

Presented to the Berkeley City Council's  
Budget & Finance Committee on:  
May 9, 2024.



# PROPOSED BUDGET

FISCAL YEARS 2025 & 2026

OFFICE OF THE DIRECTOR OF  
POLICE ACCOUNTABILITY &  
POLICE ACCOUNTABILITY BOARD

# Civilian Oversight of Law Enforcement: Report on the State of the Field and Effective Oversight Practices

## 7. Adequate funding and operational resources

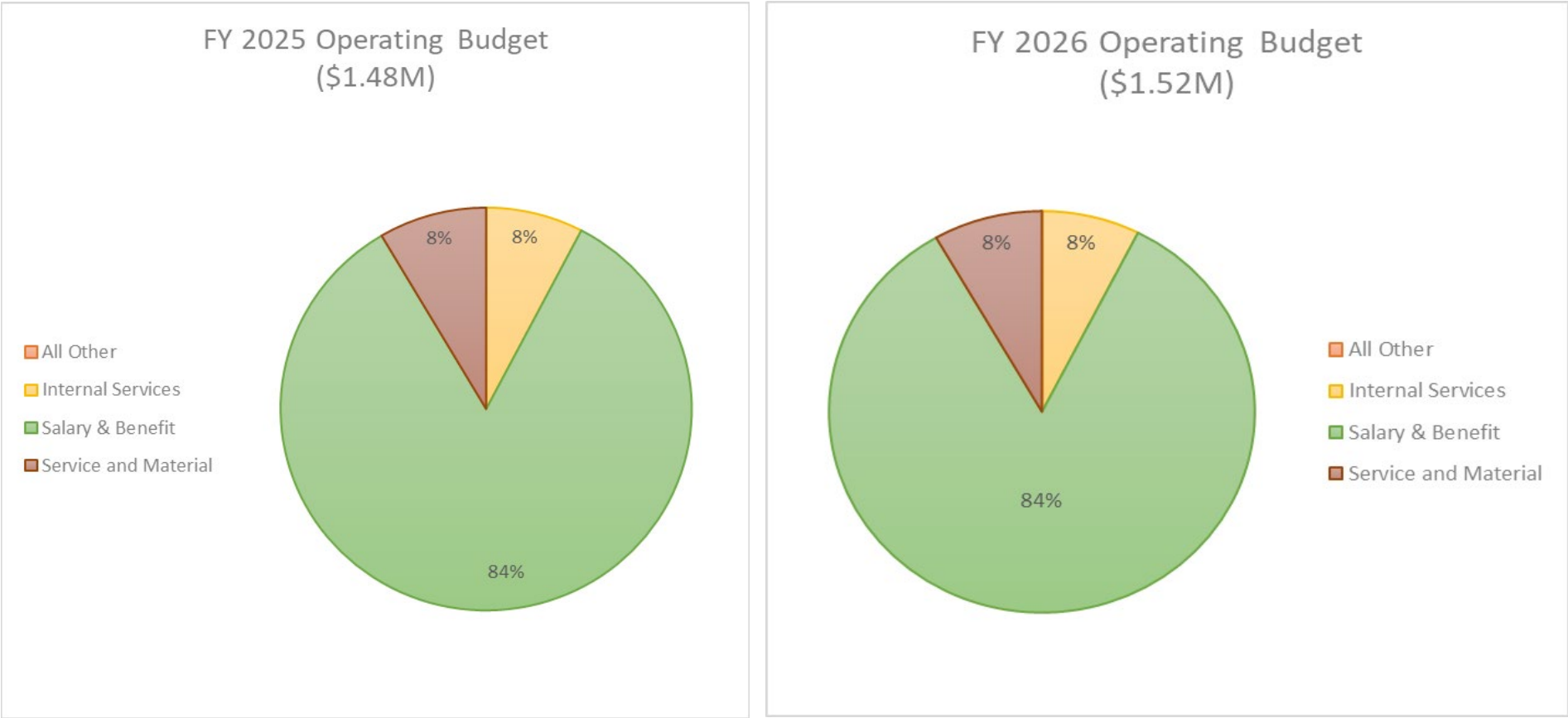
Allocating sufficient resources to civilian oversight is a crucial determinant to effectiveness.<sup>254</sup> To ensure that oversight work performed is thorough, timely, and skillful, adequate resources are necessary. In several jurisdictions, budgetary and staffing constraints have presented significant barriers to civilian oversight's ability to perform critical oversight functions in a manner that is adequate, efficient, and meets the needs and expectations of community stakeholders.<sup>255</sup> Indeed, many civilian oversight agencies have failed due to insufficient resources.<sup>256</sup> Political stakeholders must ensure that their support for civilian oversight includes a sustained commitment to providing adequate and necessary resources. Providing adequate funding can signal a commitment to reform that may lead to greater cooperation from law enforcement executives and unions.<sup>257</sup>

SOURCE: page. 68

Vitoroulis, Michael, Cameron McElhiney, and Liana Perez. 2021. Civilian Oversight of Law Enforcement: Report on the State of the Field and Effective Oversight Practices. Washington, DC: Office of Community Oriented Policing Services.

Published 2021

# OPERATING BUDGET BY EXPENDITURE TYPE\*



\*ODPA IS CURRENTLY FUNDED ENTIRELY THROUGH THE GENERAL FUND

# STAFFING

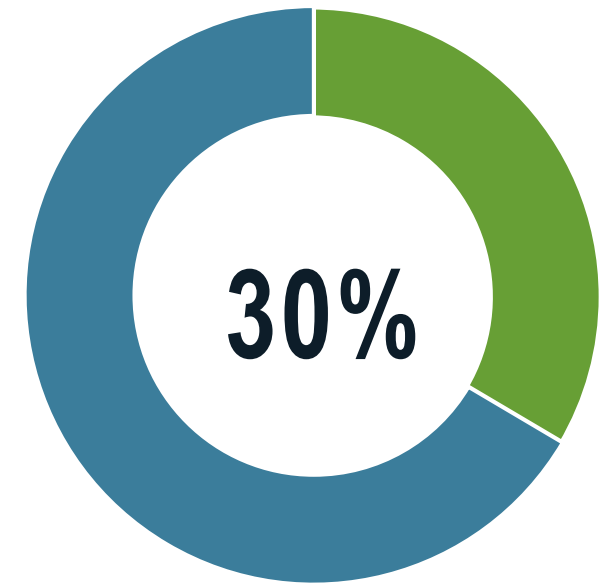
	Adopted			Proposed		Requested	
	FY22	FY23	FY24	FY25	FY26	FY25	FY26
GENERAL FUND*	4	5	6	6	6	3	3

\*ODPA IS CURRENTLY FUNDED ENTIRELY THROUGH GENERAL FUNDS

# VACANCY

POSITION	GENERAL FUND (%)	STATUS
Associate Management Analyst (Data Analyst)	WHOLE	OFFER PENDING
Associate Management Analyst (Administrative Analyst)	WHOLE	OFFER PENDING

## Vacancy Rate



- Vacant
- Filled

## TECHNOLOGY INITIATIVES

### EFFORTS UNDERWAY

- The proposed new office location (pending Council approval), will require IT infrastructural upgrades (i.e. WiFi, teleconferencing, etc.)
- Scenario based training system for staff, Board member and public training
- Case management/complaints-compliments intake system
- Remote access portals/resources for enhancing Board member access to information and training

### EFFORTS NEEDED IN THE NEAR TERM

- Increase data storage as ODPA transitions to digitally archive documents
- Development of a mobile app to enhance community members access to ODPA/PAB resources and services
- Implementation of LMS/training modules for Board members and the public on civilian oversight, police encounters, and other topics of interest

## FY 25/26 PRIORITIES

### IMPROVE COMMUNICATIONS WITH STAKEHOLDERS

- In collaboration with stakeholders:
  - Develop an ODPA scorecard.
  - Implement a feedback and perceptions survey
- Establish a social media policy and presence for the ODPA/PAB
- Establish a newsletter or other recurring communications tool to keep the community aware of ODPA and PAB activities.

### INCREASE ANALYTICAL SUPPORT FOR THE POLICE ACCOUNTABILITY BOARD IN THEIR REVIEW OF POLICES, PRACTICES AND PROCEDURES OF THE BPD

### IMPROVE PUBLIC REPORTING AND TRANSPARENCY REGARDING THE WORK OF THE PAB AND ODPA

# GENERAL FUND FUNDING REQUESTS

Request #	Description	FY25 Cost	FY26 Cost	Ongoing
1	Office Space	\$100,022	\$103,297	Yes
2	Personnel – Public Affairs/Public Relations Specialist	Salary range* - \$121,498.72 Benefits - \$89,192.28 Total: \$210,691	Salary range* - \$121,498.72 Benefits - \$89,192.28 Total: \$210,691	Yes
3	Training: • Staff • Board Member (BM)	Staff: \$36,000 BM: \$35,000 Total: \$71,000	Staff: \$36,000 BM: \$35,000 Total: \$71,000	Yes
4	Board Clerk (Working Title)	Salary range* - \$136,870.03 Benefits - \$100,475.97 Total: \$237,346	Salary range* - \$136,870.03 Benefits - \$100,475.97 Total: \$237,346	Yes
5	Internship Program	\$30,000	\$30,000	Yes
6	Office Specialist II	\$128,912	\$128,192	Yes
<b>Total</b>		<b>\$777,971</b>	<b>\$780,526</b>	

\* The salary range was calculated by utilizing comparable job categories (communications specialist & assistant city clerk), accessible at <https://www.governmentjobs.com/careers/berkeley/classspecs/>

# GENERAL FUND FUNDING REQUESTS

Request #	Description	Reason
1	OFFICE SPACE	<ul style="list-style-type: none"><li>• <b>Background:</b> requested during AAO1- referred to this cycle</li><li>• <b>CoB Strategic Goal:</b> Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities</li><li>• <b>Charter Req:</b> Confidentiality and due process (125(20)(b) &amp; 125(20)(c)</li><li>• <b>NACOLE Principles*:</b><ul style="list-style-type: none"><li>#1. Independence</li><li>#7. Adequate funding and operational resources</li><li>#12. Confidentiality, anonymity, and protection from retaliation</li></ul></li><li>• <b>DPA 5yr Plan :</b>Secure permanent office location for the ODPA</li></ul>

[\\*Principles for Effective Oversight - National Association for Civilian Oversight of Law Enforcement \(nacole.org\)](http://nacole.org)



# GENERAL FUND FUNDING REQUESTS

Request #	Description	Reason
2	PERSONNEL- PUBLIC AFFAIRS/PUBLIC RELATIONS SPECIALIST	<ul style="list-style-type: none"> <li>• <b>Background:</b> requested during AAO1- referred to this cycle</li> <li>• <b>CoB Strategic Goal:</b> Champion and demonstrate social and racial equity</li> <li>• <b>Charter Req:</b> Meeting with stakeholders 125(14)(m)</li> <li>• <b>NACOLE Principles*:</b> <ul style="list-style-type: none"> <li>#6. Sustained stakeholder support</li> <li>#7. Adequate funding and operational resources</li> <li>#10. Community outreach</li> <li>#11. Community involvement</li> </ul> </li> <li>• <b>DPA 5yr Plan :</b>Implement a community engagement program that encourages collaboration between the police department and the community. This will include town hall meetings, community forums, and other events to increase transparency and trust.</li> </ul>

\*Principles for Effective Oversight - National Association for Civilian Oversight of Law Enforcement ([nacole.org](http://nacole.org))

# GENERAL FUND FUNDING REQUESTS

Request #	Description	Reason
3	STAFF/PAB TRAINING	<ul style="list-style-type: none"> <li>• <b>CoB Strategic Goal:</b> Attract and retain a talented and diverse City government workforce</li> <li>• <b>Charter Req:</b> Training: 125(12) &amp; 125(14)</li> <li>• <b>NACOLE Principles* # 7.</b> Adequate funding and operational resources</li> <li>• <b>DPA 5yr Plan:</b> Develop training programs for Board members and staff on how to handle complaints and investigations with sensitivity and professionalism.</li> </ul>
4	BOARD CLERK	<ul style="list-style-type: none"> <li>• <b>CoB Strategic Goal:</b> Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community</li> <li>• <b>Charter Req:</b> <ul style="list-style-type: none"> <li>○ At least 18 regular meetings: 125(13)(a)</li> <li>○ May establish policy subcommittees 125(13)(d)</li> <li>○ Shall carry out the work of the Board 125(14)(b)</li> </ul> </li> <li>• <b>DPA 5yr Plan:</b> Ensure that staffing needs are met as contemplated in the Charter.</li> </ul>

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# GENERAL FUND FUNDING REQUESTS

Request #	Description	Reason
5	INTERNSHIP PROGRAM	<ul style="list-style-type: none"><li>• <b>CoB Strategic Goal:</b> Attract and retain a talented and diverse City government workforce</li><li>• <b>NACOLE Principles* # 7.</b> Adequate funding and operational resources</li><li>• <b>DPA 5yr Plan:</b> Establish an internship and work-study program.</li></ul>
6	OFFICE SPECIALIST II	<ul style="list-style-type: none"><li>• <b>CoB Strategic Goal:</b> Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community</li><li>• <b>NACOLE Principles* # 7.</b> Adequate funding and operational resources</li><li>• <b>DPA 5yr Plan:</b> Ensure that staffing needs are met as contemplated in the Charter.</li></ul>

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# IN OTHER JURISDICTIONS

Request #	Description	Reason
2	PERSONNEL-PUBLIC AFFAIRS/PUBLIC RELATIONS SPECIALIST	<ul style="list-style-type: none"><li>• <u><a href="#">City of Oakland: Office of the Inspector General (OIG) STRATEGIC COMMUNICATIONS PLAN   2024-2026</a></u></li><li>• <u><a href="#">WASHINGTON DC: Community Outreach   office of police complaints</a></u></li><li>• <u><a href="#">NYC- Outreach - CCRB (nyc.gov)</a></u></li></ul>
3	STAFF/PAB TRAINING	<ul style="list-style-type: none"><li>• <u><a href="#">NACOLE</a></u></li><li>• <u><a href="#">The Civilian Office of Police Accountability (COPA) People's Academy</a></u></li></ul>
5	INTERNSHIP PROGRAM	<ul style="list-style-type: none"><li>• <u><a href="#">SAN FRANCISCO: DPA's Law and Justice Reform Internship Program</a></u></li><li>• <u><a href="#">WASHINGTON DC: Office of Police Complaints Internship Program</a></u></li></ul>

# SOURCES

- [ARTICLE XVIII. Police Accountability Board and Director of Police Accountability](#)
- [The City of Berkeley's Strategic Plan](#)
- [Proposal for the Evaluation of the Director of the Police Accountability](#)
- [NACOLE: Civilian Oversight of Law Enforcement Report on the State of the Field and Effective Oversight Practices](#)

# QUESTIONS?

## ODPA Staff Contacts

Hansel Alejandro Aguilar  
Director of Police Accountability  
O: 510-981-4960  
E: [haguilar@berkeleyca.gov](mailto:haguilar@berkeleyca.gov)

Jose De Jesus Murillo  
Policy Analyst  
O: 510-981-4966  
E: [jmurillo@berkeleyca.gov](mailto:jmurillo@berkeleyca.gov)