

# Citizen Complaint Oversight Panel (CCOP) - Fiscal Year 2021 Budget Review Summary

## Proposed FY 2021 Operating Budget

Expenditures by Fund Type							
Fund	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change
General Fund	\$ 321,800	\$ 320,500	\$ 397,800	\$ (6,300)	\$ 391,500	\$ 69,700	21.7%
Grants	-	-	-	-	-	-	
<b>Total</b>	<b>\$ 321,800</b>	<b>\$ 320,500</b>	<b>\$ 397,800</b>	<b>\$ (6,300)</b>	<b>\$ 391,500</b>	<b>\$ 69,700</b>	<b>21.7%</b>

Authorized Staffing - All Classifications						
Fund	FY 2020 Approved	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change	% Change
General Fund	2	2	0	2	0	0.0%
Grants	0	0	0	0	0	N/A
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0.0%</b>

## FY 2021 Proposed Budget – Key Highlights

- Increased Operating Cost: Technology Cost Allocation (\$52,200)
- Increased Compensation: One new limited hour position to assist with administrative duties (\$8,800)
- Increased Compensation: Mandated salary increases (\$8,100)
- Increased Fringe Benefits: Increase in fringe benefits (\$6,100)
- Increased Operating Costs: increase in cost for printer lease (\$800)
- Vacancies: One Panel member vacancy and additional anticipated vacancy
- COVID 19 Impact: The Panel is unable to review cases under the COVID 19 shelter in place order and anticipates a drastic increase in backlog when case review resumes.

## County Executive’s Recommended Adjustments

- Reduce Compensation: Reflects compensation costs reduced due to the removal of funding for anticipated FY 2021 salary adjustment (\$4,800)
- Reduce Fringe Benefits: As a result of the above adjustment to compensation (\$1,500)

Category	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change Amount	% Change
Compensation	\$ 174,600	\$ 173,100	\$ 191,500	\$ (4,800)	\$ 186,700	\$ 16,900	9.7%
Fringe Benefits	56,100	56,300	62,200	(1,500)	60,700	6,100	10.9%
Operating Expenses	91,100	91,100	144,100		144,100	53,000	58.2%
Recoveries	-	-	-		-	-	
<b>Total</b>	<b>\$ 321,800</b>	<b>\$ 320,500</b>	<b>\$ 397,800</b>	<b>\$ (6,300)</b>	<b>\$ 391,500</b>	<b>\$ 76,000</b>	<b>23.6%</b>

## Proposed FY 2021 -FY 2026 Capital Improvement Program

	Expended thru FY20	Proposed FY21 Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total Proposed CIP Funding
<b>No Projects</b>								

## Highlights

- N/A



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

April 30, 2020

**MEMORANDUM**

TO: Todd M. Turner, Chair  
 Committee of the Whole (COW)

THRU: David H. Van Dyke, County Auditor 

FROM: Anya Makarova, Senior Budget and Policy Analyst 

RE: Citizen Complaint Oversight Panel (CCOP)  
 Fiscal Year 2021 Budget Review

**Budget Overview**

The FY 2021 Proposed Budget for the Citizen Complaint Oversight Panel is \$397,800. This is an increase of \$76,000 or 23.6% over the FY 2020 approved budget. The increase is due to changes in technology cost allocations (\$52,000), and compensation increases to fund a limited hour position and salary adjustments. The Citizen Complaint Oversight Panel's expenditures are funded entirely by the General Fund.

**Budget Comparison - General Fund**

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change- Est vs App	FY 2021 Proposed	Change Amount	Percentage Change
Compensation	\$ 164,286	\$ 174,600	\$ 173,100	-0.9%	\$ 191,500	\$ 16,900	9.7%
Fringe Benefits	52,400	56,100	56,300	0.4%	62,200	6,100	10.9%
Operating Expenses	68,091	91,100	91,100	0.0%	144,100	53,000	58.2%
<b>Total</b>	<b>\$ 284,777</b>	<b>\$ 321,800</b>	<b>\$ 320,500</b>	<b>-0.4%</b>	<b>\$ 397,800</b>	<b>\$ 76,000</b>	<b>23.6%</b>

**Staffing Changes and Compensation**

	FY 2020 Approved	FY 2021 Proposed	Change Amount	Percentage Change
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 2020.
- The FY 2021 General Fund compensation is proposed at \$191,500 which represents an increase of \$16,900 or 9.7% above the FY 2020 approved budget. This proposed increase is due to anticipated cost-of-living increases and merit increases for employees as well as additional funding for a limited hour position to assist with administrative duties.

**Fringe Benefits**

- Fringe Benefit expenditures are proposed to increase \$6,100 or 10.9% above the FY 2020 level to align with actual costs and include fringe expenditures for one new limited hour position.

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

**Fringe Benefits Historical Trend**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Proposed
Compensation	\$ 140,790	\$ 164,900	\$ 164,286	\$ 173,100	\$ 191,500
Fringe Benefit Expenditures	\$ 44,200	\$ 48,753	\$ 52,400	\$ 56,300	\$ 62,200
As a % of Compensation	31.4%	29.6%	31.9%	32.5%	32.5%
Annual % Change		10.3%	7.5%	7.4%	10.5%

**Operating Expenses**

- In FY 2021, operating expenses are proposed at \$144,100 and are increasing by \$53,000 or 58.2% above the approved FY 2020. The increase is due to changes in the technology cost allocations charge based on the new methodology to support anticipated countywide costs (\$52,200) as well as increased printer lease costs (\$800).
- The accompanying table compares the FY 2021 proposed budget operating expenditures with the FY 2020 approved budget operating expenditures. In six (6) of the categories, the FY 2021 proposed budget level remains unchanged compared to the FY 2020 budget. FY 2020 expenditures are proposed to increase in two (2) categories.

Operating Objects	FY 2019 Actuals	FY 2020 Budget	FY 2021 Proposed	FY 2020 - FY 2021	
				\$ Change	% Change
Telephone	162	200	200	-	0.0%
Printing	285	800	1,600	800	100.0%
Office Automation	\$ 6,200	\$ 7,500	\$ 59,700	52,200	696.0%
Training	4,088	2,500	2,500	-	0.0%
Membership Fees	400	400	400	-	0.0%
Professional Services - Legal	15,300	20,000	20,000	-	0.0%
General & Administrative Contracts	40,223	59,000	59,000	-	0.0%
General Office Supplies	1,433	700	700	-	0.0%
<b>TOTAL</b>	<b>\$ 68,091</b>	<b>\$ 91,100</b>	<b>\$ 144,100</b>	<b>\$ 53,000</b>	<b>58.2%</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.
- 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
1	Marsha Ridley	Appointed 10/2019
2	Kelvin Duval	Appointed 10/2019
3	Daniel Vergamini	Appointed 10/2019
4	Cardel Montague	Appointed 11/2017
5	Florence Felix-Lawson	Appointed 5/2018
6	Kimberlei Richard	Appointed 6/2018
7	Vacancy	Vacant since 7/2019

- In FY 2020, due to Panel vacancies and inability to meet quorum requirements, the Panel was not able to meet from July 2019 until November 2019.
- The panel members were compensated a total of \$40,223 for FY 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 2020 as of March 23, 2020, which is comparable to the similar time frame last year. However, the Panel has scheduled additional 31 meetings through June 30<sup>th</sup>, which are being impacted by the Coronavirus and response to it. There are challenges in using teleworking to review cases due to electronic access, file sharing, file distribution, authorizations for non-employee access, ensuring computer access for Panel members.
- The number of cases reviewed, and the number of related allegations is listed below beginning with CY 2016:

<b>Case Workload</b>	<b>CY 2016 Actual</b>	<b>CY 2017 Actual</b>	<b>CY 2018 Actual</b>	<b>CY 2019 Actual</b>	<b>CY 2020 Estimated</b>	<b>CY 2021 Projected</b>
Total Number of Cases Received for Review	161	129	114	130	250	230
Total Number of Allegations Reviewed	598	489	411	418	605	575
Average Number of Allegations per Case	3.9	4.7	3.8	3.5	3.1	2.7

- Key issues CCOP has identified are summarized in response to the First Round FY 2021 Budget Review Question No. 16 and includes training, mobile video system operation during traffic stops, recording of officers by the public, investigation process and its timeliness, and other issues and concerns.
- In January 2019, the Panel started utilizing a new web-based system, which should have expanded the Panel’s reporting capabilities. However, distributions of allegations by each police district data along with outcomes of CCOP’s investigation related to these allegations remain unavailable unless CCOP conducts a manual count.
- In FY 2019, the Panel reviewed 95% of cases within its required 40-day period, and 85% of cases in FY 2020 as of March 2020.
- The CCOP reports that earning the Certified Practitioners of Oversight (CPO) Credential may not be feasible because certification is based on the individual and not the agency, and the Panel composition is constantly changing.
- In FY 2019, the Chief of Police implemented 27% of the Panel’s recommendations to mitigate police misconduct. The estimated percentage is 27% for FY 2020, and for FY 2021 is projected at the same level.
- The CCOP’s 2018 Annual Report is available online at <https://md-princegeorgescounty.civicplus.com/ArchiveCenter/ViewFile/Item/3109>.