

Police Department

LOB #199:

RESOURCES AND MANAGEMENT BUREAU

Purpose

The Resource Management Bureau is responsible for providing mission critical support to the Police Department in its daily operations and administrative activities through resource distribution/allocation, technical support and inventory management. Primarily, the Resource Management Bureau maintains and manages all Department vehicles, uniforms, patrol equipment and security/storage of evidence for criminal prosecution, and security/storage of all warrants/arrest documents. Additional Bureau responsibilities include Police Capital Improvement Projects (CIP), Police Facilities Planning and Maintenance, liaison between the Police Department and other County agencies on all issues related to maintenance, construction and improvements to police facilities and equipment.

Description

The Resource Management Bureau provides support through two divisions: the Logistics and Property Division and the Records and Facilities Division. The Bureau is overseen by a Police Major who reports to the Deputy Chief of Administration.

The Logistics and Property Division is comprised of three sections: Fleet Services, Property and Evidence and Quartermaster. The Fleet Services Section is responsible for planning, managing and directing the maintenance, repair and storage of over 1,200 marked and unmarked police cruisers, motor pool and other public safety and support vehicles. This includes vehicles from the eight district stations, headquarters and other operational and support components of the Department. It is also responsible for maintenance of ancillary equipment for patrol vehicles including in-car video, emergency lights, prisoner cages and weapon racks.

The Property and Evidence Section is responsible for receiving, storing and maintaining the security of evidence that is recovered, lost, or stolen. The Property Section maintains over 100,000 pieces of property and evidence for court cases and it adheres to strict accountability for evidence storage required to meet the Virginia Law Enforcement Professional Standards. The release and disposition of all property is in accordance with the Department regulations and General Orders.

The Quartermaster Section maintains all police uniforms and related equipment for the uniformed employees of the Department. The section is responsible for maintaining adequate inventory to support Department requirements and maintaining effective configuration control of uniforms and related equipment. In addition, the section manages all issued police body armors, to include product recalls, federal advisory notices and warranty replacements.

The Warrant Desk is the official repository of all warrants and/or arrest documents obtained by members of the Department or received from other jurisdictions for service in Fairfax County. The Warrant Desk is open and staffed 24/7/365. Staff are responsible for precise recording of all actions associated with these documents including entry into I/LEADS record management system, the Virginia Criminal Information Network (VCIN) and National Crime Information Center (NCIC) databases, assignment to stations/divisions for service, secure storage of the original documents, immediate clearance or status update after service attempts, and accurate intra and inter-jurisdiction communication regarding warrant status. All procedures comply with applicable laws, accreditation standards, and must pass all audits.

The Records and Facilities Division includes three distinct sections, the Dissemination Section, Quality Assurance Section and the Expungement Section. The Dissemination Section is responsible for receiving, processing and disseminating requests for police records (incident reports, accident reports, criminal history requests) from the public and other law enforcement agencies. All records released must be in compliance with FOIA. This section also provides fingerprint services to the public. The Quality Assurance Section reviews entries made in I/LEADS. The duties include approving all accident reports, reviewing all

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arrest data for accuracy, filing paper tickets, merging names and correcting names in the master name file of I/LEADS. The Expungement Section is responsible for processing court ordered expungement requests within the mandated 120 day time frame.

The Facilities Division's responsibilities include:

- Placing work orders to the Facilities Management Department (FMD) and working with FMD to ensure repairs and maintenance are conducted in a timely manner;
- Coordinating movement of staff, furniture and equipment;
- Coordinating all work involving telecommunication and data cabling;
- Investigating and analyzing facility safety issues; and,
- Coordinating Risk Management inspections.

The Director position is further tasked with providing support to the Department of Public Works and Environmental Services on current and future CIP projects within the Police Department. Recent projects include Fair Oaks District Police Station, Animal Shelter, Reston District Police Station, McLean District Police Station and the new Public Safety Headquarters project.

Benefits

The Resource Management Bureau provides critical logistical support for Department operations. It improves officer safety and effectiveness through rigorous tests, evaluations, maintenance of police equipment and vehicles. The Bureau ensures safe, secure facilities for all employees and customers (public). Lastly, the Bureau manages evidence and records for successful prosecution of criminal cases.

Mandates

Property & Evidence Section

LEGAL REFERENCES

Code of Virginia as Amended, §15.2-1719

Code of Virginia as Amended, §15.2-1720

Code of Virginia as Amended, §15.2-1721

Fairfax County Code, Virginia, Section 2-2-1

Fairfax County Code, Virginia, Section 2-2-4

ACCREDITATION STANDARDS REFERENCE

VLEPSC

ADM. 16.01, 16.02, 16.03, 16.04

Warrant Desk

LEGAL REFERENCES

Code of Virginia as Amended, §19.2, Chapter 9.1

Code of Virginia as Amended, §19.2-76.1

In-Car Video

ACCREDITATION STANDARDS REFERENCE

VLEPSC CALEA 41.3.8

OPR. 01.11

All police records are released in compliance with FOIA- Virginia Code § 2.2-3706.

All accident reports are released in compliance with Fairfax County Code 82-8-7.

All Expungement Orders must be processed within the 120 day mandate- Virginia Code § 19.2-392.2.

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Trends and Challenges

Transparency in policing is of paramount importance, as police maintain trust and relationships with the community that are served. In order to maintain this type of trust, the Department must continue to evaluate and explore the technology of today and future that will enhance this objective. For instance, the Department currently manages over 600 In-Car Video units within the police fleet. The Department expects this number to rise in the near future due to demands from the community until the entire police fleet (over 1,200 cruisers) is equipped with the In-Car Video system.

Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
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FUNDING			
<u>Expenditures:</u>			
Compensation	\$3,060,166	\$3,670,559	\$3,141,028
Operating Expenses	761,023	1,914,070	1,844,430
Capital Equipment	11,205	172,546	0
Total Expenditures	\$3,832,394	\$5,757,175	\$4,985,458
General Fund Revenue	\$228,788	\$234,414	\$0
Net Cost/(Savings) to General Fund	\$3,603,606	\$5,522,761	\$4,985,458
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	51 / 51	50 / 50	49 / 49
Total Positions	51 / 51	50 / 50	49 / 49

Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Total Number of Vehicles in Fleet	1,441	1,441	1,441	1,461	1,481
Total Number of Utility Vehicles to Replace Sedans per year	0	0	32	64	96

Quartermaster Section: Staff are required to procure, stock, and manage approximately 2,200 different items of uniforms and equipment valued at approximately \$750,000 annually. In FY 2015, staff completed 310 procurement transactions and logged 10,210 customer transactions. The Quartermaster Section also facilitates research and testing of new equipment ensuring all specifications for usage and safety are met.

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Property & Evidence Section: This unit is responsible for ensuring the Department's compliance with all laws and regulations regarding the handling of 93,445 items of property and evidence. Each week the staff members complete property pickups from 12 temporary property collection points. This creates on average 550 new items processed into the Department's records system weekly. The average time to process the new items is 14.3 hours per technician. Additionally, staff members conduct an average of 30 over the counter transactions with customers each day and approximately 70 property releases to citizens each week. Strict procedures, industry standards, and laws require extreme accountability practices with a goal of zero errors for every time one of these items is handled. Several internal and external audits are conducted and passed each year. All discrepancies require administrative inquiry and/or investigation to resolve.

Warrant Desk: This unit maintains the highly regulated repository of 3,740 active arrest warrants assigned to the Department. Outcomes are measured through various internal and external audits related to the meticulous records required by law and regulation. Similar to the Property and Evidence Section, the Warrant Desk passes all audits, but only through the use of scheduled overtime so that staff members can complete required monthly warrant validations on time. Currently, each member is allowed to work 1.5 hours of overtime a week to keep up with this requirement. Failure to do so creates an extreme liability risk to the County.

Fleet Services: This section is responsible for the management of the Department's vehicle fleet of 1,441 vehicles (all vehicles with police ID numbers, to include radar trailers, motors, etc.). Staff facilitate the maintenance and replacement of a highly diverse fleet necessary to meet the Department's primary mission of providing professional police services.

The 2015 Public Safety Bond Referendum was recently approved. As a result, the plans/preparations have begun for new South County Police station and Animal Services facility. The new station will be the ninth police station and will provide full 24/7 high quality police services to the community. Additional staff and vehicles will be required to outfit the station in future years.

In 2013, the new Ford interceptor police cruisers were added to the Department's cruiser fleet. Although the cruisers all-wheel drive capability was met with high accolades from officers/drivers, its limited trunk and rear-passenger space capacity has become not only a hindrance but also a potential safety factor (emergency officer or citizen rescue). In 2015, FCPD deployed thirty two marked Police Utility vehicles to 8 respective police stations (4 utility cruisers per police station). The initial assessment of these police utility vehicles were met with great success with the following benefits:

- Enhance driver's visibility and safety.
- Better payload of 400 + lbs.
- Increase leg and shoulder room/space for rear prisoner compartment and safety.
- Additional trunk space for increase number of police equipment and apparatus.
- Cost difference of only \$1,468 between police utility vs. sedan vehicles (\$36,459 for Utility vs. \$34,991 for sedan).

Based on the initial success, the Department plans on continuing to deploy utility vehicles to replace sedans.