



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

A Tradition of Service



June 06, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

75 June 6, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**AUTHORIZE THE SHERIFF TO ACCEPT DONATIONS FOR THE RENOVATION
OF LANCASTER SHERIFF'S STATION'S DISPATCH AREA
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Request Board approval authorizing the Los Angeles County Sheriff's Department (Department) to accept donations of labor, materials, service fees, legal notice fees, and construction management services from the city of Lancaster (City) for the purpose of a renovation project (Project) to improve Lancaster Sheriff's Station's (Station) dispatch area.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Sheriff, or his designee, to accept donations of labor, materials, service fees, legal notice fees, and construction management services for the renovation of the Station's dispatch area, which may exceed \$10,000, from the City.
2. Authorize the City to manage the Project, including contracting with a construction firm and obtaining the necessary plans, permits, and inspections.
3. Find that the Project is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record for the project.
4. Request that the Sheriff report back to your Board, on a quarterly basis, regarding the source and value of all Project-related donations received.
5. Instruct the Executive Officer-Clerk to the Board to send a letter of appreciation to R. Rex Parris, Mayor, city of Lancaster, 44933 Fern Avenue, Lancaster, California, 93534, for the

generous donation of the Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to find that the Project is exempt from the CEQA, approve the Project scope, authorize the Department to accept donations of labor, materials, service fees, and construction management services from the City, authorize the City to manage and implement the Project, and to direct the Sheriff to report back to your Board regarding the source and value of all Project-related donations received.

Background

The Station provides law enforcement services to more than 190,000 residents who live in the City and the communities of Lake Los Angeles, Quartz Hill, and Antelope Acres. In 2010, the Station received and dispatched an excess of 68,262 calls for service. These calls were received through the Station's emergency 911 phone lines, the Station's business phone lines, or in person via the Station lobby.

The phone calls are typically answered by Law Enforcement Technicians (LET) working the complaint desks, who type calls for service into the Computer Aided Dispatch (CAD) terminals. Once a call is entered, it is transmitted to the dispatcher's CAD terminal, where it is assigned to a field deputy as a call for service. The dispatch operation is supervised by the watch deputy, who ensures calls are assigned the proper priority, checks the content of the calls for completion and clarity, and ensures their timely assignment. The watch deputy is also responsible for monitoring the activity in the Station lobby. These responsibilities include safeguarding community members who enter the Station and ensuring they receive service in a timely manner.

The current configuration of the dispatch area is inefficient, which impedes the Station's quality of service improvement goals. Currently, the watch deputy and dispatcher are located in a room that is separated from that of the LETs who answer the phone calls. The two rooms are adjacent to one another and are accessed through a sliding window and a door. In the event of rapidly evolving emergency situations, the dispatcher often verbally relays updated information from the informant to deputies in the field before call updates can be entered into the CAD system. Ideally, the dispatcher gathers this information by overhearing the LET's side of the phone conversation. However, the layout of the Station's complaint and dispatch areas requires the LET who is taking an emergency call to either leave the workstation to shout the updates to the dispatcher, through the door, or type the information in the CAD, which delays the immediate availability of pertinent information to the dispatcher.

The divided layout also restricts the watch deputy's ability to monitor the LET's multiple telephone conversations, which increases the occurrence of multiple calls being created for a single incident. An undivided room configuration would allow the watch deputy to detect call duplication and inform the LETs of this observation, thus allowing for the consolidation of information from the multiple informants to be updated on a single call. This would reduce the level of confusion and provide the handling deputies with the critical information needed to ensure their safety and that of the community members they serve.

Additionally, the dispatch area's current configuration does not provide the watch deputy a clear view of the lobby. The watch deputy must look through the sliding window into the complaint desk area

and view the lobby through a mirror mounted on the wall. This obstructed view has inadvertently resulted in community members standing at the front counter for an undue amount of time before the watch deputy detected their presence and need for service.

The City will donate labor, materials, service fees, legal notice fees, and construction management services to enlarge and renovate the Station dispatch area. The proposed renovation would eliminate the wall between the complaint and dispatch areas, which would allow for a better flow of information between the call takers and the dispatcher. The room would also be enlarged by reducing the size of the Station's briefing room to provide a new desk area for the watch deputy, which will provide an unobstructed view of the LETs, the dispatcher, and the Station lobby.

The City will fund the entire Project, including managing the Project, contracting with a construction firm, obtaining the necessary plans, permits, inspections, and purchasing the proposed materials and services, which are estimated at \$57,390.

Implementation of Strategic Plan Goals

This action meets the Los Angeles County's (County) Strategic Plan, Goal 1, Operational Effectiveness; and Goal 5, Public Safety, by supporting investment in public infrastructure to provide improved facilities within the Department, and by providing for increased efficiency in the receipt and assignment of calls for service.

FISCAL IMPACT/FINANCING

The requested action avoids the need to expend County funds for this necessary Project. The Sheriff shall provide the Board with a quarterly report as to the source and value of the City's donated labor, materials, service fees, legal notice fees, and construction management services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

California Government Code, Section 25355, authorizes the acceptance of gifts for specific County purposes. Specifically, Sections: 1) authorizes the Board to delegate to any County officer or employee the power to accept any gift made to the County; and 2) requires that the County officer or employee shall file with the Board each quarter a report that describes the source and value of each gift in excess of \$10,000 or any other amount as determined by the Board.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The Project includes the interior reconfiguration of the Station's dispatch area. As such, the proposed Project is within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15301 (a) of the State CEQA Guidelines and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project involves negligible or no expansion of the use existing at the Station. Further, there are no cumulative impacts, unusual circumstances, or other limiting factors which would make the exemption inapplicable.

Upon your Board's approval of the Project, the Department will file a Notice of Exemption with the County Clerk, in accordance with Section 15062 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

If the project is not approved, the Station's dispatch area configuration will continue to present challenges, which impact the efficient and expedient delivery of law enforcement services to the residents and business community of the City and the communities served.

CONCLUSION

Upon approval by the Board, please return three adopted copies of this letter to the Department's Facilities Planning Bureau.

Sincerely,

A handwritten signature in blue ink that reads "Leroy Baca". The signature is written in a cursive style.

LEROY D. BACA

Sheriff

LDB:VR:DW:GTKT
:RAJ:PLT:pt