

Kensington Public Safety Building: Potential Impact of Future Renovation on KPD

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Agenda

- **Existing Building Footprint**
- **Proposed Renovated Building Footprint**
- **Possible Future Challenges**
- **Contracting for Services**
- **Modeling the Potential Future Lease Rate
(Plan G)**
- **Thinking “Outside the Box”**
- **Next Steps**

Existing Floor Plan - 1st Floor

- **Total Area - ~ 785 square feet**
- **Chief's Office - 119 square feet**
- **Sgt. Office - 74 square feet**
- **PSA/Captain Office - 76 square feet**
- **Det. Sgt. & TSO Office - 93 square feet**
- **Evidence Room - 110 square feet**
- **Lobby/Reception - 60 square feet**
- **Storage - 44 and 31 square feet**
- **Shared Conference Room - 220 square feet**

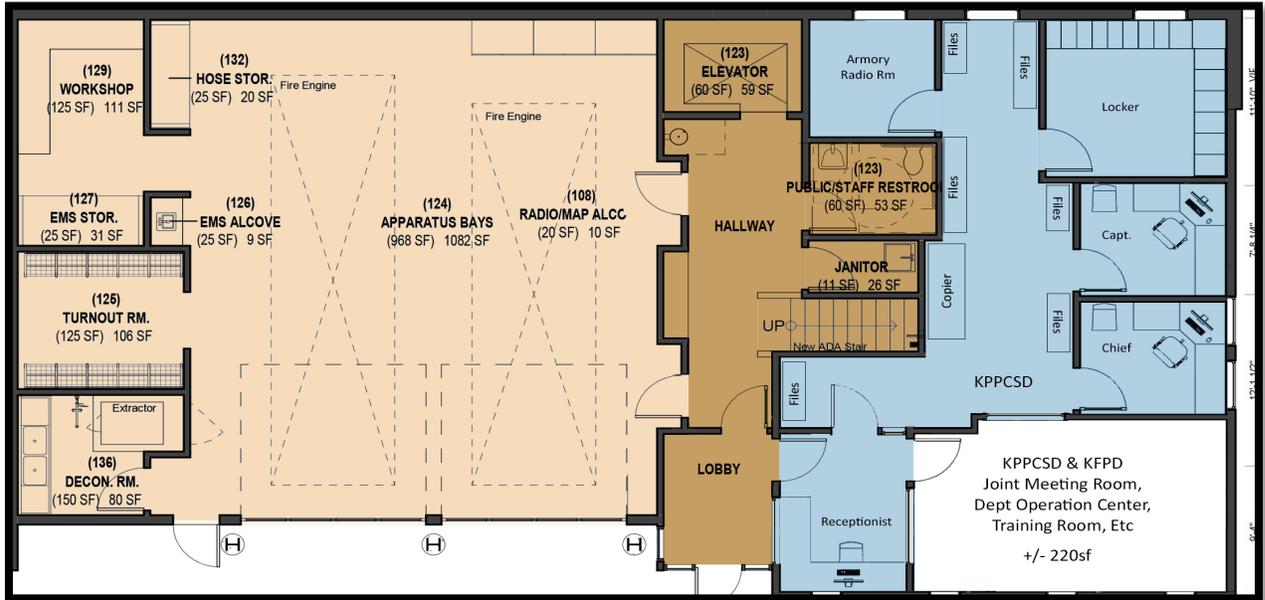
Existing Floor Plan - 2nd Floor

- **Total area - ~ 441 square feet**
- **Armory/Radio Room**
- 98 square feet
- **Booking/Report Writing Room - 204 square feet**
- **Two locker rooms - 68 and 51 square feet**
- **Restroom - 66 square feet**
- **Total square footage (1st & 2nd floor) - 1226 square feet**

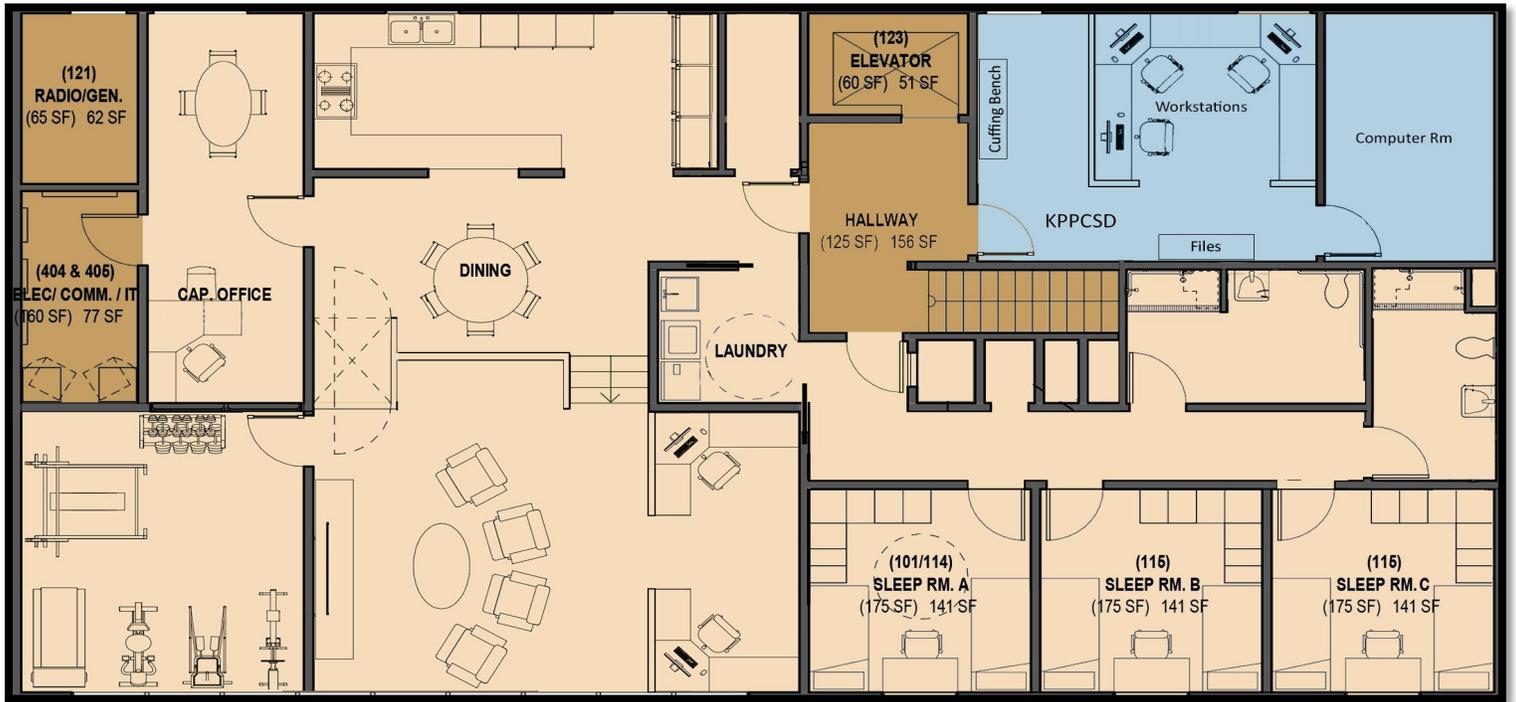
Existing District Vehicle Parking

- **7 KPD Vehicles**
- **6 Parking Spaces**
- **1 Vehicle parks on Arlington Avenue**
- **Personal vehicles of employee's park on Arlington Avenue**

Proposed Plan G - 1st Floor

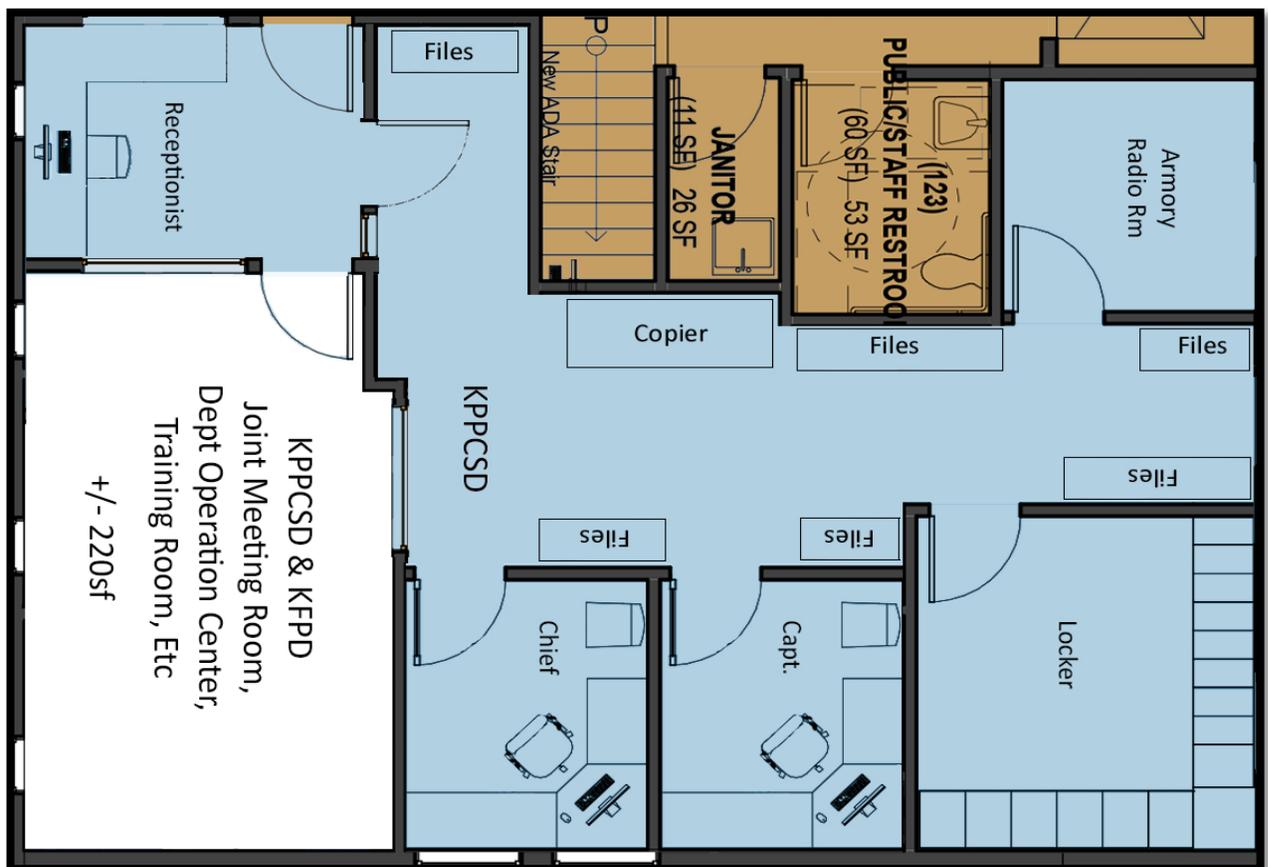


Proposed Plan G - 2nd Floor



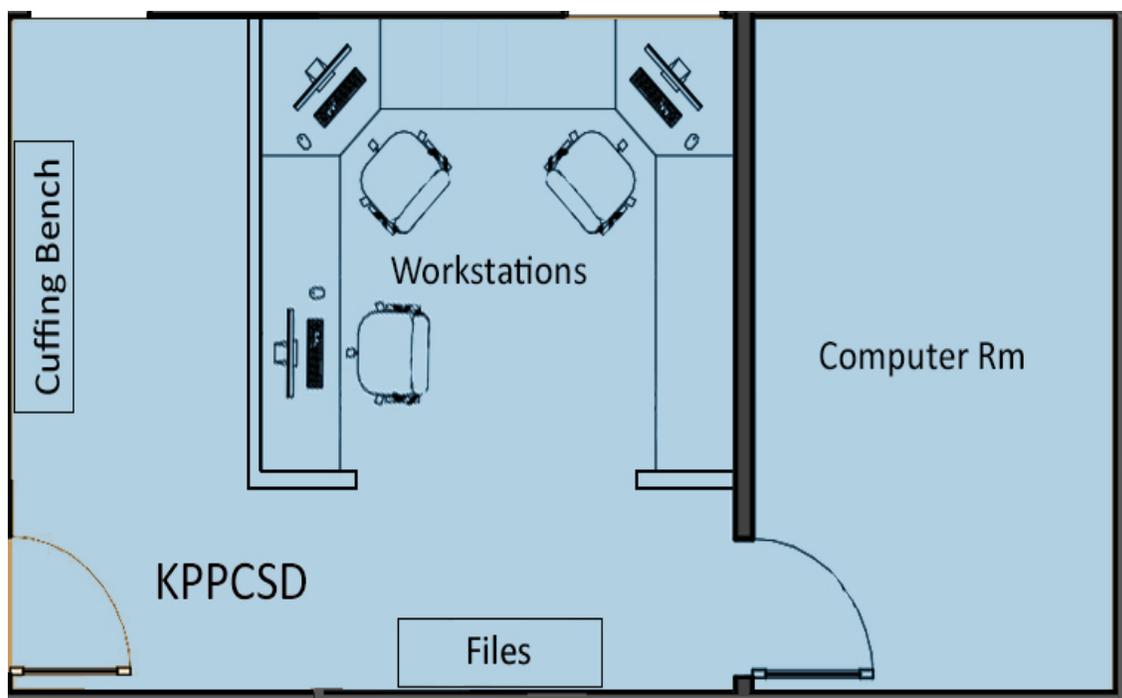
Proposed Plan G - KPD 1st Floor

- Total area - ~ 650 gross square feet
- Lobby/Reception
- Chief & Captain Offices
- Locker Room
- Armory/Radio Room
- Joint Conference Room



Proposed Plan G - KPD 2nd Floor

- Total area – ~ 378 gross square feet
- Computer Room
- Booking & Cuffing
- Patrol Officers' work area



Proposed Plan G - What's missing?

- **No Office Space for the Police Services Assistant.**
- **No office space for the Traffic Safety Officer.**
- **No office space for two Sergeants.**
- **No office space for a Detective.**
- **No evidence Room or temporary storage lockers for evidence.**

Contracting for Services

Detective Services - Availability & Potential Cost:

- Four agencies contacted – not interested in contracting for detective services.
- If they were interested, however, they would charge ~ 50% of the total “roll up” cost of a detective's employment (e.g., salary and benefits) based on the District’s workload.
- Based on this calculation, the District would pay ~ \$80,000-150,000 per year for detective services.
- Even after this expense, there are still auxiliary duties that would not be accounted for and/or could not be delegated to the contract Detective; and would have to be absorbed by another non-contract officer.

Contracting for Services

Detective Services – Example of Types of Crime Investigated

- Violation of Court Orders, Domestic Violence – Felony, Domestic Violence – Misdemeanor, Negligent Discharge of Firearms, Elder Abuse, Criminal Threats, Burglary, Grand Theft, Petty Theft, Identity Theft, Vandalism, Trespassing, Stalking, Stolen Vehicles, and Traffic Collision.

Detective Services – Time Spent on Investigations in Kensington

- On average and in Kensington, a Detective is the primary investigator on two cases per week; and assists and/or provides direction to other Officers on another 10 cases per week. Any given week there are approximately a dozen cases being investigated.

Contracting for Detective Services – Unfulfilled Duties

Auxiliary Duties:

- Verizon Wireless Contract
- Cisco Router Research and Purchase Options
- Coordinate Bidding Process for install
- Coordinating Verizon switchover and Install
- Communications Coordinator
- Agency Administrator to JAWS
- Agency Administrator to ewarrants through Contra Costa County
- Agency Administrator to DOJ for CalPhoto
- Agency Administrator to CSAR
(California Sex and Arson Registry)
- Agency Administrator to CLETS
(California Law Enforcement Telecommunications System)
- Agency Administrator to Contra Costa Mobile Identification System

- Agency Administrator to CLEW
(California Law Enforcement Web)
- Agency Administrator to BAR
(Bureau of Automotive Repair)
- Agency Administrator to FTO
(Field Training Officer) Program through POST (Peace
Officer Standards and Training)

Contracting for Services

Evidence Storage:

- No jurisdiction in Contra Costa County is willing to contract and store District evidence.
- Both DDA and Sheriff's Offices have serious concerns regarding chain of custody and proper management of evidence when two separate agencies are handling the same evidence for one jurisdiction.
- Should a case be presented at trial, the Public Defender would likely raise an issue in most evidentiary cases.

Purpose & Function of Evidence Room & Technician

- Ensure chain of evidence and custody.
- Ensure property packing and marking of evidence.
- Meticulously record incoming and outgoing evidence.
- Return evidence from crime labs to evidence room.
- Review Evidence Reports for accuracy and return to officers for any corrections.
- Oversee department compliance with evidence policies and procedures.
- Perform Evidence Room Audits to ensure compliance with evidentiary policies and procedures; and post audit results.
- Maintain evidence supplies and arrange for replenishment.
- Properly purge evidence **after** detailed research of cases.
- Administer DOJ CHOP & SAFE-T.
- Administer DOJ NIBRS (National Incident-Based Reporting System).
- Coordinate submission and reporting of Aries Lab Results.

- Adjudicate cases: Safekeeping, Evidence, and Found Property.
- Collect evidence sheets.
- Marry evidence sheet with evidence in temporary lockers.
- Remove evidence from temporary lockers.
- Transfer evidence to the Evidence Room.
- Complete chain of custody.
- Place items in designated areas in Evidence Room.
- Facilitate the transport and chain of custody of evidence to Crime Labs.
- Ensure chain of custody is complete between evidence property technician and officer.

Contracting for Services

Traffic Safety Officer (TSO) - Duties:

- Review all Traffic Accidents and ensure that they meet State Guidelines.
- Investigates hit & Run Accidents.
- Send reports to the State and the County.
- Respond to major injury accidents.
- Enforce traffic laws.
- Identify and enforce traffic “Hot Spots” and direct other officers to those areas.
- Draft traffic grants.
- Identify traffic related problems (e.g., signs, intersections, and parking).
- Liaison with County Public Works to install signs and deal with road conditions.
- Liaison with community on parking related issues.
- Update collision Investigation Manual.
- Develop and revise traffic related forms.
- Liaison with the Traffic Court Commission.
- Act as District’s Community Service Officer.
- Oversee Evacuation Route Improvement Planning/Disaster Preparedness.

Traffic Safety Officer – Availability & Potential Cost:

- Most jurisdictions are short staffed and it is unlikely that any nearby public safety agency would be interested in contracting for services.
- Should the District be able to find a local jurisdiction to provide traffic safety services, the “roll up” cost (including salary, benefits and administration of the contract) would likely exceed the cost of maintaining the full-time position within the KPD.

Contracting for Services

Public Services Assistant – Duties:

- Manage evidence regulation compliance with evidence regulations.
- Ensure compliance with POST and other Legislative Mandates.
- Schedule Officer Trainings.
- Manage KPD Records.
- Record and report monthly police statistics.
- Schedule and manage Community Center and other park facility rentals.
- Coordinate parks and facilities maintenance and special projects.
- KPD Accounts Receivable.
- Complete other special projects as assigned.

Contracting for Services

Public Services Assistant – Availability & Potential Cost:

- Most jurisdictions are short staffed and it is unlikely that any nearby public safety agency would be interested in contracting for these services.
- Should the District be able to find a local jurisdiction to provide the same duties as the Public Services Assistant position, the “roll up” cost (including salary, benefits and administration of the contract) would likely exceed the cost of maintaining the current part-time position, especially since in any other jurisdiction, the PSA would be a full-time, CalPERs employee.

Other Possible Future Challenges

- **Unisex locker room and bathroom**
- **May lose an additional 150 square feet due to restroom regulations and unclear wall thickness of conceptual design**

Modeling – Potential Future Lease Rate

- How did the KPPCSD come to pay \$3050 per month for its space in the PS Building?
- If we use the past precedent to calculate the lease rate of a newly renovated PS Building and the KPPCSD's potential 1020 square feet (Plan G), what would the new lease rate look like?
- Based on past precedent, the lease rate for newly renovated 1020 square feet in the PS Building would be \$8750 per month.
- Calculation:
 $1020 \text{ square feet} / 5800 \text{ square feet} = 17.5\%$ (of the total space)
 $17.5\% \times \$6 \text{ million} = \$1,050,000$
 $\$1,050,000 / 120 \text{ months (or 10 years)} =$
 $\$8750/\text{month}$

Thinking “Outside the Box”

- **Contract to store files in outside facility.**
- **Expediently digitize all files that do not require maintaining a hard copy.**
- **Locate 2nd Office in Community Center for PSA, TSO and Sergeants.**
- **Close lobby and conduct business by phone and email.**

Next Steps?

Direct GM to:

- **Discuss and negotiate terms (including financing) with Fire District GM for permanent space in the PS Building based on Plan G.**
- **Explore options to lease permanent or temporary relocation space, including long-term financial impact analysis and financing options.**
- **Explore options to purchase land and construct a new building for KPPCSD; or work with KFPD to explore options for a joint PS Building.**
- **Explore options for cutting services (facilitating KPD's ability to better fit in the newly renovated PS Building).**

Questions?