



**THE PRINCE GEORGE'S COUNTY GOVERNMENT**  
**Office of Audits and Investigations**

April 25, 2019

**MEMORANDUM**

TO: Calvin S. Hawkins, II, Chair  
Health, Human Services, and Public Safety Committee (HHSPS)

THRU: David H. Van Dyke, County Auditor *DHV*

FROM: Zachary Bartlett, Staff Auditor *ZB*

RE: Citizen Complaint Oversight Panel (CCOP)  
Fiscal Year 2020 Budget Review

**Budget Overview**

The FY 2020 Proposed Budget for the Citizen Complaint Oversight Panel is \$321,800. This is an increase of \$8,700 or 2.8% over the FY 2019 approved budget. The increase is due to mandated salary requirements. The Citizen Complaint Oversight Panel's expenditures are funded entirely by the General Fund.

**Budget Comparison - General Fund**

Approved Fiscal Year 2019 to Proposed Fiscal Year 2020

| Category           | FY 2018<br>Actual | FY 2019<br>Approved | FY 2019<br>Estimated | % Change-<br>Est vs App | FY 2020<br>Proposed | Change<br>Amount | Percentage<br>Change |
|--------------------|-------------------|---------------------|----------------------|-------------------------|---------------------|------------------|----------------------|
| Compensation       | \$ 154,434        | \$ 164,900          | \$ 164,900           | 0.0%                    | \$ 174,600          | \$ 9,700         | 5.9%                 |
| Fringe Benefits    | 48,753            | 58,400              | 58,400               | 0.0%                    | 56,100              | (2,300)          | -3.9%                |
| Operating Expenses | 87,837            | 89,800              | 80,800               | -10.0%                  | 91,100              | 1,300            | 1.4%                 |
| <b>Total</b>       | <b>\$ 291,024</b> | <b>\$ 313,100</b>   | <b>\$ 304,100</b>    | <b>-2.9%</b>            | <b>\$ 321,800</b>   | <b>\$ 8,700</b>  | <b>2.8%</b>          |

**Staffing Changes and Compensation**

|              | <b>FY 2019 Approved</b> | <b>FY 2020 Proposed</b> | <b>Change Amount</b> | <b>Percentage Change</b> |
|--------------|-------------------------|-------------------------|----------------------|--------------------------|
| Full-Time    | 2                       | 2                       | 0                    | 0.0%                     |
| Part-Time    | 0                       | 0                       | 0                    | 0.0%                     |
| <b>Total</b> | <b>2</b>                | <b>2</b>                | <b>0</b>             | <b>0.0%</b>              |

- The General Fund provides for two (2) full-time positions. This staffing level remains unchanged from the authorized staffing level in FY 2019.
- The FY 2020 General Fund compensation is proposed at \$174,600 which represents an increase of \$9,700 or 5.9% above the FY 2019 approved budget. This proposed increase is due to anticipated cost-of-living increases and merit increases for employees.

**Fringe Benefits**

- Fringe Benefit expenditures are proposed to decrease \$2,300 or 3.9% under the FY 2019 level to align with actual costs.

A five-year trend analysis of fringe benefit expenditures is included below:

**Fringe Benefits Historical Trend**

|                             | <b>FY 2016 Actual</b> | <b>FY 2017 Actual</b> | <b>FY 2018 Actual</b> | <b>FY 2019 Estimated</b> | <b>FY 2020 Proposed</b> |
|-----------------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
| Fringe Benefit Expenditures | \$ 41,805             | \$ 44,200             | \$ 48,753             | \$ 58,400                | \$ 56,100               |
| As a % of Compensation      | 33.2%                 | 31.4%                 | 31.6%                 | 35.4%                    | 32.1%                   |
| Annual % Change             |                       | 5.7%                  | 10.3%                 | 19.8%                    | -3.9%                   |

**Operating Expenses**

- In FY 2020, operating expenses are proposed at \$91,100 and are increasing by \$1,300 or 1.4% above the approved FY 2019 level due to an increase in office automation charges.
- The accompanying table compares the FY 2020 proposed budget operating expenditures with the FY 2019 approved budget operating expenditures. In six (6) of the categories, the FY 2020 proposed budget level remains unchanged compared to the FY 2019 budget. FY 2020 expenditures increase in one (1) category.

| Operating Objects                  | FY 2019<br>Budget | FY 2020<br>Proposed | FY 2019 - FY 2020 |             |
|------------------------------------|-------------------|---------------------|-------------------|-------------|
|                                    |                   |                     | \$ Change         | % Change    |
| Office Automation                  | 6,200             | 7,500               | 1,300             | 21.0%       |
| General & Administrative Contracts | 79,000            | 79,000              | -                 | 0.0%        |
| Training                           | \$ 2,500          | \$ 2,500            | -                 | 0.0%        |
| Printing                           | 800               | 800                 | -                 | 0.0%        |
| General Office Supplies            | 700               | 700                 | -                 | 0.0%        |
| Membership Fees                    | 400               | 400                 | -                 | 0.0%        |
| Telephone                          | 200               | 200                 | -                 | 0.0%        |
| <b>TOTAL</b>                       | <b>\$ 89,800</b>  | <b>\$ 91,100</b>    | <b>\$ 1,300</b>   | <b>1.4%</b> |

### **Background/Highlights**

- The Citizen Complaint Oversight Panel was created by legislation (CB-25-1990) with the intent to provide objective citizen participation in the complaint process and strengthen existing procedures for handling complaints made by citizens against members of the Prince George's County Police Department. County legislation (CB-59-2001) expanded the Panel's powers, giving it the authority to conduct its own investigations and to issue subpoenas through the County Council. *See Attachment A for a flowchart of the complaint process.*
- The CCOP's specific responsibilities include:
  - Reviewing the processing and investigation of complaints and submitting comments and recommendations to the Chief of Police;
  - Conducting concurrent and subsequent investigations, as well as issuing subpoenas through the County Council, when appropriate;
  - Participating in police accountability outreach and information dissemination;
  - Reviewing supervisory, disciplinary, and hearing board reports; and
  - Issuing an annual report to the public.
- A full Panel consists of seven (7) members. Members may serve two (2) 4-year terms. The current panel members are as follows:

| Name                  | Appointment Date  | Eligible for Re-appointment |
|-----------------------|-------------------|-----------------------------|
| Mary Godfrey          | Appointed 11/2014 | Yes                         |
| Blanco High           | Appointed 11/2014 | Yes                         |
| Dale Crowell          | Appointed 8/2015  | No                          |
| Cardel Montague       | Appointed 11/2017 | Yes                         |
| Florence Felix-Lawson | Appointed 5/2018  | Yes                         |
| Kimberlei Richard     | Appointed 6/2018  | Yes                         |

**Note:** Michael A Doaks resigned on September 2018

- The panel members were compensated a total of \$19,373 as of March 22, 2019. They are paid \$50 per hour, with a per member annual maximum of \$15,000.
- The Panel has a 30-working day review standard; however, a 10-day extension can be requested.

- The Panel normally meets 4-5 days per month to review cases. The Panel has met 29 times in FY 2019 as of March 21, 2019, and met 41 times in FY 2018. However, as workload dictates, there may be additional meetings held. The number of cases reviewed, and the number of related allegations is listed below beginning with FY 2016:

| <b>Case Workload</b>                      | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Estimated</b> | <b>FY 2020<br/>Projected</b> |
|-------------------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|------------------------------|
| Total Number of Cases Received for Review | 145                       | 150                       | 125                       | 124                          | 125                          |
| Total Number of Allegations Reviewed      | 594                       | 563                       | 309                       | 398                          | 350                          |
| Average Number of Allegations per Case    | 4.10                      | 3.75                      | 2.47                      | 3.21                         | 2.80                         |

- In January 2019, the Panel started utilizing a new web-based system, which will expand the Panel's reporting capabilities. With these new reporting capabilities, the Panel envisions providing detailed information with respect to the distribution of allegations by type and location. To get a sense of the type of investigations and allegations that the Panel reviews please refer to the charts provide in response to *First Round Responses Question No.23 and No.24*.
- In FY 2018, the Panel reviewed 93% of cases within its required 40-day period.
- The CCOP has yet to fulfill the necessary requirements to earn the Certified Practitioners of Oversight (CPO) Credential. The CCOP has learned that the certification is based on the individual and not the agency. The CCOP chair will determine who will earn the certification. To receive certification the person must attend two (2) annual NACOLE's conferences within three (3) consecutive years. The 2020 NACOLE Conference will be in Detroit, Michigan from September 22, 2019 to September 26, 2019.
- In prior years, the Panel has utilized bilingual staff at the Health Department to provide assistance for their non-English-speaking clients. Less than 1% of the Panel's client workload involves non-English-speaking clients.
- In FY 2018, the Chief of Police implemented 25% of the Panel's recommendations to mitigate police misconduct. The estimated percentage is 25% for FY 2019 year-to-date, and for FY 2020 is projected at the same level.
- The CCOP's 2018 Annual Report is scheduled for publication by June 30, 2019.

# Complaint Processing

