

INTRADEPARTMENTAL CORRESPONDENCE

September 19, 2018

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TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: DEPARTMENT'S RESPONSE TO THE OFFICE OF THE INSPECTOR
GENERAL'S YOUTH PROGRAMS RECOMMENDATIONS

RECOMMENDED ACTIONS

It is recommended that the Board of Police Commissioners REVIEW and APPROVE the attached response to the Office of the Inspector General's (OIG) Youth Programs recommendations.

DISCUSSION

This report details the Department's progress toward implementation of the previously uncompleted recommendations delivered in both the Department's report, *Cadet Program Top-to-Bottom Review*, and the Office of Inspector General's (OIG) report, *Review of Kitroom and Cadet Program Procedures*. The items addressed in this report are as follows:

- **The purchase of enhanced accidental injury insurance for Cadet Program participants;**
- **The development of a workgroup to examine the role of booster organizations as they relate to youth programs; and,**
- **The creation of post-Cadet Leadership Academy curriculum to support cadet post operations and generate equity in the cadet experience.**

Earlier Department progress was captured in two separate written reports submitted to the Board of Police Commissioners in preparation for the November 21, 2017 and February 27, 2018 report-backs.

If you have any questions or concerns, please contact Commander Gerald Woodyard, Commanding Officer, Community Engagement Group, at (213) 486-6605.



MICHEL R. MOORE
Chief of Police

Attachments

REPORT TO THE BOARD OF POLICE COMMISSIONERS ON THE DEPARTMENT'S CADET PROGRAM

Introduction

This report details the Department's progress toward implementation of the previously uncompleted recommendations delivered in both the Department's report, *Cadet Program Top-to-Bottom Review*, and the Office of Inspector General's (OIG) report, *Review of Kitroom and Cadet Program Procedures*. The items addressed in this report are as follows:

- **The purchase of enhanced accidental injury insurance for Cadet Program participants;**
- **The development of a workgroup to examine the role of booster organizations as they relate to youth programs; and,**
- **The creation of post-Cadet Leadership Academy curriculum to support cadet post operations and generate equity in the cadet experience.**

Only those recommendations requiring completion are included in this report.

Note: Earlier Department progress was captured in two separate written reports submitted to the Board of Police Commissioners (BOPC) in preparation for the November 2017 and February 2018 report-backs. The November 2017 and February 2018 written reports are attached as references (see Addenda Nos. 1 and 2, respectively).

Department Cadet Program Recommendations Analysis

As of the February 2018 BOPC report-back, one of the ten recommendations offered in the Department's report remained "**IN PROGRESS**." A status update related to the uncompleted recommendation, to include any relevant developments, is contained below. The recommendation maintains its original number to correspond with its listing in the Department's report published on August 4, 2017.

5. *Procure accidental injury or death insurance, and liability insurance, to cover all youth programs-related activities.*

CLOSED-NO FURTHER ACTION

Previously, Community Policing and Policy Group (CPPG)¹ contacted the Office of the City Administrative Officer (CAO), Risk Management to evaluate the current accidental injury and death insurance provided to cadet volunteers through the Mayor's Volunteer Corps. This step was initiated to capitalize on the CAO's expertise, in addition to adhering to a City Charter mandate which identifies the CAO as the entity authorized to procure insurance.

¹ As of August 5, 2018, CPPG is now Community Engagement Group (CEG). Commander Gerald Woodyard is the new Commanding Officer of CEG and Commander Ruby Flores, formerly the Commanding Officer of CPPG is now assigned to Central Bureau. The Cadet Program and CEG have been reassigned to Office of Special Operations.

The CPPG contacted CAO, Risk Manager II Curtis Kelley (Kelley), to obtain a status update of the CAO's evaluation of the City's liability exposure and insurance coverage related to the Cadet Program. Per Kelley, it is not the policy of CAO Risk Management to purchase specialty insurance for any particular volunteer group, to include any singular youth group operating within the City family.

Kelley encouraged Department Cadet Program managers to utilize the parental waiver for all program-related social and recreational activities. The parental waiver was developed in January 2017, with the assistance of the CAO, Risk Management, and all Youth Services Officers (YSOs) were encouraged to use the parental waiver when planning cadet recreational or social activities. Currently, YSOs are mandated to complete the parental waiver for such activities per the Department's Youth Programs Coordinator. This mandate was clarified at the November 2017 monthly YSO Meeting and a follow-up email was sent to all YSOs and CRO supervisors with an electronic copy of the waiver attached for reference and use (see Addendum No. 3, *Agreement Assuming Risk of Injury or Damage, Waiver, Indemnity and Release of Claims*). Thus, the City intends to maintain current volunteer insurance coverage and conduct no additional assessment of insurance coverage related to the Cadet Program.

Office of the Inspector General Cadet Program Recommendations Analysis

As of the February 2018 BOPC report-back, three of the twelve recommendations offered in the OIG's report, *Review of Kitroom and Cadet Program Procedures*, remained "**IN PROGRESS.**" A status update related to the uncompleted recommendations, to include any relevant developments, is contained below. Each recommendation maintains its original number to correspond with its listing in the OIG's report published on September 6, 2017. It is important to note, the OIG's Recommendation No. 12 (*Examine alternative providers for enhanced cadet insurance coverage.*) coincides with Department Recommendation No. 5 discussed above.

6. Convene a workgroup to examine the boosters' role in the Cadet Program.

IN PROGRESS

The Department recognizes the OIG's concerns related to boosters' support of Department fundraising activities, specifically those related to youth programs development and delivery. Further, the community support of youth programs, including partnerships forged with community boosters, fosters the Department's goal of building community trust and collaboration. Yet, the OIG's report identified the following concerns related to boosters:

- Lack of clarity regarding the vetting of donors;
- The maintenance of accounts outside the purview of Fiscal Operations Division; and,
- Policy shortcomings relative to the Department's partnership with boosters, in addition to its ability to control and restrict booster funds.

In July of 2017, the Office of Operations (OO) developed and distributed an assessment tool to all geographic Areas and one traffic division as part of the expanded probe into all

Department-sponsored youth programs. The OO assessment revealed a concern among respondents that some Area nonprofit charitable organizations, developed in support of PALs, may have operated independent of and superseded the Area Commanding Officer, posing potential risk and liability to the Department. Following the OO assessment, the Youth Programs Unit (YPU) conducted an analysis of Area nonprofit charitable organizations developed to support youth programs. This analysis included an examination of eleven Area nonprofit bylaws and noted significant contrasts in bylaw language, specifically the absence of language affirming the Department's management/oversight role of PAL programs.

On April 25, 2018, Commander Ruby Flores, Commanding Officer Community Policing and Policy Group, provided a youth programs-related report-back to the City Council's Public Safety Committee following a motion by Councilmember Mitchell Englander. During the meeting, Councilmember Englander agreed to participate in the Department's development of more robust PAL-related policy, with a defined role for partnering nonprofit organizations. Councilmember Englander assisted in the formation of a working group comprised of members of his staff, Commander Ruby Flores, and the Executive Directors of the Department's three most prominent nonprofit organizations that support youth programs, representing the following Areas: Devonshire, Hollenbeck, and Hollywood.

Given the Department's re-organization and key members of the command staff from Community Relationship Division² moving to other areas of responsibility; it is the intent of the command staff of the newly formed Community Engagement Group to re-engage the working group members and develop a comprehensive plan regarding the PAL and Boosters. Through the ongoing collaboration of the working group, it is anticipated the Department will develop a clearer understanding of the boosters' role to include addressing any areas in need of improvement.

9. *Develop specific post-academy curriculum, while still affording Area Post flexibility.*
COMPLETED

The YPU is committed to supporting cadet posts through the development of curriculum tailored for cadet post meetings. The YPU, in coordination with Dr. Luann Pannell, Director of Police Training and Education, developed standardized curriculum enhancements that can be inserted into the weekly cadet post meeting framework. Similar to the Department's Standardized Roll Call Training Program, YPU will deliver one lesson plan per Deployment Period, beginning DP No. 9. The YPU will monitor compliance with standardized cadet post lessons and provide relevant updates to the Department's Youth Programs Coordinator.

The YPU continues to work in partnership with the Museum of Tolerance (Museum) to identify an opportunity for all recruit cadets (recruits) participating in the 15-week Cadet Leadership Academy (Academy) to visit and experience the Museum's Tools for

² As of August 5, 2018, Community Relationship Division was renamed Community Outreach and Development Division (Codd).

Tolerance for Teens Program. The Museum has tentatively agreed to host our current group of recruits beginning Sunday, September 30, 2018. It is believed this re-engaged connection to the Museum will offer cadet posts increased opportunities to take part in the Museums varied and impactful events, programs, and exhibits.

Recently, a Cadet Program-related opportunity emerged through a developing partnership with a Los Angeles based nonprofit organization that empowers young people to foster empathy and purpose through *Social Emotional Learning* (SEL), creative arts, and meditation. This nonprofit organization has developed an interactive, kinesthetic program that can be adapted to any classroom setting and covers a total of eight topics. It is believed these topics can be incorporated into the current cadet post meeting structure to meet the needs of active cadets.

The noted post-academy curriculum, described above, is an example of a promising program that could have a significant positive impact on our Cadet Leadership Academy graduates. It is the intent of Community Engagement Group to conduct a comprehensive analysis of any program that is selected to ensure that it is both beneficial to the cadets and in line with the Core Values of the Department.

12. *Examine alternative providers for enhanced cadet insurance coverage.*
CLOSED-NO FURTHER ACTION

Please see Department's Recommendation No. 5 on page 1 of this report.