by the communications supervisor before being used in a departmental computer. The OHAPD policy provides a list of occurrences that require the 24/7 notification of the Chief of Police.

The Board of Commissioners of the Housing Authority of the City of Oakland, California provides the authority for the Executive Director to have authority over the Police Department including the hiring of and delegation of the departmental oversight to the director of Policing Services. The Chief of Police is the CEO of the department and the final departmental authority in all matters of policy, operations, and discipline.

In the absence of the Chief, the Watch Commander exercises the same authority and has the same responsibilities as the Chief of Police, subject to his orders. In emergencies and exceptional circumstances, the highest ranking officer assumes command. Whenever an operation is undertaken involving officers from more than one unit, the agency's policy clearly states who is in charge of the operation. While rank is normally used to determine command, the needs of the operation and the expertise required may dictate that an officer of a lesser rank may be in charge. At any incident scene the scene commander will normally be the ranking supervisor on the scene.

The Chief is the final issuing authority for all procedures affecting the department. The Chief or his designees are responsible for the preparation and maintenance of all written directives. The Chief alone has the authority to issue, revise, modify, approve or deny all written directives with the exception of memorandums. When a new directive is created the Accreditation Manager enters the orders effective date, title, subject references, and section codes in the appropriate place in the manuals index and the table of contents. Each new directive may be subjected to a review through one of two processes. The directive may be reviewed by a supervisor and subject matter expert or through the Policy Review Committee established by a group designated by the Chief. All general orders and rules and regulations are distributed to every employee of the department by a CD-ROM. The orders are also accessible through a shared drive on the departmental network. Hard-copy manuals are also available in the Communications Center as a back-up.

The Strategic Planning Committee is responsible for developing strategies to utilize limited personnel equipment and resources in ways that will favorably affect future public welfare; the overall health and success of the authority. The committee has an extensive mandate that includes reviewing and revising the five year plan annually and compiling the agency's final report. The Chief oversees the Strategic Planning Committee and the members report directly to the Chief.

Goals and objectives are submitted annually by the Commanding Officers and organizational units to be used to formulate the goals of the department. The progress of the goals is measured by the Lieutenant throughout the year and incorporated in the Departments Monthly report. Crime Analysis information is disseminated daily in a report summarizing the information concerning criminal activity, crime trends, and patterns as well as pertinent information on suspects.

Bias Based Profiling (voluntary) (areas to consider listed below)

Traffic Warnings, Citations, and Arrests (2007)

Race/Se Race/Sex	Warning	Citation s	Arrests	Total
Caucasian	111	30	20	161
African- American	788	167	79	1034
Hispanic	0	0	0	0
Asian	42	9	0	51
OTHER	7	3	0	10
TOTAL	948	209	99	1256

Traffic Warnings, Citations, and Arrests (2008)

Race/Se Race/Sex	Warning	Citation s	Arrests	Total
Caucasian	82	32	12	126
African- American	558	123	68	749
Hispanic	0	0	0	0
Asian	28	8	1	37
OTHER	12	5	1	18
TOTAL	680	168	82	930

Traffic Warnings, Citations, and Arrests (2009)

Race/Se Race/Sex	Warning	Citations	Arrests	Total
Caucasian	110	32	12	154
African- American	771	184	52	1007
Hispanic	0	32	0	32
Asian	33	16	1	50
OTHER	12	6	0	18
TOTAL	926	270	65	1261

Bias Based Profiling Complaints¹

Complaints from:	2008	2009	2010
Traffic contacts	0	0	0
Field contacts	1	0	0
Asset Forfeiture	0	0	0

The OHAPD classifies bias based profiling as unethical and illegal and believes it serves to foster distrust of law enforcement by the community. OHAPD includes bias based profiling in annual training and includes legal updates, search and seizure, and

traffic stops. An annual statistical summary is made of all bias-profile complaints, which include the findings of each case. The statistical summary is used in an annual administrative review of these complaints which includes a review of agency policy, practices, and citizen concerns. The review is part of an annual published summary of internal investigations.

The agency has done an exceptional job with reducing bias-based profiling complaints. With only one unsubstantiated complaint in three years and none in the last two years; they serve as an example for others. The Chief has identified training, policy, strong community demographic representation and constant messaging as the reason for success.

Use of Force (1.3) (items to consider listed below)

Use of Force			
	2007	2008	2009
Firearm	0	1	1
ECW2	2	1	1
Baton	0	0	0
OC3	1	0	23
Carotid	0	1	0
Weaponless	1	3	0
Total Uses of Force	4	6	2
Total Use of Force Arrests*	4	5	2
Complaints	0	0	1
Total Custodial Arrests	366	298	372

*Number reflects reported incidents. In some cases there were several responses to aggression captured in one event.

The agency has been able to lower use of force applications while increasing custodial arrests. Continued emphasis on verbal interaction and diffusion has assisted in achieving an overall decline. Officers receive consistent training in Use of Force options and this is reflected in low use of weapons. OC Spray is the main Use of force application resulting in low incidents of injuries to officers and subjects. Consistent training and messaging with ECW's have shown a continued decrease in discharges.

Personnel Structure and Personnel Process (Chapters 21-35)

The agency has a classification plan that addresses all classes of employees of the agency. The plan group's positions into classes based upon similarities in duties, responsibilities, and qualification requirements. The plan also provides for salary levels of classes and within classes as needed. A job classification study is conducted on all

immediate supervisor. Each employee being evaluated has an opportunity to provide comments and feedback directly on the evaluation form.

Evaluation reports must be completed on time, with specific attention to details so that reports are consistent and fair and provide an accurate statement of the employee's performance. Probationary employees are evaluated daily, weekly, and at the end of their training phase while on the Field Training Officer (FTO) Program. Upon completion of their field training program, probationary sworn employees shall be evaluated quarterly. Employees who receive a lateral transfer to another unit shall also be evaluated quarterly. All reserve officers are evaluated regularly as well. Criteria used for evaluating each individual are specific to their assignment during the rating period as well as a specific time period.

The agency has an early warning system which encompasses areas to include but not limited to the following; Officer involved shootings, Use of less than lethal force, Citizen Complaints, Traffic Collision, and Sick leave use. A referral to the Personnel Early Warning System Review Board may be initiated whenever three or more similar incidents in any single category within a 12-month period. It is also noted within their policy that a referral for a shooting can be prompted at any time based on the need.

Grievances (table)

Formal Grievances			
Grievances	2007	2008	2009
Number	0	0	0

The Chief has stressed open communications between the Department and the Police Benevolent Association. This has allowed for the early intervention into issues that could lead to expensive and time consuming grievances. The continued reduction in grievances speaks to the commitment by all members to make the agency a better place to work.

Disciplinary (table)

Personnel Actions			
	2007	2008	2009
Suspension	1	0	0
Demotion	1	0	0
Resign In Lieu of Termination	0	0	2
Termination	0	3	0
Other4	3	0	2
Total	5	3	4
Commendations	32	8	17

Overall disciplinary requirements remain relatively low through the assessment period. When discipline is used it is appropriate to the situation and serves as a tool increase employee performance while serving as a deterrent for future occurrences.

Recruitment and Selection (Chapter 31 and 32, below are items to consider)

Sworn Officer Selection Activity in the Past Three Years

Race/Sex	Applications received	Applicants hired	Percent hired	Percent of workforce population
Caucasian/Male	N/A	3	43	35.6
Caucasian/Female	N/A	0	0	
African-American/Male	N/A	1	14	35.2
African-American/Female	N/A	0	0	
Hispanic/Male	N/A	3	43	19.6
Hispanic/Female	N/A	0	0	
Other	N/A	0	0	9.6
Total	N/A	7	100	100

Years reported 2007-2009

Population percentage based on US Census Bureau 2010

The agency has not accepted applications during the assessment period. Hiring has mainly been through contacts with officer laid off from concurrent jurisdictions. Additional female officers continue to be a challenge for the agency although this is a significant portion of the agency recruiting plan.

Training

The agency's training committee is developed to evaluate and assess training needs for the department. The role is to ensure all members of the department adhere to agency standards rules and procedures. All training conducted has to have a lesson plan that is approved and evaluated by the training committee prior to training being implemented. The committee addresses relevant issues associated with personnel training and it also solicits input from members throughout the department for additional and new training as well as setting training goals for the agency. Officers are required to attend scheduled training unless permission is granted to be excused from training by a supervisor and this information is to be reported to the training manager for further follow up and analysis

Officers are reimbursed for authorized outside training usually up front once it has been reviewed and approved. Officers have mandated recurring training in the areas of firearms, weapon tactics, and use of force less lethal among others. Firearms' training

is conducted in daylight and night time for enhanced proficiency. Officers when necessary complete remedial training as noted by policy. The training manager is responsible for maintaining all the files for all officers and ensures they are up to date on their mandated training. The training manager is also responsible for maintaining all lesson plans to ensure for content and logs of all attendees.

The agency has a policy pertaining involvement with outside academies, however during this assessment period there have been no officers sponsored through any outside academies. All new officers receive training on the agency's general orders, department manual of rules and employee manual authority policies prior to completing their FTO program. Officers must successfully complete a basic POST police academy prior to assignment in the field training program. The agency has a field training program that is 17 weeks long however it can be shortened to no less than 10 weeks if the officer is progressing well. While on the program the officers are very closely monitored with specific instructions from their respective Training Officers and well as practical training. All FTO's are selected by a set criterion which they must meet prior to be eligible for the position. All training recruits are rotated through different field trainers for various assignments and functions. FTO's are required to evaluate the trainees performance daily and document their performance on a daily observance report that is also recorded into a manual that holds all performance reports of the trainee.

All specialized training is documented with the proper certifications noted. All newly hired civilian personnel received information regards the agency's role, purpose, goals, policies and procedures.

Promotions (table)

Sworn Officer Promotions			
	2007	2008	2009
GENDER / RACE TESTED			
Caucasian/Male	0	0	5
Caucasian/ Female	0	0	0
African- American/Male	0	3	0
African-American/ Female	0	0	1
Hispanic/Male	0	0	0
GENDER/ RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	0	0	2
Caucasian/ Female	0	0	0
African- American/Male	0	0	0

African-American/ Female	0	0	0
Hispanic/Male	0	0	0
GENDER/ RACE PROMOTED			
Caucasian/Male	0	0	3
Caucasian/ Female	0	0	0
African- American/Male	0	0	0
African-American/ Female	0	0	0
Hispanic/Male	0	0	0

The only promotions during the review period were conducted in 2009 with 3 members being promoted to sergeant. The process was conducted with very few members but the agency still chooses to conduct an assessment centre to maintain a fair and consistent process.

Law Enforcement Operations and Operations Support (Chapters 41-61)

The agency does not provide 24-hour patrol response and relies on the OPD to handle and urgent patrol requests during their off-hours. The agency staffs two patrol shifts with Day Shift 0900-1900 and Night shift 1600-0200 hrs. The shifts are assigned based on the needs of the Department and are assigned by the Patrol Sergeant and approved by the lieutenant. "Line-ups" are used as a means of disseminating information between differing components of the agency and are conducted prior to the start of each shift.

The agency classifies the Mobile Command Centre (MCC) and bicycles as specialized. All though the agency has policy and trained bike riders, the bikes have not been utilized in this cycle. The MCC is utilized for special events and operations or emergencies where the MCC would enhance the effectiveness of the overall mission. The agency has recently re-established the Canine Program with the certification of a single team. The Team is used only for narcotics and community relations.

Officers are required to respond Code 2 (non-emergency) to all events unless authorized to do so by the OHAPD Communications Centre, a patrol supervisor, or the Chief of Police. When an officer is dispatched in emergency mode, the communications supervisor immediately notifies the on-duty supervisor.

The agency has extensive policies for uniform guidelines. Protocols are provided for all types of uniforms and casual, plainclothes wear. Grooming standards are also clearly identified. Any variance from policy requires the permission of the Chief of Police. All sworn employees regardless of rank assigned to uniform pro-active duties are required

to wear soft body armor. Officers are provided threat level III (a) vests at no charge. Sworn employees in plain clothes conducting surveillance, serving an arrest warrant or engaged in pre-planned high-risk incidents are required to wear body armor.

The agencies criminal investigations are limited to fraud related offences against the authority. Occurrences requiring after-hours criminal investigations are referred to the OPD. The agency utilizes a case screening system involving a scoring system that provides a uniform approach to case screening. Each case assigned by a supervisor for follow-up is given a designation to indicate its current status (Open, Suspended, closed) and is tracked in the OHAPD RMS. Records are retained for three years unless otherwise required by law, regulation, court order or other exception.

The agencies general occurrence report is built as a template to aid investigators. Fraud investigations have a separate checklist to provide consistent investigations. The agency participates in the Alameda County Narcotics Task Force whose purpose is to significantly diminish the availability and use of illegal drugs in the boundaries of Alameda County. The Task Force targets major level drug dealers and organizations and apprehends responsible offenders, increasing public safety.

Then Informant files are maintained in a locked cabinet in the Lieutenant's office. Every informant is provided a code number and all reports must reference that number only. The OHAPD has a criterion that informants must meet to be eligible for payment. Juveniles cannot be utilized as informants and only used as witnesses.

Officers have the option of securing their firearm or maintain it in a secure holster during an interview. Interview rooms are searched prior to use. The agency utilizes both photo and physical line-ups for the identification of suspects. The agency prohibits the identity of victims and witnesses the agency prohibits the use of audio video recording devices when conducting photographic line-ups or field show ups. Physical line-ups can only be conducted in an approved facility.

The responsibility for participating in and supporting the departmental juvenile operations function is shared equally by all departmental components and personnel. The agency sponsors a summer Youth Camp that's purpose is to place their youth in a safe environment to bridge the gap between youth and Police Officers and to establish friendship with other youth who are from different parts of town. This was to eliminate the thought of Eastside youth vs. Westside youth (makeshift gangs.) During the union there are games, swimming, rope course, horseback riding, etc. The object in this setting is allowing youth to be youth and not focus on the different side of town as to where they live. Friendship and partnerships with the officers is what most of the time comes out of this outing.

Kops & Kids Model is a process design in conjunction with the School Liaison Program and its main objective is to give youth a better understanding of the Police and Police gain a better understanding of youth. They also participate in Student Absenteeism

Review Board. This gives us an opportunity to fix youth before they become drop outs. This is another intervention they use to meet with the students and parents to discuss the circumstances if the youth continue down the road of truancy.

The agency is heavily involved in Mediation process designed to engage families, neighbors and the community at large, through Mediation and Dispute Resolution to reduce disturbances related incidents on and about federal subsidies property. In the first year return calls for disturbances were reduced by 96%.

Crime prevention and community relations functions are a primary component of the OHAPD patrol function. Keep Oakland Beautiful and the National Night Out are two examples of residential community involvement. Crime Prevention through Environmental Design is routinely conducted with OHAPD properties to enhance public safety. The agency conducts a documented citizen survey every three years with the last being conducted in 2009.

The role of the staff inspections is to promote an objective review of the agencies administrative and operations activities, facilities, property, equipment and personnel outside of the normal supervisory and or line inspections. The agency follows through with these inspections. In addition the agency has conducted mock assessment of their department by utilizing outside officials from local agencies. This practice aids the department to ensure great efficiency and compliance with all CALEA standards.

The agency defers all media issues to the OPD

The agency works closely with their District Attorney's office to ensure accountability of all their victim or witness needs are met as they pertain to this chapter. The agency has a policy that gives specific instructions to their staff outlining their roles when dealing with victims/witness rights involved in a crime. The officers will pass out information noted on a green card to give the victim of violent crimes to include domestic violence and sexual assault while at the scene of a violent crime to aid the victim or witness. This card details their rights and responsibilities as well; the officers will give out information for additional resources the victims may need to aid them beyond the officers' assistance.

Victim or Witness Assistance needs is reviewed at least triennially. According to the agencies general order the District Attorney's Office assumes responsibility for a periodic assessment of the effectiveness of their victim assistance program. Through the District Attorney's office a review of all victims and witness program is done on an annual basis. The report for the years of July 1, 2007-June 30, 2008 and July 1, 2009-June 30, 2010 were conducted. The report for the period beyond June through the end of this assessment period will not be received from the District Attorney's office until January 2011.

The agency has detailed policies dealing with domestic family violence situations. They work in conjunction with their district attorney's office to ensure the needs of all victims are met and followed through with. The agency relies mostly on their Governor's Office of Emergency Service via their District Attorney's office to conduct analysis on all victims of violent crimes to ensure they are continue to provide adequate services and ensure compliance with local, state, and federal laws. The analysis is conduct at least every three years and this information is reviewed by the agency to ensure adequate support and the necessary training is provide to their staff to continue to assist all victims of violent crimes. Officers and staff received the proper training for dealing with all issues pertaining to domestic violence and serious violent crimes. All victims are given information from the officers while on the scene to assist them for further needs beyond prosecutions and arrest matters.

Although the agency's primary function is not providing traffic enforcement, their officers are allowed to address traffic issue as appropriate. Specifically, the agency will allow for their officers to keep a close watch and concern for the traffic in and around their properties and facilities. Officers are encouraged addressing all abandoned vehicles on their properties by attempting to locate the owner or contact a towing service to have the vehicle removed from the property. Further, the officers are to address all hazardous issues such as assisting stalled motorist to relieve any traffic congestion in and around their properties. All accident are investigated by the OPD or other local authorities, however the agency will assist with providing traffic control and summon for medical aid as appropriate. The agency provides information to their citizens in the form of brochures in their lobby about traffic safety and guidelines to follow when dealing with traffic issues. The agency will field and collect any traffic related complaint when necessary and forward them to the OPD for follow up and proper enforcement. Officers will provide traffic control when necessary to ensure traffic mobility that may affect their property or roadways near their properties.

The agency has a significant role in enforcing parking issues on and near their property. Their Board of Commission provides guidelines on scheduled fees to be assessed to their violators. The agency will provide traffic enforcement when necessary for minor violations such as speeding and off road violations, however they do not enforce violations of DUI offenses as their policy is to call the OPD when these violations occur.

Crime Statistics and Calls for Service

Offense	2007	2008	2009
Murder	1	4	2
Rape	2	11	7
Aggravated Assault	77	151	200
Robbery	27	32	25
Burglary	65	85	126
Theft	180	235	395
Auto Theft	134	177	190
Narcotics Violation	230	249	213

TOTAL OFFENSES	716	944	1158
Arrests	366	298	372
Total Calls for Service	8633	9217	10221

The Oakland area continues to be plagued with high crime rates and the OHAPD is no exception. Increases in almost all crime areas remain a concern. The agency is committed to identifying crime hot spots and repeat offenders and directs their patrol efforts accordingly. Their commitment to crime prevention activities are the only long term viable solution for the future. They have focused their efforts and increasing contact with youth and reducing incidents of family violence. They believe those strategies coupled with narcotics enforcement will serve their constituents with the greatest value.

Vehicle Pursuits (table)

PURSUIITS	2007	2008	2009
Total Pursuits	1	0	0
Policy Compliant	1	0	0
Policy Non-compliant	0	0	0
Accidents	1	0	0
Injuries: Officer	0	0	0
: Suspects	0	0	0
: Third Party	0	0	0
Reason Initiated:			
Traffic offense	0	0	0
Felony	1	0	0
Misdemeanor	0	0	0

The agency has had only one pursuit in the past three years. Extensive polices and training has continued to reduce risk to the public.

Critical Incidents, Special Operations and Homeland Security

The agency has an excellent working relation with the OPD where they will work directly with them during most unusual occurrences. All notable events during this assessment period such as a potential Election Day civil unrest, a major 70th anniversary birthday celebration, operation storm watch, and other events were well planned with great detail under the Incident Command System.

A Critical Incident Equipment Readiness Inspection is to be conducted on a quarterly basis. The agency files reflected that the general order dictates a quarterly inspection

as well as the necessary proofs of compliance to indicate their equipment readiness inspections were done at least quarterly. An All Hazard plan is reviewed and reported on an annual basis. The agency has detailed training files to match the noted standard.

Internal Affairs and Complaints against employees (table)

Complaints and Internal Affairs Investigations

External	2007	2008	2009
Citizen Complaint	1	1	6
Sustained	0	0	1
Not Sustained	1	0	3
Unfounded	0	1	0
Exonerated	0	0	2
Internal			
Directed complaint	4	4	5
Sustained	4	3	4
Not Sustained	0	1	0
Unfounded	0	0	0
Exonerated	0	0	1

The agency internal affairs/complaint process is very well defined for all employees as well as citizens to follow and understand. Their policy indicates the types of reports that will be investigated as well as a time frame for their investigations. All complaints must be filed within 60 days. The citizens are kept informed throughout the process and all of the proper notifications are sent to the affected employees as appropriate.

During this assessment period the agency relieved one officer and one was placed on administrative leave all dealing with performance issue that were well documented by the agency. Their files are well maintained. As noted in their policy the Lieutenant responsible for their internal affairs function reports directly to the chief for all matters of internal affairs. The agency also has good practices for informing their citizens on how to make a complaint on an officer when necessary. In their lobby they have brochures available for all citizens to obtain which gives specific instructions on how to file a complaint along with their complaint form. The agency conducts an annual analysis of their complaints which is also made available to the public in their published annual report.

Detainee and Court Related Activities; Auxiliary and Technical Services (Chapters 70-84)

All prisoners are searched by the transporting officer prior to transport. Even in situations where the prisoner may have been searched by the arresting officer, the transporting officer is still responsible for conducting a search prior to transporting. All transport vehicles are searched at the beginning and end of the shift; they are also searched before and after a transport. All prisoners are transported in the rear seat of all transport vehicles and all vehicles utilized for transport must be equipped with a protective barrier. Transport may only be interrupted when an emergency is present that requires immediate intervention to protect life and property. Security and safety of the prisoner may not be compromised. Transporting officers are required to use discretion in allowing prisoners to communicate with others once in custody. In all situations the officer is required to monitor the communication to prevent any escape attempts or attempts to transfer contraband.

All officers are required to secure their firearms upon arrival at Nay Detention Facility. The agency utilizes handcuffs for basic transports and also carries the WRAP restraint for violent resisting prisoners. Prisoners require constant guarding while at hospital. Policy does not allow for transporting of prisoners for special situations.

The agency does not operate any form of Holding Facility or perform a Court Security Function.

The OHAPD operates their own dispatch center that operates within the Federal Communications Commission procedures and requirements. The agency normal operating hours are from 9:00 a.m. to 2:00 a.m. 7 days a week. During non-business hours all emergency calls are transferred to the OPD. The agency has continuous two-way communication capability between the communications center and officers on duty.

An on-duty Police Service Aide assigned to dispatch provides 24/7 access to central records files. In-house reports may be access through the RMS. The Custodian of Records furnishes unedited copies of offense reports to peace officers, federal or state investigators for law enforcement purposes only. All inquiries regarding sex crime arrests and investigations are forwarded to the OPD. All juvenile information contained in the RMS is marked on the report cover sheet to distinguish it from other reports. Those reports can then be restricted to limited and or specific users through RMS.

Fingerprinting and photographing juveniles is usually restricted to felony offenses. Juveniles once detained are fingerprinted and photographed by the detention facility which they are transported to. The agency has a detailed retention policy with a detailed time table that is consistent with local legal requirements. The policy gives guidelines on retentions and destruction of specific fillies. The agency's crime reports are submitted to the OPD to the National Uniform Crime Reporting program.

The department maintains a criminal history log for all criminal histories that are ran under the authority of the California Penal Code section 1105.03. The agency has specific policies and procedures outlining when a report shall be written and under what

circumstances. Further all reports taken will be assigned a unique identifying number generated from their CAD system. The agency maintains an alphabetical master name index filing system.

The agency maintains all citations in house and a record is kept of all citations issued to officers. Issued citations are required by the beginning and ending numbers of each book of citation, the date of issuance, name and employee number of the person to whom the citations book was issued and the type of citation book as well. The Alameda County Courts maintain an accounting of all moving citations and fines received.

OHAPD works in conjunction with the OPD for the storage and chain of custody on all evidence collected. OHAPD members shall contact the OPD when evidence is to be processed while at the scene. The property is submitted to the OPD evidence and maintained throughout the judicial process. OHAPD officers are required to follow the OPD policy regarding evidence submission as appropriate. Officers are required per policy to complete the appropriate written report detailing the circumstances by which the evidence/property came into the Department's possession and describing each item of evidence/property obtained as appropriate. All property coming into agency possession is turned over to the OPD before ending their tour of duty.

H. Applied Discretion Discussion:

This section does not apply. There were no Applied Discretion issues during the on-site.

I. Standards Noncompliance Discussion:

This section does not apply.

J. 20 Percent Standards:

CALEA agencies must be in compliance with at least 80% of applicable other than mandatory (O) standards. The agency is free to choose which standards it will meet based on their unique situation.

The agency was in compliance with 91.0% of applicable other-than mandatory (O) standards.

K. Future Performance / Review Issues

There were no future performance issues identified during the on-site.

L. Table: Standards Summary:

	<u>TOTAL</u>
Mandatory (M) Compliance	<u>279</u>
(M) Noncompliance	<u>0</u>
Waiver	<u>0</u>
Other-Than-Mandatory Compliance	<u>71</u>
(O) Noncompliance	<u>0</u>
(O) Elect 20%	<u>7</u>
Not Applicable	<u>107</u>
 TOTAL [Equals number of published standards]	 <u>464</u>

M. Summary:

The agency was very well prepared for the on-site assessment. The files were well constructed and allowed assessors to complete all required administrative tasks early. This allowed the Team to make contact with every employee working during the on-site possible. There was only one minor file maintenance issue during the on-site which serves as a credit to the agency's goal of continued improvement. The agency received flagship status on their last assessment and has continued to maintain a high level of compliance during this on-site. Standards are completed with the goal of adding value to the agency as opposed to filing a file folder.

All time sensitive standards are tracked and completed as according to agency directive. Analysis and reviews are well done and provide an opportunity for continued positive change. The citizen survey is conducted in all OHA owned and leased properties. The comments were very positive overall and a high level of satisfaction with tenant contacts.

The agency commitment to supporting families in need was evident in all aspects of their workload. Assessors were informed of many occurrences where officers went well beyond their enforcements duties to provide opportunities for families in need to become self sufficient. They optimize the basic outcomes of the accreditation process in everything they do.



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