

TO: BOARD OF TRUSTEES
FROM: SUPERINTENDENT

INFORMATIVE REPORT NO. 2-2009/10-IR/S

Prepared by the Office of the Superintendent
for Presentation to the Board of Trustees

July 13, 2009

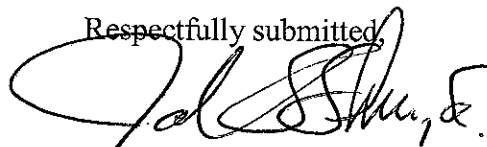
SUBJECT: LOS ANGELES COUNTY SHERIFF'S DEPARTMENT POLICE AND
SECURITY SERVICES PROPOSAL

A. Background

The district requested that the Los Angeles County Sheriff's Department (LASD) conduct an assessment and feasibility study to determine whether a contract for full-time police and security services would be in the best interests of the campus and community.

The proposal is attached for your review and comment. A special meeting to allow trustees to consider approval of a contract with the Los Angeles County Sheriff's Department will be scheduled prior to the end of July.

Respectfully submitted,



Jackie L. Fisher, Sr.
Superintendent/President

Office of the Superintendent

Informative Report No. 2-2009/10-IR/S

July 13, 2009

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT POLICE AND SECURITY
SERVICES PROPOSAL

POLICE AND SECURITY SERVICES PROPOSAL

ANTELOPE VALLEY COMMUNITY COLLEGE



Prepared by

Contract Law Enforcement Bureau
Los Angeles County Sheriff's Department
LEROY D. BACA, SHERIFF

June 29, 2009

ANTELOPE VALLEY COLLEGE
Office of the Superintendent/President
(661) 722-6301 • Fax (661) 722-6333

June 11, 2009

Leroy D. Baca, Sheriff
Los Angeles County Sheriff's Department
4700 Ramona Blvd.
Monterey Park, CA 91754

Dear Sheriff Baca,

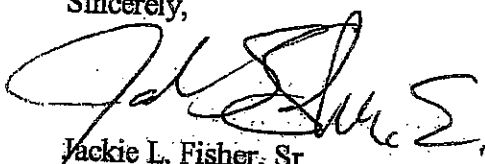
Antelope Valley Community College District (AVCCD) has had several meetings with the Los Angeles County Sheriff's Department (LASD) and the City of Lancaster regarding the ever-changing dynamics of the campus community's police and security services. LASD has always been a partner with AVCCD and has assisted us in maintaining order on our campus. Currently, AVCCD operates a hybrid police department under Education Code 72330, with 2 full-time officers and contract security.

Included within our discussions was the proposal that LASD offer full-time police and security services via contract. It was suggested that AVCCD submit a letter to your attention requesting an assessment and feasibility study, the purpose of which would be to determine the police and security needs of the campus and surrounding community. We would like LASD to provide us with an assessment so that we may determine if a full-time contract is feasible.

It is imperative that we move forward with the assessment due to the transitional state of our current department and the expiration of the contract security agreement the end of July 2009. Your assistance in this matter would be greatly appreciated.

As always, thank you for the valuable service you provide to the County of Los Angeles and for working with us to keep our campus safe.

Sincerely,



Jackie L. Fisher, Sr.
Superintendent/President

pn

Antelope Valley College. . . Imagine the Possibilities
Antelope Valley Community College District
3041 West Avenue K • Lancaster, California 93536-5426 • (661) 722-6300



County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



LEROY D. BACA, SHERIFF

June 29, 2009

Jackie L. Fisher, President
Antelope Valley Community College District
3041 West Avenue K
Lancaster, California 93536

Dear Mr. Fisher:

On behalf of Sheriff Lee Baca, I wish to thank you for requesting a proposal from the Sheriff's Department to provide law enforcement and security services to the Antelope Valley Community College. We understand this request represents your faith that the Sheriff's Department can provide professional service at the campus community level.

This proposal is based on our recommended service level and serves to provide you with the associated costs to assist you with your decision making. However, it does not represent the only alternative available. We welcome your questions, comments and input should you wish to explore further available options.

Whether or not the Antelope Valley Community College ultimately elects to pursue a contract with us, the Sheriff's Department stands ready to serve the College in any fashion. As your local municipal police service provider, the safety of the College's students and faculty community is our paramount concern.

My staff and I are prepared to discuss this proposal further, should you desire. Please feel free to contact us at (323) 526-5737 should you have any questions.

Again, thank you for the opportunity to provide you with this proposal.

Sincerely,

LEROY D. BACA, SHERIFF


Edward F. Rogner, Captain
Contract Law Enforcement Bureau

A Tradition of Service

PREFACE

The Los Angeles County Sheriff's Department has been providing high quality and diversified law enforcement services for more than 150 years. The services have also been provided to various municipalities and public entities on a contractual basis for the past 47 years. The Sheriff's Department is committed to partnering with the communities that we police to enhance their quality of life.

Many Cities, Schools, Colleges, Districts, and other government agencies have gained many benefits from contracting with the Los Angeles County Sheriff's Department for law enforcement and security services. They include:

- Flexibility of staffing levels
- Sheriff's Department handles all police personnel and labor issues
- District benefits from a wide array of Sheriff's Department resources.

The Sheriff's Department has implemented several programs at the Community College level which may be beneficial to the Antelope Valley Community College, including Active Shooter training, Safety Escorts, Emergency Preparedness, Crime Prevention, and Environmental Design.

STUDY PHASES

Phase I

In a letter to Sheriff Lee Baca, dated June 11, 2009, Mr. Jackie L. Fisher, Sr., President / Superintendent for Antelope Valley Community College requested a proposal for law enforcement and security services from the Sheriff's Department. This proposal has been developed as a result of that request.

This proposal provides a recommended service level. It is not restrictive and can be further adapted to meet specific College needs and desires. This proposal is designed to give the College sufficient information to estimate what the annual operating expenditures would be, should the District decide to contract, as well as the type of services to be received.

Facility and equipment merger concerns are not discussed in this report because of the time and resources required to conduct an in-depth evaluation.

Phase II

Should the District wish to further explore a potential contract relationship, it may request a "Phase 2" study. The purpose of the Phase 2 study is to conduct an analysis regarding the merger of facilities, equipment and personnel, and to identify potential one-time "start-up" costs which may be required to facilitate a transition of services. The Board of Supervisors must approve the initiation of a Phase II study. A nominal charge may be associated with the Phase II study to offset costs associated with staff research time, however this may be waived should the College enter into a contract agreement with the County.

Phase III

Phase III is the development and approval of contracts and the actual transition of service should the District elect to enter into a contract arrangement with the County.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT CONTRACT LAW ENFORCEMENT

Program Description

The Contract Law Enforcement Program in Los Angeles County is the largest application of city-county police cooperation in the United States. Conceptually, it represents one of the most important aspects ever to pervade the field of metropolitan government. Today, 40 cities within Los Angeles County contract for municipal law enforcement services with the Sheriff's Department. These cities have a total population of more than 1.7 million residents within 500 square miles. Additionally, the Sheriff's Department serves the unincorporated communities of Los Angeles County with more than a million residents located throughout 2,650 square miles.

Specialized law enforcement services are also provided to various other entities, including the Metropolitan Transit Authority, the Southern California Regional Rail Authority, and the Los Angeles Community College District. With its nine campuses located throughout Los Angeles County, the Los Angeles Community College District is the largest community college district in the nation with a student population in excess of 110,000.

The Los Angeles County Sheriff's Department began contracting in 1954 with the City of Lakewood. This contract, the first of its kind in the nation, marked the beginning of the Sheriff's Department's contract law enforcement program, the largest such program in the nation.

Legislative Authority

The County Charter provides legal authority for the County to furnish law enforcement services to the District by contract and permit the actual transfer of certain district functions to the County.

County Code Section 56 3/4 of the Los Angeles County Charter states:

The Board of supervisors may require any County department, officer or Commission to perform any or all of the functions of any department, officer or Commission of any city, district, public agency or political subdivision in the County when ever requested by such city, district, public agency or political subdivision. The terms and conditions upon which such functions are to be performed by the County shall be fixed by agreement, which may provide for the consideration to be paid to the County, the blanketing into County civil service with or without examination of any or all officers or employees who have been performing such functions for such city, district, public agency or political subdivision for at least six months, and for the terms and conditions upon which such persons are to be employed in the classified service of the County,

*including seniority, efficiency, sick leave, vacation and all other rights or benefits granted County employees.**

** 1954 Addition. Added by Stats. 1955, Resolution Ch. 20, P. 3788 at P. 3791.*

Determination of Costs

Rates for services provided by the Sheriff's Department are determined annually by the Los Angeles County Auditor-Controller who utilizes a cost recovery method to calculate the rates for the coming fiscal year. Costs cannot be artificially inflated or deflated, but are the result of long-standing accounting methodology. Rates remain fixed for the entire fiscal year. Billing changes will only occur as a result of the District's request for adjustment to service levels.

Billing Procedures

The District will be billed for service on a monthly basis. Supplemental overtime services will be provided to the District on an hourly basis. Hourly services are also billed monthly.

SHERIFF CONTRACT SERVICES

Colleges and schools benefit in many ways from their relationship with the Sheriff's Department. The following are examples of additional services and benefits which are provided to colleges and schools that contract with the Sheriff's Department:

Staffing Flexibility

The Sheriff's Department not only benefits from economy of size, but staffing flexibility as well. Staffing changes can be promptly implemented without concern for potential hiring needs or layoffs. This allows the college to affect changes in service levels in a prompt and seamless fashion.

Liability

A 3% surcharge for liability is added to the basic law enforcement and security service unit rate. The rates quoted in this proposal include all liability costs. The Sheriff's Department's Civil Litigation Unit manages liability issues.

The Civil Litigation Unit is responsible for promptly handling all civil litigation cases and pending civil claims against the department. This Unit also works closely with the Los Angeles County Counsel's Office and contract law firms to assist in processing discovery requests, conducting specialized investigations, processing civil claims, training personnel and responding to inquiries from Department personnel regarding civil liability.

The Civil Litigation Unit responds to and conducts investigations at incident scenes that have the potential for future litigation against the Department. The Unit accomplishes this while facts are fresh and outside influences are at a minimum. The Civil Litigation Unit has a 24-hour roll-out responsibility to handle selected incidents.

Personnel Selection

The Sheriff's Department is responsible for the selection and assignment of personnel assigned to basic law enforcement and security service units. However, colleges are encouraged to be involved in the selection of personnel for management positions.

Should the college feel that any personnel may not be suited for a particular assignment, the unit commander may be consulted and, when practical, reassignments can be made.

Local Control and Identity

The issue of local control and identity is common among all communities. The Sheriff's Department recognizes that each community is unique, with differing priorities, concerns, and solutions. Unit Commanders confer with college and school officials regularly to ensure optimum satisfaction with the quality of services provided by the Sheriff's Department. While college and school officials are relieved of the burden of managing day-to-day policing operations, the Unit Commander and college or school officials work together to identify goals and programs that create a safer community and strengthen the public's faith in its local government. Each contracting college or school, while sharing many common needs with its neighboring communities, is thereby recognized as a unique community.

Supervision and Management of District Policing Operations

The Sheriff of Los Angeles County would serve as the District's "Chief of Police", however a dedicated Sheriff's sergeant would manage the day-to-day operations of the District's police functions. Management support would be provided by Lancaster Sheriff Station command staff, under the command of Captain Axel Anderson.

Departmental Resources

In the event of emergencies, the District would benefit from the entire range of resources provided by the Sheriff's Department at no additional charge. Special events and pre-planned programs may require additional resources, as approved by the District, which are billed at an hourly rate.

Personnel Vacancies

The Sheriff's Department will provide all personnel necessary to fulfill the contractual service levels. Vacant positions will not negatively impact service as the Sheriff's Department will provide additional personnel to fulfill contract service levels. Any overtime necessary for this purpose is included in the basic rates.

"Relief" service units include replacement personnel for all absences (injury/sick, vacation, elective leave, etc) at no additional cost.

Personnel Issues

All personnel performance and disciplinary issues are the responsibility of the Sheriff's Department. The District is freed from handling personnel issues related to hiring, discharge, performance, disciplinary, etc. However, the District is encouraged to provide input to ensure performance expectations and standards are being met.

SHERIFF'S DEPARTMENT CAMPUS PROGRAMS

The following programs are currently utilized by the Sheriff's Department within the Los Angeles Community College District, to which we provide all law enforcement and security services on a contract basis. The Los Angeles Community College District is the largest community college district in the nation. These programs, and others designed to fit the specific needs of Antelope Valley Community College, are available.

Law Enforcement Cadet Program:

At several of the Los Angeles Community Colleges, the Sheriff's Department works side-by-side with the college's Administration of Justice program. The Sheriff's Department's role in the Administration of Justice program is to give the students an opportunity to gain first hand experience in day-to-day law enforcement functions.

Administration of Justice students are selected by the college and are able to receive class credit for participation in the Campus Police Cadet Program. The cadets are assigned to assist deputies and security officers with routine functions. This enables the students to gain hands on experience with law enforcement activities and it "frees-up" the officers to tend to more pressing issues on the campus. The cadets are most often assigned to work the office desk which enables the security officers to roam the campus.

The Campus Police Cadets are mandatory for the overall proficiency of the program. The program gives the cadets an opportunity to explore a law enforcement career. The cadets supplement the staffing of the campus safety program for a fraction of the cost. An added benefit is cadets provide the Sheriff's Department with a pool of potential future employees, both sworn law enforcement and professional staff. Many of the students go on to become deputies with local agencies including the Los Angeles County Sheriff's Department.

Safety Escorts:

During evening hours, some campuses offer a walking safety escort to campus parking facilities. The safety escorts are intended to enhance the personal safety of students, faculty, and staff.

Emergency Preparedness:

The Sheriff's Department has prepared emergency preparedness plans for all of the Los Angeles Community College Campuses. The plans cover a variety of emergencies from natural disaster to work place violence. These plans were developed in conjunction with and include participation of other concerned campus departments.

Crime Prevention:

The Sheriff's Department offers students, faculty, and staff a wide variety of crime prevention training. Topics include: personal safety, loss prevention, suspicious package identification, and work place safety.

Environmental Design:

The Sheriff's Department has assisted numerous public and private property owners throughout Los Angeles County with designing properties to enhance crime prevention. The principles of Crime Prevention Through Environmental Design are utilized to enhance public safety. Simple measures such as clearing thick vegetation have improved the safety of people using property.

ANTELOPE VALLEY COMMUNITY COLLEGE SHERIFF'S DEPARTMENT STAFF DUTIES

Sergeant:

The sergeant will serve as the College Police Department's Supervisor for overseeing daily operations and supervising sworn and professional staff. The position will serve as the liaison with the college administration for overseeing relevant tasks and ensuring campus needs are met.

Team Leader (B-1), Deputy Sheriff:

The team leader is responsible for handling special projects directed by the sergeant and college administration. The team leader serves as the shift supervisor, keeping the sergeant informed and updated on all pertinent issues. This position has the authority to facilitate training needs as it relates to law enforcement in the community college environment. The team leader may attend college staff meetings on behalf of the sergeant.

Deputy Sheriff:

Deputies will perform uniformed law enforcement functions on the campus. Their primary role is to provide students and college staff with a safe environment. Deputies will work day and evening shifts, Monday through Saturday (or as determined by staff, based on school needs), while students are in attendance.

Security Officer:

Security Officer's will provide 24-hour, seven-day-a-week security coverage for the campus. Their main responsibility is to provide security at campus facilities. They will assist deputies with providing students and college staff a safe environment.

**ANTELOPE VALLEY COMMUNITY COLLEGE
RECOMMENDED DEPLOYMENT COSTS
(OPTION A - ALL SHERIFF PERSONNEL)**

The following represents the total estimated annual cost for law enforcement services provided by the Sheriff's Department to Antelope Valley Community College based on the recommended deployment. Potential start-up cost are not included.

POSITION TYPE	NUMBER RECOMMENDED ¹	COST PER POSITION ²	TOTAL COST
Sergeant	.25	\$195,191.00	\$48,798.00
Team Leader	1	\$168,714.00	\$168,714.00
Deputy Sheriff	2	\$160,067.00	\$320,134.00
Security Officer	13	\$69,435.00	\$902,655.00
SUB-TOTAL PROGRAM COSTS:			\$1,440,301.00
RECOMMENDED SUPPLEMENTAL SERVICE FUND³:			\$50,000.00
STUDENT CADET COST (FRONT DESK PERSONNEL) : * 210 days x 16 hours and 42 days x 4 hours @10.00 an hour			\$35,280.00
TOTAL PROGRAM COSTS:			\$1,525,581.00

Included in the program cost are the following:

- Departmental Management
- Vehicles and communication equipment usage
- Services and Supplies
- Overtime (Except Special Events)
- Estimated cost of student cadets to run front desk.

1. The recommended staffing levels are designed to have enough personnel for sick and vacation relief.
2. Includes Liability Cost for Team Leader, Deputies, and Security Officers.
3. Supplemental Service Fund to be set aside for tactical emergencies.

NOTE: The attached chart reflects deployment if the College Board decides to go with 100% Sheriff coverage. The peach colored shading represents LASD Armed Security coverage (24/7). The green shading represents Deputy deployment during the peak campus attendance times. Although there are periods without a Deputy on campus, sworn personnel will respond from the field, if need be, and they are contacted (via MDT or radio) by one of your on-duty LASD Security Officers. Currently employed AVCC security officers will be encouraged to apply for employment with LASD. If hired, efforts to accommodate them with an AVCC assignment will be made.

**ANTELOPE VALLEY COMMUNITY COLLEGE
RECOMMENDED DEPLOYMENT COSTS
(OPTION B-utilizing AVCC Security)**

The following represents the total estimated annual cost for law enforcement services provided by the Sheriff's Department to Antelope Valley Community College based on the recommended deployment. Potential start-up cost are not included.

POSITION TYPE	NUMBER RECOMMENDED ¹	COST PER POSITION ²	TOTAL COST
Sergeant	.25	\$195,191.00	\$48,798.00
Team Leader	1	\$168,714.00	\$168,714.00
Deputy Sheriff	2	\$160,067.00	\$320,134.00
Security Officer	9	\$69,435.00	\$624,915.00
SUB-TOTAL PROGRAM COSTS:			\$1,162,561.00
RECOMMENDED SUPPLEMENTAL SERVICE FUND³:			\$50,000.00
STUDENT CADET COST (DESK PERSONNEL) * 210 days x 16 hours and 42 days x 4 hours @ 10.00 an hour			\$35,280.00
TOTAL PROGRAM COSTS:			\$1,247,841.00

Included in the program cost are the following:

- Departmental Management
- Vehicles and communication equipment usage
- Services and Supplies
- Overtime (Except Special Events)
- Estimated cost of student cadets to run front desk

1. The recommended staffing levels are designed to have enough personnel for sick and vacation relief.
2. Includes Liability Cost for Team Leader, Deputies, and Security Officers.
3. Supplemental Service Fund to be set aside for tactical emergencies.

NOTE: The attached chart reflects deployment if the College Board decides to divide the campus security responsibilities between LASD personnel and existing AVCC security guards. The peach shading represents LASD Armed Security Officer deployment during peak campus attendance. The green shading represents Deputy coverage during peak campus attendance. The blue shading represents AVCC security coverage void of any LASD personnel. The AVCC security would be a completely separate operation, from the LASD operation, managed by appointed college personnel.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CORE VALUES

*“As a leader in the Los Angeles County Sheriff's
Department,
I commit myself to honorably perform my duties with
respect for the dignity of all people,
integrity to do right and fight wrongs,
wisdom to apply common sense and fairness in all I do
and
courage to stand against racism, sexism, anti-Semitism,
homophobia and bigotry in all its forms.”*

