

## **ADMINISTRATIVE OFFICE**

### **Section Description / Responsibilities**

The Bureau of Field Operations is the largest component of the Oakland Police Department and is comprised of the Administration Unit, First, Second, and Third Watches, and Strategic Area Command. The Bureau is currently commanded by Deputy Chief David Kozicki who assumed command from Deputy Chief Jeffery Israel in July 2007.

The Bureau of Field Operations Administration Office is responsible for providing general administrative and field oversight of the divisions assigned to the Bureau and to coordinate resources and work within and between Bureaus. The Deputy Chief directly supervises 4 Captains. Office staff responsibilities include: ordering supplies for the Patrol Watches, maintaining the BFO Sick Log, preparing the Daily Bulletins, providing administrative support for line-ups, maintaining work schedules for Bureau personnel, coordinating payroll sheets which are then forwarded the Bureau of Administration and receiving/distributing subpoenas to Departmental personnel.

In 2007, the unit expanded its oversight of the Bureau's Negotiated Settlement Agreement compliance by implementing a computerized system to help track specific mandates. The items included, but were not limited to the following:

- Bi-weekly Meeting Reports
- Field Training Officer Evaluations
- Internal Affairs Complaints
- Performance Evaluations
- Public Appearance Reports
- Pursuit Reports
- Scheduling Mandatory Overtime to Staff the Watches
- Use of Force Reports
- Vehicular Collision Reports
- Conducting BFO Audits
- PAS Threshold Reviews/PAS Quarterly Meetings

### **Staffing**

The Administration Section was initially commanded by Captain Cyril Vierra. In late January 2007, he was transferred to the Youth and Family Services Division. His Captains position in the BFO was disbanded. Within the unit, personnel were supervised by Sergeants Mary Guttormson and Gary Foppiano. Foppiano replaced Guttormson in September 2007. Guttormson was transferred to the Training Division. Guttormson and Foppiano who, with the assistance of Officer Lindsay Lyons, oversaw the smooth running of the Field Training Unit, the Administrative Unit and the Court Liaison Unit. The authorized staffing is listed below in Table 1 and the changes in Tables 2 and 3.

<b>Authorized Personnel</b>			
<b>Position</b>	<b>Authorized</b>	<b>Filled</b>	<b>+/-</b>
Deputy Chief of Police	1	1	0
Sergeant of Police	1	1	0
Police Officer	3	3	0
Police Records Specialist	4	4	0
Police Service Technician	2	2	0
<b>Total</b>	<b>11</b>	<b>11</b>	<b>0</b>

<b>Transfers from Administration</b>		
<b>Position</b>	<b>Name</b>	<b>Transfer to</b>
Deputy Chief	Jeffery Israel	BOI
Sergeant of Police	Mary Guttormson	BOS
Police Officer	Mitch Powell	IAD

<b>Transfers to Administration</b>		
<b>Position</b>	<b>Name</b>	<b>Transfer from</b>
Deputy Chief	David Kozicki	SAC
Sergeant of Police	Gary Foppiano	Patrol
Police Officer	Dwayne Sue	Patrol
Police Records Specialist	Marissa Chin	BOS

One of the challenges this unit faced in prior years was trying to reduce the constant turnover of personnel in a unit responsible for critical Negotiated Settlement Agreement oversight in BFO. 2007 showed a certain amount of stability that helped maintain consistent oversight of the above mentioned NSA mandates.

### **Fiscal Concerns**

The Administration Section (Organization Codes 105110 & 105120) is responsible for assisting with management of the Bureau's budget and supply purchases. The primary concern for the Bureau was the overtime expenditures. The two major areas of controllable overtime are:

1. Patrol Division Beats: To provide a reasonable response time to calls for service, maximize officer safety, minimize officer fatigue, the Patrol Division watches attempted to ensure that there were 38 officers on-duty during each watch:
  - 35 beat officers,
  - 2 wagon officers and
  - 1 desk officer.

As a result of staffing shortages, the Patrol Division filled vacant open beats with a mixture of voluntary and mandatory overtime. In general, during this time, a police

officer was required to work on overtime shift about once every 3 weeks. Other positions were filled on a voluntary basis. Overtime shifts varied from 5 to 10 hrs; most were in the 5 hour range.

2. Special Enforcement Activity: In addition, to the overtime utilized to fill beats, overtime was needed to address certain activities such as significant holidays, nightclub disturbances, etc.

<b>Personnel costs/O&amp;M budget information is summarized in the following table:</b>			
<b>Unit Appropriation Categories</b>	<b>Budget Appropriation</b>	<b>Actual Expenditures</b>	<b>Differences</b>
O & M	108,215.76	111,398.58	-3,182.82
Measure Y Grants	264,902.00	136,364.90	128,537.10
Personnel (excluding OT)	1,798,684.00	1,890,789.37	-92,105.37
Overtime	60,460.00	139,501.62	-79,041.62

**O&M:** The great majority of the expenditures this period were for replacement of Department reporting forms such as Crime Reports, Arrest Report-Face Sheets, Supplemental Report forms, etc. The unit also purchases items such as pens, pencils, computer CDs, computer printer ink cartridges, etc.

**Personnel:** During this period regularly assigned personnel were supplemented by one officer and one PST both in transitional duty. Both completed their transitional duty assignments and transferred back to watches in patrol.

**Other Performance Data:** During 2007 two staff members were the subjects of two IAD investigations. No BFO staff was involved in any uses of force, vehicle collisions, vehicle pursuits, or firearm discharges.

**Training:** During 2007 one of the FTO Coordinators attended POST required training. Other “in house” training was provided by Sergeants Guttormson and Foppiano this does not include training provided by the Training Division.

**Productivity Data**

Available data reflects the following:

<b>Activity</b>	<b>Number</b>
Officers Trained (FTO)	107
Field Training Officers (Re-certified / Certified)	49
Subpoena's Processed	60,000 +
Internal Affairs Cases Investigated and/or Reviewed	247
Use of Force	1854
Collision Reports Processed Reviewed	113
Vehicle Pursuit Reports	114

### **Significant Accomplishments**

During 2007, the Administration Section accomplished the following:

1. Developed computerized filing systems to maintain documents required by the NSA.
2. Continued to use Microsoft Office Tasking, Access and Excel to automate the tracking of BFO correspondence, reports and assignments.
3. Implemented a tracking system available to all BFO commanders and supervisors on an internal shared server, which allowed for participation on their part in the form of monitoring progress on, and marking completion of, NSA tasks.
4. Conducted random audits to ensure that NSA mandates were being followed.
5. Tracking PAS threshold reviews and PAS quarterly meetings.

### **2008 Goals**

1. Continue to ensure compliance with the provisions of the NSA.
2. Maintain communications between administration and the area/command to ensure the smooth flow of necessary information.
3. Involve BFO Administrative Unit staff in the training of BFO personnel on legal updates, Negotiated Settlement Agreement mandates, and other topics as they arise.
4. Explore alternatives for staffing, so that the Patrol Mandatory Overtime Program does not have to be reinstated.

Gary J. Foppiano  
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BFO Administrative Unit