



# Weekly Management Report

## July 24, 2020

- 1. Minutes**      Police Commission Meeting held on  
January 15, 2020  
**Police Department**
  
- 2. Notice**      Burbank Cultural Arts Commission Cancellation  
**Park & Recreation Department**



**January 15, 2020**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair Vest.

**CALL TO ORDER**

Present: Commissioners Chapman, Cohen, Elman, Kobaissi, and Vest

Also Present: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Sergeants Green and Turner, and Executive Assistant Nakamura (Liaisons Frutos and Springer)

**FLAG SALUTE**

The flag salute was led by Commissioner Chapman.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioner Elman attended last night's City Council meeting and during public comments, requested additional direction for the Commission. Per the Brown Act, Council did not conduct further discussion at this time.

**ORAL COMMUNICATIONS**

Laverne Thomas commented on traffic volume issues, illegal left hand turn actions, enforcement by Traffic, and suggested a show similar to Street Beat to educate the public.

**RESPONSE TO ORAL COMMUNICATIONS**

Chief LaChasse stated traffic education and enforcement are a department priority; a status update will be given on efforts at the next meeting. Commissioner Chapman suggested that contact be made with the Burbank Leader to run BPD bulletins regarding traffic or other issues.

**APPROVAL OF MINUTES FROM NOVEMBER 20, 2019**

A motion was made by Commissioner Cohen, with a second by Commissioner Kobaissi, to approve the minutes of the November 20<sup>th</sup> meeting. Approved by consensus, with an abstention by Chair Vest.

**ITEMS OF BUSINESS**

**1. Body Worn Camera (BWC) implementation update**

Lieutenant Stohl provided an overview of the deployment of the newly purchased BWC, in-car camera systems, and drones. For the BWC, features include real time location and ability of supervisors to live stream into the officer's cameras; for the in-car cameras, activation of lights automatically engages the camera and a 30 second buffer will capture activity prior to start of the recording. As part of the suite of equipment, interview and DUI rooms have been outfitted with cameras.

The Department also obtained new Tasers which are compatible with the BWC – upon deployment of the Taser, a signal is automatically sent to engage the BWC, if not manually engaged. The implementation is still pending personnel training.

Evidence.com is a web-based evidence management system, where all videos are stored in a database and can be shared with the City Attorney or DA's Office. Citizens who are a victim of a

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crime may be invited by the investigating detective to upload photos and home security videos directly into Evidence.com for review.

**2. Expanding the roles of BPD volunteers – follow up information**

Sergeant Green from the COPS Bureau provided a follow up to the discussion at the last meeting regarding the expansion of the role of BPD volunteer to follow a model used by the LAPD. Per the Sergeant in charge of the LAPD volunteers, his cadre range in age from 18-80 and are deployed in low crime areas to minimize liability. They drive marked police vehicles while on patrol, but are prohibited from confronting suspects. A Sergeant supervises the volunteers while they are out in the field. Volunteers undergo several hours of training for driving tactics, department policies, and radio etiquette.

While the LAPD has expanded the program to all its divisions, there are no plans currently to expand the role of the BPD volunteers for this kind of deployment.

**3. Presentation and discussion of CALEA Survey Results**

Sergeant Green stated in accordance with CALEA requirements, a community survey was conducted for two weeks from October 14 through November 12, 2019. A total of 924 completed responses were received. The survey was conducted to gauge perception and attitude of citizens with regard to police services; as expected, the main areas of concern for residents are traffic and homelessness. The full report will appear on the PD website tomorrow.

**4. CALEA Accreditation update**

Administrative Analyst Padgett stated the Department is mid-way through its 2<sup>nd</sup> reaccreditation cycle. The results of the annual compliance audit conducted in November 2019 found the BPD to be 100% compliant with prescribed standards. The Department is preparing for the next audit in November 2020.

**5. Recurring discussion on conducting a Commission meeting in the community**

Chief LaChasse suggested that rather than creating a new event for citizens to come for engagement, perhaps the Commission would like to staff a booth or make a presentation on some pre-designated topic at well-attended functions like Police/Fire Service Day, National Night Out, or Family Fun Day. Commissioners came to a consensus to do a presentation on traffic issues. Chief LaChasse and the Traffic Lieutenant will pull together some subject matter experts to be on hand at that meeting to answer questions.

**6. Grants Update**

Administrative Analyst Padgett provided an update on the following:

- Urban Area Security Initiative – \$113,679 to enhance response capability and replacement of PPE
- Justice Assistance Grant – 2017-2019 award of \$52,039 being used towards enhancing officer safety and wellness
- Selective Traffic Enforcement Program – \$120,000 awarded for 16 new handheld cite writers, 4 speed detecting LIDAR units, and officer enforcement efforts and training

**7. Review and discussion of quarterly report of Commission correspondence (November and December 2019)**

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Commissioners reviewed the list of correspondence addressed to them for the last quarter. Items noted and filed.

**8. Announcements by the Police Chief – brief announcements regarding upcoming events and/or items of note related**

Upcoming events:

- 1/16 Community Academy graduation
- 1/29 Joint BUSD meeting
- 2/27 Optimists Dinner – recognition of employees of the year

**FINAL PERIOD OF PUBLIC COMMENTS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Carryover of discussion on the Community Forum.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, April 15, 2020, at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1925 hours.

s/Robert Cohen \_\_\_\_\_

Robert Cohen, Secretary  
Burbank Police Commission

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City of Burbank  
Burbank Cultural Arts Commission Agenda  
Thursday August 13, 2020

CITY OF BURBANK  
**BURBANK CULTURAL ARTS COMMISSION**

**NOTICE OF CANCELLATION**

NOTICE IS HEREBY GIVEN THAT THERE WILL BE NO REGULAR MEETING OF THE BURBANK CULTURAL ARTS COMMISSION ON AUGUST 13, 2020. THE NEXT REGULAR MEETING WILL TAKE PLACE IN SEPTEMBER 2020.

**Copies to:**

City Manager  
City Clerk  
Council Liaison-Jess Talamantes  
Parks and Recreation Board Liaison

**Committee Members:**

Monica Groves  
Leah Harrison  
Mary-Elizabeth Michaels  
Cynthia Pease  
Barbara Beckley  
Katherine Zoraster  
Rajasri Mallikarjuna  
Suzanne Weerts  
Eric Conner

**Staff:**

Marisa Garcia, Parks and Recreation Director  
Kristen Smith, Deputy Director  
Erin Barrows, Recreation Services Manager  
Noah Altman, Recreation Supervisor  
Doug Fowler, Recreation Coordinator  
Mary Hamzoian, Economic Development Manager  
Press  
PIO (agenda only)  
Building Maintenance

**BURBANK CULTURAL ARTS COMMISSION**

*Caroline Arrechea*  
Recording Secretary