

RECORD OF ORDINANCES

Ordinance No. 08-57-24

Passed 8-20, 2024

AN ORDINANCE AUTHORIZING THE PRESIDENT OF THE COUNCIL OF THE CITY OF CIRCLEVILLE TO ENTER INTO A CONTRACT WITH PAUL PRIDE TO PREPARE AN ANALYSIS FOR THE CITY OF CIRCLEVILLE POLICE DEPARTMENT.

WHEREAS, Council believes it necessary to employ the services of a firm to complete an analysis in order to analyze the Department's orientation, strategy, operations, policies, practices, and related functions considering community expectations and contemporary practices in public safety; and

WHEREAS, after reviewing the various responses to the request for proposals issued by the city it has been determined that Paul Pride should be employed to provide these services for the city; and

WHEREAS, it is therefore necessary to authorize the President of the Council of the City of Circleville to enter into a contract with this firm in order to complete this analysis.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, COUNTY OF PICKAWAY, STATE OF OHIO AS FOLLOWS:

SECTION I. That the President of the Council of the City of Circleville is hereby authorized and directed to enter into a contract with Paul Pride to prepare an analysis for the City, the terms of which shall be in accordance with the contract attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION II. That the cost for these professional services shall be paid from the Unappropriated Fund 227, billed at Eighty-Five Dollars (\$85.00) per hour.

SECTION III. That this ordinance shall take effect and be in force from and after the earliest period permitted by law.

PASSED: 8-20-24
DATE

Baugh J. Kille
PRESIDENT OF COUNCIL

ATTEST: Melissa Burn
CLERK OF COUNCIL

APPROVED: 8-20-24
DATE

Nichelle Y. Blanton
MAYOR

APPROVED AS FORM:
[Signature]
KENDRA C. KINNEY - LAW DIRECTOR

SCOPE OF WORK STATEMENT

Paul Pride, (Consultant) will evaluate the City of Circleville's Police Department to include document review, interviews, observations of staff activities and assignments, verification, and analysis to understand the Department's orientation, strategy, operations, policies, practices, and related functions considering community expectations and contemporary practices in public safety. Conducting this type of review involves a comprehensive examination of various aspects of the department's operations, organization policies, and practices.

ORGANIZATION/STAFFING

- Assess the Public Safety organizational structure looking for regulated and decentralized management of divisions under the public safety umbrella.
 - Are there opportunities for change or improvement in the current structure?
 - What are the visions and roles for the Mayor, Safety Director, Chief of Police, or any other entity that works closely with the police department.
 - Evaluation of current operation of the police department and recommendations for change.
- Review resource management (scheduling/staffing) for the administrative staff, police officers, supervisors, and the communications officers as well as department and division budgets.
 - Is the staffing model used by the police department ideal based upon the numbers, types of calls for assistance, and during peak times?
 - What is being considered for appropriate shift assignment taking into account job duties, performance expectations, and utilization of current officers?

REVIEW POLICIES AND PROCEDURES

- Consultant, city law director, and safety director will examine the department's policies, procedures, and standing orders to ensure they align with best practices, legal standards, and community expectations.
 - Address and evaluate how the policies are communicated and implemented.
 - Set a procedure for review of new policies.
 - Assess the policies currently in place that address various situations to evaluate their effectiveness in reducing problems while protecting the community.
 - Rate the current policies. What additional measures need to be in place? Make recommendations regarding both the existing policies/procedures as well as new/revised policies/procedures.
 - Do operations follow current policies and do policies accurately reflect expected operations?
 - Are Police Department staff held to the standards embedded in the policies, procedures, and standing orders?

- Evaluate if the police department is following local, state, and federal laws. Do the department's practices align with constitutional rights and legal standards?
- Evaluate the Police Department's processes for addressing violations of their policies, procedures, and standing orders as well as disciplinary actions taken when appropriate.
- Evaluate how current policies and procedures are communicated and trained throughout the Police Department.

REVIEW TRAINING PROGRAMS

Consultant will evaluate the training programs provided to the police officers, supervisors, and communications staff.

- Do the training components cover critical areas such as de-escalation techniques, cultural sensitivity, and appropriate use of force?
- How does the department evaluate and provide internal review processes or other assessment measures that gauge the success of these programs?
- Is the department meeting the required standards for training?
- Are the resources being currently utilized for training effective, or best practices?
- Can the police department utilize other methods of training to effectuate relevant practices within the community?

Consultant shall also look to implementing training in order to effectively develop current personnel.

- Develop strategies to aid current officers in their leadership abilities.
- Develop strategies to continue to retain officers and ensure that the department will maintain officers capable of leading the department in the future.

REVIEW ANY USE OF FORCE INCIDENTS

- Review any use of force incidents, including the circumstances leading to the use of force, the level of force used, and the outcomes.
- Evaluate and train how the Police Department could have specifically handled any use of force situation in a better best practices manner if applicable.

EVALUATE COMMUNITY RELATIONS AND RELATIONSHIPS

- Evaluate the department's engagement with the City of Circleville community as well as the surrounding law enforcement agencies who may assist the Police Department.
- Assess outreach efforts, the patrolling of community areas, community policing initiatives, and communication strategies.
- Develop a plan with objective criteria on how to repair troubled relationships with other entities and offices within the community.

- Develop a plan to address community concerns with the Police Department and aid in changing public perception of the police department.

REVIEW ANY INTERNAL AFFAIRS INVESTIGATIONS

Consultant will examine how the department handles internal affairs investigations.

- Work with Police administration to develop procedures to ensure that complaints are thoroughly and impartially investigated and that appropriate disciplinary actions are taken when necessary.

REVIEW CRIME DATA

- Review incident reports and local crime statistics to understand security and crime-related issues more fully.
- Evaluate the existing relationship with local law enforcement, as well as their response capabilities, and information sharing/working/networking.

Consultant will review the types of police reports that are being generated to determine and categorize types of incidents and the impact to the community. This evaluation will help to determine:

- Are there adequate resources available to respond to calls for service?
- Are resources being properly deployed?
- Do opportunities exist to address re-occurring and perpetual situations?
- Do educational opportunities exist such as public services announcements to the public when there are reoccurring issues in the community, i.e., vehicle thefts and vehicle break-ins?
- Is the Police Department leveraging this data to address any concerns?

Consultant will gather data on various performance indicators, such as crime rates, response times, and officer-involved incidents. Consultant will review this data to identify trends and areas that may need improvement.

SEEK INPUT FROM KEY STAKEHOLDERS

Consultant will include the perspectives of the Police Department staff, city representatives, local business owners, the courts, and all aspects of the community, schools, among others in the review process.

Consultant will engage with identified key stakeholders to gather input on their experiences with the Police Department. The purpose of these interviews/focus groups/community forums will be to:

- Discuss the goals of the public safety program to ensure a common vision of process and outcome for the project.
- Identify the current strengths and weaknesses of the public safety program.
- Validate threat and risk assumptions.
- Determine how existing policies, procedures, and practices are being executed to see if they are achieving the desired results.
- Identify stakeholders' security issues and concerns (their perception of the Police Department is their reality.)
- Identify unrecognized and unaddressed security vulnerabilities.
- Determine opportunities for improved education and training at all levels.

DELIVERABLE

Based on the findings, Consultant will develop clear and actionable recommendations. These recommendations will be consistent with the needs and priorities identified during the review activities and provide a strategic plan for improvement incorporating industry best practices as applicable.

Within 45 days of appointment, Consultant shall produce a written plan of action that identifies his Strategic plan and plan for Evaluation of the Circleville Police Department. Consultant shall identify dates and deadlines for evaluation, recommendations, and implementations of his findings. Consultant shall be able approximately 45 days in to evaluate the length of time that his overall involvement with the City should last.

Consultant must have virtual or in-person meetings with key stakeholders regarding the findings related to the above referenced areas of evaluation. After the conclusion of those meeting, Consultant then shall issue a written report with prioritized and results oriented recommendations indicating order of magnitude, costs (as appropriate), time frames for executing the recommendations, and outcomes to measure success.

Consultant shall not share his work product without the express consent of the City or until such time that the product becomes a public record.

POINT OF CONTACT

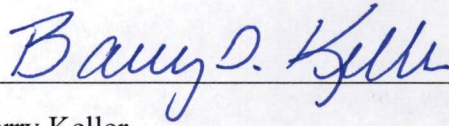
Consultant shall report to President of Council or his designee any concerns, questions, or issues that Consultant may experience during his work.

COMPENSATION

Consultant shall be paid at an hourly rate of \$85.00 per hour. Consultant shall bill no more than forty (40) hours per week. Consultant shall notify Council President of estimated time for

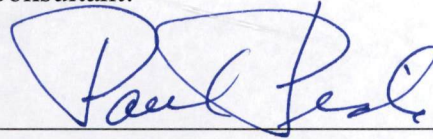
completion of initiatives as outlined in this letter of engagement beyond six months from date of hire.

For the City:



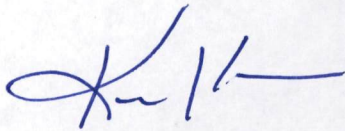
Barry Keller

Consultant:



Paul Pride

Approved as to form:



Kendra C. Kinney (0090022)

Law Director for City of Circleville