

Date: May 3, 2022

To: Thomas B. Modica, City Manager



From: Wally Hebeish, Chief of Police



For: Mayor and Members of the City Council

**Subject: Update on Community Service Assistant Program Implementation**

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On September 8, 2020, the City Council adopted the City Manager's Proposed Fiscal Year 2021 (FY 21) Budget with changes incorporated from the recommendations of the Mayor, Budget Oversight Committee (BOC), and other City Council actions. As part of the adopted budget, 16 Police Officer positions were converted to 16 Community Services Assistant (CSA) positions in an effort to create efficiencies and savings, restructure operations, and re-envision the public safety service delivery methodology. CSAs will respond to Priority 3 calls, which are non-violent calls that are primarily requests for a report to be filed after a crime has occurred. This memorandum provides a written update on the status and next steps of implementing the CSA Program.

### **Background**

As part of a multi-pronged approach to creating efficiencies and savings to help address the \$30 million revenue shortfall in the FY 21 Budget, the Police Department took \$10.5 million in budget reductions, including 51 sworn positions. The CSAs are intended to support the Police Department's Patrol Bureau and will be trained to investigate and officially document specific property-based crimes, respond to radio calls for nonviolent crimes, and assist community members with police reports.

Over the past year and a half, the Police Department has worked closely with the Human Resources and Civil Service Departments to make the implementation of the CSA Program possible. In partnership with the City's labor relations team, the Police Department has participated in eight meet and confer sessions with the impacted employee bargaining groups. As a result, the draft classification specification was finalized, with appropriate feedback incorporated.

### **Next Steps**

The CSA class specifications will be added to the Civil Service Commission agenda for review and approval with a target date of May 13, 2022. Thereafter, the revised City Salary Resolution, to including the CSA classification, will be placed on the City Council agenda for approval. Once approval is received from the Civil Service Commission and the City Council, the Civil Service Department will be able to begin the recruitment process to fill the vacancies in the CSA classification.

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As part of the City's agreement with the CSA employee bargaining group, the Police Department will meet and confer on the training that the CSAs will undergo. Until that meet and confer is complete, the implementation of the CSA Program cannot begin. Efforts to begin the meet and confer have started, and the training plan is being finalized. The Police Department will continue to work toward implementation of the CSA program and is hopeful that an agreement on the training program will be reached.

If you have any questions, please contact me or my Chief of Staff, Commander Don Mauk at (562) 570-7301.

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