



OFFICE OF PROFESSIONAL STANDARDS

Roger Smith, Administrator**Mission Statement**

To cause a full, complete, fair, and impartial investigation to be made of each citizen complaint filed with the Office of Professional Standards against an Officer or employee of the Cleveland Division of Police; to prepare and submit a completed report of the investigation resulting from a citizen complaint to the Civilian Police Review Board for its review and disposition.

Citizen complaints may be filed in person at the Office of Professionals Standards (OPS), or by U.S. mail, email, or facsimile to OPS. Citizen complaints also may be filed at the Cleveland Division of Police (CDP) Headquarters, any of the five (5) CDP District Stations, the Mayor's Action Center (MAC), or Director of Public Safety's Action Center (DAC). All citizen complaints are identified by an OPS file tracking number and then assigned to a civilian Investigator.

Once a file tracking number is designated and the complaint is assigned to a civilian Investigator, a preliminary review is conducted. If during the preliminary review it is determined that potential criminal conduct or activity may have occurred, then OPS refers the complaint to the Internal Affairs Unit of CDP. If there is no alleged criminal conduct or activity, then OPS will conduct the investigation. During the course of the investigation, the citizen and any potential witnesses are interviewed, the assignment and duty reports of the officer(s) involved, as well as all relevant documentation is reviewed, and the officer(s) responds to the allegations.

At the conclusion of the investigation, it is reviewed and approved by the OPS Administrator, who then forwards it to the Civilian Police Review Board (CPRB). The CPRB reviews all completed investigations conducted by OPS, deliberates, and then determines if a civil violation of policy, training, or rules and regulations occurred. If the CPRB determines that a violation did occur, then it sustains the complaint and accordingly recommends the appropriate discipline to either the Chief of Police or the Director of Public Safety.

When the CPRB recommends discipline, a pre-disciplinary hearing is conducted in which OPS presents its investigation to either the Chief of Police or the Director of Public Safety, or his designated hearing officer. The Officer(s) involved, who is present along with his/her union representative(s), has the opportunity to respond to the charges filed against him/her. The Chief of Police or the Director of Public Safety makes the final decision whether or not to impose discipline against the Officer(s) who was the subject of the citizen complaint.

PROGRAM NAME: OFFICE OF PROFESSIONAL STANDARDS

OBJECTIVES: To investigate citizen complaints against Cleveland Division of Police personnel in a complete, fair, and impartial manner.

ACTIVITIES: Present the complete investigations to the Civilian Police Review Board (CPRB) for hearing and disposition.



OFFICE OF PROFESSIONAL STANDARDS

Expenditures

	2018 Actual	2019 Actual	2020 Unaudited	2021 Budget
Salaries and Wages				
Full Time Permanent	\$ 654,685	\$ 828,864	\$ 869,285	\$ 926,410
Longevity	3,100	3,100	3,325	3,425
Separation Payments	3,938	—	—	—
Bonus Incentive	4,000	—	—	—
Overtime	—	1,919	1,187	5,000
	\$ 665,722	\$ 833,884	\$ 873,797	\$ 934,835
Benefits				
Hospitalization	\$ 108,877	\$ 145,143	\$ 164,441	\$ 176,903
Prescription	16,047	24,179	33,758	36,774
Dental	5,322	6,665	8,376	9,697
Vision Care	522	647	1,125	1,456
Public Employees Retire System	89,580	114,647	122,455	130,877
Fica-Medicare	9,227	11,526	11,985	13,555
Workers' Compensation	6,205	8,037	7,095	8,744
Life Insurance	320	405	580	738
	\$ 236,101	\$ 311,248	\$ 349,816	\$ 378,744
Other Training & Professional Dues				
Travel	\$ 9,790	\$ 13,255	\$ 550	\$ 5,000
Tuition & Registration Fees	—	725	—	1,500
Training	824	—	—	3,500
Professional Dues & Subscript	400	400	400	500
	\$ 11,014	\$ 14,380	\$ 950	\$ 10,500
Utilities				
Steam	\$ 19,331	\$ 17,184	\$ 18,241	\$ 24,000
	\$ 19,331	\$ 17,184	\$ 18,241	\$ 24,000
Contractual Services				
Professional Services	\$ 962,630	\$ 239,429	\$ 82,000	\$ 125,000
Parking In City Facilities	—	—	—	300
	\$ 962,630	\$ 239,429	\$ 82,000	\$ 125,300
Materials & Supplies				
Office Supplies	\$ —	\$ 565	\$ —	\$ 6,000
Computer Hardware	—	297	—	—
Just In Time Office Supplies	1,375	651	188	1,500
	\$ 1,375	\$ 1,513	\$ 188	\$ 7,500



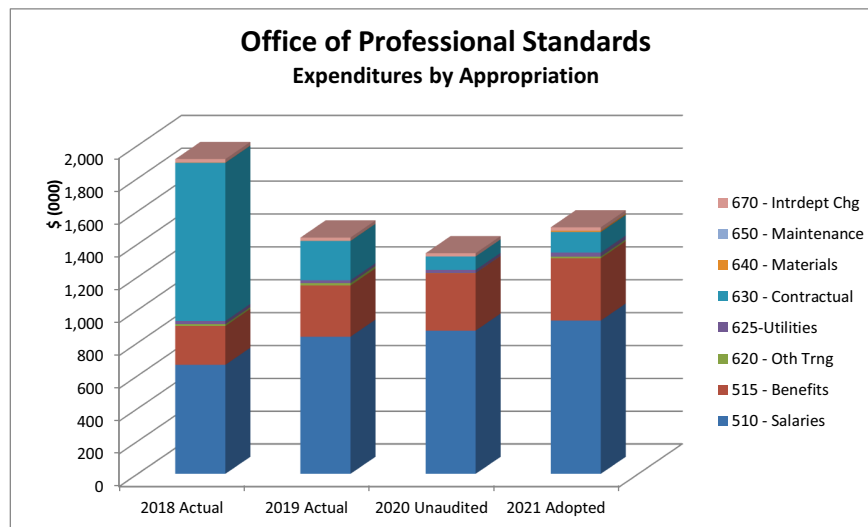
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Expenditures (Continued)

	2018 Actual	2019 Actual	2020 Unaudited	2021 Budget
Interdepart Service Charges				
Charges From Telephone Exch	\$ 12,009	\$ 11,757	\$ 14,459	\$ 14,608
Charges From Print & Repro	1,568	2,023	740	1,750
Charges From M.V.M.	7,036	5,542	4,523	4,928
	\$ 20,613	\$ 19,322	\$ 19,722	\$ 21,286
	\$ 1,916,786	\$ 1,436,960	\$ 1,344,714	\$ 1,502,165

Revenues

	2018 Actual	2019 Actual	2020 Unaudited	2021 Budget
Miscellaneous	\$ 6,393	\$ 6,707	\$ 7,095	\$ —
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COMPARISON OF STAFFING LEVEL

Budget 2020	No. of Employees		Position	Salary Schedule	
	December 2020	Budget 2021		Minimum	Maximum
<u>ADMINISTRATORS & OFFICIALS</u>					
1	1	1	Administrative Manager	31,200.00	124,875.04
1	0	0	General Manager of Administrator Services	31,200.00	103,681.75
<u>2</u>	<u>1</u>	<u>1</u>			
<u>ADMINISTRATIVE SUPPORT</u>					
1	1	1	Private Secretary	19.49	24.59
<u>1</u>	<u>1</u>	<u>1</u>			
<u>PROFESSIONALS</u>					
9	8	9	Office of Professional Standards Investigator	31,200.00	85,000.00
1	1	1	Office of Profess. Standards - Stand. Research/Analyst	20,800.00	62,770.08
1	1	1	Office of Professional Standards - Senior Investigator	28,000.00	85,000.00
1	1	1	Project Coordinator	31,200.00	99,702.63
<u>12</u>	<u>11</u>	<u>12</u>			
<u>15</u>	<u>13</u>	<u>14</u>	TOTAL FULL TIME		
<u>15</u>	<u>13</u>	<u>14</u>	TOTAL DIVISION		